

Policy Code: 7300 Staff Responsibilities

For students to succeed, all school system 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 System Employees

1. General Responsibilities

All school system employees shall:

- a. be familiar with, support, comply with, and, when appropriate, enforce board policies, administrative procedures, school rules, and applicable laws;
- b. attend to the safety and welfare of students, including the need to provide appropriate supervision of students;
- c. be responsible for the integrity and consequences of their own actions;
- d. demonstrate honesty, integrity, fairness, respect, and commitment to the truth through attitudes, behavior, and communications with others, while engaging in any activity concerning the school system;
- e. refrain from seeking or accepting personal gain which would influence, or appear to influence, the conduct of their official duties;
- f. address or appropriately direct any complaints concerning school employees, the school program, or school operations;
- g. support and encourage good school-community relations in all interactions with students, parents, and members of the community; and
- h. support parents in effectively participating in their child's education and never encourage or coerce a child to withhold information from a parent.

2. Duty to Report

Employees shall notify the assistant superintendent for human resources or their direct supervisor 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 for 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 assistant superintendent for human resources no later than the next business day following adjudication.

In addition, any operator of a New Hanover County Schools' vehicle must immediately report to the board or designee 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 will notify the Department of Public Instruction when an instructor loses his or her

privilege to drive in North Carolina or any other state. The superintendent or designee shall conduct annual checks of the driving records of all driver education instructors.

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

B. School System Administrators

School system administrators shall:

1. manage the various school system divisions, departments, units, and programs effectively;
2. provide professional advice and counsel to the board and to any advisory groups established by board action;
3. implement the management function to assure the best and most effective learning programs through achieving such other goals as:
 - i. providing leadership in keeping abreast of current education development;
 - ii. arranging for the staff development necessary to meet the needs of students and teachers;
 - iii. coordinating cooperative efforts toward improvement of learning programs, facilities, equipment, and materials; and
 - iv. providing access to the decision-making process for the ideas of staff, students, parents and guardians, and others.

Legal References: [G.S. 114A-20](#); [115C-47](#), [-307](#), [-308](#); State Board of Education Policies [DRV-003](#), [DRV-004](#)

Cross References:

Adopted: March 1, 2022

Revised: October 3, 2023

New Hanover County Public Schools