

East Point Academy – Policy
Focus Area – Personnel
Policy PER 107 – Staff Conduct

Issued: November 16, 2017

Purpose: To establish the Board's vision for appropriate staff conduct.

The Board reaffirms one of the oldest beliefs in education, which is "One of the best methods of instruction is that of setting a good example."

The Board expects all staff of the school 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 culture.

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 students.

The personal life of an employee will be the concern of and warrant the attention of the Board only if the employee's actions or conduct adversely impacts the employee's ability to be effective in his/her position with the school or violates local, state or federal law or contractual agreements.

All employees will maintain appropriate professional relationships with students, at all times, both inside and outside of school. No employee may engage in any conduct of a sexual nature with a student, without regard to the student's age or the place or manner of the conduct (personal contact, written contact or electronic contact).

No employee will commit or attempt to induce students or others to commit an act or acts of unlawful or immoral conduct which may be harmful to others or bring discredit to the school. If it appears an employee may have violated the law, the school will report the employee's conduct in accordance with applicable state and federal law and will cooperate with law enforcement agencies in any criminal investigation of the matter.

Employees of the school, 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. Employees will not possess, use, transfer or sell illegal drugs and will not transfer or sell any controlled substance.

Any violation of this policy by employees will be grounds for immediate suspension and possible termination of employment. In such cases, an employee will be informed of his/her right to any hearing or due process procedure that may be applicable under law or school policy.

The following list includes some of the actions or conduct by employees that will be considered misconduct while on duty on or off school premises. The school reserves the right to take employment action regarding other acts of employee misconduct in accordance with applicable laws, regulations and school policies and practices.

- possessing, using, selling, manufacturing, distributing or dispensing any illegal drugs or alcohol while on duty on or off school property
- fighting or deliberately harming another person
- being absent without approval
- refusing to follow a supervisor's instructions and directions
- failure to adhere to safety and health rules as established by state law and the school
- destroying school property intentionally
- using profane or offensive language which is unsuitable in the school setting
- engaging in any interaction/activity of a sexual nature or intent with a student
- possessing any type of weapon on school property
- using school property without proper authorization
- behaving in any inappropriate manner to the extent of adversely affecting the employee's ability to perform his/her work
- harassment, intimidation or bullying of a student, another employee or parent
- posting inappropriate personal information and/or pictures on any social media sites which results in a disruption of the school environment or which adversely impacts the employee's credibility or performance

The Board delegates specific authority to the Head of School or his/her designee to take appropriate employment action with regard to an employee who has been arrested for any reason.

Any employee who is arrested for any offense other than a minor traffic offense is expected to report the arrest to his/her immediate supervisor as soon as possible, and in no case later than three days after the date of the arrest.

- Employees arrested for a misdemeanor offense are subject to disciplinary action including suspension with or without pay and termination, at the discretion of the Head of School.
- Employees arrested for a felony offense will be immediately suspended without pay, pending adjudication. The Head of School will immediately brief the Board

Chair concerning any employee arrested for a felony offense. The Board will determine the final disposition of any employee arrested for a felony offense.

- The school reserves the right to take other employment action, including termination, based on the specific circumstances of a situation.

This policy supersedes all previous EPA policies concerning Staff Conduct.