

## **Employee Conduct and Appearance**

Employees are role models for the students who come in contact with them during and after school hours. The board recognizes the positive effect employees can have on students in this capacity. To this end, the board strongly suggests and encourages employees to dress themselves, groom themselves and conduct themselves in a manner appropriate to the educational environment.

Employees shall conduct themselves in a professional manner. Employees shall dress in attire appropriate for their position. Clothing should be neat, clean, and in good taste. Discretion and common sense call for an avoidance of extremes, which would interfere with or have an effect on the educational process.

Licensed employees of the school district shall follow the code of ethics for their profession as established by the Iowa Board of Educational Examiners.

It shall be the responsibility of the building principal to counsel employees assigned to their attendance center on appearance and conduct when the employee's individual appearance may have a negative impact on the learning environment. Employees who do not follow this policy shall be subject to disciplinary action, up to and including termination.

Approved: November 17, 1997

Reviewed: April 24, 2017