



**ALTAR VALLEY SCHOOL DISTRICT #51
EMPLOYEE AND VOLUNTEER CODE OF CONDUCT**

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.

Approved for distribution this 12 day of July, 2023.

Signed:

W. John Williams
W. John Williams, President, Altar Valley Governing Board

Signed:

Robert Ethridge
Robert Ethridge, Vice President, Altar Valley Governing Board

Signed:

Martin Hudecek
Martin Hudecek, Member, Altar Valley Governing Board

Signed:

Chris Isabel
Chris Isabel, Member, Altar Valley Governing Board

Signed:

Shanee Page
Shanee Page, Member, Altar Valley Governing Board

Signed:

Dr. David Dumon
Dr. David Dumon, Superintendent, Altar Valley School District #51