



SCHOOL DISTRICT OF SHIOCTON
 33650 Broad St., P.O. Box 68, Shiocton, WI 54170-0068
 (920) 986-3331 • Fax: (920) 986-3391

Book	Policy Manual
Section	3000 Professional Staff
Title	Copy of STAFF DISCIPLINE
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3139 - STAFF DISCIPLINE

The Board ~~of Education~~ retains the right and the responsibility to manage the work force. When the discipline of a staff member becomes necessary, such action shall be consistent with the requirements of any applicable Board policy, and State and Federal law. The District Administrator or designee may issue discipline, short of termination, when she/he deems appropriate, however, student performance on examinations may not form the basis for staff discipline. [This policy does not cover decisions to terminate or nonrenew a staff member's employment \(see Policy 3140\).](#)

Investigation of Possible Criminal Activity

The District may be required to investigate potential wrongdoings on the part of its employees. Such investigations may require that the employee answer questions relating to the activity. Employees may be required to answer such questions, consistent with any applicable collective bargaining agreement. Failure to cooperate in an investigation may result in discipline, up to and including termination of the employee. In cases where this possible wrongdoing may involve criminal activity, the District shall inform the employee that answers to questions relating to the employee's conduct may be used by the District for determining appropriate discipline, but will not be provided to law enforcement officials in the course of their independent criminal investigation, unless otherwise required by law. Employees must also be informed that refusal to answer questions may be considered in determining discipline.

Staff may be disciplined for violations of Board policy or for other failure to meet the expectations and obligations of their position. No staff member may be subject to arbitrary or capricious disciplinary action, [or disciplinary action that is otherwise in violation of law or public policy.](#)

Disciplinary action will normally follow a progressive discipline model that is designed to correct inappropriate conduct on the part of staff members. Progressive discipline will generally progress as follows:

- A. Oral Reprimand, with a written record placed in the employee file
- B. Written Warning
- C. Suspension, the length of which is determined by the administration to effect the corrective goal of discipline; and
- D. Termination, pursuant to [the process established for termination as set forth in Policy 3140](#)

[The District Administrator may skip one or all steps in the progressive discipline model when s/he deems that the severity of the offense requires more substantial discipline, or in the case of termination, where the District Administrator determines that the conduct is so egregious as to require the staff members immediate termination of employment, consistent with the process established for termination as set forth in Policy 3140.](#)

All instances of staff discipline are subject to the employee grievance procedure, set forth in Policy 3340.

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Legal

66.0509(1m)(a), Wis. Stats.

Franklin v. City of Evanston, 384 F.3d 838 (7th Cir. 2004)

Garrity v. New Jersey, 385 U.S. 493 (1967)