

PERSONNEL

5270 PROCEDURE

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 progressive discipline which 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.
2. Use language which is offensive or profane.
3. Use threats or personal/political influence in an effort to secure promotion, leave, transfer, change of evaluation, pay or other occupational advantages.
4. Intimidate, threaten, coerce or abuse, either physically or mentally, another employee, patron or student. 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.
5. Use, be under the influence of, or in possession of alcoholic beverages or unlawful illicit drugs or controlled substances when reporting to work, during the work day, or during assigned supervisory time.
6. Be tardy or absent from an assigned school or place of work during specified work hours unless excused by the supervisor.
7. Smoke, or use any other form of tobacco products, on any school district property. This shall include all district buildings, grounds and district owned vehicles.
8. Violate any rule, regulation, or statute, or other legal enactment applicable to the employee.
9. Violate safety rules or safety practices or fail to use safety equipment.
10. Fail to perform any responsibilities lawfully imposed upon the employee.
11. 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.

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12. Falsify district records or any report required of the employee or submitted by the employee.
13. 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.

This listing does not represent the only rules of Highland School District. 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.

Date: 9/18/07