

Northgate School District

Book	Policy Manual
Section	300 Employees
Title	Conduct/Disciplinary Procedures
Code	317 Vol II 2025
Status	First Reading
Adopted	September 15, 2008
Last Revised	January 18, 2016

317

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 guidelines, rules and procedures, applied fairly and consistently.

The Board requires employees to maintain professional, moral and ethical relationships with students at all times.[1][2]

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 guidelines, rules and procedures.[3][4]

Delegation of Responsibility

All district employees shall comply with state and federal laws and regulations, Board policies, administrative guidelines, rules and procedures. District employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors.[3]

Certificated employees shall comply with the Code of Professional Practice and Conduct for Educators, in accordance with applicable law and regulations.[1]

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.
2. Nonprofessional relationships with students.[2]
3. Causing intentional damage to district property, facilities or equipment.
4. Forceful or unauthorized entry to or occupation of district facilities, buildings or grounds.
5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.[5]

6. Use of profane language.
7. Breach of confidential **student, staff or district** information.
8. Failure to comply with directives of district officials, security officers or law enforcement officers.[6]
9. Carrying **or** possessing a weapon on school grounds without authorization from the appropriate school administrator.
10. Violation of Board policies, and/or district rules or procedures.[6]
11. Violation of federal, state, or applicable municipal laws or regulations.[6]

The district may take disciplinary action for employee conduct that **occurs during or outside of assigned duties when such conduct has a direct nexus to or** obstructs, disrupts, or interferes with **the** teaching, research, service, operations, administrative or disciplinary functions of the district, or any **district-sponsored activity**.

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

verbal warning

written warning

reprimand

suspension

demotion[7]

dismissal[6]

pursuit of civil and **legal remedies**.

Prior to considering demotion or dismissal of an employee, and at other times when employee conduct has been reported, the Superintendent or designee shall investigate allegations that an employee has violated Board policies, rules or procedures and shall recommend appropriate action to the Board, in accordance with applicable law and regulations.[4][6][8][9]

When demotion or dismissal charges are filed against a certificated administrative or professional employee, a Board 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][6][8][9][10][11][12][13][14][15][16][17]

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. [18][19]

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.[20]

The Superintendent may also receive notice from the PA Department of Education when a certificated educator has a pending record of arrest, indictment or charge entered upon their state record in the Teacher Information Management System (TIMS).

An employee shall be required to submit new criminal history background checks 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.[18]**[21]**

An employee shall be required immediately to 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.[20]**[21]**

Failure to accurately report such occurrences may subject the employee to disciplinary action up to and including termination and criminal prosecution.[18][20]

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Legal

1. 22 PA Code 235.1 et seq

2. Pol. 824

3. 24 P.S. 510

4. 24 P.S. 514

5. Pol. 351

6. 24 P.S. 1122

7. 24 P.S. 1151

8. 24 P.S. 1121

9. 24 P.S. 1127

10. 24 P.S. 1126

11. 24 P.S. 1128

12. 24 P.S. 1129

13. 24 P.S. 1130

14. 24 P.S. 1131

15. 24 P.S. 1132

16. 24 P.S. 1133

17. 2 Pa. C.S.A. 551 et seq

18. 24 P.S. 111

19. 24 P.S. 2070.9a

20. 23 Pa. C.S.A. 6344.3

21. Pol. 806

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

24 P.S. 2070.1a et seq

Northgate School District

Book	Policy Manual
Section	300 Employees
Title	Freedom of Speech by Employees
Code	320 Vol II 2025
Status	First Reading
Adopted	September 15, 2008

320

Authority

The Board respects employees' freedom of speech. Public school employees do not surrender their rights to free speech merely because of their status as an employee of the school district. The Board acknowledges the right of administrative, professional and support employees as **private** citizens in a democratic society to speak on issues of public concern.

The Board adopts this policy to clarify situations in which an employee's expression could conflict with the district's interests, **when the employee is not engaged in assigned duties. In such instances, the district, in coordination with the school solicitor, must balance the employee's interests regarding freedom of expression on issues of public concern as a private citizen against the interests of this district in promoting the efficient and effective functioning and educational purpose of the district.**

In situations in which a district employee is not engaged in the performance of assigned duties, **the employee's freedom of speech may be addressed when the employee's speech impacts efficiency or constitutes a reasonable likelihood of disruption, as indicated by any one of the following:**

- 1. Impairing discipline by superiors or harmony among co-workers;**
- 2. Having a detrimental impact on close working relationships requiring loyalty and confidence;**
- 3. Impeding the performance of the duties of the employee that conducted the speech; or**
- 4. Interfering with the operations of the school district.**

Any decisions based on the above listing shall take into consideration all of the facts of each individual situation and shall include consultation with the school solicitor.

Northgate School District

Book	Policy Manual
Section	700 Property
Title	Service Animals in Schools
Code	718 Vol II 2025
Status	First Reading
Adopted	September 20, 2010
Last Revised	June 18, 2012

718

Purpose

The Board adopts this policy to ensure that individuals with disabilities are permitted to participate in and benefit from district programs, activities and services, and to ensure that the district does not discriminate on the basis of disability.

Definition

Service animal - any dog individually trained to do work or perform tasks for the benefit of an individual with a disability.[1]

Miniature horses may be utilized as **service animals** if:[2]

1. The miniature horse is individually trained to do work or perform tasks for the benefit of an individual with a disability.
2. The facility can accommodate the type, size and weight of the miniature horse.
3. The presence of the miniature horse does not compromise the safe operation of the facility.

The work or tasks performed by a **service animal** shall be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.[1]

The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition.[1]

Authority

The Board shall permit individuals with disabilities to use service animals in district buildings; on district property; and on vehicles that are owned, leased or controlled by the school district, in accordance with this policy and applicable state and federal laws and regulations.[3][4][5][6]

Guidelines

Admission of Service Animals to Schools

A student or an employee with a disability may submit a request to bring a service animal to school for educational or employment purposes. A student or employee seeking to bring a service animal to school must comply with the requirements as set forth in this policy and any administrative guidelines governing this issue.

Parents/Guardians of students with disabilities may submit a request to the building principal for their student to bring a service animal to school. The building principal shall forward the request to the appropriate Section 504 or IEP team. The team shall gather the necessary information and evaluate the request to bring a service animal to school. **The student's IEP or Section 504 Service Agreement shall be updated to reflect the use of the service animal.** Any service animal accompanying a student with a disability to school or school activities shall be handled and cared for in a manner detailed in the student's IEP or Section 504 Service Agreement. **The team shall develop appropriate plans for integrating the service animal into the educational environment.**[7][8]

Before **approving a request for** a service animal, the district **may only ask**:[6]

1. **If the service animal is required due to a disability.**[2]
2. **What work or tasks** the service animal is trained to perform.[2]

The district may not:

1. **Request documentation of the need for a service animal.**
2. **Request documentation regarding training of the service animal.**
3. **Request a demonstration of the animal's abilities.**
4. **Inquire about the nature of the individual's disability.**

Reasonable Modification Considerations for Miniature Horses

If a miniature horse qualifies as a service animal by having been trained to do work or perform tasks for a student with a disability, the school must make reasonable modifications in policies, practices or procedures to permit the use of a miniature horse.[2]

The district shall consider the following factors to determine whether modifications to policies, practices or procedures are reasonable:[2]

1. **The type, size and weight of the miniature horse and whether the facility can accommodate those features;**
2. **Whether the handler has sufficient control of the miniature horse;**
3. **Whether the miniature horse is housebroken; and**

4. **Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements necessary for safe operations.**

Admission of Service Animals to Public Events

Individuals with disabilities may be accompanied by their service animals while on district property for events that are open to the general public. This right of access does not extend to the schools generally or to other activities that are not open to the general public.[2][3][9]

School administrators may inquire of the owner or handler of a **service** animal whether the animal is required because of a disability and the specific **work or** tasks that the animal has been trained to perform, but shall not ask questions about an individual's disability.[2]

Surcharges

The district shall not ask or require an individual with a disability to pay a surcharge, even if individuals accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to individuals without pets. If the district normally charges individuals for the damage they cause, an individual with a disability may be charged for damage caused by their service animal.[2]

The district shall not require an owner or handler of a service animal to pay an extra charge for the animal to attend events for which a fee is charged, **such as at a football game or school play.[2]**

Delegation of Responsibility

The Superintendent or designee shall develop and administrative guidelines to implement Board policy and accommodate individuals with disabilities requesting use of a service animal in district buildings and on district property and vehicles.

The designated administrator shall ensure that all individuals involved in a situation where a service animal will regularly accompany an individual in district buildings or on district property or vehicles are informed of the Board policy and administrative guidelines governing this issue. Involved individuals can include administrators, appropriate employees, **the** student and **their** parent/guardian.

The owner or handler of a service animal shall be solely responsible for:

1. Supervision and care of the animal, including any feeding, exercising, clean up and stain removal.[2]
2. Control of the animal at all times through the use of a harness, leash, tether or by other effective means.
3. Damages to district buildings, property and vehicles caused by the animal.
4. Injuries to students, employees, volunteers and visitors caused by the animal.

The building principal shall receive and forward to the Director of Special Services and Superintendent each completed request by an individual with a disability to be accompanied by a service animal. The Director of Special Services shall respond to the request.

District administrators may exclude a service animal from district buildings, property and vehicles under the following circumstances:

1. Presence of the animal poses a direct threat to the health and safety of others.
2. Owner or handler is unable to control the animal.
3. Animal is not housebroken.
4. Presence of the animal would require a fundamental alteration to the program.

Any individual with a service animal who is aggrieved by a decision to exclude, limit or remove a service animal may appeal that decision in accordance with applicable Board policy. The appeal must be in writing and provide detailed information regarding the basis of the appeal.[7][10][11]

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Legal

1. 28 CFR 35.104
2. 28 CFR 35.136
3. 43 P.S. 953
4. 29 U.S.C. 794
5. 42 U.S.C. 12101 et seq
6. 28 CFR 35.130
7. Pol. 103.1
8. Pol. 113
9. Pol. 904
10. Pol. 104
11. Pol. 906
- 28 CFR Part 35
- 29 CFR Part 1630
- Pol. 103
- Pol. 707