

BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY
PROCEDURES

ADOPTED: June 28, 2004

REVISED:

317. CONDUCT/DISCIPLINARY PROCEDURES	
1. Purpose	All administrative employees 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 Pol. 006	The Board directs that procedures be established whereby administrative employees are informed of the disciplinary actions that are considered appropriate and may be applied for violation of district policies, rules and procedures. The vote to discharge an administrative employee shall require a two-thirds vote of all members of the Board. A vote to provide a degree of punishment less than a discharge shall be by a majority of a quorum present at a meeting at which such vote is taken.
3. Delegation of Responsibility SC 1122	The Superintendent or designee shall prepare and promulgate disciplinary rules for violations of district policies, rules and procedures that provide progressive penalties, including verbal warning, written warning, reprimand, suspension, dismissal, or civil and criminal sanctions.
4. Guidelines 2 Pa. C.S.A. Sec. 551 et seq SC 1127 SC 1122, 1126, 1127	All administrative employees shall comply with district policies, rules and regulations; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors. In the event it is necessary to demote or dismiss an administrative employee, a hearing shall be provided as required by statute. When charges are filed against an administrative employee pursuant to the School Code, the Board, after hearing the case in accordance with the procedures established in law, may vote to discharge such employee or authorize a lesser punishment short of a discharge, such as a suspension without pay.

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<p>School Code 510, 1122, 1126, 1127, 1151</p> <p>PA Statute 2 Pa. C.S.A. Sec. 551 et seq</p>	<p>No employee, when engaged in assigned duties, shall participate in the following:</p> <ol style="list-style-type: none">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.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 officer.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.
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