

SUSPENSION OF A PRINCIPAL

The Principal is expected to conduct himself or herself at all times in accordance with Catholic morality and the rules and regulations of the school and the Diocese of Harrisburg and to avoid any embarrassment or scandal to the individual school or the Diocese.

A situation may occur, in response to which the Pastor/Executive Pastor at the elementary level or the Secretary for Education at the secondary level does not deem it necessary to dismiss a Principal, but does deem it necessary to suspend a Principal for a temporary period. The period of suspension ordinarily may not exceed ten working days. This action may be deemed necessary for punitive reasons or for precautionary reasons.

- a. Punitive suspension, without pay, may be deemed necessary when the Principal:
 - 1) has, through negligence or incompetence, committed so serious an error or omission in defined and expected duties as to have inflicted demonstrable harm upon another person;
 - 2) has caused scandal or exposed another person, the school, or the diocese to embarrassment, liability or harm;
 - 3) has demonstrated unprofessional conduct of a serious nature, including but not limited to unexcused absence from work, insubordination, harassment, or profanity; or
 - 4) has otherwise committed a grave job-related offense or error which merits immediate punitive action in the judgment of the Pastor/Executive Pastor or the Secretary for Education.

- b. Precautionary Suspension (administrative leave) may be deemed necessary by the Pastor/Executive Pastor or the Secretary for Education when the Principal:
 - 1) has been accused of illegal or immoral activity, if the allegation seems to the Pastor/Executive Pastor or the Secretary for Education to be credible enough to investigate;
 - 2) has demonstrated or been accused of gravely serious and unacceptable job-related behavior which could injure another person; or
 - 3) has demonstrated evidence of mental or physical illness which seriously impairs the Principal's ability to perform defined and expected duties.

A precautionary suspension is to be lifted as soon as the reason for it ceases. This precautionary suspension may be with or without pay, depending on the circumstances.

The Pastor/Executive Pastor or the Secretary for Education must, within twenty-four hours of suspending a Principal, place into writing the specific reasons for the suspension. On the elementary level, a copy of the report from the Pastor/Executive Pastor is to be forwarded immediately to the Secretary for Education. On the secondary level, the Secretary for Education is to notify the Chairperson of the Board of Education of the suspension.

The Principal is to receive written notice of the suspension, stating the reason for the suspension and

stating what consequences may result from this suspension or a subsequent instance of serious and improper behavior.

This suspension constitutes a formal written notice.

Policy
Revised: May 7, 1997

NCD/Bishop of Harrisburg