Policy #:	**HRS.400.2**
Policy Title:	Staff Expectations
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All employees are expected to adhere to employment standards; not doing so may result in disciplinary action, up to and including discharge. Employment standards include:

- Meet established expectations of job performance
- Comply with attendance policies
- Respect the personal/property rights of all during the course of MVCS business
- Maintain a courteous and professional demeanor
- Maintain professional boundaries (see D51's Professional Boundaries Policy GBEB-R).
- Protect confidential MVCS, student, or provider information (including not divulging, altering, damaging, or destroying same)—FERPA, etc.
- Behave with integrity and honesty

Employee Dress Code

Employee are expected to wear clothes that are neat, clean, and professional while on duty. MVCS requires that staff not violate the student dress code by wearing the following:

- Any article or apparel which displays obscene words, pictures, or designs; any article that conveys a sexually suggestive remark, a pro-alcohol message, a tobacco, and/or drug related message.
- Apparel that exposes the mid-section or body below the armpits.
- Pants or shorts worn below the natural waistline.
- Shorts and/or pants with rips or holes that are above where the fingertips fall when fully extended and/or mid-thigh.
- Any item that may be considered disruptive to the educational process, which could include such things as skirt, dress, or shorts that do not extend beyond the fingertips fully and/or reach mid-thigh; tube, or halter tops; strapless or backless dresses.
- Jewelry or accessories that may be used as a weapon.
- Going barefoot—shoes must be worn on campus.

If an employee is unsure of the appropriateness of a particular item of clothing, the employee should choose not to wear it. An administrator may ask that an employee cover tattoos and/or remove facial jewelry if it could be considered distracting or inappropriate. Additionally, an MVCS administrator may require an employee to change

their dress if in their best judgment the dress is inappropriate. Exceptions to the dress code may be considered in order to make reasonable accommodations for an employee's disability, as defined by the Americans with Disabilities Act, or an employee's sincerely held religious belief.

Student Privacy

All staff must comply with the Family Educational Rights and Privacy Act (FERPA). MVCS must have written permission from the parent or student to release any information from a student's educational record. Schools may disclose "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance (provided the parent/student is given the opportunity to opt out). Information from a student's education record may be disclosed without consent to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to Colorado law.

An employee is prohibited from making any audio or video recording on campus which includes a student without the prior written consent of the parent. School functions such as athletic activities, performances, or other off campus activities are exempt from this prohibition.

Violence in the Workplace

MVCS is committed to providing a safe workplace that is free from violence or threats of violence. Any and all acts of violence in the workplace are prohibited and subject to disciplinary action. Additionally, any and all threats of violence, direct or indirect, serious or said in jest, are prohibited. All threats will be taken seriously and are subject to disciplinary action. Employees concerned about family violence being brought to the workplace or onto the work parking lot are encouraged to notify administration. Any employee who receives a protective or restraining order that lists MVCS as a protected area is required to provide the Director with a copy of the order and information requested by MVCS to identify the individual subject to the order.

Drug-Free Workplace

MVCS is committed to maintaining a drug-free work environment and each employee is responsible for the maintenance of such an environment. The unlawful manufacture, distribution, possession, or use of a controlled substance (i.e. drugs) and/or the use of alcohol or tobacco on school grounds, or while conducting MVCS business, are prohibited. Additionally, an employee must notify MVCS of any criminal drug statute conviction for a violation occurring in the workplace, or while conducting MVCS business, no later than five days after such conviction. A report of a conviction must be made to the Director. MVCS may ask an employee to submit to a drug or alcohol test whenever it reasonably believes that the employee may be under the influence of drugs or alcohol at the workplace including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity; unusual, bizarre or erratic conduct that suggests the employee is impaired by, or under the influence of, drugs or alcohol; or an on-the-job accident or injury under circumstances that suggest the possible use or influence of drugs or alcohol in the injury.

This does not prohibit, or in any way limit, the lawful use of prescription or non-prescription drugs. However, an employee must inform his/her immediate supervisor if he/she is using a prescription or non-prescription drug which could impair work performance or pose a risk of harm to the employee, to others, or to property. It is the employee's responsibility to determine from his or her physician(s) if the medication can impair work performance or pose such a risk. If the lawful use of lawful prescription or non-prescription drugs does limit or otherwise impair the employee's ability to perform the essential functions of his or her position or otherwise creates a safety risk, the Director will meet with the employee to determine whether a reasonable accommodation is available.

Anti-Harassment and Discrimination

MVCS is committed to maintaining a work environment free of all forms of unlawful harassment. Employees are prohibited from engaging in all forms of unlawful harassment, including harassment based on race, sex, religion, national origin, disability, age, genetic information, gender identity, veteran status, sexual orientation, and any other protected class status. Harassment based on any of the aforementioned protected classes may include, but is not limited to, many different types of actions: verbal (e.g. derogatory comment), physical (e.g. assault), or visual (e.g. internet materials). Sexual harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex. Both victim and harasser can be either a woman or a man, and the victim and harasser can be the same sex. The harasser can be the victim's supervisor, an administrator, a co-worker, or someone who is not an employee of the employer.

Employees should promptly report an incident of discrimination or harassment to the Director, Assistant Director, or Business Manager. The employee should not assume that witnesses to the incident will know the conduct is unwelcomed; an employee should not rely on a witness to report the conduct for the employee. Informing the harasser that the conduct is unwelcomed is not a report of harassment since the harasser may not self-report the violation. If the alleged harasser is the employee's supervisor, an administrator, or one of the individuals designated to receive harassment reports, the employee should not report the incident to that individual, but instead must notify another authorized employee in order to ensure that the matter is promptly and appropriately addressed.

Any administrator who receives information indicating a concern about harassment or discrimination must complete a report using District 51 guidelines, even if the information comes from someone other than the target of the harassment or discrimination, or even if the person expressing the concern indicates that they do not wish to have the harassment or discrimination reported. If the harassed individual does not wish to report the incident formally, an informal record will still be kept on file. MVCS will promptly investigate any report and take appropriate remedial action. If the harassment or discrimination continues, the employee must immediately report the incident so that the matter can be reopened and addressed.

Retaliation for reporting what an employee believes to be harassing or discriminatory conduct or for participating in an investigation of alleged harassment or discrimination is prohibited. Any retaliation should be reported according to the same procedures as reporting discrimination or harassment.

Any employee engaging in any type of discrimination, harassment, and/or retaliation will be subject to disciplinary action. Any administrator who has knowledge of such behavior, yet takes no action to report it is subject to disciplinary action.

Suspicious Behavior
Employees are encouraged to report any suspicious behavior observed at school or at any school related or school-sponsored activity. Strangers unaccompanied in areas not generally open to the public should be pointed out to the administration.

Conflict of Interests
Employees must maintain an awareness of MVCS interests versus their own personal interests and avoid conflicts in this area. Specifically, the following behavior is prohibited: accepting a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in his/her position or which he/she knows or should know is

primarily for the purpose of rewarding him/her for action taken in which he/she exercised discretionary authority.

Employee/Direct-Pay Educator Differentiation
MVCS contracts with individuals for instructional services (Direct-Pay Educators) for enrolled students. In some cases, these DPE's may also be regular employees of MVCS. Should a parent/guardian choose to engage an employee as a DPE, the employee is responsible to differentiate the employee/DPE roles and advise parents of alternative options in this area (via the MVCS Employee/DPE Informed Consent form). The activities of a DPE are to be kept completely separate from employee activities; the employee as a DPE will receive no different treatment than any other DPE. An employee will need to complete an Employee/DPE informed consent form prior to servicing a student. Furthermore, confidential student information acquired in the course of the staff member's employment must not be used to substantially further the employee's personal financial interests.

Moonlighting
Any additional employment, whether self-employment or working for another employer, should not conflict with the employee's duties at MVCS. In some circumstances an employee may be asked to reconsider outside employment if MVCS duties are not being performed adequately. MVCS retains the right to review and evaluate each situation on an individual basis. Specific issues are as follows:

- An MVCS employee may not teach elsewhere substantively the same class as one which is offered at MVCS. This is true regardless of whomever teaches the MVCS class (that staff member, or another staff member) and regardless of whether it is a fee-based or free service.
- An employee may hold a job/volunteer with another organization (paid or unpaid) as long as he or she satisfactorily performs his or her job responsibilities with MVCS. Employees shall not engage in any other employment or in any private business during the hours necessary to fulfill appropriate assigned duties. All employees will be judged by the same performance standards and will be subject to MVCS's scheduling demands, regardless of any existing outside work requirements.

Employee Monitoring
Employees do not have an expectation of privacy in any work areas (e.g. offices, desks, file cabinets, etc.) or in any MVCS property. Work areas and MVCS property are subject to search at any time. Any of the following may be monitored if they occur during business hours and/or on school property: phone calls, voicemail, email, and internet activity.

Office Dating
If employees are involved in a dating relationship it will be presumed by MVCS that the relationship is welcomed by the parties unless one of them notifies MVCS to the contrary. Public displays of affection and favoritism in the course of employment are prohibited. Conduct that occurs during a disagreement or following a termination of the relationship must not violate MVCS's harassment policy.

Workplace Investigations
There are instances when MVCS may wish to investigate personnel matters. Employees are required to cooperate in any investigation. Refusal to participate or actions taken to compromise the effectiveness of any investigation may result in termination. If the employee is instructed not to discuss the matter being investigated, failure to abide by this instruction may also result in termination. This restriction excludes the employee's privileged communications with his or her own private legal counsel.

Use of MVCS Property
Employees may use MVCS property only for a purpose that is consistent with applicable law and to implement a program that is described in MVCS's charter. An employee may be required to compensate MVCS for any damage and/or destruction the employee causes to MVCS property.

Employees of MVCS may use local telephone service, cellular phones, electronic mail, Internet connections, or other technology and network resources for incidental personal use under the following conditions:

- Such incidental personal use must not result in any direct cost paid with state funds. If this does happen, the employee who caused the direct cost to be incurred by MVCS must reimburse MVCS.
- Such incidental personal use must not impede the functions of MVCS.
- The use of MVCS property for private commercial purposes is strictly prohibited.
- Only incidental amounts of an employee's time for personal matters comparable to reasonable breaks during the day are authorized under this section.

Computer/Internet/Cell Phone Use
With the exception of the incidental personal use described above, access and use of MVCS's computers, computer networks, electronic mail, and the Internet is only for educational and administrative purposes. Personal cell phones may be used while on campus for school business. Personal calls should be kept at a minimum and staff must take care to keep them from being disruptive to other staff.