



Policy: GCQF
Subject: Discipline, Suspensions, and Dismissal of Professional Staff

Policy:

The Red River Valley School Division Board of Trustees believes that the practice of progressive discipline should be a learning process to ensure professional staff address any performance or behavioural concerns.

Protocol:

When staff violate the policies, protocols and/or procedures of the Division, acts in an insubordinate manner, or commits an offence that warrants action, the administrator or senior administration may initiate the progressive disciplinary process outlined below.

Progressive discipline will not be used for serious violations that call for stronger and more immediate action even for a first offence, i.e. theft, physical violence or any child protection issue. As per article 25 of the RRVSD collective agreement, any serious complaint against a teacher shall be immediately communicated in writing to the teacher by the school division. In such a case, the administrator will inform the Superintendent who will immediately place the staff member on administrative leave before passing judgement and afford the staff member the opportunity to make a personal presentation of his/her case in refutation.

Evidence of a serious violation may result in suspension with or without pay up to and including termination of employment as per Section 92(4) of the Public Schools Act.

Procedure:

Step 1: Verbal Warning (Cautionary Advice)

Staff who commit a violation should get at least one verbal warning from the administrator. The administrator will:

- a) Tell the staff member they are being given a **verbal warning under the discipline policy**.
- b) Ask the staff member if they would like to seek representation before going further (See RRVTA collective agreement). If the answer is no, continue with the process. If yes, set up another meeting.
- c) Explain specifically what the staff member did or didn't do and why it's a concern.
- d) Ask for an explanation.
- e) Warn the staff member not to do it again or in some cases do what they were instructed to do.
- f) Make a reasonable effort to assist the staff member to correct whatever appears to be the cause for concern. Allow reasonable time for improvement.
- g) Write a written summary of the conversation as a note to file of what the employer said and the staff member's explanation. Share the note with the staff member and provide them time to review and sign it acknowledging the warning. If the staff member chooses not to sign the document please make note of this. A copy of the note will be given to the staff member, the local president (if approved by the member) and a copy will be sent to the superintendent.

If the staff member commits another violation, the administrator may repeat step one or proceed to step two.

Step 2: Verbal Warning from Superintendent Department

If the staff member commits another violation of a similar nature, the superintendent and/or assistant superintendent will meet with the staff member and his/her if the staff member chooses to have representation. The superintendent and/or assistant superintendent will:

- a. Remind the staff member of previous warning(s).
- b. Describe the circumstance, explain what the staff member did wrong or what the staff member did not do and ask for an explanation regarding the concern or issue
- c. Write a note to the file with details of what the superintendent and/or assistant superintendent said and the staff member's explanation. A copy of the note will be given to the staff member, the local president (if approved by the member) and a copy will be placed in the staff member's personnel file.

Step 3: Written Warning

When a staff member commits another infraction of the same nature, a formal letter will be sent to the staff member from the Superintendent's office reminding the staff member of previous warnings. The letter will briefly describe the circumstances and inform the staff member that the letter is being written as a result of failure to heed the verbal warning(s). Included in the letter will be a warning that if the problem persists further discipline will occur up to and including termination. A copy of the written warning will be sent to the staff member, the staff officer, the local association and personnel file.

Step 4: Suspensions

If another violation or infraction occurs, the Superintendent & CEO will inform the staff member in writing of the impending suspension with or without pay. The letter will include a description of the previous incidents, length of suspension and that if the problem persists, further discipline will occur and may result in termination. A copy of the suspension notice will be sent to the staff member, the staff officer, the local association and personnel file. The Superintendent will inform the Board of Trustees as to the details of the suspension.

Step 5: Termination

• Recommendation for Termination

The Superintendent & CEO will inform the staff member that he/she will be making a recommendation to the Board for termination.

The Board will proceed as per section 92(3) and 92(4) of the PSA.

Investigation Guidelines

When an allegation against a staff member* occurs, the administrator will:

- Investigate the incident by speaking to all parties involved and taking detailed notes of the account.
- Explain the situation in its entirety to the staff member and seek an explanation.
- If the staff member provides a satisfactory response/explanation regarding the concern then the issue can be closed. If there is continued concern and if the issue continues then proceed to step 2.

*In the event of an allegation against an administrator, senior administration will conduct the investigation.

If the decision has been made to continue to step 2 in the process then senior administration should be apprised of the situation.

Appendix A



Step 1 Verbal Warning Meeting Notes

Teacher Name:

Date: [Click here to enter a date.](#)

Administrator Name:

<input type="checkbox"/>	Inform the teacher that this is a verbal warning under Policy GCQF – Discipline, Suspensions, and Dismissal of Professional Staff.
<input type="checkbox"/>	The teacher was asked if they would like to seek representation. <input type="checkbox"/> <i>No representative (continue)</i> <input type="checkbox"/> <i>Yes, a representative is requested (set up a meeting to continue)</i>

Name of Representative: _____

Date: [Click here to enter a date.](#)

<input type="checkbox"/>	<i>Describe behaviour or conduct that is a concern.</i>
<input type="checkbox"/>	<i>Teacher's explanation.</i>
<input type="checkbox"/>	<i>Supports to assist teacher to correct behaviour.</i>
<input type="checkbox"/>	<i>Timeline for improvement.</i>
<input type="checkbox"/>	Inform the teacher that these meeting notes will be sent to the Superintendents' office.

Principal's Signature

Teacher refuses to sign

Teacher Signature:

This signature confirms that I met with the principal and discussed the contents of the meeting notes. My signature does not necessarily indicate agreement with the content of the notes.

Teacher comments (see attached)

Appendix B

Step 2
Superintendent Verbal Warning Meeting Notes



Teacher Name:

Date: [Click here to enter a date.](#)

Administrator Name:

<input type="checkbox"/>	Inform the teacher that this is Step 2 (verbal warning) under Policy GCQF – Discipline, Suspensions, and Dismissal of Professional Staff.
<input type="checkbox"/>	The teacher was asked if they would like to seek representation. <i>Name of representative:</i> <input type="checkbox"/> <i>No representative</i>
<input type="checkbox"/>	Remind the teacher that they have been given verbal warnings.
<input type="checkbox"/>	<i>Teacher’s explanation:</i>
<input type="checkbox"/>	Discuss supports that may or may not have been provided. <i>List supports if any:</i>
<input type="checkbox"/>	Ask if further supports are needed. <i>List supports if any:</i>
<input type="checkbox"/>	<i>Timeline for improvement:</i>
<input type="checkbox"/>	Inform the teacher that these meeting notes will be placed in the personnel file.

Teacher refuses to sign

Superintendent’s Signature

Teacher Signature:

This signature confirms that I met with the Superintendent and discussed the contents of the meeting notes. My signature does not necessarily indicate agreement with the content of the notes.

Teacher comments (see attached)