

Professional-Employee Responsibilities and Code of Ethics

Policy Code: 7300

Policies 7300 and 7301 have been combined into a merged policy 7300. The text of both 7301 and 7300 are noted below. Additions and deletions to the content in both current policies 7300 and 7301 are noted in the mark-up.

The success of our school system depends on adherence to the highest ethical principles in the operation of the system and in the relationship between the school board and superintendent, the superintendent and staff, staff among themselves, and the staff with students, families, and community members.

A. STAFF CODE OF ETHICS

This code reflects the principles, goals, and responsibilities that are essential to ensuring the integrity of the school system and these relationships. All persons who are employed by or associated with the Guilford County Schools shall seek to:

1. Assure the opportunity for high quality education for every student and make the well-being of students the fundamental principle for all decisions and actions.
2. ~~a~~ Attend to the safety and welfare of students, including the need to provide appropriate supervision of students;
- ~~2.~~ 3. Uphold the principles of due process and individual dignity; respect and protect the civil and human rights of everyone.
- ~~3.~~ 4. Consider all issues fairly.
- ~~4.~~ 5. Provide respectful and responsive service to colleagues, parents, students, and community members.
- ~~5.~~ 6. Implement fully all federal, state, and local laws and regulations pertaining to education and public agencies and observe and obey all applicable laws and ordinances at all times.
- ~~6.~~ 7. Preserve, protect, and promote the well-being of the Guilford County Schools.
- ~~7.~~ 8. Build and preserve trust in public education and work to instill respect for our community, state, and nation.
- ~~8.~~ 9. Have the courage to act and to be responsible for one's own actions. Maintain high standards and a strong work ethic.
- ~~9.~~ 10. Act as part of an educational team with mutual respect and regard for each other.
- ~~10.~~ 11. Create and foster an atmosphere where staff and students appreciate the richness of perspectives and cultures.
- ~~11.~~ 12. Act with honesty, fairness, integrity, and discretion in all relationships, and model and teach the principles of courage, integrity, kindness, perseverance, respect, responsibility, and self-discipline.
13. Avoid conflicts of interest ~~in recommendations for the employment and/or assignment of immediate family members (See policy 7100) and in business-related behavior (See policy 7100) and and adhere to the Conflict of Interest principles reflected as described~~ in State law, State Board of Education rules, and Guilford County Board policy. ~~In particular, a~~ All employees are expected to adhere to Policy 6401/8440/9100 Procurement Ethics, Policy 7730 Employee Conflict of Interest, and

avoid conflicts of interest in the employment of relatives as described further in Policy 7100.

~~12.~~14. sSupport parents in effectively participating in their child's education, foster communication between parents and students, and do not encourage or coerce a child to withhold information from a parent.

B. REPORTING ALLEGED VIOLATIONS OF LAW

As employees of the Guilford County Schools, all staff members are expected to observe and obey all laws and ordinances, in addition to all policies and procedures of our Board of Education.

Any employee charged with or arrested for any violation(s) of a criminal, or serious traffic vehicular law (such as, vehicular homicide, hit and run, driving under the influence/driving while intoxicated, or any such law classified as a felony or for which a conviction could lead to incarceration) or ordinance, must report such fact in writing to the administrator in charge of the department, office, or school to which the employee is assigned no later than the next scheduled business day. In cases involving employee hospitalization and/or incarceration (jail) involving the stated violation, the employee shall report the alleged violation within 24 hours after their release. Such report shall include all pertinent facts concerning the alleged violation(s). Following receipt by the administrator, such confidential report will be forwarded as soon as possible, but no later than one scheduled business day, to the Chief Human Resources Officer or designee who shall carefully review the situation ~~along with any recommendations from the administrator as to what~~ and take action, if any, as appropriate at that time.

It is the employee's responsibility to keep their appropriate administrator apprised of the judicial process in the matter. Upon judicial action in the matter, the employee must report the disposition and pertinent facts, in writing, to the administrator no later than the next scheduled business day following adjudication. Following receipt by the site administrator, the confidential written report along with any recommendations will be presented as soon as possible, but no later than one business day, to the Chief Human Resources Officer or administrative designee who shall carefully review the situation ~~along with any recommendations from the administrator as to what~~ and take action, if any, as appropriate at that time.

C. REPORTING ALLEGED ETHICS VIOLATIONS

In the event that an employee becomes aware of an ethics violation by another employee, the employee must notify the immediate supervisor of the violating employee, the Chief Human Resources Officer, and/or the General Counsel. In the event an employee has a concern about a potential ethics violation, the employee should notify their own supervisor, the Chief Human Resources Officer, and/or the general counsel. Employees who perform this reporting function in good faith will not be subject to any reprisal.

Any employee who violates the code of ethics shall be subject to discipline up to and including termination of employment. Any contract or subcontract made in violation of this policy may be voided by the board and subject to termination for the board's convenience.

Descriptor Term: PROFESSIONAL RESPONSIBILITIES		Descriptor Code: 7300* (formerly GBBAA)
Presented to the Board: October 12, 1999	Adopted by the Board: November 9, 1999	Revised by the Board: Recodified as policy 7300: May 10, 2022

~~The Guilford County Board of Education acknowledges that the most important aspect of attaining excellence in education is the quality of the teaching staff and the administrative staff. The Board also acknowledges that instruction is the single most important duty performed by a teacher. However, the achievement of a high quality educational program for all students requires teachers to perform to the best of their abilities a variety of professional responsibilities, generally assigned by the Principal, including but not limited to instruction. For the purposes of this policy "Professional Responsibilities" is defined to mean: All duties related to supporting the total school program, school and school district objectives, and the responsibility to conduct oneself in a professional manner. "Professional responsibilities" encompass any duties mandated by law or that are necessary to comply with legal mandates; complying with the Codes of Ethics adopted by this Board of Education and the State Board of Education; meeting reasonable requirements of the local board; and fulfilling instructional duties, non-instructional duties and extracurricular duties that are required in compliance with the law and board policy. In compliance with G.S. 115C-47, the non-instructional duties of all teachers are to be limited to the extent possible given federal, state, and local laws, rules and policies; and the non-instructional duties of teachers are to be distributed equitably among employees. Further, teachers who hold an initial license and teachers with twenty-seven (27) or more years of experience shall not be assigned extracurricular duties unless they request the assignments in writing. Also, other non-instructional duties assigned to these teachers shall be minimized. The Board may temporarily suspend this policy for individual schools upon a finding that there is a compelling reason the policy should not be implemented. The Superintendent shall develop procedures necessary to implement this policy.~~

Legal References:

Cross References: [1310/4002 Parental Involvement and Empowerment](#), [4040/7310 Staff-Student Relations](#), [6401/8440/9100 Procurement Ethics](#), [7100 Recruitment and Selection of Personnel](#), [7730 Employee Conflict of Interest](#)

Adopted: February 13, 1996 (as policy CB) and November 9, 1999 (as policy GBBAA)

Revised: April 21, 2005; November 9, 2010; May 10, 2022 (recodified as policies 7300 and 7301); July 18, 2023: [\[date\] \(policies 7300 and 7301 merged\)](#)