

## Common Corrective Discipline Policies – Licensed

This list is intended to help principals/supervisors 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/supervisors 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	DP342 – Hours of Work-Licensed DP323 – Abandonment of Position DP356 – Substance Abuse-Free Work Environment DP337 NEG – Leave of Absence (Personal)-Licensed DP324 NEG – Sick Leave-Licensed DP322 – Family and Medical Leave Act DP370 NEG – Alternative Leave Day-Licensed D200 – Philosophy of Instruction DP335 - Annual Leave Licensed
Abusive Conduct/Language	DP371 – Employee Information Network Acceptable Use DP353 NEG – Assault or Abuse of Employees DP316 NEG – Orderly Termination Procedure-Licensed DP358 – Employee Discrimination and Harassment 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 DP378 - Employee Code of Conduct
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
Attendance/Tardiness	DP342 – Hours of Work-Licensed DP323 – Abandonment of Position DP356 – Substance Abuse-Free Work Environment DP337 NEG – Leave of Absence (Personal)-Licensed DP324 NEG – Sick Leave-Licensed DP322 – Family and Medical Leave Act DP370 NEG – Alternative Leave Day-Licensed D200 – Philosophy of Instruction DP335 Annual Leave Licensed
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 DP316 NEG – Orderly Termination Procedure-Licensed DP300 – Personnel Philosophy D200 – Philosophy of Instruction AA418 – Discipline of Students-Staff Responsibilities DP378 - Employee Code of Conduct
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 DP378 - Employee Code of Conduct
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 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 DP378 - Employee Code of Conduct
Crime Against Child (conviction, plea, no contest)	DP316 NEG – Orderly Termination Procedure-Licensed
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 DP378 - Employee Code of Conduct
Destruction of Property	DP316 NEG – Orderly Termination Procedure-Licensed 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 DP316 NEG – Orderly Termination Procedure-Licensed DP300 – Personnel Philosophy AS98 – Bullying and Cyberbullying
Dishonesty	DP342 – Hours of Work-Licensed DE504 – Copyright of Materials and Respect of Copyright DE505 – Acceptable Use of Copyrighted Materials in Jordan School District DP316 NEG – Orderly Termination Procedure-Licensed 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 DP324 NEG – Sick Leave-Licensed DP316 NEG – Orderly Termination Procedure-Licensed 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	DP311 – Evaluation for Licensed Personnel DP313 – Provisional and Probationary Licensed 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 DP316 NEG – Orderly Termination Procedure-Licensed 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 DP316 NEG – Orderly Termination Procedure-Licensed DP300 – Personnel Philosophy D200 – Philosophy of Instruction DP378 - Employee Code of Conduct
Inability to Perform Essential Functions of the Job	DP311 – Evaluation for Licensed Personnel DP313 – Provisional and Probationary Licensed 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 DP316 NEG – Orderly Termination Procedure-Licensed 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 DP311 – Evaluation for Licensed Personnel DP313 – Provisional and Probationary Licensed Personnel
Insubordination	DP316 NEG – Orderly Termination Procedure-Licensed
Intoxication/Under Influence	DP356 – Substance Abuse-Free Work Environment
Licensure	DP303 – Staff Selection-Licensed
Low Performance	DP311 – Evaluation for Licensed Personnel DP313 – Provisional and Probationary Licensed 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 DP324 NEG – Sick Leave-Licensed AS70 – Child Abuse-Neglect Reporting by School Personnel
Moral Turpitude (conviction, plea, no contest)	AA409 – Scope of Employment DP316 NEG – Orderly Termination Procedure-Licensed
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 DP378 - Employee Code of Conduct
Off-Site Misconduct	AA409 – Scope of Employment

	AA444 – Employee Involvement in Private, But Public Education-Related Activities DP358 – Employee Discrimination and Harassment DP316 NEG – Orderly Termination Procedure-Licensed DP300 – Personnel Philosophy AS98 – Bullying and Cyberbullying
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 DP316 NEG – Orderly Termination Procedure-Licensed 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 DP316 NEG – Orderly Termination Procedure-Licensed DP300 – Personnel Philosophy AS70 – Child Abuse-Neglect Reporting by School Personnel AS97 – Management of Concussions and Traumatic Head Injuries AS98 – Bullying and Cyberbullying
Sick Leave Abuse	DP324 NEG – Sick Leave-Licensed DP316 NEG – Orderly Termination Procedure-Licensed
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 DP324 NEG – Sick Leave-Licensed DP316 NEG – Orderly Termination Procedure-Licensed

	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	DP342 – Hours of Work-Licensed DP324 NEG – Sick Leave-Licensed DP335 NEG - Annual Leave-Licensed
Theft	DE504 – Copyright of Materials and Respect of Copyright DE505 – Acceptable Use of Copyrighted Materials in Jordan School District DP316 NEG – Orderly Termination Procedure-Licensed 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 DP313 – Provisional and Probationary Licensed Personnel DP311 – Evaluation for Licensed 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 DP342 – Hours of Work-Licensed DP316 NEG – Orderly Termination Procedure-Licensed 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	DP311 – Evaluation for Licensed Personnel DP313 – Provisional and Probationary Licensed 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	DP316 NEG – Orderly Termination Procedure-Licensed
Weapon Possession	AA409 – Scope of Employment