

## FAYETTE COUNTY SCHOOLS

### Employee Code of Conduct

Each Fayette County Schools employee shall:

1. Report to work on time and prepared for duty.
2. Comply with directives and duties that are legal and safe.
3. Maintain safe and secure working and learning environments.
4. Demonstrate professionalism, respect, fairness, and dignity when interacting with students, parents, staff/co-workers, and community members.
5. Comply with federal laws, state statutes, and FCPS policies that prohibit conduct that could reasonably be construed as coercive, retaliating, harassing, intimidating, bullying, discriminating, or threatening.
6. Communicate truthfully and honestly and ensure that all records, disclosures or other communications are complete, fair, accurate, timely and understandable to the best of his or her knowledge.
7. Acquire, use, maintain, and dispose of district assets, including technology, in an ethical and responsible manner.
8. Maintain the confidentiality of information as required under federal laws, state statutes, and FCPS policies.
9. Use established protocols to intervene against and/or report actions, behaviors or safety concerns that may represent one or more violations of federal law, state statute, or FCPS policy.
10. Refrain from activities outside of the contract day that may reasonably limit and/or interfere with his or her ability to effectively perform duties as assigned.
11. Comply with all other federal laws, state statutes, and FCPS policies as well as established operational routines or procedures.

#### AN EQUAL OPPORTUNITY SCHOOL DISTRICT

Board of Education: John Price, Chair • Melissa Bacon, Vice Chair • Amanda Ferguson • Douglas Barnett • Daryl Love

Acting Superintendent Dr. Marlene Helm

701 East Main Street, Lexington, Kentucky 40502 • Phone: 859.381.4100 • [www.fcps.net](http://www.fcps.net)

**Mailing Address:** 1126 Russell Cave Rd., Lexington, Kentucky 40505