

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: EMPLOYEES

TITLE: Conduct/Disciplinary Procedures

ADOPTED: June 15, 2017

REVISED:

317 CONDUCT/DISCIPLINARY PROCEDURES

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, our community, and families working together and complying with a system of School Reform Commission policies, administrative procedures and rules, applied fairly and consistently.

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

The SRC 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 SRC policies, administrative procedures and rules, the School District of Philadelphia Employee Code of Ethics, and the Pennsylvania Code of Professional Practice and Conduct for Educators, where applicable. [2][3]

When discipline, including demotion or dismissal charges, are filed against a represented employee and/or professional employee, a hearing shall be provided as required by applicable law and collective bargaining agreements. Non-represented and/or non-professional employees may be entitled to a hearing under the district policy or applicable law. [4][5][6][7][8][9]

All district employees shall comply with state and federal laws and regulations, SRC policies, administrative procedures and rules, and the School District of Philadelphia Employee Code of Ethics and rules; endeavor to maintain order; perform assigned job functions; and carry out directives issued by supervisors.

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. [1]
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. [10]

6. Use of profane or abusive language.
7. Breach of confidential information.
8. Failure to comply with directives of district officials, security officers, or law enforcement officers.[\[4\]](#)
9. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.
10. Violation of SRC policies, administrative procedures and rules, and the School District of Philadelphia Employee Code of Ethics.[\[4\]](#)
11. Violation of federal, state, or applicable municipal laws or regulations.[\[4\]](#)
12. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the district, or any activity sponsored or approved by the SRC.

District employees providing services in the Prekindergarten Head Start program shall comply with the policies and procedures and standards of conduct for program staff.[\[11\]\[12\]\[13\]](#)

Decisions to dismiss any person who works primarily for the Prekindergarten Head Start program shall be made in accordance with the policies and procedures approved by the Prekindergarten Head Start Policy Council and the SRC.

Delegation of Responsibility

The Superintendent or designee shall develop and disseminate disciplinary rules for violations of SRC policies, administrative procedures and rules, and the School District of Philadelphia Employee Code of Ethics that provide progressive penalties including, but not limited to, verbal warning, written warning, reprimand, suspension, demotion, dismissal, and/or pursuit of civil and criminal sanctions.

Any complaints or suspected violations of the activities described in this policy will be managed through the appropriate due process, with penalties ranging from any of the above.

Arrest or Conviction Reporting Requirements

An employee who is arrested or convicted of a crime shall report the arrest or conviction to the Superintendent or designee, within seventy-two hours (72) of the occurrence, in the manner prescribed in SRC policy.[\[14\]\[15\]](#)

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.[\[16\]](#)

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.[\[14\]](#)

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.[\[16\]](#)

Failure to accurately report such occurrences may subject the employee to disciplinary action, up to and including termination and criminal prosecution.[\[14\]](#)[\[16\]](#)

Legal References:

1. Pol. 824 - Maintaining Professional Adult/Student Boundaries
2. 22 PA Code 235.1 et seq
3. Pol. 317.1 - Educator Misconduct
4. 24 P.S. 1122
5. 24 P.S. 1126
6. 24 P.S. 1127
7. 24 P.S. 1128
8. 24 P.S. 1129
9. 24 P.S. 1130
10. Pol. 351 - Alcohol, Drug and Substance Abuse
11. 42 U.S.C. 9837
12. 45 CFR 1301.31
13. 45 CFR 1304.50
14. 24 P.S. 111
15. 24 P.S. 2070.9a
16. 23 Pa. C.S.A. 6344.3

Related Information:

24 P.S. 2070.1a et seq

Philadelphia Home Rule Charter - 12-300

Philadelphia Home Rule Charter - 12-308

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

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