



CODE OF CONDUCT

The District employees are expected to create an atmosphere that will nurture and fulfill the potential of each student, leading to student achievement. Employees are responsible for quality practices and ethical conduct toward students, professional colleagues, parents, and community members.

All employees are expected to work together in a cooperative spirit to serve the best interests of the District. Employees are expected to observe the following code of conduct examples, including, but non-exhaustive:

- recognize and respect the rights of students, parents, other employees, and members of the community.
- know and comply with Board policies and District procedures.
- maintain confidentiality in appropriate matters relating to students and coworkers.
- report to work according to the assigned schedule.
- notify their immediate supervisors in advance (or as early as possible) in the event that they must be absent or late.
- express concerns, complaints, or criticism through appropriate channels.
- observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- use District time, funds, and property for authorized District business and activities only.
- act professionally and respectfully toward students and staff.

All District employees must perform their duties in accordance with state and federal law, Board policy, Employee Handbook sections and ethical standards. Failure to follow procedures stated above and/or contained in Board policy, Employee Handbook, and state and federal law may be cause for disciplinary action.