

Code No. 404 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 will conduct themselves in a professional manner. All District employees should project a professional image for students, parents, potential employees, and community visitors. How you dress and handle yourself reflects on you and the District. If you experience uncertainty about acceptable, professional business casual attire for work, the immediate supervisor should be contacted. All employees are expected to wear their Central badges at all times. Friday's are designated as Central pride day. Jeans and Central shirts (college shirts and red shirts are also acceptable) are encouraged to be worn on Friday's.

Employees furnished work uniforms are expected to keep them clean and in good repair. The uniforms must be returned to the District when they become unwearable or upon termination of employment.

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

Legal Reference:

Iowa Code § 279.8 (2003).

282 I.A.C. 13 .

Cross Reference:

307 Administrator Code Of Ethics

401.1 Employee Orientation

403.6 Harassment

403.7 Substance-Free Workplace

407 Licensed Employee Termination of Employment

413 Classified Employee Termination of Employment

First Reading: July 18, 2018

Second Reading: August 20, 2018