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EXPLANATION: STAFF CONDUCT

MSBA has updated this policy to reflect the new changes brought about by Senate Bill 1007 (2018), "the Whistleblower Law," and to clarify the policy language.

Specifically, the changes clarify employee responsibilities in the areas of professional conduct, conducting district business, reporting requirements to prevent theft and fraud, punctuality, completing necessary paperwork, supervision of students and appropriate dress.

MSBA has also deleted the language concerning using district funds to advocate, support or oppose ballot measures since it is covered in policy DCB.

<i>MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.</i>					
	Board Secretary		Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service	X	Gifted
X	Human Resources	X	Principals		Library/Media Center
	Health Services	X	Counselor	X	Special Education
	Transportation	X	Public Info/Communications	X	Technology

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STAFF CONDUCT

The Board of Education expects that each professional and support staff member shall put forth every effort to promote a quality instructional program in the school district every employee to act professionally, ethically and responsibly; use good judgment; and do what is necessary to maintain a safe learning environment and positive relations with students, parents/guardians, coworkers and the public. In building a quality program, employees must meet certain expectations in other Board policies and directives from supervisors, district expectations that for employees include, but are not limited to, the following:

1. Become familiar with, enforce and follow all applicable Board policies; and regulations, administrative procedures, other directions given by district administrators and supervisors, and state and federal laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with pupils students, parents/guardians, other district employees of the district and all patrons of the district the public, which shall include the timely response to phone calls and e-mails as shall be set forth in administrative procedure. Transmit constructive criticism to the particular school administrator or supervisor who has the administrative responsibility to address the concern. Employees will not be disciplined for speech that is protected by law and are encouraged to share concerns with their supervisors.
3. All communications with students shall be professional, appropriate and in accordance with state law. This includes electronic forms of communications such as e-mail, texts, social media and other user-generated media, as well as conferencing with students.
4. Keep current on developments affecting the employee's area of expertise or position. Actively participate in professional development and obtain information necessary to effectively perform the employee's job duties.
5. Transact Conduct all official business with the appropriate designated authority in the district in a professional and timely manner. Meet deadlines set by the district, administrative staff and supervisors. Conduct business with the appropriate designated person or department.
6. When possible, transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.
7. Care for, properly use and protect school property. Immediately report all dangerous building conditions to the building supervisor and take action to rectify the situation in order

- to protect the safety of students and others. Take appropriate action to prevent loss or theft of district property, and immediately report loss or theft of district property.
87. Attend all ~~required staff~~ meetings called by supervisors or the district administration; unless excused. Arrive at work and leave work at the time specified by the district or as directed by a supervisor, and follow district policies, procedures and directives regarding absences. All nonexempt employees must receive permission from a supervisor prior to working overtime.
98. Maintain records as required by law, Board policy and procedure, and do not destroy records unless authorized to do so. Keep all student records, medical information and other sensitive legally protected information confidential as directed by law, Board policy, district procedures and the employee's supervisor. Submit all required documents, information, data or reports at the time requested. Employees must not falsify records, create misleading records or compromise the accuracy and security of district data.
- ~~10. Immediately report all dangerous building conditions or situations to the building supervisor and take action to rectify the situation and protect the safety of students and others if necessary.~~
- ~~119.~~ Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. ~~Except in an emergency, no employee will leave an assigned group unsupervised.~~ Employees must not leave students unsupervised except as necessary to handle an emergency situation.
- ~~1210.~~ Obey all safety rules, including rules protecting the safety and welfare of students.
- ~~13. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.~~
- ~~1411.~~ Refrain from using profanity. Communicate clearly and professionally. Employees will not use profanity and will not raise their voices unless necessary. Written communication must be grammatically correct. Employees will not be disciplined for speech that is protected by law and are encouraged to share concerns with their supervisors.
- ~~1512.~~ Dress professionally and in a professional manner that will ~~will~~ does not interfere with the educational environment and as directed by administrators or supervisors.
- ~~16. Come to work and leave work at the time specified by the employee handbook or by the employee's supervisor. Employees who are late to work, stop working before the scheduled~~

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~~time or work beyond the scheduled time without permission may be subject to discipline, including termination.~~

- 1713. School employees, ~~o~~ Other than commissioned law enforcement officers, school employees shall not perform strip searches, as defined in state law, of students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
- 1814. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.
- 1915. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education that employs such teacher.
- 20. ~~Employees will not use district funds or resources to advocate, support or oppose any ballot measure or candidate for public office.~~
- 2116. Unless otherwise allowed by law, ~~e~~ Employees will ~~may~~ not use any time ~~engage in political campaigning~~ during the working day for campaigning purposes, unless allowed by law ~~or during times when they are performing their official duties.~~
- 17. Employees will not represent their personal opinions as the opinions of the district and, to avoid confusion, are required to clearly indicate when they are speaking or writing as an individual and not a representative of the district.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 02/12/2007, eff. 07/01/2007

Revised: 05/09/2011;

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation
CH, Policy Implementation and Dissemination
DCB, Political Campaigns

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DJF, Purchasing
HPA, Employee Walkouts, Strikes and Other Disruptions
IGDF, Student Fundraising
IND, Ceremonies and Observances
JFG, Interrogations, Interviews and Searches
JO, Student Records
KI, Public Solicitations/Advertising in District Facilities

Legal Refs: §§ ~~15.646~~ 105.055, 167.166, 168.114, .130, RSMo.
U.S. Const., amend. I

Raytown C-2 School District, Raytown, Missouri