 **No. 304**

 **SECTION: EMPLOYEES**

**TITLE: DISCIPLINARY PROCEDURES**

**MEDICAL ACADEMY ADOPTED: 10/8/13**

**CHARTER SCHOOL REVISED:**

 304. DISCIPLINARY PROCEDURES

Effective operation of the school requires the cooperation of all employees in working together under a system of policies and rules applied fairly and uniformly to all employees. The orderly conduct of business requires uniform compliance with these policies and rules, and uniform penalties and disciplinary procedures for violations.

There shall be established procedures whereby professional employees shall be informed as to the disciplinary actions that are considered appropriate, and that are to be applied, for violation of policies and regulations.

The Principal/CEO or designee shall prepare and promulgate disciplinary rules for violations of policies and rules which provide progressive penalties including, where appropriate,

􀀇 verbal warning

􀀇 written warning

􀀇 transfer of employee

􀀇 suspension without pay

􀀇 demotion

􀀇 dismissal

Causes for termination of contract for professional employees are as follows:

1. Immorality

2. Incompetence

3. Intemperance

4. Cruelty

5. Persistent Negligence

6. Mental, deranged or physical disability which prevents the employee from performing

 the essential job functions of the job with reasonable accommodation.

7. Persistent and willful violation of the school laws of Pennsylvania, including but not

 limited to official directives of the administration.

8. Resignations or abandonment of employment

9. Unsatisfactory Rating

 12. Insubordination

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When charges are filed against a professional employee pursuant to the School Code, the Board after hearing the case in accordance with the procedures established in the School Code, may vote to discharge any such employee or authorize a lesser punishment short of discharge such as a suspension without pay or lesser degrees of punishment.

The vote to discharge shall be by 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 to be taken.