

## STAFF CONDUCT

The Board of Education expects that each professional and support staff member shall put forth every effort to promote a quality instructional program in the school district. In building a quality program, employees must meet certain expectations that include, but are not limited to, the following:

1. Become familiar with, enforce and follow all Board policies, regulations, administrative procedures, other directions given by district administrators and state and federal laws as they affect the performance of job duties.
2. Maintain appropriate professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.
3. Keep current on developments affecting the employee's area of expertise or job duties.
4. Transact all official business in the district in a timely manner.
5. Communicate constructive criticism regarding operations of the school district to the particular school administrator who has the administrative responsibility for improving the situation.
6. Properly use and protect school property.
7. Attend all required staff meetings called by district administration, unless specifically excused by a SSD /Partner District school administrator.
8. Keep all student records, medical information and other sensitive information confidential as required by law, Board policy, district procedures and the employee's supervisor.
9. Immediately report all dangerous building conditions or situations to the building supervisor and take action if appropriate to rectify the situation and protect the safety of students and others.
10. Properly supervise all students.
11. Act in a manner consistent with the goal of protecting the safety and welfare of students.
12. Submit all required reports or paperwork in a timely manner. Employees shall not falsify records maintained by the school district.
13. Refrain from using profanity while working.

14. Dress in a manner that will not interfere with the educational environment.
15. Come to work and leave work at the time specified by the applicable employee handbook/JR or by the employee's supervisor.
16. School employees shall not strip search students. All searches of students shall be in accordance with state law and district policies.
17. Administrators are only authorized to direct a student to remove any emblem, insignia or garment, including a religious emblem, insignia or garment, where such item is worn in a manner that results in disruptive behavior. The administrator should report the incident to their immediate supervisor and follow the student discipline code of conduct.
18. Comply with state law prohibiting teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education that employs such teacher.
19. Refrain from using district funds or resources to advocate, support or oppose any ballot measure or candidate for public office.
20. Refrain from using any time during the working day for campaigning purposes, unless allowed by law.
21. Within 24 hours of having been arrested for, charged with, or convicted of a criminal offense, inform the Assistant Superintendent of Human Resources of the circumstances of the arrest, charge, or conviction.
22. Within 24 hours of having received notice that a District employee is the subject of an abuse/neglect investigation conducted by any federal, state, or local agency, inform the Assistant Superintendent of Human Resources of the circumstances of the investigation.
23. Refrain from electronic communication with students via e-mail, instant message, text message, or similar electronic medium, unless using the District's electronic communication system to do so or unless a familial relationship exists between the District employee and the student. Refrain from granting student's access to an employee's personal social networking Internet site or from communicating with students via the employee's personal social networking Internet sites, unless a familial relationship exists between the District employee and the student. Refrain from communication with students via a public social networking site unless such communication has been first approved by a building administrator or unless a familial relationship exists between the District employee and the student.
24. Communicate with parents electronically through the employee's personal email or phone only when the District's electronic communication system is not available.

Definitions for purpose of this policy:

- texting – send a text message to somebody on his/her cell phone or pager or e-mail
- e-mail – a system for real time communication
- instant messaging – a system for real-time text communication on the Internet.
- social network internet site – web-based sites in a public domain

Adopted: February 11, 1997  
March 27, 2001  
May 24, 2011

Revised: January 26, 2010  
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Cross Refs: AC, Nondiscrimination  
CH, Policy Implementation  
DCB, Use of District Funds for Campaigns  
DJF, Purchasing Procedures  
IGDF, Student Fundraising  
JFG, Interrogations, Interviews and Searches of Students  
JO, Student Records

Legal Refs: §§ 115.646, 167.166, 168.114, .130, RSMo.