

DISCIPLINE, SUSPENSION, AND DISMISSAL OF PROFESSIONAL STAFF

Code **GCQF-R** Issued **12/16**

Evident unfitness for teaching is manifested by conduct such as, but not limited to, the following:

- incompetence
- persistent neglect of duty
- willful violation of rules and regulations of the state board of education
- unprofessional conduct
- drunkenness
- cruelty
- crime against the laws of this state or the United States
- immorality
- any conduct involving moral turpitude
- dishonesty
- illegal use, sale, or possession of drugs or narcotics
- obtaining or attempting to obtain a certificate through fraudulent means or through misrepresentation of material facts
- failure to comply with the provisions of a contract without the written consent of the board
- test security violation

Whenever a principal or designated school administrator charged with the supervision of a teacher finds it necessary to reprimand a teacher for a reason that he/she believes may lead to dismissal or cause the teacher not to be re-employed, he/she will generally take the following steps in consultation with the superintendent or his/her designee.

Performance Concerns

If the issue involves a performance problem, the principal or designated school administrator will discuss the concern(s) with the teacher and provide the teacher with an opportunity to respond to the concerns. The administrator should, where appropriate, follow up such a conference in writing.

If an informal discussion does not resolve the matter, the principal or designated school administrator will bring the concerns, in writing, to the attention of the teacher involved and make a reasonable effort to assist the teacher to correct whatever appears to be the cause of potential dismissal or failure to be re-employed. Such efforts may include formally evaluating the teacher, placing the teacher on an improvement plan, and/or some acceptable means of notice and assistance. Except in those cases warranting immediate suspension and recommendation for termination, the administration should allow reasonable time for improvement.

Misconduct Concerns

If the issue involves misconduct, the principal or designated school administrator will immediately confer with the superintendent or his/her designee. The superintendent or his/her designee will advise the principal regarding appropriate actions to take. The superintendent or his/her designee is authorized to place an employee on administrative leave, with pay, while an investigation is conducted.

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Disciplinary action, up to and including a recommendation of termination, may be taken against any certified employee who is determined to have engaged in unprofessional or inappropriate conduct towards students, parents or staff members.

Such conduct may include, but is not limited to, any of the following:

- willfully violating district policies or procedures
- engaging in inappropriate conduct of a sexual nature towards other employees or students
- harassment, intimidation, or bullying of students or staff
- making inappropriate comments to students or staff

Alternate Resolutions

Prior to issuing a written notice of dismissal, the superintendent or his/her designee may meet with the teacher to discuss alternative resolutions. The teacher may choose to bring a representative to that meeting and will notify the superintendent or designee of the identity of that representative at least 24 hours prior to the meeting. The representative may be any individual chosen by the teacher, with the exception of legal counsel.

The superintendent's decision to discuss alternative resolutions in no way indicates that there are insufficient grounds to unilaterally dismiss the teacher in accordance with the Teacher Employment and Dismissal Act.

Reporting Expectations

The board directs the superintendent to report to the State Board of Education the name and certificate number of any certified educator who is dismissed, resigns, or is otherwise separated from employment with this district based on allegations of misconduct set forth in State Board of Education Regulation 43-58.

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