

Dress and Grooming

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

No political or sectarian (religious) attire or attachments to clothing are permitted. Logos on clothing, buttons pinned to clothing, lapel pins, and brooches are all examples of items which are not allowed. Lanyards and clips are considered part of an employee's required attire related to ID badges.

An exception is made for personal jewelry items worn on the body and not attached to clothing.

**Employee Free
Speech**

The District may regulate employee speech made in the course of the job. Consequently, when an employee speaks as a school representative, personal free speech rights under the First Amendment are not implicated. See Policy DG (Legal). See Policy FNAB (Legal) and FNAB (Local) for student speech.

**Classroom
Instruction and
Work-Related
Speech**

Speech made by a teacher or other district employee in the course of instruction is work-related speech subject to the District's direction. Instruction is not the employee's personal expression, regardless of the degree of public concern surrounding the topic and regardless of whether the instruction is required curriculum or spontaneous conversation. Schools have broad discretion in curriculum and teaching methodologies and may regulate classroom instruction for legitimate pedagogical purposes. A public school classroom is not open for public discourse and therefore is reserved for its intended purpose of imparting relevant instruction.

Teachers and other district employees shall not use the classroom to transmit personal beliefs. While discussing potentially controversial topics, employees will follow board policy EMB (Local).

**Classroom Displays
and Decorations**

Teaching on controversial topics includes the information conveyed to students through classroom aids and supplemental materials such as posters, messages written on whiteboards, etc. Any communication with students in an employee's official capacity, be it formal instruction or informal communication, is covered by EMB (Local). An employee may use his/her own time and resources to

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express personal opinions on political and other sensitive or controversial topics; however, the classroom may not serve as the forum for staff to express (verbally or through symbolic speech) personal viewpoints. Therefore, posters, flags, or signs in the classroom, written messages on whiteboards, messages on school webpages, etc. which are clearly intended to convey messages and information to the students need to be relevant to the classroom instruction and free from a personal viewpoint.

District employees do not have a special right of access to school facilities, including the walls of classrooms. Classrooms are instructional spaces and all materials on the classroom walls should support that purpose. Any display or decoration that causes a substantial disruption to the education environment or does not support the educational objectives of the classroom will be required to be removed.

Posts on Social
Media

Posts on social media accounts that are either school-sponsored or that staff use to broadly share information specific to school activities, event, lessons, or other work with parents and/or students are considered work-related employee speech. Any social media post that causes a substantial disruption to the education environment may lead to disciplinary action up to and including termination of employment. See Policies CQ and CQA.

Political Speech
and Displays at
Work

State laws prohibit the use of public funds for electioneering and political advertising. In addition, state law prohibits lobbying through the use of state funds. This can include the use of district employee time; equipment such as computers, printers, and copiers; materials such as paper; facilities; and more. As a result, the District prohibits the use of employee work time and district resources for campaigning, political advocacy, displays of a political for nature and/or political attire. See Policy CLE (Legal) and CLE (Local) for required displays.

Religious Speech
and Displays at
Work

Employee statements in their official capacity are attributed to the District. Consequently, employees are not at liberty to express their personal religious beliefs in a way that violates the constitutional prohibition on an establishment of religion.

Under policy FNA (Legal) and state law, a District may display on school property scenes or symbols associates with traditional winter celebrations, including a menorah or a Christmas image such as a nativity scene or Christmas tree, if the display includes a

scene or symbol of more than one religion or one religion and at least one secular scene or symbol. A display relating to a traditional winter celebration may not include a message that encourages adherence to a particular religious belief.

**Electronic
Recording**

No employee shall electronically record by audio or video, any conversations or meetings unless each and every person present has been notified of being electronically recorded. Persons wishing to record a meeting must notify anyone arriving late to any such meeting that the meeting is being recorded. An employee shall not electronically record a telephone conversation unless all persons participating in the telephone conversation have been notified of being electronically recorded.

Recording shall not be done in settings and/or meetings where employees are discussing services for specific students or where specific students are identified or protected items covered under FERPA and HIPAA related to students are being discussed.

Specific to ARD Meetings, the district, the parent, or the adult student may audio-record the ARD Committee meeting. All participants in the meeting must be notified that audio recording is taking place and the use of audio recording will be documented in the meeting minutes. When a parent or adult student notifies the ARD Committee that they are audio recording the meeting, the district will also record the meeting. Contents of the audiotape will remain confidential.

These provisions are not intended to limit or restrict electronic recording of publicly posted Board meetings, grievance hearings, and any other Board-sanctioned meeting recorded in accordance with Board policy. These provisions are not intended to limit or restrict electronic recordings involving authorized investigations conducted by District personnel.

See Policy CPC – Records Retention.

Policy Adherence

Employees who fail to follow employee standards of conduct and district policies may be subject to disciplinary action up to and including termination of employment.