

POST FALLS SCHOOL DISTRICT NO. 273

Series 400: Certified Personnel: Conduct Considerations

Policy No. 407.1

Policy Title: Employee Standards of Conduct

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Employees are expected to maintain high standards of honesty, integrity, propriety, civility, and impartiality in the conduct of Post Falls School District business and are required to comply with and conform to Idaho law and the Code of Ethics for Idaho Professional Educators. Any employee who is unable to continually maintain appropriate conduct is subject to possible corrective disciplinary action, including suspension, probation, or termination of employment. District employees are expected to be aware of current board policy and shall periodically review various policies.

In addition to the conduct enumerated in Idaho law, the Code of Ethics for Idaho Professional Educators, and other conduct referenced in and/or prohibited by board policy, employees are expected to abide by the following standards of conduct. This list is not intended to replace the provisions set forth in the "Code of Ethics for Idaho Professional Educators;" rather, the intent is to give examples of inappropriate conduct to guide personnel to successfully perform his or her job for the district.

The following are examples of misconduct on the part of district employees that may result in disciplinary action up to and including termination of employment depending on the nature of the offense. This list is not exhaustive:

- a. Excessive absenteeism, continual tardiness, and improper use of sick leave;
- b. Insubordination or willful refusal to comply with legitimate requests or instruction of supervisors or other designated authority during work hours;
- c. Inappropriate dress or appearance. To maintain a professional and focused atmosphere, district employees must ensure all personal expressions do not distract from the instructional environment or compromise professional decorum. The district reserves the right to address any element of appearance deemed unprofessional or disruptive to the workplace.
- d. Use of tobacco on school grounds;
- e. Continuing conflicts with district personnel, students, parents, or visitors and an inability to resolve those conflicts;
- f. Offensive or threatening statements or gestures toward district personnel, students, parents, or visitors;
- g. Negligence or inability to apply common sense or to exercise reasonable judgment which results in poor or careless work or which jeopardizes or creates undue hardship on other district personnel and students;
- h. Disregard of safety practices, regulations, or the safety of others;
- i. Failing to meet work standards (such as classroom cleanliness and/or safety standards) not evaluated in State standardized evaluation forms;

- j. Discrimination, bullying, fighting, intimidation, hazing, or harassment;
- k. Theft or destruction of district property or another individual's personal property, including intellectual property, files, and documents;
- l. Immoral and indecent acts or conduct against others, including the use of foul or obscene language or gestures;
- m. Falsification of records including time records, work reports, grades, and/or other official documents;
- n. Unauthorized possession of weapons on district premises, property, or district vehicles;
- o. Failure to comply with confidentiality rules as required by the Code of Ethics and/or board policy (See Board Policy 405.7).
- p. Failure to comply with and/or properly account for gifts/donations in accordance with district practices;
- q. Failure to comply with any other board policies not specifically listed herein.
- r. Conviction, finding of guilt, withheld judgment, or suspended sentence in Idaho or any state of a crime.

Legal References:	I.C. § 18-1251 et seq.	Bribery and Corrupt Practices—Definitions
	I.C. § 33-1208	Revocation, Suspension or Denial of Certificate
		– Grounds
	I.C. § 74-401	Ethics in Government
		Code of Ethics of the Idaho Professional
		Educators

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