SUPPORT STAFF CONDUCT, DISCIPLINE, SUSPENSION AND DISMISSAL

Purpose: To establish the board’s vision for appropriate staff conduct, discipline, suspension, and dismissal.

The board believes that one of the best methods of instruction is that of setting a good example. The board expects the staff of the district to strive to set the kind of example for students that will serve them well in their own conduct and behavior and subsequently contribute to an appropriate school atmosphere.

To that end, in dress, conduct, and interpersonal relationships, all staff should recognize that they are being continuously observed by students and that their actions and demeanor will be reflected in the conduct of the students.

The personal life of an employee will be the concern of and warrant the attention of the board only as it may directly prevent the employee from effectively performing assigned functions during duty hours or as it violates local, state or federal law or contractual agreements.

Support staff employees, unless otherwise designated by contract, will be considered “at will” employees and shall be employed for such time as the district needs or desires the services of such employees.

Misconduct

Although it is impossible to list all actions that are considered misconduct while on duty or off district premises, the following is a listing of some of those actions can be found in policy GBEB (Staff Conduct). This list is not exhaustive:

- failure to demonstrate proper concern and attention toward an employee’s 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
- possessing, using, manufacturing, distributing, or dispensing any illegal drugs or alcohol while on duty or off district property
- inappropriate or irresponsible conduct related to district funds or funds collected by the district
- fighting, horseplay, or deliberately harming another
- being absent or tardy without approval
- refusing to follow a supervisor’s instructions and directions

Richland School District Two
Immoral conduct on the part of any employee will constitute grounds for immediate suspension or dismissal. No employee will commit or attempt to induce students or others to commit an act or acts of immoral conduct that may be harmful to others or bring discredit to the district. If it appears an employee may have violated the law, the district will cooperate with law enforcement agencies.

Violations of this policy by employees may be grounds for immediate suspension and possible termination of employment. In such cases, an employee will be informed of his/her right to a hearing as allowed under board policy GAE.

**Arrest of an Employee**

The board delegates specific authority to the superintendent or his/her designee to take appropriate employment action with regard to an employee who has been arrested.

**Discipline, Suspension and Dismissal**

The board authorizes the superintendent or his/her designee to discipline, suspend either with or without pay as appropriate, or dismiss support staff as required. Principals should be actively involved in this process for their school.

Cf. GBEB

Adopted 4/21/92; Revised 8/13/02, ^

Legal References:

A.  S.C. Code of Laws 1976, as amended:
1.  Section 59-18-1300 – District accountability system

Richland School District Two