



**EMPLOYEE CONDUCT**  
(Personnel and Management)

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All employees have a responsibility to familiarize themselves with and abide by all applicable state and federal laws, the policies of the School Committee, and the procedures designed to implement them.

In the area of personal conduct, the Committee expects that all employees will conduct themselves in a manner that not only reflects credit to the school system but also sets forth a model worthy of emulation by students. The Marlborough Public Schools shall consider behavior in violation of the standards of conduct which occurs in a digital, cyber or non-face-to-face environment the same as behavior in violation of the standards of conduct in a traditional or physical environment.

All employees will be expected to carry out their assigned responsibilities with conscientious concern.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all employees:

1. Regular and prompt attendance at work.
2. Support and enforcement of policies of the Committee and their implementing procedures and school rules in regard to students.
3. Diligence in meeting timelines for required reports, grades, data and assessments promptly at the times specified.
4. Care, protection and security of school property.
5. Concern for and attention to their own and the school system's legal responsibility for the safety and welfare of students.
6. Maintain professional relationships with students at all times.
7. Report known or suspected school-related misconduct and/or questionable behavior on the part of fellow employees and volunteers.
8. Maintain confidentiality of information presented by a student, parent, colleague, or agency.
9. Maintain accuracy of student records.
10. Treat students, employees and the community with respect, consideration and civility.
11. Compliance with mandated reporting regulations of suspected child abuse or neglect.