

**PERSONNEL**General Rules of Staff Responsibility and Conduct

The following list of rules has been developed in order to implement Policy No. 5270: General Staff Responsibility and Conduct. All rules of the district now in force or hereafter adopted shall be observed by all employees. Administrators and supervisors are authorized to subject an employee who violates any rule to discipline. Generally progressive discipline will be followed unless the conduct is exceptional in nature. Progressive discipline includes: verbal warning, reprimand, suspension or discharge as appropriate to the infraction.

An employee shall not:

1. Act in a discourteous or disrespectful manner toward parents, school patrons, students or other school employees. Employees are expected to maintain courteous and respectful relationships with pupils, parents/guardians, other employees of the district and all patrons of the District.
2. Use language which is offensive or profane.
3. Intimidate, threaten, coerce or abuse, either physically or mentally, another employee, patron or student. Reprisal toward students, parents, school patrons and colleagues is considered inappropriate.
4. Employees are prohibited from engaging in sexual, intimate or romantic conduct or contact with a student, regardless of age, who is currently enrolled in the District. Staff members are expected to maintain professional and ethical relationships with students even when interacting with students outside the school day.
5. Use professional relationships with students for private advantage.
6. Use threats or personal/political influence in an effort to secure promotion, leave, transfer, change of evaluation, pay or other occupational advantages.
7. Use, be under the influence of, or in possession of alcoholic beverages, marijuana or illicit drugs or controlled substances when reporting to work, during the work day, or during assigned supervisory time. No employee shall use the district property or the employee's position to make or traffic alcohol, marijuana or drugs. Employees must notify their supervisor, prior to the start of the work day, if they are taking medications that may impact their ability to perform their job in a safe manner or if the medications have warnings that preclude them from performing their job.

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8. Be tardy or absent from an assigned school or place of work during specified work hours unless excused by the supervisor.
9. Smoke, or use of any other form of tobacco products (including electronic delivery devices), on any school district property. This shall include all district buildings, grounds and district owned vehicles.
10. Violate any rule, regulation, or statute, or other legal enactment applicable to the employee.
11. Violate safety rules or safety practices or fail to use safety equipment or fail to perform any responsibilities lawfully imposed upon the employee. Employees must perform in accordance with the employee's current job description, performance goals, and authorized directives from Supervisors.
12. Fail to perform any responsibilities lawfully imposed upon the employee.
13. Induce or attempt to induce any District employee or student to commit an unlawful act or to act in violation of any rule, regulation, or policy applicable to the employee or student.
14. Falsify district records or any report required of the employee or submitted by the employee or any other type of documentation.
15. Fail to notify a supervisor or a District representative, when an employee has knowledge, of unprofessional or prohibited conduct involving an employee and/or a student.
16. Knowingly make false accusations against students, staff or patrons.
17. Engage in sexual activities or sexual conduct in the workplace
18. Violate district policies or procedures.

All educational professionals and administrators will perform their duties and behave in a manner that does not cause a violation of the State Professional Code of Conduct for certificated employees. Violation of this Code of Conduct can cause the district to report such performance or behavior to the Office of the Superintendent of Public Instruction in accordance with state law and regulation.

All staff members are expected to maintain professional and ethical relationships with students, this holds true even when interacting with students outside of the school day. Employees are prohibited from engaging in sexual, intimate, or romantic conduct or contact with a student, regardless of age, who is enrolled in the District.

### **Workplace Dating Between Supervisor and Subordinate Employees**

Establishing a dating or consenting romantic or sexual relationships between a supervisor and a subordinate employee is not allowed. If a relationship between a supervisor and an employee should develop, it is the responsibility and mandatory obligation of the supervisor to disclose the existence of the relationship to the Assistant Superintendent of Human Resources immediately. Failure to report the relationship could result in discipline up to and including discharge. Upon learning of the relationship, the District may take steps to address the conflict, including but not limited to removing the supervisor at its discretion to another position or non-renewing the contract of the supervisor.

Employees have the right to communicate with students outside of the school day. Yet, the Kennewick School District considers any electronic communication between an employee and a student to be an extension of the classroom or school. **This extension immediately creates a nexus between the employee's job in the school district and the portion of their private life involved in the communication.** Staff members should be aware that the various types of electronic communication between a staff member and an individual student can easily be misinterpreted by a parent or community member. Therefore staff members using online, texting, or other means of electronic communication with students must keep all communication professional, transparent, and appropriate. This includes word choices, tone, and subject matter that model the standards and integrity of a professional in the Kennewick School District. Staff members are specifically prohibited from making sexual comments, sexual innuendos, compliments that focus on a student's physical attributes, and from making sexist comments to students.

### **State of Washington Code of Conduct for Educational Professionals**

All educational professionals and administrators will perform their duties and behave in a manner that does not cause a violation of the State Professional Code of Conduct for certificated employees. Violation of this Code of Conduct can cause the district to report such performance or behavior to the Office of the Superintendent of Public Instruction in accordance with state law and regulation.

This listing does not represent the only rules of Kennewick School District No. 17. Individual schools or departments may have written rules of their own which employees are expected to follow.

Violations of the above-listed rules may be sufficiently serious to constitute cause for termination of employment under the procedures authorized by law.

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