

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

EMPLOYEE MISCONDUCT POLICY

Board Approved March 21, 2016

All administrative, professional and support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of Sylvan Heights Science Charter School requires the cooperation of all employees working together with a system of Board policies, rules and procedures applied fairly and consistently.

The Board requires employees to maintain professional, moral and ethical relationships with students and co-workers at all times.

The Board directs that all employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of Board policies, rules and procedures.

All Sylvan Heights' employees shall comply with state and federal laws and regulations, Board policies, supervisor directives, rules and procedures. Sylvan Heights' employees shall endeavor to maintain order, perform assigned job functions, and carry out directives issued by supervisors.

Sylvan Heights' employees shall not participate in activities that include, but are not limited to, the following:

1. Physical or verbal abuse or threat of harm to any person;
2. Non-professional relationships or interactions with students;
3. Causing intentional damage to school property, facilities or equipment;
4. Forceful or unauthorized entry to or occupation of school facilities, buildings or grounds;
5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances;
6. Use of profane or abusive language;
7. Breach of confidential information;
8. Failure to comply with directives of Sylvan Heights' administration, security officers, or law enforcement officers;
9. Carrying onto or possessing a weapon on school grounds without authorization from the Principal/CAO;

10. Violation of Board policies, rules or procedures;
11. Violation of federal, state, or applicable municipal laws or regulations; or

12. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of Sylvan Heights, or any activity sponsored or approved by the Board.

These examples of impermissible behaviors are not intended to be an all-inclusive list. At the Principal/CAO's discretion, any violation of the Board policies or any conduct considered inappropriate or unsatisfactory may subject an employee to disciplinary action.

Employees will conduct themselves in such a manner so as to demonstrate the public's trust and confidence inherent in their position. Any conduct that brings discredit to their profession, responsibilities, Sylvan Heights, or public service at large shall be subject to immediate disciplinary action, up to and including termination.

Discipline will be administered in accordance with Board Policy 417 (Discipline). In the event that it becomes necessary to remove school personnel from positions for disciplinary/emergency purposes, the Principal/CAO shall have the right to temporarily suspend personnel pending final Board action. In these cases, the Principal/CAO will prepare a recommendation and present it to the Board as soon as possible, but no later than the next regularly scheduled Board meeting.

Arrest or Conviction Reporting Requirements

Employees shall use the designated form to report to the Principal/CAO or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.

Employees shall also report to the Principal/CAO or designee, in writing, within seventy-two (72) hours of notification, that the employee has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.

An employee shall be required to submit a current criminal history background check report if the Principal/CAO or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Principal/CAO or designee. Failure to accurately report such arrests and convictions may subject the employee to disciplinary action up to and including termination and criminal prosecution.