

1 For students to succeed, all school employees must approach their responsibilities  
2 conscientiously, always remembering that the ultimate responsibility of the school system is to  
3 provide students with the opportunity to receive a sound basic education.

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5 All school employees shall:

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7 1. be familiar with, support, comply with, and, when appropriate, enforce board policies,  
8 administrative procedures, school rules, and applicable laws;
- 9  
10 2. attend to the safety and welfare of students, including the need to provide appropriate  
11 supervision of students;
- 12  
13 3. demonstrate integrity, respect, and commitment to the truth through attitudes, behavior,  
14 and communications with others;
- 15  
16 4. address or appropriately direct any complaints concerning school employees, the school  
17 program, or school operations; and
- 18  
19 5. support and encourage good school-community relations in all interactions with students,  
20 parents, and members of the community.

21  
22 Employees shall notify the director of human resources if they are arrested for, charged with, or  
23 convicted of a criminal offense (including entering a plea of guilty or *nolo contendere*) other  
24 than a minor traffic violation (i.e., speeding, parking, or a lesser violation). Notice must be in  
25 writing, must include all pertinent facts, and must be delivered to the director of human resources  
26 no later than the next scheduled business day following the arrest, charge, or conviction, unless  
27 the employee is hospitalized or incarcerated, in which case the employee must report the alleged  
28 violation within 24 hours after his or her release. Upon judicial action in the matter, the  
29 employee must report the disposition and pertinent facts in writing to the director of human  
30 resources no later than the next business day following adjudication.

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

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

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42 Legal References: G.S. 115C-47, -307, -308; **State Board of Education Policies DRIV-003,**  
43 **DRIV-004**

- 45 Cross References:
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- 47 Adopted: January 19, 2016
- 48
- 49 Revised: [DATE]

REVISED