

## **Employment:** ***Scope of Employment***

### **Scope of Employment—**

Employees of the District act within the scope of their employment only when acting to discharge duties for which they have been hired by the District or act under the direction of the Board, the Superintendent or the school Principal in the school where that employee works. The following guidelines govern the scope of an employee's duties:

### **Student Interaction—**

In interacting with students, the employees of the District are required to comply with Policy DAI, Staff Code of Conduct.

### **Class Attendance—**

All teachers shall be present in the classroom at any time when students are present in the classroom. A justification exists for leaving students unattended in a classroom only in cases of emergency such as injury to a student requiring immediate attention, threat to health or safety of a student or personal emergency of the teacher. Any other absences from the classroom must be expressly approved by the School Principal.

### **Provision of Transportation—**

Except as otherwise specifically provided for by District policy, no employee, except an authorized bus driver, has authority to provide transportation for any student or other employee unless express written authorization is given by the Principal. All transportation not authorized is outside the scope of employment.

### **Conflicting Employment—**

No employee of the District shall obtain or maintain any other employment which may or does interfere with or substantially impede the discharge of the employee's duties with the District.

### **Media Contacts—**

All District employees shall coordinate with the Superintendent or the Superintendent's designee all materials prepared for publication regarding District matters. Where possible, all employees shall consult with the Superintendent or the Superintendent's designee prior to providing any statements regarding District matters to any member of the media.