

## Policy GBEB Employee Conduct

Issued 5/17

Purpose: To establish the board's vision for appropriate conduct by the employees of Charleston County School District.

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

To that end, all employees should recognize that they are being continuously observed by students and that their actions and demeanor shall be reflected in the conduct of the students. Consequently, employees shall ensure that their dress, conduct, written and spoken communication, attitude, and interactions with others demonstrate an appropriate level of professionalism at all times.

The personal life of an employee shall be the concern of and warrant the attention of the board only as it may directly prevent the employee from effectively performing assigned functions during duty hours or as it violates local, state, or federal law or contractual agreements, policy, or regulations.

No employee shall commit, or attempt to induce students or others to commit, an act that may be harmful to others. If it appears an employee may have violated the law, the district shall cooperate with law enforcement agencies.

Employees of Charleston County School District, while on duty and in the presence of students, will not use profanity, shall not use tobacco in any form, and shall not consume or be under the influence of intoxicating substances. Employees shall not be involved in drug abuse or drug trafficking or possession.

Employees shall not engage in unprofessional behavior toward other employees, students, parents, or others. Particularly, supervisors shall not treat employees under their supervision in a belittling, demeaning, or disrespectful manner, including verbal and/or written statements, especially within the hearing of students, other employees, or others. Such behavior is considered harassment and must be reported to the proper supervisory authority and the department of human resources.

Violations of this policy by employees may be grounds for immediate suspension and possible termination of employment. The following list includes, but is not limited to, actions that are considered misconduct while on duty ~~or both~~ on and off district premises:

- being under the influence of, possessing, using, selling, manufacturing, distributing, or dispensing any illegal drugs anywhere while on duty, on or off district property
- being under the influence of, possessing, using, selling, manufacturing, distributing, or dispensing any alcohol anywhere while on duty on or off district property
- using physical force to discipline or redirect a
- student using unauthorized restraint
- techniques on a student committing or attempting to commit theft or fraud
- lying or providing false information
- being absent without approval or without proper/timely notification refusing to follow a supervisor's instructions and directions
- failing to adhere to safety and health regulations as established by state law and Charleston County School District destroying school property intentionally
  - insulting or demeaning students, visitors, or fellow staff by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability, or by any other distinguishing characteristic,
- using obscene language in the school setting
- having any interaction/activity of a sexual nature or intent with a student
- possessing or accessing printed, photographic, or technological material inappropriate for the school setting possessing weapons on school property
- using or removing 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 posting false information, inappropriate personal information or images on any social networking website that results in

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any disruption of the educational environment or that adversely impacts the employee's credibility or performance

Adopted 2/13/06; Revised 4/9/07, 5/26/09, 5/22/17

**Charleston County School**

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**District**

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