

Employees shall present themselves for duty to the superintendent of schools or his/her designee in accordance with the terms of their contracts. Employees are expected to:

- devote themselves to the education and welfare of all students,
- perform faithfully and fully the duties of the positions to which they are assigned,
- satisfactorily fulfill responsibilities outlined in their respective job descriptions, and
- attend all applicable school meetings called by those empowered to do so.

Personnel who find it necessary to leave their assigned building(s) during the workday shall obtain approval to do so from the building principal or his/her designee.

In addition to applicable statutory provisions and state regulations listed elsewhere, all personnel are charged with the responsibility of keeping informed of rules, regulations, and policies of the Board of Education, the superintendent, and the principal or other designated supervisor, and to adhere to them. All personnel are expected to be tactful and prudent in their official duties.

School personnel shall not be directly involved in any matter which results in making a personal profit from students. Compensation approved by the superintendent is exempt from this provision. Any enterprise not connected with the school and which does not involve the employee's use of his/her position as a school employee is likewise exempt.