

### **EMPLOYEE RIGHTS AND RESPONSIBILITIES**

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

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of all policies of the Board and regulations of the School Administration.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern and attention toward their own and the Board's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.
6. Concern and attention to their responsibility to follow exemplary standards of conduct in their public behavior as representatives of the District and role models for students.

All School employees shall set examples that are an important part of the educational process. Their conduct, manner, dress, courtesy, and attitudes establish models that affect the development of young people. The Board expects its staff members to set exemplary standards, as well as provide exemplary instruction.

Personnel who are cited or charged by law enforcement personnel with a violation of any law of regulation must notify the principal or superintendent of such event within 24 hours of the occurrence.

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