

Misconduct/Discipline Matrix

Corrective Action Categories		Description	Steps (Inapplicable to Non-Union Employees)
	ATTENDANCE		
A-1	ABSENCE WITHOUT LEAVE (AWOL)	Absenteeism for 10 consecutive school days without being on an approved leave	Vacate
A-2	ATTENDANCE ABUSE – TARDINESS	Consistent or patterned record of tardiness Failing to report to school or assigned work location in a timely manner Failing to return to work on time after breaks, lunch, or rest periods	Step 1, 2, 3 or 4
A-3	ATTENDANCE ABUSE - ABSENTEEISM	Consistent or patterned record of absenteeism Absences used to avoid any part of the REACH evaluation process	Step 1, 2, 3 or 4
A-4	ATTENDANCE ABUSE- TARDINESS & ABSENTEEISM	Consistent or patterned record of tardiness and absenteeism Failing to inform the school or assigned work location of absences or tardies in a timely manner and/or pursuant to local rules and procedures	Step 1, 2, 3 or 4
	CERTIFICATION/LICENSURE		
C-1	CERTIFICATION/LICENSURE	Failure to possess or maintain certificates or licenses required for a position	Step 4 (automatic dismissal)

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DRUG/ALCOHOL POLICY VIOLATIONS			
D-1	REFUSAL TO SUBMIT TO DRUG/ALCOHOL TESTING	Refusal to submit to drug/alcohol tests after reasonable suspicion directive	Step 4 (automatic dismissal)
D-2	DRUG/ALCOHOL POSSESSION	Possession of drugs, alcohol, or legal drugs in manner not prescribed by a physician on Board property Involvement in the sale, delivery, receipt, possession, or use of any illegal drug either on or off the job site during work hours of employment or non-working time	Step 4 (automatic dismissal)
D-3	DRUG/ALCOHOL VIOLATION	Use or being under the influence of drugs or alcohol on Board property Testing positive for drugs/alcohol	Step 4 (automatic dismissal)
FAIRNESS			
F-1	DISCRIMINATION - AGE	Discrimination, including harassment, on basis of age in violation of CPS Non-Discrimination Policy	Step 1, 2, 3 or 4
F-2	DISCRIMINATION - RACE	Discrimination, including harassment, on basis of race in violation of CPS Non-Discrimination Policy	Step 1, 2, 3 or 4
F-3	DISCRIMINATION - COLOR	Discrimination, including harassment, on basis of color in violation of CPS Non-Discrimination Policy	Step 1, 2, 3 or 4
F-4	DISCRIMINATION - SEX	Discrimination, including harassment, on basis of sex or pregnancy in violation of CPS Non-Discrimination Policy	Step 1, 2, 3 or 4

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F-5	DISCRIMINATION - NATIONAL ORIGIN	Discrimination, including harassment, on basis of national origin in violation of CPS Non-Discrimination Policy	Step 1, 2, 3 or 4
F-6	DISCRIMINATION - DISABILITY	Discrimination, including harassment, on basis of disability in violation of CPS Non-Discrimination Policy	Step 1, 2, 3 or 4
F-7	DISCRIMINATION - SEXUAL ORIENTATION	Discrimination, including harassment, on basis of sexual orientation in violation of CPS Non-Discrimination Policy	Step 1, 2, 3 or 4
F-11	DISCRIMINATION - GENDER IDENTITY/EXPRESSION	Discrimination, including harassment, on basis of gender identity/expression in violation of CPS Non-Discrimination Policy	Step 1, 2, 3 or 4
F-8	DISCRIMINATION - RELIGION	Discrimination, including harassment, on basis of religion in violation of CPS Non-Discrimination Policy	Step 1, 2, 3 or 4
F-10	SEXUAL HARASSMENT	Sexually harassing an employee, student, or other individual in violation of CPS Non-Discrimination and Sexual Harassment Policies	Step 1, 2, 3 or 4
F-9	RETALIATION	Retaliation against an employee, student, or anyone who reasonably and in good faith has filed a grievance, charge, or complaint; or who has testified, assisted or participated in any manner in an investigation, proceeding, or hearing regarding such grievance, charge, or complaint	Step 1, 2, 3 or 4
HONESTY/INTEGRITY/ETHICS			
H-1	CRIMINAL CONDUCT - NON-ENUMERATED	Any criminal conviction for a non-enumerated offense that has a nexus with Chicago Public Schools' employment	Step 1, 2, 3 or 4

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H-2	CRIMINAL CONDUCT - ENUMERATED	Any criminal conviction for an enumerated offense	Step 4 (automatic dismissal)
H-21	WEAPONS OR DANGEROUS CHEMICALS	Possessing, carrying, storing, or using weapons or dangerous chemicals on the job when not authorized to do so	Step 1, 2, 3 or 4
H-18	MUNICIPAL AND STATE LAW VIOLATION	Engaging in any act or conduct prohibited by Municipal Code of Chicago, the Illinois Compiled Statutes, applicable laws or other states, or federal statutes that may be deemed irremediable conduct	Step 1, 2, 3 or 4
H-24	DCFS INDICATED FINDING	Receiving an indicated finding from the Department of Children and Family Services	Step 1, 2, 3 or 4
H-25	OFF DUTY MISCONDUCT	Any off duty misconduct that has a nexus to Chicago Public Schools' employment	Step 1, 2, 3 or 4
H-17	INVESTIGATION COOPERATION	Failure to cooperate in an official inquiry, investigation or other official proceeding after being given a notice of administrative rights	Step 3 or 4
H-3	FRAUD - EMPLOYMENT RECORDS/ INQUIRIES	Falsifying any attendance records (e.g., signing or swiping another employee's time record) Making an intentional false representation in an employment record or inquiry, which includes forging or falsifying any information	Step 1, 2, 3 or 4
H-26	FRAUD - BENEFITS	Using a benefit day in an unauthorized manner for purposes other than allowed under Board rules and policies	Step 1, 2, 3 or 4

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		Requesting or taking a leave of absence on fraudulent grounds	
H-27	FRAUD - INVESTIGATIONS	Making intentionally false, inaccurate, or incomplete statements in an official inquiry, investigation or other official proceeding	Step 3 or 4
H-4	FRAUD - OTHER	Forging or falsifying information in any official school or Board document, other than employment records or inquiries	Step 1, 2, 3 or 4
H-5	MISUSE OF CPS PROPERTY	Using CPS property for purposes other than CPS business (except incidental use)	Step 1, 2, 3 or 4
H-6	MISUSE OF CPS TECHNOLOGY	Any violations of the Board's Acceptable Usage of CPS Network Policy	Step 1, 2, 3 or 4
H-23	DAMAGE - PROPERTY	Damaging Board property	Step 1, 2, 3 or 4
H-7	PUBLIC INTEGRITY - ENROLLMENT OF STUDENTS	Violation of the Board's student enrollment policies, including but not limited to, selective enrollment school applications	Step 1, 2, 3 or 4
H-8	PUBLIC INTEGRITY - MUNICIPAL DEBTS	Failure to pay debt due and owing to the City of Chicago, or any other public agency	Step 1, 2, 3 or 4
H-9	THEFT - FINANCIAL INCLUDING PAYROLL	Theft of money including wages	Step 4 (automatic dismissal)
H-10	THEFT - NON-MONETARY	Theft or unauthorized possession of school or Board property, or the theft of personal property while on Board property	Step 4 (automatic dismissal)
H-22	FISCAL MISMANAGEMENT	Fiscal mismanagement or waste of funds	Step 3 or 4

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		Misappropriating any Board funds or any other public or private organization	
		Misuse of the attendance center's budget	
H-11	ETHICS - CONFLICT OF INTEREST	Taking part in an activity (circumstance, arrangement, etc.) that brings employee benefits that are contrary to the Board	Step 1, 2, 3 or 4
H-12	ETHICS - CONTRACT MANAGEMENT	Violation of restrictions placed on employees with contract management authority	Step 1, 2, 3 or 4
H-13	ETHICS - NEPOTISM	Violation of anti-nepotism provisions of Code of Ethics and comprehensive Non-Discrimination Policy	Step 1, 2, 3 or 4
H-14	ETHICS - FINANCIAL DISCLOSURES	Failure to submit required financial disclosures to City of Chicago	Step 1, 2, 3 or 4
H-15	ETHICS - SECONDARY EMPLOYMENT	Engaging in secondary employee without approval, or engaging in secondary employment that conflicts with CPS duties Using the office, work site, work locations, work vehicle, work tools, or work materials or supplies to conduct a secondary business, trade or occupation	Step 1, 2, 3 or 4
H-19	ETHICS - GIFTS	Accepting anything of value, including, but not limited to, a gift, favor, loan, or promise of future employment, based upon any explicit or implicit mutual understanding that actions will be influenced	Step 1, 2, 3 or 4

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H-20	ETHICS - UNAUTHORIZED SERVICES	Directing, authorizing, allowing or asking an employee to perform services, with or without pay, for unauthorized purposes or accepting the benefits of such performance	Step 1, 2, 3 or 4
H-16	TEST CHEATING	Engaging in any act with the intent of providing inappropriate assistance to a student before, during, or after a test; or engaging in any act that an employee knew or should have known would compromise the integrity of the testing process (includes class-based tests, standardized tests and REACH performance tasks)	Step 3 or 4
PERFORMANCE			
P-1	UNSATISFACTORY PERFORMANCE	Unsatisfactory job performance	Step 4 (automatic dismissal)
P-2	FAILURE TO PERFORM DUTIES	Failure to perform duties (entering grades, lesson plans, reports, etc.)	Step 1, 2, 3 or 4
P-3	NEGLIGENCE/INCOMPETENCE - STUDENTS	Failure to act in the manner of a reasonably prudent educator in supervision of students (e.g., leaving student on bus, leaving classroom unsupervised, etc.)	Step 1, 2, 3 or 4
P-4	NEGLIGENCE/INCOMPETENCE - OTHER DUTIES	Any negligently or incompetently performed act in connection with job duties (release of SSNs, sleeping on duty, loitering in the work area, etc.)	Step 1, 2, 3 or 4
P-5	INSUBORDINATION	Refusal to carry out a rule, order, or directive from a supervisor related to the performance of one's duty, including refusing to participate in or	Step 1, 2, 3 or 4

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		avoiding any part of the REACH evaluation process	
		Leaving any duty assignment without permission	
	PHYSICAL INTEGRITY		
PI1	CORPORAL PUNISHMENT (NO PHYSICAL CONTACT)	Humiliation, isolated timeouts, forcing into physical positions that cause pain, etc.	Step 1, 2, 3 or 4
PI2	CORPORAL PUNISHMENT (PHYSICAL CONTACT)	Physical punishment of students (spanking, slapping, pushing, pinching, etc.)	Step 1, 2, 3 or 4
PI3	CORPORAL PUNISHMENT (USE OF OBJECT)	Use of any object to punish a student	Step 1, 2, 3 or 4
PI4	PHYSICAL ABUSE - STUDENTS	Physical contact with students intended to cause pain or injury, including fighting, punching, etc. Using physical restraint on a student that violates physical restraint procedures Any cruel, immoral, negligent conduct to a minor that causes physical harm or injury to a student	Step 3 or 4
PI5	VERBAL ABUSE - STUDENTS	Negative oral or written communication, including via electronic means, or threatening language directed at students, with or without profanity	Step 2, 3 or 4
PI6	SEXUAL ABUSE - STUDENTS	Soliciting, commanding, urging, attempting to groom or break down a student's sexual inhibitions by providing the student a gift or singling out the students for special treatment, or requesting a sexual act of a student; or	Step 4 (automatic dismissal)

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		intentionally or knowingly engaging in any sexual conduct or act with a student	
PI7	BATTERY - NON-STUDENTS	Physical altercations with non-students	Step 3 or 4
PI8	ASSAULT - NON-STUDENTS	Assaulting, threatening or intimidating actions to non-students	Step 2, 3 or 4
PI9	DISCOURTEOUS TREATMENT	Treating discourteously anyone in the classroom, on school grounds or assigned work location, or while attending school functions, including verbal or non-verbal abuse that is obscene, threatening, humiliating or intimidating	Step 1, 2, 3 or 4
	POLICY COMPLIANCE (including rules, policies and procedures)		
PC1	POLICY NON-COMPLIANCE - STUDENTS	Failure to follow Board policies and school rules concerning Students (e.g., student records, student travel, student discipline, Mandated Reporting, etc.)	Step 1, 2, 3 or 4
PC2	POLICY NON-COMPLIANCE - FINANCE /PURCHASING	Failure to follow Board policies concerning finance and purchasing	Step 1, 2, 3 or 4
PC3	POLICY NON-COMPLIANCE - LSCs	Failure to follow Board policies concerning Local School Councils	Step 1, 2, 3 or 4
PC4	POLICY NON-COMPLIANCE - PERSONNEL	Failure to follow Board policies and school rules concerning personnel (e.g., employee records, delegation of authority, etc.) Failing to display proper identification after being directed to do so	Step 1, 2, 3 or 4

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PC5	POLICY NON-COMPLIANCE - SANITATION	Smoking on school or Board property Failing to comply with laws or rules governing the health, safety, or sanitary conditions of Board property	Step 1, 2, 3 or 4
PC6	POLICY NONCOMPLIANCE - ELECTRONICS	Engaging in any action that violates the Board's Acceptable Use Policy and its amendments Using electronic devices at inappropriate times, including but not limited to, local rules and policies	Step 1, 2, 3 or 4
PC7	POLICY NONCOMPLIANCE - BENEFITS	Using a benefit day in an unauthorized manner for purposes other than allowed under Board rules and policies Failing to submit to a medical examination requested pursuant to the Board's rules, regulations, or policies	Step 1, 2, 3 or 4
PC8	POLICY NONCOMPLIANCE - PROPERTY	Misuse of the Board's intellectual property or a violation of the Board's intellectual property policy Posting or distributing written materials on Board property in violation of Board rules or policies Unauthorized entry onto Board property	Step 1, 2, 3 or 4
	RESIDENCY		
R-1	RESIDENCY - EMPLOYEES	Failure to reside in the City of Chicago within six months of being hired, or submitting false or	Step 3 or 4

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Corrective Action Categories		Description	Steps (Inapplicable to Non-Union Employees)
R-2	RESIDENCY - TUITION FRAUD	fraudulent residency information in violation of the Board's residency policy Fraudulently enrolling non-resident child/student in CPS	Step 4 (automatic dismissal)

The actions described above reflect conduct which is deemed to be inappropriate and which may result in disciplinary action. It is not possible to list every act which will or might result in disciplinary action. The misconduct described above is not exhaustive, but is offered instead to generally provide notice of the types of conduct the Board of Education deems inappropriate in an educational institution. The Chief Executive Officer, or his designee, may hold that conduct other than that referenced above is improper and warrants discipline.

This Chart sets forth a recommended progression of discipline for type of misconduct. The Board encourages the use of progressive discipline. However, the severity of the conduct, its impact on the workplace, colleagues and students, prior efforts to correct the conduct and any mitigating factors should dictate whether discipline is issued and at what level discipline should begin. The supervisor or the Chief Executive Officer, or designee have discretion to determine what degree of discipline is appropriate after weighing all the situational factors involved in the misconduct.