

# MIDD-WEST SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY  
PROCEDURES

ADOPTED: June 21, 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	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	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.
2 Pa. C.S.A. Sec. 551 et seq SC 1127	In the event it is necessary to demote or dismiss an administrative employee, a hearing shall be provided as required by statute.  When engaged in assigned duties, no employee shall participate in activities that include but are not limited to the following:
Pol. 351	<ol style="list-style-type: none"> <li>1. Physical or verbal abuse, or threat of harm, to anyone.</li> <li>2. Causing damage to District property, facilities and equipment.</li> <li>3. Forceful or unauthorized entry to or occupation of District facilities, buildings and grounds.</li> <li>4. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.</li> </ol>

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<p>4. Delegation of Responsibility SC 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"><li>5. Use of profane or abusive language, symbols or conduct.</li><li>6. Failure to comply with directives of District officials, security officers, or law enforcement officers.</li><li>7. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.</li><li>8. Violation of District policies, rules and regulations.</li><li>9. Violations of federal, state, or applicable municipal law or regulation.</li><li>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.</li></ol> <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, dismissal, or civil and criminal sanctions.</p>
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