

STAFF CONDUCT

- 1.0 All staff members have a responsibility to make themselves familiar with and abide by federal and state laws as these affect their work, and the policies and regulations of the District.
- 2.0 As representatives of the District and role models for students, all staff shall demonstrate and uphold high professional, ethical and moral standards. Staff members shall conduct themselves in a manner that is consistent with the educational mission of the District and shall maintain professional boundaries with students at all times in accordance with this policy's accompanying regulation. Interactions between staff members must be based on mutual respect and any disputes will be resolved in a professional manner.
- 3.0 Reasons for disciplinary action shall include, but not be limited to the following:
 - 3.1 Failure to carry out instructions or failure to perform a job assignment as directed;
 - 3.2 Insubordination, refusal to do assigned work or not following general instructions, unless such instruction is injurious to the employee's or general public's health and welfare.
 - 3.3 Failing to follow safety regulations or practices;
 - 3.4 Failing to ensure the safety or welfare of students and or staff. This includes but is not limited to neglect, child abuse, unwelcome touching, inappropriate touching, sexual abuse or harassment;
 - 3.5 Conduct that is threatening, humiliating, intimidating, defamatory, malicious, employment sabotage or acts of violence that interfere with work, consequently creating a hostile, offensive and/or toxic workplace;
 - 3.6 Violation of federal/state regulations and laws;
 - 3.7 Conviction of any crime involving immorality or a felony;
 - 3.8 Breach of confidentiality; including but not limited to violations of the Individuals with Disabilities Act (IDEA) and Family Educational Rights and Privacy Act (FERPA);
 - 3.9 Inappropriate (such as pushing, pulling, blocking or unwelcome contact) or unlawful physical contact with students;
 - 3.10 Taking or using District property without proper authorization or negligence in the care of or use of District property when authorized;
 - 3.11 Violation of the District's drug, alcohol and controlled substances policy;
 - 3.12 Engaging in conduct which adversely affects the employee's ability to do his/her job or which reflects adversely on the District;
 - 3.13 Engaging in political activity during work hours;
 - 3.14 Unauthorized absence or tardiness in reporting to assigned position;
 - 3.15 Dishonesty;
 - 3.16 Falsification or inaccuracy of data on application forms, employment records, time sheets, or any other information required by the District;
 - 3.17 False reporting or providing false information during an investigation;
 - 3.18 Abandonment of a position or absence without notification;
 - 3.19 Failing to supervise and account for all students at all times.

- 4.0 Consequences for violation of this policy may involve progressive discipline, up to and including dismissal. Progressive discipline may include unpaid suspension by the Chief Human Resources Officer for incompetence, neglect of duty, immorality, unsatisfactory performance, conviction of a felony (including certain pleas), insubordination or other good and just cause, where the conduct is serious, but does not justify dismissal.

LEGAL REFERENCES:

Family Educational Rights and Privacy Act (FERPA)

Family Medical Leave Act (FMLA)

CROSS REFERENCES:

Code 4100

Code 4110

Code 4130

Code 4210

Code 8400

Code 4185

Code 4130

Code 4210

Code 4240

Adams 12 Five Star Schools

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