

(School District or ISD)
STAFF DISCIPLINE
(Policy/Guidelines - SAMPLE)

Whenever it becomes necessary to discipline a member of the staff, the Board of Education directs the Superintendent to utilize related procedures described in the current negotiated agreement, if applicable. All matters that could involve teacher discharge or suspension over three (3) days from the District must be dealt with in accordance with the Teacher Tenure Act.

Using due-process procedures, the Superintendent shall conduct an investigation, as appropriate to the situation, including providing the employee with reasonable notice and the opportunity to respond. If it appears that disciplinary action beyond verbal reprimand may be necessary, she/he should contact the school attorney to determine the disciplinary action that should be taken and so inform the Board President who shall determine whether or not a report should be made to the Board in open session, unless a closed session is requested by the staff member.

A suspension without pay may be invoked. The length of the suspension will be at the discretion of the Superintendent according to the severity of the violation. The Board strongly recommends that before such suspension is invoked the Superintendent contact the school attorney.

The Board requires that all disciplinary actions involving loss of pay and/or suspension be submitted to the Board for review as soon as possible after the action has been taken.

The Superintendent should ascertain whether or not the staff member wishes such a report to be made in a closed session of the Board.

Adopted (Date)