

<p>BOARD POLICIES</p>	<p>SUSPENSION, DEMOTION, OR TERMINATION OF FULL-TIME CERTIFIED ADMINISTRATORS (BP-7033) METRO TECHNOLOGY CENTERS</p>	<p>The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.</p>
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1.0 POLICY:

Whenever the board of education or the superintendent has reason to believe that cause exists for the dismissal of a full-time certified administrator, the board of education or the superintendent may suspend the full-time certified administrator without notice or hearing. However, the suspension of the full-time certified administrator will not deprive the full-time certified administrator of any compensation or other benefits to which he or she would otherwise be entitled under his or her contract or pursuant to law.

Within ten (10) days' time after such suspension becomes effective, the board of education will initiate proceedings to have the full-time certified administrator dismissed. However, in a case involving a criminal charge or indictment, such suspension may extend to such time as the full-time certified administrator's case is finally adjudicated at a trial. Provided, however, such extension will not include any appeal process.

Whenever the board of education or the superintendent determines that the dismissal or nonreemployment of a full-time certified administrator should be effected, the full-time certified administrator will be entitled to the following due process procedures:

- A. A statement will be submitted to the full-time certified administrator in writing prior to the dismissal or nonreemployment which states the proposed action, lists the reasons for effecting the action, and notifies the full-time certified administrator of the right to a hearing before the school district board of education prior to the action; and
- B. A hearing before the board of education will be granted upon the request of the administrator prior to the dismissal or nonreemployment. A request for a hearing will be submitted to the board clerk not later than ten (10) days after the full-time certified administrator has been notified of the proposed action.

Failure of the full-time certified administrator to request a hearing before the board of education within ten (10) days after receiving the written statement will constitute a waiver of the right to a hearing. The decision of the school district board of education concerning the dismissal or nonreemployment, following the hearing, will be final.

In addition, reasons for suspension, demotion, non-renewal, or dismissal of full-time certified administrators, subject to the due process requirements of this policy, are:

- 1. Incompetence - inability to satisfactorily perform the required functions of the position.
- 2. Willful neglect of duty - knowingly failing or refusing to carry out the required functions of the position.
- 3. Willful or persistent violation of school laws, board policies, administrative regulations/procedures, or administrative directives.
- 4. Failure to follow the reasonable directions of supervisors or of the Board of Education.
- 5. Failure to satisfactorily perform assigned duties after warning or evaluation.
- 6. Refusal or failure to do work assignment.

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7. Failure to satisfactory complete the probationary employment period.
 8. Release from employment during the probationary employment period.
 9. Poor workmanship.
 10. Creating disturbances on the premises at any time.
 11. Leaving workstation without authorization prior to lunch periods, authorized breaks (rest periods) or end of workday.
 12. Persistently wasting time or distracting others during working hours.
 13. Refusal of job transfer within the school district, if the transfer does not result in a demotion.
 14. Continued poor or negative attitude while on the job, including poor relationship with other staff or students.
 15. Unauthorized distribution of literature, written, or printed matter of any description on Metro Technology Centers' property.
 16. Posting or removing notices, signs, or writing in any form on Metro Technology Centers' bulletin boards or other property at any time without specific authority of the administration.
 17. Use of a tobacco product in an unauthorized area.
 18. Failure to dress appropriately for work assignment.
 19. Failure to follow the reasonable directions of supervisors or of the Board of Education.
 20. Using abusive or foul language while on school district property or while attending events on behalf of the school district.
 21. Participating in or witnessing and not reporting gambling, lottery or any other game of chance that occurs on school district property.
 22. Sabotage.
 23. Practical jokes injurious to employees, customers, guests, students, or school district property.
 24. An act, behavior or event initiated by or due to the fault of the employee that is clearly not in the best interest of the school district.
 25. Failure to call in for three (3) consecutive days when absent from work assignment.
 26. Walking off the job.
 27. Unauthorized and excessive absenteeism or tardiness for any reason.
 28. Unauthorized use of employee leave.
 29. The working of more than the number of hours approved by the supervisor.
 30. Use of excessive overtime.

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31. Approval of excessive overtime.
 32. Altering a time sheet without proper approval.
 33. Clocking in for another person.
 34. Falsification of personnel or other records, including time cards.
 35. Accepting additional compensation from any source other than Metro Technology Centers for identical contract duty days or hours for which the employee is receiving remuneration through the school district, except as provided for by law.
 36. Utilization of Metro Technology Centers' materials, equipment or funds for unauthorized or personal use or gain.
 37. Inappropriate and/or unauthorized use of the school district's computer network, software, or Internet connections.
 38. Falsification of personnel, student or other official school district records.
 39. Unauthorized release of confidential or non-confidential information.
 40. Unauthorized recording, including audio and/or video, of meetings between employees and supervisors.
 41. Commission of an act which would be a felony.
 42. Conviction of a felony, unless a presidential or gubernatorial pardon has been issued, while employed by Metro Technology Centers.
 43. Failure to notify Metro Technology Centers of a felony conviction.
 44. Any sex offense subject to the Sex Offender's Registration Act in the state of Oklahoma or subject to another state's or the federal sex offender registration provisions.
 45. Engaging in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of duties for Metro Technology Centers.
 46. Conviction of criminal sexual activity or sexual misconduct.
 47. Engaging in immoral conduct or indecency on or off school district property.
 48. Bringing on school district property any item intended to be used as a weapon, except as specifically outlined in Possession of Lethal Weapons or Firearms (*Board Policy BP-5019*).
 49. Inciting, threatening, or participating in violence in the workplace.
 50. Reporting to work under the influence of controlled dangerous substances/illicit drugs/intoxicants or alcohol.
 51. Reporting to work or attempting to work under the influence of prescribed controlled dangerous substances that interfere with the employee's ability to perform the job functions.
 52. Use of an alcoholic beverage by a driver eight (8) hours prior to or during the operation of a

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school bus.

53. Use of any controlled dangerous substance seventy-two (72) hours prior to or during the operation of a school bus.
54. Possession of a controlled dangerous substance on a school bus.
55. Involvement in the sale or distribution of controlled dangerous substances in any location.
56. Possession of illicit drugs or alcohol on school property.
57. Refusal to submit to drug or alcohol testing.
58. Testing positive on screen for illicit drugs or intoxicants.
59. Failure to notify Metro Technology Centers of a criminal conviction for drug-related activity within five (5) days of such conviction.
60. Threatening, intimidating, coercing or interfering with students; employees, including supervisors; board of education members; guests; clients; or customers at any time.
61. Harassment of, bullying of, or discrimination against any student, employee, board of education member, guest, client, vendor, customer, or any other protected class at any time because of race, color, national origin, sex/gender, age, marital or veteran status, religion, pregnancy, genetic information, disability, sexual orientation or any other protected status.
62. Taking reprisal against any student, employee, board of education member, guest, client, customer, or other person as a result of a complaint.
63. The making or publishing of false, vicious, or malicious statements concerning any student, employee, board of education member, guest, client, or customer of the school district.
64. The acceptance of gifts, money, property, or personal service from individuals, vendors, and/or contractors who do business or seek to do business with the school district.
65. Theft or misappropriation of property of employees, students, clients, guests, or the school district.
66. Removing school district property, records, or confidential information from premises without proper authority.
67. Deliberate falsification of reimbursement claims.
68. Unauthorized operation of school district motor vehicles or use of school district supplies, tools, equipment or facilities.
69. Use of school district property, records, or information for personal gain.
70. The improper or willful abuse, misuse, negligent, defacing, destructive or unsafe use or operation of equipment or vehicles, including, but not limited to, tools, equipment, and vehicles, or property of others, as well as excessive or avoidable traffic and parking violations.

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71. Using a cell phone or iPad to conduct business while driving and when such use is not an emergency (emergency) situation.
72. Disregard of known safety rules or common safety practices.
73. Causing hazardous or dangerous situations.
74. Failure to report or, where appropriate, remedy hazardous or dangerous situations.
75. Operating machines or equipment without safety devices provided.
76. Creating or contributing to unsanitary conditions.
77. Failure to comply with the school's District Code of Ethics (*Board Policy BP-2030*).
78. Having received a rating of "ineffective" as measured pursuant to the Oklahoma Teacher and Leader Effectiveness Evaluation System (TLE) for two (2) consecutive school years will not be reemployed, subject to the due process procedures of this section.

2.0 CROSS REFERENCE: N/A

3.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
10-Dec-13	A	Adopted

***** End of Policy *****