

**Employment**

**General Guidelines for Staff**

**ETHICS**

An effective educational program requires the service of individuals with integrity, high ideals, empathy and human understanding. To maintain and promote these essentials all employees of the Knox County R-I School District are expected to maintain high standards in their school relationships by adhering to the following standards.

1. Maintain just and courteous relationships with students, parents/guardians, staff members and others.
2. Maintain employee efficiency and knowledge of the developments in the appropriate fields of work.
3. Transact all official business with the appropriate designated authorities of the school district.
4. Establish and maintain friendly and intelligent cooperation between the community and the school district.
5. Recognize that the welfare of the children is the first concern of the school district.
6. Restrain from using school contacts and privileges to promote partisan politics, sectarian religious views or self-serving propaganda of any kind.
7. Properly transmit grievance of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation and then to the superintendent if necessary.
8. Properly use and protect all school properties, equipment and materials.

**STAFF CONDUCT**

All Professional and support staff members of the Knox County R-I School District have the responsibility to become familiar with and abide by the federal and state statues as these affect the performance of job duties, the policies of the Board, and the regulations designed to implement them.

Since the realization of district goals is dependent upon the behavior of professional and support staff, the following conduct will be required of all employees.

1. Remain faithful and prompt in attendance at work.
2. Support and enforce the policies of the Board of Education and the regulations for the school administrators.
3. Diligently submit any required reports at the time specified.
4. Care for and protect school property.

5. Attend all regular and special meetings called or authorized by the superintendent or designee.
6. Maintain concern for and attention to the school district's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.
7. Pay careful attention to all professional and support staff duties, including pupil transportation, food services, maintenance and custodial services, attendance keeping and record keeping, student discipline, reporting to parents/guardians, and supervision of students.

### **ARRANGEMENTS FOR PROFESSIONAL STAFF SUBSTITUTES**

In case of absence, the professional staff employee shall notify the building principal at the earliest possible time so that a substitute may be provided.

Teachers are supplied with lesson plan books for general organizational purposes. Plan books are to be kept up to date. As such, all teachers should maintain adequate lesson plans to enable a substitute teacher to take over a class with a minimum amount of time lost and in continuation of the previous lesson. The principal and/or substitute should be able to review the lesson plans and determine what has been covered, what is to take place and what the lesson objectives are. These materials should be readily available at the teaching site.

### **PROFESSIONAL STAFF ORIENTATION**

The Board of Education recognizes that an appropriate orientation program can aid in the assimilation of new staff members into the Knox County R-I School District and can also contribute to the continued growth of returning personnel. It will, therefore, be the responsibility of the superintendent or designee, to provide for an annual orientation of all professional staff members.

The orientation of returning personnel will focus upon the changes, which have occurred during the previous year and the general goals for the coming year.

Orientation of personnel who are new to the school district may extend over a longer period of time and will provide a broadly based effort to supply information and background details which will improve the new teacher's understanding of the district's framework-including policies, rules and regulations, and the instructional program.

### **FACULTY MEETINGS**

In addition to the regular school hours of duty, attendance at all called and regularly scheduled faculty meetings shall be considered a part of each teacher's professional contract. It is expected that such meetings shall close at a reasonable hour and other than emergency meetings, shall be announced in sufficient time to allow teachers to plan for attendance.

### **PROFESSIONAL ORGANIZATIONS**

Active participation in professional organization by the staff should encourage professional growth. Consequently, the Board encourages the staff to become involved in a professional organization of their choosing.

All teachers and administrator shall notify the board of their election to a regional, state or national office of a professional organization. The obligation of an employee to meet the demands of an office may become a budgetary factor for the district if the employee desires release time to participate and draw expenses for attendance. If the employee desires reimbursements, a written request shall be submitted to the Board for approval of release time and/or expenses.

### **TUTORING FOR PAY**

Remuneration for private tutoring of students is a matter entirely between the parent/guardian and the teacher; however, private tutoring of students for a fee on school property is subject to facility usage policies. A teacher will not tutor, for a fee, any student in any subject area where the teacher is currently responsible for assigning a grade to the student. No academic credit will be awarded and no promotion recognized for private tutoring.

### **SALES CALLS AND DEMONSTRATIONS**

Agent or salesmen may not interview teachers or students during normal school hours except with the permission of the building principal.

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