

Board of Trustees Douglas County School District

PERSONNEL

CODE OF CONDUCT

The employees of Douglas County School District recognize that serving in a school district is a public trust. To preserve that trust, the highest code of conduct is part of each employee's professional responsibilities and duties. The purpose of this policy is to establish the standards of conduct that are expected of DCSD employees so as to applaud and ensure their professional integrity in the performance of their duties.

All employees shall, in the course of performing their duties and responsibilities:

- 1) conduct themselves with honesty and integrity.
- 2) act with care and diligence.
- 3) maintain appropriate confidentiality.
- 4) exemplify courtesy, respect and professionalism in all relations with coworkers, subordinates, students, parents, community members, supervisors and district leadership as the Board of Trustees may appoint.
- 5) adapt to new situations by modeling a willingness to learn.
- 6) use employer resources in a proper manner.
- 7) comply with any lawful and reasonable direction given by someone in DCSD with the authority to give that direction.
- 8) comply with all applicable state, federal and local laws.
- 9) comply with all board policy, administrative regulations and department/school procedures and rules.
- 10) disclose (and take reasonable steps to avoid) any conflict of interest, real or apparent, in connection with their employment.
- 11) make decisions in personal dress and grooming which, as role models for students, reflect an appropriate professional standard. *
- 12) implement (with fidelity) the curriculum established by the District.
- 13) maintain records in an effective, accurate and timely manner as to meet deadlines and requirements.
- 14) communicate using skills (both verbally and in writing) which are professional, easily understood and that model proper grammar and spelling.
- 15) ensure a safe and respectful learning environment for students through positive supervision and management at all times.
- 16) demonstrate positive relationships with students.
- 17) participate appropriately in conferences with colleagues and parents.

Board of Trustees Douglas County School District

PERSONNEL

- 18) establish a warm environment in which students feel successful and productive.
- 19) advise the principal (or immediate supervisor) in case of illness or necessary absence at the earliest possible time and to complete any steps required for absence of duty.
- 20) at all times, act in a way that upholds the values of Douglas County School District and reflects professionally upon it.
- 21) comply with any other conduct requirement prescribed by the District.
*to include college interns or practicum students.
- 22) ensure that personal communication (including phone calls, text messaging, and all other forms of communication), audio/video recording, accessing social media platforms, and use of other features of the employee's private personal communication devices or the District's equipment, are restricted to authorized break periods, except under obvious emergency situations or with approval from a supervisor.

Reference: NRS 391.31297

Date Adopted: July 14, 1998
Date Revised: August 18, 2015
Date Approved: September 13, 2016