

Section 7.12 Staff Conduct

The personal life of an employee will be the concern and warrant the attention of the School Board only as it interferes or prevents the employee from effectively performing assigned functions, brings disrepute on the District or it violates local, state, or national law, the policies of the district, or contractual agreements.

All staff members have a responsibility to familiarize themselves with and abide by the laws of the state, federal and local law as these affect their work, as well as the policies of the Board, and the guidelines designed to implement them.

In the area of personal conduct, the Board expects that the entire staff will strive to set good examples for students and will conduct themselves in a manner that not only reflects credit to the District but also sets forth a model worthy of emulation by students.

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

All staff will be held to the standards of ethics applicable to the certification which the employee holds. This includes without limitation, the Code of Ethics, and obligations to students for Teachers promulgated by the South Dakota Professional Practices and Standards Commission for Teachers, the Code of Ethics for Administrators as promulgated by the South Dakota Professional Practices and Standards Commission for Administrators, as well as the National code of ethics for school guidance counselors and psychologists. All of which are incorporated herein by reference.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

- Faithful and consistent attendance at work is required unless lack of attendance is excused upon good cause shown. Employees shall not be tardy for their workday unless excused for good cause shown;
- Support and enforcement of policies of the Board and guidelines of the school administration in regard to students;
- Diligence in submitting required reports promptly at the times specified;
- Care and protection of school property;
- Concern for and attention to their own and the District's legal responsibility for the safety and welfare of students, including the need to ensure that students are under proper supervision at all times.
- All employees are subject to drug and alcohol testing under certain circumstances as set forth in Board policy.
- A background investigation will be conducted every five (5) years on all employees.
- Maintain professional relationships with staff and students.

All staff members must disclose and notify the Superintendent of all criminal charges, misdemeanors, warrants, and convictions by the next work day following the filing of the charge or conviction. This includes Tribal, state, or Federal charges and warrants. All employees must disclose the charge or warrant and the plans to have it taken care of immediately to prevent disciplinary action up to and including termination.

Failure to satisfactorily comply with the provisions of Board policy may result in disciplinary action pursuant to the policies in the remainder of Section 7.

Employees who resign in good standing are eligible to be re-employed by the District and may re-apply for any open position they are qualified for after the expiration of one to three (1-3) months from the date of separation as determined on a case by case basis. Employees who are terminated for cause may be re-evaluated for employment dependent on the severity of the violation, on a case by case basis.

Board Approved: 1-12-2023

APPROVED