

STANDARDS OF CONDUCT
FOR
SOUTH LYON COMMUNITY SCHOOLS DISTRICT EMPLOYEES

The orderly and efficient operation of the South Lyon Community Schools requires that all employees maintain discipline and proper personal standards of conduct at all times. Discipline and proper standards of conduct are necessary to protect the health and safety of all employees, to maintain uninterrupted services and jobs, and to protect the school district's goodwill and property.

To that end, the South Lyon Community Schools Board of Education authorizes the administration to establish written rules and regulations (*Board Policy 0570*) which, together with observance of proper standards of conduct, employees are required to obey. An employee who fails to maintain proper standards of conduct at all times and/or who violates the rules, regulations, and policies of the school district, shall subject themselves to disciplinary action (oral and written reprimands, suspension, discharge).

The Superintendent or designee has the authority to suspend tenure teaching personnel for temporary periods of time, pending an investigation and hearing upon written charges filed by the Superintendent with the Board of Education.

The Superintendent or designee has the authority to suspend probationary teaching personnel for temporary periods of time pending an investigation of the cause for such suspension.

Administrative personnel have the responsibility and authority to recommend and/or take disciplinary action, in accordance with appropriate procedures, against an employee who fails to maintain proper standards of conduct and/or who violates the rules, regulations, and policies of the South Lyon Community Schools District.

The purpose of the following rules is not to restrict the rights of anyone, but to define and protect the rights of all, which will ensure safety and fairness to all employees in their work.

The Administration believes that the great majority of its employees will abide by these rules and all other proper standards of conduct. An employee who fails to maintain proper standards of conduct at all times, or who violates any of the following rules shall be subject to disciplinary action, including discharge.

These rules are subject to change with due notice and are not intended to be all inclusive.

The Following Acts or Conduct are Prohibited:

1. Carrying of firearms or other weapons on school premises (*School Code Act 1994*).
2. Consumption and/or possession of any kind of illicit drugs or narcotics; the soliciting, dispersing and/or selling of any kinds of drugs, pills, or narcotics; the use of illegal drugs, pills, or narcotics, which disrupts the ability to perform the duties of the job (*Board Policy 3122.01*).
3. Possession and/or drinking any alcoholic beverages or use of tobacco and tobacco products on South Lyon Community Schools District property at any time (*Board Policy 3122.01 and 7434*).

4. Reporting to work under the influence of alcohol, narcotics, or any mind-altering substance or behavior of any kind which disrupts the ability of the employee or other employees to perform the duties of the job (*Board Policy 3122.01*).
5. Unlawful, immoral and/or unprofessional conduct and acts involving moral turpitude of the employee which indicate unfitness to teach and/or work in a school setting or which pose a significant danger or possible harm to either students, school employees, or others who might be affected by his/her actions as a teacher or employee.
6. Theft or misappropriation of property and/or funds of students, employees, or the Board of Education.
7. Operation and/or use of machines, telephones, tools, or other Board owned equipment without approval from the employee's supervisor; abuse, misuse, or destruction of Board and/or others property, tools or equipment.
8. Employee misuse or removal from the South Lyon Community Schools District premises, without proper written authorization from the immediate supervisor, of South Lyon Community Schools District property, records or other Board materials.
9. False statements knowingly, or recklessly made, or violently abusive and personally defamatory statements or slander of another employee, of a student, parent, or Board member and where such conduct is related to and interferes with the educational process, and administration thereof.
10. Falsification of any reports or records including personnel, payroll, absence or sickness, and falsely stating or making claims of injury.
11. Refusal to directives of supervisors or insubordinate conduct.
12. Gambling, or taking part of any game of chance, on South Lyon Community Schools District premises.
13. Violation of district, state, or federal safety rules or practices and/or engaging in any conduct which tends to create a safety hazard which endangers self and/or others. Employees must, at all times, wear safety articles and use protective equipment where required, and immediately report to their supervisors any injury or accident.
14. Violating Board and District policies, procedures and/or guidelines. Employees are responsible for knowing and being aware of all policies, procedures and guidelines that affect their employment.
15. Unauthorized or unexcused absence, reporting late to work, leaving work area or building during working hours without authorization, unless otherwise covered by the contract.
16. Distribution of obscene, vulgar or indecent written or printed matter which tends to disrupt the school or school district or results in danger to other persons on school property or interferes with school work discipline.
17. Unauthorized solicitation of funds.
18. Engaging in behavior that could be considered threatening, bullying, intimidating, insulting, offensive, harassing, abusive, degrading, or humiliating to staff, students, or community members. Employees should at all times avoid behavior at the work place that, although not rising to the level of harassment or abuse, may nonetheless create an atmosphere of hostility or intimidation (*Board Policy 3362, 3362.01, 5516, 5517 and 5517.01*).

19. Engaging in communications and behavior with students, staff and community members that are inappropriate.
20. The appearance of an inappropriate relationship/behavior, physical contact of an inappropriate nature, or sexual misconduct with students (See attached *Suggestions for Avoiding False Accusations*).
21. Inflicting corporal punishment upon any student, or threatening the use of corporal punishment upon any student, under any circumstance (*Board Policy 5630*).
22. Violating Michigan law MCLA 722.623 by not making an immediate oral report by telephone to the Family Independent Agency and filing a written report within 72 hours after making the oral report when the employee has reasonable cause to suspect child abuse or neglect (See attached *Child Abuse and Neglect*).

The foregoing rules are not intended to be all-inclusive of the required discipline, proper standards of conduct or obligations of employees. The Administration shall, when it deems it appropriate, establish additional rules, and building administrators and other supervisors may set up particular rules to govern their employees' conduct as they deem necessary by the nature of their operations.

The Board does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities. (*Board Policy 3122* revised March 2, 2009).

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Assistant Superintendent for Administrative Services
South Lyon Community Schools
345 South Warren
South Lyon, Michigan 48178
(248) 573-8130 or (248) 573-8140

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SOUTH LYON COMMUNITY SCHOOLS DISTRICT EMPLOYEES

My signature below indicates that I have received, read and understand the **Standards of Conduct for South Lyon Community School District Employees.**

Employee Signature

Date

Print Name

Position

Building

Please return this page to:

South Lyon Community Schools
Administrative Services
345 South Warren
South Lyon, Michigan 48178