

Employee Conduct and Progressive Discipline

Purpose and Philosophy The Jerome School District (JSD) is committed to a professional environment where students are surrounded by high-achieving and respectful staff. As the District's greatest asset, employees shall be treated with professional dignity. In exchange, the District requires all employees—certified, administrative, and classified—to conduct themselves with the utmost respect toward students, parents, colleagues, and the public.

This procedure establishes a framework for accountability to ensure compliance with District policies, supervisor directives, the Code of Ethics of the Idaho Teaching Profession, and Idaho State Law.

Professional Expectations

All employees are expected to:

1. **Maintain Professionalism:** Act as positive role models in accordance with the Code of Ethics for Idaho Professional Educators.
2. **Ensure Compliance:** Adhere to all JSD Board Policies, Idaho Administrative Rules, and State/Federal laws.
3. **Follow Directives:** Comply with all lawful and reasonable work-related orders, instructions, and directives issued by a proper authority.
4. **Uphold Safety:** Maintain a safe and healthy environment for students and staff (Ref: Policy 5320 & 5390).

Progressive Discipline Process Except in cases of gross misconduct or serious breaches of duty that warrant immediate administrative leave or recommendation for discharge, the District follows a progressive discipline model. This process is intended to be corrective, providing employees with clear notice and the opportunity to improve. The employee shall have the right to representation for any meeting JEA representation will occur in compliance with all applicable laws.

- **Step 1: Verbal Warning (Initial Direction)** The supervisor will meet or email with the employee to discuss the concern. This is an informal "clear direction" phase.
 - **Documentation:** A summary email or anecdotal note shall be maintained by the supervisor to track the date and specific direction provided.
 - **Notification:** Any documentation maintained by a supervisor that may be used in future disciplinary action shall be shared with the employee within ten (10) working days of the verbal warning.
- **Step 2: Written Warning (Reprimand)** If the issue persists, or if the initial violation is of a serious nature, a formal written warning will be issued.
 - **Personnel File:** In accordance with District Policy 5500, this warning will be placed in the employee's personnel file.
 - **Rebuttal:** The employee has twenty one (21) working days to submit a written response or rebuttal for inclusion in the file.
- **Step 3: Formal Improvement Plan (PIP)** For continued non-compliance or unsatisfactory performance:
 - **Certified Staff:** May be placed on an improvement plan as outlined in policy 5340 by their administrator. This includes specific targets for improvement and regular monitoring.

- **Step 4: Probation**
 - **Certified Staff:** May be placed on a period of probation as outlined in policy 5340 through the board of trustees. This includes specific targets for improvement and regular monitoring.
- **Step 5: Non-Renewal or Termination** Failure to resolve issues outlined in previous steps may lead to a recommendation for termination or non-renewal.
 - **Certified/Administrative Staff:** Discharge during a contract term or non-renewal of a renewable contract follows the due process requirements under I.C. § 33-513 through 33-515.
 - **Classified Staff:** While classified employment is generally "at-will," the District remains committed to fair treatment and documented cause as per I.C. § 33-517.

Administrative Discretion The Superintendent or designee reserves the right to bypass steps in the progressive discipline process depending on the severity of the infraction (e.g., physical violence, theft, or conduct that endangers student safety). In such cases, the Superintendent or designee may place an employee on administrative leave with pay pending an investigation or Board hearing.

Legal Reference	Description
I.C. § 33-513	Issuance of Renewable Contracts
I.C. § 33-514/515	Issuance of Annual Contracts; Non-renewal
I.C. § 33-517	Non-certificated Personnel
I.C. § 33-1208	Revocation, Suspension or Denial of Certificate – Grounds
I.C. § 33-1209	Proceedings to Revoke, Suspend or Deny or Place Reasonable Conditions on a Certificate
IDAPA 08.02.02.076	Code of Ethics of the Idaho Teaching Profession

Policy History:

Adopted on: