



Policy Code: 7300 - Staff Responsibilities

For students to succeed, all school employees must approach their responsibilities conscientiously, always remembering that the ultimate responsibility of the school system is to provide students with the opportunity to receive a sound basic education. School employees must have the trust and respect of students, parents, vendors, suppliers, the public and other employees to perform their duties effectively. Employees also serve as examples and role models for students. Accordingly, school employees must exhibit the highest standards of professionalism in any work-related activity. All school employees shall:

1. be familiar with, support, comply with and, when appropriate, enforce board policies, administrative procedures, school rules and applicable laws;
2. attend to the safety and welfare of students, including the need to provide appropriate supervision of students;
3. demonstrate integrity, respect and commitment to the truth through attitudes, behavior and communications with others;
4. address or appropriately direct any complaints concerning school employees, the school program or school operations;
5. conduct themselves in a manner that protects their integrity and reputation, as well as the reputation of the school system and
6. support and encourage good school-community relations in all interactions with students, parents and members of the community.

Copies of the board policies will be kept in the principal's office and the media center of each school for employee reference.

Employees shall notify the director of human resources if they are arrested for, charged with or convicted of a criminal offense (including entering a plea of guilty or nolo contendere) other than a minor traffic violation (i.e., speeding, parking or a lesser violation). Notice must be in writing, must include all pertinent facts and must be delivered to the director of human resources no later than the next scheduled business day following the arrest, charge or conviction, unless the employee is hospitalized or incarcerated, in which case the employee must report the alleged violation within 24 hours after his or her release. Upon judicial action in the matter, the employee must report the disposition and pertinent facts in writing to the director of human resources no later than the next business day following adjudication.

Failure by an employee to provide timely notice as described above may lead to disciplinary action up to, and including, dismissal.

The board recognizes that it is not practical or possible to enumerate all the situations that may fall under the requirements of this policy. The absence of a law, policy or regulation covering a specific activity does not relieve any school employee from the responsibility to exercise the highest ethical standards at all times.

Legal References: G.S. 115C-47, 307, 308

Cross References: Professional Standards of Conduct and Performance of Teacher (Policy 7305)

Adopted: 8/3/2010