

# EASTON AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY PROCEDURES

ADOPTED: July 20, 2006

REVISED: July 17, 2008

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.
2 Pa. C.S.A. Sec. 551 et seq	The Board may demote, suspend, and/or dismiss a classified employee upon the recommendation of the Superintendent or designee, provided any such demotion, suspension, and/or dismissal is in accordance with the applicable collective bargaining agreement or compensation plan and existing state or federal laws and regulations.
3. Guidelines	<p>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.</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"> <li>1. Physical or verbal abuse, or threat of harm, to anyone.</li> <li>2. Causing damage to district property, facilities and equipment.</li> <li>3. Forceful or unauthorized entry to or occupation of district facilities, buildings and grounds.</li> <li>4. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.</li> </ol>

<p>Taken from Policy 317</p>	<ol style="list-style-type: none"> <li>5. Use of profane or abusive language, symbols or conduct.</li> <li>6. Failure to comply with directives of district officials, security officers, or law enforcement officers.</li> <li>7. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.</li> <li>8. Violation of district policies, rules and regulations.</li> <li>9. Violations of federal, state, or applicable municipal law or regulation.</li> <li>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.</li> </ol> <p><u>Supervision</u></p> <p>Supervision of all classified personnel shall be the responsibility of the respective director/supervisor charged with that responsibility. Any deviation from anticipated work performance shall be discussed with the employee and shall be done in a fashion that will be constructive in nature so as to assist the employee in correcting any alleged performance deviations.</p> <p><u>Code Of Ethics</u></p> <p>An employee's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all administrators. The employee acknowledges that the schools of the district belong to the public they serve for the purpose of providing educational opportunities to all. However, the employee assumes responsibility for providing professional leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary professional conduct. It must be recognized that the employee's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the employee subscribes to the following statements of standards.</p> <p>An employee shall:</p> <ol style="list-style-type: none"> <li>1. Make the well-being of students the fundamental value of all decision-making and actions.</li> <li>2. Fulfill professional responsibilities with honesty and integrity.</li> </ol>
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<p>4. Delegation of Responsibility</p>	<ol style="list-style-type: none"><li>3. Support the principle of due process and protect the civil and human rights of all individuals.</li><li>4. Obey local, state, and national laws and not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.</li><li>5. Implement Board policies and administrative rules and regulations.</li><li>6. Pursue appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.</li><li>7. Avoid using positions for personal gain through political, social, religious, economic, or other influence.</li><li>8. Accept academic degrees or professional certification only from duly accredited institutions.</li><li>9. Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.</li><li>10. Honor all contracts until fulfillment or release.</li></ol> <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, reprimand, suspension, demotion, dismissal, and/or pursuit of civil and criminal sanctions.</p>
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