**STAFF CONDUCT POLICY**

Since the realization of Hawthorn goals is dependent upon the behavior of professional and support staff, Hawthorn expects all employees to behave professionally and responsibly, and in a manner that is consistent with Board policy and the Hawthorn mission. The following list represents a non-exhaustive list of conduct that all employees must follow:

1. Report to work promptly.
2. Carry out the policies of Hawthorn.
3. Submit any required reports at the time specified. Grades, attendance records, textbook issuance records, and reports to parents/guardians shall be submitted as required.
4. Attend all meetings called by the administration. Exceptions should be discussed with and approved by the administration.
5. Maintain concern for and attention to Hawthorn’s legal responsibility for the safety and welfare of students, including the need to ensure that students are under appropriate supervision.
6. Comply with all professional and support staff duties.
7. Dress professionally and in a manner that will not interfere with the educational environment.
8. Conduct oneself in a professional manner so as not to engage in conduct that is likely to bring discredit to Hawthorn.
9. Maintain courteous and professional relationships with pupils, parents/guardians, other Hawthorn employees, and patrons of Hawthorn.
10. Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, school procedures and the employee's supervisor.
11. Take care of school-owned property, keep it properly secured, report necessary repairs, and inventory as requested.
12. Obey all safety rules, including rules protecting the safety and welfare of students.
13. Do not engage in any criminal or fraudulent activity.
14. Perform one’s duties in an honest and truthful manner by not lying to a superior; withholding information from a superior; fraudulently signing a document; knowingly submitting false information; taking or misappropriating or participating in the taking or misappropriation of property, money or anything of value belonging to Hawthorn or any of its employees; taking or participating in the taking of private property on school grounds or at school functions.
15. Report instances of vandalism immediately.
16. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior. Concerns regarding a student’s compliance with the dress code policy and this section shall be directed to the Head of School.
17. School employees, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
18. School employees shall not make a contribution or expenditure of public funds (including, but not limited to, use of work time or other school resources) to advocate, support, or oppose any ballot measure or candidate for public office.