403 DISCIPLINE, SUSPENSION, AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES

I. PURPOSE

The purpose of this policy is to achieve effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

Adopted from MSBA/MASA Model Policy 403 Orig. 1995
Rev. 2022, 9/2/25

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II. GENERAL STATEMENT OF POLICY

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district 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 manner otherwise, is solely within the discretion of the school district.

III. DISCIPLINE

A. Violation of School Laws and Rules

The form of discipline imposed for violations of school laws and 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 laws and rules to which this provision applies include:

1. policies of the school district;

2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and

3. 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 most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of 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 which falls into this category includes, but is not limited to:

1. unprofessional conduct;

2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;

3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;

4. personal and/or immoral misconduct;

5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;

6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;

7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;

8. failure to follow the canons of professional and personal ethics;

9. falsification of credentials and experience;

10. unauthorized destruction of school district property;

11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;

12. neglect of duty;

13. violation of the rights of others as provided by federal and state laws related to human rights.

IV. FORMS OF ADMINISTRATIVE ACTION AND DISCIPLINE

A. The forms of non-disciplinary administrative action that may be imposed by the school district include, but are not limited to:
   - verbal conversation
   - letter of expectation
   - notice of deficiency
   - suspension, demotion or leave of absence with pay

B. The forms of discipline that may be imposed by the school district include, but are not limited to:

- disciplinary action letter
- last chance agreement
- disciplinary suspension, demotion or leave of absence without pay
- dismissal/termination or discharge from employment

C. Other forms of discipline or administrative actions, including any combination of the forms described in Paragraph A. and B. above, may be imposed if, in the judgment of the administration, another form of discipline or administrative action will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

D. The disciplinary process is designed to utilize progressive steps, where appropriate. While the school district intends that in most cases progressive discipline will be administered, the specific form of administrative action or discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district. The district will consider the nature and seriousness of the situation in determining the appropriate action.

E. At the district's discretion, an improvement plan or corrective action plan may accompany any of the actions identified in A. or B. above.

V. PROCEDURES FOR ADMINISTERING POLICY

A. When any administrative action is imposed, the employee's supervisor will:

1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the administrative action, either orally or in writing. If given orally, the supervisor will document to their records 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.

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B. An employee can submit a written request for removal of non-disciplinary administrative letters from their personnel file up to one time per rolling 12-month period. The district will not consider requests until at least one year has passed from the date of the letter. Requests should be in written form. The request should include the reason the employee feels the removal is warranted. Requests should be routed to both the employee's current supervisor and the Human Resources Director. The district will not consider any requests for removal of letters that are disciplinary, including any letters leading up to that specific disciplinary action.

C. The school district retains the right to immediately discipline, terminate, or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements when applicable.

Legal References: Minn. Stat. § 122A.40 (Teachers – Employment; Contracts; Termination)
Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class)
Minn. Stat. § 122A.44 (Contracting with Teachers)
Minn. Stat. § 122A.58 (Coaches)
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)
Minn. Stat. § 197.46 *et seq.* (Veterans Preference Act)

Cross References: None