

STANDARDS OF CONDUCT
FOR
WATERFORD SCHOOL DISTRICT EMPLOYEES

The orderly and efficient operation of the Waterford School District requires that all employees maintain discipline and proper personal standards of conduct at all times. Discipline and proper standards of conduct are necessary to protect the health and safety of all employees, to maintain uninterrupted services and jobs, and to protect the school district's goodwill and property.

Equality of treatment necessitates rules-in the community, in the work unit, and even in the home. Wherever two or more persons congregate, rules, by setting accepted standards of conduct, tell each one where he stands in relation to the others. The purpose of the following rules is not to restrict the rights of anyone, but to define and protect the rights of all, which will ensure safety and fairness to all employees in their work.

The Board believes that the great majority of its employees will abide by these rules and all other proper standards of conduct. An employee who fails to maintain proper standards of conduct at all times, or who violates any of the following rules shall be subject to disciplinary action, including discharge.

These rules are subject to change with due notice and are not intended to be all inclusive.

The Following Acts or Conduct are Prohibited:

1. Carrying of firearms or other weapons on school premises.
2. Consumption and/or possession of any kind of illicit drugs or narcotics; the soliciting, dispersing and/or selling of any kinds of drugs, pills, or narcotics; the use of illegal drugs, pills, or narcotics, which disrupts the ability to perform the duties of the job.
3. Possession and/or drinking any alcoholic beverages or use of tobacco and tobacco products on Waterford School District property at any time.
4. Reporting to work under the influence of alcohol, narcotics, or any mind-altering substance which disrupts the ability of the employee or other employees to perform the duties of the job.
5. Immoral and/or unprofessional conduct and acts involving moral turpitude of the employee which indicate unfitness to teach and/or work in a school setting or which pose a significant danger to harm to either students, school employees, or others who might be affected by his actions as a teacher or employee, or which are hostile to the welfare of the school community.
6. Theft or misappropriation of property and/or funds of students, employees, or the Board of Education.
7. Conducting personal business during working hours or on school district premises, or use of district equipment/property for personal reasons.
8. Operation and/or use of machines, telephones, tools, or other Waterford School District owned equipment without approval from the employee's supervisor; abuse, misuse, or destruction of Waterford School District and/or others property, tools or equipment.
9. Employee misuse or removal from the Waterford School District premises, without proper written authorization from the immediate supervisor, of Waterford School District property, records or other Waterford School District materials.
10. False statements knowingly, or recklessly made, or violently abusive and personally defamatory statements or slander of another employee, of a student, parent, or Board

Member and where such conduct is related to and interferes with the educational process, and administration thereof.

11. Falsification of any reports or records including personnel, absence or sickness.
12. Refusal to obey orders of supervisors or insubordinate conduct.
13. Refusal to do job assignment.
14. Gambling, or taking part of any game of chance, on Waterford School District premises.
15. Slowdown in performance or causing a slowdown in performance.
16. Violation of district, state, or federal safety rules or practices and/or engaging in any conduct which tends to create a safety hazard which endangers self and/or others.
Employees must, at all times, wear safety articles and use protective equipments where required, and immediately report to their supervisors any injury or accident.
17. Violating Board policies.
18. Unauthorized or unexcused absence, reporting late to work, leaving work area or building during working hours without authorization.
19. Failure to be at work position at the start of the work day, end of the lunch period; or failure to remain at the work position up to the start of the lunch period or end of work day.
20. Irregular work attendance so that the services of the employee are of little value to the Board, or intermittent absenteeism amounting to part-time employment.
21. Inattention to duties, loafing, or wasting time during working hours.
22. Unlawful, improper conduct, or unprofessional conduct of an employee, on or off the school district property and/or during non-working hours which affects the employee's relationship to work responsibilities, fellow employees, supervisors, students, or Waterford School District properties, as well as the employee's reputation or goodwill in the community.
23. Fighting, agitating a fight, and/or attempting bodily harm or injury to another person.
24. Distribution of obscene, vulgar or indecent written or printed matter which tends to disrupt the school or school district or results in danger to other persons on school property or interferes with school work or discipline.
25. Unsatisfactory work performance.
26. Poor housekeeping, creating or contributing to unhealthful or unsanitary conditions.
27. Falsely stating or making claims of injury.
28. Improper conduct which is at variance with concepts that are generally accepted and approved in the community; engaging in conduct which is prescribed by the criminal statutes.
29. Unauthorized solicitation of funds.
30. Inappropriate dress or grooming that may cause a disturbance in the school/work setting.

The foregoing rules are not intended to be all-inclusive of the required discipline, proper standards of conduct or obligations of employees. The Board shall, when it deems it appropriate, establish additional rules and building administrators and other supervisors may set up particular rules to govern their employees' conduct as they deem necessary by the nature of their operations.

Please PRINT CLEARLY

First Name

Middle

Last Name

Signature.

Date

My signature signifies that I have received a copy of the Standards of Conduct.

Updated 5-15-2018