

**GREATER
JOHNSTOWN
CAREER &
TECHNOLOGY CENTER**

SECTION: EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY PROCEDURES

ADOPTED: January 22, 2008

REVISED:

<p>1. Authority</p> <p>SC 1850.1</p> <p>SC 1121, 1122, 1126, 1127, 1128, 1129, 1130 2 Pa. C.S.A. Sec. 551 et seq</p> <p>Pol. 351</p>	<p style="text-align: center;">317. CONDUCT/DISCIPLINARY PROCEDURES</p> <p>All administrative, professional and support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of school programs requires the cooperation of all employees working together and complying with a system of Joint Operating Committee policies, administrative regulations, rules and procedures, applied fairly and consistently.</p> <p>The Joint Operating Committee 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 Joint Operating Committee policies, administrative regulations, rules and procedures.</p> <p>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.</p> <p>All employees shall comply with Joint Operating Committee policies, administrative regulations, rules and procedures; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors.</p> <p>When engaged in assigned duties, employees shall not participate in activities that include but are not limited to the following:</p> <ol style="list-style-type: none"> 1. Physical or verbal abuse, or threat of harm, to anyone. 2. Causing intentional damage to school property, facilities or equipment. 3. Forceful or unauthorized entry to or occupation of school facilities, buildings or grounds. 4. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.
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<p>SC 1122</p>	<p>5. Use of profane or abusive language.</p> <p>6. Failure to comply with directives of school officials, security officers, or law enforcement officers.</p> <p>7. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.</p>
<p>SC 1122</p>	<p>8. Violation of Joint Operating Committee policies, administrative regulations, rules or procedures.</p>
<p>SC 1122</p>	<p>9. Violation of federal, state, or applicable municipal laws or regulations.</p> <p>10. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the center, or any activity sponsored or approved by the Joint Operating Committee.</p>
<p>2. Delegation of Responsibility SC 1122, 1151</p>	<p>The Administrative Director or designee shall develop and disseminate disciplinary rules for violations of Joint Operating Committee policies, administrative regulations, rules and procedures that provide progressive penalties, including but not limited to verbal warning, written warning, reprimand, suspension, demotion, dismissal or pursuit of civil and criminal sanctions.</p> <p>References:</p> <p>School Code –1121, 1122, 1126, 1127, 1128, 1129, 1130, 1151, 1850.1</p> <p>Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.</p> <p>Joint Operating Committee Policy – 351</p>