

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY  
PROCEDURES

ADOPTED: MARCH 21, 2007

REVISED:

# FERNDALE AREA SCHOOL DISTRICT

<b>317. CONDUCT/DISCIPLINARY PROCEDURES</b>	
<p><b>1. Purpose</b></p>	<p><b>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.</b></p>
<p><b>2. Authority</b> SC 510</p> <p>SC 1122, 1126, 1127</p>	<p><b>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.</b></p> <p><b>When dismissal charges are filed against a certificated administrative employee pursuant to law, the Board shall hold a hearing in accordance with the procedures established in the School Code.</b></p>
<p><b>3. Guidelines</b></p> <p>2 Pa. C.S.A. Sec. 551 et seq SC 1127</p>	<p><b>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.</b></p> <p><b>In the event it is necessary to demote or dismiss an administrative employee, a hearing shall be provided as required by statute, to the extent if any, any statute may require such a hearing and the same is timely requested.</b></p> <p><b>When engaged in assigned duties, no employee shall participate in activities that include but are not limited to the following:</b></p> <ol style="list-style-type: none"> <li><b>1. Physical or verbal abuse, or threat of harm, to anyone.</b></li> <li><b>2. Causing intentional damage to district property, facilities and equipment.</b></li> <li><b>3. Unauthorized or forceful entry to or occupation of district facilities, buildings and grounds.</b></li> </ol>

