

## **STAFF CONDUCT**

All staff members have a responsibility to familiarize themselves with and abide by the laws of the Commonwealth as these affect their work, the policies of the School Committee, and the regulations designed to implement them.

In the area of personal conduct, the School Committee expects that teachers and others will conduct themselves in a manner that not only reflects credit to the school system but also sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

1. Professionalism in attendance at work
2. Support and enforcement of policies of the School Committee and the implementation of regulations and school rules in regard to students
3. Diligence in submitting required reports promptly at the times specified
4. Care and protection of school property
5. Caution not to disclose confidential information for either students or staff
6. Concern for and attention to their own and the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times

LEGAL REFS.: M.G.L. [71:37H](#); [264:11](#); [264:14](#)

CROSS REF: Contract of the Harvard School Committee and the Harvard Teachers' Association  
Hourly Employee Work and Salary Guidelines  
GBH, Staff Participation in Community Activities

Approved: March 9, 2009