

# **SOUHEGAN POLICY**

## **GBK – STAFF CONDUCT & ETHICS**

All employees are expected to maintain high standards in their conduct both on and off duty. District employees are responsible for providing leadership in the school and community. All employees are expected to fulfill their legal and ethical responsibilities with honesty and integrity. Employees are expected to maintain courteous and professional relationships with students, parents, and other employees, maintain an atmosphere conducive to learning, apply discipline consistently and fairly, and establish professional boundaries. To these ends, the Board adopts the following statements of standards.

District employees will:

1. Make the well-being of students the fundamental value of all decision-making and actions.
2. Maintain just, courteous, respectful and proper relationships with students, parents, staff members, and others. Specifically, this would include:
  - a. Refrain from making derogatory or disparaging comments to students, including insults, sarcasm or threatening tone or manner.
  - b. Use good judgment when interacting with students both in and outside the school setting; being mindful of the need to maintain professional boundaries. Use of social networking to communicate with students outside of a school related activity is discouraged.
  - c. Dating of students by employees is prohibited.
  - d. Employees shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
  - e. Employees shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect to a building administrator.
  - f. Employees who become aware of a student needing counsel regarding personal problems relating to sexual behavior, substance abuse, mental or physical health and/or family relationships, should refer the student to a trained professional within the building.

- g. Employees will not disclose information concerning a student to any person not authorized to receive such information.
- 3. Employees should refrain from criticism of a personal nature or where such criticism is not of a constructive or beneficial nature with a goal of improving the school's learning environment.
- 4. Adhere to all local, state, and national education related laws, statutes and Dept. of Education regulations.
- 5. Adhere, support and implement the School Board's policies, administrative rules and regulations.
- 6. Avoid using position for personal gain through political, social, religious, economic, or other influence.
- 7. Maintain high standards and seek to improve the effectiveness of the profession through research and continuing professional development.
- 8. Honor all contracts until fulfillment or release.
- 9. Maintain all privacy and confidentiality standards as required by law.

Employees should be aware that this list is not intended to be exhaustive or complete. Employees who fail to abide by the terms of this policy may be non-renewed and/or face discipline up to and including termination, consistent with state law and applicable provisions of any appropriate collective bargaining agreement.

Any employee who witness or learns of any of the above violations of these standards of conduct shall report it to the building administrator or Superintendent immediately.