

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: DISCIPLINARY PROCEDURES

ADOPTED: 6/25/98

REVISED:

# ALLENTOWN SCHOOL DISTRICT

317. DISCIPLINARY PROCEDURES	
1. Purpose	<p>Effective operation of the district's programs requires the cooperation of all district employees in working together under a system of policies and rules applied fairly and uniformly to all employees. The orderly conduct of the district's business requires uniform compliance with these policies and regulations, consistent enforcement of the policies and regulations, and fair and uniform penalties and disciplinary procedures for violations. The primary objective of these procedures is to promote and maintain a maximum level of acceptable behavior on the part of all employees, with the ultimate goal being to create the best possible learning environment for students.</p>
2. Authority	<p>Administrative employees will be informed as to the disciplinary actions that are considered appropriate, and that are to be applied, for violation of district policies and regulations. The district will follow the principles of progressive discipline.</p> <p>Progressive discipline stipulates that an employee may have progressively or increasingly more severe penalties imposed each time s/he either repeats an offense or demonstrates the continuation of inappropriate conduct via a number of offenses which are not of the same type or degree. Some incidents may be sufficiently onerous as to justify the most severe level or levels of progressive discipline, without documenting a progression of disciplinary actions. The hierarchy of actions under progressive discipline will usually include verbal reprimand, written reprimand, suspension without pay, and dismissal.</p>
3. Delegation of Responsibility	<p>The Assistant Superintendent, Human Resources and Operations shall provide assistance to the administrative staff in the discipline of any employee.</p> <p>A verbal reprimand may be issued by any administrator without consulting the Assistant Superintendent, Human Resources and Operations; however, s/he must be consulted when the level of discipline considered exceeds the verbal reprimand level.</p>

