

EMPLOYEE CODE OF CONDUCT

1. Scope.

1.1 Code of conduct for all Barbour County school employees.

2. Application.

2.1 This policy applies to all Barbour County school employees.

3. Purpose.

3.1 The Barbour County Board of Education recognizes that the capabilities and conduct of all school employees greatly affect the quality of education provided to students in the public schools. The Barbour County Board of Education further believes that all school employees should be intrinsically motivated by the importance of the job they do. The purpose of the Employee Code of Conduct is to establish appropriate standards of conduct for all Barbour County school personnel.

3.2 These regulations also require that Barbour County public school employees respond immediately and consistently to incidents of bullying, harassment, intimidation, substance abuse, and/or violence or any other code of conduct violation that impacts negatively on students in a manner that effectively addresses incidents, deters future incidents, and affirms respect for individuals.

4. Employee Code of Conduct.

4.1 "Employee" shall include all school personnel employed by a county board of education whether employed on a regular full-time basis or otherwise, and shall include other personnel such as employees of the West Virginia Schools for the Deaf and the Blind, and all employees of West Virginia Department of Education Institutional Programs.

4.2 All Barbour County school employees shall:

4.2.1. Exhibit professional behavior by showing positive examples of preparedness, communication, fairness, punctuality, attendance, language, and appearance.

4.2.2. Contribute, cooperate, and participate in creating an environment in which all employees/students are accepted and are provided the opportunity to achieve at the highest levels in all areas of development.

4.2.3. Maintain a safe and healthy environment, free from harassment, intimidation, bullying, substance abuse, and/or violence, and free from bias and discrimination.

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- 4.2.4. Create a culture of caring through understanding and support.
- 4.2.5. Immediately intervene in any code of conduct violation that has a negative impact on students, in a manner that preserves confidentiality and the dignity of each person.
- 4.2.6. Demonstrate responsible citizenship by maintaining a high standard of conduct, self-control, and moral/ethical behavior.
- 4.2.7. Comply with all Federal and West Virginia laws, policies, regulations and procedures.

5. Implementation.

- 5.1. The Barbour County Board of Education shall provide for the distribution of the Employee Code of Conduct to all Barbour County school employees.
- 5.2. The Barbour County Board of Education shall provide professional development for county and school administrators on the Employee Code of Conduct.
- 5.3. The Barbour County Board of Education shall provide professional development for all employees on the Employee Code of Conduct.

6. Severability.

- 6.1 If any provision of this policy or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this rule.

7. Authority.

West Virginia Constitution, Article XII, §2 and W.Va. Code §§18-2-5, 18-2E-5, and 18A-1-1(a).

8. Adopted.

05/19/92

9. Revised.

8/20/07