

## **POLICIES PERTAINING TO OUR EMPLOYEES**

### **UNACCEPTABLE EMPLOYEE CONDUCT**

The following is a non-exclusive list of prohibited action which will be considered good cause for employee disciplinary actions up to and including discharge. This is not intended to be a complete list and it does not alter any at-will relationship between employees and the School.

- Theft (being the unauthorized removal) or attempted theft or misappropriation of school, employee, student, guest, including any items found on the School campus, or at school-related events.
- Failure to follow the directive of a supervisor unless the directive is illegal.
- Failure to cooperate with a School investigation.
- Failure to perform duty assignments in a satisfactory, safe, or efficient manner.
- Unauthorized absences or tardies.
- Possession of any weapon or hazardous substance.
- Dishonest, immoral or illegal conduct on duty or on School premises, or off duty on School premises, such that the conduct would tend to bring discredit to the School.
- Possession, use, distribution, sale, or under the influence of a controlled substance or alcohol while on duty or on School premises.
- Assault, threats, or intimidating conduct towards a student, parent, teacher, community member, or employee in connection with a School matter.
- Harassment, including sexual harassment.
- Abuse, including, but not limited to, sexual abuse of a student.
- Abusing, defacing, or destroying School property, or the property of a student or employee.
- Falsification of any School or School-related record.
- Failure to account for School or School-related activity funds.
- Use of tobacco on school property or at School-related activities.
- Unauthorized disclosure of any information made confidential by policy or law.
- Unauthorized use of School computer software or hardware.
- Penal Code violations.
- Violation of any School policy, procedure, rule or law.

**Date Adopted: November 4, 2000**