

Guidelines for Employee Conduct & Expectations

The Board expects that the staff of the school division will strive to set the kind of **example for students** that will serve them well in their own conduct and behavior.

Every employee is expected to act in a professional, responsible, and courteous manner at all times. Clearly, such behavior fosters a positive and productive working environment. Conversely, inappropriate or unprofessional behavior is disruptive and unproductive. Moreover, inappropriate conduct is cause for discipline, up to and including immediate termination.

Employee Misconduct

The personal life of an employee will be of concern and warrant the attention of the Board only as it may directly prevent the employee from effectively performing assigned functions during duty hours, or as it violates local, state, or national law or contractual agreements.

The following list contains examples of actions that are considered misconduct while on duty either on or off school division premises. The list, which is not all inclusive, is as follows:

Attendance

- failing to demonstrate regular and prompt attendance at work;
- being absent without approval;
- using time granted for leave, planning, and workshops for purposes for which it is not intended

Insubordination

- refusing to follow a the reasonable directions of their supervisor's or facility manager's instructions and directions;
- failing to conduct themselves in a professional manner and/or as directed by Board policy when addressing grievances with their supervisor or facility manager.

Abuse

- using obscene language in the presence of students or employees;
- fighting or the deliberate harming of another;
- failing to maintain an appropriate professional relationship with a student or employee;

Criminal Behavior

- having any interaction/activity of a sexual nature or intent with a student
- being under the influence of alcohol or illegal drugs;
- possessing weapons on school property;

Intimidation

- behaving in any inappropriate manner which adversely affects the employee's ability to perform his/her duties;
- public verbal correction of an employee in non-emergency situations

Property

- using school property without proper authorization
- destroying school property intentionally

Confidentiality

- furnishing information or lists regarding students or parents to anyone selling materials or services;
- discussing of any employee or student disciplinary action with individuals others than those with direct involvement;
- sharing of employee personal information obtain in a professional mentoring relationship, except that in the event that information disclosed may be deemed harmful in nature to either party or another person;

Expectations

Attendance and Absenteeism

Punctual and regular attendance is an essential responsibility of each employee of Newport News Public Schools. Exempt and non-exempt employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule.

Bringing Child(ren) to Work

Employees will **not bring a child to the premises** of his/her employment for the purpose of child care during the work hours of his/her employment. Likewise, the school division does not permit the extended presence of non-employees in the workplace (except official volunteers).

Child Abuse

Employees are **required to report** cases of child abuse to Child Protective Service following the procedures outlined by the building principal.

Commitment to Students

The employee strives to help each student realize his or her potential as a productive member of society. The employee will maintain **professional relationships** with students and their families and will **maintain the confidentiality** of information about

students [or their families] obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.

Dress Code

Employees will **wear appropriate dress** that is suitable for the job at hand such as to maintain dignity and respect. The administrator, principal or designee will determine whether any particular mode of dress, apparel, or grooming may interfere with or disrupt the workplace environment.

Diversity

Diversity will be acknowledged and utilized **to improve the culture** of the school division. Diversity education will be incorporated into all areas of school division life through activities that foster a thorough understanding of diverse racial, cultural, socio-economic, disability and ethnic groups.

Employee Assistance Programs

An Employee Assistance Program will be available to supplement health benefit programs. It will be designed to assist in **restoration of health and satisfactory performance**. For more information contact your school principal.

Gifts to Staff

The employee will not accept any gift or favor that might impair or appear to influence professional decisions or actions.

Outside Employment

The School Board expects all employees to give the responsibility of their positions in the division precedence over any type of outside part-time work. Therefore, an employee will not perform any duties related to an outside job during regular working hours or during the additional time that is needed to fulfill the responsibilities of the position; nor will an employee use any division facilities, equipment, or materials in performing outside work.

Participation in Political Activities

Employees will **not advocate their personal political views** or engage in political activities defined in Board policy during hours of official employment. Employees will not exploit students in any way to promote their personal political views. Employees will not misrepresent their political views as those of the school division. Examples of activities which are not permitted include:

Partisan political activities would include the posting of political circulars or petitions, collection and/or solicitation of campaign funds, solicitations for campaign workers and other activities of a clearly partisan nature, including those activities relating to local, state, or federal elections.

Personal Phone Calls

There may occasionally be times when personal calls must be made or received during business hours. Such calls must be held to a minimum, however, and must not interfere with the employee's work. Employees are encouraged to make such calls during their breaks or at lunchtime. Use of personal cell phones must be held to a minimum and must not interfere with the employee's work.

Service Excellence

Newport News Public Schools is committed to the highest quality of customer service with both our internal and external customers at all times. In order to achieve our values of respect, quality and accountability, we must provide effective service to everyone we serve.

Employees are expected to commit to a culture of compassion and customer service excellence in all our activities and interactions with each other, students, parents, families, volunteers, community members and partners.

Teachers Who Tutor

Teachers who tutor non-Newport News Public School students for pay and receive compensation from a parent, guardian or other individual **may not tutor for pay on School Board property**. Teachers may not receive compensation from a parent, guardian, or other individual for tutoring a student in a course in which they serve as the student's teacher.