

### STAFF CONDUCT

The Gloucester County School Board expects the staff of the school division to strive to set the kind of examples for students that will serve them well in their own conduct and behavior and subsequently contribute to an appropriate school atmosphere. This includes, but is not limited to employees:

- conducting themselves in a professional and ethical manner
- performing their assigned responsibilities with conscientious concern
- being faithful and prompt in attendance at work
- supporting, enforcing, and abiding by School Board and school administration policies, procedures, and regulations
- exercising diligence in submitting required reports and/or completing projects within specified times
- practicing care and protection of school property
- acting responsibly regarding the safety and welfare of students, ensuring that students are under supervision at all times
- familiarizing themselves with, and abiding by, the laws and regulations of the Commonwealth

To that end, in dress, conduct, including conduct communicated or performed in person, in writing, and electronically, and interpersonal relationships, all staff should recognize that they are being continuously observed by students, other employees, parents, and community members, and that their actions and demeanor may impair their effectiveness as an employee.

The personal actions of an employee, including the employee's personal use of non-district issued electronic equipment outside of working hours (such as through social networking sites and personal portrayal on the Internet), will be the concern of and warrant the attention of the Board if it impairs the employee's ability to effectively perform his/her job responsibilities; if it substantially disrupts or threatens to substantially disrupt the operations of the school system; or if it violates local, State, or federal law or contractual agreements. Unprofessional conduct may subject the employee to disciplinary actions consistent with State law, federal law, and/or Board policy.

All employees shall maintain a professional relationship with students at all times, both inside and outside of school. No employee may engage in conduct of a sexual nature with a student at any time. This includes any action or conduct communicated or performed in person, in writing, or electronically through such means as a telephone, cell phone, computer, personal data assistant, or other telecommunication device, including text messaging, instant messaging and social networking.

**ADOPTED:** February 8, 1983

**REVISED:** November 11, 1986  
July 1, 1991  
March 8, 2011

**Gloucester County School Board**