

<b>BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual</b>
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Section: CLASSIFIED EMPLOYEES  
Title: DISCIPLINARY PROCEDURES  
Date Adopted: 17 August 1981  
Date Last Revised: 18 May 2015

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**517. DISCIPLINARY PROCEDURES**

- .1 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 rules, and uniform penalties and disciplinary procedures for violations.
- .2 There shall be established procedures whereby classified employees shall be informed as to the disciplinary actions that are considered appropriate, and that are to be applied, for violation of district policies and regulations.
- .3 The Superintendent shall prepare and promulgate disciplinary rules for violations of district policies and rules which provide progressive penalties including, where appropriate, verbal, written warnings, suspensions, and dismissal.
- .4 Upon discovery of lapsed clearances and/or mandated reporter training of a person already employed or in situations where a lapse in clearances and/or mandated reporter training may be suspected, the district will notify the employee that she/he must present valid clearances and/or mandated reporter training certificate to the Administrative Assistant in the Office of the Superintendent for inspection, approval and insertion into that person’s file immediately. As pertaining to lapsed clearances and/or mandated reporter training, progressive discipline procedures shall be followed as described below:
  - 1) Verbal warning
  - 2) Written letter of reprimand
  - 3) Suspension without pay
  - 4) Dismissal