

**SOUTHEASTERN  
GREENE  
SCHOOL DISTRICT**

SECTION: **SUPPORT EMPLOYEES**  
 TITLE: **CONDUCT/DISCIPLINARY PROCEDURES**  
 ADOPTED:  
 REVISED:

<p>517. <b>CONDUCT/DISCIPLINARY PROCEDURES</b></p>	
<p>1. Purpose</p>	<p><b>All support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior.</b> Effective operation of district programs requires the cooperation of all employees working together under a system of policies and rules applied fairly and <b>consistently</b>. The orderly conduct of the district's <b>functions</b> requires compliance with these policies and rules, and <b>consistent</b> penalties and disciplinary procedures for violations.</p>
<p>2. Authority</p>	<p><b>The Board directs that</b> procedures be established whereby <b>support</b> employees <b>are</b> informed <b>of</b> the disciplinary actions that are considered appropriate and may be applied for violation of district policies, <b>rules and</b> procedures.</p>
<p>3. Guidelines</p>	<p><b>All support employees shall comply with district policies, rules and regulations; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors.</b></p>
<p><b>2 Pa. C.S.A. Sec. 551 et seq</b></p>	<p>In the event it is necessary to demote or dismiss, a hearing shall be provided as required by statute.</p> <p><b>When engaged in assigned duties, no employee shall participate in activities that include but are not limited to the following:</b></p>
<p><b>Pol. 551</b></p>	<ol style="list-style-type: none"> <li><b>1. Physical or verbal abuse, or threat of harm, to anyone.</b></li> <li><b>2. Causing intentional damage to district property, facilities and equipment.</b></li> <li><b>3. Forceful or unauthorized entry to or occupation of district facilities, buildings and grounds.</b></li> <li><b>4. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.</b></li> <li><b>5. Use of profane or abusive language.</b></li> </ol>

<p>4. Delegation of Responsibility</p>	<p><b>6. Failure to comply with directives of district officials, security officers, or law enforcement officers.</b></p> <p><b>7. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.</b></p> <p><b>8. Violation of district policies, rules and regulations.</b></p> <p><b>9. Violations of federal, state, or applicable municipal law or regulation.</b></p> <p><b>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.</b></p> <p>The Superintendent <b>or designee</b> shall prepare and promulgate disciplinary rules for violations of district policies, rules <b>and procedures that</b> provide progressive penalties, including but not limited to verbal warning, written warning, <b>reprimand</b>, suspension, demotion, dismissal, and/or <b>pursuit of civil and criminal sanctions.</b></p>
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