

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 affect their effectiveness on the job may be subject to disciplinary action or discharge. Behavior, conduct or action which provides sufficient cause may warrant disciplinary action or discharge. Employees are required to report in writing to the superintendent any conviction or guilty plea of the below referenced crimes (and of any other crimes that are workplace related) within five days of conviction or guilty plea. Such behavior, conduct, or action may include, but is not limited to:

- A. Incompetence;
- B. Inefficiency;
- C. Misappropriation or misuse of district property;
- D. Neglect of duty;
- E. Insubordination;
- F. Conviction/guilty plea of any crime which adversely affects the employee's ability to perform a job including any felony crime involving:
 - 1. The physical neglect of a child;
 - 2. The physical injury or death of a child;
 - 3. Sexual exploitation of a child;
 - 4. Sexual offenses;
 - 5. Promotion of a minor for prostitution purposes; or
 - 6. The sale or purchase of a minor child;
- G. Malfeasance;
- H. Misconduct;
- I. Inability to perform job functions;
- J. Willful violation of district policies and procedures or laws and regulations;
- K. Mistreatment, abuse or assault of fellow workers, students, or members of the public;
- L. Conflict of interest;
- M. Abuse of leave;
- N. Sexual harassment, verbal abuse, physical abuse or sexual misconduct;
- O. Manufacture, possession, distribution, sale or being under the influence of alcohol controlled, illegal, addictive or harmful substances including anabolic steroids;
- P. Conduct (whether on the job or off the job) that has a substantial negative impact on performance;
- Q. Mental or physical inability to perform the essential job duties;
- R. Intemperance;

- S. Intentional discrimination;
- T. Vulgar speech or actions;
- U. Use of habit forming drugs without pharmaceutical prescription by a doctor of medicine licensed to practice in the state of Washington;
- V. Use of alcoholic beverages on district premises or at a district sponsored activity off the district premises; or
- W. Use of district supplies and equipment for personal betterment or financial gain or other improper purposes.

In the event that allegations or charges are made against a staff member for misconduct with minors, the superintendent may contact the Child Protective Services central registry for evidence regarding whether the staff member is an adjudicated or admitted perpetrator of child abuse or neglect. Appropriate reports will also be made to law enforcement, the Office of the Superintendent of Public Instruction, and the student's parents or guardians, as required by law.

Abuse and Sexual Misconduct

The district will not enter into any contract that is contrary to law to suppress information about verbal or physical abuse or sexual misconduct by a present or former employee, and will comply with all legal requirements regarding such misconduct.

Suspension of Staff

The superintendent/designee is authorized to suspend a staff member immediately as deemed appropriate.

Cross Reference:	Policy 5006 Policy 5240 Policy 5280	Certification Revocation Evaluation of Staff Termination of Employment
Legal References:	RCW 28A.400.300 RCW 28A.400.320 RCW 28A.400.340 RCW 28A.405.300	Hiring and discharging of employees -- Written leave policies -- Seniority and leave benefits of employees transferring between school districts and other educational employers Crimes against children -- Mandatory termination of employees -- Appeal -- Recovery of salary or compensation by district Notice of discharge to contain notice of right to appeal if available Adverse change in contract status of certificated employee -- Determination of probable cause -- Notice -- Opportunity for hearings

RCW 28A.405.310	Adverse change in contract status of certificated employee, including nonrenewal of contract -- Hearings -- Procedure
RCW 28A.410.090	Revocation or suspension of certificate or permit to teach -- Criminal basis -- Complaints -- Investigation -- Process
RCW 28A.405.470	Crimes against children -- Mandatory termination of certified employees -- Appeal -- Recovery of salary or compensation by district
RCW 49.44.200	Personal social networking accounts- Restrictions on employer access- definitions
Legal References (cont.):	
WAC 181-86	Policies and procedures for administration of certification proceedings-
WAC 181-87	Acts of Unprofessional Conduct
Management Resources:	
<i>Policy News</i> , December 2015	Policy Revision
<i>Policy News</i> , October 2004	Sexual Misconduct Definitions
<i>Policy News</i> , December 2014	

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North Kitsap School District