

<p>TUCSON UNIFIED SCHOOL DISTRICT</p> <p>GOVERNING BOARD REGULATION</p>	<p>REGULATION TITLE:</p> <p>Staff Conduct</p>
	<p>REGULATION CODE: GBEB-R1</p>

Prohibited Conduct

No employee, while on or using school property, otherwise acting as an agent, or working in an official capacity for the District shall engage in:

1. Physical or verbal abuse of, or threat of harm to, anyone.
2. Causing damage, or threat of damage, to property of the District or property of a member of the community or a visitor to the school when the property is located on premises controlled by the District.
3. Forceful or unauthorized entry to or occupation of District facilities, including buildings and grounds.
4. Use, possession, distribution, or sale of alcohol or of drugs or other illegal substances.
5. Use of profane, discriminatory, or abusive language, symbols, or conduct. Conduct or speech that violates commonly accepted standards of the District and that, under present circumstances, has no redeeming social value. This includes, but is not limited to, the use of any language or conduct that would meet the definition of “discrimination” in [Governing Board Policy AC](#).
6. Failure to comply with lawful direction of District officials, security officers, or any other law-enforcement officer, or failure to identify oneself to such officials or officers when lawfully requested to do so.
7. The carrying or possession of a weapon on school grounds without authorization from the appropriate school administrator.
8. A violation of District policies and regulations.
9. Any conduct violating federal, state, or applicable

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municipal law or regulation.

10. Any other conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions of the District, or any other activity sponsored or approved by the Board.
11. Employees will not make any sexual advance towards a pupil or child, verbal, written, or physical. Employees shall not engage in sexual activity, a romantic relationship, or dating of a pupil or child.
12. The use of District resources, as defined in A.R.S. [15-511](#) and District Policy GBI, *Staff Participation in Political Activities*, to influence the outcome of an election.
13. Shall not steal.
14. Excessive absenteeism.
15. Refrain from the use of personal social media accounts with the exception of the user's own (off duty) time, so as not to interfere with the person's job responsibilities.
 - A. While Tucson Unified School District respects the right of its employees to use personal social media on off duty time, employees should not make any derogatory statements about colleagues or students or other comments that would reflect badly on their professional reputation or the reputation of the school and the school district. When participating in social media activities, even off duty and off premises, such activities must not violate any Board policies or otherwise interfere with the employee's or any co-workers' job performance.
 - B. Furthermore, any employee social media activities must comply with all applicable laws including, but not limited to, anti-discrimination, anti-harassment, copyright, trademark, defamation, privacy, securities,

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and any other applicable laws and regulations.

16. Shall not engage in any conduct prohibited under Arizona Administrative Code (A.A.C.) [R7-2-1308. *Unprofessional and Immoral Conduct.*](#)

Expected Conduct

In addition to the foregoing, all staff members are expected to:

- A. Become familiar with, enforce, and follow all Board policies, regulations, administrative procedures, standards, and other directions given by district administrators and state and federal laws as they affect the performance of job duties.
- B. Conduct themselves in a manner consistent with effective and orderly education and to protect the students and the District property.
- C. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the District.
- D. Perform in accordance with the employee’s current job description, performance goals, and authorized directives from supervisory authority.
- E. Transact all official business in a timely manner.
- F. Care for, properly use and protect school property
- G. Attend all required staff meetings called by district and school administration, unless excused.
- H. Report to work punctually and work all scheduled hours, notifying immediate supervisor as far in advance as

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possible, but before shift begins, whenever unable to report to work.

- I. Immediately report all dangerous building conditions to the building supervisor and take action to rectify the situation and/or protect the safety of students and others if necessary.
- J. Properly supervise all students. All students must be under assigned adult supervision at all times during the school day and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.
- K. Obey all safety rules and standards, including rules protecting the safety and welfare of students.
- L. Submit all required reports or paperwork at the time requested.
- M. Have completed daily lesson plans available if appropriate to the position.
- N. Maintain order in a manner consistent with District policies and regulations.
- O. Comply promptly with all orders of the Superintendent and the administrator who is their immediate supervisor.
- P. Dress and maintain a general appearance that reflects their position and does not detract from the educational program of the school.
- Q. Refrain from using school contacts and privileges to promote sectarian religious views or selfish propaganda of any kind.
- R. When the employee becomes aware of suspected crimes, bullying or other incidents that violate law or policy,


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immediately comply with the requirement of A.R.S. [15-153](#) and [15-515](#) by immediately filing a written report at the [District Report Share Prevent website](#):

1. A violation of A.R.S. [13-3102](#) [possession of a deadly weapon on school grounds].
2. A violation of A.R.S. [13-3111](#) [possession of a firearm by a minor without authorization (in Maricopa and Pima Counties and where otherwise adopted by local ordinance)].
3. A violation of A.R.S. [13-3411](#) [possession, use, or intent to sell marijuana, peyote, or dangerous or narcotic drugs, or intent to sell prescription-only drugs in a drug-free school zone (i.e., school grounds and the area within three hundred [300] feet and public property within one thousand [1,000] feet of school grounds, the area at a school bus stop, and a school bus)].
4. Employees who fail to submit written reports of suspected incidents of harassment, intimidation or bullying of which they are aware, to the appropriate school official may be subject to discipline under this policy. A.R.S. 15-341(A)(36)(b). [See also JICK-R Student Violence/Harassment/Intimidation/Bullying.](#)

Building Administrators will receive immediate email notice as soon as any online report is made. **Any administrator receiving a report of a violation of A.R.S. [13-3102](#), [13-3111](#), or [13-3411](#) (Category “Weapon” or “Drugs/alcohol/tobacco”) shall immediately report such violation to a peace officer in compliance with A.R.S. [15-153](#) and [15-515](#).**

Employees of the District who violate these rules are subject to disciplinary action.

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**Procedures:
Reporting
Suspected
Crimes or
Incidents**

How and When to File a Written Report:

- A. Staff members are to immediately file a written report at the [District Report Share Prevent website](#) and in addition, they shall immediately bring any weapons or drug violations to the attention of the Principal or designated building administrator responsible for filing reports to law enforcement.
- B. The [Report Share Prevent](#) website will automatically alert the Principal every time a report is filed.
- C. The Principal or designated building administrator shall review all such alerts and shall immediately report to law enforcement those incidents requiring reports to law enforcement under A.R.S. 15-153 and this Policy. See Exhibit GBEB-E1.

**Consequences
for Violations**

Failure to comply with this policy/regulation may subject the employee to disciplinary action, up to and including termination.

Adopted: October 5, 2004
 Revised: December 17, 2004 [To Board in Friday Report]
 Revised: March 31, 2020 [SLT review]
 Revised: November 30, 2020 [SLT review]

LEGAL REF.:

A.A.C. [R7-2-1308 Unprofessional and Immoral Conduct](#)

CROSS REF.:

[Policy ABB – Personal Privacy Policy](#)
[Policy AC – Non-Discrimination](#)
[Policy GBEB – Staff Conduct](#)