ADMINISTRATOR DISCIPLINE

The Superintendent and/or designee shall conduct an investigation of any alleged act or omission by an Administrator that could result in disciplinary action. The Administrator shall be provided with oral or written notice of the issue or incident being investigated.

The investigation shall include, at a minimum, interviews of appropriate persons and a meeting with the subject Administrator to allow the Administrator an opportunity to respond to the complaint. Prior notice of this meeting shall be provided to the Administrator for any discipline that may result in a suspension or loss of pay.

After completion of the investigation, if discipline is to be imposed, the Administrator shall receive written notice of the discipline and this notice shall also be placed in the Administrator’s file.

Discipline may include, but is not limited to:

A. written warning;
B. written reprimand;
C. suspension (paid or unpaid);
D. discharge;
E. financial penalty in accordance with Michigan law.

The District does not have to apply discipline in a progressive manner, but, rather, may impose discipline consistent with seriousness of the Administrator’s conduct, as determined by the District. Additionally, nothing in this policy limits the District’s right to take other appropriate action, such as placing an Administrator on administrative leave during the pendency of an investigation or issuing a counseling memorandum, which is considered instructional, not disciplinary.

The Superintendent’s decision to impose any disciplinary action that is not subject to Board review, is final.

Discharge, demotion or non-renewal of an Administrator may only be imposed by the Board in adherence with the requirements of the Revised School Code.

ADMINISTRATIVE REGULATION
Approved: February 20, 2018