

## **POLICY 403 – DISCIPLINE, SUSPENSION AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES**

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### **I. PURPOSE**

The purpose of this policy is to achieve the 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.

### **II. GENERAL STATEMENT OF POLICY**

The school district's disciplinary process is designed to utilize progressive steps, where appropriate, to produce positive corrective action. The school district intends that progressive discipline will be administered in most cases; but the specific form of discipline chosen in a particular case and the decision to impose discipline is solely within the discretion of the school district acting within the parameters of any applicable collective bargaining agreement and relevant laws.

### **III. EMPLOYEE STANDARDS**

#### **A. Compliance with Policies, Laws and Standards**

Employees will abide by any applicable state and federal laws, school district policies and applicable professional codes of ethics, including but not limited to the Minnesota Code of Ethics for School Administrators, the Code of Ethics for Minnesota Teachers, and Employee Standards of Conduct as specified in Procedures #403.

#### **B. Nepotism**

1. The school district will not knowingly assign an employee to a position in which that employee will be directly supervised by another employee who is:
  - a. A member of his or her immediate family,
  - b. An in-law, or
  - c. A member of the employee's household.
2. In the event marriage or adoption or other change in status places an employee in conflict with this policy, the school district may delay transfer or other actions to achieve compliance until the completion of the school year or at a time deemed reasonable by the school district.

#### IV. DISCIPLINE

##### A. Forms of discipline may include:

1. Oral warning;
2. Written warning or reprimand;
3. Probation;
4. Disciplinary suspension, demotion or leave of absence without pay; and
5. Dismissal, termination or discharge from employment.

##### B. Teachers

The termination or non-renewal of any teacher on continuing contract will be conducted as outlined in Minnesota Statute.

##### C. Support Employees

1. Grounds for dismissal of support employees after the probationary period are only for cause.
2. Grounds for immediate dismissal include but are not limited to:
  - a. Dishonesty,
  - b. Drinking or being intoxicated while on the job,
  - c. Clear insubordination,
  - d. Failure to pass any physical examination that may be required by the School Board

##### D. Grounds for dismissal are inefficiency or inability to meet acceptable standards of work and/or other items of similar gravity.

##### E. Employees who have completed probationary periods may be dismissed only for cause.

Policy 403 Updated: 3/19/14  
Policy 403 Adopted: 2/2/99  
(formerly Policy 4118 & 4219.1)  
Policy Adopted: 7/10/72

#### **Notification Statement**

School Board  
INDEPENDENT SCHOOL DISTRICT 279  
Maple Grove, Minnesota

#### **Legal References**

Minn. Stat. § 122A.40 (Teachers – Employment; contracts; termination)  
Minn. Stat. § 122A.41 (Teacher tenure)  
Minn. Stat. § 122A.58 (Coaches)  
Minn. Stat. § 122A.44 (Contracting with teachers)  
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)  
Minn. R. 3512.5200 (Code of Ethics for School Administrators)  
Minn. R. 8700.7500 (Code of Ethics for Minnesota Teachers)