

NORTH PROVIDENCE SCHOOL DEPARTMENT PROGRESSIVE DISCIPLINE POLICY	Approved: 5/24/2023

I. Introduction

Superintendents and Principals have the statutory responsibility to administer the personnel function within the District. The Basic Education Program (200-RICR-20-10-1) sets forth standards for District operation and maintenance of their local public school system. The BEP provides that the District ensures that student learning is always the ultimate focus of every employee. Additionally, the District is directed to recruit, identify, mentor, support, and retain effective staff and build the capacity of staff to meet organizational expectations.

The Superintendent of Schools and Principals are empowered and responsible to support and retain highly effective staff as well as ongoing supports to improve the effectiveness of staff.

The School Committee is responsible to develop and implement policies that promote and support the performance of District employees.

This policy is intended to outline fair and effective disciplinary actions to assist District employees in meeting District organizational expectations[1].

II. Responsibilities of Employees

It is the duty and the responsibility of every North Providence School Department employee to be aware of and to comply with District [policies](#), procedures, protocols and direction from administrators or designee administrators and others, as deemed appropriate by the Superintendent and/or Principal.

[1] This policy does not alter contractual language between the North Providence School Department and a particular party or with a collective bargaining unit.

Additionally, it is the responsibility of employees to:

- perform their duties to the best of their ability and to the standards set forth in their job descriptions or as otherwise established by the District from time to time and to be accountable for such performance;
- engage in continuous learning including but not limited to professional development opportunities;
- take advantage of learning opportunities available and to request additional instruction when needed;
- meet all requirements to maintain appropriate certification/licensure;
- be accountable for competent performance and work collaboratively and collegially with colleagues;
- ensure that student learning and student safety is the central focus of every employee;
- receive and accept direction from administrators or designee staff;
- comply with all applicable state, federal, and local laws, rules, and regulations as interpreted by the District.

III. Progressive Discipline

The North Providence School Department supports the use of progressive discipline to assist its employees in meeting District expectations, policies, procedures, protocols and direction.

The District's administrators shall have discretion in the type and quality of discipline applied. Such discipline, which shall be issued by the Superintendent of Schools, may include but is not limited to; remediative elements such as counseling, mentoring, training, retraining, reassignment, demotion, paid or unpaid suspension or termination of the employment relationship.

In appropriate circumstances, the District shall apply principles of progressive discipline to assist an employee to conform to District expectations, policies, procedures, protocols and direction. Progressive discipline will normally include the following progressive steps:

- Oral warning with applicable remediative elements (commemorated in writing);
- Written reprimand with applicable remediative elements;
- Final reprimand which may include a suspension without pay and applicable remediative elements;
- Termination of the employment relationship.

Each application of discipline shall be evidenced in writing and shall contain the offense and the type of discipline and remediation applied. All such documents shall be placed in an employee's personnel file by the Superintendent in a timely manner and the employee shall be notified in writing of said action.

The Superintendent, in his/her sole opinion, may deem an offense, infraction or other violation of policy, procedure, protocol or direction, to be sufficiently serious (or in combination with other such violations as sufficiently serious) to immediately apply more significant discipline without regard to the progressive steps identified above.

IV. Protocol

The Superintendent is directed to establish a [protocol](#) consistent with this policy.