

STAFF CONDUCT

District employees are expected to maintain high standards and courteous relationships with pupils, parents, and other staff members and 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. Responsibility for acceptable conduct and dress will rest primarily with the employee as a professional individual. They are to follow all of the state and federal laws and regulations required of them, and they are expected to know and to be held responsible for observing the policies, procedures, and regulations of the Board of Education and directives and recommendations from their supervisors pertinent to their activities as employees of the Board. 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.

No employee shall engage in or have a financial interest in any activity that conflicts with his/her duties and responsibilities. No information obtained through the school system shall be used by any employee for personal purposes.

Members of the staff are encouraged to take an active part in the affairs of their respective communities. 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: September 20, 2011
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