

FERNDALE AREA SCHOOL DISTRICT

SECTION: SUPPORT STAFF EMPLOYEES

TITLE: CONDUCT/DISMISSAL
PROCEDURES

ADOPTED: MAY 7, 2008

REVISED:

517(a). CONDUCT/DISMISSAL PROCEDURES	
1. Purpose	All support staff 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 SC 510, 514	The Board directs that procedures be established whereby support staff is 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	The Superintendent or designee shall prepare and promulgate disciplinary rules for violations of district policies, rules and procedures that provide progressive penalties.
4. Guidelines	All support staff shall attempt to maintain order; perform assigned job functions; carry out directives issued by supervisors; and familiarize themselves and comply with adopted Board policies, administrative rules and regulations.
2 Pa. C.S.A. Sec. 551 et seq	In the event it is necessary to demote or dismiss a member of the support staff for disciplinary reasons, a hearing shall be provided at the request of the support staff member that is the subject of the disciplinary action as required by statute. No employee, when engaged in assigned duties or when acting as an employee of the district, 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.

<p>Pol. 551</p>	<ol style="list-style-type: none">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 officers.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. <p><u>Dismissal Procedures</u></p> <p>All actions for dismissal shall be conducted in accordance with law. In addition, the employee shall be notified immediately, in writing, of his/her termination and the factual reasons for the dismissal action on the part of the district.</p> <p>The dismissal process shall commerce as follows:</p> <ol style="list-style-type: none">1. Written statement, and if charges are egregious or involve the health, welfare or safety of the students or other staff, suspension without pay pending dismissal hearing.2. Termination of employment by Board, following appropriate hearings. <p>The Board shall not dismiss any employee except by the following procedure:</p> <ol style="list-style-type: none">1. When the Superintendent has recommended dismissal, a hearing date will be set, the employee shall be informed in writing of the time, place and date of the hearing, the factual basis for the action, the right of the employee to attend the hearing, the right of the employee to be represented by counsel, and the right of the employee to have his/her counsel question witnesses called by the district and to call witnesses and introduce evidence contesting the factual position of district, and all Board members informed in writing of the date and the reasons. After the hearing, the Board shall hold an open meeting and take the appropriate action.
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2. In the event the employee is to be dismissed or some lesser discipline imposed, it must be done at an open meeting with a majority of all Board members voting in favor of the discipline to be imposed.

References:

School Code – 24 P.S. Sec. 510, 514

Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.

Board Policy – 551