

POLICIES PERTAINING TO OUR EMPLOYEES

UNACCEPTABLE EMPLOYEE CONDUCT

Unacceptable Employee Conduct:

The following is a non-exclusive list of prohibited action which will be considered good cause for employee disciplinary actions up to and including discharge. This is not intended to be a complete list and it does not alter any at-will relationship between employees and the School.

- ! Theft (being the unauthorized removal) or attempted theft or misappropriation of school, employee, student, guest, including any items found on the School campus, or at school-related events.
- ! Failure to follow the directive of a supervisor unless the directive is illegal.
- ! Failure to cooperate with a School investigation.
- ! Failure to perform duty assignments in a satisfactory, safe, or efficient manner.
- ! Intentional coercion of students or other employees to disregard rules or assignments.
- ! Unauthorized and excessive absences or tardies.
- ! Possession of any weapon or hazardous substance.
- ! Dishonest, immoral or illegal conduct on duty or on School premises, or off duty on School premises, such that the conduct would tend to bring discredit to the School.
- ! Possession, use, distribution, sale, or under the influence of a controlled substance or alcohol while on duty or on School premises.
- ! Assault, threats, or intimidating conduct towards a student, parent, teacher, community member, or employee in connection with a School matter.
- ! Harassment, including sexual harassment.
- ! Abuse, including, but not limited to, sexual abuse of a student.
- ! Abusing, defacing, or destroying School property, or the property of a student or employee.
- ! Falsification of any School or School-related record.
- ! Unauthorized copying of student records, papers or files.
- ! Failure to account for School or School-related activity funds.
- ! Use of tobacco on school property or at School-related activities.
- ! Unauthorized disclosure of any information made confidential by policy or law.
- ! Unauthorized use of School computer software or hardware.
- ! Penal Code violations.
- ! Violation of any School policy, procedure, rule or law.

Date Adopted: _____