

REGULATION – GREENWICH TOWNSHIP SCHOOL DISTRICT

SUPPORT STAFF MEMBERS
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Discipline

R 4150 DISCIPLINE

The following rules are promulgated for the guidance of all support staff members. The Superintendent and/or School Business Administrator/Board Secretary reserves the right to discipline employees for offenses not listed.

Offense	Number of Infractions				
	1 st	2 nd	3 rd	4 th	5 th
Failure to observe parking traffic regulations on school property	Verbal Warning	Verbal Warning	Written Warning	Written Warning	*
Smoking on premises, except in specified areas at specified times	Verbal	Verbal	Written	Written	*
Violating a safety rule or safety practice	Verbal	Written	Written	*	**
Operating or using equipment to which not assigned	Verbal	Written	Written	*	**
Contributing to unsanitary conditions or poor housekeeping	Verbal	Written	Written	*	**
Removal of school property without written authorization	Verbal	Written	*	**	
Posting, altering, or removing any matter on bulletin boards or school property unless authorized	Written	Written	*	**	



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Offense	Number of Infractions				
	1 st	2 nd	3 rd	4 th	5 th
Threatening, intimidating, coercing, or interfering with fellow employees including substitutes and prospective employees	Written	*	**		
Vending, soliciting, or collecting contributions for any purpose, unless authorized	Written	*	**		
Distributing written or printed matter of any description on school grounds without permission	Written	**	**		
Making false, vicious, or malicious statements about any employee, the school district, or school officials	Written	*	*		
Threatening, intimidating, or coercing pupil(s)	*	**			
Provoking pupil(s) or instigating a fight or fighting on school property	*	**			
Insubordination	*	**			



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Offense	Number of Infractions				
	1 st	2 nd	3 rd	4 th	5 th
Falsifying district records	*	**			
Conviction of a disorderly persons offense	**				
Theft or vandalism of any school or employee property	**				
Possessing firearms or explosives on school premises without authorization	**				
Drinking any alcoholic beverage on school premises or engaging in drug abuse on school premises	**				
Immoral conduct, unbecoming conduct, or indecency	**				
Inflicting corporal punishment	**				
Failure to follow rules and regulations outlined in the Policy Manual, Teacher Handbook, or verbal or written communications from the administration	Written	*	**		

- * Nontenured employee: recommend contract nonrenewal.
- * Tenured employee: recommend increment be withheld.
- ** Nontenured employee: recommend discharge.
- ** Tenured employee: recommend certification of charges.



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The accumulation by an employee of three written notices during any school year shall be cause for nonrenewal or withholding of an increment. Five written notices shall warrant cause for terminating a nontenured employee or for bringing charges against a tenured employee.

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