



Administrator Disciplinary Action Policy

Bridges Preparatory School will maintain a high standard of excellence and a formidable code of ethics to ensure the safety and well-being of the students, staff and volunteers. The expectation of these standards and ethics should be modeled in the schools Administrators and exemplified in the example set by these leadership roles. For this reason, the Board of Directors will hold the Administration to the following standards set forth in the BPS Charter, Bylaws and this Policy.

Responsibilities

The administration of BPS is responsible, within the guidelines established by Board Policy, for the direction and coordination of students and staff in their efforts to reach educational goals adopted by the Board. The function of administration is to plan for, control, coordinate, supervise, and direct the school in accordance with the purposes, policies, plans, procedures and programs authorized by the Board. The Board will delegate to the Head of School the authority for the management and execution of day-to-day school activities, including management of personnel and instructional leadership.

Administration has specific responsibilities outlined in the BPS Charter that will include but not be limited to the following. Responsibilities are subject to the discretion of the Board of Directors.

- administer the development and maintenance of a positive educational program designed to meet the needs of the school
- ensure the school's mission is implemented with fidelity

- recommend policies, guidelines and procedures for adoption by the Board
- carry out the policies, guidelines and procedures adopted by the Board
- lead the school in the recruitment and retention of quality staff required to provide proper instructional and support resources for the operation of the school program
- prepare the annual budget for Board approval
- conduct a continuous study of the development and needs of the school and keep the public informed
- represent the school before the public
- maintain through cooperative leadership, both within and without the school, such a program of publicity and public relations as may keep the public informed of the activities, needs, and successes of the school
- oversee modeling and implementation of curricula based on “best practices” that are aligned with standards of the South Carolina State Department of Education and also consistent with inquiry-based approaches to instruction
- oversee assessment processes that monitor student learning and drive on-going curricular and instructional design
- plan and lead the school’s professional development activities in collaboration with the faculty
- plan and implement the master schedule in collaboration with the faculty
- evaluate all school faculty/staff, conducting frequent observations of the instructional process
- ensure that accurate and current student and personnel records are maintained according to the established record-keeping format
- stay abreast of current research in education in general, and in inquiry-based curriculum and instruction in particular
- carry out all duties that may be assigned by the Board

- communicate regularly with the Board, keeping them abreast of all pertinent issues at the school

In addition, the Bridges Preparatory School Board of Directors expects its leadership to adhere to the same rules and standards as the rest of its employees as set forth in the Employee Handbook. As such, the following criteria are grounds for immediate disciplinary for all employees including Administrators.

- Absenteeism and tardiness
- Poor performance
- Insubordination
- Violation and/or lack of enforcement of school rules
- Breach of confidentiality;
- Theft
- Harassment
- Misconduct with students
- cheating
- Misuse of property
- Fraud, dishonesty, and/or false statements
- Threats and/or weapons in the workplace
- Substance abuse

Disciplinary Action Steps

Should an Administrator fail to meet and uphold the above responsibilities, rules, standards and policies as well and additional directives assigned by the Board of

Directors, following steps will be taken. The Board, at their discretion, may choose to forgo any step(s) based on the severity of the violation.

1. Verbal Warning

- Issued to Administrator by a Board Officer
- Minimum of one (1) additional board member must be present when Board Officer issues verbal warning to Administrator and that board member will be responsible for documenting verbal warning and Administrator response on Administrator Disciplinary Action Form.
- Board Officer must notify Administrator they are receiving a Verbal Warning by making a statement similar to “this is your Verbal Warning”.
- Documentation to be kept on file

2. Written Reprimand / Warning

- Issued to Administrator by Board Officer as voted by majority of Board of Directors. Motion to be titled HR-#
- Minimum of one (1) additional board member must be present when Board Officer issues written reprimand /warning to Administrator
- To be signed by Board Secretary and kept as part of permanent employee file

3. Probation

- Issued by Board Chair or Vice Chair; written and documented by Board Secretary
- Voted by majority of Board by a motion titled HR-#
- To be documented on Administrator Disciplinary Action Form, signed by Board Secretary and kept as a part of permanent employee file

4. Termination

- Issued by Board Chair or Vice Chair, written and documented by Board Secretary
- Voted by two-thirds of Board by a motion titled HR-#
- To be documented on Administrator Disciplinary Action Form, signed by Board Secretary and kept as a part of permanent employee file

Administration Personnel Records

The Board Secretary will record and maintain all administration personnel records.

ADMINISTRATOR DISCIPLINARY ACTION

- DIRECTIONS:
1. Review problem in detail with Administrator including what must be done to improve
Performance.
 2. Explain consequences if improvements are not achieved and if applicable, set deadlines for
Improvement.
 3. Board Secretary completes and signs form and delivers to Board member responsible for
Issuing Corrective action per *Administrator Disciplinary Action Policy*.
 4. Corrective Action is issued to Administrator. Once complete, Secretary keeps in employee
Personnel file and provides Administrator with a copy.

EMPLOYEE NAME: <hr/>	POSITION: <hr/>
DATE OF NOTICE: <hr/>	DATE OF INCIDENT: _____ <hr/>

REASON FOR ACTION:	CORRECTIVE ACTION TAKEN:
<input type="checkbox"/> Insubordination <input type="checkbox"/> Unsatisfactory Work Performance <input type="checkbox"/> Violation of Code of Conduct/Core Values <input type="checkbox"/> Failure to follow Board of Director's Directive <input type="checkbox"/> Other Misconduct	<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning <input type="checkbox"/> Probation <input type="checkbox"/> Termination

DETAILS OF OCCURANCE:
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

EXPECTED IMPROVEMENT (Include a clear statement as to the consequences of failing to improve):

ADMINISTRATOR STATEMENT (Use additional paper if necessary):

By signing this notice, I am acknowledging that I have been counseled about my failure to meet performance expectations and or inappropriate conduct as outlined above and informed of consequences if improvements are not made.

Administrator Signature: _____ Date: _____

Board Secretary: _____

Print Name _____ Signature _____

FOR BOARD OF DIRECTOR USE ONLY:

- unanimous _____
- majority vote
- two-thirds vote

BOARD MEMBER COMMENTS: