

STAFF CONDUCT

All staff members have a responsibility to familiarize themselves with and abide by the laws of the state as these affect their work, the policies of the board, and the regulations designed to implement them.

In the area of personal conduct, the board expects that all district staff will conduct themselves in a manner that not only reflects credit to the school district but also sets forth a model worthy of emulation by students. The board reaffirms one of the oldest beliefs in education: One of the best methods of instruction is that of setting a good example.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern:

1. faithfulness and promptness in attendance at work;
2. support and enforcement of policies of the board and regulations of the school administration in regard to students;
3. diligence in submitting required reports promptly at the times specified;
4. care and protection of school property; and
5. concern for and attention to their own and the school district's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

The board expects all employees to behave in a proper manner. Behavior considered unacceptable will lead to appropriate disciplinary action. Following is a list of actions that are considered misconduct while on duty on or off district premises:

1. possessing, using, manufacturing, distribution, or dispensing any alcohol or illegal drugs; refer to Policy JIH in regards to school premises search by law enforcement.
2. fighting or deliberately harming another;
3. being absent without approval;

4. refusing to follow a supervisor's instructions or directions;
5. destroying school property intentionally;
6. using obscene language which is unsuitable in the school setting;
7. having any interaction/activity of a sexual nature or intent with a student;
8. possessing weapons on school property;
9. using school property without proper authorization; and,
10. behaving in any inappropriate manner to the extent of adversely affecting the employee's ability to perform his/her work.

The personal life of an employee will be the concern 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 national law or contractual agreements.

Specific authority to take appropriate employment action with regard to an employee who has been arrested is delegated to the superintendent with subsequent approval of the board.

Administrative implemental procedures include the following:

1. employees arrested for a misdemeanor offense which would indicate no danger or appearance of danger to students, co-employees, or the district will normally not be subject to any employment action;
2. employees arrested for a misdemeanor offense which would indicate a possible danger or appearance of danger to the school district, co-employees, or to students will normally be suspended with pay pending adjudication;
3. employees arrested for a misdemeanor offense which would indicate a possible danger or appearance of danger to students but not to the school district or co-employees will normally be reassigned to a different responsibility away from students pending adjudication;

4. employees arrested for a felony offense will normally be suspended with pay pending adjudication; or
5. in certain circumstances, other employment action may be taken.

LEGAL REF.: SDCL 13-8-44
 13-43-28

CROSS REFS.: GCQF, Discipline, Suspension, and Dismissal of
 Professional Staff
 GDQD, Discipline, Suspension, and Dismissal of
 Support Staff

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