

Professional Standards of Conduct and Performance for Macon County School System Employees

The Macon County Board of Education is dedicated and committed to providing all employees with opportunities and resources to further their personal and professional growth. To that end, the performance of every employee is periodically assessed and the employee is provided with constructive feedback. For students to succeed, all employees must approach their responsibilities conscientiously, always remembering that the ultimate responsibility of the school district is to create the opportunity and environment where students can learn. In addition, it is the expectation of the Macon County Board of Education that all employees, regardless of their years of experience, are capable of and must adhere to certain minimum professional standards of conduct and performance as set forth in this policy.

Therefore, all employees of the Macon County Board of Education shall comply with and adhere to the following professional standards of conduct and performance:

- Be familiar with, support, and where appropriate, enforce all Macon County Board of Education policies, administrative procedures, school rules, and applicable laws.
- Attend to the safety and welfare of students, including the need to ensure that students are supervised at all times.
- Demonstrate integrity, respect, and professionalism through attitudes, behavior, and dress.
- Support and encourage positive school and community relations in all interactions with students, parents, or school operations.
- Take care of and protect school property.
- Comply with all Macon County Board of Education policies regarding appropriate and / or prohibited behavior with students including electronic communications with students directly or through the internet.
- Direct all complaints regarding the work environment to the appropriate supervisors and / or file grievances instead of acting to undermine or diminish the authority of co-workers and supervisors.
- Avoid confrontations with co-workers, including but not limited to, engaging in actions or conversations which the employee knows or should know will result in an actual disruption.
- Comply with all administrative directives in a timely and professional manner, including written directives regarding specific issues or behaviors.
- Perform all assigned and / or accepted extracurricular and non-instructional duties in a timely and professional manner.
- Participate in all required staff meetings and student academic meetings, including required meetings for students with special needs, in a professional manner.
- Complete and transmit all required reports and other documentation in a timely and professional manner.
- Arrive at school each day at an appropriate time designated by the principal ready and prepared to complete all assigned duties.
- Adhere to the Code of Ethics for North Carolina Educators, if applicable.
- Manage students' classroom behavior to minimize disruption to the educational environment and refer students, when necessary, to the administration for disciplinary action, if applicable.
- Respond to all parent inquiries, complaints and / or concerns in a timely and professional manner, if applicable.
- Participate in and complete any required professional development activities, if applicable.

The failure or unwillingness of the employee to comply with the professional standards of conduct and performance listed herein may result in disciplinary action up to and including dismissal from employment. In all matters concerning an employees' compliance with this policy, consideration shall be given to the impact on the education of a student or group of students and on the overall educational environment of the school.

Legal References: NCGS 115C-47 (1), (4), (9), (12), and (18); GS 115C-325 (e) (3); GS 115C – 307; GS 115C – 308; 16 NCAC 6C.0601.