

**PERSONNEL**

**CODE: GBE**  
**POLICY**

**STAFF RIGHTS AND RESPONSIBILITIES**

All staff members have a responsibility to make themselves familiar with, and abide by, the applicable laws of the state, the policies of the board, and the regulations designed to implement them.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern. The first responsibility of the instructional staff is the education of the student.

Also essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

- \* Faithfulness and promptness in attendance at work.
- \* Support and enforcement of policies of the board and regulations of the school administration in regard to students.
- \* Diligence in submitting required reports promptly at the times specified.
- \* Care and protection of school property.
- \* Concern and attention toward their own and the board's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

In their association with students, all school employees will set examples that are an important part of the educational process. Their manner, dress, courteousness, industry, and attitudes establish models that affect the development of young people. The board expects its staff members to set exemplary models, as well as provide exemplary instruction.

All employees of the school district are from time to time exposed to confidential material about fellow employees, school business or student information. Staff are expected to maintain the confidentiality of information received by them and to properly secure printed materials and refrain from discussing sensitive information outside the school or with persons other than those who have a professional interest in the information.

**NEW POLICY**

**ADOPTION DATE: MARCH 12, 1997**

**REVIEW DATE: JANUARY 11, 2017**

