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.

A, Staff Responsibilities Generally

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

6. support parents in effectively participating in their child's education and never encourage or coerce a child to withhold information from a parent.

7. "refrain from creating any video or voice recording of a student without the parent's prior written consent, unless a) the recording is create by and employee acting in their official capacity within the reasonable and prudent scope of their authority or b) when the recording will be used by the educator or administrator solely for a safety demonstration, an academic or extracurricular activity , classroom instruction, photo identification cards, or security or surveillance of buildings, grounds, or school transportation."

Failure by an employee to carry out responsibilities as described in this policy may lead to disciplinary action, up to and including dismissal.

B. Duty to Report

Employees shall notify the ~~assistant superintendent~~ executive director ~~for~~ 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 ~~assistant superintendent~~ executive director ~~for~~ of human resources no later than the next scheduled

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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~~ executive director ~~for~~ of human resources no later than the next business day following adjudication. "Conviction" as used in this policy includes the entry in a court of law or military tribunal of: (1) a plea of guilty, nolo contendere, no contest, or the equivalent; (2) a verdict or finding of guilty; or (3) a prayer for judgement continued ("PJC"), a conditional discharge, or a deferred prosecution.

In addition, all driver education instructors must immediately report to the ~~board~~ executive director of human resources 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~~ superintendent or designee shall ~~will~~ notify the Department of Public Instruction (DPI) within 30 days upon learning that ~~when~~ a~~n~~ driver education instructor ~~loses~~ has lost the ~~his or her~~ privilege to drive in North Carolina or any other state. The superintendent or designee shall ensure that all driver education instructors meet State Board of Education qualifications and continuing education requirements and report to DPI the status of each driver education instructor no later than July 1 of each year ~~conduct annual checks of the driving records of all driver education instructors~~.

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

Legal References: G.S. 114A-20; 115C-47, -307, -308; 16 N.C.A.C. 6E .0302 State Board of Education Policy~~ies~~ DRIV-003, ~~DRIV-004~~

Adopted: 07/16/2001
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