

Personnel Goals and Staff Conduct Expectations Student Centered Educational Consulting Group

The goal of SCECG is to offer top quality services to South Carolina districts to enable districts and schools to better serve their students and communities. All employees of SCECG have one purpose--to facilitate the educational process. The success and excellence of our services depends on our staff members.

It is the policy of **SCECG** to seek and employ the best-qualified personnel for each position. We have established policies in collaboration with our school district partners, that enable each employee to make his/her fullest contribution to the programs of the school system where he/she is placed, and to **SCECG**.

State and federal law regulations, school board policies, community standards, and directives of the superintendent, principal, supervisor, and **SCECG**, all play a part in determining the expectations for staff conduct in a school district. One of the most important and oldest beliefs in education is "one of the best methods of instruction is that of setting a good example."

SCECG expects our employees 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 professional dress, conduct and interpersonal relationships, all **SCECG** staff should recognize that they are continuously being observed by students and that their actions and demeanor will be reflected in the conduct of the students.

No **SCECG** employee will commit or attempt to induce students or others to commit an act or acts of immoral conduct which may be harmful to others or bring discredit to **SCECG** or the partner district where placed. If it appears an employee may have violated the law, **SCECG** will cooperate fully with law enforcement agencies.

Employees of **SCECG**, while on duty and in the presence of students, will not use profanity, will not use tobacco in any form, and will not consume or be under the influence of intoxicating beverages or drugs. **SCECG** employees will not be involved in drug abuse or drug traffic.

Violations of these expectations will be grounds for immediate suspension and possible termination of employment. As outlined in the At Will Employment Agreement, there are no provisions for a hearing or due process if terminated for any of the above.

The following list includes some of the actions that are considered misconduct while on duty or off district premises and off duty when the action may cause or prevent the employee from effectively performing his/her assigned duties, functions, during duty hours or as it violates local, state or federal law or contractual agreements.

1. Possessing, using, selling, manufacturing, distributing, or dispensing any illegal drugs or alcohol while on duty or off partner district property. This includes misusing prescription or OTC drugs.
2. Fighting or deliberately harming another.
3. Being absent without approval.
4. Refusing to follow a supervisor's instructions or being insubordinate.
5. Failure to adhere to safety and health rules as established by state law and the partner district.
6. Destroying partner school district property.
7. Using obscene language which is unsuitable in the school setting.
8. Having any interaction/activity of a sexual nature or intent with a student.
9. No sexual relationship between **SCECG** employees and students that include any conduct directed to establishing such a relationship. For example, this would include intimate letters from employees to students, personal telephone calls, sexualized dialogue through the internet, social media, text messaging, suggestive comments in the classroom.
10. Possessing weapons on school property.
11. Using school property without permission.
12. Behaving in any inappropriate manner to the extent of adversely affecting the **SCECG** employee's ability to perform his/her work.
13. Non-sexual offenses against the prevailing code of morality.

Arrest of a SCECG Employee

Any employee who has been arrested will immediately inform his/her supervisor. Any employee who has been given a ticket for a violation of the law that could have a negative reflection on their job, the partner district, or **SCECG** will immediately inform his/her supervisor.

I have read and understand the above SCECG Personnel Goals and Staff Code of Conduct information:

Signature: _____

Date: _____