

## STAFF CONDUCT

Code **GBEB** Issued **2/13**

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

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 and interpersonal relationships, all staff should recognize that they are being continuously observed by students and that their actions and demeanor will be reflected in the conduct of the students.

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 local, state, or federal law, board policy or contractual agreements. Staff members will not fraternize or inappropriately communicate with students.

No employee will commit or attempt to induce students or others to commit an act or acts of immoral 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, will not use profanity, will not use tobacco in any form, and will not consume or be under the influence of intoxicating beverages. They 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. In such cases, an employee will be informed of his/her right to a hearing.

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

- failure to adhere to safety and health rules as established by state law and the district
- harassment, intimidation or bullying of a student
- possessing, using, manufacturing, distributing or dispensing any illegal drugs or alcohol while on duty
- fighting or deliberately harming another
- being absent without approval
- refusing to follow a supervisor's instructions and direction
- destroying school property intentionally

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- 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

### **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 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 felony offense will normally be suspended with pay pending adjudication.
- In certain circumstances, other employment action may be taken.
- Employees must notify their immediate supervisor within 24 hours of an arrest for any reason.

Adopted 2/2/98; Revised 10/4/10; 3/7/11; Issued 2/4/13

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Legal references:

A. S.C. Code of Laws, 1976, as amended:

1. Section 16-23-420 and 430 – Concealed weapons, school property exception.