

CLARK COUNTY SCHOOL DISTRICT REGULATION

5135.61

BUILDING LEVEL HEARING PROCEDURES GOVERNING COACHING AND EXTRA DUTY ACTIVITY ASSIGNMENTS

- I. The following procedures are developed to provide an extension of Regulation 4292.1.
 - A. Prior to suspension or termination of a coach or other Clark County School District employee from an extra duty assignment, there shall be a building level administrative hearing.
 - B. The building level hearing shall include the principal, an assistant principal (if involved in the matter), and all witnesses necessary to prove or defend the charges, as requested by either party.
 - C. This building level hearing shall be kept as informal as possible with a resolution of the problem as the desired result.
- II. Hearing Procedures
 - A. Step 1: The principal shall notify the coach or employee of the infraction and set a date for the building level hearing that is as timely and convenient as possible for both parties.
 - B. Step 2: The principal shall submit a written statement of all alleged charges to the coach or employee at least five working days preceding the scheduled hearing.
 - C. Step 3: The principal shall conduct the hearing and attempt to resolve the problem in a just and prudent manner. The parties may present documentary and testimonial evidence, examine all witnesses, and be represented by counsel of their choice.
 - D. Step 4: The principal shall send a written decision to the coach or employee no later than two working days following the hearing.
 - E. Step 5: If determined by the principal that discipline of the coach or employee is necessary, a complete report of all correspondence relevant to the hearing shall be submitted to the Director of Student Activities.

- F. If the information is extraordinary and is witnessed by the supervising administrator, or is reported in writing to the supervising administrator by a witness, immediate disciplinary action may take place pending a hearing.

Review Responsibility: Instructional Division
Adopted: [5135.61:8/13/81]
Pol Gov Rev: 6/28/01