

ALTAR VALLEY SCHOOL DISTRICT #51
EMPLOYEE AND VOLUNTEER CODE OF EXPECTED BEHAVIORS
Altar Valley School District #51 Governing Board-Approved Employee and
Volunteer Code of Conduct Expected Behaviors

Each Altar Valley School District employee and volunteer shall:

1. Report to work fit for duty and remain fit while on duty as articulated in one's job description.
2. Prepare for and perform all assigned duties as required.
3. Comply with justifiable directives issued by duly recognized sources of authority.
4. Identify, report, and if practical, control unsafe conditions and/or safety hazards to maintain a safe and secure working and/or learning environments.
5. Demonstrate respect, fairness, and dignity when interacting with students, parents, staff, community members, and other District stakeholders.
6. Comply with federal laws, state statutes, and Governing Board policies that prohibit conduct that is coercive, retaliating, harassing, intimidating, bullying, discriminating, or threatening.
7. Communicate truthfully and honestly with regard to any matter of interest to the District and ensure that all records, disclosures, or other written communications are complete, fair, accurate, timely, and understandable.
8. Acquire, use, maintain and dispose of District assets in an ethical and responsible manner in accordance with state statutes, Governing Board policies, and their implementing regulations.
9. Maintain the confidentiality of information as required under federal laws, state statutes, Governing Board policies, and their implementing regulations.
10. Use established protocols to report any action or behavior that may represent a violation of federal law, state statute, Governing Board policy, or implementing regulation.
11. Refrain from activities outside of the contract day that may, according to a reasonable person standard, interfere with either one's ability to effectively perform duties as assigned, or the legitimate operational interests of the District.
12. Comply with all other federal laws, state statutes, Governing Board policies, and/or their implementing regulations.

My signature below indicates I will abide by the provisions and conditions indicated. I understand that any violations of these terms and conditions may result in disciplinary action. I also understand that if I have any questions regarding the contents, I should bring them to the attention of the Supervisor in charge of me.

Volunteer Name _____ School _____

Volunteer Signature _____ Date _____