

	ABERDEEN SCHOOL DISTRICT	NEPN Code: GBEB
	POLICIES AND REGULATIONS	

Code of Conduct

Aberdeen School District employees hold positions of public trust. They are responsible for the education of students and serve as examples and role models to students. All employees are responsible for the integrity and the consequences of their actions. The highest standards of honesty, integrity, and fairness must be exhibited by each employee when engaging in any activity involving the District and its students. Employee conduct should be such as to protect the person's integrity and/or reputation and that of the District. An unwavering commitment to honorable and ethical behavior by staff is expected.

Employees shall perform their jobs in a competent and ethical manner without violating the public trust or applicable law, policies, and regulations. It is not practical or possible to enumerate all situations that might fall under the guidelines of this policy. In addition to other policies, regulations, and approved practices that have been established, the absence of a law, policy, or regulation covering a particular situation does not relieve an employee from the responsibility to exercise the highest ethical standards at all times.

Any person who believes staff has engaged in conduct which violates the code of conduct may report the alleged misconduct to his/her immediate supervisor.

District employees are expected to:

- Treat students, parents, fellow employees, and community members with dignity and respect. Conduct not meeting this expectation includes, but is not limited to:
 - Refusing to communicate or speak with another individual
 - Offensive verbal, visual, or physical conduct
 - Threatening another individual
 - Invading another's privacy
 - Purposely invading an individual's personal space
 - Knowingly blaming other individuals for mistakes they did not make
 - Spreading gossip about an individual
 - Taking credit for another individual's work or ideas
 - Sharing jokes that demean an individual or group of individuals
 - Any type of "bullying" behavior.
- Promote a safe, nurturing, and positive school and work environment. Conduct not meeting this expectation includes, but is not limited to:
 - repeated verbal, non-verbal, written or electronic communication
 - any conduct that is severe and objectively offensive so that it creates or results in an intimidating, hostile or offensive work environment or has the purpose or effect of substantially or unreasonably interfering with an employee's or student's performance.
- Maintain confidentiality concerning students, families and employees.
- Follow supervisor's reasonable instruction.
- Demonstrate knowledge of and act in accordance with District policies and procedures, as well as legal and contractual standards, responsibilities, and obligations.

- Demonstrate a commitment to learning and professional growth.
- Model and promote appropriate language. Conduct not meeting this expectation includes, but is not limited to:
 - Name calling
 - Use of nicknames that may be offensive
 - Repeated negative comments about others orally or in writing
 - Profanity
- Commit to reporting gross mismanagement, significant waste of funds, abuse of authority, threats to safety, violations of policies and regulations, or other conduct that damages integrity or reputation to the employee's immediate supervisor.
- Abstain from threatening, harassing, punishing or retaliating behavior against students and/or other employees.
- Engage in conduct that follows generally recognized professional principles.

Unethical conduct includes, but is not limited to:

- Inappropriate social networking between staff, students, parents, or community members;
- Any conduct that seriously impairs the employee's ability to function professionally in his/her employment position;
- Conduct that is detrimental to the health, welfare, discipline or morals of students;
- Conduct which is offensive to the ordinary dignity, decency and morality of others;
- Failure to cooperate with the District in inquiries and/or investigations or hearings; and
- Deliberately falsifying information.

Any violation of the Code of Conduct shall be considered just cause for discipline, up to and including termination of employment.

Legal Reference:

ARSD 24:08:01 Definitions
 ARSD 24:08:03 Code of Professional Ethics
 ARSD 24:11:03 Code of Professional Ethics

ADOPTED: July 9, 2012

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