BOARD AGENDA ITEM

November 10, 2026

SUBJECT:

Revision of the following policy:
Policy GBE Staff Rights and Responsibilities

BACKGROUND INFORMATION:

The board will respect the rights of staff members which are established by federal, state, and local law and board policy. Staff members have a responsibility to understand and adhere to federal, state, and local laws and regulations applicable to their job duties; the policies of the board; and any related administrative rules and procedures.

ADMINISTRATIVE CONSIDERATION:

Revisions and updates made to current board policy are drafted in accordance with model policy.

RECOMMENDATION:

Approve the following policies:

Policy GBE: Staff Rights and Responsibilities, First Reading

ATTACHMENTS:

PREPARED BY:

Kimbra Meek

Policy GBE Staff Rights and Responsibilities

Issued 11/01

Purpose: To establish the board's vision for the rights and responsibilities of district staff.

All staff members have a responsibility to make themselves familiar with, and abide by, federal and state laws as these affect their work and the regulations designed to implement them. The same requirement applies to the policies of the board and related administrative rules and procedures.

The board expects all staff members to carry out their assigned responsibilities with conscientious concern. Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities that the district requires of all personnel.

- faithfulness and promptness in attendance at work
- support and enforcement of policies of the board and administrative rules and procedures in regard to students
- diligence in submitting required reports promptly at the times specified
- care and protection of school property
- concern and attention toward their own and the board's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times

In their association with students, all school employees through their manner, dress, courteousness, industry and attitude establish themselves as role models who influence the development of young people. The board expects its staff members to be exemplary models, as well as provide exemplary instruction.

Adopted 11/27/01

Aiken County Public Schools

POLICY GBE — STAFF RIGHTS AND RESPONSIBILITIES

Policy GBE | Issued 11/~~01~~, 11/26

~~Purpose: To establish the board's vision for the rights and responsibilities of district staff.~~

The board will respect the rights of staff members which are established by federal, state, and local law and board policy.

~~All staff~~ Staff members have a responsibility to ~~make themselves familiar with,~~ understand and ~~abide by, federal~~ adhere to federal, state, and ~~state~~ local laws ~~as these affect~~ and regulations applicable to their ~~work and the regulations designed to implement them. The same requirement applies to~~ job duties; the policies of the ~~board~~ board; and any related administrative rules and procedures.

The board expects all staff ~~members~~ to carry out their assigned responsibilities with conscientious concern. Essential to the success of ongoing ~~school~~ district operations and the ~~instructional~~ district's educational program are the following specific responsibilities ~~that~~ which the district requires of all ~~personnel.~~ staff:

- faithfulness and promptness in attendance at work
- support and enforcement of policies of the board and administrative rules and procedures ~~in regard to students~~
- diligence in submitting required reports and assignments promptly at the times specified
- care and protection of school and district property
- attendance at school functions in accordance with expectations of the district
- concern and attention toward ~~their~~ his/her own and the ~~board's~~ board's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times

In their association with students, ~~all school employees~~ staff should exhibit an appropriate and professional demeanor through their manner, dress, courteousness, ~~industry~~ work ethic, and attitude in order to establish themselves as role models who influence the development of ~~young people.~~ youth. The board expects ~~its~~ staff ~~members~~ not only to ~~be exemplary models, as well as~~ provide exemplary ~~instruction.~~ instruction, but also to serve as exemplary role models.

In carrying out essential job functions, staff may be exposed to confidential information regarding students, coworkers, or district operations. Staff members are expected to maintain the confidentiality of any such information and should only discuss such information with those who have a legitimate educational interest in the information. Further, staff members should use extreme care to protect against negligent or inadvertent disclosure of such information.

Staff members are required to keep their supervisor advised at all times of their current legal name, address, and telephone number. Such information will be kept confidential unless a written release is given by the staff member or so required by law.

Adopted ~~11/27/01~~, 11/26

Legal References:

United States Code of Laws, as amended:

Family Educational Rights and Privacy Act, 20 U.S.C.A. Section 1232g.

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

Section 30-2-300, et seq. - Prohibits disclosure of social security numbers and other personal identifying information.

POLICY GBE — STAFF RIGHTS AND RESPONSIBILITIES

Policy GBE | Issued 11/26

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Staff members have a responsibility to understand and adhere to federal, state, and local laws and regulations applicable to their job duties; the policies of the board; and any related administrative rules and procedures.

The board expects all staff to carry out their assigned responsibilities with conscientious concern. Essential to the success of ongoing district operations and the district's educational program are the following specific responsibilities which the district requires of all staff:

- faithfulness and promptness in attendance at work
- support and enforcement of policies of the board and administrative rules and procedures
- diligence in submitting required reports and assignments promptly at the times specified
- care and protection of school and district property
- attendance at school functions in accordance with expectations of the district
- concern and attention toward his/her own and the board's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times

In their association with students, staff should exhibit an appropriate and professional demeanor through their manner, dress, courteousness, work ethic, and attitude in order to establish themselves as role models who influence the development of youth. The board expects staff not only to provide exemplary instruction, but also to serve as exemplary role models.

In carrying out essential job functions, staff may be exposed to confidential information regarding students, coworkers, or district operations. Staff members are expected to maintain the confidentiality of any such information and should only discuss such information with those who have a legitimate educational interest in the information. Further, staff members should use extreme care to protect against negligent or inadvertent disclosure of such information.

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