

CHAPTER 3

3.1.22 Employee Code of Conduct

3.1.22.1 Application

1. This legislative rule applies to all Marshall County School employees.
2. “Employee” shall include all school personnel employed by Marshall County Schools whether employed on a regular full-time or part-time basis.
3. This policy is to complement W.Va. §126CSR142, West Virginia Board of Education Policy 5310, “Performance Evaluation of School Personnel” and W.Va. §126CSR99, West Virginia Board of Education Policy 4373, “Student Code of Conduct”.
4. This policy provides that school principals shall consider this code of conduct in evaluating each teacher’s professionalism.

3.1.22.2 Purpose

1. The Marshall 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 Marshall 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 Marshall County school personnel.
2. These regulations also require that Marshall 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.

3.1.22.3 Employee Code of Conduct

All Marshall County School employees shall:

- * exhibit professional behavior by showing positive examples of preparedness, communication, fairness, punctuality, attendance, language, and appearance

- * 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
- * maintain a safe and healthy environment, free from harassment, intimidation, bullying, substance abuse, and/or violence, and free from bias and discrimination
- * create a culture of caring through understanding and support
- * 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
- * demonstrate responsible citizenship by maintaining a high standard of conduct, self-control, and moral/ethical behavior.
- * comply with all Federal and West Virginia laws, policies, regulations and procedures.

3.1.22.4 Responsibilities for Implementation

3. The West Virginia Department of Education shall provide for the distribution of the Employee Code of Conduct to all West Virginia school employees.
4. The West Virginia Department of Education shall provide professional development for county superintendents and principals on the Employee Code of Conduct.
5. Principal shall provide professional development for all employees on the Employee Code of Conduct.