

<b>DESCRIPTOR TERM:</b> <b>Personnel and Employment</b>	<b>Millard District Policy</b> <b>File Code: 4300</b> <b>Approved: 08-12-21</b>
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## **STAFF CONDUCT – PROFESSIONAL BEHAVIORS AND EXPECTATIONS**

### **A. STAFF CONDUCT**

Millard School District employees are expected to conduct themselves in a professional manner in appearance, behavior, and speech whenever they are representing the District.

### **B. PROTECTED INFORMATION**

Millard School District employees shall keep all protected information confidential.

### **C. PROFESSIONAL STAFF TIME SCHEDULES**

1. All professional employees are required to be at the school building seven hours each workday, exclusive of lunch periods. Required arrival and departure times will be determined by each school administrator, who will inform employees after consultation with the Superintendent. While the traditional workday is eight hours exclusive of the lunch period, it is recognized that professional staff members have responsibilities that may carry over to the evening such as lesson preparations, correcting homework and tests, and compilation of grades. For this reason, flexibility has been added into a portion of the workday schedule. There are also professional responsibilities which require staff members to be available to students, parents, and other staff members. In order to accommodate these needs, the minimum attendance time has been designated.
2. It is recognized that program development, professional growth activities, the care of school property and equipment, parent conferences, and the offering of special help to individual students, and groups of students, may require that time be spent beyond the minimum specified here.
3. This policy in no way reduces the principal's authority to assign duties and responsibilities which may extend beyond the hours set forth above, whenever such assignments are necessary for the efficient operation of the school. Likewise, it in no way relieves any teacher of the professional responsibility for contributing to those activities which further the objectives of the individual school and school system.

4. On a professional workday when students are not in school, the teacher's day is the same as that of a regularly scheduled school day.
5. A teacher who finds it necessary to leave the school campus during the specified minimum time schedule shall secure the prior approval of the principal or his/her designee.

**D. EMPLOYEE DRESS**

1. Employees are expected to dress in good taste and be well-groomed. Cleanliness of self and attire, neatness, and attractive grooming are stressed and expected.
2. Employees should always dress in a manner that professionally sets them apart from, and encourages students to uphold the dress policy. Millard School District does not participate in regularly scheduled dress down days.
  - a. Slack/Pants worn in the workplace are expected to project a professional image.
  - b. Dresses and skirts that are split at or near the knee are acceptable. Dresses and skirts should be at a length at which one can sit comfortably in public and adhere to community standards.
  - c. Shirts, tops, and blouses worn in the workplace are expected to project a professional image. Men and women should wear appropriate shirts that cover shoulders, stomach, back, lower back, and chest. T-Shirts are not appropriate.
  - d. Hair and beards should be clean and neatly styled.
  - e. Footwear worn in the workplace is expected to project a professional image. All employees are expected to wear appropriate footwear that allows participation in educational activities and allows the employee to perform all required duties of their work assignment.
  - f. Employees that require work clothes for job tasks should wear attire that is neat and attractive. It is recognized that Custodial and maintenance staff, food service employees, and bus drivers have additional independent uniform dress standards.
  - g. Exceptions to the dress limitations are:
    - i. teachers of P.E., who may wear shorts of modest attire during classes. These teachers should wear

dress sweats or other appropriate attire when not in P.E. Class.

- ii. school approved special events or activities such as school pride days, clean-up, or designated teacher “work” days.

**E. SPEECH AND PROFANITY**

All employees of the Millard School District are models to the students of the district. As such, employee actions, behaviors, and speech should exemplify good citizenship and high moral and ethical principles. Specifically, with regard to speech, profanity and/or vulgarity are not acceptable. Employees shall not use profanity or vulgarity in their professional capacities, responsibilities, and duties. Words and/or phrases with connotations of, or references to deity or to sexual acts, behaviors, or bodily organs are especially repulsive and prohibited.

**F. USE OF TOBACCO, ALCOHOL, AND ILLIGAL DRUGS**

Staff may not smoke or use tobacco products, including electronic cigarettes/vapes, alcohol, or illegal drugs in school buildings or on school grounds at any time. Staff may not smoke or use tobacco products, alcohol, or illegal drugs in school-owned vehicles at any time. (See MSD Policy 4040)

**G. PERSONAL CELL PHONES**

Cell phones may only be used for emergency purposes during class time.

**H. PROFESSIONAL ETHICS AND TRANSPARENCY**

All employees must understand and adhere to the procedures outlined in the Millard School District Transparency Packet and Policy 4340 - Employee Conflict of Interest

**I. RESPONSIBILITY FOR IMPLEMENTATION**

Principals and faculty representatives have the responsibility to uphold community standards in implementing the staff conduct policy. Supervisors have the responsibility to communicate the standards to employees. Employees refusing to follow the established conduct standards will be reminded by their supervisor of the value and need to maintain high standards and to provide positive examples to students. Further violations of standards will be handled in accordance with Millard School District Policy.