

**BRANDYWINE
HEIGHTS AREA
SCHOOL DISTRICT**

SECTION: CLASSIFIED EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY PROCEDURES

ADOPTED: June 28, 2004

REVISED:

| 517. CONDUCT/DISCIPLINARY PROCEDURES | |
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| 1. Purpose | All classified 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 | The Board directs that procedures be established whereby classified employees are 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, including verbal warning, written warning, reprimand, suspension, dismissal, or civil and criminal sanctions. |
| 4. Guidelines | All classified employees shall comply with district policies, rules and regulations; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors. |
| 2 Pa. C.S.A. Sec. 551 et seq | In the event it is necessary to demote or dismiss, a hearing shall be provided as required by statute. No employee, when engaged in assigned duties, shall participate in the following: |
| Pol. 551 | <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.

If the Superintendent suspends an employee, the employee will receive no remuneration as of the date of suspension. The Superintendent will at his/her earliest opportunity notify the Board President of the suspension and of the Superintendent's reasons for the action.

The Board will set up at its earliest opportunity a hearing for the suspended employee. The suspended employee will have the right to cross-examination of the Superintendent and the Board, and to the representation of counsel.