

Employee Policy # 317 Conduct/Disciplinary Procedures

Purpose:

All employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of charter school 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 school's functions requires compliance with these policies and rules, and consistent penalties and disciplinary procedures for violations.

Guidelines:

- All employees shall comply with school policies, rules and regulations; perform assigned job functions; and carry out directives issued by supervisors.
- The following offenses may cause immediate suspension without pay or immediate termination:
 - Sale, use or possession of drugs.
 - Sale, use or possession of alcoholic beverages on school property.
 - Vandalism of school property.
 - Possession of a weapon including a look alike at work or at a school sponsored activity.
 - Any unlawful acts under the laws or ordinances of the Commonwealth of Pennsylvania or local municipality.
 - Using tobacco products on school property owned, leased or under the control on the school.
 - Persistent violation of school rules.
 - Consistent absenteeism and tardiness to work.
 - Persistent lack of effort at work.
- The CEO and Board of Trustees shall have the right to formulate other rules, regulations and disciplinary actions that it deems necessary to conduct a safe and orderly school.

Delegation of Responsibility:

The CEO is responsible for enforcing discipline of staff as outlined in this policy.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.