



<p>4. Guidelines</p>	<p><u>Step 1</u></p> <p>If so informed of such a relationship, the Superintendent and the principal will investigate the practice; interview both parties, providing them with the opportunity to discuss the topic; explore personal feelings with confidentiality and impartiality; and evaluate complaints which might be irresponsible, unfounded, or involve misperceptions of fact or intent. It is the Superintendent's responsibility to provide remedies acceptable to both parties, if possible. The Superintendent will attempt to remedy the situation by reaching mutual agreement.</p> <p><u>Step 2</u></p> <p>If the issue is not resolved, the Superintendent will inform both parties of an administrative conference. Such notice shall be made to each party at least three (3) school days before the date of the conference. Parents/Guardians will be invited to the conference.</p> <p>During such an administrative conference, the employee and the student will have the right to be represented by competent counsel of their choice, at their expense.</p> <p>Should the administrative conference resolve the issue, no further action will be necessary. The charges and the transcript will be sealed and impounded. Release from impounding may be made only upon formal action of the Board or a court order.</p> <p><u>Step 3</u></p> <p>If the conference does not resolve the issue and the practice of socializing continues, the Superintendent may determine that the employee concerned be temporarily demoted, temporarily dismissed, or temporarily suspended without pay. A hearing shall be scheduled before the Board no later than the next regularly scheduled meeting, provided that the scheduling protects the employee's right to notification.</p> <p>Board hearings will be conducted according to the following procedures:</p> <ol style="list-style-type: none"><li>1. Board hearings for nontenured or nonprofessional employees will be conducted in a private session, unless the employee requests a public hearing. The employee will have the same rights as for administrative conferences, including the right to notification period of three (3) working days.</li></ol>
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2. Board hearings for tenured, professional employees will be conducted in accordance with the provisions of the School Code and other applicable state and federal laws, including the right of a tenured employee to notification at least ten (10) days prior to the hearing.
3. Any disciplinary action taken will be appropriate to the infraction involved and will include the right of an employee to reply, in writing, to any charges or discipline taken against him/her, and to include such reply in his/her personnel file.
4. If an employee chooses to resign in the face of charges made against him/her at any stage in the above procedures, the written documentation of charges made against the employee will be sealed and impounded, and acceptance of the resignation will be recommended to the Board without prejudice. If there is a request for references or recommendations for prospective employers, the reference will be limited to a statement that the person was employed by the school district, the duration of employment, a description of the assigned duties, and a statement that the person resigned voluntarily. If the resigned employee files a claim for unemployment compensation benefits, the sealed charges will be opened to allow the district to appeal the unemployment claim.

The procedures contained in this policy are not intended to supersede or circumvent any procedures for redress of grievances outlined in collective bargaining agreements made with the Board.

These provisions shall not be construed to supersede any section(s) of the School Code or any state or federal laws regarding discipline or separation of employees; nor shall this policy in any way be construed to limit the intent of other Board policies.

A person hired to fill a vacancy created as a result of staff discipline procedures will be considered a temporary employee until such time as the disciplinary procedures are completely resolved. The job opening would then be posted and interviews to fill said vacancy would be held, as per normal procedures.