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## PROFESSIONAL STAFF CONDUCT/RESPONSIBILITY BULLETIN

The purpose of this document is to give licensed and endorsed professional staff in District #228 a general framework of their responsibilities and a clear expectation for conduct and performance that parallels our high expectations for student performance and achievement. We look forward to a wonderful school year and appreciate your continued commitment to excellence.

### **ATTENDANCE**

#### **Absence**

Each employee plays a vital role in the operation of the school system. Any absence will diminish a necessary service. While the maintenance of good physical and mental health is of the utmost importance, each employee should strive to be in attendance every day.

Any absence from work must be for valid reasons, i.e., personal health or family emergencies. Personal convenience or advantage is not ethically acceptable reasons for absence, unless you have an approved personal leave.

Excessive absence is undesirable and detrimental to the District.

#### **Injury Report**

It is the responsibility of each employee to report as soon as practical, all injuries that occur during working hours. All such injuries must be reported to the school nurse, to the employee's supervisor and the Business Office. Employees who are injured while on the job will be subject to the Illinois Worker's Compensation Act. Failure to report an injury at the workplace may be considered a violation of work rules.

#### **Notification of Absence**

The District has procedures for reporting absences. An employee who must be absent is responsible to provide proper notification. Failure to provide a timely report of absence can cause unnecessary problems in the operation of the school or department.

#### **Certification of Absence**

An absent employee must complete the proper absence notification in ERMA, or alternate method where acceptable. An employee's salary for days absent cannot legally be paid if the appropriate certification of absence has not been filed.

Falsification of a signed statement or physician's certificate is grounds for suspension and/or termination of employment.

**Tardiness**

Each position has an established work schedule to which employees must adhere, including extra duty assignments such as morning, lunch and bus duty. An individual teacher cannot alter his/her established work schedule without prior administrative approval.

Excessive tardiness is unacceptable.

**WORK SITE**

An employee is expected to report on time as determined by either the negotiated agreement or by Principal directive; and stay at his/her job site during work hours except during lunchtime, unless job responsibilities require travel. In case of emergency, the employee should follow established procedure before leaving the work site. It is expected that all employees fulfill extra duty supervisory assignments as assigned (bus duty, lunchroom duty, playground duty, hall duty, etc.).

A teacher should not permit unauthorized persons into his/her classroom without first seeking administrative approval and appropriate background checks.

**CONDUCT**

An employee is expected to be knowledgeable of Board policies and procedures and State and Federal laws and rules related to the successful function of his or her job. An employee should also be knowledgeable of contents of the Negotiated Agreement. In all cases, employees are expected to implement and carry out the mission and objectives of District policies and procedures and their job description. Furthermore, an employee is expected to be considerate of all fellow employees, as well as students, parents, and the citizens who use school facilities.

Any conduct which discredits the education profession or the reputation of the Geneseo Community Unit School District Board of Education may be considered conduct unbecoming an employee.

Behavior that directly or indirectly negatively impacts teaching and learning is unacceptable.

Examples of such conduct may include:

- a. Use of vulgar, profane, or other disrespectful, discriminatory or racist language;
- b. Giving cruel and/or humiliating verbal abuse to others, particularly in the presence of their peers;
- c. Shaking, striking, pushing or propelling others into walls, furniture, or the ground;
- d. Failing to maintain confidentiality in discussing District, school, or student matters;
- e. Inappropriately seizing and/or using student property;
- f. Inappropriately handling or using District property, especially care of technological equipment;
- g. Failure to comply with Board-approved curriculum, instructional materials and assessment practices;
- h. Inappropriate use of cell phones during instructional time;
- i. Inappropriate or unauthorized use of District facilities;
- j. Inappropriate, offensive or disruptive dress;
- k. Failure to communicate in a timely and professional manner with parents and/or community members;
- l. Dishonesty;
- m. Failing to be prepared for work;
- n. Engaging in criminal activities;

- o. Falsifying timesheets, assessments, or any other work-related documents including applications;
- p. Failing to report unsafe or hazardous conditions;
- q. Failing to report any suspected incidences of abuse;
- r. Failing to complete assigned tasks on time;
- s. Copyright infringement.

Administration will consider aggravating and mitigating circumstances when considering the consequences for misconduct. Consequences may range from oral warnings up to termination, depending upon the severity and frequency of infractions.

While it is impossible to predict the many situations that may arise or to describe all aspects of acceptable or unacceptable conduct, an employee is expected to know and apply Board Policy and Procedures related to his or her job. Beyond that, an employee is to use common sense, courtesy, consideration, and reasonableness in relationships with other persons.

### **INSUBORDINATION**

The immediate administrator/supervisor is expected to provide clear direction so reasonable work may be accomplished in accordance with the concept of need and/or priority.

An employee is expected to follow instructions whether or not the employee is in agreement with the instruction, unless the employee is placed in an unsafe or unlawful condition.

### **WORKPLACE HARASSMENT (Board Policy 5:20)**

The Geneseo Community Unit School District #228 Board of Education prohibits any form of sexual harassment. Sexual harassment may include, but is not limited to:

- a. Creating an intimidating, hostile, or offensive work or learning environment;
- b. Repeated offensive sexual flirtations;
- c. Sexual advances or propositions;
- d. Verbal remarks or abuse of a sexual nature;
- e. Graphic or degrading verbal comments about an individual or his/her appearance;
- f. The display of sexually suggestive objects or pictures;
- g. Any offensive or abusive physical contact.

Whenever any employee engages in sexually provocative or exploitative conduct, (including "dating"), with students of the Geneseo Community Unit School District #228, a strong presumption of unfitness arises against the employee.

If any employee has questions, concerns or complaints regarding sexual harassment, he or she is to contact his or her immediate supervisor, or the Nondiscrimination Coordinator and/or reference Board Policy, 2:260 Uniform Grievance Procedure. The current Nondiscrimination Coordinator is:

Mr. Tim Gronski  
648 N. Chicago Street  
Geneseo, IL 61254  
309-945-0450

**POSSESSION OR USE OF ALCOHOL, TOBACCO, CONTROLLED SUBSTANCES, OR WEAPONS ON DISTRICT PREMISES**

Board policy prohibits the unlawful manufacture, distribution, dispensing, sale, possession or use of alcohol, tobacco, and/or controlled substances or weapons on District premises or while performing any function as an employee of the District. Employees are expected to report for and continue throughout the workday, including lunch period, free from alcohol, tobacco, and/or controlled substances.

Any employee who must use medication that may affect the sense of balance or speech should notify his or her immediate supervisor before starting work.

Smoking, **including use of smokeless tobacco**, is not allowed on school premises at anytime, or in any district vehicle.

No employee may possess, use, or exhibit weapons on District-owned property.

**AUTHORIZED USE OF DISTRICT-OWNED MATERIAL**

District-owned property, equipment, and supplies are intended for school use.

If, however, equipment is used other than at a Geneseo Community Unit School District #228 site, **prior approval must be obtained** by completing the proper Request Form, 5:65-AP, and submitting it to the superintendent or designee.

An employee may not appropriate for personal use property, equipment, or supplies owned by or under the control of the Geneseo Community Unit School District #228. The following items are not available for personal use, unless the employee obtains specific and written approval from the superintendent or designee: District vehicles, trailers, technology equipment (such as digital cameras, printers, projectors, etc.), dishwashers, ovens, washing machines, dryers, and school trash dumpsters. (Board Policy 5:65)

Board Policy 6:235 Access to Electronic Networks should be taken seriously. Employees should never give their passwords to students or family members.

Failure to adhere to any part of this bulletin could result in disciplinary action.

If you have any questions in regard to the content of this bulletin, please contact your Building Principal.