

## **SUPERINTENDENT'S REGULATION 5-1.6 STAFF CONDUCT**

### **Generally**

The personal life 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 and warrant the attention of the Board only as it may directly prevent the employee from effectively performing his/her job responsibilities or as it violates local, state, or national law or contractual agreements.

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.

Employees will not bring a child to the premises of his/her employment for the purpose of child care during the work hours of his/her employment. Likewise, the school division does not permit the extended presence of non-employees in the workplace (except official volunteers). Volunteers will not bring children to school during his/her time of volunteer service.

### **Examples of Misconduct:**

The following list as well as those offenses noted in School Board Policy 5-1.6 contains examples of actions that are considered misconduct while on duty either on or off school division premises. The list, which is not all inclusive, is as follows:

- fighting or the deliberate harming of another;
- insubordination, including intentional misconduct or refusal to perform work in the manner assigned/directed;
- destroying school property intentionally;
- public verbal correction of an employee in non-emergency situations;
- engaging in obscene or abusive language or conduct in the presence of students or employees;
- failing to maintain an appropriate professional relationship with a student or employee;
- engaging in any interaction/activity of a sexual nature or intent with a student;
- possession of firearms, other weapons or dangerous materials on school property;
- using school property without proper authorization;
- being under the influence of alcohol or illegal drugs;
- behaving in any inappropriate manner which adversely affects the employee's ability to perform his/her duties;
- furnishing lists of students or parents to anyone selling materials or services;
- using time granted for leave, planning, and workshops for purposes for which it is not intended;
- falsification of any PCPS documents;
- failure to follow established safety policies and procedures;
- failure to maintain confidentiality;
- theft;
- leaving the worksite, during scheduled work hours, without proper authorization;
- sleeping on the job during scheduled work hours;
- receiving or making excessive personal phone calls;
- engaging in threatening or intimidating behavior, or treating others in a discourteous, inattentive or unprofessional manner to include making malicious, false or harmful statements about others or creating conflict with others; and,
- use of school division computers and communications services for storing, sending, receiving, viewing or downloading illegal material via the internet.
- failure to comply with guidelines applicable to the use of PCPS credit cards..

## **Reportable Criminal or Serious Incidents**

Employees of Poquoson City Public Schools, whether full-time or part-time, permanent, or temporary, will report the following to the Superintendent:

- When such employee has been charged by summons, warrant, indictment or information with the commission of a felony;
- When such employee has been charged by summons, warrant, indictment or information with the commission of a misdemeanor involving:
  - (i) sexual assault as established in Article 7 (§ 18.2-61 et seq.) of Chapter 4 of Title 18.2,;
  - (ii) obscenity and related offenses as established in Article 5 (§ 18.2-372 et seq.) of Chapter 8 of Title 18.2;
  - (iii) drugs as established in Article 1 (§ 18.2-247 et seq.) of Chapter 7 of Title 18.2;
  - (iv) moral turpitude;
  - (v) the physical or sexual abuse or neglect of a child; or an equivalent offense in another state;
  - (vi) public drunkenness;
  - (vii) driving under the influence of alcohol or drugs;
  - (viii) reckless driving;
  - (ix) disturbing the peace; or,
- When such employee has been charged with an equivalent offense in another state;
- When such employee is the subject of a Department of Social Services (CPS) investigation into an allegation of child abuse or neglect; or,
- When such employee is subject to a Department of Social Services (CPS) founded disposition of child abuse or neglect

The employee's notification to the Superintendent shall be in writing and shall also provide the date of the alleged offense and a copy of the summons, warrant, indictment, information or other document served upon the employee notifying the employee of the charge. The written notification to the Superintendent from the employee shall be delivered to the Superintendent as soon as possible, and in no event later than the first working day following the service of the summons, warrant, indictment or information upon the employee. Failure of the employee to give the Superintendent written notice may be cause for termination of the employee.

The Superintendent shall request that the Poquoson Police Department, the Poquoson City Attorney and Commonwealth Attorney, and the Department of Social Services notify the him upon the conviction of a division employee for any offense discussed above or upon a school division employee becoming the subject of a Department of Social Services founded disposition of child abuse or neglect.

*Revised August 2011*