

Procedure – 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 teachers, while promoting the district's official mission and vision.
2. Participation in events or messaging that are controversial as defined in District Board Policy 2331 and that occur on campus or involve students might conflict with these rules when the district has not endorsed the event.
3. Staff perform job responsibilities and represent the district in their use of district email accounts, school district buildings, district property, and classrooms, and in how they present themselves to students in performing their job responsibilities. 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 consistent with district policy and procedure and is:
 - i. curricular; or
 - ii. approved as the district's official position and message; or
 - iii. respectful personal expression on non-controversial issues.
 - 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, political parties, or ballot propositions;
 - vi. proselytizing or disparaging religious or irreligious beliefs; or
 - vii. otherwise in violation of district policy or procedure.

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. When in doubt or as needed to comply with these rules, staff must 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. In the event of complaints from other staff or community members regarding potentially controversial communication, the Superintendent or designee will review the matter to determine whether the communication is permissible.

- c. The district reserves the right to specifically direct or limit any particular staff messaging that is subject to these expectations.
4. Procedures to challenge instructional or library materials used in schools can be found in district procedure 2020P Course Design, Selection and Adoption of Instructional Materials and procedure 2021P Library Information and Technology Programs.
5. Procedures to challenge materials used or restricted from use in the schools that are not curricular or instructional in nature are as follows:
 1. Concerns should first be discussed with the individual providing or restricting the materials and/or the school principal. The principal shall facilitate a meeting of the complainant(s) and appropriate school staff. Following the meeting, the principal shall respond with a written decision. All parties are urged to resolve the concern at this school level.
 2. 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) and the building principal. Following this review, a written decision shall be provided to the complainant(s).
 3. If the matter is still unresolved, the complainant(s) may file a written appeal to the School Board. The Board shall make a final resolution regarding the issue. Any formal actions by the Board are final and will be considered and take place in an open meeting.

The private and personal life of any employee, including participation in social media platforms, 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 and procedure 5253P regarding professional staff and student boundaries.

Violation of this procedure may constitute sufficient cause for potential discipline up to and including termination, in accordance with applicable policies, procedures, and contractual terms.

Adoption Date: 07.23
Classification: Discretionary
Revised Dates: