

STAFF CONDUCT

District employees are expected to conduct themselves in a professional manner at all times, especially when engaged in the activities of educating or supporting the education of the District's students. They are to follow all of the state and federal laws and regulations required of them and the policies and procedures of the Board of Education and directives and recommendations from their supervisors. Employees are to strive to keep current with not only the latest educational aspects of their positions, but with all aspects of their particular duties.

Staff members shall not leave students unsupervised and shall strive to provide a safe learning environment for students and staff. Only staff members or other qualified adults shall be permitted to supervise students.

The Board believes that an appropriately dressed employee is a more suitable role model. Personal appearance also has direct bearing on teaching and support staff authority, confidence, and the self-esteem of students, administrators, and other staff. Therefore, the dress, grooming, and personal hygiene of each employee must be appropriate at all times and:

1. Present a professional, identifiable appearance for students, parents and the community;
2. Promote a positive work environment;
3. Foster respect and confidence;
4. Ensure safety.

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.

The Board expects all staff members to:

- A. Accurately represent their qualifications.
- B. Maintain the confidentiality of information, as directed and as required by law.
- C. Refrain from using their employment duties to advance their private economic interests.

- D. Refrain from accepting anything of value offered for the purpose of influencing their professional judgment.
- E. Refrain from using their positions as employees or District property for partisan political or religious purposes.

The Board requires its professional employees to conform to the Association of American Educators' Code of Ethics, the National Education Association's Code of Ethics of the Education Profession, and the Licensure Code of Ethics for Ohio Educators. Further, professional employees must:

- A. Respect and obey the law;
- B. Adhere to the terms of their employment contract;
- C. Comply with all Board policies;
- D. Honestly account for all funds in their charge;
- E. Refrain from making false statements about co-workers.

Adopted: August 1, 2017