

STAFF CONDUCT

All staff members have a responsibility to familiarize themselves with and abide by the laws and regulations of the state, the policies of the School Committee, and the procedures designed to implement them, as each pertains to their employment.

In the area of personal conduct, the School Committee expects that employees will conduct themselves in a manner that not only reflects credit to the school district but also sets forth a model worthy of emulation by students.

All employees will be expected to carry out their assigned responsibilities with conscientious concern.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all employees:

1. Regular and prompt attendance at work.
2. Support and enforcement of policies of the School Committee and district procedures.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of district property.
5. Protection of students' and employees' confidential information.
6. Concern for and attention to their own and the school district's legal responsibility for the safety and welfare of students.

APPROVED: March 9, 2009

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LEGAL REFS.: M.G.L. 71:37H; 264:11; 264:14