As District employees, your actions and behaviors reflect directly on the District. Accordingly, all employees are expected to meet the District’s performance and conduct expectations. Furthermore, all employees are required to comply with the District’s code of conduct, which is intended to promote consistency and harmony in the workplace, as well as to support the missions and objectives of the District.

While no list of rules can be all-inclusive, the following areas are expressly described to guide employees in the recognition of certain behavior that is clearly prohibited and may result in discipline up to and including immediate discharge, as the District, in its discretion, deems appropriate:

- Failure to maintain certification(s), credential(s), and/or other qualifications required for your position with the District;
- Failure to comply with mandatory reporting obligations imposed by law and/or District policy;
- Theft or attempted theft of District property;
- Failure to observe appropriate boundaries with students, including, but not limited to, inappropriate contact/relationships with students and/or transportation of students (not including the employee’s own children) in privately owned vehicles without prior express written permission from the Superintendent and legal guardian prior;
- Falsification of any District record, including misrepresentations on your timecard and/or the completion of another employee’s timecard, and/or other dishonest conduct;
- Absence from work without approval, failure to contact supervisor in advance if you anticipate being late to work or absent, repeated unexcused absences, tardiness, and/or early quits, and/or abuse of leave benefits;
- Engaging in an act of discrimination, harassment, or retaliation, or otherwise threatening, coercing, intimidating, or interfering with other employees in violation of applicable law or District policy;
- Disclosure of confidential information to unauthorized persons, including, but not limited to, the unauthorized disclosure of personally identifiable student information in violation of the Family Educational Rights and Privacy Act (FERPA);
- Possessing, carrying, or being under the influence of or impaired by intoxicants or illegal drugs during work hours or on District property, and/or reporting to work under the influence of or while impaired by intoxicants or illegal drugs;
- Use of any tobacco or nicotine product(s) or paraphernalia in or on District property, including, but not limited to, District facilities, parking lots, and vehicles;
- Disobedience or violation of any reasonable District rule or direction given by the employee’s direct supervisor or any other act of insubordination;
- Abuse, misuse, waste, or damage of District property, equipment, vehicles, or tools, including, but not limited to, the District’s computer and information technology system, or the property of others;
- Inability, inefficiency, carelessness, unwillingness, neglect, or tardiness in completing work assignments, projects, and/or following directions;
- Unauthorized possession of firearms or any dangerous weapons, including explosives, on District property or while on duty;
- Disregard for safety rules, including, but not limited to, engaging in behavior that creates an unnecessarily dangerous situation and/or endangers the health or safety of others, failing to report unsafe workplace conditions, failing to exercise good judgment and consider safety while performing your work, and/or failing to promptly report work-related injuries or illnesses;
- Reporting to work in inappropriate attire, with poor personal hygiene, or in an otherwise unfit manner;
- Workplace violence, including, but not limited to, provoked or unprovoked bodily assault upon any person, fighting, and/or dangerous horseplay on District property or while on duty;
- Commission of a crime or misdemeanor that impacts your continued ability to effectively perform your work;
- Disrespect, uncooperativeness, abusive language, or discourteous service to the public, students, and/or other employees;
- Indecent, profane, and/or unnecessarily harsh language;
- Acts or omissions that a reasonable person, guided by common sense or standard business/educational practices, would know or should know are contrary to the best interests of the District; and/or
- Any other conduct or action of such seriousness that disciplinary action, in the discretion of the District, is considered warranted.

These rules are not set out in any particular order. Your cooperation in observing these rules and engaging in appropriate conduct is expected. As no list of rules can be all-inclusive, incidents may arise that are not expressly prohibited by the code of conduct but that may nonetheless result in discipline up to and including discharge. Any questions or concerns regarding these rules or anything not covered by these rules should be addressed to your supervisor, the Human Resources Manager or the Superintendent.
It is important that all employees accept personal responsibility for maintaining high standards of conduct and job performance.

Cross Reference: Board Commitment to Non-Discrimination Policy  
Employee Harassment Policy  
Prevention of Harassment of Students Policy  
Alcohol and Drug Free Workplace Policy  
Tobacco Prohibition Policy  
Weapons on School Property Policy  
Responsible Computer, Network & Internet Use Policy  
Student Records; Family Privacy Policy  
Pupil Privacy Rights Policy  
Student Safety Policy

First Read: October 2, 2018  
Second Read:  
Adoption: