

## **Guidelines for Employee Conduct and Personal Appearance**

1. District employees should at all times, whether on the job and/or when in public, conduct themselves in a manner which does not detract from the employee's effectiveness in working with boys and girls or detract from public opinion of the school organization.

The personal life of an employee is not an appropriate concern of the district. However, employees should be aware that conduct outside of their employment may be sufficiently related to the employee's influence on students and the effectiveness and performance of duties to remove such conduct from the employee's personal life. Any gross deviation from conduct acceptable to the public by an employee may result in a lack of acceptance of that employee by the public and may therefore, result in a lack of acceptance by the district.

Employees should exhibit those qualities of character which the school has responsibility to foster in students, such as: honesty, integrity, clean speech, respect of others, respect for property and moral and spiritual values.

2. All district employees, when on the job, should be neatly dressed and well groomed. Dress should be appropriate to the task being performed. An employee's mode of dress and grooming does have either a positive or negative effect upon student, fellow employees and public. The employee should, therefore, strive for an awareness of effect and attempt to dress and groom themselves to create the most positive effect on others. He or she thereby becomes more effective and valuable as a district employee.
3. The district employee should strive to achieve an esprit de corps, or pride, in the organization, its pupils and fellow employees, and attempt to exhibit this pride in public as well as when on the job.
4. The education and welfare of boys and girls is the business of the organization. Therefore, all persons employed must through inference, work and deed contribute toward that end.