

## Policy GBE ~~Certified~~ Staff Rights and Responsibilities

Issued ~~4/17/00~~/21

The board expects all staff members to carry out their assigned responsibilities with conscientious concern. Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities that the district requires of all personnel:

- faithfulness and promptness in attendance at work
- loss of instructional time is to be limited
- support and enforcement of policies of the board and administrative rules and procedures with regard to students and the operation of the school district
- diligence in submitting required reports promptly at the times specified
- care and protection of school district 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

Adherence to the rules, regulations, and procedures of the district to ensure efficient and effective operations and delivery of services and instruction.

In their association with students, all school employees through their manner, dress, courteousness, industry, and attitude establish themselves as role models that influence the development of young people. The board expects staff members to be exemplary models, as well as provide exemplary instruction.

In their association and working relationship with colleagues and supervisors, all school employees will maintain the highest level of mutual respect, cooperation, and collaboration.

Adopted 11/23/99; Revised 4/25/17; ~~00/00/21~~

Legal References:

Federal Law:

Family Educational Rights and Privacy Act of 1974, [20 U.S.C.A. Section 1232g](#) - Prohibits unauthorized disclosure of student information.

S. C. Code, 1976, as amended:

[Section 30-2-300](#), *et seq.* - Prohibits disclosure of social security numbers.

**Richland County School District One**