

## **STAFF CONDUCT**

All staff members have a responsibility to familiarize themselves with and abide by the laws of the State as these affect their work, the policies of the School Committee, and the regulations designed to implement them.

In the area of personal conduct, the Committee expects staff to accept certain responsibilities, adhere to acceptable principles in matter of personal conduct, and exhibit a high degree of personal integrity at all times. This includes refraining from any behavior in a staff member's professional or personal life that may be harmful to him/herself, their co-workers or the student body, and/or that might be viewed as unfavorable by the public at large.

Types of behavior and conduct that the Committee considers inappropriate and warranting of disciplinary action, include, but are not limited to the following:

1. Violating School Committee policies, including but not limited to non-discrimination, acceptable use of technology, staff ethics/conflict of interest, and harassment;
2. Soliciting or unauthorized acceptance of gratuities, discounts, or acts of favoritism from the public at large in excess of the state ethics limits;
3. Poor attendance or inaccurate reporting of time worked and absences;
4. Falsifying employment or other District records, this includes but is not limited to employment applications, official time records, etc. Falsification, including but not limited to statements during any District conducted in-house investigation, misrepresentation of facts, circumstances, or willful omission of information pertaining to District matters;
5. Reporting to work after having consumed alcoholic beverages or while intoxicated, or under the influence of illegal drugs. Possession, use, or sale of illegal drugs;
6. Bringing, using or consuming alcoholic beverages on District property.
7. Smoking on school property.
8. Fighting or using obscene, abusive, threatening or disrespectful language or gestures while engaged with students, parents, colleagues or other constituents;
9. Theft or attempted theft of school property or funds;
10. Unauthorized possession of firearms or dangerous weapons on school property;
11. Disregarding safety, security and/or Committee regulations, or actively condoning such behavior in others;

12. Insubordination or displaying an insubordinate attitude;
13. Failing to maintain the confidentiality of student or staff information;
14. Misrepresentation of facts or the falsification of any documentation.
15. Poor job performance, failure to meet expectations in the performance of duties, including the submission of reports by required deadlines;
16. Neglect of job duties or carelessness in completion of tasks;
17. Use or access of inappropriate images using school equipment or on school property. Lewd behavior or indecent exposure. Any involvement with child pornography.
18. Willful neglect of school property;
19. Neglect of the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times;
20. Non-participation in required Professional learning opportunities and/or the non-completion of training to maintain a valid certificate/licensure required to hold the position assigned.

Should performance, work habits, attitude, conduct or demeanor become unsatisfactory, based on the violations either of the above-mentioned or of any Committee policies, rules or regulations, staff will be subject to disciplinary action, up to and including termination.

LEGAL REFS.: M.G.L. 71:37h; 264:11; 264:14

Approved: 6/29/16