

**BOARD AGENDA ITEM
September 12, 2017**

SUBJECT:

Changes to Policy GBEB Staff Conduct

BACKGROUND:

This policy establishes the board's vision for appropriate staff conduct.

ADMINISTRATIVE CONSIDERATION:

The revised policy removes the specific reference to teachers in regard to non work-related phone calls. It also includes language requiring an employee arrested or ticketed for a criminal violation other than a minor traffic violation to report the incident to the employee's direct supervisor and to the human resources director. In accordance with state law, it further provides the board with the option of suspending a certified employee without pay under certain circumstances.

RECOMMENDATION:

Approve the proposed changes on first reading

ATTACHMENT:

Policy GBEB Staff Conduct

PREPARED BY:

King Laurence

Policy GBEB Staff Conduct

Issued 4/10

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

The board reaffirms one of the oldest beliefs in education: 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 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.

Teachers Employees are expected to refrain from engaging in non work-related phone communications ~~during classroom (instructional) responsibilities~~ while on duty, except in emergency or exigent circumstances. Specifically, teachers and other professional personnel and student support staff are expected to keep cell phones and/or similar communication devices stored, silenced and inactive during work hours with students and to adhere to reasonable building-level rules and/or procedures related to such devices during the work day, unless there is prior permission from the staff member's supervisor.

The personal life of an employee, including the employee's personal use of non-district issued electronic equipment outside of working hours (such as through social networking sites and personal portrayal on the internet), will be the concern of and warrant the attention of the board only as it may directly prevent or impair the employee's ability to effectively perform assigned functions during duty hours or as it violates local, state or federal law or contractual agreements.

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. Immoral conduct on the part of any employee will constitute grounds for immediate suspension.

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. In such cases, an employee will be informed of his/her right to any hearing or due process procedure which may be applicable under law or district policy.

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.

- Any employee who is arrested or ticketed for any criminal violation, in-state or out-of-state, other than a minor traffic violation, is required to report the arrest or ticket to the employee's immediate supervisor and the Director of Human Resources and keep the administration apprised of the continued status of the criminal case against him/her. In addition, any

employee whose name is added to any child abuse or sexual offenders registry of any type, in-state or out-of-state, is required to notify the employee's immediate supervisor and the Director of Human Resources of the registry entry. An employee who fails to make the required notifications of any such arrests, tickets or registry entries may be subject to disciplinary action.

- An employee arrested for a misdemeanor offense, which does not involve criminal intent or which would indicate no danger or appearance of danger to students, co-employees or the district, or otherwise cause disruption to the district's programs or have the potential to undermine patron confidence, will normally not be subject to any employment action.
- An employee arrested for any other offense, which would indicate a possible danger or appearance of danger to students, co-employees or the school district or otherwise cause disruption to the district's programs or have the potential to undermine patron confidence, will be subject to employment action consistent with district policy or procedure and the circumstances of each case.
- Employees arrested for a felony offense will normally be suspended with or without pay, as determined by the superintendent or designee, pending adjudication.

In any case in which a certified employee is placed on paid leave by the administration as the result of an ongoing investigation by law enforcement, the board may vote to suspend the employee without pay, provided that the employee is allowed the opportunity to be heard by the board in accordance with state law.

In certain circumstances, other employment action may be taken.

Cf. GBEBB

Adopted 11/27/01; Revised 8/11/09, 4/13/10

Legal references:

South Carolina Code of Laws, 1976 as amended:

Section 16-3-755 - Sexual battery with a student.

Section 16-23-420 and 430 - Concealed weapons; school property exception.

Section 59-25-430 - Teacher dismissal; evident unfitness for teaching.

Section 59-25-450 - Teacher suspension.

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

The School District of Aiken County