

Williamsburg Community  
School District

## Policy Guide

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY  
PROCEDURES

ADOPTED: 4/20/2021

REVISED:

### 317. CONDUCT/DISCIPLINARY PROCEDURES

#### Authority

All administrative, professional and support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of district schools 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. The orderly conduct of the District's functions requires compliance with these policies and rules, and consistent penalties and disciplinary procedures for violations and in compliance with all relevant state and federal statutes and regulations.

The Board requires employees to maintain professional, moral and ethical relationships with students at all times.[\[1\]](#)

The Board directs that all district 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 Board policies, administrative regulations, rules and procedures.[\[2\]](#)[\[3\]](#)

When demotion or dismissal charges are filed against a certificated administrative or professional employee, a hearing shall be provided as required by applicable law. Noncertificated administrative and support employees may be entitled to a Local Agency Law hearing, at the employee's request.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

Certain rules and regulations regarding employee behavior are necessary for efficient business operations and for the benefit and safety of all employees. Conduct that interferes with operations, discredits the district, or is offensive to customers or co-workers will not be tolerated. All district employees shall comply with state and federal laws and regulations, Board policies, administrative regulations, rules and procedures. District employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors.[\[2\]](#)

When engaged in assigned duties, district 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, or any form of sexual or other harassment.[\[12\]](#)

2. Nonprofessional relationships with students.
3. Stealing, destroying, defacing, or misusing district property, facilities or equipment or another employees' property.
4. Falsifying or altering any district records or reports, such as employment application, time records, expense accounts, etc.
5. Misusing district communications systems, including electronic mail, computers, internet access, and telephones.[\[13\]](#)
6. Failure to abide by safety rules and policies.
7. Forceful or unauthorized entry to or occupation of district facilities, buildings or grounds.
8. Use, possession, distribution or sale of tobacco or alcohol on district property or in any district-owned vehicles.
9. Use, possession, distribution, or sale of drugs or other illegal substances.[\[14\]](#)
10. Use of profane or abusive language.
11. Breach of confidential information.[\[15\]](#)
12. Failure to comply with directives of district officials, security officers, or law enforcement officers.[\[6\]](#)
13. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.
14. Violation of Board policies, administrative regulations, rules or procedures.[\[6\]](#)
15. Violation of federal, state, or applicable municipal laws or regulations.[\[6\]](#)
16. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the district, or any activity sponsored or approved by the Board.

These examples of impermissible behaviors are not intended to be all inclusive. At the administration's discretion, any violation of the Board policies or any conduct considered inappropriate or unsatisfactory may subject an employee to disciplinary action.

During off-duty hours, employees will conduct themselves in such a manner so as to demonstrate the public's trust and confidence inherent in their position as a public servant. Any conduct that brings

discredit to their profession, responsibilities, the district, or public service at large shall be subject to immediate disciplinary action, up to and including termination.

### **Delegation of Responsibility**

The Superintendent or designee shall develop and disseminate disciplinary rules for violations of Board policies, administrative regulations, rules and procedures that provide progressive penalties, including but not limited to:

- verbal warning
- written warning
- reprimand
- suspension
- demotion
- dismissal
- pursuit of civil and criminal sanctions.

### **Arrest or Conviction Reporting Requirements**

Employees shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.[\[17\]](#)[\[18\]](#)

Employees shall also report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.[\[19\]](#)

An employee shall be required to submit a new criminal history background check report if the Superintendent 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 Superintendent or designee.

An employee shall be required to immediately submit a new child abuse history certification if the Superintendent or designee has a reasonable belief that the employee was named as a perpetrator in a founded or indicated report or has provided written notice of such occurrence.

Failure to accurately report such occurrences may subject the employee to disciplinary action up to and including termination and criminal prosecution.[\[17\]](#)

Legal

1. 22 PA Code 235.10

2. 24 P.S. 510

3. 24 P.S. 514

4. 2 Pa. C.S.A. 551 et seq

5. 24 P.S. 1121

6. 24 P.S. 1122

7. 24 P.S. 1126

8. 24 P.S. 1127

9. 24 P.S. 1128

10. 24 P.S. 1129

11. 24 P.S. 1130

12. Pol. 348

13. Pol. 815

14. Pol. 351

15. Pol. 216

16. 24 P.S. 1151

17. 24 P.S. 111

18. 24 P.S. 2070.9a

19. 23 Pa. C.S.A. 6344.3

2 Pa. C.S.A. 551 et seq

23 Pa. C.S.A. 6301 et seq

24 P.S. 2070.1a et seq

Pol. 000

Pol. 323