

<h1>SEVEN GENERATIONS CHARTER SCHOOL</h1>	SECTION: EMPLOYEES
	TITLE: 317 – CONDUCT/DISCIPLINARY PROCEDURES
	ADOPTED: 15 November 2016
	REVISED:

Policy	<p>All employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of the school requires the cooperation of all employees working together and complying with a system of Board policies, administrative regulations, rules and procedures, applied fairly and consistently.</p> <p>The Board of Trustees of Seven Generations Charter School (“Board”) requires employees to maintain professional, moral and ethical relationships with students at all times.</p> <p>The Board directs that all employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of state and federal laws and regulations, Board policies, administrative regulations, rules and procedures.</p> <p>All school employees shall comply with state and federal laws and regulations, Board policies, administrative regulations, rules and procedures. School employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors.</p>
Delegation of Responsibility	<p>The Chief Executive Officer (CEO) or designee(s) shall be responsible for investigating alleged violations of the school policies, procedures, or rules. Depending upon the severity of the disciplinary infraction, disciplinary action shall be initiated by the CEO or designee(s) and the disciplinary actions may include, but are not limited to, verbal warnings, written warnings, suspensions, or recommended dismissal.</p>
Guidelines	<p>Prior to the implementation of disciplinary action, the employee will be provided with an opportunity to review and discuss with the administration the alleged behavior and the potential disciplinary consequences thereof. Once an employee has been notified of the disciplinary recommendation and/or action by the administration, the employee may pursue his/her right to file a grievance or be given a hearing by the Board.</p> <p>For the Board to dismiss an employee after hearing, there must be a consensus of all members of the Board. In the event that the Board fails to achieve consensus for dismissal, the Board may elect to impose a degree of punishment less than a dismissal.</p>

The CEO or designee shall report to the Department of Education any and all actions, allegations and information as required by the Professional Educator Discipline Act.

When engaged in assigned duties, employees shall not participate in activities that include but are not limited to the following:

1. Physical or verbal abuse, or threat of harm, to anyone.
2. Nonprofessional relationships with students.
3. Causing intentional damage to school property, facilities or equipment.
4. Forceful or unauthorized entry to or occupation of school facilities, buildings or grounds.
5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.
6. Use of profane or abusive language, symbols or conduct.
7. Breach of confidential information.
8. Failure to comply with directives of school officials, security officers, or law enforcement officers.
9. Carrying or possessing a weapon on school grounds or in a school building or at a school sponsored or related activity or on or about any transportation vehicle used for school purposes without authorization from the appropriate school administrator.

For the purpose of this policy, **weapons** include, but are not limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, explosive, firework, biological toxin, toxic or caustic aerosol-delivered chemical, and any other tool, instrument, or implement capable of inflicting serious bodily injury, except for those knives, tools, or implements that the employee would normally be required to use in the performance of his/her job.

10. Behavior that violates any Board policies, administrative regulations, rules or procedures or violates federal, state, or applicable municipal laws or regulations. This includes any conduct that would justify termination under Section 1122 of the School Code
11. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the school, or any activity sponsored or approved by the Board.

Arrest Or Conviction Reporting Requirements

References	<p>Employees shall use the designated form to report to the CEO or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.</p> <p>An employee shall be required to submit a current criminal history background check report if the CEO or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the CEO or designee. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the employee to disciplinary action up to and including termination and criminal prosecution.</p> <p>School Code – 24 P.S. Sec. 111, 510, 514, 1121, 1122, 1126, 1127, 1128, 1129, 1130, 1151</p> <p>State Board of Education Regulations, Code of Professional Practice and Conduct for Education – 22 PA Code Sec. 235.1 et seq., 237.1 et seq.</p> <p>Professional Educator Discipline Act – 24 P.S. Sec. 2070.1 et seq.</p> <p>Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.</p>
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