



EMPLOYEE CONDUCT, PROFESSIONAL STANDARDS, AND DISCIPLINARY POLICY

Section 1: Purpose and Legal Alignment

This policy outlines Bonneville Academy's expectations for employee conduct, professional behavior, and disciplinary procedures. It ensures compliance with applicable laws and regulations including USBE Rule R277-515 (Educator Professional Standards), R277-322 (LEA Code of Conduct), Title VII of the Civil Rights Act, Title IX, and Utah Code §62A-4a-403 (mandatory reporting).

Section 2: Employee Code of Conduct

Employees are expected to maintain professionalism, integrity, and ethical conduct in all school-related activities. They must adhere to laws, school policies, and demonstrate respect toward students, parents, and colleagues.

Section 3: Professional Conduct and Ethics

Employees are expected to maintain appropriate professional boundaries with students and staff. Personal conduct, both during and outside work hours, must not bring discredit to the school. Violations may result in disciplinary action.

Section 4: Confidentiality Standards

Employees must maintain the confidentiality of student and staff information in accordance with FERPA and applicable data privacy laws. Sharing sensitive information without proper authorization is prohibited.

Section 5: Workplace Relationships and Conflicts of Interest

Romantic or sexual relationships between employees must not create a conflict of interest. Any such relationships, particularly those involving a supervisory dynamic, must be disclosed to the Director or Human Resources to prevent ethical concerns or legal liability.

Section 6: Employment of Relatives

Relatives of current employees may be employed at Bonneville Academy provided no direct supervisory or evaluative relationship exists. Employment decisions must be based on merit and approved by the Director to prevent conflicts of interest or perceptions of favoritism.





Section 7: Harassment and Discrimination

Bonneville Academy is committed to a workplace free from harassment and discrimination. Employees must report any incidents of harassment, including sexual harassment, to the administration immediately. See the separate Harassment Policy for definitions, procedures, and investigation processes.

Section 8: Examples of Misconduct

- Insubordination or refusal to follow directives
- Theft or misuse of school property
- Physical or verbal abuse
- Use of profanity or inappropriate language
- Breach of confidentiality
- Being under the influence of drugs or alcohol at work
- Failure to report suspected child abuse or neglect
- Falsifying records or documents
- Unauthorized absences or tardiness

Section 9: Disciplinary Action Procedures

Bonneville Academy utilizes a progressive disciplinary approach, when appropriate. Disciplinary actions may include:

1. Verbal Warning
2. Written Warning
3. Suspension (with or without pay)
4. Termination of Employment

Serious violations may result in immediate suspension or dismissal. Employees will be given an opportunity to respond to allegations before final action is taken.

Matters involving abuse, harassment, or serious misconduct will be reported to authorities and the Utah State Board of Education as required by law.





Section 10: Legal References

- USBE Rule R277-515: Educator Professional Standards
- USBE Rule R277-322: LEA Code of Conduct
- Title VII of the Civil Rights Act
- Title IX of the Education Amendments of 1972
- Utah Code §62A-4a-403: Mandatory Reporting of Abuse
- Family Educational Rights and Privacy Act (FERPA)

