

STAFF CONDUCT

Code **GBEB** Issued **1/10**

Purpose: To establish the board's vision for appropriate staff conduct.

The board reaffirms one of the oldest beliefs in education, which is “One of the best methods of instruction is that of setting a good example.”

The board expects the staff of the district to strive to set the kind of example for students that will serve them well in their own conduct and behavior and subsequently contribute to an appropriate school atmosphere.

To that end, in dress, conduct, including conduct communicated or performed in person, in writing and/or electronically, and interpersonal relationships, all staff should recognize that they are being continuously observed by students, other employees, parents/legal guardians and members of the community and that their actions and demeanor may impair their effectiveness as employees.

The personal life of an employee, including personal use of privately-owned electronic equipment outside of working hours such as email, text messages, instant messages or social networking sites, will be the concern of and warrant the attention of the board only as it may directly prevent the employee from effectively performing his/her assigned job duties or disrupts the educational environment or as it violates state or federal law, board policy or contractual agreements.

No employee will commit or attempt to induce students or others to commit an act or acts of immoral or criminal conduct which may be harmful to others or bring discredit to the district. If it appears an employee may have violated the law, the district will cooperate with law enforcement agencies.

Employees of the district, while on duty and in the presence of students, will not use profanity, will not use tobacco in any form, and will not consume or be under the influence of intoxicating beverages. Employees will not be involved in drug abuse or drug traffic.

Violations of this policy by employees will be grounds for immediate suspension and possible termination of employment consistent with district policy and state law. In such cases, an employee will be informed of his/her right to any hearing or due process procedure that may be applicable under state or federal law or district policy.

The following list includes some of the actions that are considered misconduct while on duty on or off district premises.

- possessing, using, selling, manufacturing, distributing or dispensing any illegal drugs or alcohol while on duty or off district property
- fighting or deliberately harming another
- being absent without approval
- refusing to follow a supervisor's instructions and directions
- failure to adhere to safety and health rules as established by state law and the district

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- destroying school property intentionally
- using obscene language which is unsuitable in the school setting
- having any interaction/activity of a sexual nature or intent with a student
- possessing weapons on school property (unless otherwise authorized by law)
- using school property without proper authorization
- behaving in any inappropriate manner to the extent of adversely affecting the employee's ability to perform his/her work and/or disrupting the educational environment
- harassment, intimidation or bullying of a student

Arrest of an employee

The board delegates specific authority to the superintendent to take appropriate employment action with regard to an employee who has been arrested.

- Employees arrested for a misdemeanor offense which would indicate no danger or appearance of danger to students, co-employees or the district will normally not be subject to any employment action.
- Employees arrested for a misdemeanor offense which would indicate a possible danger or appearance of danger to the school district, co-employees or to pupils will normally be suspended with pay pending adjudication.
- Employees arrested for a misdemeanor offense which would indicate a possible danger or appearance of danger to pupils but not to the school district or co-employees will normally be reassigned to different responsibilities away from pupils within the district pending adjudication.
- Employees arrested for a felony offense will normally be suspended with pay pending adjudication.

In certain circumstances, other employment action may be taken.

Cf. GBEBB

Adopted 12/18/01; Revised 1/26/10

Legal references:

- A. South Carolina Code of Laws, 1976 as amended:
 1. Section 16-23-420 and 430 - Concealed weapons, school property exception.