

## **Disciplinary Action and Discharge**

Staff who fail to fulfill their job responsibilities or follow the reasonable directions of their administrators or who conduct themselves on or off the job in ways that significantly affect their effectiveness on the job or in such other ways that the law determines to be sufficient cause shall be subject to discipline. Behavior, conduct or action which may institute disciplinary action or discharge may include, but is not limited to:

Insubordination, gross incompetence, immorality, conviction of a felony, theft, nonprofessional conduct, mental or physical inability to perform the duties for which employed, intemperance, intentional discrimination, vulgar speech or actions, being under the influence of habit-forming drugs without pharmaceutical prescription by a doctor of medicine licensed to practice in the State of Washington, use of alcoholic beverages on school premises or at a school-sponsored activity off the school premises, use of district supplies and equipment for personal betterment or financial gain and other willful violations of the employer's work rules or policies.

Discipline shall be for cause and shall be reasonably appropriate to the circumstances and may include suspension or discharge.

The superintendent or designee is authorized to suspend a provisional status classified staff member immediately. Provisional status as used herein is granted to a classified staff member for the first ninety (90) days of employment. Thereafter, if performance has been acceptable, the classified staff member shall be granted regular status.

The superintendent designee is authorized to suspend a regular status classified staff member immediately. The staff member shall be advised of the right to request an informal pre-termination meeting within five (5) working days following notice. At such time the staff member may receive notice of the charges against him/her, an explanation of the evidence, and an opportunity to refute any of the charges made.

Upon the request of the suspended staff member, the administrator of human resources shall meet with the suspended staff member to determine if discharge action shall be taken. If a request is not received, the administrator for human resources shall refer the matter to the superintendent for approval by the board.

Cross References: Board Policy 5006

Legal References: RCW 28A.400.300

Certification Revocation

Hiring and discharge of employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers

**CLOVER PARK SCHOOL DISTRICT**

**Policy Series: Personnel**

**Policy No. 5281**

28A.400.340	Notice of discharge to contain notice of right to appeal if available
28A.405.300	Adverse change in contract status of certificated employee — Determination of probable cause — Notice — Opportunity for hearings
28A.405.310	Adverse change in contract status of certificated employee, including non-renewal of contract — Hearings — Procedure
28A.410.090	Revocation or suspension of certificate or permit to teach — Criminal basis — Complaints — Investigation — Process
28A.400.320	Crimes against children — Mandatory termination of employees — Appeal — Recovery of salary or compensation by district
28A.405.470	Crimes against children — Mandatory termination of certificated employees — Appeal — Recovery of salary or compensation by district
28A.400.340	Notice of discharge to contain notice of right to appeal if available
WAC 180-44-060	Drugs and alcohol — Use of as cause for dismissal
Chapter 181-86 RCW	Policies and procedures for administration of certification proceedings
181-87	Acts of Unprofessional Conduct
Management Resources: <i>Policy News</i> , October 2004	Sexual Misconduct Definitions

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**Discretionary**