



Board-Approved Employee Code of Excellence

Each Berwyn North School District 98 employee shall:

1. Report to work acceptable for duty, and remain fit for duty whenever on duty.
2. Prepare for and perform all assigned duties required by one's job description(s).
3. Comply with justifiable directives issued by established lines of authority.
4. Identify, report, and/or control, if possible, unsafe conditions and/or safety hazards in order to maintain safe and secure working and/or learning environments.
5. Demonstrate respect and integrity when interacting with students, parents, staff, community members, and other stakeholders.
6. Comply with federal laws, state statutes, Board policies, and related administrative procedures that prohibit coercive, harassing, threatening, retaliating, or discriminating conduct.
7. Communicate in a truthful and timely manner about any matter of interest to the District.
8. Acquire, use, maintain, and dispose of District assets in an ethical and responsible manner in accordance with federal laws, state statutes, Board policies, and related administrative procedures.
9. Maintain confidentiality of information as required under federal laws, state statutes, Board policies, and related administrative procedures.
10. Report actions that may represent violations of federal laws, state statutes, Board policies, and/or related administrative procedures.
11. Refrain from any unethical activity that may reasonably interfere with either one's ability to effectively perform one's duties as assigned, or the legitimate operational interests of the District.
12. Comply with all other federal laws, state statutes, Board policies, and related administrative procedures.

Approved for distribution this 19 day of July, 2018.



Mr. Adam Mounce, President, Board of Education



Mr. Brian Swade, Vice President, Board of Education



Ms. Mary Beth Arenella, Member, Board of Education



Elizabeth Cuevas, Member, Board of Education



Mr. Fritz Paul-Emile, Member, Board of Education



Ms. Wendy Cornejo, Member, Board of Education



Ms. JoAnn Valeriano, Member, Board of Education



Dr. Carmen Ayala, Superintendent,
Berwyn North School District #98