

STAFF CONDUCT

Those who choose education as a career assume the obligation to maintain high standards of ethical behavior. An effective educational program requires the services of men and women of integrity, high ideals and human understanding.

To maintain and promote these essentials, all employees of the Columbia School District are expected to maintain high standards in their school relationships. In addition, the Board of Education expects that each professional and support staff member shall:

1. Place the education and welfare of children as the first concern of the school system.
2. Become familiar with and follow all Board policies, regulations, administrative procedures, other directions given by district administrators and state and federal laws as they affect the performance of job duties.
3. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.
4. Keep current on developments affecting the employee's area of expertise or position.
5. Transact all official business with the appropriate designated authority in the district in a timely manner.
6. Communicate 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.
8. Attend all required staff meetings unless excused.
9. Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, district procedures and the employee's supervisor.
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.

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11. 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.
12. 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.
14. Refrain from using profanity.
15. Dress professionally and practically, in a manner that will not interfere with the educational environment.
16. Certificated staff arrive and leave work at the time specified by the employee handbook or by the employee's supervisor.
17. Classified staff arrive 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 time or work beyond the scheduled time without permission may be subject to discipline, including termination.
18. Use of school contacts and privileges to promote private economic interests, partisan politics, or sectarian religious views of any kind is prohibited. Employees will not use district funds or resources to advocate, support or oppose any ballot measure or candidate for public office.
19. Staff members convicted of a crime must report that conviction to the Director of Human Resources.

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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: 05/10/2004

Revised: 06/23/2005

Cross Refs: AC, Prohibition Against Discrimination and Harassment
CH, Policy Implementation and Dissemination
DCB, Political Campaigns
DJF, Purchasing
IGDF, Student Fundraising
JFG, Interrogations, Interviews and Searches
JO, Student Records
KI, Solicitation and Distribution of Materials on School Property

Legal Refs: §§ 115.646, 167.166, 168.114, .130, RSMo.

Columbia School District No. 93, Columbia, Missouri

