All staff members have a responsibility to make themselves familiar with, and to abide by, the laws of the State of Ohio, the relevant collective bargaining agreements, the Board of Education policies, and any administrative regulations designed to implement them.

The Board expects staff members to conduct themselves in a manner that not only reflects credit to the Cleveland Municipal School District, but also presents a model worthy of emulation by students. Unless otherwise permitted by law, staff members are not permitted to bring a deadly weapon or dangerous ordnance into a school safety zone.

All staff members are expected to carry out their assigned responsibilities. Essential to the success of ongoing operations and the instructional program are the following specific responsibilities, which are required of all personnel:

1. faithfulness and promptness in attendance at work;
2. support and enforcement of Board policies administrative regulations;
3. diligence in submitting required reports promptly at the times specified;
4. care and protection of School District property and
5. concern and attention toward their own and 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.

The following actions may lead to disciplinary action, including suspension without pay, discharge, or demotion:

1. neglect of duty;
2. absence from duty without leave;
3. incompetence or inefficiency in performance of duties;
4. falsification of any school record or employment applications;
5. conduct unbecoming an employee in the public service;
6. a. intoxication in the course of his/her employment;
   b. misuse or abuse of drugs or narcotics in the course of his/her employment;
7. disorderly, immoral, or unethical conduct while on duty;

8. smoking in restricted areas;

9. insubordination;

10. offensive conduct or language toward students or employees, or the public in the course of his/her employment;

11. willful violation of any of the provisions of law governing the School District or of the rules or regulations of the School District;

12. conviction of a felony or conviction of a misdemeanor involving moral turpitude;

13. negligent or willful damage to School District property;

14. theft of School District property, the property of another employee or theft occurring during work hours;

15. wasteful or unauthorized use of School District vehicles, equipment, materials or property;

16. negligent, improper or inefficient handling or accounting for public funds or accounts, or violation of any departmental rule or regulation respecting the handling or accounting for public funds or accounts;

17. excessive absenteeism or excessive tardiness;

18. other failure of good behavior which is detrimental to the School District, or any other act of misfeasance, malfeasance, or nonfeasance in office.

This list does not include all types of prohibited conduct, but is intended to reflect the types of conduct that will not be condoned.

The requirements in this policy may be superseded by any conflicting provisions in any collective bargaining agreement entered approved by the Board.

[Adoption date: September 25, 2018]

LEGAL REFS.: 20 USC 8921
ORC 124.34
2923.1212; 2923.122
3319.081; 3319.16; 3319.31; 3319.36
CROSS REFS.:  GBCA, Personnel Conflict of Interest and Improper Compensation
GBCB, Conflict of Interest in Contracting and Purchasing
GBCC, Code of Ethics
GBCD, Whistleblower Protection
JHF, Student Safety