

**SUBJECT:                    STAFF CONDUCT**

**Supersedes:**            GBCB  
**Effective:**              October 9, 2008  
**Page:**                      1 of 4  
**Approved by:**        Detroit Board of Education

**1.0    Policy**

Most of the Board’s employees exemplify behavior and conduct that are professional and contribute to positive learning environments in the Detroit public schools. We commend our employees for the high standards they maintain.

However, the administrative and supervisory staff are at times confronted with various types of undesirable and unacceptable behaviors. Therefore, the General Superintendent and staff have developed guidelines for addressing these occurrences.

The guidelines stress corrective discipline and will be used by administrators and supervisors to assist in the correction of unacceptable staff conduct. The guidelines provide for due process and set forth progressive steps to be taken in corrective discipline. In following the procedures, the administrator or supervisor must always exercise good judgment.

1.     Immoral acts
2.     Insubordination
3.     Controlled substance abuse
4.     Alcohol abuse-intoxication
5.     Excessive absence
6.     Excessive tardiness
7.     Unlawful acts
8.     Interference with proper student activities
9.     Interference with staff work function
10.   Possession of weapons or other devices that could inflict injury
11.   Harassment and/or intimidation of students, staff, or citizens at large
12.   Improper or obscene personal conduct
13.   Misuse or negligent treatment of Board of Education property
14.   Abusive and/or vulgar language
15.   Threatening or violent behavior
16.   Misrepresentation regarding employee benefits, privileges, and other rules and regulations.
17.   Technology
18.   Financial history of employee (maintain confidential)
19.   Other actions at the discretion of the General Superintendent

The guidelines as developed are approved by the Board in the belief that improper staff conduct and behavior reflect negatively on the entire staff and make the work of every one more difficult.

The guidelines will not supersede or replace provisions for disciplinary action in bargaining agreements.

*Note: For details, see “Guidelines for Corrective Discipline Program,” developed by a task force for corrective discipline and distributed to staff by the personnel office.*

### Work Rules for Board Employees

The purpose of the Detroit Public Schools is to educate the children growing up in our community so that they may be effective participants in our society, contributing economically, participating socially, active politically, independent intellectually. We recognize that our children grow to adulthood as products of the total society. The influence of the schools is central and vital. In an effort to produce a productive, self-supporting, fulfilled citizen as described, the Board affirms its commitment to provide a proper environment for students and employees.

1. All employees are expected to report for duty every working day. Excessive tardiness or absenteeism will not be condoned.
2. Each employee must notify his/her administrator in charge of intended absence within the time limitations specified.
3. Each employee must observe working hour schedules (starting time, quitting time, lunch hour, and preparation periods). These will be posted.
4. No employee may solicit or collect contributions for any purpose on Board property without written management permission.
5. Employees must not sell or offer for sale any article or service without written management permission.
6. Employees must be diligent in their duties during assigned working hours. Loafing or other abuse of time will not be tolerated.
7. Employees must not interfere with any other employee’s performance of duties.
8. Employees may not perform unauthorized personal work during assigned working hours.

9. Employees must not commit an act which might endanger the safety or lives of others.
10. Employees must perform all work properly assigned by an administrator in charge.
11. Employees may not falsify school records, reports or payrolls.
12. Employees may not leave the work location during working hours without permission of an administrator in charge.
13. Employees must not abuse, destroy, damage, or deface Board property, tools, equipment or the property of others on Board premises.
14. Employees must not fight on Board property.
15. Employees are prohibited from bringing alcoholic beverages or controlled substances on Board property, and from consuming alcoholic beverages or controlled substances on Board property, and from reporting for duty under the influence of alcoholic beverages or controlled substances.
16. Employees are prohibited from carrying firearms or other weapons on Board property.
17. Employees must not disclose confidential information to unauthorized persons.
18. Employees must not convert Board of Education, other employees', students', or vendors' property for their own use.
19. Proper attire is expected in each work location.
20. Employees are prohibited from fraternizing with students. This includes but is not limited to touching, excessive conversation, or other non-job related personal contact with students.

#### Specific Rules for Interscholastic Athletic Coaches

Interscholastic athletic coaches in the Detroit Public Schools are held accountable for any and all actions on their part that may prove detrimental to the athletes, to the athletic program or to the Detroit Public Schools.

It is recognized that most coaches have a deep concern for the welfare of the young men and women under their supervision and that they attempt to provide meaningful educational experiences as part of the interscholastic athletic program.

However, to ensure the adherence of the highest standard of behavior, the following rules of conduct will be in effect.

If a coach is found to be guilty of any of the following offenses, he/she will be relieved from coaching for at least one year from the date of the offense:

1. Physically or verbally attacks, on or off the playing area, persons directly or indirectly associated with sporting events, to include, but not be limited to, officials, coaches, players, parents or spectators.
2. Using profanity during sporting events.
3. Knowingly uses an ineligible player.
4. Uses, or allows use of, drugs or alcohol, around or in athletic team practices or competition.
5. Permits any athlete to participate or practice during the season without a satisfactory physical examination from a licensed physician on record.
6. Fails to conduct athletic programs according to accredited sporting leagues, as approved by the Board, rules and regulations , i.e., disregards the beginning and ending dates for team practice or sports season.
7. Permits a player to play with a fraudulent or unsatisfactory physical examination.

#### Carrying Weapons

Unless authorized by the applicable law in the performance of District job duties, no employee of the Detroit Board of Education may carry any type of weapon while on duty with the District. Employees who do so are subject to disciplinary action.

This prohibition includes any employees who may be otherwise legally authorized by permit to carry a weapon.

Department heads are to appropriately ascertain that employees under their supervision understand and abide by this directive.

**Attachments to Policy 7.09:** None

**Legal References:** 20 UCA § 7151

**Labor Contract References:** Most negotiated agreements have sections on disciplinary action.