

OLD FORGE SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY PROCEDURES

ADOPTED: November 29, 1985

REVISED: April 17, 2002

517. CONDUCT/DISCIPLINARY PROCEDURES	
1. Purpose	All classified employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of district programs requires the cooperation of all employees working together under a system of policies and rules applied fairly and consistently. The orderly conduct of the district's functions requires compliance with these policies and rules, and consistent penalties and disciplinary procedures for violations.
2. Authority	The Board directs that procedures be established whereby classified employees are informed of the disciplinary actions that are considered appropriate and may be applied for violation of district policies, rules and procedures.
3. Guidelines	All classified employees shall comply with district policies, rules and regulations; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors.
2 Pa. C.S.A. Sec. 551 et seq	<p>In the event it is necessary to demote or dismiss, a hearing shall be provided as required by statute.</p> <p>Disciplinary procedures shall be reviewed and updated periodically and referred to the Board for information purposes.</p> <p>When engaged in assigned duties, no employee shall 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 damage to district property, facilities and equipment. 3. Forceful or unauthorized entry to or occupation of district facilities, buildings and grounds. 4. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.

<p>4. Delegation of Responsibility</p>	<ol style="list-style-type: none">5. Use of profane or abusive language, symbols or conduct.6. Failure to comply with directives of district officials, security officers, or law enforcement officers.7. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.8. Violation of district policies, rules and regulations.9. Violations of federal, state, or applicable municipal law or regulation.10. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions of the district, or any activity sponsored or approved by the Board. <p>The Superintendent or designee shall prepare and promulgate disciplinary rules for violations of district policies, rules and procedures that provide progressive penalties, including verbal warning, written warning, suspension without pay (three [3] working days off), suspension without pay (five [5] working days off), demotion, dismissal, and civil and criminal sanctions.</p>
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