

PERSONNEL

Staff Expression

The district's expectations and rules for expression by staff while performing job responsibilities, using district facilities as employees, or appearing to be acting in their role as a district staff member, are as follows:

1. Employees must act consistent with district policies and procedures. This includes maintaining an environment that is free from discrimination and prejudice, and facilitates the free exchange of facts and ideas between students and staff, while promoting the district's official mission and vision.
2. Participation in on-campus events that the district has not endorsed might interfere with the district's operations or prevent the district from functioning efficiently and effectively, and is thus subject to potential discipline up to and including termination.
3. Staff perform job responsibilities and represent the district in their use of district email accounts, school district buildings, district property, classrooms, and in how they present themselves to students. District email signatures, classroom décor (posters, stickers, signage, etc.), expressive attire while on the job (buttons, hats, shirts, etc.), social media use in the course of employment, and other such channels of staff messaging are thus subject to these expectations.
 - A. Consistent with district policy, it is permissible for staff to use such channels of communication only for messaging that is:
 - i. curricular; or
 - ii. approved as the district's official position and message; or
 - iii. civil personal expression.
 - B. It is never permissible for staff to use such channels of communication for messaging that is:
 - i. obscene, lewd, or vulgar;
 - ii. libelous or slanderous;
 - iii. in violation of district policies on bullying, harassment, or intimidation;
 - iv. in violation of the district's policies on nondiscrimination;

- v. promoting or opposing electoral candidates, campaigns, parties, or issues;
 - vi. proselytizing or disparaging religious or irreligious beliefs; or
 - vii. otherwise in direct violation of district policy.
4. Controversial issues should be addressed as part of the curriculum consistent with district policy 2331, and any related policies and procedures, or through district-approved messaging. Staff should not engage in communication, including personal expression, that violates this procedure, any other district policy or procedure, or for which a substantial disruption or interference with the staff member's duties or the district's mission or programs is foreseeable. This may include, for example, communication that materially undermines trust with students, or that generates significant tension among staff, parents, and students.
5. When in doubt or as needed to comply with these expectations, staff may confirm or receive the district's approval of potential messaging, either from the superintendent or the superintendent's designee. Approval from the superintendent's designee is subject to review by the superintendent at their discretion. Any grant of approval will specify, in writing, the particular contents and channels of communication that have been approved, and will be subject to revocation at any time. In no case will district approval be granted for messaging that conflicts with the district's official policies or positions as approved by the board.
6. The district reserves the right to specifically direct or limit any particular staff messaging that is subject to these expectations.
7. Procedures to challenge curricular, instructional, or library materials used in the schools can be found in district policy 2020P Procedure for Curriculum Development and Adoption of Instructional Materials and 2021P Library Information and Technology Programs.
8. Procedures to challenge materials used in the schools that are not curricular, instructional, or library materials, or to challenge any other form of staff messaging, are as follows:
 - A. Concerns should first be discussed with the source of the materials/expression or the school principal. The principal will meet with each party to discuss the material in question. After listening to both

parties, the principal will utilize the equity lens tool with support as

needed by the Equity Director. Following the meetings and utilizing the equity lens, the principal shall respond with a written decision. All parties are urged to resolve the concern at this school level.

- B. If the issue is not satisfactorily resolved at the school level, the complainant should file a written appeal to the Superintendent or designee. The Superintendent or designee shall then attempt to resolve the matter through a conference with the complainant(s). Following this review, a written decision shall be provided to the complainant(s).
- C. The decision of the Superintendent or designee may be appealed by a concerned party to the Board of Directors. The purpose of the Board of Director's review will be to determine if the process outlined above in 8.a and 8.b were followed properly. The Board of Directors may direct the Superintendent or designee to revisit the process outlined above.
- D. The decision regarding challenged materials will not be subject to reconsideration for a minimum of three years, unless there is a substantive change of circumstances as determined by the superintendent.

The private and personal life of any employee, including participation in political activities, is not within the appropriate concern or attention of the district unless it adversely affects the performance of the employee's professional responsibilities. Off-duty expression is not immune from potential discipline if it interferes with the district's operations, or prevents the district from functioning efficiently and effectively. Staff members who use social media in a private capacity must do so consistently with district policy 5253 regarding professional staff and student boundaries.

Violation of these guidelines may constitute sufficient cause for reprimand or dismissal in accordance with applicable policies, procedures, and contractual terms.