

Staff Conduct

Purpose

The Fargo Public School District has adopted this policy with the intent of fostering learning and working environments that operate efficiently; are safe, ethical, and equitable for students and staff; and meet community expectations.

All employees are expected to adhere to established policies, rules, and standards of conduct. Failure to comply lessens the ability of the District to fulfill its mission of educating and empowering all students to succeed. The following categories outline the minimum expectations for employee conduct. Following each expectation are examples of behavior that does not meet the behavior expectations of the District. These examples are not a conclusive list and an employee may engage in other behavior that is not specifically listed as an example but falls within one of the categories. The failure to adhere to these standards may result in disciplinary action, including but not limited to: verbal coaching, written reprimand, paid administrative leave, or termination of employment. The Superintendent's, or their designee's, decision is final and does not include any formal appeal process.

The following are the baseline expectations for all District employees:

1. Conduct themselves professionally, with a high level of honesty and integrity, whenever serving in their official capacity as a District employee.
 - a. Insubordination: refusal or failure to follow a supervisor's instruction or direction
 - b. Failure to participate in any mandatory training or training appropriate to the position as required by the district.
 - c. Failure to satisfactorily complete the essential functions of their job.
 - d. Engage in conduct disruptive to fellow employees or the educational environment.
 - e. Failure to treat staff, students, or community members with dignity and respect.
 - f. Serious or intentional breach of confidentiality or engaging in conduct that could lead to a breach of confidentiality. A breach of confidentiality includes but not limited to the unlawful disclosure of protected student information in violation of the Family Education Rights and Privacy Act (FERPA).
2. Faithfulness and promptness in attendance at work.
 - a. Excessive absenteeism
 - b. Repetitive absences without proper notice
 - c. Abuse of paid leave benefits
 - d. Failure to report absences
 - e. Excessive tardiness
 - f. Failure to use the timeclock appropriately and with fidelity
 - g. Extended lunch or other breaks. Hourly employees working over five hours per day must be given at least a 30-minute, unpaid meal break. Employees may be allowed up to two 15-minute break periods if working over 7 hours per day. Employees may be allowed one 15-minute break period if working four to seven hours per day. If 15-

minute break periods are allowed, employees may not utilize breaks to extend their lunch period or shorten their workday.

3. Adhere to, support, and enforce all District policies and regulations.
 - a. The failure to comply with AP 4750 - Substance Use. The failure to comply with AP 3500 – Tobacco Use.
 - b. Use of abusive, profane, or offensive language or racial slurs toward students, parents, members of the public, or other employees.
 - c. Disorderly conduct on school property, including but is not limited to: fighting, threatening or attempting to inflict bodily harm on another person
 - d. Unauthorized use or possession of any weapon on school property.
 - e. The dissemination or display of inappropriate material via personal or District owned electronic devices while on District property.
 - f. Any action that may result in a violation of District policies.
4. Diligently execute all duties as assigned and as set forth in job descriptions, district policies, or the negotiated agreement; make job-related decisions in a manner that is fair and consistent with District policy; staff members are also required to fulfill the terms of their contracts if applicable.
 - a. Falsification of any school record or employment application
5. Care and protect school property.
 - a. Negligent conduct while on duty, resulting in personal injury to a student or another employee or property damage.
 - b. Damage to or destruction of school property
 - c. Unauthorized use of school equipment (AP 3511 Renting, Borrowing, Lending or Leasing of School Owned Equipment)
 - d. Theft of school property or theft of the property of another employee
 - e. Posting, altering, or removing material from bulletin boards or other District property without authorization
 - f. Providing unauthorized access to District computers or systems.
6. Not use their position with the District for private gain.
7. Engage in appropriate and professional communications with students, verbal or written, at all times. Electronic communication with students should be limited to District supported platforms and only be related to academic coursework or school related activities.
 - a. Written correspondence, including but not limited to traditional written means, e-mail or text messages, or other social media platforms that include conversations beyond academic coursework or school related activities.
 - b. Telephone calls or verbal communications that include conversations beyond academic coursework or school related activities.
8. Concern and attention for their own and the school system's legal responsibility and for the welfare of students, including the need to ensure that students are under proper supervision at all times.

- a. Failure to adequately supervise students.
- b. Engage in any inappropriate behavior or conduct with a student of any age.
- c. Associating with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of controlled substances such as tobacco, alcohol, or drugs, or dating a student enrolled in the district. Any such conduct with a student by an employee of the school district can also subject the offender to criminal liability.

District Administration reserves the right to take disciplinary action, up to and including termination, for any conduct when the conduct is such that any reasonable person would be expected to know it is against the best interest of Fargo Public Schools.

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