



SAGE Academy

Policy # 407 – Corrective Action

EdVisions Cooperative/SAGE Academy holds each of its members to certain work rules and Standards of Conduct. When a member deviates from these rules and standards, EdVisions Cooperative expects the member's school Leadership Team to take corrective action.

Corrective action is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected. The usual sequence of corrective actions includes coaching (oral warning), a written warning, mentorship, probation, suspension and/or termination of employment. In deciding which initial corrective action would be appropriate, the personnel team will consider the seriousness of the infraction, the circumstances surrounding the matter and the member's previous record.

Though committed to a progressive approach to corrective action, EdVisions Cooperative considers some rule infractions and violations of standards as grounds for immediate termination of employment. These include, but are not limited to:

- Theft in any form
- Insubordinate behavior
- Vandalism or destruction of school property
- Use of school equipment and/or school vehicles without prior authorization
- Untruthfulness about work history, skills or training
- Divulging school or Cooperative business practices
- Misrepresentation of EdVisions Cooperative and/or SAGE Academy to a student, parent, prospective student/parent, the general public and/or member.