

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;
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10 2. attend to the safety and welfare of students, including the need to provide appropriate
11 supervision of students;
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13 3. demonstrate integrity, respect, and commitment to the truth through attitudes, behavior,
14 and communications with others;
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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; ~~and~~
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22 6. support parents in effectively participating in their child's education and never encourage
23 or coerce a child to withhold information from a parent.
- 24
25 7. refrain from creating any video or voice recording of a student without the parent's prior
26 written consent, unless a) the recording is created by an employee acting in their official
27 capacity within the reasonable and prudent scope of their authority, or b) when the
28 recording will be used by the educator or administrator solely for a safety demonstration,
29 an academic or extracurricular activity, classroom instruction, photo identification cards,
30 or security or surveillance of buildings, grounds or school transportation.

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

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42 In addition, all driver education instructors must immediately report to the board any conviction
43 that results in three or more points, and any conviction that could cause suspension or revocation
44 of the driver license in any state. The board will notify the Department of Public Instruction

45 when an instructor loses his or her privilege to drive in North Carolina or any other state. The
46 superintendent or designee shall conduct annual checks of the driving records of all driver
47 education instructors.

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

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52 Legal References: G.S. **114A-20**; 115C-47, -307, -308; State Board of Education Policies DRIV-
53 003, DRIV-004

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55 Cross References:

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57 Adopted: January 19, 2016

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59 Revised: December 17, 2018; **[DATE]**

REVISED