

EMPLOYEE CONDUCT

PURPOSE: To establish parameters for employee conduct.

Although the personal life of an employee should be exemplary at all times, it shall only be of concern to the District if it violates Board policy; local, state or national laws; or contractual agreements. The Administration expects all employees to exhibit behavior not adversely affecting the operation of the District.

In the event an employee violates District regulations concerning employee conduct, the employee shall be subject to appropriate disciplinary action inclusive of suspension, termination, or criminal prosecution if warranted. Employees should adhere to the following; however, it is important to note these are not all inclusive.

Employees shall not:

1. Possess, purchase, sell, distribute, or use illegal chemical substances.
2. Engage in immoral conduct of any kind.
3. Refuse to follow a supervisor's instructions.
4. Smoke in restricted areas.
5. Misuse District leave regulations and unauthorized absences.
6. Falsify any school record or employment application.
7. Carry firearms or other weapons on District property.
8. Fight or intentionally cause physical harm to another employee.
9. Use vulgar or obscene language.
10. Destroy or deface District property.
11. Threaten, intimidate, harass, or in any way coerce or abuse, either physically or verbally, another employee, patron or student.
12. Violate Board policy, local, state or national laws.
13. Convert property of the District, other employees, students or vendors for personal use.
14. Misuse District funds.
15. Behave in a manner considered as a conflict of interest.
16. Engage in discriminatory actions or behavior as outlined in Policy 4901. Prohibited conduct includes conduct as it specifically relates to antisemitism and shall include harassment and discrimination against Jews in compliance with Title VI of the Civil Rights Act of 1964 and antidiscrimination regulations provided by the United States Department of Education and the United States Department of Justice.

Adopted: June 1994

Revised: September 2025

Cross Reference: 4901

Legal Reference: Oklahoma Statute 70 O.S. 24.162 and 70 O.S. 24.163

Page 1 of 1