

STAFF GUIDE:

EMPLOYEE CODE OF CONDUCT



SAN CARLOS UNIFIED SCHOOL DISTRICT #20

VERSION CONTROL

CURRENT VERSION	2018.07.01
LAST USC AND CFR REVIEW	2015.04.01
LAST ARS AND AAC REVIEW	2015.04.01
LAST GOVERNING BOARD POLICY REVIEW	2017.07.01
LAST DISTRICT REVIEW	

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DISCLAIMERS

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INTRODUCTION

San Carlos Unified School District #20



July 1, 2018

Dear San Carlos Unified School District #20 employee:

Throughout its history, our district has maintained and enforced high standards for ethical behavior, responsible conduct, and professional competency. The San Carlos Unified School District #20 *Employee Code of Conduct* (ECOC) is one tool for assisting all district employees in meeting these standards.

Because the actions and behaviors of district employees have the potential to either support or undermine the stated mission, vision, beliefs, and educational philosophy of the district, the ECOC was developed to provide you with a better understanding of:

- The district's expectations for ethics and conduct outlined in SCUSD GBEA and GBEB;
- Your responsibilities to our community for meeting these expectations;
- The types of incidents that most often demonstrate a failure to meet these expectations;
- The rationale for the district's approach to employee misconduct; and
- Your rights before, during, and after disciplinary actions.

When necessary, disciplinary action will be taken:

- In accordance with federal law, tribal law, state statute, Governing Board policy, and related regulations;
- In a reasonable, fair, and consistent manner; and
- Without regard to race, color, religion, sex, age, national origin, disability, or any other basis in federal law, tribal law, state statute, or Board policy in accordance with SCUSD AC, GBA, GCF, and GDF.

The ECOC is intended to support Governing Board policies and related regulations in matters concerning the ethics and conduct of district employees. The ECOC does not establish new policies or regulations in these areas.

Further, the ECOC is not a substitute for good judgment, nor does it cover every possible ethics or conduct situation that may be encountered by district employees during their careers. When in doubt about any specific action or behavior, please consult with your direct supervisor or Human Resources.

Sincerely,

Dr. Deborah Dennison, Superintendent
San Carlos Unified School District #20

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1.0 EMPLOYEE CODE OF CONDUCT

GOVERNING BOARD EMPLOYEE CODE OF CONDUCT

Board-Approved Expected Behaviors for Employees

Each San Carlos Unified School District #20 employee shall:

1. Report to work prepared for optimal job performance.
2. Carry out all assigned duties both diligently and as directed.
3. Comply with justifiable directives issued by duly recognized sources of authority.
4. Identify and control unsafe conditions and/or safety hazards and maintain safe and secure working and/or learning environments.
5. Demonstrate respect, fairness and dignity when interacting with students, staff, community members or others.
6. Comply with federal laws, state statutes, and district policy that prohibit conduct that could reasonably be construed as 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 full, fair, accurate, timely, and understandable.
8. Acquire, use, maintain and dispose of district assets in an ethical and responsible manner in accordance with district, state and federal requirements.
9. Maintain the confidentiality of information as required under federal laws, state statutes, and district policies.
10. Use established protocols to intervene against and/or report actions or behaviors that may represent one or more violations of federal law, state statute, or district policy.
11. Refrain from activities outside of the contract day that may reasonably interfere with his/her ability to perform duties as assigned, and under contract to perform or the legitimate operational interests of the district.
12. Comply with all established federal laws, state statutes, and district policies as well as established operational routines or procedures.

Signed: _____
Sherrie Harris, President, Governing Board

Signed: _____
David Reede, Vice President, Governing Board

Signed: _____
Fred Ferreira, Member, Governing Board

Signed: _____
Katrina Talkalai, Member, Governing Board

Signed: _____
Joann Thompson, Member, Governing Board

Signed: _____
Dr. Deborah Dennison, Superintendent, San Carlos Unified School District #20

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1.0 EMPLOYEE CODE OF CONDUCT (CONT'D)

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2.0 ECOC VIOLATIONS *POTENTIAL VIOLATIONS OF POLICY ALONE*

The following actions and/or behaviors represent grounds for disciplinary action within the District based on violations of Board policy alone:

ATTENDANCE, PUNCTUALITY, OR CONTRACT DAY POLICY VIOLATION

Definition: This ECOC violation means any conduct that involves a lack of compliance with an established Board policy, approved schedule, routine, or procedure relating to an employee's availability for duty, or time on duty.

Examples: Include, but are not limited to, the following:

- Taking leave in a manner inconsistent with Board policy or regulation such as:
 - Logging absences in excess of available days without prior approval.
 - Abusing sick leave or other leave.
 - Taking leave in a manner that constitutes a pattern (e.g., on Fridays or Mondays) without prior approval.
 - Taking leave immediately before and/or after a scheduled District break without prior approval.
- Being absent without approved leave.
- Failing to follow proper absence notification procedures.
- Arriving late or leaving an assigned duty station early without prior authorization.

Related alignments include, but are not limited to, the following:

Federal level: *Fair Labor Standards Act of 1938* [FLSA; 29 USC §201 et seq.] as amended; *Family Medical Leave Act of 1993* [FMLA; 29 USC §2601 et seq.; 29 CFR §825.100 et seq.]; *Uniformed Services Employment and Re-employment Rights Act of 2005* [USERRA; 38 USC §4301 et seq.]; 42 USC §12631

State level: ARS §1-301 et seq.; §15-341 (A)(1); §15-341 (A)(21); §15-341 (A)(22); §15-504; §15-510; §15-511; §15-539; §15-540; §15-801 et seq.; §15-854 et seq.; §15-861; §15-881; §16-402

Board level: SCUSD A; AD; BBA; EBCD; EG; GBEA; GBEB; GBGD; GBI; GDBD; GCC; GCCA; GCCB; GCCC; GCCD; GCCE; GCCF; GCCG; GCCH; GCD; GCGB; GCG; GCI; GCL; GCMC; GCQE; GCQF; GDBC; GDC; GDCG; GDD; GDK; GDL; GDLB; GDQD; HD; IC; ID; IHB; IHCA; IJOA; IMA

SCUSD EBCD-R; GBEB-R; GBGD-R; GCCG-RA;

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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF POLICY ALONE (CONT'D)

ATTENDANCE, PUNCTUALITY, OR CONTRACT POLICY VIOLATION (CONT'D)

GCCG-RB; GCGB-R; GDCG-R; GDL-R; IJOA-R; IMA-R

SCUSD GBGD-E; GCCA-E; GCCC-EA; GCCC-EB;
GCCC-EC; GCCC-ED; GCCC-EE; GCCD-E

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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF POLICY ALONE (CONT'D)

BREACH OF CHAIN OF COMMAND PROTOCOL

Definition: This ECOC violation means any conduct that bypasses an established line of authority under Board policy without authorization.

Examples: Include, but are not limited to, the following:

- Bringing a problem to a District level Supervisor that could have been directly addressed at the building or site level or encouraging others to do so.
- Failing to follow established Grievance channels.
- Requesting that a higher level Supervisor overrule an operational decision by a lower level Supervisor that was within the scope of his or her authority to make.

Related alignments include, but are not limited to, the following:

Federal level: NONE

State level: ARS §15-110; §15-341 (A)(1); §15-341 (A)(21); §15-341 (A)(22); §15-539; §15-540; §38-431 et seq.; §38-532

Board level: SCUSD A; AD; BBA; BBAA; BEDBA; BHC; BHD; CCB; CCBA; GBEA; GBEB; GBK; GBP; GCQF; GDQD; HD; KD; KDD; KDDA; KE; KEB
SCUSD CCB-R; CCBA-R; GBEB-R; GBK-R; KE-R; KEB-R
SCUSD GBK-EA; GBK-EB; GBK-EC; GBK-ED; GBK-EE; KE-E; KEB-E

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BREACH OF CHAIN OF COMMAND PROTOCOL (CONT'D)

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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF POLICY ALONE (CONT'D)

DISHONESTY (NON-CRIMINAL)

Definition: This ECOC violation means any conduct: 1) That involves a verbal lack of truthfulness or deception; and 2) That is a matter of interest to the District only.

Examples: Include, but are not limited to, the following:

- Engaging in an act of commission (e.g., misrepresenting facts in a non-criminal manner, such as the reporting of an uncompleted task as completed; or failing to make a required report, when such failure does not have potential criminal consequences).
- Engaging in an act of omission (e.g., failing to relate all pertinent details to an Immediate Supervisor, such as giving an incomplete account of an event or incident).

Related alignments include, but are not limited to, the following:

Federal level: *Education Department General Administrative Regulations [EDGAR; 34 CFR §74-86 and 97-99]*

State level: ARS §15-103; §15-107; §15-189; §15-213; §15-239; §15-271; §15-272; §15-304; §15-323; §15-341 (A)(1); §15-341 (A)(14); §15-341 (A)(17); §15-341 (A)(19); §15-341 (A)(20); §15-341 (A)(21); §15-341 (A)(22); §15-342 (5); §15-515; §15-354; §15-539; §15-540; §15-901 et seq.; §15-918 et seq.; §15-921 et seq.; §15-941 et seq.; §15-961 et seq.; §15-971 et seq.; §15-991 et seq.; §15-1021 et seq.; §15-1041 et seq.; §15-1101 et seq.; §15-1121 et seq.; §15-1141 et seq.; §15-1151 et seq.; §15-1171 et seq.; §15-1181 et seq.; §15-1201 et seq.; §15-1221 et seq.; §15-1231; §15-1241; §15-1251; §15-1261; §38-621 et seq.; §41-1279.04 et seq.
AAC R7-2-603 (F)

Board level: SCUSD A; AD; BBA; BCB; CM; DA; DB; DBC; DBF; DBI; DBJ; DDA; DEC; DFB; DFD; DFF; DG; DGA; DGD; DH; DI; DIA; DIB; DIC; DID; DIE; DJ; DJB; DJE; DJG; DK; DKC; DM; DN; GBEA; GBEAA; GBEB; GBEBB; GBGD; GCCA; GCQF; GCF; GDF; GDQD; ICG; IKAA; ILB; JICL; JJE; JJF; JLF; JP; KCD; KHA
SCUSD DBC-R; DGD-R; DID-R; DIE-R; DJE-R; DJG-R; GBEB-R; GBGD-R; GCF-RA; GCF-RB GDF-R; IKAA-R; JICL-R; JLF-R; JLF-RA; JLF-RB; KCD-R
SCUSD BCB-E; DGD-E; DJE-E; DK-E; DKC-E; EF-E; GBEAA-E; GBGD-E; GCCA-E; GCF-EA; GCF-EB; GCF-EC; GCF-ED; GDF-EA; GDF-EB; GDF-EC; GDF-ED; GDF-EE; JICL-E

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DISHONESTY (NON-CRIMINAL) (CONT'D)

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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF POLICY ALONE (CONT'D)

DRESS CODE VIOLATION

Definition: This ECOC violation means any unauthorized deviation from the expectations for employee attire, appearance, or hygiene outlined in the Board *Employee Dress and Grooming Policy* (EDGP) While on Duty.

Examples: Include, but are not limited to, the following:

- Failing to be physically clean, neat, and well-groomed.
- Dressing in a manner inconsistent with one's professional responsibilities.
- Dressing in a manner that does not communicate pride in personal appearance to students.
- Dressing in a manner that causes damage to District property.
- Being groomed in such a way that hair style or dress disrupts the educational process (e.g., wearing items that display abusive, vulgar or offensive language; wearing items that contain offensive symbols; wearing items that advertise Alcohol or tobacco products; wearing or items that promote drug use or other illegal activity; wearing items that cause a health or safety hazard, such as clothing that causes an unsafe working environment; or neglecting to wear safety equipment when required).
- Failing to wear a uniform when required.
- Neglecting to wear a Board-issued ID badge While on Duty.

Related alignments include, but are not limited to, the following:

Federal level: *Occupational Safety & Health Act of 1970* [OSHA; 29 USC §651 et seq.; Public Law 91-596; 29 CFR §1910.1 et seq.]

State level: ARS §15-341 (A)(1); §15-341 (A)(21); §15-341 (A)(22); §15-539; §15-540

Board level: SCUSD A; AD; BBAL; GBEA; GBEB; GCQF; GDQD; JICA
SCUSD GBEB-R; JICA-R

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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF POLICY ALONE (CONT'D)

FALSIFICATION OF OR FAILURE TO ACCURATELY PROVIDE INFORMATION (NON-CRIMINAL)

Definition: This ECOC violation means any conduct: 1) That involves a non-verbal lack of truthfulness or deception; and 2) That is a matter of interest to the District only.

Examples: Include, but are not limited to, the following:

- Misrepresenting one's professional qualifications.
- Falsifying documentation related to the completion of in-service or continuing education credit hours.
- Making a non-disqualifying false statement on an application for employment.
- Writing a recommendation for employment, promotion, admission, or a scholarship known to contain incorrect information.
- Knowingly making a false statement on a written Performance Evaluation.
- Knowingly assigning an improper grade to a student.
- Knowingly filing an inaccurate report and/or legally binding document.
- Failing to account for the receipt, deposit, or disbursement of funds in a manner required by policy and/or procedure.

Related alignments include, but are not limited to, the following:

Federal level: *Education Department General Administrative Regulations* [EDGAR; 34 CFR §74-86 and 97-99]

State level: ARS §15-103; §15-107; §15-189; §15-213; §15-239; §15-271; §15-272; §15-304; §15-341 (A)(1); §15-341 (A)(14); §15-341 (A)(17); §15-341 (A)(18); §15-341 (A)(19); §15-341 (A)(20); §15-341 (A)(21); §15-341 (A)(22); §15-341 (A)(41); §15-342 (5); §15-354; §15-521 (3); §15-539; §15-540; §15-756.10; §15-901 et seq.; §15-918 et seq.; §15-921 et seq.; §15-941 et seq.; §15-961 et seq.; §15-971 et seq.; §15-991 et seq.; §15-1021 et seq.; §15-1041 et seq.; §15-1101 et seq.; §15-1121 et seq.; §15-1141 et seq.; §15-1151 et seq.; §15-1171 et seq.; §15-1181 et seq.; §15-1201 et seq.; §15-1221 et seq.; §15-1231; §15-1241; §15-1251; §15-1261; §38-621 et seq.; §41-1279.04 et seq.
AAC R7-2-603 (F); AAC R7-2-803

Board level: SCUSD A; AD; BBA; BCB; CM; DA; DB; DBC; DBF; DBI; DBJ; DDA; DEC; DFB; DFD; DFF; DG; DGA; DGD; DH; DI; DIA; DIB; DIC; DID; DIE; DK; DKC; DM; DN; EBBB; EHB; GBEA; GBEB; GCCA; GCF; GCQF; GDA; GDF; GDQD; IKA; ILB; JE; JJE; JJF; JR
SCUSD DBC-R; DGD-R; DID-R; DIE-R; EBBB-R; EHB-R; GBEB-R; GCF-RA; GCF-RB; GDF-R; IKA-R; JE-R; JR-R
SCUSD BCB-E; DGD-E; DK-E; DKC-E; GCCA-E; GCF-EA; GCF-EB; GCF-EC; GCF-ED; GDF-EA; GDF-EB; GDF-EC; GDF-ED; GDF-EE; JR-EA; JR-EB; JR-EC; JR-ED; JR-EE; JR-EF; JR-EG

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FALSIFICATION OF OR FAILURE TO ACCURATELY PROVIDE INFORMATION (NON-CRIMINAL) (CONT'D)

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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF POLICY ALONE (CONT'D)

INADEQUATE PREPARATION FOR EMPLOYEE JOB RESPONSIBILITIES

- Definition:** This ECOC violation means any demonstration of substandard and/or inconsistent use of required skills or resources to fulfill one or more established job responsibilities.
- Examples:** Include, but are not limited to, the following:
- Failing to prepare for the optimal execution of job responsibilities as assigned.
 - Remaining unwilling or unable to plan for the optimization of allotted time.
 - Failing to plan for and provide adequate direction during an absence.
 - Remaining unwilling to grow in the use of equipment or resources appropriately for assigned duties.
 - Performing duties outside of one's job classification without approval.

Related alignments include, but are not limited to, the following:

Federal level: NONE

State level: ARS §15-102; §15-103; §15-107; §15-203 (A)(38); §15-241; §15-241.01; §15-249; §15-341 (A)(1); §15-341 (A)(21); §15-341 (A)(22); §15-341 (A)(40); §15-341 (A)(42); §15-353; §15-502; §15-503; §15-536; §15-537; §15-537.01; §15-538; §15-539; §15-540; §15-701 et seq.; §15-741 et seq.; §15-751 et seq.; §15-761 et seq.; §15-779 et seq.; §15-781 et seq.; §15-795 et seq.; §15-808; §15-881; §15-918 et seq.; §28-3228; §38-201

AAC R7-2-602 (A) et seq.; R7-2-603 (A) et seq.

Board level: SCUSD A; AD; BBA; CBA; CBCA; CBI; EEAEA; EB; EGD; GA; GBEA; GBEB; GBJ; GCA; GCBDA; GCF; GCH; GCI; GCJ; GCK; GCMF; GCO; GCP; GCQF; GDA; GDF; GDH; GDJ; GDO; GDQA; GDQD; ICG; IHA; IHAMC; IHBB; IHBE; IIBA; ILB; ILE; IMA; JLDB; LF

SCUSD EB-R; GBEB-R; GCF-RA; GCF-RB GCO-RA; GCO-RB; GDF-R; IHAA-R; IHB-R; IHBA; IHBA-RA; IHBA-RB; IMA-R

SCUSD CBI-E; GCF-EA; GCF-EB; GCF-EB; GCF-EC; GCO-EA; GCO-EB; GDF-EA; GDF-EB; GDF-EC; GDF-ED; GDF-EE; GDO-EA; GDO-EB; IHB-E; IHBA-E; IHBE-EA; IHBE-EB; JLDB-EA; JLDB-EB; JLDB-EC; JLDB-ED; LF-E

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POTENTIAL VIOLATIONS OF POLICY ALONE (CONT'D)

INADEQUATE PREPARATION FOR EMPLOYEE JOB RESPONSIBILITIES (CONT'D)

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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF POLICY ALONE (CONT'D)

INADEQUATE SUPERVISION OF STAFF

Definition: This ECOC violation means any conduct involving the neglect or failure to provide reasonable monitoring, guidance, oversight, or direction to subordinates, substitutes, student teachers, or volunteers at a time or location required by the employee's job description(s).

Examples: Include, but are not limited to, the following:

- Delegating staff supervision responsibilities to an individual not authorized to fulfill them.
- Failing to properly orient new employees to their work environments.
- Failing to ensure that subordinates are provided sufficient opportunities or equipment to demonstrate the skills needed to perform their job duties as required.
- Neglecting Performance Evaluation responsibilities.
- Neglecting to communicate with subordinates in a timely manner.

Related alignments include, but are not limited to, the following:

Federal level: NONE

State level: ARS §15-341 (A)(1); §15-341 (A)(21); §15-341 (A)(22); §15-353; §15-539; §15-540
AAC R7-2-603 (C)

Board level: SCUSD A; AD; BBA; CCB; CCBA; GBEA; GBEB; GCO; GCQF; GDN; GDO; GDQD; IIBA; IJOC
SCUSD CCB-R; CCBA-R; GBEB-R; GCO-RA; GCO-RB
SCUSD GCO-EA; GCO-EB; GDO-EA; GDO-EB

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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF POLICY ALONE (CONT'D)

INADEQUATE SUPERVISION OF STUDENTS

Definition: This ECOC violation means any conduct involving the neglect or failure to provide assigned monitoring, oversight, direction, and/or guidance to students at a time, or in a location, required by the employee's job description(s).

Examples: Include, but are not limited to, the following:

- Knowingly leaving students unsupervised during a School-related event or activity (e.g., an athletic function, an athletic practice, an approved activity, a field trip, during recess, or while performing an assigned duty).
- Knowingly placing students in a hallway during instructional time without proper oversight.
- Knowingly engaging in actions or behaviors on assigned duty that distract from supervision responsibilities.
- Knowingly neglecting to address a *Student Code of Conduct* (SCOC) violation when required to do so by the District.

Related alignments include, but are not limited to, the following:

Federal level: NONE

State level: ARS §15-151; §15-235; §15-341 (A)(1); §15-341 (A)(12); §15-341 (A)(16); §15-341 (A)(21); §15-341 (A)(22); §15-341 (A)(24); §15-341 (A)(27); §15-341 (A)(35); §15-341 (A)(36); §15-341 (A)(37); §15-342 (12); §15-344; §15-344.01; §15-521 (2); §15-521 (3); §15-539; §15-540; §15-705; §15-761 et seq.; §15-779 et seq.; §15-781 et seq.; §15-802; §15-807; §15-881; §28-900

AAC R7-2-602 (D); R7-2-602 (J); R7-2-603 (D)

Board level: SCUSD A; AD; BBA; EB; EEAE; EEAEC; GBEA; GBEB; GBEBB; GBGB; GCMF; GCQF; GDQD; IHBA; IHBB; IIB; IIBA; IJOA; IMH; JE; JFBA; JIBA; JIC; JICA; JICB; JICC; JICE; JICF; JICFA; JICG; JICH; JICK; JICL; JII; JJA; JJAB; JJB; JJC; JJE; JJIB; JLIE; JK; JKB; JLCD; JLDB; JLI; JLIB; JN; JO

SCUSD EB-R; EEAE-R; GBEB-R; GBGB-R; IHB-R; IHBA-RA; IHBA-RB; IIB-R; IJOA-R; IMH-R; JE-R; JICA-R; JICE-R; JICF-R; JICFA-R; JICH-R; JICK-R; JICL-R; JII-R; JJIB-R; JLIE-R; JK-R; JKB-R; JLCD-R; JLIB-R

SCUSD EEAE-EA; EEAE-EB; EEAE-EC; IHB-E; IHBA-E; JFBA-E; JICFA-EA; JICFA-EB; JICH-E; JICK-EA; JICK-EB; JICL-E; JII-EA; JII-EB; JJIB-EA; JK-EA; JK-EB; JK-EC; JLCD-EA; JLDB-EA; JLDB-EB; JLDB-EC; JLDB-ED; JLIE-E

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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF POLICY ALONE (CONT'D)

INAPPROPRIATE, ABUSIVE, OR OFFENSIVE CONDUCT (NON-CRIMINAL)

Definition: This ECOC violation means any conduct: 1) That is inappropriate or unacceptable in the environment in which it occurs; and 2) That is a matter of interest to the District only.

Examples: Include, but are not limited to, the following:

- Engaging in conduct directed toward supervisors, employees or students that is improper for the circumstances in which it occurs.
- Engaging in discourteous, derisive, or disruptive action(s) or behavior(s).
- Failing to follow an established operational procedure.
- Engaging in an act of retaliation not prohibited by law.

Related alignments include, but are not limited to, the following:

Federal level: *Occupational Safety & Health Act of 1970* [OSHA; 29 USC §651 et seq.; Public Law 91-596; 29 CFR §1910.1 et seq.]; *Education Department General Administrative Regulations* [EDGAR; 34 CFR §74-86 and 97-99]

State level: ARS §15-102; §15-103; §15-104; §15-107; §15-110; §15-112; §15-113; §15-115; §15-141; §15-142; §15-151; §15-152; §15-153; §15-153.01; §15-154; §15-156; §15-184; §15-189; §15-213; §15-231.03; §15-235; §15-239; §15-271; §15-272; §15-304; §15-341 (A)(1); §15-341 (A)(2); §15-341 (A)(3); §15-341 (A)(4); §15-341 (A)(5); §15-341 (A)(6); §15-341 (A)(12); §15-341 (A)(14); §15-341 (A)(15); §15-341 (A)(17); §15-341 (A)(18); §15-341 (A)(19); §15-341 (A)(20); §15-341 (A)(21); §15-341 (A)(22); §15-341 (A)(24); §15-341 (A)(26); §15-341 (A)(27); §15-341 (A)(28); §15-341 (A)(29); §15-341 (A)(30); §15-341 (A)(32); §15-341 (A)(33); §15-341 (A)(34); §15-341 (A)(35); §15-341 (A)(36); §15-341 (A)(37); §15-341 (A)(41); §15-341 (A)(42); §15-341 (G); §15-341.01; §15-342 (1); §15-342 (2); §15-342 (3); §15-342 (4); §15-342 (5); §15-342 (11); §15-342 (12); §15-342 (18); §15-342 (19); §15-342 (20); §15-342 (21); §15-342 (22); §15-342 (24); §15-342 (27); §15-342 (28); §15-342.01; §15-344; §15-344.01; §15-346; §15-347; §15-349; §15-354; §15-361; §15-362; §15-363; §15-505; §15-506; §15-507; §15-511; §15-521 (1); §15-521 (2); §15-521 (3); §15-521 (4); §15-521 (5); §15-539; §15-540; §15-701 et seq.; §15-721 et seq.; §15-731; §15-732; §15-741 et seq.; §15-751 et seq.; §15-761 et seq.; §15-779 et seq.; §15-781 et seq.; §15-795 et seq.; §15-796 et seq.; §15-802.01; §15-803; §15-806; §15-807; §15-808; §15-816.01; §15-821 et seq.; §15-840 et seq.; §15-871 et seq.; §15-881; §15-891 et seq.; §15-901 et seq.; §15-918 et seq.; §15-921 et seq.; §15-941 et seq.; §15-961 et seq.; §15-971 et seq.; §15-991 et seq.; §15-1021 et seq.; §15-1041 et seq.; §15-1101 et seq.; §15-1121 et seq.; §15-1141 et seq.; §15-1151 et seq.; §15-1171 et seq.; §15-1181 et seq.; §15-1201 et seq.; §15-1221 et seq.; §15-1231; §15-1241; §15-1251; §15-1261; §15-2131; §15-2132; §15-2301, §23-401 et seq.; §23-476; §23-721; §23-901 et seq.; §28-901; §32-2307; §36-621 et seq.; §38-431.01; §38-621 et seq.; §41-1279.04 et seq.

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AAC R7-2-602 (B); R7-2-602 (C); R7-2-602 (D); R7-2-602 (E); R7-2-602 (F); R7-2-602 (G); R7-2-602 (H); R7-2-602 (I); R7-2-602 (J); R7-2-603 (B); R7-2-603 (C); R7-2-603 (D); R7-2-603 (E); R7-2-603 (F); AAC R7-2-803

Board level:

SCUSD A; ABA; ABAA; AD; BBA; BCB; BEDA; BEDB; BEDBA; BEDH; BEDI; CCB; CCBA; CF; CM; DA; DB; DBC; DBF; DBI; DBJ; DDA; DEC; DFA; DFB; DFD; DFF; DG; DGA; DGD; DH; DI; DIA; DIB; DIC; DID; DIE; DJG; DJGA; DK; DKC; DM; DN; EB; EBAA; EBAA-R; EBB; EBC; EBCD; ECA; ECB; ED; EDB; EDBA; EDC; EE; EEAA; EEAE; EEAF; EEAG; EEB; EFDA; EFE; EGAE; EHB; FA; FCB; FEA; FF; GA; GBEA; GBEB; GBEBB; GBGB; GBGC; GBGCA; GBGCB; GBGD; GBI; GBJ; GBP; GCBDA; GCF; GCK; GCMF; GCP; GCQF; GDF; GDJ; GDOB; GDP; GDQA; GDQD; HD; IB; IE; IGA; IGD; IGE; IHA; IHAA; IHAL; IHAMA; IHAMB; IHAMC; IHB; IHBA; IHBB; IHBCA; IHBD; IHBE; IHBFD; IHBHD; IHBH; IIB; IIE; IJ; IJJ; IJL; IJM; IJND; IJOA; IJOB; IJOC; IKA; IKA; IKAB; IKACA; IKB; IKC; IKD; IKE; IKEB; IKF; IKFA; IKFB; IKFBA; ILB; IMA; IMB; IMD; IMG; IMH; JE; JEB; JF; JFAA; JFAB; JFABB; JFABC; JFABD; JFB; JFBA; JFC; JH; JHB; JHCB; JHD; JI; JIA; JIC; JICC; JICEC; JICK; JICL; JII; JJA; JJAB; JJB; JJC; JJE; JJF; JJG; JJIB; JJJ; JK; JKB; JKD; JKDA; JKE; JL; JLC; JLCA; JLCB; JLCC; JLCCA; JLCD; JLD; JLDA; JLDB; JLH; JLI; JLIA; JLIB; JLIF; JN; JO; JQ; JR; JRCA; JRD; JRE; JRR; KB; KCD; KD; KDC; KDCA; KDD; KDDA; KEC; KED; KF; KH; KHA; KHB; KHC; KI; KJA; KJGA; KJGAA; LB; LC

SCUSD CCB-R; CCBA-R; DBC-R; DGD-R; DID-R; DIE-R; DJG-R; DJGA-R; EB-R; EBCD-R; ECA-R; EDB-R; EEAE-R; EEAG-R; EHB-R; GBEB-R; GBGB-R; GBGC-R; GBGCA-R; GBGD-R; GCF-RA; GCF-RB; GDF-R; IGE-R; IHAA-R; IHAMB-R; IHB-R; IHBA-RA; IHBA-RB; IHBCA-R; IHBD-R; IHBHD-R; IHBH-R; IIB-R; IJ-R; IJJ-R; IJL-R; IJND-R; IJOA-R; IKA-R; IKA-R; IKE-RA; IKE-RB; IKF-R; IKFB-R; IMA-R; IMG-R; IMH-R; JE-R; JEB-R; JFABB-R; JFABD-R; JFB-R; JH-R; JHD-R; JICK-R; JICL-R; JII-R; JJIB-R; JK-R; JKB-R; JJG-R; JL-RA; JL-RB; JLCB-R; JLCD-R; JLDA-R; JLIB-R; JLIF-R; JQ-R; JR-R; JRCA-R; JRD-R; KB-RA; KB-RB; KCD-R; KED-R; KF-R; KF-RB; KF-RC; KI-R

SCUSD BCB-E; BEDA-EA; BEDA-EB; BEDA-EC; BEDA-ED; BEDA-EE; BEDA-EF; BEDA-EG; BEDB-E; BEDH-E; DGD-E; DK-E; DKC-E; ECA-E; EEAE-EA; EEAE-EB; EEAE-EC; GBGC-E; GBGCB-E; GBGD-E; GBJ-E; GCBDA-EA; GCBDA-EB; GCBDA-EC; GCF-EA; GCF-EB; GCF-EC; GCF-ED; GDF-EA; GDF-EB; GDF-EC; GDF-ED; GDF-EE; IHA-E; IHB-E; IHBA-E; IHBD-EA; IHBD-EB; IHBE-EA; IHBE-EB; IHBH-EA; IHBH-EB; JFAB-EA; JFAB-EB; JFABD-EA; JFABD-EB; JFB-E; JFBA-E; JHD-EA; JHD-EB; JHD-EC; JICEC-E; JICK-EA; JICK-EB; JICL-E; JII-EA; JII-EB; JJIB-EA; JK-EA; JK-EB; JK-EC; JKD-EA; JKD-EB; JKE-E; JLCB-E; JLCD-EA; JLDB-EA; JLDB-EB; JLDB-EC; JLDB-ED; JLIF-E; JQ-EA; JQ-EB; JR-EA; JR-EB; JR-EC; JR-ED; JR-EE; JR-EF; KB-EA; KB-EB; KEC-E; KED-E; KF-EA; KF-EB; KF-EC; KHC-E; LC-EA; LC-EB

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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF POLICY ALONE (CONT'D)

INAPPROPRIATE USE OF TECHNOLOGY

Definition: This ECOC violation means any conduct: 1) That violates the Board *Digital Communications and Electronic Devices Policies* (DCEDPs) or the *Electronic Information Services Agreement* (EISA); and 2) That is a matter of interest to the District only.

Examples: Include, but are not limited to, the following:

- Using District technology resources excessively for personal reasons; providing authentication data to unauthorized parties (e.g., giving a student the password to a computer or program).
- Accessing online websites deemed unacceptable by the District during the work day (e.g., using Social Media for personal reasons While on Duty).
- Accessing or displaying materials, content, or information deemed unacceptable by the District using the Network.
- Failing to monitor student use of technology or failing to limit student access to the Internet and/or World Wide Web as required.
- Compromising Network security either intentionally or through neglect.
- Knowingly failing to monitor the safety and security of minor students using electronic mail, chat rooms or other forms of direct electronic communications.
- Connecting personal equipment to hardware or the Network in a manner that violates a *Bring Your Own Device* (BYOD) provision(s) of any related Board policy.
- Loading unapproved software on computers owned by the District.
- Transferring or permitting the transfer of District software to personal computers.

Related alignments include, but are not limited to, the following:

Federal level: *Communications Act of 1934; Family Educational Rights and Privacy Act of 1974* [FERPA; 20 USC §1232g]; 20 USC §9134; *Children's Online Privacy Protection Act of 1998* [COPPA; 15 USC §6501 et seq.]; *Children's Internet Protection Act of 2000/Neighborhood Children's Internet Protection Act of 2002/Protecting Children in the 21st Century Act of 2008* [CIPA; 47 USC §254; Public Law 106-554; FCC Order 03-188]

State level: ARS §15-341 (A)(1); §15-341 (A)(21); §15-341 (A)(22); §15-539; §15-540; §15-721 et seq.; §15-731; §15-732; §15-808; §34-501; §34-502
AAC R7-2-602 (C); R7-2-602 (D); R7-2-602 (E); R7-2-602 (I); R7-2-602 (J); R7-2-603 (C); R7-2-603 (G)

Board level: SCUSD A; AD; BBA; EDC; EGAEA; EGD; EHB; GBEA; GBEB; GCQF; GDQD; IHBHD; IJ; IJJ; IJL; IJND; IJNDB
SCUSD GBEB-R; IHBHD-R; IJ-R; IJJ-R; IJND-R; IJNDB-R
SCUSD IJNDB-E

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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF POLICY ALONE (CONT'D)

INSUBORDINATION

Definition: This ECOC violation means any refusal to comply with a legitimate directive issued by a duly empowered source of authority which the employee had both the knowledge of, and the capacity to, carry out.

Examples: Include, but are not limited to, the following:

- Refusing to complete a reasonably assigned task.
- Acting in defiance of an established authority.
- Failing to recognize or refusing to submit to an established authority to which the employee is subordinate.
- Disobeying the legal directive of an established authority.
- Defying an established authority.
- Being involved in a revolt against established authority.

Related alignments include, but are not limited to, the following:

Federal level: NONE

State level: ARS §15-112; §15-341 (A)(1); §15-341 (A)(21); §15-341 (A)(22); §15-521 (5); §15-539; §15-540

Board level: SCUSD A; AD; BBA; GBEA; GBEB; GCQF; GDQD; IGD
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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF POLICY ALONE (CONT'D)

LACK OF TEAMWORK

Definition: This ECOC violation means any conduct involving a refusal to work cooperatively with others or to implement agreed-upon strategies with a designated or assigned team.

Examples: Include, but are not limited to, the following:

- Refusing to share resources as appropriate with team members.
- Remaining unavailable for planning activities with other team members.
- Refusing to cooperate with other team members.
- Failing to communicate with others in advance of an expected absence when required.
- Refusing to offer or render assistance to other employees, substitutes, or parents/guardians as needed, when requested, and/or without reason.
- Impeding the progress of a work team without any rational basis.
- Neglecting to communicate with parents, stakeholders, or community partners as expected.

Related alignments include, but are not limited to, the following:

Federal level: NONE

State level: ARS §15-102 (1); §15-113; §15-191; §15-192; §15-244; §15-341 (A)(1); §15-341 (A)(21); §15-341 (A)(22); §15-351; §15-539; §15-540; §15-730
AAC R7-2-602 (D); R7-2-602 (H); R7-2-602 (K); R7-2-603 (E)

Board level: SCUSD A; ABA; ABAA; AD; BBA; CE; CFD; DEC; FI; GBB; GBEA; GBEB; GCQF; GDQD; HD; IGA; IHBD; IHBj; IJND; IKAB; IKACA; IKEB; KB; KJA; KJG; KJGA; KJGAA; LH
SCUSD CFD-R; GBEB-R; IHBD-R; IHBj-R; IJND-R; KB-RA; KB-RB
SCUSD CFD-E; IHBD-EA; IHBD-EB; IHBj-EA; IHBj-EB

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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF POLICY ALONE (CONT'D)

OFF-DUTY MISCONDUCT

Definition: This ECOC violation means any conduct: 1) That occurs outside of the Workplace, contract day, or work day that impacts the ability of an employee to perform his or her job duties, undermines the legitimate interests of the District, or creates a disruption of District operations; and 2) That is a matter of interest to the District only.

Examples: Include, but are not limited to, the following:

- Accepting part-time employment or engaging in any outside activity that creates either an actual or a potential conflict of interest or a disruption for the employee.
- Selling or publishing works containing the intellectual property of the District without prior written approval.
- Speaking on behalf of the District without authorization.
- Misrepresenting the District in person, in print, or on websites.
- Posting information on Social Media that disrupts, interferes with the goals of, or unduly harms the District.

Related alignments include, but are not limited to, the following:

Federal level: NONE

State level: ARS §15-341 (A)(1); §15-341 (A)(2); §15-341 (A)(21); §15-341 (A)(22); §15-511; §15-539; §15-540
AAC R7-2-602 (J); R7-2-603 (G)

Board level: SCUSD A; AD; BBA; EGD; GBEA; GBEB; GBI; GCBDA; GCQF; GCR; GCRD; GCS; GDQD; GDR; IHBf; IJOA; KN; KHA; KHB; KHC
SCUSD GBEB-R; GCR-R; GDR-R; IJOA-R
SCUSD GCBDA-EA; GCBDA-EB; GCBDA-EC; KHC-E

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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF POLICY ALONE (CONT'D)

TOBACCO POLICY VIOLATION

- Definition:** This ECOC violation means any conduct that violates one or more of the Board *Tobacco-Free Schools Policies* (TFSPs).
- Examples:** Include, but are not limited to, the following:
- Using tobacco products (including, but not limited to, cigarettes, cigarette papers, and cigars) [ARS §36-798(9)], smoking tobacco (including, but not limited to, any tobacco or tobacco product, other than cigarettes and cigars, that is intended to be smoked)) [ARS §36-798(8)], smokeless tobacco (including, but not limited to, shredded tobacco, snuff, cavendish and plug, twist, and other tobacco products that are intended for oral use, but not for smoking) [ARS §36-798(7)], tobacco substitutes, simulated tobacco products, electronic cigarettes (“e-cigarettes”), vapor cigarettes, or other lighted smoking devices on School grounds, inside School buildings, in School parking lots or playing fields, in buses or vehicles, or at off-campus School sponsored events [ARS §36-798.03 (A)].
 - Using any of these products within any other enclosed facility owned by, leased by, or contracted for by the Board.
 - Using any of these products in areas directly or indirectly under the control of the Board (e.g., immediately adjacent to locations of ingress or egress to such facilities).
 - Using any of these products in any other Board- operated vehicle.
 - Using any of these products at any on-campus School-related event.

Related alignments include, but are not limited to, the following:

- Federal level:** *Pro-Children Acts of 1994* [20 USC §6081 et seq.; Public Law 103-227] and *2001* [20 USC §7181; Public Law 107-110]; 20 USC §7161; 20 USC §7184; *Food, Drug, and Cosmetic Act of 1938*, as amended [21 USC §321 et seq.]
- State level:** ARS §15-341 (A)(1); §15-341 (A)(21); §15-341 (A)(22); §15-341 (A)(25); §15-342 (27); §15-346; §15-347; §15-539; §15-540; §15-712; §36-601.01; §36-798(7); §36-798(8); §36-798(9); 36-798.03
AAC R7-2-603 (C)
- Board level:** SCUSD A; AD; BBA; GBEA; GBEB; GBED; GCQF; GDQD; IHAMA; JICGL
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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF POLICY ALONE (CONT'D)

OTHER POLICY VIOLATION

Definition: This ECOC violation means any conduct not specified elsewhere in this section of the ECOC: 1) That involves neglect or failure to follow an established Board policy, District procedure, or School rule; and 2) That is a matter of interest to the District only.

Examples: Include, but are not limited to, the following:

- Engaging in an action or behavior that violates a Board policy or an established administrative procedure.
- Engaging in an action or behavior that violates a regulatory directive of the Superintendent or his/her designee of which the employee has been made duly aware.

Related alignments include, but are not limited to, the following:

Federal level: Includes any federal level statutes or implementing regulations (non-criminal/non-civil) not otherwise specified

State level: Includes ARS §15-341 (A)(1), §15-341 (A)(21), §15-341 (A)(22), §15-539, §15-540, and any state statutes (non-criminal/non-civil) not otherwise specified

Includes AAC R7-2-602 and R7-2-603 and any state level implementing regulations (non-criminal/non-civil) not otherwise specified

Board level: Includes SCUSD A, AD, BBA, GBEA, GBEB, GCQF, GDQD, and any Board level policies (non-criminal/non-civil) not otherwise specified

Includes SCUSD GBEB-R and any related District regulations (non-criminal/non-civil) not otherwise specified

Includes any related District exhibits (non-criminal/non-civil) not otherwise specified

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2.0 ECOC VIOLATIONS (CONT'D) *POTENTIAL VIOLATIONS OF POLICY ALONE (CONT'D)*

OTHER POLICY VIOLATION (CONT'D)

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2.0 ECOC VIOLATIONS (CONT'D) POTENTIAL VIOLATIONS OF CIVIL STATUTE

The following actions and/or behaviors represent grounds for disciplinary action within the District based on violations of Board policy that may also involve violations of federal, tribal, and/or state civil law:

BREACH OF CONFIDENTIALITY

Definition: This ECOC violation means any act, or failure to act: 1) That involves the inappropriate access, use, disclosure, misuse, lack of protection, or improper disposition of private, confidential, restricted, secure, or proprietary information, data, or records; and 2) That may be a matter of interest to an outside agency.

Examples: Include, but are not limited to, the following:

- Compromising financial, payroll, personnel, student, or health records.
- Disclosing identifiable educational data or other information under FERPA, IDEA or HIPAA in an improper manner.
- Accessing or using information contained within an IEP, Section 504 Plan, ADA Plan or other confidential record without a “need to know”.
- Disclosing potentially sensitive District operational information without proper authorization.
- Assisting an unauthorized user to access secure information.
- Leaving confidential information unattended in a non-secure area.
- Removing sensitive data from the District either physically or electronically regardless of purpose or stated intent.
- Disposing of protected information in a manner contrary to established routine or Board policy.
- Disclosing PI about staff or PII about a student on Social Media.

Related alignments include, but are not limited to, the following:

Federal level: 5 USC §552a; *Fair Credit Reporting Act* [15 USC §1681 et seq.; 20 USC §1232f; *Family Education Rights Privacy Act of 1974* [FERPA; 20 USC §1232g; 34 CFR §99 et seq.]; *Protection of Pupil Rights Act of 1998* [PPRA; 20 USC §1232h]; *Individuals with Disabilities Education Act of 1997 and 2004* [IDEA; 20 USC §1400 et seq.; 34 CFR §300.1 et seq.; Public Law 94-142]; 20 USC §6311 et seq.; 20 USC §7908; Section 504 of the *Rehabilitation Act of 1973* [29 USC §701 et seq.; Public Law 93-112]; *Health Insurance Portability and Accountability Act of 1996* [HIPAA; 29 USC §1181 et seq.; 45 CFR §160 and §164]; 42 USC §13942; *Children’s Internet Protection Act of 2000* [CIPA; 47 USC §254; FCC Order 03-188]; 47 CFR §54.503; 47 CFR §54.520

State level: ARS §12-2451 et seq.; §15-102; §15-104; §15-109; §15-113; §15-114; §15-115; §15-141; §15-142; §15-184; §15-235; §15-239; §15-242; §15-249.01; §15-341 (A)(1); §15-341 (A)(21); §15-341 (A)(22); §15-341 (A)(26); §15-341 (A)(27); §15-341 (A)(30); §15-341 (A)(35); §15-341 (A)(36); §15-341 (A)(41); §15-342 (1); §15-342 (2); §15-342 (3); §15-342 (4); §15-344; §15-346; §15-350; §15-344.01; §15-345; §15-384; §15-388; §15-503; §15-505; §15-537; §15-539; §15-540; §15-551; §15-712.01; §15-741 et seq.; §15-751 et seq.; §15-761 et seq.; §15-779 et

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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF CIVIL STATUTE (CONT'D)

BREACH OF CONFIDENTIALITY (CONT'D)

seq.; §15-796 et seq.; §15-807; §15-821 et seq.; §15-840 et seq.; §15-871 et seq.; §15-881; §15-891 et seq.; §15-1041 et seq.; §15-1151 et seq.; §15-1881; §23-493 et seq.; §23-1361; §36-555; §36-621 et seq.; §38-531 et seq.; §39-128; §41-1482; §42-2001 et seq.

AAC R7-2-602 (J); AAC R7-2-803

Board level:

SCUSD A; AB; AC; AD; BBA; BEDB; BEDBA; BEDI; DKB; ECA; EEAEAA; EF; EFC; EGAEA; EGD; EHB; GBEA; GBEB; GBEC; GBECA; GBGC; GBGCA; GBGCB; GBGD; GBJ; GCF; GCO; GCQF; GDF; GDOB; GDQD; HD; IHA; IHAA; IHAMA; IHB; IHBA; IHBB; IHBCA; IHBD; IHBFI; IJND; IJNDB; IJNDB; IJOC; IKD; JF; JFAA; JFAB; JFABD; JFB; JFBA; JFC; JHD; JI; JICK; JK; JKD; JKDA; JKE; JKE; JKE-E; JL; JLC; JLCA; JLCB; JLCC; JLCCA; JLCD; JLD; JLDA; JLH; JLIF; JR; JRCA; JRD; JRE; JRR; KB; KD; KDB; KDCA; KDD; KDDA; LB; LC; LD

SCUSD AC-R; ECA-R; EEAEAA-R; EF-R; EFC-R; EHB-R; GBEB-R; GBGC-R; GBGCA-R; GBGD-R; GCF-RA; GCF-RB; GCO-RA; GCO-RB; GDF-R; IHAA-R; IHB-R; IHBA-RA; IHBA-RB; IHBCA-R; IHBD-R; IJND-R; IJNDB-R; JFABD-R; JFB-R; JHD-R; JICK-R; JK-R; JL-RA; JL-RB; JLCD-R; JLDA-R; JLIF-R; JR-R; JRD-R; KB-RA; KB-RB; KDB-R

SCUSD AC-E; BEDB-E; ECA-E; EEAEAA-E; GBGC-E; GBGCB-E; GBGD-E; GBJ-E; GCF-EA; GCF-EB; GCF-EC; GCF-ED; GCO-EA; GCO-EB; GDF-EA; GDF-EB; GDF-EC; GDF-ED; GDF-EE; IHB-E; IHBA-E; IHBD-EA; IHBD-EB; IJNDB-E; JFAB-EA; JFAB-EB; JFABD-EA; JFABD-EB; JFB-E; JFBA-E; JHD-EA; JHD-EB; JHD-EC; JICK-EA; JICK-EB; JK-EA; JK-EB; JK-EC; JKD-EA; JKD-EB; JKE-E; JLCD-EA; JLIF-E; JR-EA; JR-EB; JR-EC; JR-ED; JR-EE; JR-EF; JRCA-R; KB-EA; KB-EB; LC-EA; LC-EB

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2.0 ECOC VIOLATIONS (CONT'D) POTENTIAL VIOLATIONS OF CIVIL STATUTE (CONT'D)

DISCRIMINATION

Definition: This ECOC violation means any act, or failure to act: 1) That unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category, such as race, color, religion, sex, age, national origin, disability, or any other basis in federal law, tribal law, state statute, or Board policy; and 2) That may be a matter of interest to an outside agency.

Examples: Include, but are not limited to, the following:

- Making inappropriate comments referencing any of the above.
- Seeking Dismissal of an employee based on his or her age.
- Excluding student subgroups from opportunities available to other students.
- Harassing a co-worker on the basis of his or her faith.
- Denying a promotion opportunity to a subordinate on the basis of his or her disability.
- Disparaging a student or staff member based on his or her real or perceived sexual orientation or gender identity.

Related alignments include, but are not limited to, the following:

Federal level: Amendment XIV, U.S. Constitution; *Immigration Reform and Control Act of 1986* [IRCA; 8 USC §1324(a) et seq.; Public Law 99-603]; *Individuals with Disabilities Education Act of 1997 and 2004* [IDEA; 20 USC §1400 et seq.; 34 CFR §300.1 et seq.; Public Law 94-142]; Title IX of the *Education Amendments of 1972* [20 USC §1681 et seq.; 34 CFR §106.1 et seq.]; 20 USC §1684; 20 USC §1703 et seq.; *General Education Provisions Act* [GEPA; 20 USC §1221 et seq.]; *Equal Access Act of 1984* [20 USC §4071 et seq.; 28 CFR §36.101 et seq.]; *Elementary and Secondary Education Act of 1965*, as amended [20 USC §6301 et seq.; Public Law 17-110]; *Boy Scouts of America Equal Access Act of 2002* [20 USC §7905; 34 CFR §108.1 et seq.]; 29 USC §158(a)(3) and (4); *Equal Pay Act of 1963* [29 USC §206(d)]; 29 USC §660; Sections 501 through 505 of the *Rehabilitation Act of 1973* [29 USC §701 et seq.; Public Law 93- 112]; 29 USC §794; *Age Discrimination in Employment Act of 1967* [ADEA; 29 USC §621; 29 CFR §1625.1 et seq.]; *Uniformed Services Employment and Re-employment Rights Act of 2005* [USERRA; 38 USC §4301 et seq.]; *Civil Rights Act of 1991* [42 USC §1981 et seq.; Public Law 102-166]; Title VI of the *Civil Rights Act of 1964* [42 USC §2000d; Public Law 88-352]; Title VII of the *Civil Rights Act of 1964* [42 USC §2000e et seq.; 29 CFR §1604.1 et seq.]; *Pregnancy Discrimination Act of 1978* [Public Law 95-555]; *Genetic Information Non-Discrimination Act of 2008* [GINA; 42 USC §2000ff et seq.; 29 CFR §1635 et seq.]; *McKinney-Vento Homeless Assistance Act of 1987* [42 USC §11301 et seq.; Public Law 100-77]; *Americans with Disabilities Act of 1990 and Americans with Disabilities Act Amendments of 2008* [ADA and ADAAA; 42 USC §12101 et seq.; 42 USC §12631; 7 CFR §15b.1 et seq.; 7 CFR §15d.1 et seq.; 7 CFR §15e.101 et seq.; 28 CFR §35.101 et seq.; 28 CFR §37.1 et seq.; 28 CFR §38.1 and §38.2; 28 CFR

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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF CIVIL STATUTE (CONT'D)

DISCRIMINATION (CONT'D)

§39.101 et seq.; 28 CFR §41.1 et seq.; 28 CFR §42.1 et seq.; 29 CFR §1600.101 et seq.; 34 CFR §100.1 et seq.; 34 CFR §200.1 et seq.; 45 CFR §86.1 et seq.

State level:

ARS §11-1024; §15-102; §15-110; §15-111; §15-112; §15-113; §15-115; §15-131 et seq.; §15-184; §15-187.01; §15-191; §15-192; §15-235; §15-239; §15-341 (A)(1); §15-341 (A)(2); §15-341 (A)(21); §15-341 (A)(22); §15-341 (A)(27); §15-341 (A)(34); §15-342 (1); §15-342 (2); §15-342 (3); §15-342 (4); §15-342 (6); §15-342 (19); §15-342 (20); §15-342 (21); §15-342 (22); §15-342 (24); §15-342 (28); §15-346; §15-347; §15-361; §15-362; §15-363; §15-514; §15-535; §15-539; §15-540; §15-701 et seq.; §15-721 et seq.; §15-731; §15-732; §15-741 et seq.; §15-751 et seq.; §15-761 et seq.; §15-779 et seq.; §15-781 et seq.; §15-796 et seq.; §15-816.01; §15-816.02; §15-816.07; §15-821 et seq.; §15-840 et seq.; §15-881; §15-891 et seq.; §15-1151 et seq.; §15-2301; §23-340 et seq.; §23-425; §41-1461 et seq.; §41-1492 et seq.

AAC R7-2-602 (C); R7-2-602 (D); R7-2-602 (F); R7-2-602 (H); R7-2-602 (I); R7-2-602 (J); R7-2-602 (K); R7-2-603 (C); R7-2-603 (D); R7-2-603 (E); R7-2-603 (F); R7-2-603 (G)

Board level:

SCUSD A; AC; AD; BBA; EE; EEAA; EF; EFC; FA; FEA; GA; GBA; GBAC; GBEA; GBEB; GBEBB; GBEC; GBECA; GBGC; GCBDA; GCCB; GCF; GCMF; GCP; GCQF; GDF; GDOB; GDP; GDQA; GDQD; IGD; IHA; IHAA; IHAL; IHAMA; IHAMB; IHB; IHBA; IHBB; IHBCA; IHBD; IHBE; IHBF; IHBJ; IJ; IJJ; IJL; IJM; IJND; IJNDBA; IKE; IKF; IMB; IMG; JB; JF; JFAA; JFAB; JFABD; JFB; JFBA; JHCB; JI; JICEC; JICF; JICFA; JICK; JICL; JIG; JII; JJA; JJAB; JK; JKD; JKDA; JKE; JQ; KB; KEC; KEC-E; KF; KHB; KHC; KJGA; KJGAA

SCUSD AC-R; EF-R; EFC-R; GBA-R; GBEB-R; GBGC-R; GCF-RA; GCF-RB; GDF-R; IHAA-R; IHAMB-R; IHB-R; IHBA-RA; IHBA-RB; IHBCA-R; IHBD-R; IHBJ-R; IJ-R; IJJ-R; IJL-R; IJND-R; IKE-RA; IKE-RB; IKF-R; IMG-R; JB-R; JFABD-R; JFB-R; JICF-R; JICFA-R; JICK-R; JICL-R; JII-R; JK-R; JQ-R; KB-RA; KB-RB; KF-R; KF-RB; KF-RC

SCUSD AA-E; AC-E; GBA-E; GBEB-E; GBGC-E; GCBDA-EA; GCBDA-EB; GCBDA-EC; GCF-EA; GCF-EB; GCF-EC; GCF-ED; GDF-EA; GDF-EB; GDF-EC; GDF-ED; GDF-EE; IHB-E; IHBA-E; IHBE-EA; IHBE-EB; IHBJ-EA; IHBJ-EB; JB-E; JFAB-EA; JFAB-EB; JFABD-EA; JFABD-EB; JFB-E; JFBA-E; JICEC-E; JICFA-EA; JICFA-EB; JICK-EA; JICK-EB; JICL-E; JII-EA; JII-EB; JK-EA; JK-EB; JK-EC; JKD-EA; JKD-EB; JKE-E; JQ-EA; JQ-EB; KB-EA; KB-EB; KF-EA; KF-EB; KF-EC; KHC-E

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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF CIVIL STATUTE (CONT'D)

SEXUAL HARASSMENT

Definition:

This ECOC violation means any act, or failure to act: 1) That involves the unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature that may be a matter of interest to an outside agency when: 1) Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or educational development; 2) Submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work (or educational) performance or creating an intimidating, hostile, or offensive work (or educational) environment [29 CFR §1604.11 (a)]; and 2) That may be a matter of interest to an outside agency.

Examples:

Include, but are not limited to, the following:

- Engaging in prohibited physical actions or behaviors (e.g., unwelcome sexual advances; touching; indecent exposure; or sexual contact).
- Engaging in prohibited verbal actions or behaviors (e.g., unwelcome requests for sexual favors; propositions or pressure for sexual activity; continued suggestions for a date or social activity outside the workplace after it has been made clear that such suggestions are unwelcome; unwanted or offensive flirtations; offensive jokes; suggestive remarks; sexual innuendos or double entendres; lewd comments; inquiring about someone's sexual preferences, fantasies or activities; and sexually harassing communications).
- Engaging in prohibited non-verbal actions or behaviors (e.g., the display of pornographic or sexually suggestive images, objects, written materials, emails, text-messages or faxes; leering; whistling, or sexually suggestive gestures, movements, or facial expressions).
- Engaging in prohibited gender-specific actions or behaviors (e.g., conduct that denigrates, ridicules, or intimidates another person; conduct that leads to physical abuse of a person because of his or her sex; or derogatory/degrading remarks or insults about a person's gender or body).
- Engaging in prohibited job-specific actions or behaviors (e.g., explicit or implicit pressure for sexual activity as a condition of hire, continued employment, or potential for advancement).

Related alignments include, but are not limited to, the following:

Federal level:

Title VI of the *Civil Rights Act of 1964* [42 USC §2000d]; Title VII of the *Civil Rights Act of 1964* [42 USC §2000e et seq.]; Title IX of the *Education Amendments of 1972* [20 USC §1681 et seq.; 34 CFR §106.1 et seq.]; 29 CFR §1604.11

State level:

ARS §15-239; §15-341 (A)(1); §15-341 (A)(21); §15-341 (A)(22); §15-342.02; §15-539; §15-540; §15-712.01; §15-2301; §41-1461 (6)(a)

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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF CIVIL STATUTE (CONT'D)

SEXUAL HARASSMENT (CONT'D)

AAC R7-2-602 (J); R7-2-603 (C); R7-2-603 (D); R7-2-603 (G)

Board level:

SCUSD A; ACA; AD; BBA; GA; GBEA; GBEB; GCQF; GDQD; JFBA;
JICF; JICFA; JICL; JII

SCUSD ACA-R; GBEB-R; JICF-R; JICFA-R; JICL-R; JII-R

SCUSD ACA-E; JFBA-E; JICFA-EA; JICFA-EB; JICL-E; JII-EA; JII-EB

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2.0 ECOC VIOLATIONS (CONT'D) POTENTIAL VIOLATIONS OF CIVIL STATUTE (CONT'D)

OTHER CIVIL VIOLATION

Definition: This ECOC violation means any act, or failure to act, not specified elsewhere in this section of the ECOC: 1) That negatively impact(s) the work or learning environment, or the rights of one or more students, employees, or other parties; and 2) That may be a matter of interest to an outside agency.

Examples: Include, but are not limited to, the following:

- Disregarding established student search procedures.
- Endangering students, staff, or the interests of the District.
- Failing to take reasonable action to protect students, other employees, or the interests of the District.
- Creating, contributing to, or failing to address a hostile environment (e.g., bullying, harassing, or intimidating behavior) in a manner that has neither a discriminatory nor a sexually harassing effect in the Workplace, on Social Media, or elsewhere.
- Engaging in an act of retaliation prohibited under federal, tribal, and/or state civil statute.
- Taking, neglecting to take, or refusing to take, any action that results in the unreasonable denial of an individual's right under law.
- Copying software purchased by the District for personal use.
- Using a technological resource in a manner that violates federal or state statute relating to copyrights, trademarks, or public records (e.g., failing to acquire the permission of a copyright owner prior to copying copyrighted material, unless "fair use" conditions are met).
- Restricting student access to ideas, perspectives, or viewpoints motivated solely by personal disapproval of such.
- Taking, or neglecting to take, any other action that exposes the District to civil liability.

Related alignments include, but are not limited to, the following:

Federal level: Includes U.S. Constitution Amendments I, IV, V, VI and XIV, 5 USC §552b, *Asbestos Hazard Emergency Response Act* [AHERA; 15 USC §2641 et seq.; 40 CFR §763.80 et seq.], 17 USC §101 et seq., *Protection of Pupil Rights Act of 1998* [PPRA; 20 USC §1232h], *Elementary and Secondary Education Act of 1965*, as amended [20 USC §6301 et seq.; Public Law 17-110], *National Labor Relations Act* [NLRA; 29 USC §151-169], *Fair Labor Standards Act of 1938* [FLSA; 29 USC §201 et seq.] as amended, 29 USC §660, *Occupational Safety & Health Act of 1970* [OSHA; 29 USC §651 et seq.; Public Law 91-596; 29 CFR §1910.1 et seq.], 36 USC §101 et seq., *National School Lunch Act of 1946*, as amended [42 USC §1751 et seq.; 7 CFR §210.1 et seq.], *Healthy, Hunger-Free Kids Act of 2010* [Reauthorization of the *Child Nutrition Act of 1966*; 42 USC §1771 et seq.; Public Law 111-296], 49 USC §30125 and §30165, 34 CFR §200.55 et seq., and any federal level statutes or implementing regulations (civil) not otherwise specified

State level: Includes ARS §1-601 et seq., §8-303, §8-821, §8-350, §8-371, §11-1024, §12-601 et seq., §13-3881, §13-3883, §13-3884, §15-102,



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OTHER CIVIL VIOLATION (CONT'D)

Includes AAC R7-2-602 (J), R7-2-602 (K), R7-2-603 (C), R7-2-603 (F), and R7-2-603 (G) and any state level implementing regulations (civil) not otherwise specified

Includes SCUSD A, AD, BBA, BBAA, BEDA, BEDB, BEDBA, BIE, DKA, DKB, EB, EBB, EBBB, EBC, EBCD, ECA, ECAD, ECB, EE, EEAA, EEAE, EEAEB, EEAG, EEB, EF, EFC, EFDA, EFE, EGAD, EGAE, EGD, EHB, EI, FA, FEA, GA, GB, GBEA, GBEB, GBEBB, GBGB, GBGC, GBGCA, GBGCB, GBGD, GBI, GBK, GBP, GCB, GCBA, GCBC, GCBD, GCBDA, GCF, GCG, GCMF, GCO, GCQA, GCQC, GCQE, GCQF, GDB, GDBA, GDBAA, GDBAB, GDBC, GDF, GDG, GDJ, GDL, GDO, GDOB, GDQ, GDQA, GDQD, HD, IB, IHA, IHAL, IHAMA, IHAMB, IHAMC, IHB, IHBA, IHBB, IHBCA, IHBD, IHBE, IHBF, IHC, IIB, IIE, IJ, IJJ, IJL, IJM, IJND, IJNDB, IJOA, IJOC, IKA, IKAB, IKC, IKE, IKEB, IKF, IKFA, IMB, IMD, IMG, JEA, JF, JFAA, JFAB, JFABB, JFABC, JFABD, JFB, JFBA, JFC, JH, JHB, JHCB, JHD, JI, JIA, JICA, JICC, JJIA, JICE, JICEC, JICF, JICFA, JICK, JICL, JIG, JIH, JII, JJA, JJAB, JJIB, JJJ, JK,JKD, JKDA, JKE, JLA, JLCD, JLDB, JLI, JLIA, JLIB, JLIE, JLIF, JN, JO, JRE, JRR, KB, KEC, KED, KF, KHB, KHC, KI, KH, KJGA, KJGAA, and any Board level policies (civil) not otherwise specified

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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF CIVIL STATUTE (CONT'D)

OTHER CIVIL VIOLATION (CONT'D)

GBGD-R, GBK-R, GCBA-R, GCF-RA, GCF-RB, GCO-RA, GCO-RB, GDF-R, GDL-R, IHAA-R, IHAMB-R, IHB-R, IHBA-RA, IHBA-RB, IHBCA-R, IHBD-R, IIB-R, IJJ-R, IJL-R, IJNDB-R, IJOA-R, IKA-R, IKE-RA, IKE-RB, IKF-R, IMG-R, JF-R, JFABB-R, JFABD-R, JFB-R, JH-R, JHD-R, JICA-R, JICE-R, JICF-R, JICFA-R, JICK-R, JICL-R, JII-R, JJIB-R, JK-R, JLCD-R, JLJLIB-R, IB-RA, JLIE-R, JLIF-R, KB-RA, KB-RB, KED-R, KF-R, KF-RB, KF-RC, KI-R, and any related District regulations (civil) not otherwise specified

Includes SCUSD AA-E, BEDA-EA, BEDA-EB, BEDA-EC, BEDA-ED, BEDA-EE, BEDA-EF, BEDA-EG, BEDB-E, DKA-E, ECA-E, EEAE-EA, EEAE-EB, EEAE-EC, GBEB-E, GBGC-E, GBGCB-E, GBGD-E, GBK-EA, GBK-EB, GBK-EC, GBK-ED, GBK-EE, GCBDA-EA, GCBDA-EB, GCBDA-EC, GCF-EA, GCF-EB, GCF-EC, GCF-ED, GCO-EA, GCO-EB, GDF-EA, GDF-EB, GDF-EC, GDF-ED, GDF-EE, GDO-EA, GDO-EB, IHB-E, IHBA-E, IHBD-EA, IHBD-EB, IHBE-EA, IHBE-EB, IJ-R, IJNDB-E, JEA-E, JF-E, JFAB-EA, JFAB-EB, JFABD-EA, JFABD-EB, JFB-E, JFBA-E, JHD-EA, JHD-EB, JHD-EC, JICEC-E, JICFA-EA, JICFA-EB, JICK-EA, JICK-EB, JICL-E, JIH-EA, JIH-EB, JIH-EC, JII-EA, JII-EB, JJIB-EA, JK-EA, JK-EB, JK-EC, JKD-EA, JKD-EB, JKE-E, JLCD-EA, JLDB-EA, JLDB-EB, JLDB-EC, JLDB-ED, JLIE-E, JLIF-E, KB-EA, KB-EB, KEC-E, KED-E, KF-EA, KF-EB, KF-EC, KHC-E, and any related District exhibits (civil) not otherwise specified

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2.0 ECOC VIOLATIONS (CONT'D) *POTENTIAL VIOLATIONS OF CIVIL STATUTE (CONT'D)*

OTHER CIVIL VIOLATION (CONT'D)

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**2.0 ECOC VIOLATIONS (CONT'D)
POTENTIAL VIOLATIONS OF CRIMINAL LAW**

The following actions and/or behaviors represent grounds for disciplinary action within the District based on violations of Board policy that may also involve violations of federal, tribal, and/or state criminal law:

ALCOHOL OR DRUG-RELATED INFRACTION

Definition: This ECOC violation means any conduct that violates one or more of the Board *Alcohol, Drug, or Intoxicant Policies* (ADIPs); and 2) That may be a matter of interest to a law enforcement agency.

Examples: Include, but are not limited to, the following:

- Engaging in the unlawful manufacture, distribution, possession, or use of Alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or intoxicant, or any other Controlled Substance: 1) While on or in the Workplace [SCUSD GBEC and GBECB]; or 2) While on Duty.
- Failing to notify the supervisor of any indictment or conviction under any criminal drug statute within five (5) days of an event occurring in the Workplace [34 CFR §84.205 (2); SCUSD GBEC].
- Reporting for duty, or remaining on duty requiring the performance of a Safety-Sensitive Function:
 - While having an Alcohol Concentration in excess of the state limit (or a blood or urine test corresponding to such) [49 CFR §382.107; SCUSD EEAEAA, and GBEC].
 - After using any drug or substance defined in Schedule I of 21 CFR §1308.11 [49 CFR §382.213 (a); SCUSD EEAEAA and GBEC].
 - After using any drug or substance defined in the other Schedules of 21 CFR §1308.11, except when the use is pursuant to the instructions of a licensed medical practitioner, as defined in 49 CFR §382.107, who: 1) Is familiar with the driver's medical history; and 2) Has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle [49 CFR §382.213 (b); SCUSD EEAEAA and GBEC].

NOTE: The driver will inform the Supervising Administrator or any therapeutic drug use [SCUSD EEAEAA and GBEC].

- Possessing Alcohol While on Duty, unless the Alcohol is manifested and transported as part of a shipment (this includes an OTC or prescription medicine containing Alcohol, unless the packaging seal is unbroken) [SCUSD EEAEAA and GBEC].
- Using Alcohol while performing a Safety-Sensitive Function [49 CFR §382.205; SCUSD EEAEAA and GBEC].
- Performing a Safety-Sensitive Function within eight (8) hours after using Alcohol [49 CFR §382.207; AAC R17-9-102C.1 (c); SCUSD EEAEAA and GBEC].
- Testing positive for a Controlled Substance [49 CFR §382.215; SCUSD GBEC].
- Adulterating or substituting a Controlled Substance test specimen [49 CFR §382.215; SCUSD GBEC].

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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF CRIMINAL LAW (CONT'D)

ALCOHOL OR DRUG-RELATED INFRACTION (CONT'D)

- Refusing to submit to: 1) A pre-employment Controlled Substance test required under 49 CFR §382.301; 2) A post-accident Alcohol or Controlled Substance test required under 49 CFR §382.303; 3) A random Alcohol or Controlled Substance test required under 49 CFR §382.305; 4) A reasonable suspicion Alcohol or Controlled Substance test required under 49 CFR §382.307; 5) A return-to-duty Alcohol or Controlled Substance test required under 49 CFR §382.309; or 6) A follow-up Alcohol or Controlled Substance test required under 49 CFR §382.311 [49 CFR §382.211 and §382.301 through §382.311; AAC R17-9-102C.1; SCUSD EEAEAA and GBEC].
- Using Alcohol within eight (8) hours following an accident, or prior to undergoing post-accident testing, whichever comes first [49 CFR §382.209; SCUSD EEAEAA and GBEC].
- Failing to remain readily available for post-accident testing (e.g., leaving the scene of an accident prior to the submission of a post-accident test, unless emergency care is needed, or failing to notify the supervisor of one's location).
- Failing to enroll, when requested by the Board, in an Alcohol or other drug treatment or counseling program, or failing to adhere to the requirements of the program.
- Possessing, using, selling, distributing, or dispensing any drug paraphernalia (e.g., accessories, chemical precursors, or equipment) as defined by federal law, tribal law, and/or state statute.

Related alignments include, but are not limited to, the following:

Federal level:

18 USC §341 et seq.; *Drug-Free Schools and Communities Act Amendments of 1989* [20 USC §1145g; 34 CFR §86.1 et seq.]; 20 USC §7101 et seq.; 20 USC §7912; 34 CFR §200.44; *Comprehensive Drug Abuse Prevention and Control Act of 1970* ["Controlled Substances Act" or "CSA "]; 21 USC §801 et seq.; 21 CFR §1300.01 et seq.; *Mental Health Parity and Addiction Equity Act of 2008* ["MHPAEA "]; 29 USC §1185a; *Drug Free Workplace Act of 1988* [41 USC §8101 et seq.; 34 CFR §84.100 et seq.; Public Law 100-690]; 42 USC §1996 and §1996a; 42 USC §12644; 42 USC §12645g; *Omnibus Transportation Employee Testing Act of 1991* [49 USC §31301 et seq.; 49 CFR §382.01 et seq.]; 49 CFR §40.1 et seq.

State level:

ARS §13-105; §13-503; §13-601 et seq.; §13-713; §13-1001; §13-1002; §13-1003; §13-1004; §13-1005; §13-1006; §13-1205; §13-3401 et seq.; §13-3451 et seq.; §15-106; §15-108; §15-131 et seq.; §15-183; §15-240; §15-341 (A)(1); §15-341 (A)(21); §15-341 (A)(22); §15-342 (26); §15-342 (27); §15-345; §15-350; §15-502; §15-512; §15-513; §15-514; §15-534; §15-539; §15-540; §15-550; §15-712; §15-716; §15-782.02; §23-493 et seq.; §28-1301 et seq.; §28-3228; *Arizona Medical Marijuana Act* [§36-2801 et seq.]; §41-1750; §41-1758.03 (B); §41-1758.03 (C)

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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF CRIMINAL LAW (CONT'D)

ALCOHOL OR DRUG-RELATED INFRACTION (CONT'D)

AAC R7-2-603 (C); R7-2-603 (D); AAC R17-9-102C

Board level:

SCUSD A; AD; BBA; EEAEAA; GA; GBEA; GBEB; GBEC; GBECA; GBECB; GBGC; GBGD; GCBDA; GCF; GCFC; GCFC-E; GCQF; GDF; GDFA; GDFA-E; GDOB; GDQD; IHAMA; IHAMB; JFBA; JICH; KFA; KL; LDA

SCUSD EEAEAA-R; GBEB-R; GBGC-R; GBGD-R; GCF-RA; GCF-RB; GDF-R; IHAMB-R

SCUSD EEAEAA-E; GBEB-E; GBEC-EA; GBEC-EB; GBGC-E; GBGD-E; GCBDA-EA; GCBDA-EB; GCBDA-EC; GCF-EA; GCF-EB; GCF-EC; GCF-ED; GDF-EA; GDF-EB; GDF-EC; GDF-ED; GDF-EE; JFBA-E; JICH-E

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2.0 ECOC VIOLATIONS (CONT'D) *POTENTIAL VIOLATIONS OF CRIMINAL LAW (CONT'D)*

ALCOHOL OR DRUG-RELATED INFRACTION (CONT'D)

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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF CRIMINAL LAW (CONT'D)

COMMISSION OF A SEX OFFENSE

Definition: This ECOC violation means any conduct that violates one or more of the Board *Sexual Misconduct Policies* (SIPs); and 2) That may be a matter of interest to a law enforcement agency.

Examples: Include, but are not limited to, the following:

- Engaging in an inappropriate relationship with a student or other minor.
- Touching a staff member, student or other person in a sexually inappropriate manner.
- Engaging in sexual conduct with a minor student or other minor regardless of location or consent.
- Accessing, possessing or distributing child pornography.
- Committing any other act of sexual misconduct prohibited under federal, tribal, and/or state criminal law.

Related alignments include, but are not limited to, the following:

Federal level: 18 USC §2241 to §2248; 18 USC §2250 et seq.; 18 USC §2421; 18 USC §3600a; 20 USC §7912; 34 CFR §200.44; 42 USC §12645g; *Adam Walsh Child Protection and Safety Act of 2006* [AWA; 42 USC §16902; Public Law 109-248]; *Sex Offender Registration and Notification Act* [SORNA; 42 USC §16911 et seq.]; *Children's Internet Protection Act of 2000* [CIPA; 47 USC §254; FCC Order 03-188]; 47 CFR §54.520

State level: ARS §13-105; §13-601 et seq.; §13-706; §13-713; §13-1001; §13-1002; §13-1003; §13-1004; §13-1005; §13-1006; §13-1401 et seq.; §13-3201 et seq.; §13-3501 et seq.; §13-3551 et seq.; §15-106; §15-131 et seq.; §15-183; §15-203 (20); §15-240; §15-341 (A)(1); §15-341 (A)(21); §15-341 (A)(22); §15-341 (A)(31); §15-342 (26); §15-350; §15-502; §15-512; §15-514; §15-534; §15-539; §15-540; §15-550; §15-711; §15-711.01; §15-712; §15-712.01; §15-782.02; §28-3228; §34-501; §34-502; §41-1750; §41-1758.03 (B); §41-1758.03 (C)
AAC R7-2-603 (C); R7-2-603 (D)

Board level: SCUSD A; AD; BBA; GA; GBEA; GBEB; GBEBB; GCF; GCQF; GDF; GDFA; GDQD; JFBA; JLIF; KL; LDA
SCUSD GBEB-R; GCF-RA; GCF-RB; GDF-R; JLIF-R
SCUSD GBEB-E; GCF-EA; GCF-EB; GCF-EC; GCF-ED; GDF-EA; GDF-EB; GDF-EC; GDF-ED; GDF-EE; GDFA-E; JFBA-E; JLIF-E

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COMMISSION OF A SEX OFFENSE (CONT'D)

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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF CRIMINAL LAW (CONT'D)

DISHONESTY (CRIMINAL)

Definition: This ECOC violation means any conduct: 1) That involves a verbal lack of truthfulness or deception; and 2) That may be a matter of interest to a law enforcement agency.

Examples: Include, but are not limited to, the following:

- Engaging in an act of commission (e.g., the criminal misrepresentation of facts, such as initiating a false complaint alleging criminal activity or making false statements to law enforcement during the course of an investigation).
- Engaging in an act of omission (e.g., the failure to relate all pertinent details to an investigator, such as neglecting mandatory reporting responsibilities regarding suspected child abuse or withholding knowledge of the existence of contradictory evidence).

Related alignments include, but are not limited to, the following:

Federal level: 18 USC §201 et seq.; 18 USC §663; 18 USC §911; 18 USC §1001 et seq.; 18 USC §1169; 18 USC §1501 et seq.; 18 USC §1621 et seq.; 18 USC §2258; 18 USC §3600a; 42 USC §5119; 42 USC §12645g; 42 USC §13031; 42 USC §16990; *Education Department General Administrative Regulations* [EDGAR; 34 CFR §74-86 and 97-99]; 47 CFR §54.503

State level: ARS §13-105; §13-302; §13-303; §13-601 et seq.; §13-713; §13-1001; §13-1002; §13-1003; §13-1004; §13-1005; §13-1006; §13-3620; §13-3716; §15-103; §15-105; §15-106; §15-107; §15-131 et seq.; §15-183; §15-189; §15-210; §15-213; §15-239; §15-240; §15-271; §15-272; §15-304; §15-323; §15-341 (A)(1); §15-341 (A)(14); §15-341 (A)(17); §15-341 (A)(19); §15-341 (A)(20); §15-341 (A)(21); §15-341 (A)(22); §15-342 (5); §15-342 (26); §15-350; §15-354; §15-502; §15-512; §15-514; §15-515; §15-534; §15-539; §15-540; §15-782.02; §15-901 et seq.; §15-918 et seq.; §15-921 et seq.; §15-941 et seq.; §15-961 et seq.; §15-971 et seq.; §15-991 et seq.; §15-1021 et seq.; §15-1041 et seq.; §15-1101 et seq.; §15-1121 et seq.; §15-1141 et seq.; §15-1151 et seq.; §15-1171 et seq.; §15-1181 et seq.; §15-1201 et seq.; §15-1221 et seq.; §15-1231; §15-1241; §15-1251; §15-1261; §38-481; §38-501 et seq.; §38-621 et seq.; §41-1279.04 et seq.; §41-1750; §41-1758.03 (C); §46-454

AAC R7-2-603 (F)

Board level: SCUSD A; AD; BBA; BCB; CH; CHCA; CM; DA; DB; DBC; DBF; DBI; DBJ; DD; DD-E; DDA; DEC; DFB; DFD; DFF; DG; DGA; DGD; DH; DI; DIA; DIB; DIC; DID; DIE; DJ; DJB; DJE; DJG; DK; DKC; DM; DN; EF; GA; GBEA; GBEEA; GBEB; GBEC; GCF; GCQF; GDF; GDFA; GDQD; JICF; JICFA; JICH; JICI; JICL; JJE; JJF; JLF; KCD; KL; LDA
SCUSD CH-R; CHCA-R; DBC-R; DGD-R; DID-R; DIE-R; DJE-R; DJG-R; GBEB-R; GCF-RA; GCF-RB; GDF-R; JICF-R; JICFA-R; JICH-R; JICL-R; JLF-R; JLF-RA; JLF-RB; KCD-R

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POTENTIAL VIOLATIONS OF CRIMINAL LAW (CONT'D)

DISHONESTY (CRIMINAL) (CONT'D)

SCUSD BCB-E; DGD-E; DJE-E; DK-E; DKC-E; EF-E; GBEAA-E; GCF-EA; GCF-EB; GCF-EC; GCF-ED; GDF-EA; GDF-EB; GDF-EC; GDF-ED; GDF-EE; GDFA-E; JICFA-EA; JICFA-EB; JICH-E; JICL-E

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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF CRIMINAL LAW (CONT'D)

FALSIFICATION OF OR FAILURE TO ACCURATELY PROVIDE INFORMATION (CRIMINAL)

Definition: This ECOC violation means any conduct: 1) That involves a non-verbal lack of truthfulness or deception; and 2) That may be a matter of interest to a law enforcement agency

Examples: Include, but are not limited to, the following:

- Submitting a signed testimony known to contain false information.
- Knowingly filing a report required by federal, state or local authorities containing false, missing, incomplete or incorrect information.
- Altering official applications or records after their submittal.
- Presenting forged credentials relating to eligibility for initial or continued employment.
- Making a false disqualifying statement on a fingerprint clearance card.
- Accounting for the receipt, deposit, or disbursement of funds in a manner prohibited by federal, tribal, and/or state criminal law.

Related alignments include, but are not limited to, the following:

Federal level: 18 USC §285 et seq.; 18 USC §470 et seq.; 18 USC §1001 et seq.; 18 USC §1341 et seq.; 18 USC §1426; *Education Department General Administrative Regulations* [EDGAR; 34 CFR §74-86 and 97-99]

State level: ARS §13-105; §13-601 et seq.; §13-1001; §13-1002; §13-1003; §13-1004; §13-1005; §13-1006; §13-713; §13-2001 et seq.; §13-2101 et seq.; §13-2201 et seq.; §13-2907 et seq.; §15-103; §15-106; §15-107; §15-131 et seq.; §15-183; §15-189; §15-210; §15-213; §15-239; §15-240; §15-271; §15-272; §15-304; §15-341 (A)(1); §15-341 (A)(14); §15-341 (A)(17); §15-341 (A)(18); §15-341 (A)(19); §15-341 (A)(20); §15-341 (A)(21); §15-341 (A)(22); §15-341 (A)(41); §15-342 (5); §15-342 (26); §15-350; §15-354; §15-502; §15-512; §15-514; §15-534; §15-539; §15-540; §15-756.10; §15-782.02; §15-901 et seq.; §15-918 et seq.; §15-921 et seq.; §15-941 et seq.; §15-961 et seq.; §15-971 et seq.; §15-991 et seq.; §15-1021 et seq.; §15-1041 et seq.; §15-1101 et seq.; §15-1121 et seq.; §15-1141 et seq.; §15-1151 et seq.; §15-1171 et seq.; §15-1181 et seq.; §15-1201 et seq.; §15-1221 et seq.; §15-1231; §15-1241; §15-1251; §15-1261; §38-421; §38-423; §38-621 et seq.; §39-161; §41-1279.04 et seq.; §41-1750; §41-1758.03 (C); §46-215
AAC R7-2-603 (F); AAC R7-2-803

Board level: SCUSD A; AD; BBA; CM; DA; DB; DBC; DBF; DBI; DBJ; DD; DDA; DEC; DFB; DFD; DFF; DG; DGA; DGD; DI; DIA; DIB; DIC; DID; DIE; DK; DKC; DM; DN; EBBB; EHB; GA; GBEA; GBEB; GCF; GCQF; GDF; GDFA; GDQD; JJE; JJF; JR; KL; LDA
SCUSD DBC-R; DGD-R; DID-R; DIE-R; EBBB-R; EHB-R; GBEB-R; GCF-RA; GCF-RB; GDF-R; JR-R
SCUSD DD-E; DGD-E; DK-E; DKC-E; GCF-EA; GCF-EB; GCF-EC; GCF-ED; GDF-EA; GDF-EB; GDF-EC; GDF-ED; GDF-EE; GDFA-E;

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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF CRIMINAL LAW (CONT'D)

FALSIFICATION OF OR FAILURE TO ACCURATELY PROVIDE INFORMATION (CRIMINAL) (CONT'D)

JR-EA; JR-EB; JR-EC; JR-ED; JR-EE; JR-EF; JR-EG

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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF CRIMINAL LAW (CONT'D)

INAPPROPRIATE, ABUSIVE, OR OFFENSIVE CONDUCT (CRIMINAL)

Definition: This ECOC violation means any conduct: 1) That is inappropriate or unacceptable in the environment in which it occurs; and 2) That may be a matter of interest to a law enforcement agency.

Examples: Include, but are not limited to, the following:

- Committing Workplace violence.
- Causing injury or endangering a person directly or through Neglect of Duty.
- Assaulting or battering a person.
- Threatening or injuring a person, or damaging property, in an act of criminal harassment or civil rights intimidation.
- Stalking a person.
- Committing an act of indecent exposure.
- Engaging in an act of retaliation prohibited under federal, tribal, and/or state criminal law.

Related alignments include, but are not limited to, the following:

Federal level: 18 USC §111 et seq.; 18 USC §241 et seq.; 18 USC §1513; 18 USC §2231 et seq.; 18 USC §2261; 20 USC §7912; 34 CFR §200.44; 42 USC §12645g

State level: ARS §13-105; §13-118; §13-401 et seq.; §13-601 et seq.; §13-706; §13-713; §13-1001; §13-1002; §13-1003; §13-1004; §13-1005; §13-1006; §13-1201; §13-1202; §13-1203; §13-1204; §13-1208; §13-1209; §13-1210; §13-1213; §13-1402; §13-1403; §15-106; §15-131 et seq.; §15-151; §15-156; §15-182; §15-183; §15-240; §15-341 (A)(1); §15-341 (A)(12); §15-341 (A)(13); §15-341 (A)(21); §15-341 (A)(22); §15-341 (A)(24); §15-341 (A)(31); §15-341 (A)(37); §15-342 (12); §15-342 (26); §15-342.02; §15-350; §15-502; §15-507; §15-512; §15-514; §15-521 (2); §15-534; §15-539; §15-540; §15-550; §15-712.01; §15-782.02; §15-2301; §41-1750; §41-1758.03 (B); §41-1758.03 (C)

State regulations: AAC R7-2-603 (C); R7-2-603 (D)

Board level: SCUSD A; AC; AD; BBA; GA; GBEA; GBEB; GBEB-E; GBEBB; GBGB; GBP; GCF; GCQF; GDF; GDFA; GDQD; JFBA; JICF; JICFA; JII; JK; JKA; JLDB; KL; LDA

District regulations: SCUSD AC-R; GBEB-R; GBGB-R; GCF-RA; GCF-RB GDF-R; JICF-R; JICFA-R; JII-R; JK-R

District exhibits: SCUSD AC-E; GCF-EA; GCF-EB; GCF-EC; GCF-ED; GDF-EA; GDF-EB; GDF-EC; GDF-ED; GDF-EE; GDFA-E; JFBA-E; JICFA-EA; JICFA-EB; JII-EA; JII-EB; JK-EA; JK-EB; JK-EC; JLDB-EA; JLDB-EB; JLDB-EC; JLDB-ED

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POTENTIAL VIOLATIONS OF CRIMINAL LAW (CONT'D)

INAPPROPRIATE, ABUSIVE, OR OFFENSIVE CONDUCT (CRIMINAL) (CONT'D)

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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF CRIMINAL LAW (CONT'D)

THEFT, ABUSE, OR UNAUTHORIZED USE OF PROPERTY

Definition: This ECOC violation means any conduct: 1) That involves the stealing, wrongful appropriation, improper diversion, misuse, or destruction of property belonging to the Board, an employee, a student, or other party; and 2) That may be a matter of interest to a law enforcement agency.

Examples: Include, but are not limited to, the following:

- Stealing funds from a petty cash account.
- Diverting District technology or other assets for personal use.
- Damaging property in an act of vandalism or retaliation.
- Misusing a vehicle owned by the District.
- Using District-owned equipment after hours without proper authorization or approval.
- Knowingly including unauthorized personal expenses on an expense report.

Related alignments include, but are not limited to, the following:

Federal level: 18 USC §641 et seq.; 18 USC §871 et seq.; 18 USC §891 et seq.; 18 USC §2311 et seq.; 42 USC §12645g; *Education Department General Administrative Regulations* [EDGAR; 34 CFR §74-86 and 97-99]

State level: ARS §13-105; §13-601 et seq.; §13-713; §13-1001; §13-1002; §13-1003; §13-1004; §13-1005; §13-1006; §13-1601 et seq.; §13-1801 et seq.; §15-103; §15-105; §15-106; §15-107; §15-131 et seq.; §15-183; §15-189; §15-213; §15-240; §15-326; §15-341 (A)(1); §15-341 (A)(3); §15-341 (A)(6); §15-341 (A)(14); §15-341 (A)(19); §15-341 (A)(20); §15-341 (A)(21); §15-341 (A)(22); §15-342 (5); §15-342 (18); §15-342 (26); §15-350; §15-354; §15-502; §15-512; §15-514; §15-534; §15-539; §15-540; §15-727; §15-782.02; §15-901 et seq.; §15-1101 et seq.; §15-1121 et seq.; §15-1141 et seq.; §15-1151 et seq.; §15-1171 et seq.; §15-1181 et seq.; §15-1201 et seq.; §15-1221 et seq.; §15-1231; §15-1241; §15-1251; §15-1261; §38-538 et seq.; §38-621 et seq.; §41-1750; §41-1758.03 (C)

AAC R7-2-603 (C); R7-2-603 (D)

Board level: SCUSD A; AD; BBA; DA; DBJ; DEC; DFD; DGD; DH; DID; DJ; DKC; DM; DN; ECA; ECAC; ECAD; EDB; EDBA; EDC; GA; GBEA; GBEB; GCF; GCQF; GDF; GDFA; GDQD; JFBA; JJE; JJF; KL; LDA

SCUSD DGD-R; DID-R; ECA-R; ECAC-R; EDB-R; GBEB-R; GCF-RA; GCF-RB GDF-R

SCUSD DGD-E; DKC-E; ECA-E; GCF-EA; GCF-EB; GCF-EC; GCF-ED; GDF-EA; GDF-EB; GDF-EC; GDF-ED; GDF-EE; GDFA-E; JFBA-E

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POTENTIAL VIOLATIONS OF CRIMINAL LAW (CONT'D)

THEFT, ABUSE OR UNAUTHORIZED USE OF PROPERTY (CONT'D)

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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF CRIMINAL LAW (CONT'D)

WEAPONS POLICY VIOLATION

Definition: This ECOC violation means any conduct that violates one or more of the Board *Weapons Policies* (WPs); and 2) That may be a matter of interest to a law enforcement agency.

Examples: Include, but are not limited to, the following:

- An offense involving a Dangerous Instrument, such as possessing, transporting, receiving, exchanging, selling, transferring, distributing or exhibiting any of the following:
 - Ammunition for a Firearm (e.g., a bullet, shotgun shell or other round).
 - An object that emits noxious gases (e.g., tear gas, a “smoke bomb” or a “stink bomb”).
 - An electrically charged stun device (e.g., a Taser® or other brand stun gun).
 - A defensive repellant (e.g., mace, “pepper spray” or other similar chemical spray).
 - An office implement (e.g., a letter opener, pen or laser pointer) used for either recklessly or for offensive purposes.
 - A utility tool (e.g., a razor blade, box cutter or knife with a blade less than two and a half (2 1/2) inches) used either recklessly or for offensive purposes.
- An offense involving a Deadly Weapon, Firearm, Explosive or Prohibited Weapon, such as knowingly:
 - Carrying a Deadly Weapon (except a pocket knife concealed on the individual's person or within his immediate control in or on a means of transportation): 1) In the furtherance of a serious offense as defined in ARS §13-706, a violent crime as defined in ARS § 13-901.03 or any other felony offense [ARS §13-3102 (A)(1)]; 2) When contacted by a Law Enforcement Officer and failing to accurately answer the officer if the officer asks whether the person is carrying a concealed Deadly Weapon [ARS §13-3102 (A)(1)]; or 3) If the person is under twenty-one (21) years of age [ARS §13-3102 (A)(2)].

NOTE: The pocket knife exception does not apply if; 1) The blade is more than two and a half (2 1/2) inches in length [18 USC §930 (g)(2)]; or 2) The blade can be locked in an open position.

- Manufacturing, possessing, transporting, selling or transferring a Prohibited Weapon (e.g., spring stick or loaded cane, brass knuckles or blackjack), except that if the violation involves dry ice, a person commits misconduct involving weapons by knowingly possessing the dry ice with the intent to cause injury to or death of another person or to cause damage to the property of another person [ARS §13-3102 (A)(3)].
- Possessing a Deadly Weapon or Prohibited Weapon (if such person is a Prohibited Possessor) [ARS §13-3102 (A)(4)].
- Selling or transferring a Deadly Weapon to a Prohibited



**2.0 ECOC VIOLATIONS (CONT'D)
POTENTIAL VIOLATIONS OF CRIMINAL LAW (CONT'D)**

WEAPONS POLICY VIOLATION (CONT'D)

- Possessor [ARS §13-3102 (A)(5)].
- Defacing a Deadly Weapon [ARS §13-3102 (A)(6)].
- Possessing a defaced Deadly Weapon knowing the Deadly Weapon was defaced [ARS §13-3102 (A)(7)].
- Using or possessing a Deadly Weapon during the commission of any felony in ARS §13-3401 et seq. [ARS §13-3102 (A)(8)].
- Discharging a Firearm at an occupied structure in order to assist, promote or further the interests of a criminal street gang, a criminal syndicate or a racketeering enterprise [ARS §13-3102 (A)(9)].
- Possessing a Deadly Weapon on School grounds [ARS §13-3102 (A)(12)].

NOTE: ARS §13-3102 (A)(12) shall not apply to the possession of a Firearm for use on School grounds in a School-approved program [ARS §13-3102 (H)(2)].

- Supplying, selling or giving possession or control of a Firearm to another person if the person knows or has reason to know that the other person would use the Firearm in the commission of any felony [ARS §13-3102 (A)(14)].
- Using, possessing or exercising control over a Deadly Weapon in furtherance of any act of Terrorism as defined in ARS §13-2301 or possessing or exercising control over a Deadly Weapon knowing or having reason to know that it will be used to facilitate any act of terrorism as defined in ARS § 13-2301 [ARS §13-3102 (A)(15)].
- Trafficking in weapons or explosives for financial gain in order to assist, promote or further the interests of a criminal street gang, a criminal syndicate or a racketeering enterprise [ARS §13-3102 (A)(16)].
- An offense involving a Destructive Device, such as possessing, transporting, receiving, exchanging, selling, transferring, distributing or exhibiting any of the following:
 - Any device other than a Firearm that will, or is designed to or may be readily converted to expel a projectile by any means of propulsion (e.g., a BB gun, Air Soft gun, paintball gun, pellet gun, flare gun, starter gun, slingshot, bow or crossbow).
 - Any collection of parts that could be readily assembled to form a destructive device.
- An offense involving a Simulated Weapon (e.g., a plastic axe, rubber knife, toy gun or cap gun).

Related alignments include, but are not limited to, the following:

Federal level:

Gun Free Schools Act of 1994; 18 USC §175 et seq.; 18 USC §229 et seq.; 18 USC §831 et seq.; 18 USC §841 et seq.; *Gun Control Act of 1968* [GCA; 18 USC §921 et seq.; Public Law 90-618]; *Gun Free School Zones Act of 1990* [GFSZA; 18 USC §922 and 924]; 20 USC

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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF CRIMINAL LAW (CONT'D)

WEAPONS POLICY VIOLATION (CONT'D)

§7912; 34 CFR §200.44; 42 USC §12645g; 27 CFR §447.1 et seq.

State level:

ARS §13-105; §13-601 et seq.; §13-706; §13-713; §13-1001; §13-1002; §13-1003; §13-1004; §13-1005; §13-1006; §13-1211; §13-3101 et seq.; §15-106; §15-131 et seq.; §15-183; §15-240; §15-341 (A)(1); §15-341 (A)(21); §15-341 (A)(22); §15-341 (A)(23); §15-341 (A)(31); §15-342 (26); §15-350; §15-502; §15-512; §15-514; §15-534; §15-539; §15-540; §15-713; §15-714; §15-714.01; §15-782.02; §41-1750; §41-1758.03 (C)

AAC R7-2-603 (C); R7-2-603 (D)

Board level:

SCUSD A; AD; BBA; GA; GBEA; GBEB; GCF; GCQF; GDF; GDFA; GDQD; JFBA; JICI; KL; LDA

SCUSD GBEB-R; GCF-RA; GCF-RB GDF-R

SCUSD GCF-EA; GCF-EB; GCF-EC; GCF-ED; GDF-EA; GDF-EB; GDF-EC; GDF-ED; GDF-EE; GDFA-E; JFBA-E

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2.0 ECOC VIOLATIONS (CONT'D) *POTENTIAL VIOLATIONS OF CRIMINAL LAW (CONT'D)*

WEAPONS POLICY VIOLATION (CONT'D)

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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF CRIMINAL LAW (CONT'D)

OTHER CRIMINAL VIOLATION (NON-DISQUALIFYING)

Definition: This ECOC violation means any conduct not specified elsewhere in this section of the ECOC: 1) That does not statutorily render an applicant ineligible for initial employment, or an existing employee from continued employment; and 2) That may be a matter of interest to a law enforcement agency.

Examples: Include, but are not limited to, the following:

- Breaking and entering into a District-owned structure.
- Creating or contributing to an unlawful civil disturbance.
- Coercing a witness.
- Being convicted of Driving Under the Influence (DUI) when no transportation duties are required of the employee.

Related alignments include, but are not limited to, the following:

Federal level: Includes 18 USC §81, 18 USC §228, 18 USC §231 et seq., 18 USC §331 et seq., 18 USC §351 et seq., 18 USC §371 et seq., 18 USC §401 et seq., 18 USC §1071 et seq., 18 USC §1081 et seq., 18 USC §1261 et seq., 18 USC §1301 et seq., 18 USC §1361 et seq., 18 USC §1425, 18 USC §1460 through 1466, 18 USC §1470, 18 USC §1581 et seq., 18 USC §1751 et seq., 18 USC §1801, 18 USC §1831 et seq., 18 USC §1951 et seq., 18 USC §1961 et seq., 18 USC §2101 et seq., 18 USC §2111 et seq., 18 USC §2325 et seq., 18 USC §2331 et seq., 18 USC §2341 et seq., 18 USC §2381 et seq., *Electronic Communications Privacy Act of 1986* [18 USC §2510 et seq.], 18 USC §2701 et seq., 42 USC §12645g, and any federal level statutes or implementing regulations (criminal, but non-disqualifying) not otherwise specified

State level: Includes ARS §13-105, §13-302, §13-303, §13-305, §13-305, §13-601 et seq., §13-706, §13-713, §13-1001, §13-1002, §13-1003, §13-1004, §13-1005, §13-1006, §13-1102, §13-1103, §13-1302, §13-1303, §13-1304, §13-1305, §13-1306, §13-1308, §13-1501 et seq., §13-1701 et seq., §13-1901 et seq., §13-2301 et seq., §13-2401 et seq., §13-2501 et seq., §13-2601 et seq., §13-2701 et seq., §13-2801 et seq., §13-2901 through §13-2906, §13-2908 through §13-2930, §13-3001 et seq., §13-3301 et seq., §13-3601 et seq., §13-3701 et seq., §15-106, §15-131 et seq., §15-183, §15-240, §15-341 (A)(1), §15-341 (A)(21), §15-341 (A)(22), §15-341 (A)(31), §15-342 (26), §15-350, §15-502, §15-512, §15-514, §15-534, §15-539, §15-540, §15-782.02, §16-402, §23-201, §23-202, §23-203, §23-212, §23-1362, §28-601 through §28-1205, §38-231, §39-101 et seq., §41-1750, §41-1758.03 (C), and any state statutes (criminal, but non-disqualifying) not otherwise specified

Includes AAC R7-2-603 (C) and R7-2-603 (D) and any state level implementing regulations (criminal, but non-disqualifying) not otherwise specified

Board level: Includes SCUUSD A, AD, BBA, EB, EBB, EBC, ECA, GA, GBEA, GBEB, GBED, GCF, GCFC, GCQF, GDF, GDFA, GDFE, GDQD, JFBA, KFA, KL, LDA, and any Board level policies (criminal, but non-disqualifying)

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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF CRIMINAL LAW (CONT'D)

OTHER CRIMINAL VIOLATION (NON-DISQUALIFYING) (CONT'D)

not otherwise specified

Includes SCUSD EB-R, ECA-R, GBEB-R, GCF-RA, GCF-RB, GDF-R, and any related District regulations (criminal, but non-disqualifying) not otherwise specified

Includes SCUSD ECA-E, GCF-EA, GCF-EB, GCF-EC, GCF-ED, GDF-EA, GCFC-E, EDF-EB, GDF-EC, GDF-ED, GDF-EE, GDFA-E, JFBA-E, and any related District exhibits (criminal, but non-disqualifying) not otherwise specified

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2.0 ECOC VIOLATIONS (CONT'D)

POTENTIAL VIOLATIONS OF CRIMINAL LAW (CONT'D)

OTHER CRIMINAL VIOLATION (DISQUALIFYING)

Definition: This ECOC violation means any conduct not specified elsewhere in this section of the ECOC: 1) That statutorily renders an applicant ineligible for initial employment, or an existing employee from continued employment; and 2) That may be a matter of interest to a law enforcement agency.

Examples: Include, but are not limited to, the following:

- Receiving a conviction that results in denial or subsequent forfeiture of a fingerprint clearance.
- Receiving a conviction on an “absolute bar” offense reportable to the State Board or State Department for major licensure action.

Related alignments include, but are not limited to, the following:

Federal level: Includes 18 USC §1111 et seq., 18 USC §1201 et seq., 18 USC §1466a, 18 USC §2243, 18 USC §2250, 18 USC §2251 et seq., 18 USC §2423, 18 USC §2425, 18 USC §2427, 18 USC §3283, 20 USC §7912, 34 CFR §200.44, 42 USC §12645g, and any federal level statutes or implementing regulations (criminal and disqualifying) not otherwise specified

State level: Includes ARS §8-800 et seq., §13-105, §13-118, §13-601 et seq., §13-705, §13-706, §13-713, §13-1001, §13-1002, §13-1003, §13-1004, §13-1005, §13-1006, §13-1104, §13-1105, §13-1307, §13-1403, §13-1404, §13-1405, §13-1406, §13-1410, §13-1417, §13-3201, §13-3202, §13-3203, §13-3204, §13-3205, §13-3206, §13-3207, §13-3208, §13-3209, §13-3210, §13-3212, §13-3502, §13-3506, §13-3506.01, §13-3512, §13-3552, §13-3553, §13-3554, §13-3555, §13-3558, §13-3560, §13-3608, §13-3609, §13-3623, §13-3625, §13-3821 et seq., §15-106, §15-131 et seq., §15-183, §15-203 (20), §15-240, §15-341 (A)(1), §15-341 (A)(21), §15-341 (A)(22), §15-341 (A)(31), §15-342 (26), §15-350, §15-502, §15-512, §15-514, §15-534, §15-539, §15-540, §15-550, §15-711, §15-711.01, §15-712, §15-782.02, §41-1750, §41-1758.03 (B), and any state statutes (criminal and disqualifying) not otherwise specified

Includes AAC R7-2-603 (C) and R7-2-603 (D) and any state level implementing regulations (criminal and disqualifying) not otherwise specified

Board level: Includes SCUSD A, AD, BBA, GA, GBEA, GBEB, GBEBB, GCF, GCFC, GCQF, GDF, GDFA, GDFE, GDQD, JLIF, KL, LDA, and any Board level policies (criminal and disqualifying) not otherwise specified

Includes GBEB-R, GCF-RA, GCF-RB, GDF-R, JLIF-R, and any related District regulations (criminal and disqualifying) not otherwise specified

Includes GBEB-E, GCF-EA, GCF-EB, GCF-EC, GCF-ED, GCFC-E, GDF-EA, GDF-EB, GDF-EC, GDF-ED, GDF-EE, GDFA-E, JLIF-E, and any related District exhibits (criminal and disqualifying) not otherwise specified

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2.0 ECOC VIOLATIONS (CONT'D) *POTENTIAL VIOLATIONS OF CRIMINAL LAW (CONT'D)*

OTHER CRIMINAL VIOLATION (DISQUALIFYING) (CONT'D)

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3.0 PROCEDURES FOR INFORMAL ACTIONS ACKNOWLEDGED ORAL WARNINGS

An employee facing this action will receive the following:

Professional Staff Member

- An informal meeting with his or her Supervising Administrator [SCUSD GCQF] in a private location.
- An explanation of the allegation(s) involved.
- An opportunity to respond to the allegation(s).
- Consideration of the response and all pertinent aggravating factors or mitigating factors in the case prior to any decision to take action.
- An explanation of the reason(s) for taking action.
- A written, signed, and dated copy of the action that specifies: 1) The specific incident(s) upon which the action was based; 2) The statute and/or policy that was violated; 3) The specific action taken to address the incident(s); 4) Expectations for correction, if any; 5) Notice that repeat offenses may result in more severe disciplinary action; 6) Disclosure of any and all remedies available; and 7) A disposition disclosure.

NOTE: There are no representation requirements for an Informal Action [SCUSD GCQF].

Support Staff Member

- An informal meeting with his or her Immediate Supervisor [SCUSD GDQD] in a private location.
- An explanation of the allegation(s) involved.
- An opportunity to respond to the allegation(s).
- Consideration of the response and all pertinent aggravating factors or mitigating factors in the case prior to any decision to take action.
- An explanation of the reason(s) for taking action.
- A written, signed, and dated copy of the action that specifies: 1) The specific incident(s) upon which the action was based; 2) The statute and/or policy that was violated; 3) The specific action taken to address the incident(s); 4) Expectations for correction, if any; 5) Notice that repeat offenses may result in more severe disciplinary action; 6) Disclosure of any and all remedies available; and 7) A disposition disclosure.

NOTE: SCUSD GDQD does not apply to counseling of, or directives to, a Support Staff Member regarding future conduct [SCUSD GDQD].

Workflows for this type of Informal Action are as follows:

Professional Staff Member

- **Before action.** The Supervising Administrator will complete an informal inquiry of the incident(s) that:
1) Both establishes and verifies grounds that warrant this type of action; and 2) Includes the employee's response to the allegation(s) involved, if such a response is given.
- **During action.** The Supervising Administrator will:
 - Meet with the employee within a reasonable timeframe to deliver the action.
 - State his or her reason(s) for proceeding with the action.
 - Reference any aggravating factors or mitigating factors considered prior to making the decision.
 - Present the employee with the documentation of the action.
 - Review the documentation with the employee.
 - Request signed/initialed and dated acknowledgement of receipt from the employee.

NOTE: Signed/initialed acknowledgement does not imply agreement with the contents of the documentation. Refusal to sign and date the documentation will be noted on the documentation.

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3.0 PROCEDURES FOR INFORMAL ACTIONS (CONT'D) ACKNOWLEDGED ORAL WARNINGS (CONT'D)

- **After action.** The Supervising Administrator will:
 - Provide the employee with a copy of the executed action.
 - Offer the employee an opportunity to respond to the action in writing within a reasonable timeframe, and inform the employee of his or her right to include any comments he or she deems appropriate.

NOTE: Any written response: 1) Must be signed; and dated; and 2) Will be attached, if received in a timely manner.

 - Inform the employee of his or her contest option(s), if applicable.
 - Retain the executed action in the Unofficial Supervisor's File.

Support Staff Member

- **Before action.** The Immediate Supervisor will complete an informal inquiry of the incident(s) that: 1) Both establishes and verifies grounds that warrant this type of action; and 2) Includes the employee's response to the allegation(s) involved, if such a response is given.
- **During action.** The Immediate Supervisor will:
 - Meet with the employee within a reasonable timeframe to deliver the action.
 - State his or her reason(s) for proceeding with the action.
 - Reference any aggravating factors or mitigating factors considered prior to making the decision.
 - Present the employee with the documentation of the action.
 - Review the documentation with the employee.
 - Request signed/initialed and dated acknowledgement of receipt from the employee.

NOTE: Signed/initialed acknowledgement does not imply agreement with the contents of the documentation. Refusal to sign and date the documentation will be noted on the documentation.
- **After action.** The Immediate Supervisor will:
 - Provide the employee with a copy of the executed action.
 - Offer the employee an opportunity to respond to the action in writing within a reasonable timeframe, and inform the employee of his or her right to include any comments he or she deems appropriate.

NOTE: Any written response: 1) Must be signed; and dated; and 2) Will be attached, if received in a timely manner.

 - Inform the employee of his or her contest option(s), if applicable.

NOTE: The filing or pendency of a complaint pursuant to SCUSD GDQD shall in no way limit or delay action taken by the individual authorized to take such action [SCUSD GDQD]. Failure to object to a disciplinary action or take other action within the time limitations set forth in SCUSD GDQD shall mean that the employee does not wish to pursue the matter further, and complaints filed after the expiration of the applicable time limitation will not be considered [SCUSD GDQD].

 - Retain the executed action in the Unofficial Supervisor's File.

Post-action considerations include the following:

Professional Staff Member

- **Contest.** Appeal is not permitted. Grievance is permitted using the defined Grievance Procedure [SCUSD GBK GBK-R] if the complaint falls within the definition of a Grievance.

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3.0 PROCEDURES FOR INFORMAL ACTIONS (CONT'D) *ACKNOWLEDGED ORAL WARNINGS (CONT'D)*

Support Staff Member

- **Contest.** Appeal is not permitted. A complaint relating to a Minor Disciplinary Action shall not be processed as a Grievance [SCUSD GBK, GBK-R, and GDQD], but may be filed using the defined procedure [SCUSD GDQD].

A Support Staff Member who wishes to object to a Minor Disciplinary Action shall submit a written complaint to the issuer's superior within five (5) work days of receiving notice of the Minor Disciplinary Action [SCUSD GDQD]. The issuer's superior: 1) Will review the complaint; and 2) May confer with the Support Staff Member, the issuer, and such other person(s) as the issuer's superior deems necessary [SCUSD GDQD].

The decision of the supervisor's superior will be final [SCUSD GDQD].

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3.0 PROCEDURES FOR INFORMAL ACTIONS (CONT'D) *ACKNOWLEDGED ORAL WARNINGS (CONT'D)*

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3.0 PROCEDURES FOR INFORMAL ACTIONS (CONT'D) WRITTEN WARNINGS

An employee facing this action will receive the following:

Professional Staff Member

- An informal meeting with his or her Supervising Administrator [SCUSD GCQF] in a private location.
- An explanation of the allegation(s) involved.
- An opportunity to respond to the allegation(s).
- Consideration of the response and all pertinent aggravating factors or mitigating factors in the case prior to any decision to take action.
- An explanation of the reason(s) for taking action.
- A written, signed, and dated copy of the action that specifies: 1) The specific incident(s) upon which the action was based; 2) The statute and/or policy that was violated; 3) The specific action taken to address the incident(s); 4) Expectations for correction, if any; 5) Notice that repeat offenses may result in more severe disciplinary action; 6) Disclosure of any and all remedies available; and 7) A disposition disclosure.

NOTE: There are no representation requirements for an Informal Action [SCUSD GCQF].

Support Staff Member

- An informal meeting with his or her Immediate Supervisor [SCUSD GDQD] in a private location.
- An explanation of the allegation(s) involved.
- An opportunity to respond to the allegation(s).
- Consideration of the response and all pertinent aggravating factors or mitigating factors in the case prior to any decision to take action.
- An explanation of the reason(s) for taking action.
- A written, signed, and dated copy of the action that specifies: 1) The specific incident(s) upon which the action was based; 2) The statute and/or policy that was violated; 3) The specific action taken to address the incident(s); 4) Expectations for correction, if any; 5) Notice that repeat offenses may result in more severe disciplinary action; 6) Disclosure of any and all remedies available; and 7) A disposition disclosure.

NOTE: SCUSD GDQD does not apply to counseling of, or directives to, a Support Staff Member regarding future conduct [SCUSD GDQD].

Workflows for this type of Informal Action are as follows:

Professional Staff Member

- **Before action.** The Supervising Administrator will complete an informal inquiry of the incident(s) that:
1) Both establishes and verifies grounds that warrant this type of action; and 2) Includes the employee's response to the allegation(s) involved, if such a response is given.
- **During action.** The Supervising Administrator will:
 - Meet with the employee within a reasonable timeframe to deliver the action.
 - State his or her reason(s) for proceeding with the action.
 - Reference any aggravating factors or mitigating factors considered prior to making the decision.
 - Present the employee with the documentation of the action.
 - Review the documentation with the employee.
 - Request signed/initialed and dated acknowledgement of receipt from the employee.

NOTE: Signed/initialed acknowledgement does not imply agreement with the contents of the documentation. Refusal to sign and date the documentation will be noted on the documentation.

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3.0 PROCEDURES FOR INFORMAL ACTIONS (CONT'D) *WRITTEN WARNINGS (CONT'D)*

- **After action.** The Supervising Administrator will:
 - Provide the employee with a copy of the executed action.
 - Offer the employee an opportunity to respond to the action in writing within a reasonable timeframe, and inform the employee of his or her right to include any comments he or she deems appropriate.

NOTE: Any written response: 1) Must be signed; and dated; and 2) Will be attached, if received in a timely manner.

- Inform the employee of his or her contest option(s), if applicable.
- Retain the executed action in the Unofficial Supervisor's File.

Support Staff Member

- **Before action.** The Immediate Supervisor will complete an informal inquiry of the incident(s) that: 1) Both establishes and verifies grounds that warrant this type of action; and 2) Includes the employee's response to the allegation(s) involved, if such a response is given.
- **During action.** The Immediate Supervisor will:
 - Meet with the employee within a reasonable timeframe to deliver the action.
 - State his or her reason(s) for proceeding with the action.
 - Reference any aggravating factors or mitigating factors considered prior to making the decision.
 - Present the employee with the documentation of the action.
 - Review the documentation with the employee.
 - Request signed/initialed and dated acknowledgement of receipt from the employee.

NOTE: Signed/initialed acknowledgement does not imply agreement with the contents of the documentation. Refusal to sign and date the documentation will be noted on the documentation.

- **After action.** The Immediate Supervisor will:
 - Provide the employee with a copy of the executed action.
 - Offer the employee an opportunity to respond to the action in writing within a reasonable timeframe, and inform the employee of his or her right to include any comments he or she deems appropriate.

NOTE: Any written response: 1) Must be signed; and dated; and 2) Will be attached, if received in a timely manner.

- Inform the employee of his or her contest option(s), if applicable.

NOTE: The filing or pendency of a complaint pursuant to SCUSD GDQD shall in no way limit or delay action taken by the individual authorized to take such action [SCUSD GDQD]. Failure to object to a disciplinary action or take other action within the time limitations set forth in SCUSD GDQD shall mean that the employee does not wish to pursue the matter further, and complaints filed after the expiration of the applicable time limitation will not be considered [SCUSD GDQD].

- Retain the executed action in the Unofficial Supervisor's File.

Post-action considerations include the following:

Professional Staff Member

- **Contest.** Appeal is not permitted. Grievance is permitted using the defined Grievance Procedure [SCUSD GBK and GBK-R] if the complaint falls within the definition of a Grievance.

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3.0 PROCEDURES FOR INFORMAL ACTIONS (CONT'D) *WRITTEN WARNINGS (CONT'D)*

Support Staff Member

- **Contest.** Appeal is not permitted. A complaint relating to a Minor Disciplinary Action shall not be processed as a Grievance [SCUSD GBK, GBK-R, and GDQD], but may be filed using the defined procedure [SCUSD GDQD].

A Support Staff Member who wishes to object to a Minor Disciplinary Action shall submit a written complaint to the issuer's superior within five (5) work days of receiving notice of the disciplinary action [SCUSD GDQD]. The issuer's superior: 1) Will review the complaint; and 2) May confer with the Support Staff Member, the issuer, and such other person(s) as the issuer's superior deems necessary [SCUSD GDQD].

The decision of the supervisor's superior will be final [SCUSD GDQD].

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3.0 PROCEDURES FOR INFORMAL ACTIONS (CONT'D) *WRITTEN WARNINGS (CONT'D)*

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4.0 PROCEDURES FOR FORMAL ACTIONS OFFICIAL REPRIMANDS

An employee facing this action will receive the following:

Professional Staff Member

- The Due Process afforded by state statute and Board policy [ARS §15-341 (21) and (22)]; SCUSD GCQF].

Support Staff Member

- A formal meeting with his or her Immediate Supervisor [SCUSD GDQD] in a private location.
- An explanation of the allegation(s) involved.
- An opportunity to respond to the allegation(s).
- Consideration of the response and all pertinent aggravating factors or mitigating factors in the case prior to any decision to take action.
- An explanation of the reason(s) for taking action.
- A written, signed, and dated copy of the action that specifies: 1) The specific incident(s) upon which the action was based; 2) The statute and/or policy that was violated; 3) The specific action taken to address the incident(s); 4) Expectations for correction, if any; 5) Notice that repeat offenses may result in more severe disciplinary action; 6) Disclosure of any and all remedies available; and 7) A disposition disclosure.

Workflows for this type of Formal Action are as follows:

Professional Staff Member

The Supervising Administrator will complete an informal inquiry of the incident(s) that: 1) Both establishes and verifies grounds that warrant this type of action; and 2) Includes the employee's response to the allegation(s) involved, if such a response is given.

The standard procedure [ARS §15-341; SCUSD GCQF] will be used.

The executed action will be retained in the Official Personnel File.

Support Staff Member

- **Before action.** The Immediate Supervisor will complete an informal inquiry of the incident(s) that: 1) Both establishes and verifies grounds that warrant this type of action; and 2) Includes the employee's response to the allegation(s) involved, if such a response is given.
- **During action.** The Immediate Supervisor will:
 - Meet with the employee within a reasonable timeframe to deliver the action.
 - State his or her reason(s) for proceeding with the action.
 - Reference any aggravating factors or mitigating factors considered prior to making the decision.
 - Present the employee with the documentation of the action.
 - Review the documentation with the employee.
 - Request signed/initialed and dated acknowledgement of receipt from the employee.

NOTE: Signed/initialed acknowledgement does not imply agreement with the contents of the documentation. Refusal to sign and date the documentation will be noted on the documentation.

- **After action.** The Immediate Supervisor will:
 - Provide the employee with a copy of the executed action.
 - Offer the employee an opportunity to respond to the action in writing within a reasonable timeframe [SCUSD GBJ], and inform the employee of his or her right to include any comments he

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4.0 PROCEDURES FOR FORMAL ACTIONS (CONT'D) OFFICIAL REPRIMANDS (CONT'D)

or she deems appropriate.

NOTE: Any written response: 1) Must be signed; and dated; and 2) Will be attached, if received in a timely manner.

- Inform the employee of his or her contest option(s), if applicable.

NOTE: The filing or pendency of a complaint pursuant to SCUSD GDQD shall in no way limit or delay action taken by the individual authorized to take such action [SCUSD GDQD]. Failure to object to a disciplinary action or take other action within the time limitations set forth in SCUSD GDQD shall mean that the employee does not wish to pursue the matter further, and complaints filed after the expiration of the applicable time limitation will not be considered [SCUSD GDQD].

- Retain the executed action in the Official Personnel File.

Post-action considerations include the following:

Professional Staff Member

- **Contest.** Appeal is permitted using the standard procedure [ARS §15-341; SCUSD GCQF]. Grievance is permitted using the defined Grievance Procedure [SCUSD GBK and GBK-R] if the complaint falls within the definition of a Grievance.

Support Staff Member

- **Contest.** Appeal is not permitted. A complaint relating to a Minor Disciplinary Action shall not be processed as a Grievance [SCUSD GBK, GBK-R, and GDQD], but may be filed using the defined procedure [SCUSD GDQD].

A Support Staff Member who wishes to object to a Minor Disciplinary Action shall submit a written complaint to the issuer's superior within five (5) work days of receiving notice of the disciplinary action [SCUSD GDQD]. The issuer's superior: 1) Will review the complaint; and 2) May confer with the Support Staff Member, the issuer, and such other person(s) as the issuer's superior deems necessary [SCUSD GDQD].

The decision of the supervisor's superior will be final [SCUSD GDQD].

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4.0 PROCEDURES FOR FORMAL ACTIONS (CONT'D) SUSPENSIONS

An employee facing this action will receive the following:

Professional Staff Member

- The Due Process afforded by state statute and Board policy [ARS §15-341 (21), §15-341 (22), §15-539, and §15-543; SCUSD GB and GCQF].

NOTE: Certificated staff members disciplined under ARS §15-341, §15-539, or other applicable statutes: 1) May not be suspended with pay or without pay for a period exceeding ten (10) school days under ARS §15-341; 2) May be suspended without pay for a period of time greater than ten (10) school days under ARS §15-539; 3) Shall be disciplined under procedures that provide for notice, hearing, and appeal, subject to the requirements of ARS §15-341 or ARS §15-539, whichever is appropriate; 4) Shall, if disciplined under ARS §15-539 or other applicable statutes, excluding ARS §15-341, receive notice in writing served upon the certificated staff member personally or by United States registered or certified mail addressed to the employee's last-known address, along with a copy of charge(s) specifying instances of behavior and the acts of omissions constituting the charge(s), and a copy of all applicable statutes (all attached); and 5) Shall have the right to a meeting not less than two (2) days nor more than ten (10) days after the date the certificated staff member receives the notice (for ARS §15-341 actions) OR an opportunity to request a hearing that shall be filed with the Board within ten (10) days after the service of notice (for ARS §15-539 actions) [ARS §15-341 (21), §15-341 (22), §15-342 (15), §15-501 (10), and §15-539; SCUSD GCQF].

Support Staff Member

- The Due Process afforded by Board policy [SCUSD GB and GDQD].

Workflows for this type of Formal Action are as follows:

Professional Staff Member

Minor Suspension

The Supervising Administrator will complete an informal inquiry of the incident(s) that: 1) Both establishes and verifies grounds that warrant this type of action; and 2) Includes the employee's response to the allegation(s) involved, if such a response is given.

The standard procedure [ARS §15-341; SCUSD GCQF] will be used.

The executed action will be retained in the Official Personnel File.

Major Suspension

The Superintendent will complete an investigation of the incident(s) that: 1) Both establishes and verifies grounds that warrant this type of action; and 2) Includes the employee's response to the allegation(s) involved, if such a response is given [SCUSD GCQF].

The standard procedure [ARS §15-539; SCUSD GCQF] will be used.

The executed action will be retained in the Official Personnel File.

Support Staff Member

Minor Suspension

- **Before action.** The Immediate Supervisor will complete an informal inquiry of the incident(s) that: 1) Both establishes and verifies grounds that warrant this type of action; and 2) Includes the employee's response to the allegation(s) involved, if such a response is given.
- **During action.** The Immediate Supervisor will:
 - Meet with the employee within a reasonable timeframe to deliver the action.



4.0 PROCEDURES FOR FORMAL ACTIONS (CONT'D) SUSPENSIONS (CONT'D)

- State his or her reason(s) for proceeding with the action.
- Reference any aggravating factors or mitigating factors considered prior to making the decision.
- Present the employee with the documentation of the action.
- Review the documentation with the employee.
- Request signed/initialed and dated acknowledgement of receipt from the employee.

NOTE: Signed/initialed acknowledgement does not imply agreement with the contents of the documentation. Refusal to sign and date the documentation will be noted on the documentation.

- **After action.** The Immediate Supervisor will:

- Provide the employee with a copy of the executed action.
- Offer the employee an opportunity to respond to the action in writing within a reasonable timeframe [SCUSD GBJ], and inform the employee of his or her right to include any comments he or she deems appropriate.

NOTE: Any written response: 1) Must be signed; and dated; and 2) Will be attached, if received in a timely manner.

- Inform the employee of his or her contest option(s), if applicable.

NOTE: The filing or pendency of a complaint pursuant to SCUSD GDQD shall in no way limit or delay action taken by the individual authorized to take such action [SCUSD GDQD]. Failure to object to a disciplinary action or take other action within the time limitations set forth in SCUSD GDQD shall mean that the employee does not wish to pursue the matter further, and complaints filed after the expiration of the applicable time limitation will not be considered [SCUSD GDQD].

- Retain the executed action in the Official Personnel File.

Major Suspension

Term Employee

The Superintendent will complete an investigation of the incident(s) that: 1) Both establishes and verifies grounds that warrant this type of action; and 2) Includes the employee's response to the allegation(s) involved, if such a response is given.

The employment of a term employee may be suspended without pay for a period of more than five (5) days by action of the Superintendent for any conduct that, in the judgment of the Superintendent, is inappropriate [SCUSD GDQD].

The standard procedure [SCUSD GDQD] will be used.

The executed action will be retained in the Official Personnel File.

At-Will Employee

- **Before action.** The Superintendent will complete an investigation of the incident(s) that: 1) Both establishes and verifies grounds that warrant this type of action; and 2) Includes the employee's response to the allegation(s) involved, if such a response is given.
- **During action.** The employment of an At-Will Employee may be suspended without pay for a period of more than five (5) days by action of the Superintendent for any conduct by the employee that, in the judgment of the Superintendent, is inappropriate [SCUSD GDQD]. Before suspending an At-Will Employee, the Superintendent: 1) Will inform the employee of intent to suspend the employee; and 2) Will give the employee an informal opportunity to explain why, in the employee's opinion, the suspension should not be imposed [SCUSD GDQD].

The Superintendent's decision will be final [SCUSD GDQD].

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4.0 PROCEDURES FOR FORMAL ACTIONS (CONT'D) *SUSPENSIONS (CONT'D)*

- **After action.** The Superintendent will document the action. The executed action will be retained in the Official Personnel File.

Post-action considerations include the following:

Professional Staff Member

Minor Suspension

- **Contest.** Appeal is permitted using the standard procedure [ARS §15-341; SCUSD GCQF]. Grievance is permitted using the defined Grievance Procedure [SCUSD GBK and GBK-R] if the complaint falls within the definition of a Grievance.

Major Suspension

- **Contest.** Appeal is permitted using the standard procedure [ARS §15-543; SCUSD GCQF]. Grievance is permitted using the defined Grievance Procedure [SCUSD GBK and GBK-R] if the complaint falls within the definition of a Grievance.

Support Staff Member

Minor Suspension

- **Contest.** Appeal is not permitted. A complaint relating to a Minor Disciplinary Action shall not be processed as a Grievance [SCUSD GBK, GBK-R, and GDQD], but may be filed using the defined procedure [SCUSD GDQD].

A Support Staff Member who wishes to object to a Minor Disciplinary Action shall submit a written complaint to the issuer's superior within five (5) work days of receiving notice of the disciplinary action [SCUSD GDQD]. The issuer's superior: 1) Will review the complaint; and 2) May confer with the Support Staff Member, the issuer, and such other person(s) as the issuer's superior deems necessary [SCUSD GDQD].

The decision of the supervisor's superior will be final [SCUSD GDQD].

Major Suspension

Term Employee

- **Contest.** Appeal is not permitted. A complaint relating to a Major Suspension shall not be processed as a Grievance [SCUSD GBK, GBK-R, and GDQD], but may be filed using the defined procedure [SCUSD GDQD].

At-Will Employee

- **Contest.** Appeal is not permitted. A complaint relating to a Major Suspension shall not be processed as a Grievance [SCUSD GBK, GBK-R, and GDQD].

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4.0 PROCEDURES FOR FORMAL ACTIONS (CONT'D) DISMISSALS

An employee facing this action will receive the following:

Professional Staff Member

- The Due Process afforded by state statute and Board policy [ARS §15-539 through §15-543 and §15-550 (C)]; SCUSD GBEB, GBEB-E, and GCQF].

NOTE: Certificated staff members disciplined under ARS §15-539 or other applicable statutes: 1) Shall be disciplined under procedures that provide for notice, hearing, and appeal, subject to the requirements of ARS §15-539; 2) Shall, if disciplined under ARS §15-539 or other applicable statutes, excluding ARS §15-341, receive notice in writing served upon the certificated staff member personally or by United States registered or certified mail addressed to the employee's last-known address, along with a copy of charges specifying instances of behavior and the acts of omissions constituting the charge(s) and a copy of all applicable statutes (all attached); and 3) Shall have an opportunity to request a hearing that shall be filed with the Board within ten (10) days after the service of notice (for ARS §15-539 actions) [ARS §15-539; SCUSD GCQF].

SCUSD GCQF, under ARS §15-341, does not apply to Dismissal of a certificated staff member, except to the extent that the Board may find, subsequent to Dismissal proceedings, that a lesser form of discipline as set forth therein should be imposed [SCUSD GCQF]. Additionally, Due Process limitations may apply for certain offenses under ARS §15-550 [SCUSD GBEB and GBEB-E].

Support Staff Member

- The Due Process afforded by Board policy [SCUSD GB and GDQD].

Workflows for this type of Formal Action are as follows:

Superintendent

Throughout the term of the Superintendent's contract, he or she will be subject to discharge for Good and Just Cause, provided, however, that the Board does not arbitrarily or capriciously call for his or her Dismissal [ARS §15-502 and §15-503]. The Superintendent shall have the right to written charges, notice of hearing, and a fair hearing before the Board [ARS §15-502 and §15-503].

The executed action will be retained in the Official Personnel File.

Professional Staff Member

The Superintendent will complete an investigation of the incident(s) that: 1) Both establishes and verifies grounds that warrant this type of action; and 2) Includes the employee's response to the allegation(s) involved, if such a response is given.

The standard procedure [ARS §15-539; SCUSD GCQF] will be used.

NOTE: If the conditions of ARS §15-550 (C) are involved, ARS §15-550 (C) does not entitle a person dismissed pursuant to ARS §15-550 (C) to a right to a hearing pursuant to ARS §15-539 (F) [ARS §15-550 (C); SCUSD GBEB and GBEB-E].

The executed action will be retained in the Official Personnel File.

Support Staff Member

Term Employee

The Superintendent will complete an investigation of the incident(s) that: 1) Both establishes and verifies grounds that warrant this type of action; and 2) Includes the employee's response to the allegation(s) involved, if such a response is given.

The employment of a Term Employee may be terminated for Cause by action of the Board at any time prior to the expiration of the term of employment [SCUSD GDQD]. The standard procedure [SCUSD GDQD] will be used.

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4.0 PROCEDURES FOR FORMAL ACTIONS (CONT'D) *DISMISSALS (CONT'D)*

The executed action will be retained in the Official Personnel File.

At-Will Employee

- **Before action.** The Superintendent will complete an investigation of the incident(s) that: 1) Both establishes and verifies grounds that warrant this type of action; and 2) Includes the employee's response to the allegation(s) involved, if such a response is given.
- **During action.** If the Superintendent recommends that the Board terminate an At-Will Employee, the recommendation shall be submitted to the Board in writing, and a copy of the recommendation shall be delivered to the employee [SCUSD GDQD].

The At-Will Employee may submit to the Board prior to the Board meeting a written response to the recommendation [SCUSD GDQD]. If the At-Will Employee chooses to attend the Board meeting when the recommendation is considered, the Board may, at its discretion, permit the At-Will Employee to address the Board concerning only the recommendation [SCUSD GDQD].

- **After action.** The Board will document the action. The executed action will be retained in the Official Personnel File.

Post-action considerations include the following:

Professional Staff Member

- **Contest.** Appeal is permitted using the standard procedure [ARS §15-543; SCUSD GCQF]. Grievance is permitted using the defined Grievance Procedure [SCUSD GBK and GBK-R] if the complaint falls within the definition of a Grievance.

Support Staff Member

Term Employee

- **Contest.** Appeal is not permitted. A complaint relating to a Dismissal shall not be processed as a Grievance [SCUSD GBK, GBK-R, and GDQD].

At-Will Employee

- **Contest.** Appeal is not permitted. A complaint relating to a Dismissal shall not be processed as a Grievance [SCUSD GBK, GBK-R, and GDQD].

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GLOSSARY

Unless otherwise required under the provisions of state statute or Board policy, the following definitions apply herein:

TERM	DEFINITION
Acknowledged Oral Warning	<p>This term means an Informal Action that involves a conference between a Supervisor and an employee. The action is the least severe type of response to an ECOC violation, and is meant to ensure an employee is aware that: 1) A deficiency has been noted; and 2) Self-remediation is expected.</p> <p>NOTE: There is no prescribed format for this action under state statute or Board policy; however, the event must be documented.</p>
Administrative Action	<p>This term means a voluntary or involuntary separation from service on a temporary basis, typically with pay, for non-disciplinary purposes (e.g., when the employee may create a hazard situation during a pending investigation or is otherwise subject to a pending major personnel action). Only the Superintendent/designee may take this type of action.</p>
Administrator	<p>This term means any school district administrator except a principal devoting not less than fifty percent (50%) of his time to classroom teaching [ARS §15-501 (1)].</p>
Alcohol	<p>This term means any fermented, distilled, or manufactured compound containing ethyl alcohol.</p> <p>Examples include, but are not limited to, the following: 1) Fermented beverages (e.g., beer, malt liquor, wine) or their derivatives (e.g., “fortified” wine); 2) Distilled spirits (e.g., whiskey, scotch, vodka, or “fortified” wine); and 3) Over-the-Counter (OTC) products (e.g., cough syrup).</p>
Alcohol Concentration	<p>This term (or “Alcohol Content”) means the Alcohol in a volume of breath expressed in terms of grams of Alcohol per 210 liters of breath as indicated by an evidential breath test under 49 CFR Part 382 [49 CFR §382.107].</p>
ASLAPR	<p>This term means the Arizona State Library, Archives, and Public Records office.</p>
At-Will Employee	<p>This term means a Support Staff Member: 1) Who is employed by the District for no specific term; and 2) Who has no right of continued employment [ARS §23-1501 (1); SCUSD GB and GDB].</p> <p>NOTE: No employee or Board member shall have the authority to make any agreement or contract to the contrary or any agreement with an At-Will Employee for any specified period of time [SCUSD GB and GDB]. No Board policy or regulation or item within the District’s handbook is intended to - and shall not operate to - create any property or contract rights inconsistent with the at-will employment status of a Support Staff Member [SCUSD GB and GDB]. None of the procedures of SCUSD GDQD shall alter the status of an At-Will Employee [SCUSD GDQD].</p>
Board	<p>This term means the Governing Board of the District [ARS §15-501 (4); SCUSD BB].</p> <p>NOTE: The Governing Board is: 1) The governing body of a school district; or 2) The County Superintendent (in the case of accommodation schools located therein) [ARS §15-501 (4)].</p>
Business Day	<p>This term means a day that the District office is open for business.</p>
Cause	<p>This term (or “Just Cause”, or “Good and Just Cause”) means a reason, if required, under federal law, tribal law, state statute, and/or Board policy for</p>



GLOSSARY (CONT'D)

	<p>which the District has the right to take disciplinary action against an employee. Such reasons by employee classification include the following:</p> <ul style="list-style-type: none"> Professional Staff Member: Certificated staff members may be disciplined (up to and including Dismissal) for infractions that include, but are not limited to, the following categories: 1) Engaging in Unprofessional Conduct; 2) Committing fraud in securing appointment; 3) Exhibiting incompetency in their work; 4) Exhibiting inefficiency in their work; 5) Exhibiting improper attitudes; 6) Neglecting their duties; 7) Engaging in acts of insubordination; 8) Engaging in acts of child abuse or child molestation; 9) Engaging in acts of dishonesty; 10) Being under the influence of Alcohol While on Duty; 11) Engaging in the illicit use of narcotics or habit-forming drugs; 12) Being absent without authorized leave; 13) Engaging in discourteous treatment of the public; 14) Engaging in improper political activity; 15) Engaging in willful disobedience; 16) Being involved in misuse or unauthorized use of School property; 17) Being absent excessively; 18) Carrying or possessing a weapon on School grounds, unless they are peace officers or have obtained specific authorization from the appropriate Administrator; or 19) Conduct that has occurred but that, at or near the time of misconduct, was not the subject of or identified as a reason for a specific proceeding under SCUSD GCQF [ARS §15-203 (20), §13-1001, §13-1404, §13-1405, §13-1406, §15-203 (A)(38), §15-503, §15-508, §15- 532, §15-535, §15-536, §15-537, §15-537.01, §15-538, §15-538.01, §15-539 (C) through (E), §15-550, §15-710, and §41-1758.03 (B); SCUSD CBCA, GB, GBEB, GBEB-E, GCMF, GCQF, and GBEBB]. <p>NOTE: The term "Cause" does not include religious or political beliefs or affiliations, unless they violate the teacher's oath [ARS §15-541 (B); SCUSD GCQF].</p> <ul style="list-style-type: none"> Support Staff Member: <ul style="list-style-type: none"> Term Employee: Support staff members may be disciplined for any conduct that, in the judgment of the District, is inappropriate [SCUSD GDQD], and term employees may be terminated for any conduct that, in the judgment of the District, is detrimental to the interests of the District, its personnel, or its students, and shall include, without limitation thereto, the following: 1) Absence without leave; 2) Insubordination; 3) Abuse of leave; 4) Neglect of duty; 5) Alcohol or drug impairment; 6) Unauthorized possession of a weapon on School grounds; 7) Child abuse or molestation; 8) Discourteous treatment of the public; 9) Unauthorized use of School property; 10) Dishonesty; 11) Unlawful conduct; 12) Excessive absenteeism; 13) Use of illegal drugs; 14) Fraud in securing employment; 15) Violation of a directive of a supervisor; 16) Improper attitude; 17) Incompetence or inefficiency; and 18) Violation of a Board policy or regulation [ARS §23-1501 (1) and (2); SCUSD CBCA, GB, and GCQD]. At-Will Employee: Not applicable. Support staff members may be disciplined for any conduct that, in the judgment of the District, is inappropriate [SCUSD GDQD], and at-will employees may be terminated by action of the Board for any reason, or for no reason, with or without advance notice, as the Board desires [ARS §23-1501 (1); SCUSD GB and GDQD].
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GLOSSARY (CONT'D)

CDL Holder	This term means, for the purposes of for the purposes of the ADIPs, an Employee whose position requires a Commercial Driver's License
Certificated Teacher	<p>This term means a person: 1) Who holds a certificate from the State Board to work in the schools of this state; and 2) Who is employed under contract in a school district in a position that requires certification [ARS §15-501 (2); SCUSD GCO, GCO-RA, GCO-RB, GCO-EA, and GCO-EB].</p> <p>NOTE: The term does not include: A psychologist; or 2) An Administrator devoting less than fifty percent (50%) of his or her time to classroom teaching [ARS §15-501 (2)].</p>
Continuing Teacher	This term means a Certificated Teacher for the purposes of ARS §15- 538.01 who has been and is currently employed by the school district for the Major Portion of three (3) school years consecutively and who has not been designated in the lowest Performance Classification for the previous school year or who has not regained continuing status after being designated as a Probationary Teacher pursuant to ARS §15-538.01 (C) [ARS §15-538.01 (D)].
Controlled Substance	<p>This term means, for the purposes of the ADIPs: 1) A substance defined in Schedules I through V of 21 USC §812, as further defined by regulation in 21 CFR §1308.11 through §1308.15 [SCUSD GBEC]; or 2) Those substances defined in 49 CFR §40.85 [49 CFR §382.107] or AAC R17-9-102C.2 through C.4 for which CDL-related testing is conducted.</p> <p>Examples include, but are not limited to, the following: Opiates (e.g., heroin, morphine, or codeine) and opioids (e.g., oxycontin, oxcycodone, or hydrocodone); hallucinogens and psychedelics (e.g., Marijuana, LSD, and MDMA, or "ecstasy"); depressants (e.g., barbiturates and benzodiazepines); stimulants (e.g., amphetamines, methamphetamines, cocaine, or its "crack" derivative); anabolic steroids (e.g., dehydroepiandrosterone, or DHEA).</p> <p>NOTE: The term includes: 1) Illegal drugs (i.e., naturally occurring or manufactured compound on the United States Drug Enforcement Agency's schedule of regulated substances with effects on mood, perception, or behavior, either without a legitimate prescription, or for which no prescription may be legally written; 2) Drugs that are being used illegally (e.g., with a prescription that was not legally obtained, in a manner outside of its intended purposes, or not in the prescribed quantity). The term does not include any legally obtained prescription drug used for its intended purpose and in its prescribed quantity, unless such use would impair the individual's ability to safely perform a Safety-Sensitive Function.</p>
Discipline	<p>This term means a Minor Disciplinary Action or a Major Disciplinary Action [SCUSD GCQF]; see also "Formal Action."</p> <p>NOTE: Not all actions regarding a certificated staff member are considered "Discipline", even though they may involve alleged or possible violations by the certificated staff member [SCUSD GCQF]. SCUSD GDQF addresses only "Discipline" and has no application to: 1) The certificated staff member evaluation procedure or the resulting evaluations as they pertain to the adequacy of the certificated staff member's classroom performance; 2) Letters or memoranda directed to a certificated staff member containing directives or instructions for future conduct; 3) Counseling of a certificated staff member concerning expectations of future conduct [SCUSD GDQF]; or 4) Non-renewal of a contract of a certificated staff member employed by the District for less than the major portion of three (3) school years consecutively (non-continuing certificated staff member) [SCUSD GCQF].</p> <p>NOTE: SCUSD GDQD does not apply to: 1) Any administrative recommendation or Board action, discussion, or consideration involving the non-renewal of a Term Employee; 2) Ratings, comments, and recommendations made in the course of an evaluation of a Support Staff Member; 3) The decision of the Superintendent to place a Support Staff Member on administrative leave; or 4) Counseling of or directives to a Support Staff Member regarding future conduct [SCUSD GDQD].</p>

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Dismissal	<p>This term means a Formal Action that involves an employee being involuntarily separated from service on a permanent basis when: 1) The issue of employee remediation is either no longer valid or is otherwise irrelevant; or 2) The misconduct involved is incompatible with initial or continued employment by the District. This action may be sub-characterized as: 1) For Cause (when required under state statute); or 2) For performance-related issues.</p> <p>NOTE: This action requires the level of Due Process outlined in state statute and/or Board policy by employee classification. The District-approved procedure must be followed, and only the Board may take this type of action.</p>
District	This term (or "SCUSD") means San Carlos Unified School District #20 [SCUSD AA and AA-E].
Due Process	This term means the safeguards to which an employee is entitled in order to protect his or her applicable rights.
EAP	This term means the District Employee Assistance Program.
Employee Organization	This term means a group recognized by the Board that exists for the purpose, in whole or in part, of dealing with the Board in the Meet and Confer process.
ESI	This term means Electronically Stored Information [Federal Rules of Civil Procedure 34 and 37 (28 USC App)].
Fiduciary Role	This term means employment in a position with a duty of confidence or trust, especially with the management of public funds.
For Gain	This term means evidence of getting, or attempting to get, something wanted, valued, or beneficial.
Formal Action	This term means an action for which documentation is typically retained in the Personnel File.
Full-Time	This term means being employed for a full school day, or for a full class load, or their equivalents, as determined by the Board [ARS §15-501 (3)].
Good Faith	This term means having an honest intent to act without taking an unfair advantage or to fulfill a promise to act [The People's Law Dictionary, Publisher Fine Communications].
Grievance	<p>This term means a complaint by an employee or group of employees that a personal loss, injury, or inconvenience has occurred because of a violation, misinterpretation, or inequitable application of an established policy [SCUSD GBK and GBK-R].</p> <p>NOTE: The term shall not apply to: 1) Any matter for which the method of review is prescribed by law; 2) Any rule or regulation of the State Board, State Superintendent, or County Superintendent; 3) Any bylaw of the Board; 4) Any matter that, according to law, is either beyond the scope of the Board's authority or limited to unilateral action by the Board alone; or 5) A complaint by any certificated employee occasioned by appointment to or lack of to, or retention in or lack of retention in, any position for which continuing status is not a factor [SCUSD GBK and GBK-R].</p>
Grievance Procedure	This term means the established workflow for resolving a Grievance outlined in SCUSD GBK and GBK-R.
Grievant	This term means an individual or entity authorized to file a Grievance [SCUSD GBK and GBK-R].

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GLOSSARY (CONT'D)

IEP	This term means an Individualized Education Plan.
Immoral Conduct	This term means any conduct: 1) That is contrary to the moral standards of the community; and 2) That reflects an unfitness to perform the duties assigned to the certificated staff member [SCUSD GCQF].
Immediate Supervisor	This term means the lowest-level administrator having line supervisory authority over: 1) An employee; or 2) A Grievant [SCUSD GBK, GBK-R, GCQF, and GDQD].
Inadequacy of Classroom Performance	This term means the definition of inadequacy classroom performance adopted by the Board pursuant to ARS §15-538 [ARS §15-501 (5); SCUSD GCO, GCO-RA, GCO-RB, GCO-EA, and GCO-EB].
Informal Action	This term means an action for which documentation is not typically retained in the Personnel File.
Intentionally	This term means evidence of a pre-existing plan, intent, design, or purpose.
Major Disciplinary Action	This term means, for a Professional Staff Member or a Support Staff Member, a Major Suspension or a Dismissal,
Major Portion (of a school year)	This term means Full-Time employment for fifty-one percent (51%) of the school days during which School is in session, except that a Certificated Teacher is not deemed to have completed the major portion of the third school year of three (3) years of employment consecutively until the end of the third school year [ARS §15-501 (6); SCUSD GCB, GCJ, GCO, GCO-RA, GCO-RB, GCO-EA, and GCO-EB].
Major Suspension	This term means: 1) For a Professional Staff Member, a Disciplinary Suspension without pay for more than ten (10) school days [ARS §15-539 (A)]; or 2) For a Support Staff Member, a Disciplinary Suspension without pay for more than five (5) days [SCUSD GDQD].
Maliciously	This term means evidence of having or showing a desire to: 1) Cause harm to another person; or 2) Damage his or her property.
Meet and Confer Team	This term means those employees and/or organizations identified pursuant to Board policy and/or regulation for Meet and Confer activities.
Minor Disciplinary Action	This term means: 1) For a Professional Staff Member, an Official Reprimand or a Minor Suspension; or 2) For a Support Staff Member, an Acknowledged Oral Warning, a Written Warning, an Official Reprimand, a Minor Suspension, without limitation thereto [SCUSD GDQD].
Minor Suspension	This term means: 1) For a Professional Staff Member, a Disciplinary Suspension without pay for ten (10) school days or less [ARS §15-501 (10)]; or 2) For a Support Staff Member, a Disciplinary Suspension without pay for five (5) days or less [SCUSD GDQD].
Mobile Technologies	<p>This term means devices that: 1) Transmit sounds, images, texts, messages, videos, or electronic information; 2) Record, play, or store information; 3) Access the Internet, or private communication, or information networks; and 4) Subsequent generations of these and related devices.</p> <p>Examples include, but are not limited to, the following: 1) Smartphones (e.g., BlackBerry®, Android®, and iPhone®); and 2) Other such mobile devices.</p>

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Neglect of Duty	<p>For the purposes of the ECOC, this term means: 1) Failing to act with the prudence that a reasonable person would exercise under the same circumstances; or 2) Failing to fulfill a work responsibility that is incumbent upon the employee by virtue his or her office or position under federal law, tribal law, state statute, Board policy, job description, or Supervisor directive.</p> <p>NOTE: It is immaterial whether the neglect was done willfully, out of malice, out of ignorance, or due to an oversight when the result of the neglect was grave or its frequency was such as to endanger or threaten the welfare of self, staff, students, or the legitimate interests of the District.</p>
Network	<p>This term means Board-owned electronic assets that include, but are not limited to, the following: computers; Internet services; email services; electronic subscriptions; research or productivity resources; and other Board-owned electronic resources.</p>
Network Users	<p>This term means staff members who use or otherwise access the network via wireless or hardwired connection.</p>
Official Reprimand	<p>This term (or "Written Reprimand", or "Letter of Reprimand") means a Formal Action that involves a statement of censure for misconduct of such concern that a permanent record of the incident(s) needs to be established. The action is used when the ECOC violation involved warrants a response that is more severe than a Written Warning, but less severe than a Minor Suspension.</p> <p>NOTE: This action requires the Due Process outlined in Board policy. No formal disciplinary hearing is required; however, only the Superintendent or his/her designee may issue this type of disciplinary action.</p>
OTC	<p>This term means Over-the-Counter.</p>
Performance Improvement Plan	<p>This term means the remediation plan required in the event of that Inadequate Classroom Performance is noted per ARS §15-537 and ARS §15-539.</p>
Performance Classification	<p>This term means any of the four (4) performance classifications adopted by the State Board pursuant to ARS §15-203 (A)(38) [ARS §15-501 (7); SCUSD GCO, GCO-RA, GCO-RB, GCO-EA, and GCO-EB].</p>
Performance Evaluation	<p>This term means the standardized process by which the Performance Classification of a qualified employee is determined on an annual basis. Each Performance Evaluation must be completed by a Qualified Evaluator using the approved evaluation instrument against a range of established performance classifications within the context of an employee evaluation system developed and maintained in conformance with state standards.</p>
Permanent Employee	<p>This term means an employee: 1) Who is hired by the District to fill a position that requires regular attendance and regular hours regardless of the number of months per year, days per year, or the number of hours per day; 2) Who is categorized as a twelve (12) month, ten (10) month, or nine (9) month employee; and 3) Who does not meet the definition of a Temporary Employee [SCUSD GD].</p>
PI	<p>This term means Personal Information (i.e., that which describes anything about a person, indicates actions done by or to a person, or indicates that a person possesses certain characteristics) that: 1) Contains a name, identifying number, symbol, or other assigned identifier; and 2) Can be retrieved from a PI System.</p>

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PI System	This term means any collection or group of related records kept in an organized manner and maintained by a state or local agency from which PI is retrieved by: 1) The name of the person; 2) Some identifying number; or 3) Some other identifier assigned to the person.
PII	This term means Personally Identifiable Information. NOTE: In accordance with IDEA Part B, all persons collecting or using PII must receive training or instruction regarding state confidentiality policies and procedures under IDEA Part B and FERPA. Additionally, the District must maintain, for public inspection, a current listing of the names and positions of employees who may have access to PII [34 CFR §300.623].
PPAC	This term (or “Committee”) means the Professional Practices Advisory Committee [AAC R7-205].
Probationary Teacher	This term means a Certificated Teacher who is not a Continuing Teacher [ARS §15-536 (E)].
Probationary Period	This term means: 1) The period of time as an employee of the District before which an eligible Support Staff Member may become a Permanent Employee-seventy-five (75) calendar days [SCUSD GD]; or 2) The period of time as an employee of the District before which an eligible Support Staff Member may become a Term Employee-sixty (60) calendar days [SCUSD GDO].
Professional Staff Member	This term means any employee of the District who is required by state statute or by a Board policy, regulation, or job description to possess a teaching certificate from the State Department to perform his or her job, including: 1) A Certificated Teacher or an Administrator [SCUSD GCBA]; or 2) A psychologist.
Reasonable Person Standard	This term means: 1) For policy violations, what would be done, or not done, by most people within the District and/or the community in a similar situation; or 2) For civil violations or criminal violations, what would be done, or not done, by a hypothetical person in society who exercises average care, skill, and judgment in conduct and who serves as a comparative standard for determining liability [West's Encyclopedia of American Law, 2 nd Edition. The Gale Group, Inc.].
Qualified Evaluator	This term means a principal or other person who is trained to evaluate teachers and who is designated by the Board to evaluate the school district's Certificated Teachers [ARS §15-501 (8); SCUSD GCO, GCO-RA, GCO-RB, GCO-EA, and GCO-EB].
Safety-Sensitive Employee	This term means, for the purposes of the ADIPs: 1) Any regular or substitute bus driver; 2) Any Employee who is required to be a CDL Holder as a condition of employment; 3) Any Employee who inspects, repairs, and/or maintains Board-owned vehicles; or 4) Any other Employee who may drive students in a Board-owned vehicle.
Safety-Sensitive Function	This term means, for the purposes of the ADIPs, any activity for which a bus driver is on-duty, except when the driver is performing an activity for and being compensated by an entity other than the employer [AAC R17-9-102C.1 (b)].
School	This term means any public, charter or private school where children attend classes in kindergarten programs or grades one through twelve.
Scope of Meet and Confer	This term means the matters of concern that may be discussed during the Meet and Confer process, such as: 1) Wages; 2) Hours; or 3) Terms and Conditions of Employment.

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Social Media	<p>This term means web-based and mobile technologies to communicate through interactive dialogue such as: 1) Weblogs ("blogs") or Wikis; 2) Picture-sharing applications; 3) Video blogs ("vlogs"); 4) Wall-posting sites; 5) Email utilities; 6) Instant messaging services; 7) Music-sharing sites; 8) Crowdsourcing sites; 9) Voice over IP services ("VoIP"), and 10) Successor protocols for transmitting information.</p> <p>Examples include, but are not limited to, the following: 1) Facebook®; 2) LinkedIn®; 3) MySpace®; 4) Twitter®; 5) YouTube®; 6) FaceTime®; 7) Skype®; 8) Flickr®; and 9) Instagram.</p>
State Board	This term (or "ASBE") means the Arizona State Board of Education.
State Department	This term (or "ADE") means the Arizona Department of Education.
State Police	This term (or "DPS") means the Arizona Department of Public Safety.
State Superintendent	This term means the Arizona State Superintendent of Public Instruction.
Superintendent	This term means the superintendent of a school district [ARS §15-501 (9)].
Supervising Administrator	<p>This term means any employee designated as an Administrator by the Board.</p> <p>NOTE: At any time, the Superintendent or an Assistant Superintendent may act in place of a lower ranking Supervising Administrator.</p>
Support Staff Member	<p>This term means any employee of the District who is not required by state statute or by a Board policy, regulation, or job description to possess a teaching certificate from the State Department for the purpose of performing his or her job, unless he or she has been expressly designated as a Professional Staff Member in a notice of employment or contract executed by the Board [SCUSD GDB]. Such an employee is either a Term Employee or an At-Will Employee of the District [SCUSD GDB].</p>
Suspension	<p>This term means a Formal Action that involves an employee being involuntarily separated from service on a temporary basis: 1) Without pay (a "Disciplinary Suspension") when the grounds for disciplinary action involved warrant an action that is more severe than an Official Reprimand, but a less severe than a Dismissal; or 2) With pay (an "Administrative Suspension") for <u>non-disciplinary</u> purposes when the employee may create a hazard situation during a pending investigation or is otherwise subject to a pending Dismissal. A Suspension for disciplinary purposes is the most severe type of action that is still compatible with continued employment, and is meant to serve as a significant consequence for either a serious lapse of judgment, or for misconduct of such concern, that the District must ensure the employee understands that a repeat incident is likely to result in Dismissal.</p> <p>NOTE: When used for disciplinary purposes, this action requires the Due Process outlined in state statute and/or Board policy by employee classification. The District-approved procedure must be followed, and only the Superintendent or the Board may take this type of action.</p>
Temporary Employee	This term means an employee who : 1) Is hired to fill a position that is not a permanent position; and/or 2) Is categorized as a short-term, long-term, probationary, substitute, or student hire employee [SCUSD GD].
Term Employee	This term means a Support Staff Member who is employed by the District pursuant to a written contract that specifies the duration of his or her

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	<p>employment (not to exceed one (1) year) [ARS §23-1501 (1) and (2); SCUSD GB and GDB].</p> <p>NOTE: A Support Staff Member who is not a Term Employee is an At-Will Employee [SCUSD GDB].</p>
Terms and Conditions of Employment	<p>This term means: 1) The hours of employment; 2) The compensation therefore, including fringe benefits; and 3) The District's personnel policies directly affecting the employee [SCUSD GBK and GBK-R].</p> <p>NOTE: In the case of professional employees, the term does not include educational policies of the District [SCUSD GBK and GBK-R].</p>
Unlawful Reprisal	<p>This term means an action that is taken by the Board as a direct result of a lawful report pursuant to ARS §15-514 that results in one or more of the following: 1) Disciplinary action; 2) Transfer or reassignment; 3) Suspension, demotion or Dismissal; 4) An unfavorable performance evaluation; or 5) Other significant changes in duties or responsibilities inconsistent with the employee's salary or employment classification [ARS §15-514 (D)].</p>
Unprofessional Conduct	<p>This term means: 1) Any act or omission by an employee, whether an Administrator or non-Administrator, which constitutes a breach of the employee's duties or obligations pursuant to employment, employment contract, policies, rules, and regulations of the District; or 2) Act or omission which adversely affects an interest of the District [ARS §15-203, §15-341, §15-342, §15-521, §15-535, §15-539, §15-550, and §41-1758.03; SCUSD GCMF and GCQF].</p> <p>NOTE: A teacher guilty of Unprofessional Conduct may be subject to disciplinary action by the Board and by the State Board [SCUSD GCMF].</p>
Verbal Redirection	<p>This term means any private conversation, non-disciplinary counseling, or similar measure that is: 1) Non-disciplinary in nature; and 2) Undocumented.</p> <p>NOTE: Nothing in Board policy GCQF will limit an Administrator's prerogative to engage in informal consultation with a certificated employee whom he or she supervises to discuss matters of concern related to the employee's performance or conduct; however, when it is apparent that disciplinary action toward a certificated employee is likely to become a part of the certificated staff member's personnel record as permitted by ARS §15-341, the procedures outlined in Board policy GCQF shall be followed [SCUSD GCQF].</p> <p>NOTE: SCUSD GDQD does not apply to counseling of or directives to a Support Staff Member regarding future conduct [SCUSD GDQD].</p>
While on Duty	<p>This term means, for the purposes of the ADIPs (and elsewhere in the ECOC, unless otherwise specified in Board policy), all time from the time the Employee begins to work (or is required to be ready for such) until the time he or she is relieved from work and all responsibility for performing work [49 CFR §382.107].</p>
Work Day	<p>This term (or "Day") means any day that the District's central administrative office is open for business [SCUSD GBK, GBK-R, and GCQF].</p>
Workplace	<p>This term means, for the purposes of the ADIPs (and elsewhere in the ECOC, unless otherwise specified in Board policy): 1) While in Board buildings; 2) While on Board grounds; 3) While at Board-sponsored or school-sponsored events; 4) While transporting students to or from school or school-sponsored events; or 5) While in any other situation where an Employee is subject to</p>

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	District authority [SCUSD GBEC].
Written Warning	<p>This term (or “Letter of Direction”) means an Informal Action that involves a conference between a supervisor and an employee that is meant to put the employee on notice that the action(s) or behavior(s) involved, if left unremediated, may result in Formal Action in the future. The action is used when the ECOC violation involved warrants a response that is more severe than an Acknowledged Oral Warning, but a less severe than an Official Reprimand.</p> <p>NOTE: There is no prescribed format for this action under state statute or Board policy. However, the event must be documented.</p>



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