

EXECUTIVE SUMMARY
EMPLOYEE CODE OF CONDUCT
POLICY 5902

Background

The West Virginia Board of Education has in effect policies dealing with harassment, Student Code of Conduct and Teacher Code of Conduct. Democratic citizenship and healthy and productive adulthood begin with standards of conduct and standards for achievement in our schools. All school employees are vitally important in assuring that all students and school staff are treated with courtesy and respect. This Employee Code of Conduct would repeal and replace the existing Teacher Code of Conduct Policy.

Purpose

The West Virginia Board of Education recognizes the need for students, teachers, administrators and all other school personnel to have a nurturing, orderly, safe and stimulating education environment. The purpose of these regulations is to provide all employees with consistent standards of behavior that lead toward meeting the obligations we have to students.

These regulations also apply to the conduct expected between and among staff members.

Impact

The Employee Code of Conduct will ensure that state school personnel create, encourage and maintain a safe and nurturing environment for all students and employees.

126CSR162

TITLE 126
LEGISLATIVE RULE
BOARD OF EDUCATION

SERIES 162
EMPLOYEE CODE OF CONDUCT (5902)

FILED
2002 MAY -3 P 2:10
OFFICE WEST VIRGINIA
SECRETARY OF STATE

§126-162-1. General.

- 1.1. Scope. - Code of conduct for all West Virginia school employees.
- 1.2. Authority. - West Virginia Constitution, Article XII, §2 and W.Va. Code §§18-2-5, 18-2E-5, and 18A-1-1(a).
- 1.3. Filing Date. -
- 1.4. Effective Date. -
- 1.5. Repeal of Former Rule. - This legislative rule repeals and replaces W.Va. 126CSR162 "Teacher Code of Conduct" filed February 25, 1992 and effective March 26, 1992.

§126-162-2. Application.

- 2.1. This legislative rule applies to all West Virginia school employees.
- 2.2. This policy is to complement W.Va. §126CSR142, West Virginia Board of Education Policy 5310, "Performance Evaluation of School Personnel" and W.Va. §126CSR99, West Virginia Board of Education Policy 4373, "Student Code of Conduct".

§126-162-3. Purpose.

3.1 The West Virginia Board of Education recognizes that the capabilities and conduct of all school employees greatly affect the quality of education provided to students in the public schools. The West Virginia Board of Education further believes that all school 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 West Virginia school personnel.

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3.2 These regulations also require that West Virginia's public school employees respond immediately and consistently to incidents of bullying, harassment, intimidation, substance abuse, and/or violence or any other code of conduct violation in a manner that effectively addresses incidents, deters future incidents, and affirms respect for individuals.

§126-162-4. Employee Code of Conduct.

4.1 "Employee" shall include all school personnel employed by a county board of education whether employed on a regular full-time basis or otherwise, and shall include other personnel such as employees of the West Virginia Schools for the Deaf and the Blind, and all employees of West Virginia Department of Education Institutional Programs.

4.2 All West Virginia school employees shall:

4.2.1. exhibit professional behavior by showing positive examples of preparedness, communication, fairness, punctuality, attendance, language, and appearance.

4.2.2. contribute, cooperate, and participate in creating an environment in which all employees/students are accepted and are provided the opportunity to achieve at the highest levels in all areas of development.

4.2.3. maintain a safe and healthy environment, free from harassment, intimidation, bullying, substance abuse, and/or violence, and free from bias and discrimination.

4.2.4. create a culture of caring through understanding and support.

4.2.5. intervene in any code of conduct violation in a manner that preserves confidentiality and the dignity of each person.

4.2.6. demonstrate responsible citizenship by maintaining a high standard of conduct, self-control, and moral/ethical behavior.

4.2.7. comply with all Federal and West Virginia laws, policies, regulations and procedures.

§126-162-5. Responsibilities for Implementation.

5.1. The West Virginia Department of Education shall provide for the distribution of the Employee Code of Conduct to all West Virginia school employees.

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5.2. The West Virginia Department of Education shall provide professional development for county superintendents and principals on the Employee Code of Conduct.

5.3. County boards of education shall provide professional development for all employees on the Employee Code of Conduct.

§126-162-6. Severability.

6.1. If any provision of this rule or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this rule.

**Policy 5902: Employee Code of Conduct
Comment Response Form**

Please use this form when commenting on proposed Policy 5902. You may attach additional sheets if necessary.

Individual/Organization: _____

Title: _____

Street Address: _____ City/State/Zip _____

Comments/Suggestions

126-162-1. General

126-162-2. Application.

126-162-3. Purpose.

126-162-4. Employee Code of Conduct.

**Employee Code of Conduct (Policy 5902)
Comment Response Form
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126-162-5. Responsibilities for Implementation.

126-162-6. Severability.

Return comments by June 3, 2002 to:

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Charleston, WV 25305-9969
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FISCAL NOTE WORKSHEET
(Submit 4 Copies)

HD NO _____ DRAFT NO _____ BILL NO _____ RESOLUTION NO _____

SUBJECT Employee Code of Conduct - Policy 5902 FUND _____

SOURCE OF REVENUE: GENERAL FUND SPECIAL OTHER (SPECIFY) _____

COST OF ESTIMATE BASED ON: AN ORIGINAL ESTIMATE BUDGET BILL OTHER (SPECIFY) _____

INCOME ESTIMATE BASED ON: AN ORIGINAL ESTIMATE BUDGET BILL OTHER (SPECIFY) _____

SHOW OVER-ALL EFFECT IN ITEMS 1 AND 2 & GIVE EXPLANATION OF BREAKDOWN BY FISCAL YEAR INCLUDING LONG-RANGE EFFECT

EFFECT OF PROPOSAL	ANNUAL		FISCAL YEAR		
	INCREASE	DECREASE	CURRENT	NEXT	THEREAFTER
1. ESTIMATED TOTAL COST	\$ 0.00		\$ 0.00		
PERSONAL SERVICES CURRENT EXPENSES REPAIRS/ALTERATIONS EQUIPMENT OTHER	\$ 0.00		\$ 0.00		
2. ESTIMATED TOTAL REVENUES	\$ 0.00		\$ 0.00		

3. EXPLANATION OF ABOVE ESTIMATES (INCLUDING LONG-RANGE EFFECT):

DATE

AGENCY

AUTHORIZED REPRESENTATIVE

West Virginia Department of Education

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