Recommended Descriptor Code: DE

Staff Code of Conduct

Purpose
Bismarck Public Schools 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.

Application of Policy
All District employees, including teachers, administrators, other contracted staff, and ancillary staff, are required to adhere to this policy.

Code of Conduct
All employees are responsible for becoming familiar with and abiding by the laws of the state as they affect their work, professional codes of ethics associated with their licensure if applicable, and the District's policies and administrative rules.

Since the realization of District goals is dependent upon the professional behavior of all staff, the following specific responsibilities will be required:

1. Conducting oneself professionally and with integrity whenever serving in their official capacity as a District employee and interacting with students, parents, colleagues, supervisors, and the general public.

2. Faithfulness and promptness in attendance at work.

3. Diligently execute all duties as assigned by supervisors and as set forth in job descriptions, District policies, or the negotiated agreement; staff members are also required to fulfill the terms of their contracts if applicable.

4. Support and enforcement of policies and administrative rules of the District.

5. Comply with confidentiality laws (e.g., student education records are protected by FERPA).

6. Concern and attention for their own and the school system's legal responsibility for the mental and physical safety and welfare of students, including the need to ensure that students are under proper supervision at all times.

7. Properly using and protecting all school properties, equipment, materials, and resources.

8. Not use their position with the District for private gain.

9. Report suspected violations of this code of conduct, District policy, or workplace violations of law to an immediate supervisor or individual/entity designated by law/policy to receive such reports.

Licensed Staff

Licensed staff shall adhere to professional conduct standards developed by the Education Standards and Practices Board and, in the case of school administrators, the Administrator's Professional Practices Board.

Violations

Violations of this policy by a staff member may result in appropriate disciplinary action as determined by the Superintendent. The Superintendent's decision is final. If the violation was committed by the Superintendent, the Board's decision regarding appropriate disciplinary action is final. If the violation is covered by another District policy on staff conduct (e.g., discrimination or harassment), any specific disciplinary consequences contained in that policy shall apply.

Complementary Documents

- AAC, Nondiscrimination and Anti-Harassment
- KACB, Complaints About Personnel

End of Bismarck Public School District Policy DE

Adopted: 7/1/2015
Revised: 12/15/2023