

**EMPLOYEE CODE OF CONDUCT**

The McDowell County Board of Education recognizes that the capabilities and conduct of all employees greatly affect the quality of education provided to students in its schools. The McDowell County Board of Education further believes that all 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 McDowell County personnel.

This policy also requires that McDowell County 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 Code of Conduct**

All McDowell County professional employees shall:

- A. exhibit professional behavior by showing positive examples of preparedness, communication, fairness, punctuality, attendance, language, and appearance;
- B. contribute, cooperate, and participate in creating an environment in which all employee/students are accepted and are provided the opportunity to achieve at the highest levels in all areas of development;
- C. maintain a safe and healthy environment, free from harassment, intimidation, bullying, substance abuse, and/or violence, and free from bias and discrimination;
- D. create a culture of caring through understanding and support;
- E. 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;
- F. demonstrate responsible citizenship by maintaining a high standard of conduct, self-control, and moral/ethical behavior;
- G. comply with all Federal, West Virginia and McDowell County laws, policies, regulations and procedures.
- H. All romantic relationships between students and employees are prohibited, regardless of the age of the student. Employees and students will not engage or attempt to engage in any nonprofessional social behavior with each other. Nonprofessional social behavior includes, but is not limited to: dating; any type of sexual activity, including electronic media; any touching of a sexual nature; hugging; kissing; hand holding or physical caressing; sexual flirtations, advances, or propositions; inappropriate remarks about an individual's body; sexually degrading words used toward an individual or to describe an individual; the display in the school or workplace of sexually suggestive actions, gestures, objects, graffiti, or pictures.

Additionally, there should always be firm boundaries between an employee and students. In situations of pre-existing and/or familiar relationships, care should be taken to ensure that no impropriety and/or favoritism occur. Behavior between employees and students must serve a demonstrated educational, health, or safety purpose. Employees should refrain from engaging in peer-like relationships with students. There is no place for peer-like behavior between employees and students.

**POLICY 8-022**

The West Virginia Department of Education shall provide for the distribution of the Employee Code of Conduct to all McDowell County school employees and provide professional development for the Superintendent and principals on the Employee Code of Conduct.

The McDowell County Board of Education shall provide professional staff development for all employees on the Employee Code of Conduct.

Reference:

WV State Board of Education Policy 5902

Adopted: September 2, 2014

Revised: February 17, 2020