

## 1. General Responsibilities

- a. The district expects all employees to adhere to the following general principles:
  - 1) Observe the highest standards of professionalism at all times;
  - 2) Perform responsibilities in a manner consistent with the district mission;
  - 3) Fulfill responsibilities identified in the job description and performance standards;
  - 4) Comply with all laws applicable to the district;
  - 5) Comply with all policies and administrative regulations established by the District;
  - 6) Treat others with dignity and respect.
  
- b. District employees, as adults with responsibility for and extensive contact with students as part of their jobs, are expected to conduct themselves as appropriate role models for students. They are also expected to follow acceptable professional principles in matters of workplace and personal conduct; to accept responsibility for the appropriateness of their own conduct; and to exhibit a high degree of personal and professional integrity at all times. Examples of conduct that might be considered inappropriate includes behaviors such as theft, fighting, threats of violence, violation of the alcohol and drug policy, insubordination, falsification of records, failure to cooperate with other employees, harassing or intimidating others, and rudeness.
  
- c. Unsatisfactory performance, work habits, overall attitude, conduct or demeanor; violation of district policies, regulations, procedures or guidelines; or any other behavior or conduct deemed inappropriate by the district may lead to disciplinary action up to and including termination of employment in accordance with the appropriate collective bargaining agreement, policies, or procedures.

## 2. Health and Safety:

- a. District employees are responsible for the health and safety of students and fellow employees and shall follow emergency procedures outlined in building rules and regulations and in district policies and regulations.
  
- b. Generally pets are allowed on school premises when their presence is for educational purposes. Employees shall not bring their pets, nor allow pets in their work area, if the animal's presence jeopardizes the health or safety of students or staff. Steps must be taken to ascertain potential health or safety risks. When pets are brought to school the employee is responsible for attending to all physical welfare and cleanliness needs of the animal.

c. All employees shall safeguard and protect the properties of the district. Windows and doors shall be properly secured before leaving any district building at any time outside of regular business hours.

### 3. Supervision of Children:

a. School employees are responsible for the control and supervision of all students who are involved in school or school functions. Teachers are directly responsible for proper control and supervision of students within the classroom, the school building or at any authorized function of the school. Classified personnel shall be responsible for such control and supervision of students in non-instructional situations as may be required by the job description or assigned to them by the building principal.

b. Collective bargaining agreements with the licensed and classified staff allow employees to enroll their own children in the school where they work. When this option is exercised it is expected that the employee's children will follow all general rules of the school and not be granted special privileges other than attendance.

c. The district understands that upon occasion employees, as parents, may have need for their children to be with them in the workplace on a short-term temporary basis. Likewise, when an employee is working during off-duty hours, it may be necessary for their child to accompany them. When this occurs employees are expected to assure that the child is not disrupting them or other employees in completing job responsibilities, while assuring the child is under supervision at all times.

### 4. Confidentiality:

a. Employees shall not involve students or discuss with students any personal employment dispute that the employee may have with the district or a supervisor, including any dispute about rate of pay, evaluation, disciplinary matter or continuation of employment. Nor shall any employee discuss with students or involve students in any matter regarding a collective bargaining dispute or grievance (except as students are called as witnessed in a grievance matter where they can furnish first hand testimony essential for either party). Students with questions concerning an employee's personal employment situation or issues in a local collective bargaining dispute should be referred to the building principal.

b. Employees shall not disclose to unauthorized persons any confidential information which the employee has received in the course of employment with the district, including personal (non-directory) information about students and other staff members.

c. Employees shall not use for non-school purposes or furnish any list of names of students, employees or patrons involved with the school to any individual, group or company without the advance approval of the superintendent or designee and consistent with Board policy, JOB - Personally Identifiable Information.

### 5. Undo Influence:

Students shall not be manipulated, or unduly pressured or used in any manner by an employee of the district for purposes that would result in personal or financial gain for that employee or would further the employee's political, religious or social beliefs or goals.

DATED: 3/12/2001

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