

Policy Code: 7300 Staff Responsibilities and Code of Ethics

All school system employees hold positions of public trust; they are responsible for the education of students and also serve as examples and role models to students. Each employee is responsible for both the integrity and the consequences of his or her own actions. The highest standards of honesty, integrity, and fairness must be exhibited by each employee when engaging in any activity concerning the school system, particularly in relationships with vendors, suppliers, students, parents, the public, and other employees. Employee conduct should be such as to protect both the person's integrity and/or reputation and that of the school system. An unwavering commitment to honorable behavior by each and every employee is expected. Integrity can accommodate the inadvertent error and the honest difference of opinion; it cannot accommodate deceit or subordination of principle.

For students to succeed, all school system 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.

All school system employees shall:

1. be familiar with, support, comply with and, when appropriate, enforce Board policies, administrative procedures, school rules, State board policies, codes of ethics applicable to the position, 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. perform their jobs in a competent and ethical manner without violating either the public trust or applicable law, policies, and regulations;
6. comply with the school system's rules prohibiting the recruitment of student athletes;
7. refrain from use of any school system assets, including cash funds, materials, supplies, equipment, or vehicles for any unlawful, unauthorized, or improper purpose;

8. effectively discharge their duties, including complying with the directives of the designated supervisor, supporting the smooth and efficient operation of the school system, and facilitating the growth and development of students;
9. furnish, and not withhold nor conceal, any appropriate information requested by, or to the Board, superintendent, or designee;
10. support and encourage good school-community relations in all interactions with students, parents, and members of the community; and
11. support parents in effectively participating in their child's education and never encourage or coerce a child to withhold information from a parent.

It is not practical or possible to enumerate all of the situations that might fall under the guidelines of this policy. The absence of a law, policy, regulation, or approved practice covering a particular situation does not relieve an employee from the responsibility to exercise the highest ethical standards at all times.

Self-Reporting Requirements for Criminal Conduct

Employees shall notify the assistant superintendent for human resources or designee 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 assistant superintendent for human resources or designee 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 assistant superintendent for human resources or designee no later than the next business day following adjudication.

In addition, all driver education instructors must immediately report to the Board any conviction that results in three or more points, and any conviction that could cause suspension or revocation of the driver license in any state. The Board will notify the Department of Public Instruction when an instructor loses his or her privilege to drive in North Carolina or any other state. The superintendent or designee shall conduct annual checks of the driving records of all driver education instructors.

Failure by an employee to provide timely notice as described above or comply with any provision in this policy may lead to disciplinary action up to, and including, dismissal.

Legal References: [G.S. 114A-20](#); [115C-47](#), [-307](#), [-308](#); State Board of Education Policies [DRIV-003](#), [DRIV-004](#), [EVAL-014](#), [TEST-010](#).

Adopted: