

# LINE MOUNTAIN SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY  
PROCEDURES

ADOPTED: September 26, 1979

REVISED: May 26, 1987  
January 22, 2013

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. Delegation of Responsibility	<p>The Superintendent or designee shall prepare and promulgate disciplinary rules for violations of district policies, rules and procedures that provide progressive penalties, including:</p> <ol style="list-style-type: none"> <li>1. Verbal reprimand.</li> <li>2. Suspension with or without pay.</li> <li>3. Transfer of employee.</li> <li>4. Demotion.</li> <li>5. Dismissal.</li> <li>6. Civil and criminal sanctions.</li> </ol>
4. 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	In the event it is necessary to demote or dismiss, a hearing shall be provided as required by statute.

Disciplinary procedures shall be reviewed and updated periodically.

When charges are filed against a classified employee, the Board after hearing the case 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.

The vote to suspend, demote or discharge shall be by a majority of a quorum present at a meeting at which such vote is to be taken.

No employee, when engaged in assigned duties, shall participate in the following:

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.
5. Use of profane or abusive language, symbols or conduct.
6. Failure to comply with directives of district officials, security officers, or other law enforcement officer.
7. Carrying or possessing a weapon on school grounds without authorization from the appropriate school administrator.
8. Violation of district policies, rules and regulations.
9. Conduct violating 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.