Administrative Regulation 4506
STANDARDS OF PROFESSIONAL CONDUCT

Responsible Office: Office of Human Resources

PURPOSE

The Superintendent has adopted this Administrative Regulation to implement and maintain the Washoe County School District's (District) standards of professional conduct and ethics, subject to the terms of an applicable collective bargaining agreement and in accordance with Nevada law. These standards were established to provide guidance for supervisors and employees on what is expected in the area of professional conduct, so that employees can be confident that their workplace conduct reflects the quality of service that our students and families deserve.

DEFINITIONS

1. "Obscenity" is any item which depicts or describes in a patently offensive way sexual acts or lewdly exhibits genitals and taken as a whole lacks serious literary, artistic, political, or scientific value.

2. "Unprotected speech" may include, but is not necessarily limited to, the following: obscenity, fighting words, defamation (includes libel, slander), child pornography, perjury, blackmail, incitement to imminent lawless action, true threats, solicitations to commit crimes, speech which is vulgar or profane, speech which contains a pro-alcohol, tobacco and/or controlled or illegal substances message, speech that symbolizes gang-related behavior, bullying, cyberbullying and/or discriminatory speech, hate speech, speech that does not comply with the District's policies and regulations, and/or interferes with the educational process or poses a threat to the safety of students or other District individuals, and speech that is not on a matter of public concern and not done in the capacity as a private citizen.

REGULATION

1. District employees are required to maintain a neat, clean, and professional appearance.

    a. Community Standards

        i. Dress and grooming are individual and personal matters and the primary responsibility for dress and grooming rests with the employee. The District reserves the right to insist that the dress and grooming of employees are within the limits of generally

accepted community and professional standards, and do not present potential health or safety problems or cause disruptions.

ii. In determining appropriate grooming standards, the District does not discriminate against any person on the basis of race, creed/religion, sex, gender identity, national or ethnic origin.

b. Attire and Grooming Standards

i. With the exception of spirit days or similar school dress-up days, the following are not considered to be appropriate workplace attire:

1) Jeans with tears or ragged edges, spandex/lycra as an outer garment, tube or crop tops, muscle or ripped t-shirts, sweatsuits, clothing which exposes undergarments;

2) Footwear which may pose a potential workplace health or safety problem such as slippers and similar soft soled shoes. For safety reasons, employees are encouraged to wear shoes with a strap around the back of the foot; and

3) Jewelry or similar artifacts that may be considered obscene or distracting, may cause a substantial disruption to the education environment, or which may present a safety hazard to the employee and those with whom they work.

ii. Employees shall keep their hair groomed. Without limitation, protected hairstyles such as natural hairstyles, hair textures, afros, bantu knots, curls, braids, locks, and twists are protected under the law. Beards and mustaches shall be groomed.

iii. Departments within the District which require specific attire, such as a uniform or safety equipment as part of the employee's job description, shall provide the attire and equipment (other than footwear) to the employee. It is expected that the employee will maintain the attire and equipment in presentable condition, and return the attire and equipment to the District upon separation from service.

iv. The use of smart glasses and other wearable recording technologies in the workplace creates significant risks to the privacy, security, and confidentiality of student information, employee information, District data, and other protected or sensitive records. Unless expressly authorized in writing by the Department of Human Resources, employees shall not wear smart glasses, camera-equipped eyewear, body-worn cameras, smart badges, wearable audio recording devices, or any other wearable technology capable of recording, transmitting, photographing, videotaping, livestreaming, monitoring, or capturing conversations, images, or other data while on District property, during work time, or while performing District business.

2. District employees are required to report to work as scheduled and seek approval from their supervisors in advance for any changes to the established work schedule, including the use of leave and late or early arrivals and departures, subject to the terms of an applicable collective bargaining agreement. Leave and related employee benefits shall be utilized in the manner for which they were intended.

3. District employees are required to adhere to their job responsibilities during work hours and perform their assigned duties and responsibilities. Such responsibilities include, but are not limited to:

    a. Maintaining the qualifications, certification, licensure, and/or training requirements identified for their positions;

    b. Resolving work-related issues and disputes in a professional manner and through established processes outlined in District policies, regulations and the applicable negotiated bargaining agreement;

    c. Reporting to supervisors circumstances or concerns that may affect satisfactory work performance, including any inappropriate (fraudulent, illegal, unethical) activities of other employees, or misconduct toward a student; and

    d. Working cooperatively with others to achieve the goals and objectives of the District.

4. Appropriate Relationships, Interactions, and Communications

    a. District employees and representatives, including volunteers, must ensure that all relationships, interactions, and communications with

students, parents, and community members are honest, professional, respectful, and are consistent with District policies, regulations, and state and federal law. District employee interactions with students should be restricted to education-related matters, social or emotional support services available within the District, or other developmentally appropriate topics.

b. District employees, representatives, and volunteers are obligated to adhere to the Family Educational Rights and Privacy Act (FERPA) in all communications and shall not share any personally identifiable information about students to third parties, share any information from any student's educational records to third parties, or use/publish a student's photographs without the written consent of the student's parent/guardian and/or the school administrator.

5. District employees shall utilize appropriate school and classroom management / instructional practices that promote learning time and reduce time-consuming non-instructional activities that do not support positive behavior supports, school climate, and/or academic learning.

6. In accordance with Nevada Revised Statutes (NRS) Chapter 391 and/or applicable collective bargaining agreements, licensed and non-licensed employees may be suspended, dismissed, demoted, or not reemployed for violations of District policies and regulations, and/or state and federal law. Compliance with the procedures set forth in NRS Chapter 391, inclusive, and/or applicable collective bargaining agreement shall be required for all employees.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Administrative Regulation aligns/complies with the governing documents of the District, to include:

    a. Board Policy 4505, Standards of Professional Conduct;

    b. Board Policy 4117, Licensed Employee Evaluation and Probation;

    c. Board Policy 4119, Separation of Service;

    d. Board Policy 4160, Mandatory Self-Reporting By Staff: Charge, Arrest or Conviction of a Crime;

    e. Board Policy 4600, Professional Learning;

    f. Board Policy 4510, Mandatory Reporting by Staff: Child Abuse/Neglect;

g. Board Policy 5000, Student Records and Information;

h. Administrative Regulation 4116.1, Teacher Responsibilities and Duties;

i. Administrative Regulation 4150, Absences and Leaves;

j. Administrative Regulation 4150.1, Family and Medical Leave;

k. Administrative Regulation 4243, Absences, Leaves and Vacations – Classified; and

l. Administrative Regulation 4530, Ethical Standards /Conflict of Interest.

2. This Administrative Regulation complies with NRS and Nevada Administrative Code (NAC), and specifically:

   a. Chapter 281A, Ethics in Government;

   b. Chapter 288, Relations between Governments and Public Employees; and

   c. Chapter 391, Personnel.

REVISION HISTORY

Date	Revision	Modification
06/06/2024	1.0	Adopted
10/27/2026	2.0	Added guidance regarding wearable technology.