

Policy © 4-201 Employee Code of Conduct

Each District employee is expected to further the District's mission to educate all students and to support their learning potential. The Governing Board has created this Code of Conduct to set expectations for staff conduct.

The Board expects each employee to adhere to the standards set forth below.

While this Code of Conduct provides guidance and District requirements regarding employee conduct, it does not provide a complete listing.

Expectations

Employees shall:

1. Create and maintain appropriate relationships with students, staff, parents, and community members, within the fulfillment of their job duties, that are founded on trust and respect.
2. Maintain appropriate professional boundaries with students at all times.
3. Act in a professional, respectful, and fair manner when interacting with students, parents, co-workers, supervisors, and community members.
4. Act with the goal of furthering the growth and welfare of students as the primary objective.
5. Make reasonable efforts to protect students from conditions harmful to learning, health, well-being, or safety.
6. Complete job duties with integrity and responsibility.
7. Maintain all requisite certifications, endorsements, and a fingerprint clearance card if required for the position.
8. Perform only District work during District working time.
9. Comply with all requirements as a mandatory reporter and report all crimes or suspected crimes as required by law or as set forth in Policy [4-204](#).
10. Provide honest, accurate, and timely information when requested
11. Maintain confidentiality with respect to student information and as directed or required by law.
12. Maintain confidentiality with respect to employment information and as directed or required by law (e.g., evaluations, performance plans, renewal, or non-renewal status).
13. Avoid conflicts of interest and acceptance of gifts in violation of procurement responsibilities.
14. Honor all contractual commitments.
15. Protect and secure District property.
16. Account for all funds collected from pupils, parents, or school personnel.
17. Abide by security or administration procedures and copyright restrictions during the administration of a test or assessment.
18. Promote the proper use of all District equipment and materials, including, but not limited to, District technology.
19. Obtain prior written authorization from the employee's immediate supervisor prior to working any overtime, if the employee is non-exempt.
20. Follow all workplace controls to prevent workplace accidents, injuries, and/or exposure, including following universal precautions when necessary and completing all requisite training.
21. Report to work on time and be prepared for duty.
22. Direct criticism regarding workplace concerns to the relevant District administrator, to the appropriate Employee Liaison, or to the Voice Committee member.
23. Use copyrighted materials only for educational purposes and within the generally accepted uses set forth by applicable law.
24. Staff should dress safely for the position they are in (e.g., facility and transportation staff must wear closed toe shoes).
25. Comply with applicable District policies, procedures, and lawful directives.
26. Comply with applicable federal and state laws, regulations, and rules.

27. Directs any criticism of other staff members or of any department of the school system toward improving the District. Such constructive criticism is to be made directly to the school administrator who has the responsibility for improving the situation.

Prohibitions

Employees shall not:

1. Discriminate against any student, school employee, or visitor based upon race, national origin, religion, sex, including sexual orientation, disability, color, age, or any other protected category.
2. Engage in sexual harassment or harassment on the basis of a protected category.
3. Physically or verbally abuse any individual.
4. Make any sexual advance towards any student or minor, either verbal, written, or physical.
5. Engage in sexual activity, a romantic relationship, or dating a student or minor.
6. Engage in nepotism (e.g., supervising a family member).
7. Unlawfully threaten or intimidate any individual by word or conduct.
8. Use profanity or abusive language or gestures.
9. Engage in conduct for the purpose or with the intent of embarrassing or disparaging a student, parent/legal guardian, or visitor.
10. Disrupt or assist with the disruption of any District activity.
11. Illegally possess, use, or be under the influence of marijuana, dangerous drugs or narcotic drugs, or other controlled substances as outlined in Policy [4-301](#)
12. Possess, consume, or be under the influence of alcohol on District property or at school-sponsored activities unless permitted by statute or policy.
13. Possess a weapon on District property without legal authority.
14. Use school equipment to access pornographic, obscene, or illegal materials.
15. Deliberately suppress or distort information or facts relevant to a student's academic progress.
16. Misrepresent or falsify student, classroom, school, or District-level data from the administration of a test or assessment.
17. Retaliate or take reprisal against any individual who files a report regarding gross mismanagement, significant waste of funds, abuse of authority, threats to safety, violations of policy, or regarding other matters as protected by state or federal law.
18. Use the employee's position for improper purpose, including but not limited to, personal gain through political, social, religious, economic, or other influences.
19. Falsify or misrepresent documents, records, or facts related to professional qualifications or educational history, or character.
20. Assist in obtaining a professional certification or employment of a person the employee knows to be unqualified to hold a position.
21. Accept gratuities or gifts that influence judgment in the exercise of professional duties.
22. Submit fraudulent requests for reimbursement of expenses or for pay.
23. Be absent without leave or fail to follow District procedures regarding absences.
24. Engage in outside employment that interferes with the employee's assigned job duties, creates a conflict of interest, or results in the unauthorized use of any District facilities or materials.
25. Provide private services for pay or remuneration to a student which could be viewed as a conflict of interest (e.g., acting as an advocate for a student with special needs and also being an employee supporting the student in the school environment).
26. Use District or school facilities for purposes not directly related to the employee's job duties, unless approved in accordance with Policy [3-202](#), or as outlined in any Association Agreement with the Governing Board.
27. Remove District property from the District without prior authorization of the Superintendent.
28. Join or support organizations that advocate for the overthrow of the government.
29. Use school resources to influence the outcome of an election.
30. Use sectarian or denominational books, teach any sectarian doctrine, or conduct religious exercises in school.

31. Apply for an educational grant or other outside funding (including crowdfunding) or solicit monetary classroom donations without the prior authorization.
32. Engage in unprofessional or immoral conduct or conduct unbecoming of the profession.

Use of Physical Force

An employee is permitted to use reasonable and proportionate physical force on a student only to the extent necessary to maintain order or to prevent the physical injury of the student or others. Verbal provocation is typically insufficient justification for the use of physical force.

The use of restraint and seclusion is addressed in Policy 5-406.

Investigation of Alleged Violations

When an employee is alleged to have violated District policy, the supervising administrator, or other designee shall conduct an investigation appropriate to the situation to determine if the alleged misconduct occurred, and if so, what remedial or other action should be taken.

Discipline, suspension, and dismissal of staff shall be handled in accordance with Board policy and/or state law.

Adopted: June 27, 2023 Effective: July 1, 2023

Legal Authority:

[A.R.S. § 13-403](#)

[A.R.S. § 13-2911](#)

[A.R.S. § 13-3102](#)

[A.R.S. § 13-3111](#)

[A.R.S. § 13-3411](#)

[A.R.S. § 13-3620](#)

[A.R.S. § 15-153](#)

[A.R.S. § 15-341](#)

[A.R.S. § 15-342](#)

[A.R.S. § 15-501](#)

[A.R.S. § 15-501.01](#)

[A.R.S. § 15-507](#)

[A.R.S. § 15-511](#)

[A.R.S. § 15-514](#)

[A.R.S. § 15-515](#)

[A.R.S. § 15-535](#)

[A.R.S. § 38-231](#)

[A.R.S. § 38-501](#) *et seq.*

[A.R.S. § 38-532](#)

[Ariz. Admin. Code R7-2-1308](#)

Flagstaff Unified School District