

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.

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 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:

- A. Present a professional, identifiable appearance for students, parents and the community;
- B. Dress in a manner consistent with their professional responsibilities;
- C. Promote a positive work environment;
- D. Foster respect and confidence;
- E. 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.

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.

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.

LEGAL REFS.: O.R.C. §§102.02, 102.03

Adopted: August 10, 2015
Revised: November 21, 2016
Revised: November 18, 2019
Revised: September 14, 2020