



# Policy of the Board of Trustees

**G Series**

**GBE**

## **EMPLOYEE RESPONSIBILITIES**

Essential to the success of ongoing school operations and the instructional program are the following specific minimum responsibilities, which shall be required in addition to any requirements of a specific job description of all personnel employed by the Board of Trustees, or any agency under contract with the Board of Trustees:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Board of Trustees and regulations of the North Country Charter Academy, and all agencies with which the Board contracts, in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern and attention toward their own and the Board's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

All North Country Charter Academy employees, and those hired by agencies contracted with by the Board of Trustees shall set examples that are an important part of the educational process. Their manner, dress, courtesy, and attitudes establish models that affect the development of young people. The Board expects all employees to set exemplary standards, as well as provide exemplary instruction.

Violation of any of these responsibilities shall be grounds for immediate termination.

*1st Reading: October 20, 2011*

*2nd Reading: December 15, 2011*

*Adoption: January 24, 2012*

*Proposed Reconsideration: January 2016*