

Adopted: February 26, 2024

Revised:

AGAMIM CLASSICAL ACADEMY POLICY

Personnel, No. 408

DISCIPLINE, SUSPENSION, AND DISMISSAL OF SCHOOL EMPLOYEES

I. PURPOSE

The purpose of this policy is to provide the school with a disciplinary and remediation framework for its employees to enable the school's continued effective operations.

II. GENERAL STATEMENT OF POLICY

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive correction by the employee. While the school intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a different manner, is solely within the discretion of the school.

III. DISCIPLINE

A. Violation of School Policies, Procedures, or Rules

The form of discipline imposed for violations of school policies, procedures, or rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation; whether the violation was intentional, knowing, and/or willful; and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School policies, procedures, or rules to which this provision applies include:

- B. policies or procedures of the school;
- C. directives and/or job requirements imposed by administration and/or the employee's supervisor;
- D. job requirements and expectations;
- E. expectations contained in employee handbooks; and
- F. federal, state, and local laws, rules, and regulations, including, but not limited to, the rules and regulations adopted by federal and

state agencies.

B. Substandard Performance

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In some instances, discipline imposed for the reason of substandard performance may follow a progressive format and be accompanied by improvement guidance, help, and encouragement from the employee's supervisor for a reasonable period of time allotted to help correct the employee's deficiency.

C. Misconduct

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct belonging in this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe policies, procedures, rules, and standards of the school;
3. failure to adhere to supervisor(s)' directives and orders;
4. acts of an insubordinate nature;
5. continued neglect of duties despite oral warnings, written warnings, and/or other forms of discipline;
6. personal and/or immoral misconduct;
7. use of illegal drugs, alcohol, or any other chemical substance while on school property or serving in the role of school employment in an offsite school activity, or any use off the job that impacts the employee's work performance;
8. deliberate and serious violation of the rights and freedoms of other employees, students, parents/guardians, and/or other community members;
9. activities of a criminal nature, convictions, or criminal acts ("crime") depending on the extent to which the crime relates to the school environment and the employee's ability to perform the duties of the position;
10. failure to follow the canons of professional and personal ethics;
11. falsification of credentials, records, and experience;
12. dishonesty;

13. unauthorized destruction or removal of school property;
14. neglect of duty;
15. violation of the rights of others as provided by federal and state laws related to human rights;
16. other inappropriate conduct as defined or deemed by the school.

IV. FORMS OF DISCIPLINE

- A. The types of discipline that may be imposed by the school include, but are not limited to:
 1. oral warning;
 2. written warning or reprimand;
 3. probation or extension of a probationary period;
 4. demotion;
 5. disciplinary suspension without pay; and
 6. dismissal/termination from employment.
- B. Other forms of discipline, including any combination of the forms described in Paragraph A. above may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school's objective of stopping or correcting the offending conduct and/or improving the employee's performance.

V. PROCEDURES FOR ADMINISTERING POLICY

- A. When any form of discipline is imposed, the employee's supervisor may do the following:
 1. Advise the employee orally or in writing of any inadequacy, deficiency, or conduct which is the cause of the discipline. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time, and nature of the oral warning.
 2. Provide directives to the employee to correct the conduct or performance.
 3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.
 4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
 5. Specify the expected level of performance or modification of conduct to be required from the employee.

- B. The school retains the right to immediately discipline, terminate, or discharge an employee as deemed appropriate.

Legal References:

Minn. Stat. § 123B.147 (Principals)
Minn. R. 3512.5200 (Code of Ethics for School Administrators)
Minn. R. 8710.2100 (Code of Ethics for Minnesota Teachers)

Cross References:

Agamim Policy 402: Harassment and Violence
Agamim Policy 417: Substance/Chemical Use and Abuse
Agamim Policy 418: Drug-Free Workplace/Drug-Free School