

SECTION: PROFESSIONAL  
EMPLOYEES

TITLE: DISCIPLINARY  
PROCEDURES

ADOPTED: FEBRUARY 19, 1996

REVISED: January 18, 2016

# Lebanon School District

	417. DISCIPLINARY PROCEDURES	1
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1. Purpose	Effective operation of the district's programs requires the cooperation of all district employees in working together under a system of policies and rules applied fairly and uniformly to all employees. The orderly conduct of the district's business requires uniform compliance with these policies and rules, and uniform penalties and disciplinary procedures for violations.	3 4 5 6 7 8 9 10 11
2. Authority		12
SC 510, 514 Title 22 Section 235.10	There shall be established procedures whereby professional employees shall be informed as to the disciplinary actions that are considered appropriate, and that are to be applied, for violation of district policies and regulations.	13 14 15 16 17 18
3. Delegation of Responsibility	The Board requires employees to maintain professional, moral, and ethical relationships with co-workers and students at all times.	19 20 21 22
SD 1122  SC 1127	The Superintendent shall ensure that appropriate disciplinary actions are invoked for violations of district policies and rules which provide progressive penalties including, where appropriate, verbal warning, written warning, suspension (with or without pay), demotion, and dismissal.	23 24 25 26 27 28 29 30
	In the event it is necessary to demote or dismiss, a hearing shall be provided to the extent required by statute.	31 32 33 34
SC 510	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.	35 36 37 38 39 40 41
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The vote to discharge shall be by a two-thirds vote of all members of the Board. A vote to provide a degree of punishment less than a discharge shall be by a majority of a quorum present at a meeting at which such vote is to be taken.

Arrest or Conviction Reporting Requirements

SC 111  
24 P.S.  
Sec.2070.9a

Employees shall use the required form to report to the Superintendent or his/her designee their arrest, indictment, or conviction for any 24 PS 111 (e) or (f.1) enumerated crime within seventy-two (72) hours of such arrest, indictment, or conviction.

23 Pa.  
C.S.A.  
Sec.  
6344.3

Employees shall also report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that the employee has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.

SC 111

An employee shall be required to submit a current criminal history background check report if the Superintendent or designee has a reasonable belief that the employee was arrested, indicted, or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee. Failure to accurately report such arrests, indictments, and convictions may subject the employee to disciplinary action up to and including termination and criminal prosecution.

When charges are filed against a professional employee pursuant to the School Code, or the employee is arrested, indicted, or convicted of a crime or listed as a perpetrator, as set forth above, the District shall be permitted to take disciplinary action to the extent permitted by statute.