

**PROFESSIONAL STANDARDS OF CONDUCT
AND PERFORMANCE FOR CLASSIFIED EMPLOYEES**

Policy Code: **7307**

1 The Transylvania County Board of Education (the “board”) is dedicated and committed to
2 providing all employees with opportunities and resources to further their growth as professionals.
3 To that end, the performance of every classified employee is assessed and the employee is
4 provided with constructive feedback through an evaluation and review process targeted to
5 enhance professional growth. In addition, it is the board’s expectation that all employees,
6 regardless of their years of experience, are capable of and must adhere to certain minimum
7 professional standards of conduct and performance as set forth in this policy.
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9 Therefore, all classified employees employed by the board shall comply with and adhere to the
10 following professional standards of conduct and performance:
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- 12 1. Comply with all applicable federal and state laws and regulations, State Board of
13 Education policies, and local board policies, as well as all requirements listed in the
14 appropriate job description.
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- 16 2. Comply with all board policies regarding appropriate and/or prohibited behavior with
17 students, including electronic communications with students directly or through the
18 Internet (see policies 4040/7310, Staff-Student Relations, and 7335, Employee Use of
19 Social Media).
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- 21 3. Direct all complaints regarding the work environment to the appropriate supervisors
22 and/or file grievances (see policy 1750/7220, Grievance Procedure for Employees).
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- 24 4. Act in a professional manner toward students, parents, members of the public,
25 subordinates, co-workers, and/or supervisors, which includes, but is not limited to,
26 avoiding actions, conversations, or confrontations which undermine or diminish their
27 authority or result in a disruption to the educational program.
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- 29 5. Manage students' behavior to minimize disruption to the educational environment and
30 refer students, when necessary, to the administration for disciplinary action.
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- 32 6. Respond to all parent inquiries, complaints, and/or concerns in a timely and professional
33 manner.
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- 35 7. Comply with all administrative directives in a timely and professional manner, including
36 written directives regarding specific issues or behaviors.
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- 38 8. Perform all assigned and/or accepted extracurricular and non-instructional duties in a
39 timely and professional manner.
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- 41 9. Participate in and complete any required professional development activities.
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- 43 10. Participate in all required staff meetings and student academic meetings, including
44 required meetings for students with disabilities, in a professional manner.
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- 46 11. Complete and transmit all required reports and other documentation in a timely and
47 professional manner.
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- 49 12. Arrive at school or the worksite each day at an appropriate time designated by the
50 principal or site supervisor ready and prepared to complete all assigned duties.
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52 The failure or unwillingness of a classified employee to comply with the professional standards
53 of conduct and performance listed in this policy may result in disciplinary action. Such
54 disciplinary action may result in action up to and including dismissal from employment. In all
55 matters concerning an employee's compliance with this policy, consideration shall be given to
56 the impact on the education of a student or group of students and on the overall workplace and/or
57 educational environment of the school or school system.
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59 Legal References: G.S. 115C-47(1), -47(4), -47(9), -47(12), -47(18), -47(19), -47(38); G.S.
60 115C-288; G.S. 115C-289; G.S. 115C-325; 16 NCAC 6C.0601, .0602.
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62 Cross References: Grievance Procedure for Employees (policy 1750/7220), Staff-Student
63 Relations (policy 4040/7310), Staff Responsibilities (policy 7300), Employee Use of Social
64 Media (policy 7335), Evaluation of Licensed Employees (policy 7810)
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66 Adopted:
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