

STAFF CONDUCT

All Toronto City School District staff members have a responsibility to make themselves familiar with, and abide by, the laws of the State as these affect their work, the policies of the Board, and the regulations designed to implement them.

Since the realization of District goals is dependent upon the professional behavior of all staff, the following specific responsibilities will be required:

- A. Faithfulness and promptness in attendance at work.
- B. Support and enforcement of policies of the Board and regulations of the school administration.
- C. Diligence in submitting required reports at the time specified.
- D. Care and protection of school property.
- E. Concern and attention for their own and 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.
- F. Careful attention to all professional duties, including pupil registration, record keeping, pupil discipline, reporting to parents, supervision of pupils, attendance at appropriate meetings, and the request for, care of, and accounting for instructional materials and equipment, as well as effective classroom interaction with students.
- G. All staff members shall address one another, and the members of the public with whom they interact in the performance of their duties, with courtesy and respect.

The Superintendent, Treasurer, and Business Manager shall file the appropriate Ohio Ethics Commission disclosure statement, as set forth in O.R.C. §102.02. The aforementioned administrators shall not use or authorize the authority or influence of office or employment to secure, promise, offer, solicit, accept, or give of anything of value that is of such a character as to manifest a substantial and improper influence upon such administrator.

Consistent with the educational mission of the District, staff members shall maintain a professional relationship with students at all times. Staff members shall not fraternize with students, regardless of whether such fraternization occurs on or off of District property, or during or after the school day. This prohibition includes, but is not limited to fraternization occurring in person, through phone calls, text messages, social media, or other digital correspondence. Staff members shall further avoid the appearance of an improper relationship with students.

LEGAL REFS.: O.R.C. §§102.02; 102.03

Adopted: August 27, 2020