

HUMAN RESOURCES
EMPLOYEE CODE OF CONDUCT

I. Purpose.

- A. The Ohio County Board of Education recognizes that the capabilities and conduct of school employees greatly affect the quality of education provided to students in the Ohio County Schools. The Ohio County Board of Education further believes that all school employees should be intrinsically motivated by the importance of the job that they do. The purpose of the Employee Code of Conduct is to establish appropriate standards of conduct for all Ohio County school personnel.
- B. These regulations also require that Ohio 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.

II. Employee Code of Conduct.

- A. "Employee" shall include all school personnel employed by the Ohio County Board of Education whether employed on a regular full-time basis or otherwise.
- B. All Ohio County employees shall:
 - 2.1 exhibit professional behavior by showing positive examples of preparedness, communication, fairness, punctuality, attendance, language, and appearance.
 - 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.
 - 2.3 maintain a safe and healthy environment, free from harassment, intimidation, bullying, substance abuse, and/or violence, and free from bias and discrimination.
 - 2.4 create a culture of caring through understanding and support.

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.

2.6 demonstrate responsible citizenship by maintaining a high standard of conduct, self-control, and moral/ethical behavior.

2.7 comply with all Federal and West Virginia laws, policies, regulations and procedures.

2.8 not use county provided or personal electronic devices to communicate with students on social media networks.

III. Implementation.

- A. The West Virginia Department of Education shall provide for the distribution of the Employee Code of Conduct to all Ohio County school employees.
- B. The West Virginia Department of Education shall provide professional development for the Ohio County superintendent and principals on the Employee Code of Conduct.
- C. The Ohio County Board of Education shall provide professional development for all employees on the Employee Code of Conduct.

This policy is to complement W.Va. §126CSR142, West Virginia Board of Education Policy 5310, "Performance of School Personnel" and W.Va §126CSR99, West Virginia Board of Education Policy 4373, "Student Code of Conduct". The source of this Employee Code of Conduct is W.Va. §126CSR142, WV Board of Education, (Policy) 5902.

REGULATION REVIEWED: June 9, 2014

REGULATION REVISED: October 24, 2011

REGULATION REVISED: August 26, 2002

REGULATION ADOPTED: April 11, 1994

OHIO COUNTY BOARD OF EDUCATION