

PRESTON COUNTY BOARD OF EDUCATION

FILE: 8 – PERSONNEL MANAGEMENT

File: 8-10 Employee Code of Conduct

Last Reviewed: 6-28-10

Next Review: 7-01-12

The Preston County Board of Education recognizes that the capabilities and conduct of all school employees greatly affect the quality of education provided to its students. The Board 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 school personnel.

These regulations require that 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.

“Employee” shall include all school personnel employed by the Preston County Board of Education whether employed on a regular full-time basis or otherwise. All 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 violations, which 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; and
- ❖ Comply with all Federal and West Virginia laws, policies, regulations and procedures.

The Preston County Board of Education shall distribute the Employee Code of Conduct to all school employees at the beginning of each school year with their contract assignment.

Each employee shall sign and return a form stating that they have received, read, and understand the Employee Code of Conduct. The form shall be attached to the employee’s Payroll Form at the end of the first month of school. Failure to return the Employee Code of Conduct Form will result in a delay in the processing of the Payroll Report. The signed Employee Code of Conduct Form will be maintained in the employees’ personnel file.

In addition, the principals will provide orientation training on the Employee Code of Conduct during their opening of school staff development.
(WVC §18-2E-5 and SBP 5902)

Substitute employees will be provided a written explanation of the Employee Code of Conduct and the name of a contact person in case they have additional questions and/or concerns. This form will be maintained in the employees' personnel file.

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Adopted: June 23, 2003
Amended/Revised: June 28, 2010