

## Common Corrective Discipline Policies – Education Support Professionals

This list is intended to help principals/directors find District policies that address employee misconduct that may be occurring. This list is not intended to be all inclusive nor is it possible to create such a list. It is incumbent upon all principals/directors to read and understand policies used for corrective discipline. All District Policies can be found online at <http://policymanual.jordandistrict.org/>

Common Misconduct Requiring Discipline	Policy
Absenteeism - Chronic	DP343 NEG – Hours of Work-ESP DP323 – Abandonment of Position DP356 – Substance Abuse-Free Work Environment DP337B NEG – Leave of Absence (Personal)-ESP DP326 NEG – Sick Leave-Classified DP322 – Family and Medical Leave Act DP370B NEG – Alternative Leave Day-ESP D200 – Philosophy of Instruction DP335B - Annual Leave ESP
Abusive Conduct/Language	DP371 – Employee Information Network Acceptable Use DP353 NEG – Assault or Abuse of Employees DP316B NEG – Orderly Termination Procedure-ESP DP358 – Employee Discrimination and Harassment DP- Employee Code of Conduct AS98 – Bullying and Cyberbullying D212 – District and School Web Sites D200 – Philosophy of Instruction AA425 – Printed Materials-Speech and Manners DP300 – Personnel Philosophy AA418 – Discipline of Students-Staff Responsibilities
Appearance/Attire	DP301 – Appearance and Attire of Employees
Arrest – Failure to Report	DP374 – Employment Background Checks DP356 – Substance Abuse-Free Work Environment
Assault	DP353 NEG – Assault or Abuse of Employees DP347 NEG – Protection of Employees DP358 – Employee Discrimination and Harassment DP378 - Employee Code of Conduct
Attendance/Tardiness	DP343 NEG – Hours of Work-ESP DP323 – Abandonment of Position DP356 – Substance Abuse-Free Work Environment DP337B NEG – Leave of Absence (Personal)-ESP DP326 NEG – Sick Leave-ESP DP322 – Family and Medical Leave Act DP370B NEG – Alternative Leave Day-ESP D200 – Philosophy of Instruction DP335B - Annual Leave ESP
Alcohol Possession/use @ work	DP356 – Substance Abuse-Free Work Environment
Bullying	AS98 – Bullying and Cyberbullying DP353 NEG – Assault or Abuse of Employees DP358 – Employee Discrimination and Harassment DP316B NEG – Orderly Termination Procedure-ESP DP300 – Personnel Philosophy DP378 - Employee Code of Conduct D200 – Philosophy of Instruction AA418 – Discipline of Students-Staff Responsibilities
Child Abuse – Failure to Report	AA441 – Privacy Rights-Students and Family AS70 – Child Abuse-Neglect Reporting by School Personnel

Communication with Students/Parents	AA409 – Scope of Employment AA425 – Printed Materials-Speech and Manners AA441 – Privacy Rights-Students and Family AA444 – Employee Involvement in Private, But Public Education-Related Activities DP300 – Personnel Philosophy D200 – Philosophy of Instruction AS98 – Bullying and Cyberbullying AA418 – Discipline of Students-Staff Responsibilities
Conduct Harmful to Students	AA409 – Scope of Employment AA441 – Privacy Rights-Students and Family AA425 – Printed Materials-Speech and Manners DP358 – Employee Discrimination and Harassment DP378 - Employee Code of Conduct DP300 – Personnel Philosophy D200 – Philosophy of Instruction AS97 – Management of Concussions and Traumatic Head Injuries AS98 – Bullying and Cyberbullying AA418 – Discipline of Students-Staff Responsibilities
Crime Against Child (conviction, plea, no contest)	DP316B NEG – Orderly Termination Procedure-ESP DP378 - Employee Code of Conduct DP374 – Employment Background Checks
Copyright	DE504 – Copyright of Materials and Respect of Copyright DE505 – Acceptable Use of Copyrighted Materials in Jordan School District Jordan School District Copyright Guidelines
Dangerous Materials	AA409 – Scope of Employment
Demeaning Behavior/Communication	AA409 – Scope of Employment AA418 – Discipline of Students-Staff Responsibilities AA441 – Privacy Rights-Students and Family AA425 – Printed Materials-Speech and Manners DP358 – Employee Discrimination and Harassment DP353 NEG – Assault or Abuse of Employees DP300 – Personnel Philosophy D200 – Philosophy of Instruction AS98 – Bullying and Cyberbullying DP 378 - Employee Code of Conduct
Destruction of Property	DP316B NEG – Orderly Termination Procedure-ESP DA154 – Use of School Property and Equipment BP177 – Disposal of Surplus Items DA160 – School Vandalism and Burglaries B101 – Financial Accounting Procedures and Standards
Discrimination	DP358 – Employee Discrimination and Harassment DP353 NEG – Assault or Abuse of Employees DP316B NEG – Orderly Termination Procedure-ESP DP300 – Personnel Philosophy AS98 – Bullying and Cyberbullying DP378 - Employee Code of Conduct
Dishonesty	DP343 NEG – Hours of Work-ESP DE504 – Copyright of Materials and Respect of Copyright DE505 – Acceptable Use of Copyrighted Materials in Jordan School District DP316B NEG – Orderly Termination Procedure-ESP DP300 – Personnel Philosophy B101 – Financial Accounting Procedures and Standards
Dress Code	DP301 – Appearance and Attire of Employees
Drug Possession/Use @ Work (illegal and/or Rx)	DP356 – Substance Abuse-Free Work Environment

Electronic Device/Communication Misuse	AA409 – Scope of Employment DE504 – Copyright of Materials and Respect of Copyright DE505 – Acceptable Use of Copyrighted Materials in Jordan School District DP358 – Employee Discrimination and Harassment D212 – District and School Web Sites DA154 – Use of School Property and Equipment AS98 – Bullying and Cyberbullying DP378 - Employee Code of Conduct
Ethical Violation(s)	AA441 – Privacy Rights-Students and Family AA444 – Employee Involvement in Private, But Public Education-Related Activities DE504 – Copyright of Materials and Respect of Copyright DE505 – Acceptable Use of Copyrighted Materials in Jordan School District DP356 – Substance Abuse-Free Work Environment DP353 NEG – Assault or Abuse of Employees DP326 NEG – Sick Leave-ESP DP316B NEG – Orderly Termination Procedure-ESP DP300 – Personnel Philosophy D200 – Philosophy of Instruction AS70 – Child Abuse-Neglect Reporting by School Personnel AS97 – Management of Concussions and Traumatic Head Injuries DP 378 - Employee Code of Conduct
Evaluation – Failed JPAS	DP312 – Evaluation for ESP Personnel DP314 NEG – Provisional and Probationary ESP Personnel
Failure to Report Suspected Abuse	AS70 – Child Abuse-Neglect Reporting by School Personnel
Falsification of Documents	DE504 – Copyright of Materials and Respect of Copyright DE505 – Acceptable Use of Copyrighted Materials in Jordan School District DP300 – Personnel Philosophy
FERPA Violation	AA441 – Privacy Rights-Students and Family
Financial Misconduct	DP300 – Personnel Philosophy BP178 – Purchasing Procedures BP177 – Disposal of Surplus Items DA154 – Use of School Property and Equipment DA160 – School Vandalism and Burglaries B101 – Financial Accounting Procedures and Standards B101 – Inventories
Gun at School	AA409 – Scope of Employment
Harassment (including Sexual)	AA409 – Scope of Employment AA425 – Printed Materials-Speech and Manners DP358 – Employee Discrimination and Harassment DP353 NEG – Assault or Abuse of Employees DP316B NEG – Orderly Termination Procedure-ESP D200 – Philosophy of Instruction AS70 – Child Abuse-Neglect Reporting by School Personnel AS98 – Bullying and Cyberbullying . DP378 - Employee Code of Conduct
Horseplay	DP358 – Employee Discrimination and Harassment AS98 – Bullying and Cyberbullying
Immorality	DP353 NEG – Assault or Abuse of Employees DP316B NEG – Orderly Termination Procedure-ESP DP300 – Personnel Philosophy D200 – Philosophy of Instruction DP378 - Employee Code of Conduct
Inability to Perform Essential Functions of the Job	DP312 – Evaluation for ESP Personnel DP314 NEG – Provisional and Probationary ESP Personnel

Inappropriate/Offensive Behavior	AA425 – Printed Materials-Speech and Manners AA418 – Discipline of Students-Staff Responsibilities DP358 – Employee Discrimination and Harassment DP353 NEG – Assault or Abuse of Employees DP316B NEG – Orderly Termination Procedure-ESP DP300 – Personnel Philosophy D212 – District and School Web Sites AS98 – Bullying and Cyberbullying DP378 - Employee Code of Conduct
Instructional Environment	D200 – Philosophy of Instruction AA418 – Discipline of Students-Staff Responsibilities AA432 – Student Attendance and Teacher Disclosure Statements AA425 – Printed Materials-Speech and Manners DE504 – Copyright of Materials and Respect of Copyright DE505 – Acceptable Use of Copyrighted Materials in Jordan School District DP300 – Personnel Philosophy AS98 – Bullying and Cyberbullying
Instructional Content	D200 – Philosophy of Instruction AA418 – Discipline of Students-Staff Responsibilities AA432 – Student Attendance and Teacher Disclosure Statements DE504 – Copyright of Materials and Respect of Copyright DE505 – Acceptable Use of Copyrighted Materials in Jordan School District DP300 – Personnel Philosophy
Instructional Responsibilities	D200 – Philosophy of Instruction AA418 – Discipline of Students-Staff Responsibilities AA432 – Student Attendance and Teacher Disclosure Statements DE504 – Copyright of Materials and Respect of Copyright DE505 – Acceptable Use of Copyrighted Materials in Jordan School District DP300 – Personnel Philosophy DP312 – Evaluation for ESP Personnel DP314 NEG – Provisional and Probationary ESP Personnel
Insubordination	DP316B NEG – Orderly Termination Procedure-ESP
Intoxication/Under Influence	DP356 – Substance Abuse-Free Work Environment
Licensure	DP307 – Staff Selection, Promotion, and Salary Placement-ESP
Low Performance	DP312 – Evaluation for ESP Personnel DP314 nEG – Provisional and Probationary ESP Personnel
Misrepresentation	AA444 – Employee Involvement in Private, But Public Education-Related Activities DE504 – Copyright of Materials and Respect of Copyright DE505 – Acceptable Use of Copyrighted Materials in Jordan School District DP358 – Employee Discrimination and Harassment DP326 NEG – Sick Leave-ESP AS70 – Child Abuse-Neglect Reporting by School Personnel
Moral Turpitude (conviction, plea, no contest)	AA409 – Scope of Employment DP316B NEG – Orderly Termination Procedure-ESP
Network Acceptable Use	DP371 – Employee Information Network Acceptable Use DE504 – Copyright of Materials and Respect of Copyright DE505 – Acceptable Use of Copyrighted Materials in Jordan School District D200 – Philosophy of Instruction D212 – District and School Web Sites DA154 – Use of School Property and Equipment AS98 – Bullying and Cyberbullying

Off-Site Misconduct	AA409 – Scope of Employment AA444 – Employee Involvement in Private, But Public Education-Related Activities DP358 – Employee Discrimination and Harassment DP316B NEG – Orderly Termination Procedure-ESP DP300 – Personnel Philosophy AS98 – Bullying and Cyberbullying DP378 - Employee Code of Conduct
Property (destruction/loss/vandalism/use)	BP177 – Disposal of Surplus Items DA154 – Use of School Property and Equipment DA160 – School Vandalism and Burglaries B101 – Financial Accounting Procedures and Standards B101 – Inventories
Public Trust	AA409 – Scope of Employment AA418 – Discipline of Students-Staff Responsibilities AA441 – Privacy Rights-Students and Family AA444 – Employee Involvement in Private, But Public Education-Related Activities DE504 – Copyright of Materials and Respect of Copyright DE505 – Acceptable Use of Copyrighted Materials in Jordan School District DP300 – Personnel Philosophy D212 – District and School Web Sites B101 – Financial Accounting Procedures and Standards B101 – Inventories AS70 – Child Abuse-Neglect Reporting by School Personnel AS98 – Bullying and Cyberbullying
Retaliation	DP358 – Employee Discrimination and Harassment DP353 NEG – Assault or Abuse of Employees DP316B NEG – Orderly Termination Procedure-ESP AS98 – Bullying and Cyberbullying
Rudeness	DP358 – Employee Discrimination and Harassment DP353 NEG – Assault or Abuse of Employees DP300 – Personnel Philosophy D200 – Philosophy of Instruction AS98 – Bullying and Cyberbullying
Safety Issues	DP358 – Employee Discrimination and Harassment DP353 NEG – Assault or Abuse of Employees DP316B NEG – Orderly Termination Procedure-ESP DP300 – Personnel Philosophy DP346 – Industrial Accidents AS70 – Child Abuse-Neglect Reporting by School Personnel AS97 – Management of Concussions and Traumatic Head Injuries AS98 – Bullying and Cyberbullying
Sick Leave Abuse	DP326 NEG – Sick Leave-ESP DP316B NEG – Orderly Termination Procedure-ESP
Social Media Issues	AA409 – Scope of Employment AA441 – Privacy Rights-Students and Family DP358 – Employee Discrimination and Harassment DP353 NEG – Assault or Abuse of Employees DP300 – Personnel Philosophy D200 – Philosophy of Instruction D212 – District and School Web Sites AS98 – Bullying and Cyberbullying DP378 - Employee Code of Conduct

Stealing (time/resources/materials)	DE504 – Copyright of Materials and Respect of Copyright DE505 – Acceptable Use of Copyrighted Materials in Jordan School District DP326 NEG – Sick Leave-ESP DP316B NEG – Orderly Termination Procedure-ESP DP300 – Personnel Philosophy
Student Interactions/Relationships	AA409 – Scope of Employment AA418 – Discipline of Students-Staff Responsibilities AA441 – Privacy Rights-Students and Family AA444 – Employee Involvement in Private, But Public Education-Related Activities DP300 – Personnel Philosophy D200 – Philosophy of Instruction AS70 – Child Abuse-Neglect Reporting by School Personnel AS97 – Management of Concussions and Traumatic Head Injuries AS98 – Bullying and Cyberbullying DP378 - Employee Code of Conduct
Tardiness/Late to Work - Chronic	DP343 NEG – Hours of Work-ESP DP326 NEG – Sick Leave-ESP
Theft	DE504 – Copyright of Materials and Respect of Copyright DE505 – Acceptable Use of Copyrighted Materials in Jordan School District DP316B NEG – Orderly Termination Procedure-ESP DP300 – Personnel Philosophy BP177 – Disposal of Surplus Items DA154 – Use of School Property and Equipment B101 – Financial Accounting Procedures and Standards B101 – Inventories
Transporting Students	AA409 – Scope of Employment
Unable to Perform Duties	DP300 – Personnel Philosophy DP314 NEG – Provisional and Probationary ESP Personnel DP312 – Evaluation for ESP Personnel
Unprofessional Behavior/Speech	AA418 – Discipline of Students-Staff Responsibilities AA425 – Printed Materials-Speech and Manners DE504 – Copyright of Materials and Respect of Copyright DE505 – Acceptable Use of Copyrighted Materials in Jordan School District DP358 – Employee Discrimination and Harassment DP353 NEG – Assault or Abuse of Employees DP343 NEG – Hours of Work-ESP DP316B NEG – Orderly Termination Procedure-ESP DP300 – Personnel Philosophy D200 – Philosophy of Instruction D212 – District and School Web Sites AS97 – Management of Concussions and Traumatic Head Injuries AS98 – Bullying and Cyberbullying DP378 - Employee Code of Conduct
Unsatisfactory Performance	DP312 – Evaluation for ESP Personnel DP314 NEG – Provisional and Probationary ESP Personnel
Unwilling to Perform Duties	DP300 – Personnel Philosophy D200 – Philosophy of Instruction AS70 – Child Abuse-Neglect Reporting by School Personnel AS97 – Management of Concussions and Traumatic Head Injuries
Violation of Policy	DP316B NEG – Orderly Termination Procedure-ESP
Weapon Possession	AA409 – Scope of Employment