

## DHHS POLICIES AND PROCEDURES

<b>Section V:</b>	<b>Human Resources</b>
<b>Title:</b>	<b>Employee and Management Development</b>
<b>Chapter:</b>	<b>Professional Standards of Conduct and Performance for Teachers in NC DHHS: Alignment to the NC TEP</b>
<b>Current Effective Date:</b>	<b>4/1/2012</b>
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### Purpose

This policy provides the professional standards of conduct and performance for procedures for teachers in the Department of Health and Human Services (DHHS).

### Policy

All teachers employed by DHHS are expected to adhere to the standards outlined. Each educator shall review the policy. A signed and witnessed copy of the attached [Professional Standards of Conduct and Performance for Teachers in NC DHHS](#) shall be maintained in the employee's personnel file.

### Implementation

#### Professional Standards of Conduct and Performance for Teachers in NC DHHS: An Alignment to the NC TEP

Professional Standards of Conduct and Performance	Alignment to NC TEP
<b>Adhere to the code of Ethics for North Carolina Educators</b>	Standard I: Teachers demonstrate leadership. Element e: Teachers demonstrate high ethical standards.
<b>Comply with all Department policies regarding appropriate and/or prohibited behavior with students including electronic communications with students directly or through the internet</b>	Standard I: Teachers demonstrate leadership. Element d: Teachers advocate for learning environments and learners.
<b>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</b>	Standard I: Teachers demonstrate leadership. Element c: Teachers lead the teaching profession.
<b>Avoid confrontations with co-workers, including but not limited to, engaging in actions or conversations which the</b>	Standard I: Teachers demonstrate leadership. Element b: Teachers demonstrate leadership in the learning environment.

<b>teacher knows or should know will result in an actual disruption</b>	Element c: Teachers lead the teaching profession
<b>Manage students' behavior to minimize disruption to the educational environment and refer students, when necessary to the administration for disciplinary action</b>	Standard I: Teachers demonstrate leadership. Element a: Teachers lead in their learning environment
<b>Respond to all parent inquiries, complaints, and /or concerns in a timely and professional manner</b>	Standard II: Teachers establish a respect environment for a diverse population of learners. Element e: Teachers work collaboratively with the families and significant adults in the lives of their learners.
<b>Comply with all administrative directives in a timely and professional manner, including written directives regarding specific issues or behaviors</b>	Standard I: Teachers demonstrate leadership. Element d: Teachers advocate for learning environments and learners. Element e: Teachers demonstrate high ethical standards. Standard V: Teachers reflect on their practice. Element c: Teachers function effectively in a complex, dynamic environment.
<b>Perform all assigned and/or accepted non-instructional duties in a timely and professional manner</b>	Standard I: Teachers demonstrate leadership. Element d: Teachers advocate for learning environments and learners. Element e: Teachers demonstrate high ethical standards.
<b>Participate in and complete any required professional development activities in a professional manner</b>	Standard I: Teachers demonstrate leadership. Element b: Teachers demonstrate leadership in the learning environment. Element c: Teachers lead the teaching profession. Standard V: Teachers reflect on their practice. Element b: Teachers link professional growth to their professional goals.
<b>Participate in all require staff meetings, student academic meetings, including required meetings for students with special needs, in a professional manner</b>	Standard I: Teachers demonstrate leadership. Element d: Teachers advocate for learning environments and learners. Standard II: Teachers establish a respect environment for a diverse population of learners. Element d: Teachers make instruction relevant to learners. Standard V: Teachers reflect on their practice. Element a: Teachers analyze learner

	<p>growth.</p> <p>Element b: Teachers link professional growth to their professional goals.</p>
<p><b>Complete and transmit all required reports and other documentation in a timely and professional manner</b></p>	<p>Standard I: Teachers demonstrate leadership.</p> <p>Element d: Teachers advocate for learning environments and learners.</p> <p>Element e: Teachers demonstrate high ethical standards.</p> <p>Standard V: Teachers reflect on their practice.</p> <p>Element a: Teachers analyze learner growth.</p> <p>Element c: Teachers function effectively in a complex, dynamic environment.</p>
<p><b>Arrive at school each day at the appropriate time designated by the school administrator ready and prepared to complete all assigned duties</b></p>	<p>Standard I: Teachers demonstrate leadership.</p> <p>Element a: Teachers lead in their learning environment</p> <p>Element b: Teachers demonstrate leadership in the learning environment.</p> <p>Element c: Teachers lead the teaching profession</p> <p>Element e: Teachers demonstrate high ethical standards.</p>

## Enforcement

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

## References

Statutory Authority: NCGS 115C-47 (1), (4), (9), (12) and (18); NCGS 115C-325 (e)(3), and NCAC 6C.0601.

*For questions or clarification on any of the information contained in this policy, please contact the [DHHS Manager of Educational Services in the Division of State Operated Healthcare Facilities](#). For general questions about department-wide policies and procedures, contact the [DHHS Policy Coordinator](#).*