

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: DISCIPLINARY PROCEDURES

ADOPTED: March 19, 1998

REVIEWED: June 2001; May 2011, March 2016

# SPRINGFIELD SCHOOL DISTRICT

317. DISCIPLINARY PROCEDURES	
<p>1. Purpose</p> <p>SC 510</p>	<p>Effective operation of Springfield School District (“District”) 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.</p> <p>There shall be established procedures whereby administrative 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.</p>
<p>2. Delegation of Responsibility</p> <p>SC 1122, 1127, 1151 2 Pa. C.S.A. Sec. 551 et seq</p> <p>SC 1122, 1126, 1127</p>	<p>Progressive discipline actions shall be applied by the appropriate administrator.</p> <p>In the event it is necessary to demote or dismiss, a hearing shall be provided as required by statute. All final decisions will be made by the Superintendent or appointed designee.</p> <p>When charges are filed against an administrative employee pursuant to the School Code, the Board after hearing the case in accordance with the procedures established in the School Code, may vote to discharge any such employee or authorize a lesser punishment short of a discharge such as a suspension without pay or lesser degrees of punishment.</p> <p>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.</p> <p><u>Arrest Or Conviction Reporting Requirements</u></p>
<p>SC 111 24 P.S. Sec. 2070.9a</p> <p>23 Pa. C.S.A. Sec. 6344.3</p>	<p>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.</p> <p>Employees shall also report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that the employee has been <b>named</b> as a perpetrator in <b>a founded or indicated report pursuant to</b> the Child Protective Services Law</p>

<p>SC 111</p> <p>23 Pa. C.S.A. Sec. 6344.3</p> <p>SC 111 23 Pa. C.S.A. Sec. 6344.3</p>	<p>An employee shall be required to submit <b>new</b> 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.</p> <p><b>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.</b></p> <p>Failure to accurately report such <b>occurrences</b> may subject the employee to disciplinary action up to and including termination and criminal prosecution.</p> <p><b><u>DISCLAIMERS:</u></b> <i>This policy is superseded by all current federal and state laws and mandates.</i></p> <p><i>This online posting is an electronic copy from Springfield School District's manual of currently adopted policies. The policies on this site are for informational purposes only and do not reflect updating activities in progress. It may be used for information and reference purposes only regarding issues of concern. Certified date-stamped copies are available from the District Open Records Officer and are valid for issues of concern within two (2) weeks of the stamped date.</i></p>
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