

All staff members have the responsibility to become familiar with, and abide by, federal laws and the laws, rules and regulations of the state of Michigan as they affect their work, the policies of the Board, and the administrative rules designed to implement them. All staff members shall be expected to carry out their assigned duties, support and enforce Board policies and administrative rules, submit required reports, protect District property, oversee students, abide by directives of their supervisors, and contribute to the education and development of the District's students. Any employee who fails in these responsibilities will be subject to disciplinary action up to and including dismissal as determined by the Superintendent and in accordance with the applicable collective bargaining agreement.

The Superintendent, principals, and supervisors shall assume the major responsibility for interpreting and enforcing this policy.

Employees will be provided with an explanation of both their responsibilities and their rights under law in terms of the actions they may take to maintain order, discipline, and an appropriate educational environment. Training will be provided that defines approved actions, and informs employees that they may be liable for harm when they engage in criminal, grossly negligent or reckless conduct, or act with flagrant indifference to the rights and safety of another person who suffers harm as a result. The Superintendent will develop rules that prescribe the circumstances under which the District administration and/or parent(s)/guardian(s) are to be notified of actions taken, any written documentation of actions taken that is necessary, and other appropriate procedures including staff training.

Theft

An employee who obtains District money or property through false pretenses, theft, or other improper means, may be disciplined up to and including dismissal and the Superintendent is authorized to seek restitution. Theft also includes theft of time by falsifying time and attendance records.

Criminal Charges and Convictions

Employees are required to disclose criminal charges or convictions to the Superintendent in accordance with Board Policy 5175. Employees convicted of a felony will be terminated unless otherwise determined by the Board. The employment status of employees convicted of misdemeanors will be reviewed on a case by case basis.

Staff Appearance

Staff dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Employees are expected to set a positive example for students of proper and acceptable dress and grooming in school. Wearing school and district spirit wear is strongly encouraged while wearing other school district spirit wear is strongly discouraged.

See also Board Policy 8300 Student Discipline

Approved: June 29, 2009

Revised: January 8, 2018

LEGAL REF: MCL 380.1312; *Michigan State Board of Education Publication, Policy for the Emergency Use of Seclusion and Restraint*, March 14, 2017; Board Policy 5175, *Criminal History Background*