

## DISCIPLINARY ACTION AND DISCHARGE

Staff who fail to fulfill their job responsibilities or follow the reasonable directions of their administrators, engage in misconduct, 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, including discharge. While it is impossible to anticipate the exact nature of misconduct, the following behaviors are shared as examples of serious misconduct which may lead to serious discipline including discharge:

Insubordination, gross incompetence, immorality, conviction of a felony, nonprofessional conduct, mental or physical inability to perform the duties for which employed, intemperance, intentional discrimination, vulgar speech or actions, use 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, and use of district supplies and equipment for personal betterment or financial gain.

Discipline shall be reasonably appropriate to the circumstances but may include suspension without pay or discharge.

Certificated Staff: Discharge or other adverse action affecting the contract status of certificated staff shall be instituted by the superintendent in the manner prescribed by RCW 28A.405.300, including appeal rights.

Classified Staff: The superintendent is authorized to suspend a classified staff member without pay, pending the processing of a recommendation for discharge put to the board. The staff member shall be advised of the right to request an informal pretermination meeting within five (5) working days following notice of such right. At such time the staff member may receive notice of the charges against him/her and an opportunity to refute any of the charges made.

The classified staff member shall be given notice of an opportunity to meet with the School Board to discuss any recommended termination action. If the classified employee does not provide timely notice of a request to meet with the Board, the Board may act based upon the recommendation of the Superintendent. The employee shall receive written notice of the Discharge decision and any appeal rights.

Administrative Leave: The Superintendent shall be entitled to utilize a paid administrative leave if the circumstances warrant a removal of any employee pending an appropriate review of the situation. Such administrative leaves are not disciplinary action.

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Cross References:	Board Policy 5006	Unprofessional Conduct
Legal References:	RCW 28A.400.300	Hiring and discharge of employees-- Leaves for employees--Seniority and leave benefits, retention upon

RCW 28A.405.300

transfers between schools  
Discharge of Certificated Employees

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28A.400.340	Notice of discharge to contain notice or 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-
28A.410.090	renewal of contract--Hearings--Procedure
28A.400.320	Revocation of authority to teach
28A.405.470	Mandatory termination of classified
28A.400.34	employees Mandatory termination of certified
0 WAC 180-86	employees Notice of discharge to contain notice of right
180-87	to appeal if available
180-44-060	Policies and procedures for administration of certification proceedings
	Acts of Unprofessional Conduct
	Drugs and alcohol-- Use of as cause for dismissal

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Prescott School District

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**APPROVED**  
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