

4.7 EMPLOYEE DISCIPLINE AND NON-RENEWAL

The Board acknowledges that the most important aspect of attaining excellence in education is the quality of the teaching staff and the administrative staff. With that in mind, the Board hereby adopts as policy and states its determination to strive for such excellence, and further declares its intent to employ teachers and administrators who possess, have exhibited, and who continue to strive for excellence in their preparation for, performance of, and contribution toward the educational process.

Hereafter, "At Standard" performance shall be considered the minimum acceptable standard of performance for teachers and administrators in the school system; however, "At Standard" performance shall not constitute any assurance to any teacher or administrator of rights to or consideration for employment or reemployment.

Subjective and objective appraisals of preparation for, performance of, and contribution toward the educational process and the needs of the school system shall be considered by the Board in making decisions to employ or to reemploy teachers and administrators.

A. Discipline

This policy applies to any and all employee conduct that Scholars Academy, in its sole discretion, determines must be addressed by discipline. Of course, no discipline policy can be expected to address each and every situation requiring corrective action that may arise in the workplace. Therefore, Scholars Academy takes a comprehensive approach regarding discipline and will attempt to consider all relevant factors before making decisions regarding discipline.

Scholars Academy's disciplinary process will generally proceed in a progressive manner. However, the Scholars Academy reserves the right, in its sole discretion, to decide whether and what disciplinary action will be taken in any given situation (including taking disciplinary action more quickly or skipping steps in the disciplinary process).

1. Verbal Warning: An employee will be given a verbal warning when he or she engages in problematic behavior.
2. Written Warning: A written warning is more serious than a verbal warning. A written warning will be given when an employee engages in conduct that justifies a written warning or the employee engages in unacceptable behavior within a close amount of time following a verbal warning. Written warnings will be placed in the personnel file for the remainder of the then-current school year (and longer, if determined to be warranted by the Executive Director and/or his or her designee).
3. Suspension: A paid or unpaid suspension from position is more serious than a written warning. An employee will be suspended when he or she engages in conduct that justifies a suspension or the employee engages in unacceptable behavior within a close period of time to a written warning. All unpaid suspensions must be approved by the Board.
4. Termination: An employee will be terminated when he or she engages in conduct that justifies termination or does not correct the matter that resulted in less severe discipline.

B. Basis for Nonrenewal

The Board upon the Executive Director's recommendation, may refuse to renew the contract of any teacher or administrator, or to reemploy any teacher or administrator who is not under contract, for any cause it deems sufficient; provided, however, that the cause may not be arbitrary, capricious, discriminatory, or for personal or political reasons, or because the teacher or administrator engaged in activities that are protected by law.

C. Notice of Nonrenewal

If the Board has decided that it will not renew the contract of a professional employee for the following school year, the Executive Director shall notify the professional of this fact by June 1.

Date Adopted: February 29, 2016