

GBEB-R

REGULATION

STAFF CONDUCT (Causes for Disciplinary Action)

Certificated Personnel

The Governing Board may dismiss or suspend without pay for not more than ten (10) working days, or otherwise discipline any teacher found to have engaged in unprofessional conduct or to have violated any of the rules, regulations, policies, or procedures of the District, or to be inadequate in classroom performance, provided, however, that if written preliminary notice of inadequacy of classroom performance is required, no such disciplinary action may occur until the requisite written preliminary notice has been given.

Unprofessional conduct. Unprofessional conduct by a teacher includes, but is not limited to, the following:

- Failure to be properly certificated.
- Failure to take and subscribe to the oath prescribed for public officers.
- Failure to resign or secure a leave of absence when afflicted with pulmonary tuberculosis.
- Knowingly insulting or abusing a teacher on school grounds or while the teacher is engaged in the performance of assigned duties.
- Failure to timely observe the requirement of passing a satisfactory examination upon the provisions and principals of the constitutions of the United States and Arizona.
- Failure to comply with teacher's duties and/or conduct in violation of any rules, regulations, and policies of the Governing Board.
- Failure to comply with the appropriate statutes as passed by the legislature concerning teacher's duties and conduct.
- Failure to hold students to strict account for disorderly conduct.
- Failure to keep a school register, which the Governing Board shall carefully preserve as one of the records of the school.

- Failure to make the decision to promote or retain a student in grade in a common school or to pass or fail a student in a course in high school, subject to the provisions of A.R.S. [15-342](#)(12).
- Fraud in securing appointment.
- Incompetency.
- Inefficiency.
- Improper attitude.
- Lack of cooperation.
- Neglect of duty.
- Tardiness.
- Insubordination.
- Dishonesty.
- Drunkenness on duty.
- Addiction to the use of narcotics or habit-forming drugs.
- Absence without leave.
- Commission and/or final conviction of a felony or a misdemeanor that:
 - Involves moral turpitude; and/or
 - Adversely affects the ability of the teacher to function in the assigned capacity as an educator.
- Discourteous treatment of the public, students, or other employees of the District.
- Improper political activity.
- Willful disobedience.
- Misuse or unauthorized use of School District property.
- Excessive absenteeism.

- Falsification of student test scores or any other student records.
- Failure to report suspected child abuse and/or neglect.
- Aiding and abetting and/or contributing to the delinquency of a minor.
- Any other conduct or failure to act constituting just cause for said discipline or that adversely affects the ability of the teacher to function in the assigned capacity as a teacher.
- The use of District resources, as defined in A.R.S. 15-511 and District Policy GBI, Staff Participation in Political Activities, to influence the outcome of an election.

Support Staff Personnel

The following list includes some, but not all, conduct that will require disciplinary action; and the severity of the discipline depends on the totality of circumstances involving the particular staff member and particular conduct in question.

Failure to comply with job responsibilities or conduct in violation of any rules, regulations, and policies of the Governing Board and/or Arizona statutes, rules, and regulations.

- Failure to be properly certificated and/or licensed.
- Insubordination.
- Repeated tardiness - three tardies in any thirty (30)-day period.
- Leaving work assignment without authorization.
- Unauthorized absence.
- Reporting to work under the influence of alcohol/drugs.
- Use of drugs or alcohol on premises.
- Theft.
- Falsifying records (including time or leave records).
- Fraud in securing appointment.
- Failure to comply with safe working practices.

- Unauthorized use of School District property.
- Incompetency.
- Dishonesty.
- Discourteous treatment of the public, students, or other employees of the District.
- Commission and/or final conviction of a felony or a misdemeanor that involves moral turpitude and/or adversely affects the ability of the employee to function in the assigned position.
- Failure to report suspected child abuse and/or neglect.
- Failure to hold students to strict account for disorderly conduct.
- Failure to exercise supervision over students if assigned to such duty.
- Failure to report violations of the student code of conduct to appropriate school personnel.
- Aiding and abetting and/or contributing to the delinquency of a minor.
- Failure to resign or secure a leave of absence when afflicted with pulmonary tuberculosis.
- Any other conduct or failure to act constituting just cause for said discipline or that adversely affects the ability of the employee to function in the assigned capacity as an employee.

Bringing Children or Other Individuals onto Campuses and to Other District Facilities

Except as hereinafter set forth, employees of the District shall not, during normal working hours, bring onto school campuses or other District facilities any persons who are not:

- Employees working at that location; *or*
- Students enrolled at that location; *or*
- Others having official school business at that location.

Employees of the District may bring their children to their places of work on days specifically designated by the District or by a school principal (e.g., "Bring Your Child to Work Day" or a special event).

Employees of the District may bring their children or others to their places of work with special permission by a principal, assistant principal, principal's designee, or a supervisor of any facility where there is no principal.