Policy

STAFF RIGHTS AND RESPONSIBILITIES

Code GBE Issued 06/02 Draft/18

Purpose: To establish the board’s vision for the rights and responsibilities of district staff.

All staff members have a responsibility to become familiar with, and abide by, federal and state laws as these affect their work and the regulations designed to implement them. The same requirement applies to the policies of the board and related administrative rules and procedures.

The board expects all staff members to carry out their assigned responsibilities with conscientious concern.

Specific responsibilities which the district requires of all personnel includes but is not limited to:

- faithfulness and promptness in attendance at work
- support and enforcement of policies of the board and administrative rules and procedures in regard to students
- diligence in submitting required reports and assignments promptly at the times specified
- care and protection of school property
- attendance at school or district functions in accordance with expectations of the district
- concern and attention toward his/her own and the board’s legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times

In their association with students, staff members should exhibit an appropriate and professional demeanor through their manner, dress, courteousness, industry and attitude in order to establish themselves as role models who influence the development of young people.

The board expects its staff members to be exemplary models, as well as provide exemplary instruction.

In carrying out essential job functions, staff members may be exposed to confidential information regarding students, coworkers, or district operations. Staff members are expected to maintain the confidentiality of any such information and should only discuss such information with those who have a professional or legitimate educational interest in the information. Further, staff members should use extreme care to protect against negligent or inadvertent disclosure of such information.

Adopted 6/25/02; Revised ^
Legal References:

A. Federal Law:

B. S. C. Code, 1976, as amended:
   1. Section 30-2-300, et seq. - Prohibits disclosure of social security numbers.

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