STAFF DISCIPLINE

A teacher or staff member may only be discharged, demoted or otherwise, disciplined for a reason that is not arbitrary or capricious. In all instances, discipline, discharge and demotion shall occur in accordance with the statutory requirements under the Teacher Tenure Act and the Revised School Code.

The Administrator/Superintendent shall conduct an investigation of any alleged act or omission by a teacher or staff member that could result in disciplinary action. The teacher or staff member 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 teacher/staff member and, if requested or if required by the bargaining agreement, his/her designated representative (either another employee or a union representative if part of a bargaining unit) to allow the teacher/staff member an opportunity to respond to the complaint. Prior notice of this meeting shall be provided to the teacher/staff member for any discipline that may result in a suspension or loss of pay. The meeting shall not proceed without the teacher/staff member’s designated representative; however, the meeting shall not be unduly delayed to secure the attendance of the teacher’s preferred representative. The District may substitute another representative from the union to timely process the investigation.

After completion of the investigation, if discipline is to be imposed, the teacher/staff member shall receive written notice of the discipline and this notice shall also be placed in the teacher/staff member’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.

If it appears that disciplinary action beyond written reprimand may be necessary, the administrator should contact the Superintendent to discuss the disciplinary action that is to be taken.
The following disciplinary actions may only be imposed by the Board in adherence with the requirements of the Teacher Tenure Act:

A. discharge of a tenured or probationary teacher;

B. demotion of a tenured teacher (which includes suspension for fifteen (15) or more consecutive days without pay or a reduction in compensation by more than equivalent of thirty (30) days compensation in one (1) school year;

C. non-renewal of a probationary teacher.

The District does not have to apply discipline in a progressive manner, but, rather, may impose discipline consistent with the seriousness of the staff member’s conduct, as determined by the District.

The Board strongly recommends that before a suspension or termination is invoked the Superintendent contact the school attorney.

The Board requires that all disciplinary actions involving loss of pay, suspension or termination 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, if a closed session is permitted by the Open Meetings Act.

ADMINISTRATIVE REGULATION

Approved: February 20, 2018