STAFF and VOLUNTEER RESPONSIBILITIES *Policy Code:* **7300**

For students to succeed, all school employees and volunteers 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 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; and

5. support and encourage good school-community relations in all interactions with students, parents and members of the community.

Employees or volunteers shall notify the assistant superintendent of operations 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 of operations no later than the next scheduled business day following the arrest, charge or conviction, unless the employee or volunteer is hospitalized or incarcerated, in which case the employee or volunteer must report the alleged violation within 24 hours after his or her release. Upon judicial action in the matter, the employee or volunteer must report the disposition and pertinent facts in writing to the assistant superintendent of operations no later than the next business day following the adjudication.

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

Failure by a volunteer to provide timely notice may result in the revocation of all volunteer privileges for an indefinite period of time.

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

Cross References:

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