

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>PERSONNEL</u> Code of Ethics, Standards of Conduct and Staff Responsibilities	711
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The highest standards of honesty, integrity, and fairness must be exhibited by each employee when engaging in any activity concerning the school system; particularly in relationships with vendors, suppliers, students, parents, the public and other employees. Employee conduct should be such as to protect the person's integrity and/or reputation and that of the school system. Employees shall perform their jobs in a competent and ethical manner without violating public trust, applicable laws, policies, procedures or approved practices covering specific areas of activity. The absence of law, policy, or regulation covering a particular situation does not relieve an employee from the responsibility to exercise the highest ethical standards at all times.

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. All school employees shall:

1. Be familiar with, support, comply with and, when appropriate, enforce Caswell County Schools (CCS) 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;
3. Demonstrate integrity respect and commitment to the truth through attitudes, behavior and communication to others;
4. Accept responsibility for both the integrity and consequences of his or her actions;
5. Address or appropriately direct any complaints concerning school employees, the school program or school operations;
6. Support and encourage good school community relations in all interactions with students, parents and members of the community;
7. Faithfully and promptly attend work;
8. Maintain and protect school property; and
9. Maintain the confidentiality of student and personnel records and information as required by law.

Employees of Caswell County Schools who willfully violate the regulations, statutes, and policies (federal, state, and local) will be subject to disciplinary action implemented by the Caswell County Board of Education, or their designee, up to and

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including dismissal. Copies of CCS Board of Education Policy Manual are available on the district website.

- B. All employees shall notify the Director 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 Director of Human Resources no later than the next scheduled 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 Director of Human Resources 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.

In addition, all driver education instructors must immediately report to the Director of Human Resources any conviction that results in three or more points, and any conviction that could cause suspension or revocation of the drivers license in any state. The board will notify the Department of Public Instruction when an instructor loses his or her privilege to drive in North Carolina or any other state.

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