

EASTON AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY
PROCEDURES

ADOPTED: May 17, 2007

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	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.
SC 1122, 1126, 1127	When dismissal charges are filed against an administrative employee pursuant to law, the Board shall hold a hearing in accordance with the procedures established in the School Code.
3. Guidelines 2 Pa. C.S.A. Sec. 551 et seq SC 1127	<p>In the event it is necessary to demote or dismiss an administrative employee, a hearing shall be provided as required by statute.</p> <p>When engaged in assigned duties, no employee shall participate in activities that include but are not limited to 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 law enforcement officers.
7. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.
8. Violation of district policies, rules and regulations.
9. Violations of 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.

Code Of Ethics

An administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all administrators. The administrator acknowledges that the schools of the district belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator subscribes to the following statements of standards.

An administrator shall:

1. Make the well-being of students the fundamental value of all decision-making and actions.
2. Fulfill professional responsibilities with honesty and integrity.
3. Support the principle of due process and protect the civil and human rights of all individuals.
4. Obey local, state, and national laws and not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
5. Implement Board policies and administrative rules and regulations.

<p>4. Delegation of Responsibility SC 1151, 1122</p> <p>School Code 510, 1122, 1126, 1127, 1151</p> <p>PA Statute 2 Pa. C.S.A. Sec. 551 et seq</p>	<ol style="list-style-type: none">6. Pursue appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.7. Avoid using positions for personal gain through political, social, religious, economic, or other influence.8. Accept academic degrees or professional certification only from duly accredited institutions.9. Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.10. Honor all contracts until fulfillment or release. <p>The Superintendent or designee shall prepare and promulgate disciplinary rules for violations of district policies, rules and procedures that provide progressive penalties, including but not limited to verbal warning, written warning, reprimand, suspension, demotion, dismissal, and/or pursuit of civil and criminal sanctions.</p>
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