

The School Board believes the characteristics of trustworthiness, respect, responsibility, fairness, caring, and citizenship are the foundation for meaningful communication for District staff to follow in dealing with their fellow employees and members of the public. These characteristics form the foundation of the expectations the District holds for its employees as they conduct School District business. The School Board also expects District staff to be responsive and to provide quality customer service to all stakeholders. All employees are expected to:

- A. be trustworthy and honest in their communications;

They should share information as appropriate and return calls within the expected timeframe.

- B. treat others with courtesy and respect at all times, including listening to differences of opinions;

Communication should never involve loud or offensive language, gestures, or profanity.

- C. take responsibility for their own actions;

This includes refraining from displays of temper and not disrupting classroom activities or office functions.

- D. be fair in dealing with others;

Everyone should be treated fairly without regard for their status or position.

- E. be kind and considerate of others;

Staff members should treat others as they would like to be treated.

- F. be good citizens and foster an attitude of cooperation.

This includes obeying school and District rules, sharing information for the common good, and providing a timely response when asked for assistance.

Employees shall respond promptly and professionally to inquiries of the public with an expected response time of no more than forty- eight (48) hours after the request is made.

Employees shall treat all members of the public with professionalism and courtesy. Further, employees have a reasonable expectation that they will also be treated civilly by members of the public.

STATUTORY AUTHORITY:**1001.41, 1001.43 F.S.****LAW(S) IMPLEMENTED:**

**Fla. Const. Art. IX, Section 4; 1006.145 F.S.
20 U.S.C. 1681 et seq., 29 U.S.C. 621 et seq.,
29 U.S.C. 749 et seq., 42 U.S.C. 12101 et seq.,
42 U.S.C. 2000e et seq. Civil Rights Act, 41 U.S.C. 1983**

HISTORY:**ADOPTED: 7/15/24****REVISION DATE(S): _____**