

SPRINGFIELD SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: DISCIPLINARY PROCEDURES

ADOPTED: March 19, 1998

REVIEWED: October 2008, March 2016

517. DISCIPLINARY PROCEDURES	
<p>1. Purpose</p> <p>SC 510, 514</p>	<p>Effective operation of the Springfield School District’s (“District”) programs require 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 support 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>2 Pa. C.S.A. Sec. 551 et seq</p>	<p>The Executive Director of Operations shall prepare and promulgate disciplinary rules for violations of District policies and rules which provide progressive penalties including where appropriate, verbal warning, written warning, suspension, demotion or dismissal.</p> <p>In the event it is necessary to discipline, demote or dismiss a support employee, a hearing shall be provided as required by statute, or the employee may act in accordance with the provisions of the collective bargaining agreement between the Springfield Education Support Personnel Association (SESPA) and Springfield School District.</p>
<p>SC 111 24 P.S. Sec. 2070.9a</p> <p>23 Pa. C.S.A. Sec. 6344.3</p>	<p><u>Arrest Or Conviction Reporting Requirements</u></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 named as a perpetrator in a founded or indicated report pursuant to 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 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.</p> <p>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.</p> <p>Failure to accurately report such occurrences may subject the employee to disciplinary action up to and including termination and criminal prosecution.</p> <p><u>DISCLAIMERS:</u></p> <p><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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