

## **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 <a href="http://policymanual.jordandistrict.org/">http://policymanual.jordandistrict.org/</a>

## **Common Misconduct Requiring Discipline**

## **Policy**

DP335 – 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 D200 – Philosophy of Instruction DP335B – Annual Leave ESP D200 – Philosophy of Instruction DP335B – Annual Leave ESP DP353 NEG – Assault or Abuse of Employees DP353 NEG – Assault or Abuse of Employees DP356 – 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 DP301 – Appearance and Attire of Employees DP356 – Substance Abuse-Free Work Environment  Arrest – Failure to Report  DP374 – Employment Background Checks DP356 – Substance Abuse-Free Work Environment  DP378 – Employee Discrimination and Harassment DP378 – Employee Discrimination and Harassment DP378 – Employee Code of Conduct Attendance/Tardiness  DP343 NEG – Hours of Work-ESP DP323 – Abandonment of Position DP378 – Employee Code of Conduct DP378 – Employee Code of Employee DP388 – Annual Leave ESP DP320 – Piciosophy of Instruction DP335B – Annual Leave ESP DP320 – Piciosophy of Instruction DP335B – Annual Leave ESP DP320 – Piciosophy of Instruction	enteeism - Chronic	DP343 NEG – Hours of Work-ESP
DP337B NEG — Leave of Absence (Personal)-ESP DP320 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  DP333 NEG — Assault or Abuse of Employees DP347 NEG — Protection of Employees DP348 NEG — Protection of Employees DP348 — Employee Discrimination and Harassment DP378 — Employee Code of Conduct  Attendance/Tardiness  DP333 NEG — Hours of Work-ESP DP323 — Abandonment of Position DP356 — Substance Abuse-Free Work Environment DP3378 NEG — Leave of Absence (Personal)-ESP DP323 — Negrality and Medical Leave Act DP3708 NEG — Leave of Absence (Personal)-ESP DP320 — Pamily and Medical Leave Act DP3708 NEG — Leave of Absence (Personal)-ESP DP323 — Annual Leave ESP DP325 — Substance Abuse-Free Work Environment DP3358 — Annual Leave ESP DP3358 — Employee Discrimination and Harassment  DP356 — Substance Absuse-Free Work Environment DP3358 — Annual Leave ESP DP3358 — Employee Discrimination and Harassment		DP323 – Abandonment of Position
DP326 NEG - Sick Leave-Classified   DP320 - Family and Medical Leave Act   DP370B NEG - Alternative Leave Day-ESP   D200 - Philosophy of Instruction   DP335B - Annual Leave ESP   DP371 - Employee Information Network Acceptable Use   DP353 NEG - Assault or Abuse of Employees   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   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   DP348 - Employee Discrimination and Harassment   DP348 - Employee Discrimination and Harassment   DP348 - Employee Code of Conduct   Attendance/Tardiness   DP343 NEG - Hours of Work-ESP   DP323 - Abandonment of Position   DP335 - Substance Abuse-Free Work Environment   DP3378 NEG - Sick Leave-ESP   DP320 - Failosophy of Instruction   DP3358 - Employee Code of Conduct   DP3358 - Employee Code of Conduct   DP3358 - Annual Leave ESP   DP320 - Philosophy of Instruction   DP3358 - Annual Leave ESP   DP3358 - Employee Discrimination and Harassment   DP3358 - Annual Leave ESP   DP3358 - Employee Discrimination and Harassment   DP3358 - Annual Leave ESP   DP3358 - Employee Discrimination   DP3358 - Employee Discrimination   DP3358 - Employee Discrimination   DP3358 - Annual Leave ESP   DP3353 NEG - Assault or Abuse of Employees   DP3538 - Employee Discrimination   DP35358 - Employee Discrimination   DP35358 - Employee Discrimination   DP3558 - Employee Discrimination   DP3568 - Employee Discrimination   DP3578 NEG - Assault or Abuse of Employees   DP3588 - Employee Discrimination   DP3569 - Substance Abuse-Free Work Environment		DP356 – Substance Abuse-Free Work Environment
DP322 – Family and Medical Leave Act DP370 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 Artire 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 DP3378 NEG – Leave of Absence (Personal)-ESP DP322 – Family and Medical Leave Act DP3708 NEG – Sick Leave-ESP DP322 – Family and Medical Leave Act DP3708 NEG – Alternative Leave Day-ESP DP335 – Substance Abuse-Free Work Environment DP3358 – Annual Leave ESP Alcohol Possession/use @ work  DP356 – Substance Abuse-Free Work Environment DP3358 – Annual Leave ESP Alcohol Possession/use @ Find Possession/use & DP355 – Substance Abuse-Free Work Environment DP3556 – Substance Abuse-Free Work Environment		DP337B NEG – Leave of Absence (Personal)-ESP
DP370B NEG - Alternative Leave Day-ESP D200 - Philosophy of Instruction DP335B - Annual Leave ESP DP353 NEG - Assault or Abuse of Employees DP365 - 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 DP347 NEG - Protection of Employees DP348 - Employee Code of Conduct Attendance/Tardiness DP348 - Employee Code of Conduct  Attendance/Tardiness DP348 NEG - Hours of Work-ESP DP325 - Substance Abuse-Free Work Environment DP378 - Employee Code of Conduct DP378 - Employee Discrimination and Harassment DP378 - Abandonment of Position DP356 - Substance Abuse-Free Work Environment DP378 - Alternative Leave Day-ESP DP320 - Philosophy of Instruction DP358 - Annual Leave ESP  Alcohol Possession/use @ work DP356 - Substance Abuse-Free Work Environment  ASS - Employee Discrimination and Harassment		DP326 NEG – Sick Leave-Classified
DP370B NEG - Alternative Leave Day-ESP D200 - Philosophy of Instruction DP335B - Annual Leave ESP  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 D2000 - 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 DP347 NEG - Protection of Employees DP348 - Employee Code of Conduct  Attendance/Tardiness  DP343 NEG - Hours of Work-ESP DP332 - Abandonment of Position DP356 - Substance Abuse-Free Work Environment DP378 - Bis NEG - Leave of Absence (Personal)-ESP DP322 - Family and Medical Leave Act DP370B NEG - Sick Leave-ESP DP322 - Family and Medical Leave Act DP370B NEG - Sick Leave-ESP DP322 - Family and Medical Leave Act DP370B NEG - Alternative Leave Day-ESP D200 - Philosophy of Instruction DP358 - Annual Leave ESP  Alcohol Possession/use @ work  DP358 - Employee Discrimination and Harassment		DP322 – Family and Medical Leave Act
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DP358 – Employee Discrimination and Harassment DP378 - Employee Code of Conduct  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		
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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		
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	ndance/Tardiness	
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  AS98 – Bullying and Cyberbullying DP353 NEG – Assault or Abuse of Employees DP358 – Employee Discrimination and Harassment		
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		
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		
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		
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		
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		
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Alcohol Possession/use @ work  DP356 – Substance Abuse-Free Work Environment  AS98 – Bullying and Cyberbullying DP353 NEG – Assault or Abuse of Employees DP358 – Employee Discrimination and Harassment		- ·
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DP353 NEG – Assault or Abuse of Employees DP358 – Employee Discrimination and Harassment		
DP353 NEG – Assault or Abuse of Employees DP358 – Employee Discrimination and Harassment	ying	AS98 – Bullying and Cyberbullying
DP358 – Employee Discrimination and Harassment		
DESTOR NEG - Orderly Termination Procedure-ESP		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	Child Abuse – Failure to Report	
AS70 – Child Abuse-Neglect Reporting by School Personnel	and to report	
Tib to Child House Reporting by Benoof Fersonner		

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
Crimo Against Child (conviction -1	AA418 – Discipline of Students-Staff Responsibilities  DR216P NEC — Orderly Termination Procedure ESP
Crime Against Child (conviction, plea, no contest)	DP316B NEG – Orderly Termination Procedure-ESP
	DP374 Employment Reckground Checks
Convergent	DP374 – Employment Background Checks DE504 – Copyright of Materials and Respect of Copyright
Copyright	DE504 – Copyright of Materials and Respect of Copyright  DE505 – Acceptable Use of Copyrighted Materials in Jordan School District
	Jordan School District Copyright Guidelines
	Jordan School District Copyright Guidennes
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
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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  Property (destruction/loss/vandalism/use)	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  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  Sick Leave Abuse	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  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

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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
Tardiness/Late to Work - Chronic	DP378 - Employee Code of Conduct  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