

### **Discipline of Non-Certificated Personnel**

The Board of Education recognizes that from time to time, it may become necessary to discipline an employee. The discipline procedures adopted by the administration shall provide some level of due process. Preferably, warning of the consequences of an act should be known. Further, the discipline that is given should be administered as soon as possible. The discipline administered should be appropriate. Normally, the discipline system should be progressive, that is, a repeated offense should be dealt with more strictly than the first offense. Any form of discipline should be nondiscriminatory and shall be applied consistently. The Board believes discipline should be administered as impersonally as possible. It is understood some conduct may warrant the immediate dismissal of an employee who is considered an employee at will. Examples of such conduct include, but are not limited to: criminal activity, gross insubordination, neglect of duty or reckless conduct resulting in injury to a person or substantial damage to property, sexual or racial harassment, inappropriate relationships with staff or students, inappropriate physical contact with a student, staff member, or member of the public, conversion of corporation property, moral turpitude, inappropriate use of corporation technology, or being under the influence of alcohol or a controlled substance while at work.

Board Adopted: July 14, 1980  
Revised: January 12, 2009