

Monday, August 01, 2022

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## Policy Service

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[Search Policies](#)

You are here: [District Policies](#) » [Views \(Admin\)](#) » [Selected Document - Read Only](#)

### Selected Document

**Section:** G Personnel

**Policy Code:** GAB Employee Conduct

#### Policy:

#### BOARD POLICY

To ensure orderly operations and provide the best possible work environment, the Tupelo Public School District expects employees to follow rules of conduct that will protect the interests and safety of students and employees. The Board adopts the following **Employee Code of Conduct**:

Each Tupelo Public School District employee shall:

1. Report to work on time and meet the expectations of Tupelo Public School District.
2. Prepare for and execute all assigned duties as required by one's job description(s).
3. Comply with valid directives issued by established lines of authority.
4. Identify, report, and/or control unsafe conditions and/or safety hazards wherever possible.
5. Demonstrate respect and integrity when interacting with students, parents, staff, community members, and other stakeholders.
6. Comply with all Mississippi and federal laws and Board policies and procedures, including specifically, those that:
  - a. prohibit coercive, harassing, threatening, retaliating, or discriminating conduct;
  - b. pertaining to the ethical and responsible procurement, management, maintenance, and disposal of District resources;
7. Immediately report actions that may represent violations of federal laws, state statutes, Board policies, and/or related regulations pertaining to the safety of a child or staff member.
8. Communicate to your immediate supervisor and others in a truthful and timely manner about any matter of concern to the District.
9. Maintain confidentiality of information as required under federal laws, state statutes, Board policies, and related regulations.
10. Refrain from activities that may interfere with either one's ability to effectively perform one's duties as assigned or the legitimate operational interests of the District.

Each employee will receive and acknowledge receipt of the Employee Code of Conduct upon hiring and annually thereafter. A copy will be retained in the employee's file.

Last Review Date:06/2022

Review History:04/2022, 04/2021, 4/2020, 7/2019

#### Comments:

#### Exhibits:

#### Regulations:

##### ADMINISTRATIVE PROCEDURES

While it is not possible to list all forms of behavior that are considered unacceptable in the workplace, the following are examples of infractions of rules of conduct that may result in disciplinary actions, up to and including termination of employment:

- Negligence toward or endangerment of students
- Negligent or intentional damage to school property or equipment
- Violation of law or school policy
- Theft or inappropriate removal or possession of property
- Falsification of application or timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty, or while operating school-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Insubordination or other disrespectful behavior
- Unseemly conduct or the use of foul or profane language in the presence of students
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice

- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, computers, mail or email system, or other employer-owned equipment
- Failure to maintain classroom discipline or an appropriate educational environment
- Violation of Board policies
- Use of social media to discuss students, parents, school personnel and/or school business
- Unsatisfactory performance or conduct
- Failure to instruct students in the proper care of public property and/or failure to report any unsanitary condition, damage to school property or needed repair
- Failure to adhere to the Mississippi Educator Code of Ethics and Standards of Conduct

**References:**

- 37-9-101 - Short title; declaration of legislative intent.
- 37-9-103 - Applicability of Education Employment Procedures Law
- 37-9-104 - Written notice of determination not to offer superintendent a renewal contract
- 37-9-105 - Written notice of decision not to offer employee renewal contract; deadline for notification of nonreemployment
- 37-9-109 - Rights of employee receiving notice of nonrenewal generally; request for hearing; finality of decision
- 37-9-111 - Hearing
- 37-9-113 - Judicial review

**Original Adopted Date:** 2/22/2013                      **Status:** Adopted  
**Approved/Revised Date:** 6/14/2022                      **Record Id:** 315688

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ACKNOWLEDGEMENT OF RECEIPT: ECOC

I acknowledge that I have read, understood, and agree to abide by the TPSD Board of Trustees *Employee Code of Conduct* (ECOC). My signature below does not necessarily indicate agreement with the ECOC, but I understand that the TPSD Board of Trustees will hold me accountable for the standards referenced herein.

This notice will be issued to each Tupelo Public School District employee on an annual basis, and a copy of his or her acknowledgement will be retained.

THIS DOCUMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT.

**Acknowledgement:**

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date of signature

c: File