

## **Policy Code: 7300 Staff Responsibilities and Ethics**

For students to succeed, all staff members must approach their responsibilities conscientiously, always remembering that the ultimate responsibility of the school district is to create the opportunity and environment where students can learn and receive a sound basic education.

The board expects all staff members to conduct themselves on and off the job in a manner that not only reflects positively on the school system, but that sets forth a model worthy of emulation by students. This expectation includes the use of personal websites, social networking websites, and other forms of online materials and communications. All staff will be expected to maintain high standards and conscientiously carry out their assigned responsibilities.

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

- be familiar with, support and, where appropriate, enforce board policies, administrative procedures, school rules, and applicable laws;
- place the welfare of children as the first concern of the school system and attend to the safety and welfare of students, including the need to ensure that students are supervised at all times;
- recommend the appointment of initial positions and promotions based on merit;
- demonstrate integrity, respect, and commitment to the truth through attitudes, behavior, and communications with others;
- work with other staff members to ensure the effective and efficient operation of the district's schools;
- attend staff meetings scheduled by the principal and/or the superintendent or designee;
- dress professionally and appropriately for the workplace;
- regular and prompt attendance at work;
- transact all official business with the properly designated officials in the school system and submit required reports promptly at the times specified;
- refrain from using school employment and privileges to promote partisan politics, sectarian religious views or propaganda of any kind;
- properly use and protect all school properties, equipment and materials;
- address or appropriately direct any complaints concerning the schools, the school program or school operation to the appropriate school official;
- support and encourage a professional relationship in all interactions with students, parents and members of the community; and
- support parents in effectively participating in their child's education and never encourage or coerce a child to withhold information from a parent.

Employees shall notify the Chief Human Resources Officer 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 Chief Human Resources Officer 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 Chief Human Resources Officer 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.

Consequences for not meeting or following these policy standards and responsibilities are grounds for disciplinary action up to and including dismissal.

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

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**Chapel Hill-Carrboro Schools**

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