



Metropolitan Education District

Employee Code of Conduct

Metropolitan Education District (MetroED) expects all employees to exercise good judgment and maintain professional standards and ethical boundaries when interacting with students both on and off school property, and at either sanctioned or non-sanctioned events and activities. Inappropriate employee conduct shall include, but not be limited to,

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon.
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed.
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child.
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, electronic, or physical relationship with a student.
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time.
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members.
7. Willfully disrupting MetroED or school operations by loud or unreasonable noise or other action.
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace or at a school-sponsored activity.
9. Dishonesty with students, parents/guardians, staff, or members of the public, including, but not limited to, falsification of information in employment records or other school records.
10. Divulging confidential information about students, MetroED operations to persons not authorized to receive the information.
11. Using MetroED equipment or other MetroED resources for the employee's own commercial purposes or for political activities.

12. Using MetroED equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity.
13. Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of MetroED technological resources at any time without the employee's consent.
14. Causing damage to or engaging in theft of property belonging to students, staff, or MetroED.
15. Wearing inappropriate attire.

For purposes of this policy, the term "electronic relationship" includes engaging with students through any electronic means including but not limited to, telephone conversations, voice mail messages, text messages, e-mails, instant messages, and communication through internet social networking sites or other online means.

An employee who observes or has evidence of inappropriate conduct between another employee and a student shall immediately report such conduct to the site administrator or Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the MetroED child abuse reporting procedures as detailed in AR 5141.4 – Child Abuse Prevention and Reporting.

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

Any employee who is found to have engaged in inappropriate conduct with a student in violation law or this policy shall be subject to disciplinary action, up to and including dismissal.

MetroED prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in MetroED's complaint process shall be subject to discipline.

I have read all information above and understand MetroED's employee code of conduct.

Name: _____ Date: _____

Signature: _____