

## **PERSONNEL-CERTIFIED/NON-CERTIFIED**

### **STAFF CONDUCT**

The Ledyard Board of Education reaffirms one of the oldest beliefs in education: One of the best methods of instruction is that of setting a good example.

The Board expects that the staff of Ledyard Public Schools will strive to set the kind of example for students that will serve them well in their own conduct and behavior and will contribute positively toward maintaining an appropriate school atmosphere.

To that end, in dress, conduct, language and interpersonal relationships, all staff members should recognize that they are being continuously observed by students while on duty or attending school functions and that their actions and demeanor will be reflected in the conduct of the students.

Board employees are expected to report to work appropriately dressed, on time and fully prepared to perform their duties. Duties should be performed in a timely and efficient manner. Every employee is expected to deal appropriately with students, parents, other staff members and members of the Ledyard school community.

Staff members are expected to conduct themselves in a professional manner at all times while serving in their capacity as an employee of the District. Staff members shall dress in a manner befitting their duties. "Business casual" attire is appropriate for most administrative and classroom situations. During the conduct of physical education/gym classes, technology education shop classes, and hands-on Agri-Science classes, staff may dress in a manner suitable to the tasks at hand. Staff members shall wear the appropriate safety equipment/clothing when required. Building administrators may relax the dress requirements under special circumstances, such as for field days, outdoor field trips, etc., but these relaxations should occur infrequently. In such cases, staff members are still expected to set the appropriate example for the students.

The personal life of an employee will not be the concern nor warrant the attention of the Board unless it directly prevents the employee from effectively performing assigned functions during work hours or as it violates local, state, or Federal law or contractual agreements.

All staff members have the responsibility to become familiar with, and abide by, the laws of the State of Connecticut as they may affect their work, the policies of the Board, and the administrative regulations designed to implement them. All staff members shall be expected to carry out their assigned duties, support and enforce Board policies and administrative regulations, submit required reports in a timely manner, protect District property, oversee students, and contribute positively to the education and development of the District's students.

All employees will be provided with an explanation of both their responsibilities and their rights under law in terms of the actions they may take to maintain order, discipline, and an appropriate educational environment. Training will be provided that defines approved actions and informs employees that they may be liable for harm when they engage in criminal, grossly negligent or reckless conduct, or act with flagrant indifference to the rights and safety of another person who suffers harm as a result.

The Superintendent shall develop rules that prescribe the circumstances under which the District administration and/or parents/guardians are to be notified of actions taken with respect to inappropriate staff conduct, any written documentation of such actions taken that is necessary, and other appropriate procedures including staff training.

The Superintendent and building administrators shall assume the major responsibility for interpreting this policy.

**Legal References:**

Connecticut General Statutes

10-151. Employment of teachers. Definitions. Notice and hearing on failure to renew or termination of contract. Appeal.

10-151c. Nondisclosure of records of teacher performance and evaluation.

Exceptions.

10-220a. In-service training. Professional development.

Public Law 107-110, "No Child Left Behind Act of 2001"

Policy adopted: February 7, 1996

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LEDYARD PUBLIC SCHOOLS

Ledyard, Connecticut