

Hertford County Public Schools Employee Handbook



Superintendent Dr. William T. Wright Jr.
“All In for Learning”

VISION

Hertford County Public Schools, serving as a cornerstone of our community, will prepare graduates who are ready to meet the global challenges of education, career, and life.

MISSION

Hertford County Public Schools, *the choice for all families*, provides a safe and caring environment, which empowers and graduates globally competitive students through diverse opportunities.

MOTTO

TEACHING CHILDREN ~ TOUCHING THE FUTURE

“All In For Learning”

HERTFORD COUNTY PUBLIC SCHOOLS BOARD OF EDUCATION

DAVID SHIELDS, CHAIR
DENNIS DELOATCH VICE CHAIR
J. WENDELL HALL
SHEILA PORTER
DR. JAMES SHEARN

BELIEFS

We Believe...

All students can learn when given a safe, supportive, and caring environment that develops character.

The success of our students depends on the commitment to high quality standards, expectations, performance, and continuous improvement.

Communication and collaboration are essential for developing literacy, enhanced student use of technology, and effective delivery of instruction.

Students will develop essential knowledge, apply their learning, and utilize technology as a tool to become career and college ready for an ever-changing global society.

Partnerships with parents, community, and institutions of higher education are vital to the success of our students.

DISCLAIMER

Information provided in the Hertford County Public Schools Employee Information Handbook is subject to change based upon the North Carolina General Assembly, State Board of Education, and Hertford County Public Schools Board of Education policies, laws, and amendments enacted during the current session and school year. Those changes will supersede the information currently in the Employee Information Handbook.

School Directory

AHOSKIE ELEMENTARY SCHOOL
DR. PATTY KEENE, INT PRINCIPAL
URANIA HARRELL, INT ASSISTANT PRINCIPAL
LORENA SIMONS, LEAD SECRETARY
200 N. TALMADGE AVENUE
AHOSKIE, NC 27910
(O) 252/332-2588
(F) 252/332-2017

RIVERVIEW ELEMENTARY SCHOOL
LEE FORD, PRINCIPAL
TERRELL DELOATCH, ASSISTANT PRINCIPAL
DEBORAH PARKER, LEAD SECRETARY
236 U 158 BUSINESS
MURFREESBORO, NC 27855
(O) 252/398-4862
(F) 252/398-3600

EARLY COLLEGE HIGH SCHOOL
LYNDSAY BRITT, PRINCIPAL
JUDY BOONE, LEAD SECRETARY
109 COMMUNITY COLLEGE ROAD
AHOSKIE, NC 27910
(O) 252/332-7788
(F) 252/332-5289

C.S. BROWN HIGH SCHOOL
(STEM PROGRAM)
BOBBIE JONES, PRINCIPAL
PAULA BURDEN, LEAD SECRETARY
102 CS BROWN DRIVE
WINTON, NC 27986
(O) 252/358-2852
(F) 252/358-0121

BEARFIELD PRIMARY SCHOOL
JULIE SHIELDS, PRINCIPAL
CYNTHIA RIDDICK, ASSISTANT PRINCIPAL
JUDY MIZELLE, SECRETARY
ANDREA GATLING, SECRETARY
145 HERTFORD COUNTY HIGH ROAD
AHOSKIE, NC 27910
(O) 252/209-6140
(F) 252/209-6148

HERTFORD COUNTY MIDDLE SCHOOL
CRYSTAL PHILLIPS, PRINCIPAL
RICHARD WRIGHT JR., ASSISTANT PRINCIPAL
MARY JOHNSON, ASSISTANT PRINCIPAL
KEISHA JOHNSON, LEAD SECRETARY
1850 HWY 11 NORTH
MURFREESBORO, NC 27855
(O) 252/398-4091
(F) 252/398-5570

HERTFORD COUNTY HIGH SCHOOL
ERNEST COOLEY JR. , PRINCIPAL
CAMILLE MOORE, ASSISTANT PRINCIPAL
NATASHA NORMAN, ASSISTANT PRINCIPAL
ELENIA RIDDICK, ASSISTANT PRINCIPAL
RENEE TANN, LEAD SECRETARY
1500 W. FIRST STREET
AHOSKIE, NC 27910
(O) 252/332-4096
(F) 252/332-1689

Central Office Directory

Ext.	Name	Title
18420	Dr. William Wright Jr.	Superintendent
18422	Mrs. Tammi Ward	Assistant Superintendent, Curriculum & Instruction
18485	Dr. Shamica Long-Lane	Executive Director, Human Resource Services
18432	Ballance, Nicole	Accountability/Student Information Coordinator
18431	Carter, Christine	Executive Secretary, Finance
18484	Vacant	Secretary, Accountability/Power School
18421	Darrington, Terry	Administrative Assistant, Curriculum & Instruction
18433	Futrell, Katrina	Director, Career/Technical Education
18420	Hall, Whitney	Administrative Assistant to the Superintendent
18481	Hoggard, Stacey	Payroll Technician
18541	Hunter, Woodson	Maintenance Supervisor
18532	Keene, Patty Dr.	Director, Exceptional Children / Federal Programs
18483	Long, Anne	Accounting Technician, Accounts Payable
18480	Martin, Cindy	Executive Director, Financial Services
18545	Manley, Dedria	Cost Clerk
18482	Merritt, Lori	Assistant Finance Officer
18493	Mornings, Lori	Director, Supplemental Programs
18498	Parker, Brunet	Public Information Officer
11761	Parker, Ka'Wania	Receptionist/HR Secretary

18495	Powell, Becky	Executive Secretary, Federal Programs/ Exceptional Children
18548	Scott, Patrice	Director, Child Nutrition/Food Services
18530	Technology	Technology Specialists
18424	Vacant	Technology Director
18546	Wall, Mark	Transportation Supervisor
18486	Watford, Kristen	Personnel Officer

Table of Contents

Introduction to the Handbook.....	6
Acknowledgement Form.....	7
<i>EMPLOYEE CONDUCT</i>	
Employee Cell Phone Usage.....	8
Professional Employee Demotion & Dismissal.....	9
Classified Personnel Suspension and Dismissal.....	11
Professional Standards of Conduct and Performance for teachers.....	13
Prohibition against Discrimination, Harassment, and Bullying.....	15
Discrimination, Harassment, and Bullying Complaint procedure.....	21
Child Abuse Reports and Investigation.....	29
Drug Free and Alcohol Free Workplace.....	31
Employee Dress and Appearance.....	33
<i>THE WORKPLACE ENVIRONMENT</i>	
Workday and Overtime.....	34
Compliance with State Board of Education Employment Policies.....	37
Employee Conflict of Interest.....	38
Evaluation of Licensed Employees.....	40
Professional Personnel Reduction in Force.....	43
Licensure.....	46
Procedures for Receiving CEU/Renewal Credits.....	49
Substitutes.....	52
Employee Leave.....	55
Permitted Salary Deductions for Absences and Discipline of Exempt Employees.....	60
Request for Leave of Absence.....	63
Voluntary Shared Leave.....	65
Personal Leave.....	67
Donation of Leave.....	70
Worker’s Compensation.....	71
A lesson in safety.....	73
<i>FINANCE</i>	
Travel.....	74
Absence Reporting Codes.....	77
Longevity.....	78
Supplements & Employee Portal.....	79
Deduction Codes.....	81
<i>CUSTOMER SERVICE</i>	
Work Ethics & Expectations.....	83
Customer Service.....	92
Public Relations.....	101
Communication.....	102

INTRODUCTION TO THE HCPS EMPLOYEE HANDBOOK

The Employee Handbook is designed to provide information and address questions regarding required Board of Education policies and procedures so that all Hertford County Public School employees are able to perform his or her job more effectively. The handbook is divided into sections: 1) Introduction of the handbook and the school system; 2) Policies and procedures related to employee conduct; 3) Information about the work environment and procedures, 4) Financial Services, 5) Public Information. Each employee shall take time to review the Employee Handbook and acknowledge, in writing, his or her familiarity with its contents.

The Employee Handbook is located under the Careers section of the website. It is important to note that the handbook is both selective and general of school system policies and procedures. In accordance with Board Policy, each employee is responsible for knowing and complying with the policies of the Hertford County Board of Education. Board Policies and Regulations are available to employees on the web page at <http://www.hertford.k12.nc.us>. Nothing in this handbook is intended to create or imply any contract rights. It is our policy to comply with the benefits and employment policies promulgated by the State Board of Education and the Department of Public Instruction in the most current edition of the North Carolina Public Schools Benefits and Employment Policy Manual. As supplemented by local board policy, you will find these policies in their most current version on the school system web page at <http://www.ncpublicschools.org/docs/district-humanresources/keyinformation/information/policymanual.pdf>

Identification Badges- All employees will be supplied with a picture identification badge. These identification badges are required to be worn and displayed at all times when on HCPS properties. For replacement badges or questions, contact Human Resources at 252-358-1761. System-wide Identification Badges A system wide identification badge may be utilized as an athletic pass in accordance with the following policies: • Can be used at all middle and high school regular season games in during the 2016-2017 school year. • Admits only one. • Does not guarantee admission. (in case of sold-out games) • Cannot be transferred. • Is not applicable for playoffs or championship games. Note: Each middle and high school may allow its employees free admission into home athletic events without the ID. • If misused, the employee's privilege will be revoked.

Handbook Acknowledgment Form
HCPS EMPLOYEE HANDBOOK ACKNOWLEDGMENT FORM

I acknowledge that I have access to a copy of the 2019-2020 Hertford County Public Schools Employee Handbook. I further acknowledge that I am responsible for understanding and adhering to the contents of this handbook, to include but not be limited to School Board policies. I understand that failure to abide by HCPS Board policies could subject me to disciplinary action up to and including dismissal. I understand that this document will be placed in my in-house and/or central office personnel file.

Signed: _____

Print Name: _____

Position: _____

School/Department Assignment: _____

Date: _____

Employee Cell Phone Use

The Hertford County Board of Education desires to preserve instructional time, eliminate interruptions and distractions during the school day, and maintain safe and efficient school system operations. The board also recognizes the prevalence of cell phones and their use for legitimate purposes. Therefore, the board adopts the following policy for employee cell phone use during the school day:

1. All school system employees should ensure that cell phones are turned off or set to a silent or vibrate mode during the school day while in or near classrooms, libraries, and other instructional areas.
2. No school system employee should place or receive a call from a cell phone at a time when it would be inappropriate to do so from a traditional telephone.
3. No school system employee should use a cell phone in such a manner or in such a place as to interrupt or distract from the conduct of school business.
4. As with traditional telephones, school system employees should limit personal phone calls on cell phones during business hours so as not to interfere with school system operations.
5. No school system employee shall use a cell phone while operating any motor vehicle that is transporting students. No school system employee shall use a cell phone while operating a school bus, regardless whether students are aboard. In all other cases, school system employees should refrain from placing or receiving cell phone calls in a motor vehicle unless it is safe to do so.
6. Use of a cell phone in a legitimate emergency is not prohibited by this policy.
7. For purposes of this policy, the term "cell phone" shall include all portable electronic communication and signaling devices.
8. All school system employees operating any motor vehicle that is transporting students shall acknowledge receipt of section 8a, by signing the statement indicating that not following this policy will lead to termination from the position as a driver.

Acknowledgement and Receipt of "Employee Cell Phone Use"

I _____, acknowledge that I have received a copy of Policy #7300, "Staff Responsibilities". As a/an _____ who transports students enrolled in Hertford County Public Schools in a motor vehicle, I acknowledge that I understand this policy and intend to abide by it as it is written. I further understand that if I do not follow Policy #5155, "Employee Cell Phone Use," I will be terminated from my position as a driver of motor vehicles for Hertford County Public Schools.

Professional Employee: Demotion and Dismissal (Policy 7930)

The board recognizes that an effective professional staff is critical to the smooth operations of the school system and to creating a learning environment where students are able to succeed. When a licensed employee is unable or unwilling to meet performance expectations, the supervisor and superintendent should consider whether dismissal or demotion is appropriate.

Evaluators of licensed employees are expected to follow policy 7810, Evaluation of Licensed Employees, policy 7820, Personnel Files, and policy 7811, Plans for Growth and Improvement of Licensed Employees. Evaluators should provide the superintendent with carefully documented evidence concerning a person's inadequacies and lack of competencies when such deficiencies have led to the recommendation and contemplation of dismissal or demotion. These documents also should show ways in which the evaluator has endeavored to help the employee become a more effective professional. In the interest of students and the welfare of the school system, dismissal or demotion may be pursued regardless of whether the evaluator has met these expectations, and regardless of whether the employee has first been placed on a growth plan or mandatory improvement plan, so long as the legal grounds for seeking dismissal or demotion can be sufficiently demonstrated.

All legally required or contractually agreed-upon procedures, including those prescribed in G.S. 115C-325, will be followed in the dismissal or demotion of employees. Career employees, probationary employees during the term of their contracts, and school administrators during the term of their contracts may be dismissed for the following reasons as outlined in G.S. 115C-325(e)(1):

1. inadequate performance, defined in accordance with G.S. 115C-325(e)(3);
2. immorality;
3. insubordination;
4. neglect of duty;
5. physical or mental incapacity;
6. habitual or excessive use of alcohol or non-medical use of a controlled substance as defined in Article 5, Chapter 90 of the General Statutes;
7. conviction of a felony or a crime involving moral turpitude;

8. advocating the overthrow of the government of the United States or of the state of North Carolina by force, violence or other unlawful means;
9. failure to fulfill the duties and responsibilities imposed upon teachers by the General Statutes;
10. failure to comply with such reasonable requirements as the board may prescribe;
11. any cause that constitutes grounds for the revocation of a career teacher's teaching license;
12. a justifiable decrease in the number of positions due to school system reorganization or decreased enrollment provided that there is full compliance with other statutory requirements;
13. failure to maintain one's license in current status;
14. failure to repay money owed to the state in accordance with the provisions of Article 60, Chapter 143 of the General Statutes; and
15. providing false information or knowingly omitting a material fact on an application for employment or in response to a pre-employment inquiry.

Resignation by a career employee who has been recommended for dismissal under G.S. 115C-325(e)(1) is subject to the provisions of policy 7900, Resignation.

Legal References: G.S. 90 art. 5; 115C-287.1, -307, -325, -333, -333.1; 143 art. 60; 16 N.C.A.C. 6C .0502

Cross References: Professional and Staff Development (policy 1610/7800), Staff Responsibilities (policy 7300), Job Descriptions (policy 7400), Evaluation of Licensed Employees (policy 7810), Plans for Growth and Improvement of Licensed Employees (policy 7811), Personnel Files (policy 7820), Resignation (policy 7900), Probationary Teachers: Nonrenewal (policy 7950)

Adopted: March 24, 2014

Classified Personnel: Suspension and Dismissal (Policy 7940)

Classified positions are critical to the effective operation of the school system. The board encourages open communication between classified employees and their supervisors. When performance problems arise, supervisors are encouraged to communicate clearly in oral or written form the nature of the deficiencies and to provide a reasonable opportunity to improve. Any written notices or reprimands will be included in the employee's central office personnel file. All employees are expected to meet job requirements and to seek clarification and guidance when needed to fulfill these requirements.

A. Suspension

The superintendent or designee may suspend an employee without pay as a disciplinary sanction. The superintendent shall provide written notice of the suspension without pay to the employee. This notice will be placed in the personnel file. The suspension without pay may begin immediately. An employee has 10 calendar days from the date of receiving written notice of the superintendent's decision to take the following actions: (1) request written notice of the reason(s) for the superintendent's decision and (2) request an appeal before the board of education regarding the decision to suspend without pay. If notice of the reason(s) for the suspension is requested, such notice must be provided prior to any board hearing on the decision. If an appeal is not made within this time, an appeal is deemed to be waived. An employee may appeal a suspension on the grounds that there was no rational basis for the suspension; the suspension was discriminatory or was used for harassment; or board policies were not followed.

Upon receiving a request for an appeal, the chairperson may designate a panel of three board members to review the decision. The chairperson of the board or the panel may establish rules for an orderly and efficient hearing. The employee will be notified in writing of the decision of the board to uphold, reverse or modify the superintendent's decision. An employee will receive back pay for any period of suspension without pay that is not upheld by the board.

B. Termination

As "at will" employees, employees in classified positions may be terminated on any nondiscriminatory basis, including inadequate performance, misconduct, failure to follow board policies or a reduction in staff. All terminations to reduce staff will be in accordance with policy 7921, Classified Personnel Reduction. All other terminations will be made pursuant to this policy. The superintendent has the authority to terminate at-will employees. The superintendent should provide written notice to the employee and the board of the decision to terminate. An employee has 15 calendar days from the date of receiving notice of the superintendent's decision to take the following actions: (1) request written notice of the reason(s) for the superintendent's decision and (2) request an appeal of the decision to the board of education. If notice of the reason(s) for the

termination is requested, such notice must be provided prior to any board hearing on the termination. The termination is effective during the period of appeal.

Upon receiving a request to appeal the superintendent's decision to terminate, the chairperson may appoint a panel of three board members to review the decision. The employee has the burden of establishing that the termination was based on an illegal discrimination. The superintendent may offer evidence to substantiate that the dismissal was for a nondiscriminatory reason, such as prior warnings or remedial efforts.

The hearing procedures established in policy 2500, Hearings Before the Board, will be followed. The chairperson will provide written notice of the decision to the employee and the superintendent as soon as practicable after reaching a decision. The board may uphold the superintendent's decision or reinstate the employee for any reason it deems proper, so long as the board's reason is not discriminatory.

Any employee who has been dismissed for cause will be ineligible for reemployment.

This policy is not intended to create any property rights or an implied or express contract between the board and the employee other than what is provided by law.

Legal References: 29 U.S.C. 621 *et seq.*; 29 U.S.C. 794 *et seq.*; 42 U.S.C. 1981; 42 U.S.C. 12101; G.S. 115C-45(c), -47

Cross References: Hearings Before the Board (policy 2500), Classified Personnel Reduction (policy 7921), Annual Independent Audit (policy 8310)

Adopted: March 24, 2014

Professional Standards of Conduct and Performance for Teachers

The Hertford County Board of Education is dedicated and committed to providing all teachers with opportunities and resources to further their growth as professional educators. To that end, the performance of every teacher is assessed and the teacher is provided with professional growth. In addition, it is the Board's expectation that all teachers, 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 teachers employed by the Hertford County Board of Education shall comply with and adhere to the following professional standards of conduct and performance.

1. Adhere to the Code of Ethics for North Carolina Educators. [Standard 1: Teachers demonstrate leadership; element e]
2. Comply with all Board policies regarding appropriate and/or prohibited behavior with students including electronic communications with students directly or through internet. [Standard 1, element d]
3. 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. [Standard 1, element c]
4. Avoid confrontations with co-workers, including but not limited to, engaging in actions or conversations which the teacher knows or should know will result in an actual disruption. [Standard 1, element b and Standard 1, element c]
5. Manage students' classroom behavior to minimize disruption to the educational environment and refer students, when necessary, to the administration for disciplinary action. [Standard 1, element a]
6. Respond to all parent inquiries, complaints and/or concerns in a timely and professional manner. [Standard 2: Teachers establish a respectful environment for a diverse population of students; element e]
7. Comply with all administrative directives in a timely and professional manner, including written directives regarding specific issues or behaviors. [Standard 5: Teachers reflect on their practice; element, Standard 1, element d, and Standard 1, element e]
8. Perform all assigned and/or accepted extracurricular and non-instructional duties in a timely and professional manner. [Standard 1, element d, and Standard 1, element e]

9. Participate in and complete any required professional development activities. [Standard 1, element b, Standard 1, element c, and Standard 5, element b]
10. Participate in all required staff meetings and student academic meetings, including required meetings for students with special needs, in a professional manner. [Standard 1, element d, Standard 5, element B, and Standard 2, element d]
11. Complete and transmit all required reports and other documentation in a timely and professional manner. [Standard 1, element d, Standard 5, element a, Standard 5, element c, and Standard 1, element e]
12. Arrive at school each day at an appropriate time designated by the principal ready and prepared to complete all assigned duties. [Standard 1, element a, Standard 1, element b, Standard 1, element c, and Standard 1, element e]

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 shall be given to the education of a student or group of students and on the overall educational environment of the school.

Prohibition Against Discrimination, Harassment and Bullying
(Policy 1710/4021/7230)

The board acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. The board prohibits discrimination on the basis of race, color, national origin, sex, disability or age and will provide equal access to the Boy Scouts and other designated youth groups as required by law. The board will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities or programs.

A. PROHIBITED BEHAVIORS AND CONSEQUENCES

1. Discrimination, Harassment and Bullying

Students, school system employees, volunteers and visitors are expected to behave in a civil and respectful manner. The board expressly prohibits unlawful discrimination, harassment and bullying.

Students are expected to comply with the behavior standards established by board policy and the Code of Student Conduct. Employees are expected to comply with board policy and school system regulations. Volunteers and visitors on school property also are expected to comply with board policy and established school rules and procedures.

Any violation of this policy is serious and school officials shall promptly take appropriate action. Students will be disciplined in accordance with the school's student behavior management plan (see policy 4302, School Plan for Management of Student Behavior). Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and remedial actions ranging from positive behavioral interventions up to, and including, expulsion.

Employees who violate this policy will be subject to disciplinary action, up to, and including, dismissal. Volunteers and visitors who violate this policy will be directed to leave school property and/or reported to law enforcement, as appropriate, in accordance with policy 5020, Visitors to the Schools.

When considering if a response beyond the individual level is appropriate, school administrators should consider the nature and severity of the misconduct to determine whether a classroom, school-wide or school system-wide response is necessary. Such classroom, school-wide or school system-wide responses may include staff training, harassment and bullying prevention programs and other measures deemed appropriate by the superintendent to address the behavior.

2. Retaliation

The board prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy or participating in the investigation of reported violations of this policy.

After consideration of the nature and circumstances of the reprisal or retaliation and in accordance with applicable federal, state or local laws, policies and regulations, the superintendent or designee shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation.

B. APPLICATION OF POLICY

This policy prohibits unlawful discrimination, harassment and bullying by students, employees, volunteers and visitors. "Visitors" includes persons, agencies, vendors, contractors and organizations doing business with or performing services for the school system.

This policy applies to behavior that takes place:

1. in any school building or on any school premises before, during or after school hours;
2. on any bus or other vehicle as part of any school activity;
3. at any bus stop;
4. during any school-sponsored activity or extracurricular activity;
5. at any time or place when the individual is subject to the authority of school personnel; and
6. at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.

C. DEFINITIONS

For purposes of this policy, the following definitions apply:

1. Discrimination

Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category, such as race, ethnicity, sex, pregnancy, religion, age or disability. Discrimination may be intentional or unintentional.

1. Harassment and Bullying

a. Harassment or bullying behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that:

- 1) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- 2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

“Hostile environment” means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe.

Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental or sensory disability. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying.

It is possible for harassment, including sexual or gender-based harassment, to occur in various situations. For example, harassment may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex.

b. Sexual harassment is one type of harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1) submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress or completion of a school-related activity;
- 2) submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual, or in the case of a student, submission to or rejection of such conduct is

used in evaluating the student's performance within a course of study or other school-related activity; or

3) such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with an employee's work or performance or a student's educational performance, limiting a student's ability to participate in or benefit from an educational program or environment, or creating an abusive, intimidating, hostile or offensive work or educational environment.

Sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment.

c. Gender-based harassment is also a type of harassment. Gender-based harassment may include acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature.

A. REPORTING AND INVESTIGATING COMPLAINTS OF DISCRIMINATION, HARASSMENT OR BULLYING

Employees are required to report any actual or suspected violations of this policy. Students, parents, volunteers, visitors or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment or bullying. All reports should be made in accordance with policy 1720/4015/7225, Discrimination, Harassment and Bullying Complaint Procedure, and reported to one of the school officials identified in that policy. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.

B. TRAINING AND PROGRAMS

The board directs the superintendent to establish training and other programs that are designed to help eliminate unlawful discrimination, harassment and bullying and to foster an environment of understanding and respect for all members of the school community. Information about this policy and the related complaint procedure must be included in the training plan.

As funds are available, the board will provide additional training for students, employees and volunteers who have significant contact with students regarding the board's efforts to address

discrimination, harassment and bullying and will create programs to address these issues. The training or programs should (1) provide examples of behavior that constitutes discrimination, harassment or bullying; (2) teach employees to identify groups that may be the target of discrimination, harassment or bullying; and (3) train school employees to be alert to locations where such behavior may occur, including locations within school buildings, at school bus stops, on cell phones and on the Internet.

C. NOTICE

The superintendent is responsible for providing effective notice to students, parents and employees of the procedures for reporting and investigating complaints of discrimination, harassment and bullying. This policy must be posted on the school system website, and copies of the policy must be readily available in the principal's office, the media center at each school and the superintendent's office. Notice of this policy must appear in all student and employee handbooks and in any school system publication that sets forth the comprehensive rules, procedures and standards of conduct for students and employees.

D. COORDINATORS

The superintendent or designee shall appoint one or more individuals to coordinate the school system's efforts to comply with and carry out its responsibilities under federal non-discrimination laws. These responsibilities include investigating any complaints communicated to school officials alleging noncompliance with Title VI or Title IX of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), the Age Discrimination Act and/or the Boy Scouts Act, or alleging actions which would be prohibited by those laws. The superintendent or designee shall publish the name(s), office address(es) and phone number(s) of the compliance coordinator(s) in a manner intended to ensure that students, employees, applicants, parents and other individuals who participate in the school system's programs are aware of the coordinator(s).

E. RECORDS AND REPORTING

The superintendent or designee shall maintain confidential records of complaints or reports of discrimination, harassment or bullying. The records must identify the names of all individuals accused of such offenses and the resolution of such complaints or reports. The superintendent also shall maintain records of training conducted and corrective action(s) or other steps taken by the school system to provide an environment free of discrimination, harassment and bullying.

The superintendent shall report to the State Board of Education all verified cases of discrimination, harassment or bullying. The report must be made through the Discipline Data Collection Report or through other means required by the State Board.

F. EVALUATION

The superintendent shall evaluate the effectiveness of efforts to correct or prevent discrimination, harassment and bullying and shall share these evaluations periodically with the board.

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 *et seq.*, 34 C.F.R. pt. 110; Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, 34 C.F.R. pt. 100; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e *et seq.*, 29 C.F.R. pt. 1604; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. pt. 108; *Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance*, U.S. Department of Education, Office for Civil Rights (1994); *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties*, U.S. Department of Education, Office for Civil Rights (2001); *Notice of Non-Discrimination*, U.S. Department of Education, Office for Civil Rights (2010); *Oncale v. Sundowner Offshore Services*, 523 U.S. 75 (1998); G.S. 115C-335.5, -407.15 through -407.18; 126-16; State Board of Education Policy HRS-A-007

Cross References: Discrimination, Harassment and Bullying Complaint Procedure (policy 1720/4015/7225), Nondiscrimination on the Basis of Disabilities (policy 1730/4022/7231), Prohibition Against Retaliation (policy 1760/7280), Equal Educational Opportunities (policy 4001), School Plan for Management of Student Behavior (policy 4302), Visitors to the Schools (policy 5020), Community Use of Facilities (policy 5030), Recruitment and Selection of Personnel (policy 7100), Professional Employees: Demotion and Dismissal (policy 7930), Classified Personnel: Suspension and Dismissal (policy 7940)

Adopted: June 17, 2013

Discrimination, Harassment and Bullying Complaint Procedure (Policy 1720/4015/7225)

The board takes seriously all complaints of unlawful discrimination, harassment and bullying. The process provided in this policy is designed for those individuals who believe that they may have been discriminated against, bullied or harassed in violation of policy 1710/4021/7230, Prohibition Against Discrimination, Harassment and Bullying. Individuals who have witnessed or have reliable information that another person has been subject to unlawful discrimination, harassment or bullying also should report such violations to one of the school system officials listed in subsection C.1. of this policy. Reports may be made anonymously.

A. DEFINITIONS

1. Alleged Perpetrator

The alleged perpetrator is the individual alleged to have discriminated against, harassed or bullied the complainant.

2. Complaint

A complaint is an oral or written notification made by a person who believes he or she is the victim of unlawful discrimination, harassment or bullying.

3. Complainant

The complainant is the individual complaining of being discriminated against, harassed or bullied.

4. Days

Days are the working days, exclusive of Saturdays, Sundays, vacation days or holidays, as set forth in the school calendar. In counting days, the first day will be the first full working day following receipt of the complaint. When a complaint is submitted on or after May 1, time limits will consist of all weekdays (Monday–Friday) so that the matter may be resolved before the close of the school term or as soon thereafter as possible.

5. Investigative Report

The investigative report is a written account of the findings of the investigation conducted in response to a complaint.

6. Investigator

The investigator is the school official responsible for investigating and responding to the complaint.

7. Report

A report is an oral or written notification that an individual, other than the reporter, is a suspected perpetrator or victim of unlawful discrimination, harassment or bullying.

B. REPORTING BY EMPLOYEES OR OTHER THIRD PARTIES

1. Mandatory Reporting by School Employees

Any employee who witnessed or who has reliable information or reason to believe that an individual may have been discriminated against, harassed or bullied in violation of policy 1710/4021/7230 must report the offense immediately to an appropriate individual designated in subsection C.1., below. An employee who does not promptly report possible discrimination, harassment or bullying shall be subject to disciplinary action.

2. Reporting by Other Third Parties

All members of the school community including students, parents, volunteers and visitors are also strongly encouraged to report any act that may constitute an incident of discrimination, harassment or bullying.

3. Anonymous Reporting

Reports of discrimination, harassment or bullying may be made anonymously but formal disciplinary action may not be taken solely on the basis of an anonymous report.

4. Investigation of Reports

Reports of discrimination, harassment or bullying shall be investigated sufficiently to determine whether further action under this policy or otherwise is necessary, and school officials shall take such action as appropriate under the circumstances. At the option of the alleged victim, the report may be treated as a complaint by the alleged victim under this policy.

C. COMPLAINTS BROUGHT BY ALLEGED VICTIMS OF DISCRIMINATION, HARASSMENT OR BULLYING

1. Filing a Complaint

Any individual, who believes that he or she has been discriminated against, harassed or bullied is strongly encouraged to file a complaint orally or in writing to any of the following individuals:

- a. the principal or assistant principal of the school at which either the alleged perpetrator or alleged victim attends or is employed;
- b. an immediate supervisor if the individual making the complaint is an employee;
- c. the executive director of human resources if the alleged perpetrator or alleged victim is an employee of the school system (or the superintendent if the executive director of human resources is the alleged perpetrator);
- d. the Title IX coordinator for claims of sex discrimination or sexual harassment;
- e. the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability; or
- f. for claims of other forms of prohibited discrimination, the applicable civil rights coordinator as established in policy 1710/4021/7230.

2. Time Period for Filing a Complaint

A complaint should be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the 30-day period may be investigated; however, individuals should recognize that delays in reporting may significantly impair the ability of school officials to investigate and respond to such complaints.

3. Informal Resolution

The board acknowledges that many complaints may be addressed informally through such methods as conferences or mediation, and the board encourages the use of such procedures to the extent possible. If an informal process is used, the principal or other designated personnel must (1) notify the complainant that he or she has the option to request formal procedures at any time and (2) make a copy of this policy and other relevant policies available to the complainant. In those circumstances in which informal procedures fail or are inappropriate or in which the complainant requests formal procedures, the complaints will be investigated promptly, impartially and thoroughly according to the procedures outlined in the remainder of this policy.

D. PROCESS FOR ADDRESSING COMPLAINTS OF ALLEGED INCIDENTS OF DISCRIMINATION, HARASSMENT OR BULLYING

1. Initiating the Investigation

a. Whoever receives a complaint of discrimination, harassment or bullying pursuant to subsection C.1. shall immediately notify the appropriate investigator who shall respond to the complaint and investigate. The investigator of a complaint is determined as follows.

1) If the alleged incident occurred under the jurisdiction of the principal, the investigator is the principal or designee, unless the alleged perpetrator is the principal, the executive director of human resources, the superintendent or a member of the board. If the alleged perpetrator is any other employee, the principal or designee shall conduct the investigation in consultation with the executive director of human resources or designee.

2) If the alleged perpetrator is the principal, the executive director of human resources or designee is the investigator.

3) If the alleged incident occurred outside of the jurisdiction of a principal (for example, at the central office), the executive director of human resources or designee is the investigator unless the alleged perpetrator is the executive director of human resources, the superintendent or a member of the board.

4) If the alleged perpetrator is the executive director of human resources, the superintendent or designee is the investigator.

5) If the alleged perpetrator is the superintendent, the board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment or bullying shall immediately notify the executive director of human resources who shall immediately notify the board chair. The board chair shall direct the board attorney to respond to the complaint and investigate.)

6) If the alleged perpetrator is a member of the board, the board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment or bullying shall immediately notify the superintendent who shall direct the board attorney to respond to the complaint and investigate. Unless the board chair is the alleged perpetrator, the superintendent shall also notify the board chair of the complaint.)

b. As applicable, the investigator shall immediately notify the Title IX, Section 504, ADA or other relevant coordinator of the complaint, and, as appropriate, may designate the coordinator to conduct the investigation.

c. The investigator shall explain the process of the investigation to the complainant and inquire as to whether the complainant would like to suggest a course of corrective action.

d. Written documentation of all reports and complaints, as well as the school system's response, must be maintained in accordance with policy 1710/4021/7230.

e. Failure to investigate and/or address claims of discrimination, harassment or bullying shall result in disciplinary action.

2. Conducting the Investigation

a. The investigator is responsible for determining whether the alleged act(s) constitutes a violation of policy 1710/4021/7230. In so doing, the investigator shall impartially, promptly and thoroughly investigate the complaint. The investigator shall interview (1) the complainant; (2) the alleged perpetrator(s); and (3) any other individuals, including other possible victims, who may have relevant information.

b. Information may be shared only with individuals who need the information in order to investigate and address the complaint appropriately. Any requests by the complainant for confidentiality shall be evaluated within the context of the legal responsibilities of the school system. Any complaints withdrawn to protect confidentiality must be recorded in accordance with policy 1710/4021/7230.

c. The investigator shall review the factual information gathered through the investigation to determine whether the alleged conduct constitutes discrimination, harassment or bullying, giving consideration to all factual information, the context in which the alleged incidents occurred, the age and maturity of the complainant and alleged perpetrator(s), and any other relevant circumstances.

3. Investigative Report

a. The investigator shall submit a written investigative report to the superintendent and, as applicable, to the Title IX, Section 504, ADA or other coordinator.

b. The investigator shall notify the complainant of the results of the investigation within 15 days of receiving the complaint, unless additional time is necessary to conduct an impartial, thorough investigation. The investigator shall specify whether the complaint was substantiated and, if so, shall also specify:

1) reasonable, timely, age-appropriate, corrective action intended to end the discrimination, harassment or bullying and prevent it from recurring;

2) as needed, reasonable steps to address the effects of the discrimination, harassment or bullying on the complainant; and

3) as needed, reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.

c. Information regarding specific disciplinary action imposed on the alleged perpetrator(s) will not be given to the complainant unless the information relates directly to the complainant (e.g., an order requiring the perpetrator not to have contact with the complainant).

d. If the investigator determines that the complaint was substantiated, the perpetrator(s) shall be subject to discipline or other corrective steps, as described in policy 1710/4021/7230. If the corrective steps involve actions outside the scope of the investigator's authority, the superintendent will be notified so that responsibility for taking the corrective steps may be delegated to the appropriate individual.

e. Each alleged perpetrator will be provided with a written summary of the results of the investigation in regard to whether the complaint was substantiated, whether the alleged perpetrator violated relevant law or board policies by his or her actions, and what, if any, disciplinary actions or consequences will be imposed upon the perpetrator in accordance with board policy. The perpetrator may appeal any disciplinary action or consequence in accordance with board policy and law. However, an appeal by the perpetrator of disciplinary action does not preclude school officials from taking appropriate action to address the discrimination, harassment or bullying.

1. Appeal of Investigative Report

a. If the complainant is dissatisfied with the investigative report, he or she may appeal the decision to the superintendent (unless the alleged perpetrator is the executive director of human resources or the superintendent, in which cases the complainant may appeal directly to the board in accordance with the procedure described in subsection D.4.b below). The appeal must be submitted in writing within five days of receiving the investigative report. The superintendent may review the documents, conduct any further investigation necessary or take any other steps the superintendent determines to be appropriate in order to respond to the complaint. The superintendent shall provide a written response within 10 days after receiving the appeal, unless further investigation is needed.

b. If the complainant is dissatisfied with the superintendent's response, he or she may appeal the decision to the board within five days of receiving the superintendent's response. The board will review the documents, direct that further investigation be conducted if necessary and take any other steps that the board determines to be appropriate in order to respond to the complaint. Upon request of the complainant, the board will hold a hearing pursuant to policy 2500, Hearings Before the Board. The board will provide a written response within 30 days after receiving the appeal,

unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

B. TIMELINESS OF PROCESS

The number of days indicated at each step of the process should be considered a maximum. Every effort should be made to expedite the process.

If any school official charged with investigating the complaint or reviewing the investigation fails at any step in the process to communicate a decision within the specified time limit, the complainant will be entitled to appeal the complaint to the next step unless the official has notified the complainant of the delay and the reason for the delay, such as the complexity of the investigation, review or report. The school official shall make reasonable efforts to keep the complainant apprised of progress being made during any period of delay. Delays that interfere with the exercise of any legal rights are not permitted.

Failure by the complainant at any step in the process to appeal a complaint to the next step within the specified time limit will be considered acceptance of the decision at that step, unless the complainant has notified the investigator of a delay and the reason for the delay and the investigator has consented in writing to the delay.

C. GENERAL REQUIREMENTS

1. No reprisals or retaliation of any kind will be taken by the board or by an employee of the school system against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless the person knew or had reason to believe that the complaint or report was false or knowingly provided false information.
2. All meetings and hearings conducted pursuant to this policy will be private.
3. The board and school system officials will consider requests to hear complaints from a group, but the board and officials have the discretion to hear and respond to complainants individually.
4. The complainant may be represented by an advocate, such as an attorney, at any meeting with school system officials.
5. Should, in the judgment of the superintendent or designee, the investigation or processing of a complaint require that an employee be absent from regular work assignments, such absences shall be excused without loss of pay or benefits. This shall not prevent the superintendent or

designee from suspending the alleged perpetrator without pay during the course of the investigation.

D. RECORDS

Records will be maintained as required by policy 1710/4021/7230.

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 *et seq.*, 34 C.F.R. pt. 110; Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, 34 C.F.R. pt. 100; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e *et seq.*, 29 C.F.R. pt. 1604; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. pt. 108; *Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance*, U.S. Department of Education, Office for Civil Rights (1994); *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties*, U.S. Department of Education, Office for Civil Rights (2001); *Notice of Non-Discrimination*, U.S. Department of Education, Office for Civil Rights (2010); *Gebser v. Lago Vista Independent School District*, 524 U.S. 274 (1998); *Davis v. Monroe County Board of Education*, 526 U.S. 629 (1999); G.S. 115C-407.15 through -407.18; State Board of Education Policy HRS-A-007

Cross References: Prohibition Against Discrimination, Harassment and Bullying (policy 1710/4021/7230), Student and Parent Grievance Procedure (policy 1740/4010), Hearings Before the Board (policy 2500), Assaults, Threats and Harassment (policy 4331)

Adopted: June 17, 2013

Child Abuse – Reports and Investigations

(Policy 4240/7312)

The board of education supports all employees who in good faith make a report of suspected child abuse, neglect, dependency or death as a result of maltreatment.

Any school employee who knows or has cause to suspect child abuse, neglect, dependency or death as a result of maltreatment is legally required to report the case of the child to the director of social services. The employee also shall immediately report the case to the principal.

Any doubt about reporting a suspected situation must be resolved in favor of reporting, and the report must be made immediately. A school employee is immune by statute from any civil and/or criminal liability when reporting in good faith suspected child abuse, neglect, dependency or death as a result of maltreatment. Failure on the part of any school employee to report may result in disciplinary action being brought against the employee by the school system or civil action under the law.

The principal may establish a contact person in the school to act as a liaison with social services. All employees shall cooperate fully with the department of social services in its investigation of suspected child abuse, neglect, dependency or death as a result of maltreatment. Employees shall permit the child to be interviewed by social services on school campuses during school hours and shall provide social services with confidential information, so long as the disclosure does not violate state or federal law. Any confidential information disclosed by the department of social services to employees will remain confidential and will only be redisclosed for purposes directly connected with carrying out the responsibilities of the school system or the employee.

Upon request and to the extent permitted by law, school system officials shall share with other agencies designated in G.S. 7B-3100(a) information that is relevant to (1) any assessment of a report of child abuse, neglect, dependency or death as a result of maltreatment by the department of social services; (2) the provision or arrangement of protective services in a child abuse, neglect or dependency case by the department of social services; or (3) any case in which a petition is filed alleging that a juvenile is abused, neglected, dependent undisciplined or delinquent. School system officials and the designated agencies must continue to share such information until the protective services case is closed by the department of social services or, if a petition is filed, until the juvenile is no longer subject to the jurisdiction of juvenile court.

The superintendent shall develop any necessary procedures for reporting suspected child abuse, neglect, dependency or death as a result of maltreatment, for sharing information with designated agencies and for cooperating with investigations by the department of social services. The board encourages school officials to provide staff development opportunities related to identifying and reporting child abuse, neglect, dependency or death as a result of maltreatment.

Legal References: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; G.S. 7B-101, -301, -302, -309, -3100; 8-53.4; 14-318.2; 115C-400, -402

Cross References: Professional and Staff Development (policy 1610/7800), Student Records (policy 4700)

Adopted: September 23, 2013

Drug-Free and Alcohol-Free Workplace (Policy 7240)

The board of education recognizes that reducing drug and alcohol abuse in the workplace improves the safety, health and productivity of employees. It is the policy of the board of education that a drug-free and alcohol-free workplace must be maintained.

A. PROHIBITED ACTIVITIES

The board prohibits employees from engaging in the unlawful manufacture, sale, distribution, dispensing, possession, or use of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, alcohol, stimulants, synthetic cannabinoids, counterfeit substance, or any other controlled substance as defined in (1) schedules I through VI of the North Carolina Controlled Substances Act or in (2) schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and further defined by regulation at 21 C.F.R. 1300.01 through 1300.04 and 21 C.F.R. 1308.11 through 1308.15. Employees must not be under the influence of alcohol or be impaired by the excessive use of prescription or nonprescription drugs at any time this policy is applicable. This policy is not violated by an individual's proper use of a drug lawfully prescribed for that individual by a licensed health-care provider.

B. APPLICABILITY

This policy governs each employee before, during, and after school hours while the employee is on any property owned or leased by the board of education; at any time during which the employee is acting in the course and scope of his or her employment with the board of education; and at any time that the employee's violation of this policy has a direct and adverse effect upon his or her job performance. This policy does not apply to an employee's consumption of alcoholic beverages that are served at a reception or other similar function that occurs outside the regular workday and that the employee is authorized or required to attend as a part of his or her employment duties.

C. REASONABLE SUSPICION TO SEARCH

An employee may be subjected to a search of his or her person or belongings or school property under the employee's control if there is reasonable suspicion that the employee has violated this policy. An employee also may be required to submit to a drug or alcohol test when there is reasonable suspicion of drug or alcohol use by the employee in violation of this policy. Reasonable suspicion shall be based on specific, contemporaneous observations concerning the physical, behavioral, speech, and/or performance indicators of drug or alcohol use. The observations must be made by a trained supervisor.

All drug and alcohol testing will be done with procedures that ensure the confidentiality and privacy interests of the employee and in accordance with law. Employees who refuse to submit to a search or a test to detect alcohol or drug use after reasonable suspicion is established may be suspended immediately pending consideration of a decision to terminate employment.

In addition, any employee, volunteer, or independent contractor who operates a commercial motor vehicle in the course of duties for the board may be subject to drug testing in accordance with policy 7241, Drug and Alcohol Testing of Commercial Motor Vehicle Operators.

The board will cover the cost of any required employee testing.

D. DUTY TO REPORT

An employee must notify his or her supervisor in writing of any conviction under any criminal drug statute for a violation occurring within the scope of Section B of this policy. Notification must be given no later than the next scheduled business day after such conviction, in accordance with policy 7300, Staff Responsibilities. Within 10 days of receiving a notice of conviction by an employee whose position is funded in any part by a federal grant, the director of human resources or designee shall notify the funding agency of the conviction. "Conviction" as used in this policy includes the entry in a court of law or military tribunal of: (1) a plea of guilty, *nolo contendere*, no contest or the equivalent; (2) a verdict or finding of guilty; or (3) a prayer for judgment continued ("PJC") or a deferred prosecution.

E. CONSEQUENCES

Violation of this policy will subject an individual to disciplinary action by the board of education that could result in non-renewal or termination of employment with the school system or the requirement that the employee participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved by the board of education or federal, state or local health, law enforcement, or other appropriate agency. Information concerning available counseling, rehabilitation, and re-entry programs will be provided to employees.

All employees shall receive a copy of this policy.

Legal References: 21 U.S.C. 812; 41 U.S.C. 701 *et seq.*; 21 C.F.R. 1300.01-.04 and 1308.11-1308.15; G.S. 20-138.2B; 90-89 to -94; 115C-36; *O'Connor v. Ortega*, 480 U.S. 709 (1987)

Cross References: Drug and Alcohol Testing of Commercial Motor Vehicle Operators (policy 7241), Staff Responsibilities (policy 7300)

Adopted: February 24, 2014

Employee Dress and Appearance (Policy 7340)

The board believes that the appearance and the conduct of its faculty are of supreme importance in establishing a positive image for education in the community and for presenting a good example for students. Therefore, the board affirms its expectation that all personnel will be professionally, neatly and appropriately attired for the work to be done. An employee's dress must not disrupt or distract from the educational process and must be in accordance with health and safety standards. The superintendent shall develop and communicate to employees guidelines for appropriate dress and appearance. Such guidelines may authorize the principal or department supervisors to develop specific dress or appearance requirements for each school or department.

Administrative and supervisory personnel shall set a good example in personal appearance and good manners and shall encourage and expect employees to dress in accordance with the board's expectations. An employee's supervisor will make an initial determination of whether an employee's dress or appearance is inappropriate. In making this determination, the supervisor will consider the following factors:

1. the nature of the work;
2. whether the dress is consistent with a professional environment;
3. health and safety factors;
4. the nature of the employee's public contact and the normal expectations of outside parties with whom the employee will work;
5. the employee's interaction with students;
6. the prevailing practices of other workers in similar jobs; and
7. any properly established guidelines for dress or appearance.

If the supervisor determines that the employee's dress or appearance violates the established guidelines or is hazardous to the health or safety of the employee, fellow employees or students, the supervisor shall counsel the employee regarding attire that is consistent with this policy and shall determine whether the employee is allowed to remain at work or must leave work to change his or her dress. Any failure to follow the supervisor's directive and/or blatant or repeated violations of this policy will subject the employee to disciplinary action up to, and including, dismissal.

Legal References: G.S. 115C-36, -47 Cross References: Adopted: February 24, 2014

Workday and Overtime (Policy 7500)

A. WORK SCHEDULES

The length of the school day for licensed and professional staff will be a minimum of seven hours and thirty minutes and will continue until professional responsibilities to the student and school are completed. Teachers shall report to their daily work assignments no later than 7:45 a.m., or earlier if required by special duty assignments. The workday may be altered in the discretion of the Board or Superintendent. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning, and extracurricular activities may require hours beyond the stated minimum. Work schedules for other employees will be defined by the superintendent or designee, consistent with the Fair Labor Standards Act and the provisions of this policy.

On workdays when students are not present, teachers normally will work a seven and a half hour day (8:00 a.m. to 3:30 p.m.) with one hour reserved for lunch.

In order to protect student safety and to provide for the proper supervision of students, teachers' minimum workday shall extend from one-half hour before the student's instructional day begins until the student for which they are responsible have departed and the teachers have completed their professional development responsibilities to the students and to the school.

B. WORKWEEK DEFINED

Working hours for all employees not exempted under the Fair Labor Standards Act (FLSA), including secretarial, cafeteria, janitorial and maintenance personnel, will conform to federal and state regulations. The superintendent shall ensure that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors shall make every effort to avoid circumstances that require non-exempt employees to work more than 40 hours each week. For purposes of FLSA Compliance, the workweek for school system employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday. A copy of the FLSA and any administrative procedures established by the superintendent will be available to employees in the human resources office.

C. OVERTIME AND COMPENSATORY TIME

The board of education discourages overtime work by non-exempt employees. A non-exempt employee may not work overtime without the express approval of his or her supervisor. All overtime work must be approved by the superintendent or designee. All supervisory personnel shall monitor overtime use on a weekly basis and report such use to the superintendent or designee. Principals and supervisors shall monitor employees' work, shall ensure that overtime provisions of this policy and the FLSA are followed, and shall ensure that all employees are compensated for

any overtime worked. However, employees who intentionally work unauthorized overtime may be subject to disciplinary action. Principals or supervisors may need to adjust daily schedules to prevent non-exempt employees from working more than 40 hours in a workweek. Accurate and complete timesheets of actual hours worked during the workweek must be signed by each employee and submitted to the finance officer. The finance officer shall review work records of employees on a regular basis to make an assessment of overtime use.

In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate of not less than one and one-half hours for each one hour of overtime worked, if such compensatory time (1) is agreed to by the employee before the overtime work is performed and (2) is authorized by the immediate supervisor. Employees must be allowed to use compensatory time within a reasonable period after requesting such use (see policy 7510, Leave). Employees may accrue a maximum of 240 compensatory time hours before they must be provided overtime pay at the appropriate rate. In addition, upon leaving the school system, an employee must be paid for any unused compensatory time at the rate of not less than the higher of (1) the average regular rate received by the employee during his or her last three years of employment or (2) the final regular rate received by the employee.

Non-exempt employees whose workweek is less than 40 hours will be paid at the regular rate of pay for time worked up to 40 hours. Such employees will be provided overtime pay or compensatory time as provided above for working more than 40 hours in a workweek.

Employees will be provided a copy of this policy and will be required to sign this policy to acknowledge their understanding of overtime and compensatory time provisions. Such signed policy will constitute the written agreement required in this section.

D. VOLUNTEER WORK

Non-exempt employees may volunteer to work at school-related activities, provided the work is clearly at the employee's option, without coercion, and is in a different capacity from the employee's regularly assigned duties. Employees may not volunteer to perform the same type of services that they are employed to perform for the school system. Such work will be treated as regular work and subject to hourly compensation and overtime rules.

Supervisors are expected to exercise care in allowing non-exempt staff to volunteer in school-related activities.

E. ATTENDANCE EXPECTATIONS

All employees are expected to be present during all working hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal.

Any leave taken beyond the amount to which the employee is entitled under state and federal laws and regulations will be considered in assessing the employee's performance. Absences in excess of the entitled legal leave (which does not include donated leave) may result in dismissal from service.

To the extent permitted by law the school system may consider chronic absences which do not exceed an employee's legal leave amount in assessing the employee's job performance. The superintendent may develop regulations to further implement this provision.

Legal References: The Fair Labor Standards Act of 1938, as amended, 29 U.S.C. 201, *et seq.*; G.S. 115C-47(18), -288, -307; *North Carolina Public School Personnel Employee Salary and Benefits Manual* (most current version), North Carolina Department of Public Instruction, Division of School Business

Cross References: Leave (policy 7510)

Adopted: March 24, 2014

Compliance with State Board of Education Employment Policies

(Policy 7505)

It is the policy of the board to comply with the benefits and employment policies promulgated by the State Board of Education or the Department of Public Instruction in the most current edition of the *North Carolina Public Schools Benefits and Employment Policy Manual*, as supplemented by any applicable local board policy. Accordingly, the reader is advised to confirm that the copy in this manual is current.

In the event that changes to State or federal law or regulation conflict with current State Board or local board policies, the board intends that its benefits and employment policies be modified to the extent necessary to comply with current law until such time as conforming changes to State Board and/or local board policies are made.

Legal References:

Cross References: Specific Employment Relationships Policies (all policies in the 7400 series),
Workday and Absences Policies (all policies in the 7500 series)

Adopted: March 24, 2014

Employee Conflict of Interest (Policy 7730)

Employees are expected to avoid engaging in any conduct that creates or gives the appearance to the public of creating a conflict of interest with their job responsibilities with the school system. Although there may be other conflicts of interests, employees must follow board directives in the following areas.

A. FINANCIAL INTERESTS

An employee shall not engage in selling goods or services to the board and shall not engage in or have a financial interest, directly or indirectly, in any activity that conflicts with duties and responsibilities in the school system.

1. Contracts with the Board

An employee shall not do any of the following:

- a. obtain a direct benefit from a contract that he or she is involved in making or administering on behalf of the board, unless an exception is allowed pursuant to G.S. 14-234 or other law;
- b. influence or attempt to influence anyone who is involved in making or administering a contract on behalf of the board; or
- c. solicit or receive any gift, favor, reward, service or promise of reward, including a promise of future employment, in exchange for recommending, influencing or attempting to influence the award of a contract by the board.

An employee is involved in administering a contract if he or she oversees the performance of the contract or has authority to interpret or make decisions regarding the contract. An employee is involved in making a contract if he or she participates in the development of specifications or terms of the contract or participates in the preparation or award of the contract. An employee derives a direct benefit from a contract if the employee or his or her spouse does any of the following: (1) has more than a 10 percent ownership or other interest in an entity that is a party to the contract; (2) derives any income or commission directly from the contract; or (3) acquires property under the contract.

2. Non-School Employment

The board recognizes that some employees may pursue additional compensation on their own time. Any such employee shall not engage in the following:

- a. non-school employment that adversely affects the employee's availability or effectiveness in fulfilling job responsibilities;
- b. work of any type in which the sources of information concerning customer, client or employer originate from any information obtained through the school system;
- c. work of any type that materially and negatively affects the educational program of the school system;
- d. any type of private business using system facilities, equipment or materials, unless prior approval is provided by the superintendent; or
- e. any type of private business during school time or on school property.

The superintendent may grant prior approval for work performed under subsections d and e above if such work enhances the employee's professional ability or professional growth for school-related work. The superintendent may establish reporting procedures that require employees to notify the school system of any non-school employment.

B. RECEIPT OF GIFTS

No school employee may accept gifts from any person or group desiring to do or doing business with the school system, unless such gifts are instructional products or advertising items of nominal value that are widely distributed. No school employee may solicit or accept any gifts from any potential provider of E-rate services or products in violation of federal gifting rules.

Legal References: G.S. 14-234, -234.1; 115C-47(18); 133-32; 47 C.F.R. 54.503; FCC Sixth Report and Order 10-175

Cross References: Board Member Conflict of Interest (policy 2121)

Adopted: March 24, 2014

Evaluation of Licensed Employees (Policy 7810)

The board recognizes that an effective staff is critical to the smooth operation of the school system and to creating a learning environment in which students can succeed. The board further believes that students will not excel in performance unless those who most directly affect students, including school administrators, teachers, and other licensed professionals, excel in their performance. It is the intent of the board to employ only those licensed employees who continuously exhibit a pattern of behavior that exemplifies excellent performance.

The board places a high priority on securing the most competent personnel available and, once they are employed, in assisting them in their professional growth and development throughout their careers. An effective evaluation program that clearly describes an employee's performance is a critical aspect of professional growth and assistance. Further, performance evaluation data is an important factor for consideration in decisions regarding continued employment. The superintendent must be able to substantiate any recommendation for continued employment with evaluation data, among other factors.

The superintendent is directed to develop and implement an effective evaluation system for licensed personnel that is consistent with State Board of Education policies. School administrators who are responsible for conducting evaluations shall comply with all state requirements with regard to the type and frequency of evaluation. The school principal shall evaluate teachers and may incorporate any guidelines or strategies developed by the State Board to assist in the evaluations. The superintendent or designee shall evaluate principals and assistant principals.

All licensed personnel must be evaluated at least annually using state-approved evaluation instruments in conformance with any processes established by the State Board for that class of personnel. For a career teacher, the abbreviated evaluation process established in State Board Policy TCP-C-004 is sufficient to satisfy the annual evaluation requirement; however, a teacher receiving an abbreviated evaluation may request that the evaluator conduct a formal evaluation. In addition, in any given year, the principal may elect to use the formal evaluation process set forth in the State Board Policy TCP-C-004 to evaluate a career teacher. The annual evaluation of principals and assistant principals must include a mid-year review.

The evaluation system must incorporate the following directives.

1. Evaluators must clearly identify exemplary performance as well as deficiencies in performance.
2. Evaluators are encouraged to use supplementary means of assessing and documenting performance in addition to the state performance standards, assessment rubrics, and evaluation instruments, including, but not limited to, additional formal observations, informal observations,

conferences, reviews of lesson plans and grade books, interactions with the employee, plans of growth or improvement, and any other accurate indicators of performance.

3. Student performance and growth data will be considered as a part of the evaluation of licensed personnel, as provided in the assessment rubric for the class of employees under evaluation. For teachers, such data shall include analysis of student work for performance-based courses and student performance as measured by the statewide growth model for educator effectiveness or as otherwise authorized by the State Board of Education and approved by the local board. Multiple means of assessing student performance must be used whenever possible. If only one method is used to measure student performance, it must be a clearly valid tool for evaluating an employee's impact on student performance.

4. Peer observations of probationary teachers must be conducted as required by law using the evaluation instrument and process established by the State Board and must be considered by the school administrator in evaluating teacher performance.

5. Supervisors and principals should facilitate open communication with employees about performance expectations.

6. An employee who is unclear about how performance is being assessed or who desires additional evaluation opportunities should address these issues with his or her immediate supervisor.

7. Evaluators will be held accountable for following the evaluation system and all applicable state guidelines on the evaluation of employees.

8. Evaluation data will be submitted to the central office personnel file in accordance with state law and policy 7820, Personnel Files.

9. Evaluation data will be used in making employment decisions, including decisions related to professional and staff development (see policy 1610/7800, Professional and Staff Development) and suspension, demotion, and dismissal of employees (see policy 7930, Professional Employees: Demotion and Dismissal and policy 7940, Classified Personnel: Suspension and Dismissal). Employment decisions may be made by the board and administrators regardless of whether evaluators have followed the evaluation system, so long as there is a legally sufficient basis for the decisions.

10. The superintendent and all evaluators are encouraged to develop ways to recognize distinguished performance and to capitalize on the abilities of such exemplary employees in helping other employees. The superintendent and evaluators are encouraged to involve employees in developing these processes.

The superintendent shall develop any other necessary procedures and shall provide training, as necessary, to carry out the board's directives and to meet state requirements.

Legal References: G.S. 115C-47(18), -286.1, -325, -333, -333.1; State Board of Education Policies TCP-C-004, -005, -006, -022

Cross References: Professional and Staff Development (policy 1610/7800), School Administrator Contracts (policy 7425), Plans for Growth and Improvement of Licensed Employees (policy 7811), Personnel Files (policy 7820), Professional Employees: Demotion and Dismissal (policy 7930), Classified Personnel: Suspension and Dismissal (policy 7940)

Adopted: March 24, 2014

Professional Personnel Reduction in Force (Policy 7920)

The purpose of this policy is to establish an orderly procedure for reducing the number of licensed, professional employees of the school system.

A. GROUNDS FOR REDUCTION IN FORCE

A reduction in force may be implemented when the board determines that any of the following circumstances have resulted in the need to decrease the number of licensed, professional positions.

1. System Reorganization

System reorganization is defined as (a) the closing, consolidation or reorganization of schools, school buildings or facilities; (b) the elimination, curtailment or reorganization of a curriculum offering, program or school operation; or (c) the merger of two or more school systems.

2. Declining Enrollment

Declining enrollment exists (a) when the enrollment or projected enrollment for the next succeeding school year causes a decrease in the number of teaching or administrative positions allocated by the State or any other funding source; or (b) when the enrollment or projected enrollment of a curriculum offering or program for the next succeeding school year is inadequate to justify continuation of the course or program.

3. Financial Exigency

Financial exigency means (a) any significant decline in the board's financial resources that compels a reduction in the school system's current operational budget; (b) any significant decrease or elimination in funding for a particular program; or (c) any insufficiency in funding that would render the board unable to continue existing programs at current levels.

B. PRELIMINARY DETERMINATION

1. The superintendent shall determine whether or not a reduction in force for licensed employees is necessary, appropriate or in the best interests of the school system.

2. If the superintendent decides to recommend to the board a reduction in force, he or she shall first determine which licensed positions shall be subject to the reduction. In making that determination, the superintendent shall account for both:

- a. structural considerations, such as identifying positions, departments, courses, programs, operations and other areas where there are (1) less essential, duplicative or excess personnel; (2) job responsibility and/or position inefficiencies; (3) opportunities for combined work functions; and/or (4) decreased student or other demands for curriculum, programs, operations or other services; and
 - b. organizational considerations, such as anticipated organizational needs of the school system and program/school enrollment.
3. The superintendent shall then present a recommendation to the board. The recommendation must include:
- a. The grounds for a reduction in force;
 - b. The licensed positions to be reduced, categorized by area(s) of licensure and/or program responsibility; and
 - c. The background information, data and rationale for the recommendation.
4. The board will review the superintendent's recommendation and will determine whether to reduce the number of licensed employees or to reduce their terms of employment.
5. If the board, after exploring, considering and discussing a variety of ways to avoid a reduction in force, determines that a reduction in force of licensed employees is necessary, the superintendent shall recommend to the board which individuals are to be dismissed, demoted or reduced to part-time employment, based on the criteria set forth below.

C. CRITERIA

The primary consideration in any reduction in force will be the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the school system. The superintendent shall consider a variety of factors in determining which employees will be included in the reduction in force, including the following:

1. performance ratings;
2. areas of licensure;
3. highly qualified status;
4. program enrollment;

5. service in extra duty positions and ability to fill such positions;
6. length of service, with higher priority given to service in this school system; and
7. degree level.

The superintendent shall develop a system for using the above-mentioned factors to determine which employees will be recommended to the board for inclusion in the reduction in force.

D. PROCEDURE FOR TERMINATION

The board will consider the superintendent's recommendation and may, by resolution, order dismissal or demotion of an individual or reduce an individual to part-time employment. All requirements of G.S. 115C-325 will be met, including the time limits and procedures for notice and the opportunity for a hearing, when any career employee (as defined in G.S. 115C-325) is terminated, demoted or reduced to part-time employment due to a reduction in force.

E. TERMINATION/REEMPLOYMENT OF A CAREER EMPLOYEE

When a career employee is dismissed in accordance with this policy, his or her name will be placed on a list of available employees to be maintained by the board.

F. NONRENEWAL OF AN EMPLOYEE

The board, upon recommendation of the superintendent, may refuse to renew the contract of a probationary teacher, to offer a new, renewed or extended contract to a school administrator or to reemploy any teacher who is not under contract for any cause it deems sufficient (see policy 7950, Probationary Teachers: Nonrenewal). A decision (1) not to renew a probationary teacher's contract, (2) not to renew, extend or offer a new contract to a school administrator or (3) to not reemploy any teacher who is not under contract is not considered a "termination" under this policy. In such circumstances the procedures set forth in this policy are not required to be followed before the board's decision.

Legal References: G.S. 115C-325; S.L. 2011-145

Cross References: Probationary Teachers: Nonrenewal (policy 7950)

Adopted: March 24, 2014

Licensure (Policy 7130)

The board intends to comply fully with all licensure requirements of state law and State Board of Education policies. Except as provided below, a professional employee must hold at all times a valid North Carolina license appropriate to the position in which he or she is employed. To the extent possible, all professional teaching assignments will be in the area of the professional employee's license except as may be otherwise allowed by state and federal law and State Board policy. In addition, all professional teachers employed to teach core academic subjects must be "highly qualified" as required by NCDPI. Core academic subjects include English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history and geography.

A. BEGINNING TEACHER SUPPORT PROGRAM

The superintendent or designee shall develop a plan and a comprehensive program for beginning teacher support. The plan must be approved by the board and kept on file for review. The superintendent or designee shall submit an annual report on the Beginning Teacher Support Program to the Department of Public Instruction (DPI) by October 1 of each year. The report must include evidence of demonstrated proficiency on the Beginning Teachers Support Program Standards and evidence of mentor success in meeting Mentor Standards. The school system will also participate in implementing a regionally-based annual peer review and support system.

B. LICENSE CONVERSION

The superintendent or designee shall designate a school official in the Beginning Teacher Support Program plan to be responsible for approving the acceptance of all continuing (Standard Professional 2) licenses automatically converted from the initial (Standard Professional 1) license. The designated official shall reject an automatic conversion license and immediately notify DPI if (1) the teacher has not taught three years; or (2) the official has knowledge of any reason related to conduct or character to deny the individual teacher a continuing license.

Licensing is a state decision and cannot be appealed at the local level. The superintendent or designee shall ensure that teachers not qualifying for continuing licensure are informed of the process for appealing the state decision.

C. LICENSE RENEWAL

Licensure renewal is the responsibility of the individual, not of the school system. Any employee who allows a license to expire must have it reinstated prior to the beginning of the next school year. A teacher whose license has expired is subject to dismissal.

The school system may offer courses, workshops and independent study activities to help school personnel meet license renewal requirements. Any renewal activity offered must be consistent with State Board of Education policy. In addition, the superintendent or designee shall develop a procedure to determine the appropriateness of any credit offered in advance of renewal activities.

D. PARENTAL NOTIFICATION

At the beginning of each school year, the school system shall notify the parents or guardians of each student attending a Title I school or participating in a Title I program of their right to request the following information about qualifications of their child's teacher: whether the teacher has met NC licensing requirements; whether the teacher has had any licensure requirements waived; what the teacher's bachelor degree major(s) is/are; what other degrees and teaching license area(s) the teacher holds; and whether the child is provided services by a paraprofessional, and if so, the paraprofessional's qualifications.

The school system shall give notice within 10 school days to the parents of children who, after four consecutive weeks, have been taught a core academic subject by a teacher who is not highly qualified.

E. EQUITABLE DISTRIBUTION OF HIGHLY QUALIFIED TEACHERS

The superintendent shall develop a plan in accordance with DPI requirements to ensure that low-wealth, minority, learning disabled and/or English language learners are taught by experienced and highly qualified teachers to the same extent as are students who do not fall into these categories. If DPI does not require such plan of the LEA, the superintendent is not required to develop a plan under this subsection unless he or she determines that one is needed to address inequities within the school system.

Legal References: No Child Left Behind Act, 20 U.S.C. 6301 *et seq.*; 34 C.F.R. 200.55-57, 200.61; 20 U.S.C. 6319; 20 U.S.C. 7801(11); G.S. 115C-296, -333, -333.1, -325(e)(1)(m); State Board of Education Policies TCP-A-000, -001, -004, -005, -016, -018, -021, TCP-C-004

Cross References:

Adopted: February 24, 2014

A. BEGINNING TEACHER SUPPORT PROGRAM PLAN

The plan for beginning teacher support must:

1. Describe adequate provisions for efficient management of the program.

2. Designate an official to verify eligibility of beginning teachers for a continuing license.
3. Provide for a formal orientation for beginning teachers that includes a description of available services, training opportunities, the teacher evaluation process and the process for achieving a continuing license.
4. Address compliance with the optimum working conditions for beginning teachers identified by the SBE.
5. Address compliance with the mentor selection, assignment and training guidelines identified by state law and the SBE.
6. Provide for the involvement of the principal or designee in supporting the beginning teacher.
7. Provide for a minimum of four observations per year in accordance with G.S. 115C-333 or G.S. 115C-333.1, using the instruments adopted by the SBE for such purposes. The plan must also address the appropriate spacing of observations throughout the year and specify a date by which the annual evaluation is to be completed.
8. Provide for the preparation of a Professional Development Plan (PDP) by each beginning teacher in collaboration with the principal or designee and the mentor teacher.
9. Provide for a formal means of identifying and delivering services and technical assistance needed by beginning teachers.
10. Provide for the maintenance of a cumulative beginning teacher file that contains the PDP and evaluation of report(s).
11. Provide for the timely transfer of the cumulative beginning teacher file to successive employing LEAs, charter schools, or non-public institutions within the state upon the authorization of the beginning teacher.
12. Describe a plan for the systematic evaluation of the Beginning Teacher Support Program to assure program quality, effectiveness and efficient management.
13. Document that the board has adopted the plan.

Legal References: No Child Left Behind Act, 20 U.S.C. 6301 *et seq.*; 34 C.F.R. 200.55-56; G.S. 115C-296, -296.2, -333, 333.1, -325(e)(1)(m); State Board of Education Policy TCP-A-000, -001, -004, -016 Cross References: Adopted: February 24, 2014

Procedures for Receiving CEU/Renewal Credits

The following procedures should be followed by employees who participate in staff development and request to receive CEU's/renewal credits for license renewal.

What is a CEU or a renewal credit?

10 contact hours of staff development = 1 CEU / renewal credit. If an activity lasts for two (2) hours, the participant would receive .2 CEU credits. When the activity is 30 minutes, the credit should be .05.

College coursework can be counted as renewal credits as follows:

- 1 semester hour of coursework = 1.5 CEU's
- 3 semester hours of coursework = 4.5 CEU's

How is credit approval received for license renewal for staff development activities completed?

- All staff development activities that employees participate in and request to receive renewal credit, should be related to goals of the school system, goals of the school or directly related to the employee's individual growth plan. Prior approval needs to be granted by the principal and/or school improvement team.
- All requests to receive renewal credits should be signed by a principal or director, who assures that the credits awarded are related to appropriate goals.
- Principals/schools should keep a log of all staff development that staff members participate in for which they will be approving CEU's to be given.
- All requests for CEU's must be made on the Staff Development Activity Participant Information Form.

Where should *Staff Development Activity Participation Information Forms* be submitted to receive renewal credits?

- Staff Development Activity Participant Information Forms should be submitted to the Human Resources Department as soon as a staff development activity is completed. Employees should not wait to the end of their renewal cycle to submit their credits. Credits are keyed into HRMS regularly.
- Employees can check the status of their renewal credits at any time by Logging into NCEES and reviewing their transcript.
- CEU reports will not be sent out at any time during the school year.

What are the requirements needed to renew a license at the end of the five-year cycle?

All certified personnel with a continuing license are required to obtain 8 CEU's during each five-year renewal cycle.

Certified Staff K-5

- 3.0 Renewal Credit - Academic Subject Area
- 3.0 Renewal Credits - Literacy
- 2.0 Renewal Credits - Digital Learning Competencies
- Experience is no longer counted towards renewal credits

Certified Staff 6-12

- 3.0 Renewal Credit - Academic Subject Area
- 2.0 Renewal Credits - Digital Learning Competencies
- 3.0 Renewal credits - General (Based on Local Needs)
- Experience is no longer counted towards renewal credits

Student Services Personnel

- 3.0 Renewal Credits - Professional Discipline Area
- 2.0 Renewal Credits - Digital Learning Competencies
- 3.0 Renewal credits - General (Based on Local Needs)
- Experience is no longer counted towards renewal credits

School and Central Office Administrators

- 3.0 Renewal Credit - Executive's Role
- 2.0 Renewal Credits - Digital Learning Competencies
- 3.0 Renewal credits - General (Based on Local Needs)
- Experience is no longer counted towards renewal credits

*As a condition of employment per NC State Board of Education (NCSBE) Policy LICN-005, LEAs reserve the right to assign literacy requirements for any educator.

*Renewal requirements are subject to change based on NC State Board of Education policy updates.

What activities are accepted as renewal credits?

- College or university courses - *transcripts are required as documentation; grade reports are not accepted.*
- Local in-service courses or workshops - *approved activities sponsored by Hertford County Public Schools.*

- Classes and workshops approved by another LEA - *documentation of completion is approved by the agency sponsoring the activity.*

*** * * * IMPORTANT REMINDERS * * * ***

Participants must write their complete social security numbers on the staff development forms in order to receive credit. Staff development form needs to be submitted within 60 days after activity has been completed.

“SUBSTITUTES”

To enable substitute teachers to provide better services to students during planned and/or emergency teacher absences, all regular teachers must prepare a substitute teacher folder. This folder must be submitted to the principal.

All teachers in Hertford County Public Schools are required to have a “Substitute Folder” placed in a designated place in their classroom. The Substitute Folder should contain the following:

- At least **two days** of “emergency” lesson plans

Lesson plans should be instructional and should be aligned with the Common Core Curriculum (not just busy work)

- Class Roster(s), listing student names for each class, and attendance procedures
- Seating chart(s) for each class
- Daily schedule
- Class procedures, i.e., restroom/hall passes, how students arrive and leave school, what their bus numbers are, what time they are to be released at end of day for buses/cars, special needs student’ information –as needed, etc.
- Emergency Procedures and Procedures for Fire/Tornado Drills, lunch/breakfast, assemblies, restroom breaks, lab time, etc.
- Discipline referral forms and procedures
- Instructions for reporting problems, how to leave classroom, where to leave collected class assignments, etc.

The “**Substitute Folder**” should be maintained and updated so that it is current and contains at least two days of “emergency” lesson plans at all times.

Each school may wish to designate a certain color for all “**Substitute Folders**” – so that they will be consistent throughout the school and easily recognizable. Also, each school may wish to specify exactly where the “**Substitute Folder**” will be kept in the classroom, so that it will be easy to access by everyone when needed.

It will be the responsibility of the principal/designee to assure that all teachers have ‘**Substitute Folders**’ in place and keep them updated throughout the school year.

*For location and other information regarding “**Substitute Folders**” for your assigned school, see the principal/designee.*

SUBSTITUTE PROCEDURES

In addition to following the procedures for notification set forth by an employee's school or work site, these are the procedures for using the automated substitute system. Please note that registering an absence with the automated substitute placement service does not excuse an employee from also contacting his/her school or work site to report an absence. It is the employee's responsibility to make sure that he/she follows all procedures established by the school or work site when calling in an absence.

AESOP Automated Substitute Placement Service Hertford County Public Schools uses a web and phone based automated substitute placement service (AESOP) to fill all teacher and special program teacher assistant absences. Users register their absences at any time, either by logging onto the web or by calling a toll-free number. Substitutes can search for available assignments in real time either by logging onto the web or by calling a toll-free number. AESOP will also call substitutes based on preference lists established by our schools. AESOP provides advantages for teachers, site administrators, and substitutes. Teachers can register absences and leave messages for substitutes 24 hours a day, 7 days a week. Teachers and special program teacher assistants can register their absences for the entire school 45 year in advance of their absence. By logging on to <http://www.aesoponline.com> or by calling 1- 800-942-3767, teachers can find out if their absence is still open or, if filled, who has been assigned. Principals can create preferred lists of substitutes based on need and staff preference. Site administrators and support personnel can find out who will be absent from their building and who will be filling the position. Principals can also run absence reports for their school as needed. Substitutes can log on to the web or call a toll free number at any time to check for open jobs and indicate their availability by day of the week.

Please note: For short term absences, if an effective Substitute Teacher Folder is not available, other school personnel will need to provide the lesson plans and other information necessary to maintain the integrity of the instructional curriculum. Employees, including teachers, who are on medical or other approved long-term leave cannot be required to perform work (i.e. lesson plans, interim reports, grades, IEP meetings, etc.).

For long-term situations, if the teacher has not left adequate information for the substitute, the responsibility falls upon the individual teams, department chairs and other staff members to provide the necessary lesson plans. Employees cannot work as a substitute teacher during regular school hours on days that they are taking annual vacation leave, including any days on their calendar that are designated as annual vacation leave days. Substitute **“Do Not Use”** Requests In the event that a substitute does not work out at a particular school, the school administrator, after informing the substitute, may submit a “Do Not Use” request to the Human Resources office requesting that the substitute's name be removed from the list of available substitutes for their

school. “Do Not Use” requests are cumulative and are carried from year to year. Following the receipt of the first “Do Not Use” request, Human Resources will send a letter to the substitute informing him/her of the request. If a second “Do Not Use” request is submitted to Human Resources, the letter will inform the substitute that his/her continued status as a substitute is in jeopardy and that his/her services as a substitute will be terminated if one more “Do Not Use” notice is received. Prior to submitting the “Do Not Use” request, the school administrator will inform the substitute of the action that is about to take place. The substitute may submit a letter of rebuttal to the school administrator. Any concerns regarding the school administrator’s decision need to be directed to the school administrator. While an important action in protecting the integrity of the educational environment for students, “Do Not Use” requests are not common. The vast majority of substitute teachers remain on the substitute list from year to year in good standing.

Employee Leave (Policy 7510)

The board of education believes that it is important for employees to have leave available to attend to personal, civic, and professional matters as well as to meet family commitments. This need for leave is to be balanced with the need to provide an effective instructional program for students. No employee may be discharged, demoted, or otherwise subjected to adverse employment action for taking leave in accordance with board policies and administrative procedures.

All requests for leave, with or without pay, must be addressed in accordance with state and federal law, as well as policies promulgated by the State Board of Education, including those specified in the most current edition of the *North Carolina Public Schools Benefits and Employment Policy Manual*.

In addition to applicable laws and regulations, the following board policies apply to leave requests. The superintendent is directed to develop administrative procedures and make them available to any employee upon request.

A. MINIMUM LEAVE TIME

An employee who is absent for less than one-half day will be charged with the use of one-half day of leave. If an absence on a given day is longer than one-half day, one day of leave will be charged.

B. CONTINUOUS LEAVE OF MORE THAN 10 DAYS

An employee must comply with the notice and verification requirements provided in policy 7520, Family and Medical Leave, for continuous leave of more than 10 days if: (1) the leave also is eligible for leave under the Family and Medical Leave Act (FMLA), defined in policy 7520, and (2) the leave is designated as FMLA-eligible at the time it is taken or as soon as is feasible thereafter.

C. SICK LEAVE

The superintendent or designee may require a statement from a medical doctor or other acceptable proof that the employee was unable to work due to illness. Employees who anticipate using sick leave for more than a single day must inform the principal or immediate supervisor in advance so that arrangements may be made to reassign the employee's duties during the period of absence.

D. PERSONAL LEAVE

Teachers earn personal leave at a rate of .20 days for each full month of employment, not to exceed two days per year. Unused personal leave may be carried forward from one year to another and

may be accumulated without limitation until June 30 of each year. On June 30, personal leave in excess of five days shall be converted to sick leave so that a maximum of five days of personal leave is carried forward to July 1. At the time of his or her retirement, a teacher may also convert accumulated personal leave to sick leave for creditable service towards retirement.

Personal leave must be used in half or whole day units. Personal leave may be requested by application in accordance with the policies of the State Board of Education and may be used only upon the authorization of the teacher's immediate supervisor. A teacher shall not take personal leave on the first day he or she is required to report for the school year, on a required teacher workday, on days scheduled for state testing, or on the day before or the day after a holiday or scheduled vacation day, unless the request is approved by the principal. On all other days, if the request is made at least five days in advance, the request will be automatically granted subject to the availability of a substitute teacher. The teacher cannot be required to provide a reason for the request.

E. VACATION LEAVE

The superintendent or designee has the authority to approve the vacation schedules of all personnel. To promote the efficient operation of the schools, the superintendent may designate certain periods during the nonacademic year as preferred vacation periods for 12-month employees. Vacation earned by 12-month teachers during the two months of "extended employment" may be taken only upon the authorization of the employee's immediate supervisor and in accordance with procedures established by the superintendent. Vacation earned by teachers and other 10-month employees during the 10-month school-year employment may be taken as outlined in the school-year calendar. If a teacher schedules vacation leave in accordance with the school calendar, the board and/or principal must give the teacher at least 14 calendar days' notice before requiring the teacher to work on the scheduled day(s), unless the teacher waives the notice requirement.

Annual vacation leave may be accumulated without any applicable maximum until June 30 of each calendar year. On June 30, accumulated annual vacation leave in excess of 30 days will be converted to sick leave so that only 30 workdays of annual vacation leave are carried forward.

An employee who has unused vacation time from another school system in North Carolina may have the vacation time transferred to this school system.

Instructional personnel who must be replaced by a substitute may not take earned vacation on days when school is in session for students unless the employee's absence is due to the employee's own catastrophic illness and the employee has exhausted all of his or her sick leave or unless the employee qualifies as a new parent. In such instances, the employee will not be required to pay the substitute.

Within any given year, instructional personnel who do not require a substitute may be granted a maximum of five vacation days when students are in attendance. Such days may not be consecutive. Leave will not be granted for days immediately before or immediately following days when students are out of school. Leave will not be granted on mandatory staff development days. An exception to these restrictions may be made when an employee is absent due to a catastrophic illness and the employee has exhausted all of his or her sick leave.

The superintendent shall establish procedures for reviewing requests for the use of vacation leave for catastrophic illness by instructional personnel.

F. CHILD-SCHOOL INVOLVEMENT LEAVE

All employees may take up to four hours of unpaid leave per year to attend or otherwise be involved in the school of a child for whom the employee is a parent, guardian or person standing in loco parentis.

G. COMPENSATORY LEAVE

Because professional employees are expected to fulfill all job duties, compensatory leave should apply only in extraordinary circumstances.

Employees who are not exempt from the provisions of the Fair Labor Standards Act may accrue compensatory time (comp time) at a rate of one and one-half hours for every one hour worked in lieu of receiving overtime pay for each hour worked beyond 40 in a given workweek. For the purpose of compliance with the Fair Labor Standards Act, the workweek for school system employees will be from 12:00 a.m. Saturday until 11:59 p.m. Friday. Supervisors shall arrange for employees to take comp time within one pay period following the time it is earned, if possible. The superintendent or designee may exempt certain employees or categories of employees from this comp time provision when deemed necessary for the proper administration of the school system.

An employee must obtain approval from his or her immediate supervisor before taking compensatory leave.

H. MILITARY LEAVE

Employees may take up to 15 workdays of paid military leave during the federal fiscal year, which runs from October 1 through September 30. Paid military leave may be used for: (1) active duty training in the Reserve Components of the U.S. Armed Forces, including the National Guard, the Army Reserve, the Naval Reserve, the Marine Corps Reserve, the Air Force Reserve, and the Coast

Guard Reserve; (2) required physical examinations relating to membership in a reserve component; and (3) regularly scheduled unit assemblies, also referred to as drills. For infrequent special activities in the interest of the state when authorized by the Governor or designee, members of the National Guard may be paid for up to 30 days in addition to the 15 days allowed for training.

I. LEAVE OF ABSENCE WITHOUT PAY

An employee may be granted a leave of absence without pay for the following reasons and for a period of time of up to one calendar year, renewable at the discretion of the superintendent with approval from the board:

1. military leave (see also policies 7520, Family and Medical Leave, and 7530, Military Leave);
2. personal illness in excess of sick leave;
3. family leave (see also policy 7520);
4. professional leave; and
5. other reasons at the discretion of the superintendent with the approval of the board.

An employee seeking leave is responsible for making necessary arrangements as provided in the administrative procedures. Except in the case of an emergency, an employee who desires a leave of absence without pay shall provide at least 60 days' notice and shall submit a request in writing to the board stating the beginning and ending dates of the desired leave of absence. The employee is expected to consult with the principal or his or her immediate supervisor. The superintendent may request documentation from the employee in support of his or her request. In determining the length of absence without pay that will be approved, with the exception of military and family leave, due and proper consideration must be given to the welfare of the students as well as the employee. The superintendent may require the employee to give notice of his or her intent to return to work at reasonable time intervals during the leave. Once a leave of absence without pay has been requested by an employee and approved by the board, the dates are binding unless both parties agree to a change.

J. RELIGIOUS LEAVE

A board employee may miss two days each school year, with no deduction for a substitute, for bona fide religious holidays that are not vacation days or holidays in the school calendar. The superintendent must approve these absences in advance and the employee must make up the time missed at a time that the superintendent, in consultation with the employee, may designate.

K. JURY DUTY/COURT ATTENDANCE

A board employee will be granted paid leave when the employee is absent because of jury duty, attendance in court in connection with the employee's official duties, or attendance at court under subpoena or court order. An employee may not receive witness fees in addition to regular salary. Paid leave will not be granted to an employee who is absent from work to appear in court as a plaintiff or defendant in a personal matter.

Legal References: G.S. 95-28.3; 115C-12, -36, -47, -84.2, -285, -302.1, -316, -336, -336.1; 16 N.C.A.C. 6C .0405; State Board of Education Policy TCP-D-003, *North Carolina Public Schools Benefits and Employment Policy Manual* (N.C. Dept. of Public Instruction, current version), available at <http://www.ncpublicschools.org/docs/humanresources/district-personnel/key-information/information/policymanual.pdf>

Cross References: Family and Medical Leave (policy 7520), Military Leave (policy 7530), Voluntary Shared Leave (policy 7540), Absences Due to Inclement Weather (policy 7550) Adopted: March 24, 2014

Permitted Salary Deductions for Absences and Discipline of Exempt Employees (Policy 7560)

The board will comply with the salary basis requirements of the Fair Labor Standards Act (FLSA) and applicable state laws and State Board of Education policies. School employees who are classified as exempt under the FLSA must be paid on a salary basis, which means that the employee regularly receives a predetermined amount of compensation each pay period. This predetermined amount may not be reduced because of variations in the quality or quantity of the employee's work.

Subject to the exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees need not be paid for any workweek in which they perform no work.

The board prohibits making improper deductions from the salaries of exempt employees. The provisions provided in this policy do not require a deduction if an employee has applicable leave available under the school's leave policies.

A. DEDUCTIONS FROM PAY

1. Deductions from the pay of an exempt employee are permissible in the following circumstances:
 - a. for absences of one or more full day(s) for personal reasons other than sickness or disability;
 - b. for absences of one or more full day(s) due to sickness or disability if the deduction is made in accordance with the school's leave policies;

- c. to offset amounts employees receive as jury or witness fees or for military pay; or
 - d. for unpaid disciplinary suspension of one or more full days imposed in good faith for workplace conduct rule infractions.
2. In addition, the board may make partial day or full day deductions from salary in the following circumstances:
- a. during the initial or final week of employment;
 - b. for penalties imposed in good faith for infractions of safety rules of major significance; or
 - c. for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act.

B. REPORTING IMPROPER DEDUCTIONS

If an employee believes that an improper deduction has been made to his or her salary, the employee should report this information to his or her direct supervisor as soon as possible. Any supervisor who receives a report of an alleged improper deduction must notify the payroll department immediately.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for the improper deduction.

If the complaining employee is not satisfied with the investigation concerning improper deductions, he or she may file a grievance pursuant to policy 1750/7220, Grievance Procedure for Employees.

Legal References: The Fair Labor Standards Act of 1938, as amended, 29 U.S.C. 201 *et seq.*

Cross References: Grievance Procedure for Employees (policy 1750/7220), Leave (policy 7510), Family and Medical Leave (policy 7520), Military Leave (policy 7530), Voluntary Shared Leave (policy 7540)

Adopted: March 24, 2014

TYPES OF LEAVE

ANNUAL LEAVE – usually referred to as vacation, is earned at rates based on experience by all permanent personnel employed at least halftime. Employees may use earned leave upon the approval of their immediate supervisor. It may also be used in lieu of sick leave or for absences resulting from adverse weather condition; however, instructional personnel may not use this leave on days when students are scheduled to be in attendance.

SICK LEAVE – is earned by all permanent personnel employed at least half-time and may be granted for any period of temporary disability, illness, or death in the employee's immediate family. Medical documentation of illness may be required. This includes maternity leave in which there is a presumptive temporary disability period of thirty (30) workdays. Shorter or longer periods may be granted, although medical evidence is required to substantiate the need for periods longer than thirty (30) days.

EXTENDED SICK LEAVE – may be requested only by teachers and may be granted for period of up to twenty (20) days annually after earned sick leave has been exhausted. Full salary less than \$50 deduction is paid. This leave may be used for personal illness of the employee only, and medical documentation may be required.

PERSONAL LEAVE – is available only to teachers. Accumulated balance may not exceed five (5) days. All personal leave days require a deduction of \$50. Requests must be received at least five (5) days in advance. Personal leave is not to be used on the first day of the school year, on protected work days, or on the day before or after holidays and scheduled vacation days.

NON-PAID LEAVE – may be granted by the Board of Education upon the recommendation of the Superintendent. Non-Paid leave includes military service, birth or adoption of a child, illness, or professional advancement. All permanent personnel employed at least halftime are eligible for non-paid leave for up to one calendar year for the birth or adoption of a child. Return dates from this leave must coincide with reasonable divisions in the school calendar. Uninterrupted coverage of health insurance on a self-paid basis may be arranged by contacting the appropriate health benefits representative in the payroll office. Employees on 12-month pay option will automatically revert to 10-month pay status. Re-application for 12-month option may be submitted at the next opportunity.

MILITARY or JURY DUTY PAID LEAVE – is available as required. Supporting documents must be attached to the Request for Leave.

REQUEST FOR LEAVE OF ABSENCE SCHOOL/DEPARTMENT PROCEDURE

A. MEDICAL LEAVE and/or FAMILY MEDICAL LEAVE

1. PLANNED LEAVE (Operation, Pregnancy, Adoption, etc.)

Step 1. The employee fills out a Request for Leave of Absence Form and has his/her doctor complete the Report for Absence from Work-Illness/Injury Form.

Step 2. The request is sent to the Human Resource Services Department where the employee's leave balances are examined.

Step 3a. If the employee has sufficient leave balances to cover the requested time period, the request is approved and the employee is tracked by the Human Resource Services Department until the employee is able to return to work. Step

3b. If the employee does not have sufficient leave balances to cover the requested time period, the employee may use all of their leave balances, may use donated leave and/or may have to go off payroll.

1. An employee may request to use Voluntary Shared Leave when all accumulated sick leave has been exhausted.

2. A teacher may request up to 20 extended leave days to use when all accumulated sick leave has been exhausted.

Step 4. On the employee's first day back, the school/department secretary should contact the Human Resource Services Department to verify that the employee has returned to work.

2. UNPLANNED LEAVE (Unexpected Illness, Injury or Accident)

Step 1. After the employee has missed five consecutive work days, a school representative fills out a Leave of Absence Report and sends it to the Human Resource Services Department.

Step 2. The employee is sent an initial letter explaining that the school system is designating the leave as Family & Medical Leave. This letter includes a Request for Leave of Absence Form and a Report for Absence from Work - Illness/Injury Form.

Step 3. The employee fills out the Request for Leave of Absence Form and his/her doctor completes the Report for Absence from Work-Illness/Injury Form.

Step 4. The request is sent to the Human Resource Services Department where the employee's leave balances are examined.

Step 5a. If the employee has sufficient leave balances to cover the requested time period, the request is approved and the employee is tracked by the Human Resource Services Department until the employee is able to return to work.

Step 5b. If the employee does not have sufficient leave balances to cover the requested time period, the employee may use all of their leave balances, may use donated leave and/or may have to go off payroll.

1. An employee may request to use Voluntary Shared Leave when all accumulated sick leave has been exhausted.
2. A teacher may request up to 20 extended leave days to use when all accumulated sick leave has been exhausted.

Step 6. Before the employee's first day back, the office of Human Resource Services should have a signed Return to Work form from the employee to verify that the employee can return to work.

B. EDUCATIONAL LEAVE

Step 1. The employee fills out a Request for Leave of Absence Form and attaches a letter explaining the request for Educational Leave.

Step 2. The request is sent to the Human Resource Services Department where it is prepared for approval by the Board of Education.

Step 3. The Board will approve or disapprove the request and the employee is notified by the Human Resource Services Department.

Step 4. The employee on Educational Leave will be taken off of payroll and may be reassigned upon their return.

VOLUNTARY SHARED LEAVE

Voluntary Shared Leave is to provide economic relief for employees who are likely to suffer financial hardship because of prolonged absence or frequent short-term absences caused by a serious medical condition.

Only full-time and part-time permanent employees who have exhausted all accumulated paid leave are eligible to receive donated leave from employees of the same LEA, a different LEA, a community college or a state agency. An employee need not exhaust personal leave and the 20 days of extended sick leave to be eligible for voluntary shared leave.

An employee may make application for shared leave at such time as medical evidence is available to support the need for leave beyond the employee's available accumulated leave. The following items must be included in the application:

- A doctor's statement must be mailed directly to *the Executive Director of Human Resources, Hertford County Public Schools, P.O. Box 158, Winton, NC 27986.*
- An authorization for release of medical information signed by the person who is suffering the medical condition.

All applications must be submitted within 30 days of date leave is needed.

(Form 1 - Voluntary Shared Leave Participation Application)

Donation and Receipt of Leave

Employees may donate annual leave to any approved employee in the same LEA. Sick leave may be donated only to an employee who is an immediate family member. A donating family member may not reduce his/her leave balance below one-half of what that person can earn in a year.

All leave donations must be to a designated employee approved by the Executive Director of Human Resources for receipt of donated leave and may not be made to a pool or bank. **(Form 2 - Voluntary Shared Leave Donation/Participation Application)**

3.1.1 Purpose

The purpose of paid annual vacation leave is to allow and encourage all employees to renew their physical and mental capabilities and to remain fully productive. Employees are encouraged to request annual vacation leave during each year in order to achieve this purpose.

3.1.2 Eligibility and Rate of Earning

All full-time and part-time permanent employees who work or are on paid leave

(including paid holidays and workers' compensation) for one-half or more of the workdays in a monthly pay period are entitled to earn annual vacation leave at the same rate provided for state employees. Leave for a part-time employee is computed on a pro rata basis of the amount earned by a full-time employee in that class of work. A single employee working in two or more positions may not earn more than the benefits allowed for one full-time position.

The rate of earning is based on the length of total State service as follows:
(See Sections 13.1.2 and 13.1.3 regarding earning State service.)

Vacation Leave Accrual Rate

Years of State Service	Monthly Full-time Accrual Rates	12 Month Full-time Accrual Rates
Less than 5 years	1.17 days (9.33 hours)	14 days (112 hours)
5 but less than 10 years	1.42 days (11.33 hours)	17 days (136 hours)
10 but less than 15 years	1.67 days (13.33 hours)	20 days (160 hours)
15 but less than 20 years	1.92 days (15.33 hours)	23 days (184 hours)
20 years or more	2.17 days (17.33 hours)	26 days (208 hours)

Bus drivers who work less than 20 hours per week and who are not otherwise entitled to earn vacation as described above are entitled to earn one day per year (equal in length to one regular workday for each driver) if:

- a) They are employed to drive a regular daily route (i.e., they are not substitute drivers), and
- b) They were employed as regular drivers the entire previous school year.

A bus driver who is terminated or resigns before taking the leave day is not entitled to compensation for the annual vacation leave day.

5.1 - Personal Leave

5.1.1 Eligibility and Rate of Earning

Personal leave is earned by classroom teachers and school media coordinators who require substitutes. In order to be eligible, the teacher must be in a permanent full- or part-time position. Personal leave is earned at the rate of .20 days for each full month of employment not to exceed two days per year. Part-time personnel earn a pro rata share of the rate for full-time teachers. Unused personal leave may be carried forward from one year to another and may be accumulated without limitation until June 30th. On June 30, personal leave in excess of 5 days is converted to sick leave so that a maximum of 5 days of personal leave are carried forward to July 1st. Upon retirement, any personal leave may also be converted to sick leave.

Note: As used in this section the term “teacher” applies to classroom teachers and media coordinators who require substitutes.

5.1.2 Use of Personal Leave

- (a) Personal leave may be used only upon the authorization of the immediate supervisor.
- (b) A teacher shall not take personal leave on the first day the teacher is required to report for the school year, on a required teacher workday, on days scheduled for State testing, or on the day before or the day after a holiday or scheduled vacation day, unless the request is approved by the principal.
- (c) A teacher who requests personal leave at least five days in advance shall be automatically granted the request subject to the availability of a substitute teacher. A teacher making the request cannot be required to provide a reason for the request if the request is made at least five days in advance.
- (d) Personal leave may be used on any instructional day or workday except as noted in paragraph (b) above.
- (e) Teachers using personal leave receive full salary less the required substitute deduction, except for teachers using personal leave on teacher workdays.

Teachers using personal leave on teacher workdays shall receive full salary. Teachers may use up to their accrued amount of personal leave on teacher workdays in accordance with paragraphs a, b, c and d above.

Public Schools of North Carolina
Benefits and Employment Policy Manual
Policy ID#: 5.1

Revised June 2012

5.1.3 Limitations on Personal Leave

- (a) Personal leave should be used with due and proper consideration given to the welfare of the students and teachers alike and shall not be advanced.
- (b) Personal leave may not be used during summer employment.
- (c) When a teacher is no longer eligible to earn personal leave, that teacher may not use previously accumulated personal leave.
- (d) When a teacher resigns or separates from service, personal leave cannot be paid out in lump sum.

5.1.4 Personal Leave Increments

Personal leave must be used in one-half or whole day units.

5.1.5 Deduction

Teachers using personal leave receive full salary less the required substitute deduction with the following exceptions:

- (a) Teachers using personal leave on teacher workdays shall receive full salary.
- (b) Teachers may use up to their accrued amount of personal leave on teacher workdays in accordance with paragraphs 5.1.3 a, b, and c above.

5.1.6 Transfer of Personal Leave

Personal leave must be transferred between local administrative units.

5.1.7 Reinstatement of Personal Leave

A teacher must be credited with all personal leave accumulated up to the time of reassignment or separation provided that the teacher is reinstated as an eligible permanent full-time or part-time teacher within 60 calendar months from the date of separation or reassignment.

Legal Reference(s)

G.S. 115C-302.1(d)
16 NCAC 6C.0403
G.S. 115C-325(a)(6)

Public Schools of North Carolina Benefits and Employment Policy Manual
S.L. 2007-378, S.L. 2008-107, S.L. 2008-209 **Revised June 2012**

Donation of Leave

Annual Vacation Leave:

Any eligible employee in the school system may donate annual vacation leave (to be converted to sick leave) to any employee in the same school system. Only family members may donate annual vacation leave (to be used as annual vacation leave) to an immediate family member in another school system or state agency. *(Public school employees may receive or donate annual vacation leave from employees or technical institutes, or positions covered by the State Personnel Act in county agencies of mental health, public health, social services or emergency management.)* Requests for receipt of donated leave must be made in writing to the Human Resource Services Department.

Sick Leave:

Sick leave may be donated only to an employee who is an immediate family member of the donor. Sick leave may be donated to an immediate family member in the same or another LEA or state agency. *(Public school employees may donate or receive sick leave from employees of family members in community college or in county agencies of mental health, public health, social services or emergency management including those covered by the State Personnel Act.)* A donating family member may not reduce his or her sick leave balance below half of what that person can earn in a year. Requests for receipt of donated leave must be made in writing to the Human Resources Department.

1. All donations must be in writing and must be signed by the donating employee. The employee receiving the leave must be named and the amount of leave to be donated must be specified. The minimum amount of leave to be donated is one-half of a day.
2. All leave donations must be designated to a specific employee and approved through the Human Resource Services Department for receipt of donated leave.
3. All leave donated will be credited to the recipient's sick leave account.
4. The donating employee may not receive compensation in any form for the donation of leave.

Workers Compensation

Workers Compensation

Sedgwick/PMA Management Corp. is the claims company for Workers' Compensation

Procedures to Follow When Injured on School Property

WHAT TO DO

- Report the work-related injury immediately. Tell your school principal, assistant principal, or designee who will direct you to the school's Workers' Compensation designee.
- The Workers' Compensation designees, who are responsible for completing all workers' compensation reports and paperwork at their site are listed below along with the person designated as the back-up contact should the main person not be available.

Main Contact	Location
Lorena Simons	AES
Stanford Harrell	BPS
Jackie Holloman	RES
Carol Whitt	HCMS
Judy Boone	ECHS
Paula Burden	CSB
Tameka Johnson	HCHS
Ka'Wania Parker	D.O.

- The Workers' Compensation designee will ask a few questions about what happened and have the injured employee to complete workers' compensation forms.
- An appointment will be made for the injured employee. He/She will be instructed when and where to go, unless the injury is severe.

- The paperwork received from the Workers' Compensation designee is to be taken to the Workers' Compensation doctor's office. This will give the doctor's office the necessary information needed to serve the injured employee and process the billing information.
- If the injury is severe (ex. Broken leg, arm, etc.) report directly to Vidant Roanoke Chowan Hospital's (VRCH) emergency room. Identify yourself as an employee of Hertford County Public Schools and share with them that you will be filing workers' compensation. *(Please be aware that depending on the type of injury and/or the number of people ahead of you, there may be a wait. Please be patient, for they will get to you as soon as they can.)* Ask VRCH to call the school's designee or Dr. Shamica Long-Lane at the District Office for verification and other information until the necessary paperwork can be completed and forwarded.
- The doctor's office identified through Sedgwick/PMA Management Corp. for all employees to report to for treatment is:

Aulander Medical Practice

P.O. ox 309

Aulander, NC 27805

252/345-3791

- Submit any and all paperwork received from the doctor's office to Ka'Wania Parker, Central Office Workers' Compensation designee and keep a copy for self.
- If prescribed medication from the Workers' Compensation doctor, any pharmacy accepting workers' compensation can fill the prescription, pending verification.
- Dr. Shamica Long-Lane is the person designated in the district to access all workers' compensation. ***If you should have questions, please contact her at 252/358/1761 or slong@hertford.k12.nc.us***.

WHAT NOT TO DO:

1. Do not stay at school after been injured and not report the injury. **TELL SOMEONE** in authority immediately.
2. Do not go to personal doctor. Hertford County Public Schools has a doctor's office identified to handle all of the district's workers' compensation injuries and claims.
3. Do not go to the Workers' Compensation doctor's office unannounced expecting to be seen without an appointment and without the appropriate workers' compensation paperwork.

4. **Do not give or show your insurance card** at the doctor's office or emergency room. Please inform them that you will be filing a workers' compensation claim through your employer (Hertford County Public Schools). Have them call your school of Katie Fennell at the District Office for verification.
5. Do not wait days, a week(s), or a month(s) before reporting an injury. This will risk the possibility for the workers' compensation claim to be denied.

A LESSON IN SAFETY

With the new school year beginning, for your sake and the sake of your loved ones, please work safely:

Administrators, Teachers, Media Coordinators, Counselors, Nurses, Secretaries, and Instructional Assistants – **Do not** stand on chairs or tables to attach wall displays. Take the time to obtain a step stool. This can be serious. Be willing to ask for help as needed.

Coaches – Remember you are a coach, not a player. Save yourself a broken bone or twisted ankle and avoid engaging in contact sports with students.

Maintenance and Custodians - Take care of your back. Lift with your legs and be willing to ask for help. Watch your step when stripping and waxing floors. Slip and fall injuries are a major injury exposure for you.

Transportation and Bus Drivers – You have a large responsibility for those riding the buses. Please obey all safety and traffic laws at all times. Be careful getting on and off the bus. Those steps can be tricky.

Cafeteria Workers – Slips/falls are a major source of injury for your profession. Proper footwear is essential. Floor clean-up is one primary control along with eliminating any ice build-up in freezers. Take care of your back. Lift with your legs and be willing to ask for help.

Security/Resource Officers – You have a large responsibility. Follow the proper procedures for yourself and others as learned when being trained.

If you are injured at work, report immediately to your supervisor or manager. If you need outside medical attention, you will be directed to the medical clinic designated by Hertford County Public Schools. Management should investigate all accidents. What happened and why? Make any necessary changes to prevent another injury. Follow your employer's safe work practices and use good common sense to avoid accidents. If you see any unsafe condition, report this to management.

Have a safe and enjoyable year!

FINANCIAL SERVICES

- **Travel must be filed at least monthly and not later than 30 days after the month ends. Your claim form was filed too late.**
- **Travel filed monthly - one form only for each month. Period covered columns should read 1st of the month to last day of the month.**
- **Original Travel Reimbursement Form must be signed by Employee/Claimant and Supervisor and dated.**

In order for the Finance Department to process your *Travel Reimbursement*, the following information must be attached to ***THE BACK OF YOUR TRAVEL REIMBURSEMENT FORM:***

Original Travel/Staff Development form

Travel reimbursement worksheet must be completed showing each day's expenses for the dates on which they occurred (EX: meals, parking, hotel, etc)

A **COPY** of the **DAILY AGENDA** and **ANNOUNCEMENT**

Original Detailed Hotel Receipt(s) - (showing each day's charges - **a summary receipt will not be accepted.**)

Original Transportation Receipt(s)

Original Parking Receipt(s)

Original Registration Receipt(s)

Mileage must be **computed, figures extended** and the **total amount** of reimbursement requested in the **appropriate columns**. Please attach a travel directions map from www.googlemaps.com or www.mapquest.com.

You must claim mileage closer to your duty station. This means you must claim the **least number** of miles choosing from the number of miles from your *assigned workstation to travel destination or the number of miles from the point of departure to travel destination*. **You must claim the lesser of the two.**

Meals

Reimbursement for breakfast on day of departure requires departure before 6:00 a.m. Reimbursement for lunch requires departure prior to Noon or return after 2:00 p.m. Reimbursement for dinner on day of return requires return after 8:00 p.m.

Times must be shown on Reimbursement Form.

NO LUNCH FOR ONE - DAY TRIPS. You may claim breakfast and dinner with the above criteria.

NOTE: Meals are non-reimbursable if provided by the conference or workshop.

➤ Other:

Procedures for pre-approval and reimbursement of employee travel expenses are as follows:

I. In-County Travel

To request reimbursement, employees must complete and sign a **Reimbursement of Travel Expenses Form** for the calendar month of travel, obtain their supervisor's written approval and forward to the Finance Department within 30 days after the month of travel. Actual business mileage is reimbursable.

Effective February 1, 2010, mileage will be reimbursed at the **current IRS standard mileage rate.**

II. Out-of-County Travel

Prior to traveling out of the county, employees shall complete and sign a **Travel/Staff Development Form** and obtain written approvals by their supervisor, the Superintendent or Assistant Superintendent, and the Finance Director. Projected costs and a budget code must be listed on the form. If needed, the employee may request approval to exceed the rate for lodging and provide justification.

Registration fees of \$30 or less will be paid by the employee and claimed for reimbursement. The employee should initiate a purchase order if they are requesting Finance to pay registration fees above \$30.

To request reimbursement, employees must complete a **Reimbursement of Travel Expenses Form**, obtain their supervisor's written approval and forward to the Finance Department within 30 days after the month of travel. The original Travel/Staff Development Form and an agenda must be attached.

Effective February 1, 2010, reimbursements will be as follows:

A. **Mileage rate:** Mileage will be reimbursed at the **current IRS standard mileage rate.**

Mileage is measured from the closer of duty station or point of departure to destination (and return).

B. Lodging: Lodging will be reimbursed at the **current State rates**. Original, detailed hotel receipts must be submitted with the reimbursement form. As noted above, approval to exceed this rate must be requested in advance. Employees should seek special conference or discounted rate

C. Meals: If not provided with a workshop or meeting, meals will be reimbursed according to the **current State travel subsistence rates**.

Meals involving an overnight stay:

- **Breakfast on day of departure:** Departure must be prior to 6:00 AM. Departure time must be listed on the reimbursement form.
- **Lunch on day of departure or return:** Departure must be prior to Noon or return time must be after 2:00 PM. Departure or return time must be listed on the reimbursement form.
- **Dinner on day of departure or return:** Departure must be prior to 5:00 PM on day of departure or return time must be after 8:00 PM on day of return. Departure or return time must be listed on the reimbursement form.

Meals not involving an overnight stay:

- **Breakfast:** Departure must be prior to 6:00 AM. Departure time must be listed on the reimbursement form.
- **Dinner:** Return time must be after 8:00 PM. Return time must be listed on the reimbursement form.
- **Lunches will not be reimbursed.**
- Destination must be at least 35 miles from duty station or point of departure, whichever is less.

D. Registration fees: Registration fees will be reimbursed at actual cost. Original receipts must be submitted with the reimbursement form.

Absence Reporting Codes

Codes when Employing Non-certified Substitutes			Codes when Employing Certified Substitutes		
Codes		Pay Status	Codes		Pay Status
01	Sick Leave	No Deduction	11	Sick Leave	No Deduction
03	Extended Sick Leave	\$50 Deduction	13	Extended Sick Leave	\$50 Deduction
04	Absence Without Deduction	No Deduction	14	Absence Without Deduction	No Deduction
06	Personal Leave	\$50 Deduction	16	Personal Leave	\$50 Deduction
07	Absence Without Pay	Day's Pay Deduction	17	Absence Without Pay	Day's Pay Deduction

Other Absence Codes		
Codes		Pay Status
20	Sick Leave	No Deduction
29	Bonus Annual Leave (2013-2014)	No Deduction
37	Teacher Assistant When Subbing	Day's Pay Deduction
50	Donated Annual Leave	No Deduction
51	Donated Sick Leave	No Deduction
52	Donated Leave Used	No Deduction

Earning Leave/Longevity Pay/Supplemental Pay

Vacation Leave Accrual Rate

Years of State Service	Monthly Full-time Accrual Rates	12 Month Full-time Accrual Rates
Less than 5 years	.17 days (9.33 hours)	14 days (112 hours)
5 but less than 10 years	1.42 days (11.33 hours)	17 days (136 hours)
10 but less than 15 years	1.67 days (13.33 hours)	20 days (160 hours)
15 but less than 20 years	1.92 days (15.33 hours)	23 days (184 hours)
20 years or more 2.17 days	2.17 days (17.33 hours)	26 days (208 hours)

Sick Leave Accrual Rate

Sick Leave is earned at the rate of **1 Day per month** for all Full-time Employees.

Personal Leave Accrual Rate

Personal Leave is earned at the rate of **.20 Day per month** for all Instructional Teachers, for a total of **2 Days per year**. The maximum is **5 Days by June 30th**. Any days over **5** will be transferred to the teacher's sick leave. Upon the use of personal leave, **\$50 per Day** will be deducted from the teacher's salary.

Longevity Pay

Years of Service	Pay Rate
10 but less than 15 years	1.50 percent of Annual Salary
15 but less than 20 years	2.25 percent of Annual Salary
20 but less than 25 years	3.25 percent of Annual Salary
25 or more years	4.50 percent of Annual Salary

Longevity Pay is paid the following month upon the completion of 10 state service years.

Supplemental Pay

All Full-time employees receive this payment. Ten Month Certified employees receive **3% of annual salary, half paid in December and half paid in May.** Eleven and Twelve Month Certified employees receive **3% of annual salary, half paid in December and half paid in June.** Non-certified employees will receive **1% of annual salary paid in December.**

HERTFORD COUNTY PUBLIC SCHOOLS

Employee Portal

Instructions on Creating an Account

Before a person can log on to Employee Portal, they must first register with the Employee Portal System. In order to register, they will need their first and last name as it appears in their payroll file along with their social security number.

- Go to the Hertford County Public School's website. Click on Employee Portal which is located to the far left under Quick Links.
- Type in your First and Last Name and Social Security Number.
- Next you must create a username. This is the name that will be used to log on to Employee Portal.
- Next you must create a password. The password must be at least 5 characters long and must contain one of the following non-alphanumeric characters: ! @ # \$ % ^ & * ()
- Confirm your password by retyping the password you have created.
- Type your email address, which is optional.
- Choose a security question in the drop down box. This question will be used if you forget your password and need help remembering it or if you want to change your password.
- Next type in the answer to your security questions.
- Click on "Create User".

After you have successfully registered with the system you can log on to the system. Please note you will be locked out of the system upon more than **5** failed login attempts. If you are locked out, you may contact Payroll at 252-358-1761 X18481.

Sample of Direct Deposit Check Stub

Explanation of Sample Direct Deposit Check Stub

1. Date Paid
2. Net Pay – Amount after all deductions
3. Gross Pay – Amount before any deductions
4. Escrow – Amount deducted for those who elected 12 installments
5. Dock Amount – Amount for use of personal, extended, or days without pay
6. Days Employed – The number of days in a pay period
7. Days Paid – The number of days in the current pay period. 10 month teachers would be 21.50 and 10 month teacher assistants would be 20.5. All other employees show the number of days in current month.
8. Current and YTD – Current is the amounts pertaining to the current check. YTD means year to date amounts. Amounts shown are Salary; Retirement, Federal Tax, State Tax, Social Security Tax, and Medicare Tax withholdings, Total Miscellaneous Deductions, and Net Pay.
9. Miscellaneous Deductions – The code, description, current and YTD for miscellaneous deductions.
10. Current Period – The leave earned and used for the current pay period
11. Annual Leave – Annual Leave earned and used for the current pay period
12. Personal Leave – Personal Leave earned and used for the current pay period (Instructional Classroom Teachers ONLY)
13. Sick Leave – Sick Leave earned and used for the current pay period

HERTFORD COUNTY PUBLIC SCHOOLS

CODE NAME FOR VOLUNTARY DEDUCTIONS

APPEARING ON PAYCHECK

ADVANCE	Relocation Loan Advance
CDHE	Consumer-Directed Health Plan Employee Only
CDHEF	Consumer-Directed Health Plan Employee/Family
CHAP 13	Bankruptcy Payment
CLERK	Child Support (NC)
COLIFE	Colonial Life & Accident (Pre-Tax Deductions)
COUNTY	County Tax Garnishment (Hertford County)
DENTAL	Assurant (Dental Premium)
ING457	ReliaStar Life Insurance Company (457 Plan Premium)
LEGAL	Legalshield formerly PrePaid Legal Service Premium
LIFE	Group Term Life Insurance (Post-Tax Deduction)
MEDR	Flex Spending Account (Pre-Tax Deduction)
NCAE	NCAE/NEA Dues
NORTLI	ReliaStar Life Insurance Company (Tax Sheltered Annuity)
OVER	Refund Overpayment of Salary
PENC	Professional Educators of NC Dues
RENT	Rent for Hertford Pointe Apartments
SCBE	70/30 Plan Employee Only
SCBEC	70/30 Plan Employee/Children
SCBEF	70/30 Plan Employee/Family
SCBES	70/30 Plan Employee/Spouse
SCE	80/20 Plan Employee Only
SCE1	80/20 Plan Employee Only
SCE2	80/20 Plan Employee Only
SCEC	80/20 Plan Employee/Children
SCEF	80/20 Plan Employee/Family
SCEF2	80/20 Plan Employee/Family
SCES	80/20 Plan Employee/Spouse

SECU	State Employees' Credit Union Deduction
STATEG	NC State Tax Garnishment
TCOLIF	Colonial Life & Accident (Post-Tax Deduction)
VALIC	Valic (Tax Sheltered Annuity)
VISION	Superior (Vision Premium)
XDENT	Additional Dental Premium
XHOSP	Additional Hospitalization Premium
XLIFE	Additional Group Term Life Premium

Work Ethics And Expectations

NORTH CAROLINA STATE BOARD OF EDUCATION

Policy Manual

Policy Identification

Priority: Twenty-first Century Professionals

Category: Qualifications and Evaluations

Policy ID Number: [TCP-C-014](#)

Policy Title: 16 NCAC 6C.0601 Policy regarding the Code of Ethics for North Carolina Educators

Current Policy Date: 02/05/1998

Other Historical Information: Previous Board date: 06/05/1997

Statutory Reference:

Administrative Procedures Act (APA) Reference Number and Category: 16 NCAC 6C.0601;
16 NCAC 6C.0602

CODE OF ETHICS FOR NORTH CAROLINA EDUCATORS

Preamble: The purpose of this Code of Ethics is to define standards of professional conduct.

The responsibility to teach and the freedom to learn, and the guarantee of equal opportunity for all are essential to the achievement of these principles. The professional educator acknowledges the worth and dignity of every person and demonstrates the pursuit of truth and devotion to excellence, acquires knowledge, and nurtures democratic citizenship. The educator exemplifies a commitment to the teaching and learning processes with accountability to the students, maintains professional growth, exercises professional judgment, and personifies integrity. The educator strives to maintain the respect and confidence of colleagues, students, parents and legal guardians, and the community, and to serve as an appropriate role model.

To uphold these commitments, the educator:

- I. Commitment to the Student.
 - A. Protects students from conditions within the educator's control that circumvent learning or are detrimental to the health and safety of students.
 - B. Maintains an appropriate relationship with students in all settings; does not encourage, solicit, or engage in a sexual or romantic relationship with students, nor touch a student in an inappropriate way for personal gratification, with intent to harm, or out of anger.

C. Evaluates students and assigns grades based upon the students' demonstrated competencies and performance.

D. Disciplines students justly and fairly and does not deliberately embarrass or humiliate them.

E. Holds in confidence information learned in professional practice except for professional reasons or in compliance with pertinent regulations or statutes.

F. Refuses to accept significant gifts, favors, or additional compensation that might influence or appear to influence professional decisions or actions.

II. Commitment to the School and School System

A. Utilizes available resources to provide a classroom climate conducive to learning and to promote learning to the maximum possible extent.

B. Acknowledges the diverse views of students, parents and legal guardians, and colleagues as they work collaboratively to shape educational goals, policies, and decisions; does not proselytize for personal viewpoints that are outside the scope of professional practice.

C. Signs a contract in good faith and does not abandon contracted professional duties without a substantive reason.

D. Participates actively in professional decision-making processes and supports the expression of professional opinions and judgments by colleagues in decision-making processes or due process proceedings.

E. When acting in an administrative capacity:

1. Acts fairly, consistently, and prudently in the exercise of authority with colleagues, subordinates, students, and parents and legal guardians.

2. Evaluates the work of other educators using appropriate procedures and established statutes and regulations.

3. Protects the rights of others in the educational setting, and does not retaliate, coerce, or intentionally intimidate others in the exercise of rights protected by law.

4. Recommend persons for employment, promotion, or transfer according to their professional qualifications, the needs and policies of the LEA, and according to the law.

III. Commitment to the Profession

A. Provides accurate credentials and information regarding licensure or employment and does not knowingly assist others in providing untruthful information.

B. Takes action to remedy an observed violation of the Code of Ethics for North Carolina Educators and promotes understanding of the principles of professional ethics.

C. Pursues growth and development in the practice of the profession and uses that knowledge in improving the educational opportunities, experiences, and performance of students and colleagues.

Adopted by the State Board of Education June 5, 1997.

SECTION .0600 - CODE OF PROFESSIONAL PRACTICE AND CONDUCT FOR NORTH CAROLINA EDUCATORS

16 NCAC 6C.0601 – THE PURPOSE AND APPLICABILITY OF THE RULES OF PROFESSIONAL CONDUCT FOR EDUCATORS

The purpose of these rules is to establish and uphold uniform standards of professional conduct for licensed professional educators throughout the State. These rules shall be binding on every person licensed by the SBE, hereinafter referred to as "educator" or "professional educator," and the possible consequences of any willful breach shall include license suspension or revocation. The prohibition of certain conduct in these rules shall not be interpreted as approval of conduct not specifically cited.

History Note: Authority G.S. 115C-295.3;

Eff. April 1, 1998.

16 NCAC 6C.0602 – THE STANDARDS OF PROFESSIONAL CONDUCT FOR NC EDUCATORS

- (a) The standards listed in this Section shall be generally accepted for the education profession and shall be the basis for State Board review of performance of professional educators. These standards shall establish mandatory prohibitions and requirements for educators. Violation of these standards shall subject an educator to investigation and disciplinary action by the SBE or LEA.
- (b) Professional educators shall adhere to the standards of professional conduct contained in this Rule. Any intentional act or omission that violates these standards is prohibited.
 - (1) Generally recognized professional standards. The educator shall practice the professional standards of federal, state, and local governing bodies.
 - (2) Personal conduct. The educator shall serve as a positive role model for students, parents, and the community. Because the educator is entrusted with the care and education of small children and adolescents, the educator shall demonstrate a high standard of personal character and conduct.

- (3) Honesty. The educator shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties including the following:
- (A) statement of professional qualifications;
 - (B) application or recommendation for professional employment, promotion, or licensure;
 - (C) application or recommendation for college or university admission, scholarship, grant, academic award, or similar benefit;
 - (D) representation of completion of college or staff development credit;
 - (E) evaluation or grading of students or personnel;
 - (F) submission of financial or program compliance reports submitted to state, federal, or other governmental agencies;
 - (G) submission of information in the course of an official inquiry by the employing LEA or the SBE related to facts of unprofessional conduct, provided, however, that an educator shall be given adequate notice of the allegations and may be represented by legal counsel; and
 - (H) submission of information in the course of an investigation by a law enforcement agency, child protective services, or any other agency with the right to investigate, regarding school-related criminal activity; provided, however, that an educator shall be entitled to decline to give evidence to law enforcement if such evidence may tend to incriminate the educator as that term is defined by the Fifth Amendment to the U.S. Constitution.
- (4) Proper remunerative conduct. The educator shall not solicit current students or parents of students to purchase equipment, supplies, or services from the educator in a private remunerative capacity. An educator shall not tutor for remuneration students currently assigned to the educator's classes, unless approved by the local superintendent. An educator shall not accept any compensation, benefit, or thing of value other than the educator's regular compensation for the performance of any service that the educator is required to render in the course and scope of the educator's employment. This Rule shall not restrict performance of any overtime or supplemental services at the request of the LEA; nor shall it apply to or restrict the acceptance of gifts or tokens of minimal value offered and accepted openly from students, parents, or other persons in recognition or appreciation of service.
- (5) Conduct with students. The educator shall treat all students with respect. The educator shall not commit any abusive act or sexual exploitation with, to, or in the presence of a student, whether or not that student is or has been under the care or supervision of that educator, as defined below:
- (A) any use of language that is considered profane, vulgar, or demeaning;
 - (B) any sexual act;
 - (C) any solicitation of a sexual act, whether written, verbal, or physical;

- (D) any act of child abuse, as defined by law;
 - (E) any act of sexual harassment, as defined by law; and
 - (F) any intentional solicitation, encouragement, or consummation of a romantic or physical relationship with a student, or any sexual contact with a student. The term "romantic relationship" shall include dating any student.
- (6) Confidential information. The educator shall keep in confidence personally identifiable information regarding students or their family members that has been obtained in the course of professional service, unless disclosure is required or permitted by law or professional standards, or is necessary for the personal safety of the student or others.
- (7) Rights of others. The educator shall not willfully or maliciously violate the constitutional or civil rights of a student, parent/legal guardian, or colleague.
- (8) Required reports. The educator shall make all reports required by Chapter 115C of the North Carolina General Statutes.
- (9) Alcohol or controlled substance abuse. The educator shall not:
- (A) be under the influence of, possess, use, or consume on school premises or at a school-sponsored activity a controlled substance as defined by N.C. Gen. Stat. § 90-95, the Controlled Substances Act, without a prescription authorizing such use;
 - (B) be under the influence of, possess, use, or consume an alcoholic beverage or a controlled substance on school premises or at a school-sponsored activity involving students; or
 - (C) furnish alcohol or a controlled substance to any student except as indicated in the professional duties of administering legally prescribed medications.
- (10) Compliance with criminal laws. The educator shall not commit any act referred to in G.S. 115C-332 and any felony under the laws of the United States or of any state.
- (11) Public funds and property. The educator shall not misuse public funds or property, funds of a school-related organization, or colleague's funds. The educator shall account for funds collected from students, colleagues, or parents/legal guardians. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.
- (12) Scope of professional practice. The educator shall not perform any act as an employee in a position for which licensure is required by the rules of the SBE or by Chapter 115C or the North Carolina General Statutes during any period in which the educator's license has been suspended or revoked.
- (13) Conduct related to ethical violations. The educator shall not directly or indirectly use or threaten to use any official authority or influence in any manner that tends to discourage, restrain, interfere with, coerce, or discriminate against any subordinate or any licensee who in good faith reports, discloses, divulges, or

otherwise brings to the attention of an LEA, the SBE, or any other public agency authorized to take remedial action, any facts or information relative to actual or suspected violation of any law regulating the duties of persons serving in the public school system, including but not limited to these Rules.

History Note: Authority G.S. 115C-295.3; Eff. May 1, 1998.

CODE OF PROFESSIONAL PRACTICE AND CONDUCT

FOR NORTH CAROLINA EDUCATORS

TITLE 16, NORTH CAROLINA ADMINISTRATIVE CODE SECTION .0600 - CODE OF PROFESSIONAL PRACTICE AND CONDUCT FOR NORTH CAROLINA EDUCATORS

.0601 PURPOSE AND APPLICABILITY

The purpose of these Rules is to establish and uphold uniform standards of professional conduct for licensed professional educators throughout the State. These rules shall be binding on every person licensed by the SBE, hereinafter referred to as “educator” or “professional educator,” and the possible consequences of any willful breach shall include license suspension or revocation. The prohibition of certain conduct in these rules shall not be interpreted as approval of conduct not specifically cited.

*History Note: Authority G.S. 115C-295.3;
Eff. April 1, 1998.*

.0602 STANDARDS OF PROFESSIONAL CONDUCT

(a) The standards listed in this Section shall be generally accepted for the education profession

and shall be the basis for State Board review of performance of professional educators. These

standards shall establish mandatory prohibitions and requirements for educators. Violation of these standards shall subject an educator to investigation and disciplinary action by the SBE or LEA.

(b) Professional educators shall adhere to the standards of professional conduct contained in this Rule. Any intentional act or omission that violates these standards is prohibited.

(1) Generally recognized professional standards. The educator shall practice the professional standards of federal, state, and local governing bodies.

(2) Personal conduct. The educator shall serve as a positive role model for students, parents, and the community. Because the educator is entrusted with the care and

education of small children and adolescents, the educator shall demonstrate a high standard of personal character and conduct.

(3) Honesty. The educator shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties including the following:

- (A) statement of professional qualifications;
- (B) application or recommendation for professional employment, promotion, or licensure;
- (C) application or recommendation for college or university admission, scholarship, grant, academic award, or similar benefit;
- (D) representation of completion of college or staff development credit;
- (E) evaluation or grading of students or personnel;
- (F) submission of financial or program compliance reports submitted to state, federal, or other governmental agencies;
- (G) submission of information in the course of an official inquiry by the employing LEA or the SBE related to facts of unprofessional conduct, provided, however, that an educator shall be given adequate notice of the allegations and may be represented by legal counsel; and
- (H) submission of information in the course of an investigation by a law enforcement agency, child protective services, or any other agency with the right to investigate, regarding school related criminal activity; provided, however, that an educator shall be entitled to decline to give evidence to law enforcement if such evidence may tend to incriminate the educator as that term is defined by the Fifth Amendment to the U.S. Constitution.

(4) Proper remunerative conduct. The educator shall not solicit current students or parents of students to purchase equipment, supplies, or services from the educator in a private remunerative capacity. An educator shall not tutor for remuneration students currently assigned to the educator's classes, unless approved by the local superintendent. An educator shall not accept any compensation, benefit, or thing of value other than the educator's regular compensation for the performance of any service that the educator is required to render in the course and scope of the educator's employment.

This Rule shall not restrict performance of any overtime or supplemental services at the request of the LEA; nor shall it apply to or restrict the acceptance of gifts or tokens of minimal value offered and accepted openly from students, parents, or other persons in recognition or appreciation of service.

- (5) Conduct with students. The educator shall treat all students with respect. The educator shall not commit any abusive act or sexual exploitation with, to, or in the presence of a student, whether or not that student is or has been under the care or supervision of that educator, as defined below:
- (A) any use of language that is considered profane, vulgar, or demeaning;
 - (B) any sexual act;
 - (C) any solicitation of a sexual act, whether written, verbal, or physical;
 - (D) any act of child abuse, as defined by law;
 - (E) any act of sexual harassment, as defined by law; and
 - (F) any intentional solicitation, encouragement, or consummation of a romantic or physical relationship with a student, or any sexual contact with a student. The term "romantic relationship" shall include dating any student.
- (6) Confidential information. The educator shall keep in confidence personally identifiable information regarding students or their family members that has been obtained in the course of professional service, unless disclosure is required or permitted by law or professional standards, or is necessary for the personal safety of the student or others.
- (7) Rights of others. The educator shall not willfully or maliciously violate the constitutional or civil rights of a student, parent/legal guardian, or colleague.
- (8) Required reports. The educator shall make all reports required by Chapter 115C of the North Carolina General Statutes.
- (9) Alcohol or controlled substance abuse. The educator shall not:
- (A) be under the influence of, possess, use, or consume on school premises or at a school-sponsored activity a controlled substance as defined by N.C. Gen. Stat. § 90-95, the Controlled Substances Act, without a prescription authorizing such use;
 - (B) be under the influence of, possess, use, or consume an alcoholic beverage or a controlled substance on school premises or at a school-sponsored activity involving students; or
 - (C) furnish alcohol or a controlled substance to any student except as indicated in the professional duties of administering legally prescribed medications.
- (10) Compliance with criminal laws. The educator shall not commit any act referred to in G.S. 115C-332 and any felony under the laws of the United States or of any state.

(11) Public funds and property. The educator shall not misuse public funds or property, funds of a school-related organization, or colleague's funds. The educator shall account for funds collected from students, colleagues, or parents/legal guardians. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

(12) Scope of professional practice. The educator shall not perform any act as an employee in a position for which licensure is required by the rules of the SBE or by Chapter 115C or the North Carolina General Statutes during any period in which the educator's license has been suspended or revoked.

(13) Conduct related to ethical violations. The educator shall not directly or indirectly use or threaten to use any official authority or influence in any manner that tends to discourage, restrain, interfere with, coerce, or discriminate against any subordinate or any licensee who in good faith reports, discloses, divulges, or otherwise brings to the attention of an LEA, the SBE, or any other public agency authorized to take remedial action, any facts or information relative to actual or suspected violation of any law regulating the duties of persons serving in the public school system, including but not limited to these Rules.

History Note: Authority G.S. 115C-295.3; Eff. May 1, 1998.

Customer Service

HERTFORD COUNTY PUBLIC SCHOOLS CUSTOMER SERVICE EXPECTATIONS

TELEPHONE & E-MAIL RESPONSE:

- Office personnel should answer the telephone within 3 rings
- Administrative personnel should answer the telephone within 3 rings unless in a conference that cannot be interrupted
- Proper telephone etiquette should be used at all times
- **A Clear Concise Greeting:** Good morning, thank you for calling *Your School/Department*. This is *Your Name* how may I help you?
- All phone calls or messages returned within 24 hours (when possible)
- Check your email at least 2 times a day (when possible)
- Reply to e-mail within 24 hours (when requested or appropriate)

QUALITY OF WORK PRODUCTS:

- No errors in written work products (especially in spelling of names)

GREETING GUESTS/CUSTOMER INTERACTIONS:

- When visitors enter your work area, **visual contact** is made within 5 seconds
- When visitors enter your work area, **a smile and a warm verbal greeting** within 30 seconds
- Use your name
- Wear a name badge
- Thank visitors who had to wait to be assisted
- Excuse yourself if you have to leave the work area or answer the phone
- Every employee should take responsibility for acknowledging and assisting visitors

FINANCES AND OFFICE PAPERWORK PROCESSING:

- Following the approval of two administrators, purchase orders will be printed within three working days.
- Checks (using local funds) written and sent within **7 working days** of request.
- Checks (using state/federal funds) written and sent with **14 days** of request.
- Signature(s) on requests handled within **3 working days**.

HANDLING CUSTOMER CONCERNS:

- Respond to concerns within 24 hours and solve the concern as quickly as possible
- Take ownership of the problem/issue or route it to the appropriate person
- Follow up with customer in a timely manner with the problem solve or a progress report
- Follow up with customer with one (1) week after concern has been resolved to check for satisfaction, when appropriate
- Be open-minded and always try to see the situation from the other's person's perspective

INTERVIEWS

- When interviews are held, candidates will be notified of the timeline for employment decision
- When interviews are held, notify those interviewed of status within 24 hours of decision (from the board) and acceptance of position

TRASH DISPOSAL:

- Every employee picks up and disposes of paper, debris or trash immediately

GOLDEN RULES OF QUALITY SERVICE

1. *Maintain Eye Contact and Smile*
2. *Greet and Welcome Everyone*
3. *Everyone Provide Immediate Assistance*
4. *Display Appropriate Body Language At All Times*
5. *Ensure a Professional and Pleasant Experience*
6. *Show Respect and Tolerance for Other People's Concerns*
7. *Maintain Confidentiality*
8. *Thank Each and Every Person*

“Quality Service Is Everyone’s Business!”

COMMUNICATING BETTER WITH OUR CUSTOMERS

WHAT AND HOW YOU SAY SOMETHING CAN MAKE A DIFFERENCE

BUILDING WALLS

BUILDING BRIDGES

1. "I don't know"....."I'll find out"
2. "NO"....."What I can do is...."
3. "You need to talk" "I can help you, if you...
to somebody else"
4. "That's not my job"....."This is who can help you, let..."
5. "You're right this stinks"....."I understand your frustration"
6. "That's not my fault"....."Let's see what we can do about this"
7. "You want it by when?"....."I'll do my best" (or) "You can have that..."
8. "Calm down"....."I apologize"
9. "I'm busy right now....."I'll be with you in just a moment"
10. "Call me back"....."I'll call you back"
11. "I'll try to find out (get)....."I will find out (get)..."
12. "You have to..."....."Will you (please)..."

HELPFUL PHRASES AND RESPONSES IN DEALING WITH DIFFICULT SITUATIONS

1. "I understand your concern. What do you think would be fair?"
2. "Mrs. Brown, I'm very sorry this has happened. How can we resolve this for you?"

3. “Although you may not agree with my decision, I’d like to explain it so you will at least understand.”
4. “Let me do some investigating on my end and call you back. Would you prefer me to call you this evening at home, or tomorrow morning?”
5. “Have I done something personally to upset you? I’d like to be part of the solution.”
6. “Thank you for bringing this matter to our attention. We will address it right away.”
7. “Sir, you deserve the very best and I seem unable to provide it. Because I want you to be well served, may I suggest that you speak with ...”
8. “We love to hear feedback from our customers---both positive and negative. It gives us a change to always be upgrading our service to you. If you don’t object, I would like to let a colleague of mine attempt to better meet your needs.”
9. “It is obvious that I have not been able to help you. If you don’t object, I would like to let a colleague of mine attempt to better meet your needs.”
10. “We see this matter differently, and I am going to have to put more thought to the perspective you have shared with me. It’s helpful for me to understand how you see things. In the meantime, here is what I can do to solve the immediate problem.”
11. “If I hear that language again, I won’t be able to assist you. Unless we can find a different way to communicate, I’m going to have to hang.” [Then keep your promise]

Zemeke, Ron *Knock Your Socks Off – Service Recovery*. New York: American Management Association, 2000. and Chip Bell.

The Seven C’s of Quality Customer Service

Customer service excellence is meeting and exceeding the needs of your internal and external customers. You may think that you don’t have any customers because of the nature of your work; however, at the end of every process is a customer. Customers are the people to whom you hand off your work. The type of customer service that you like to receive; service that is consistent, results-oriented, timely, and relationship-based, is the same type of service that your internal customers want from you. The Five C’s of Customer Service Excellence will help you deliver on this promise:

1. **Customer:** Identify both your external and internal customers by name. Determine what they like and don't like about the level of service they currently receive from your department and take personal responsibility for making improvements.
2. **Culture:** Organizations must strive to create a service-oriented culture. This starts with a customer service commitment and is put into practice by establishing standards and processes that support the promise.
3. **Communication:** "I don't know"; "We can't do that"; and "Our policy is..." are not acceptable responses to customers. Customer Service Excellence focuses on what we can do, not what we can't do for our clients.
4. **Conflict:** Disagreements and conflict will occur with both internal and external customers; service excellence is based on how those conflicts are handled. Every organization should have an established process to resolve conflict in a positive manner.
5. **Care:** You need to know what your customers are thinking. Survey your customers about their level of satisfaction with your services. Find out their top ten complaints and begin the journey to deliver excellence in everything that you do.
6. **Commitment:** Each member of the team must agree on the goal and take ownership of their roles and responsibilities!
7. **Collaboration:** Several heads are always better than one. Having a collaboration methodology in place that allows team members to make decisions, run meetings, understand responsibilities, etc. is critical to success.

Frequently Used Acronyms

ABCs	Accountability, Basics and Control
ACT	American College Testing
ACTE	Association for Career and Technical Education
ADM	Average Daily Membership
AES	Ahoskie Elementary School
AP	Advanced Placement
ASSET/	Community College Placement Tests used to measure academic
ACCUPLACER	performance for CTE students
AYP	Adequate Yearly Progress
BEP	Basic Education Plan

BOE	Board of Education
BPS	Bearfield Primary School
CDC	Career Development Coordinator
CDP	Career Development Plan
CDP+	Career Development Plan Plus (for Special Pops Students)
CEUs	Continuing Education Units
CO	Central Office
CPL	Continuing Professional License
CSBHS	CS Brown High School & STEM Program
CTE	Career Technical Education
CTP	College Tech Prep
DO	District Office
ECHS	Early College High School
EOC	End of Course
EOG	End of Grade
ESL	English as a Second Language
F&R	Free and Reduced Lunch
HCHS	Hertford County High School
HCMS	Hertford County Middle School
HCPS	Hertford County Public Schools
HRMS	Human Resource Management System
IDEA	Individuals with Disabilities Education Act
IEP	Individualized Education Plan
IGP	Individualized Growth Plan
IHE	Institute of Higher Education - i.e. Elizabeth City State University
ILP	Initially Licensed Program
ILT	Initially Licensed Teacher
LEA	Local Education Agency – i.e. Hertford County Public Schools – 460
LEP	Limited English Proficient
MTSS	Multi-Tiered System of Support
NBPTS	National Board for Professional Teaching Standards
NCACTEA	North Carolina Association for Career and Technical Education
Administrators	
NCAE	North Carolina Association for Educators
NCASA	North Carolina Association for School Administrators
NCATE	National Council for Accreditation of Teacher Education
NCCAT	North Carolina Center for the Advancement of Teachers
NC DPI	North Carolina Department of Public Instruction
NCTEACH	North Carolina Teachers of Excellence for All Children
NCSBA	North Carolina School Board Association

PANC	Personnel Administrators of North Carolina
PDP	Professional Development Plan
PEG	Public Education and Government (Channel 19)
PENC	Professional Educators of North Carolina
PEP	Personal Education Plan
PL	Provisional License
PMT	Planning and Management Team
PO	Purchase Orders
PSAT	Pre-Scholastic Assessment Test
PT	Parent Team
PTSO	Parent Teacher Student Organization
RALC	Regional Alternative Licensure Center
RES	Riverview Elementary School
SACS-CASI	Southern Association of Colleges and Schools and Schools Council on Accreditation and School Improvement
SAS	Student Accountability Standards
SAT	Scholastic Aptitude Test
SBE	State Board of Education
SCOS	Standard Course of Study
SES	Supplemental Educational Services
SGA	Student Government Association
SIP	School Improvement Plan
SPMT	School Planning and Management Team
TACS	Time and Attendance Capture System

Office of Public Information

Our community cares about our schools and our children. Communication between teachers, students and parents; between the school and its school community; and the school system and our entire community are important. People want information they can use. Teachers and schools have developed important tools in communicating with students and parents. The age of digital and electronic communication makes it easier to build these connections. Talking face-to-face remains the most powerful way to share news. Schools can organize their communications by considering the different tools they have, the audiences they are seeking to reach and the schedule of events for the school year. By mapping these events over the course of the calendar to use specific tools to reach intended audiences, schools can build their own communication plan.

HCPS has a number of tools to help communicate school information:

HCPS website-www.hertford.k12.nc.us, the school system website provides quick access to news with information targeted for parents, students, community and careers. Click on the links at the top of the page for this targeted information and look in the center for the latest news. The website serves as the platform for important school system communication tools. Find links to our social media in the lower left hand corner of the website. Look for the logos for Facebook, Twitter, YouTube, and more.

HCPS Facebook is where parents can turn to get answers and the latest news. Look to Facebook for photos of our students and staff. Visit <https://www.facebook.com/hcps01> and like us.

HCPS Twitter is a quick and easy way to share information. Visit <http://twitter.com/hcps01> and follow us.

HCPS Instagram is a place to view pictures of the positive events and happenings in our school district. View our Instagram at [hertford_co_public_schools](https://www.instagram.com/hertford_co_public_schools)

HCPS is also on **Channel 17** if you have Time Warner Cable. There you can see announcements or view our board meetings.

Communication

Student Communications- It is inappropriate to use email, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities. Appropriate discussions would include the student's homework, class activity, school sport or club or other school-sponsored activity. Electronic communications with students are to

be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, emailing a message about a student's grades).

“Friending” “Following” Engaging in personal social-networking friendships on Twitter, Facebook, Instagram, Snapchat, Kik, or other social networking sites is prohibited with students, and strongly discouraged with parents or guardians of students. The District recognizes that because of the tight-knit community of HCPS, many staff members may have students or parents of students that are family members or close personal friends. However, the District cautions staff members against engaging in such social-networking friendships with these individuals. Use your official, school- or work-related page(s) instead. A recommendation for staff to respond to “friend” requests on their personal pages is: “If you are a student or parent requesting to be my “friend,” please do not be surprised or offended if I ignore your request. As an employee of HCPS, District procedures and practices discourage me from “friending” students or parents on my personal pages. I would encourage you to friend our school’s (and/or classroom’s, department’s, Hertford County Public Schools’ Facebook pages, etc.)” District Image Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee’s position and not impair the employee’s capacity to maintain the respect of students and parents/guardians or impair the employee’s ability to serve as a role model for children.

Professional Responsibility While social media can be a powerful communication tool and an educational tool for students and parents, HCPS employees are personally responsible for the content they publish online. Be mindful that what you publish will be public for a long time—protect your privacy. Remember that social media in the classroom is an extension of your physical classroom. What is inappropriate in your classroom should be deemed inappropriate online. Teachers who use social networking to interact with students and/or parents in an educational manner or as a communication tool must find ways to interact without giving students and parents access to their personal information and posts. Many social network sites allow you to create “groups” or “pages” where you can interact with students without giving them access to your personal account. Please see detailed Facebook guidelines for more information. When contributing online do not post confidential student information. Do not post pictures of any students on your personal sites. Use a HCPS provided email as your email contact for official or school-related pages. Do not use your HCPS provided email as a username or email contact for personal pages. Please remember that all HCPS policies and procedures, as well as relevant local, state and federal laws (copyright, fair use, Family Education Right to Privacy Act, personnel statutes, criminal statutes, etc.) apply to social media communications.