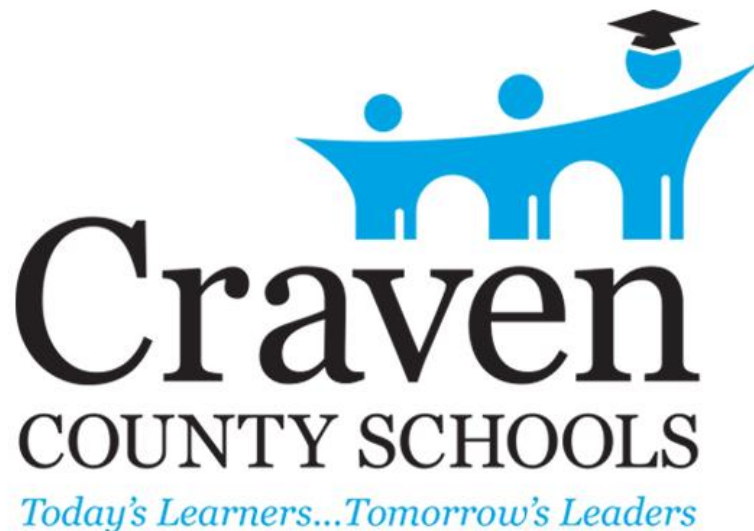


# Substitute Teacher Handbook



## Absence Management

[aesoponline.com](http://aesoponline.com)

1-800-942-3767

Substitute Specialist  
Human Resources Department  
252-514-6309 office  
252-514-6352 fax  
Craven County Schools  
3600 Trent Road  
New Bern, North Carolina 28562

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# Steps to Becoming a Substitute in Craven County Schools

- Go online to <https://www.cravenk12.org/>
- Hover over [Careers](#)
- Click on “Substitute Teachers & Substitute Custodians”
- Click on “[Substitute Teacher Application](#)”
- Click on “Apply” and begin filling out your application
- Should you need assistance with your application, please contact the TeacherMatch Support Team at 1-855-980-0511. They are available to assist you from 7:00 a.m. until 8:00 p.m. Monday through Friday.
- **Once you have completed your application, please contact:**  
Substitute Specialist  
Human Resources Department  
252-514-6309
- You will then be asked to complete a [Background Check Form](#) required by Craven County Schools.
- Once you have completed the Background Check Form, please return it to the Substitute Specialist by whatever means is most convenient for you. The address is:
  - Craven County Schools  
Human Resources Department  
3600 Trent Road  
New Bern, North Carolina 28562
- Once the background has been processed and the results have been received (which will take 24 – 48 hours), you will then be emailed the Effective Teacher Training (ETT) Course link as well as the [Health Examination Certificate](#) which will need to be filled out by your physician. The ETT is a course that is offered online and can be taken in the comfort of your own home and at your own pace. You have up to one year of initially purchasing the course to complete it. If you have taken the ETT in Craven County in the past, please supply a copy of your certificate before coming to Human Resources to sign the final paperwork.
- ~~ PLEASE NOTE ~~ If you hold an ETT Certificate from another county OR if you are a licensed teacher, but have never taught in the Craven County School System, you will still be required to take a condensed version of the ETT at a lesser cost.

- Once the ETT Course has been completed AND your Health Examination Certificate has been completed by your physician, please contact the Substitute Specialist so an appointment can be scheduled and the final paperwork can be completed.

## **~~ ACADEMIC CALENDAR ~~**

For a current Craven County Schools calendar, visit the Craven County School's website and click on the "[Calendar](#)" tab.

## **~~ DRUG-FREE WORKPLACE [Policy 7240](#) (attached) ~~**

Craven County Schools is a drug-free workplace. Prohibited are the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on any property owned by the Board and at any time in which an individual employee is acting in the course and scope of his or her employment.

Violation of this policy may subject an individual to disciplinary action by the Board which could result in termination of employment.

## **~~ TOBACCO-FREE SCHOOLS [Policy 5026/7250](#) (attached) ~~**

The Board of Education recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, and visitors.

The Board further recognizes that it is an obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees, and visitors on the school campus. Therefore, the use of tobacco products on or in any school property, or at any school-sponsored activity or event (regardless of location), is prohibited.

## **~~ SUBSTITUTE TEACHER POLICY [Policy 7430](#) (attached) ~~**

Craven County Public Board of Education outlines local regulations and requirements associated with substitute teaching in the district. As a quick introduction to the policy, please note these important points:

- Substitute teachers must be approved by the Board of Education.
- Substitute teachers must (1) complete an application online, and (2) complete a Health Examination Certificate.
- A criminal background check will be conducted in accordance with [Policy 7100](#) (attached).

Substitute teaching is a day-by-day, temporary employment assignment in Craven County Public Schools. Substitute teachers, upon accepting assignments, agree that they are hired for the day only and, in effect, resign at the close of each day. Days worked are NOT cumulative for any purpose including, but not limited to, seniority,

future assignment, retirement, and other benefits afforded to regular employees. Substitute teaching provides no expectation of regular, routine, predictable, or continued employment with Craven County Schools.

To be placed on the substitute teacher list, you must have obtained at least a high school diploma or GED and be 18 years of age or older.

## **~~ ASSIGNMENT PROCEDURES AND RATE OF PAY ~~**

The substitute teacher contacts at each of the schools as well as the teachers/teacher assistants/caregivers make every reasonable effort to schedule substitutes as far in advance of planned absences as possible. However, because some absences are necessarily unexpected, substitutes may be contacted by school officials and asked if they are available to fill in on short notice. In general, substitutes are contacted by school officials by 5:30 a.m. until 12 noon and 4:00 p.m. until 10:00 p.m.

- If you are a certified teacher with an ACTIVE teaching license, the rate of pay is \$103.00 gross per day.
- If you are a certified teacher with an EXPIRED teaching license, the rate of pay is \$91.00 gross per day.
- If you have taken the Effective Teacher Training (ETT) Course (which is required to become a Substitute Teacher) and you substitute for a teacher, the rate of pay is \$91.00 gross per day. If you substitute for a Teacher Assistant or Caregiver, the rate of pay is \$58.00 gross per day.
- If you accept an assignment that is half a day (either as a Teacher, Teacher Assistant, or a Caregiver), you will receive half the pay.

## **~~ TEACHING HOURS ~~**

Substitute teachers are expected to observe the same workday hours that regular teachers observe. Specific times vary slightly from elementary, middle, and high schools. The time at which you are expected to show for your assignment will be viewable through your Absence Management account which you will acquire upon signing final paperwork.

During the workday, the substitute teacher is required to assume all duties that are normally assigned to the regular teacher/teacher assistant/caregiver (including, but not limited to, before and after school duties) which could modify the workday's regular hours.

## **~~ ATTENDANCE ~~**

The school system expects all employees to assume responsibility for their attendance and promptness as an integral part of their employment. Any time you are

absent or late, it impacts the school's ability to provide services to the students and also places an extra burden on the co-workers. Emergencies are understandable and will occur. But if excessive emergencies continue to arise, a substitute can be dismissed from their duties. Excessive absenteeism, tardiness, or cancelling of accepted absences may result in dismissal as well.

A principal has the right to ask that a substitute be removed from their preferred substitute teacher roster should it be noted that the individual would not be a good fit for their school (arriving late, leaving early, staying on their phone, leaving the classroom unattended, etc.). Upon the removal of the substitute, a letter or email will be sent to the substitute informing them of their removal. Should this request be made from three different schools, the substitute will be then dismissed upon the third request.

## **~~ DRESS ~~**

Dress in a manner that sets you apart from students and enhances a business-like atmosphere in the classroom. First impressions are important; and the way you dress will make a difference in how you are treated by students and staff. You may find that many teachers dress very casually, but you need to remember that they already have a relationship with their students. They are not making a first impression, and they are not attempting to gain control of a new classroom. As a substitute teacher, you are making a first impression virtually every day.

## **~~ LESSON PLANS ~~**

Teachers are expected to provide adequate, appropriate lesson plans to be used during their absence from work. In cases where the teacher's absence was planned in advance, these plans may be a part of the current unit or topic of study for students. In cases where the teacher's absence was not anticipated, emergency lesson plans should be available in the school's main office. If you arrive at your assigned classroom and do not find lesson plans, then inform the school's substitute teacher contact, or ask a school administrator for assistance.

Substitute teachers, in turn, are expected to implement and follow the lesson plans left by the regular classroom teacher as they were designed so that the regular teacher's absence causes as little disruption to the course of instruction as possible.

## **~~ LUNCH ~~**

Nutritious meals are available every day at each school in the district. Adult servings are available to substitute teachers at a very reasonable price and are usually ala carte.

## **~~ DISCIPLINE ~~**

Managing student behavior is the most common challenge experienced by substitute teachers. Observe these general principles as you manage and discipline students:

- Familiarize yourself with the established discipline policies and procedures of the district, the school, and the classroom. Know what standards of behavior are commonly expected of students, and maintain those expectations while you substitute for the regular teacher.
- A firm, fair, kind, and consistent attitude will prevent almost all behavior problems. If a student does misbehave, then try reminding him or her of the behavior you expect.
- Do not threaten actions that you cannot (or should not) carry out. It undermines your credibility with students. Routinely threatening to send misbehaving students to someone else also undermines your credibility as the adult in charge.
- Local Board of Education [Policy 4302](#) (attached) expressly prohibits the use of corporal punishment by employees, student teachers, and volunteers of Craven County Public Schools.
- Please leave a note for the teacher regarding any problems you encounter with student behavior so that he or she has the information necessary to make good decisions about any additional actions that may be necessary.

## **~~ NON-INSTRUCTIONAL DUTIES ~~**

Teachers/teacher assistants/caregivers typically complete a number of extra non-instructional duties as a part of their regular workday, especially at the elementary and middle school levels. These duties may include morning or afternoon bus/carpool/van duty, cafeteria duty during lunch, hall duty, collecting lunch money, advising student groups, and so on. Substitute teachers are expected to complete these non-instructional duties as part of their responsibilities while the regular teacher/teacher assistant/caregiver is absent. Any non-instructional duties that may be required are usually noted in plans that are left for the substitute. However, you may always check with the principal to see if there are “extras” that you need to complete while you are on the job.

If you are substituting for a Teacher Assistant or a Caregiver, whatever duties are required of the Teacher Assistant/Caregiver are required of the substitute teacher as well

## **~~ SIGN-IN/SIGN-OUT ~~**

Individual school procedures vary regarding signing in and out, but each school does have a system. Be sure to report first to the main office (usually the bookkeeper) and sign in before going to the classroom. This notifies the front office staff that you have arrived for your assignment. At the end of the day, stop by the office on your way out of the building and sign out with the bookkeeper as well. The bookkeeper is in charge of your time sheet. (Note: This is also the best time to check to see if you will be needed the following day.)

## **~~ CLOSING THE SCHOOL DAY ~~**

As you end the school day, please follow any special procedures that the teacher describes in the day's plans. In addition:

- Do not leave until all students have been dismissed from the classroom. Follow through with any after school duties that are required.
- Leave a summary of the work completed and a record of any unusual problems encountered for the regular teacher. In noting specific issues, please be thorough and accurate in your descriptions.
- Place all communications (notices, notes, forms, etc.) that were received during the day with the daily report that you leave for the teacher.
- Close the windows, adjust the shades, turn off the lights, and leave the classroom and teacher's desk in good order.
- Place collected and/or graded papers on the teacher's desk.
- Return materials, books, and keys to the proper place.
- Check out in the main office before leaving the building.

## **~~ HARASSMENT ~~**

It is the school system's policy that a work environment free from sexual harassment be maintained. It is a violation of this policy for any employee to harass another employee through conduct or communications of a sexual nature.

## **~~ RELATIONSHIPS WITH STUDENTS ~~**

Employees are prohibited from dating, courting, or entering into a romantic or sexual relationship with a student who is enrolled in the school system, regardless of the student's age. Employees who engage in such inappropriate conduct will be subject to disciplinary action, including dismissal.

## **~~ CONFIDENTIALITY AND PROFESSIONALISM ~~**

During the course of the work as a substitute teacher, you will have professional access to information about students and families that is both legally and ethically protected and confidential. Under no circumstances should that information ever be disclosed to anyone except school officials who have a legitimate professional need to access it.

As a substitute teacher, you will also be working closely with other teachers and administrators. There may be times when you do not necessarily understand the methods or procedures that are used. If you have questions about these methods and procedures, then ask the teacher or principal. However, public criticism of fellow workers is unprofessional and harmful to the interests of the school system, and should never occur.

## **~~ WORKERS' COMPENSATION ~~**



All injuries and/or illnesses suffered while on the job are covered by workers' compensation and must be reported immediately to your principal, assigned designee, or supervisor. Craven County Public Schools has arranged for your medical treatment for job-related injuries and/or illnesses with either CCHC Urgent Care in New Bern or Quicker Care of Havelock.

## ~~ WORK HOURS ~~

The work hours for **Elementary Schools** are as follows:

Full Day: 7:30 a.m. until 3:15 p.m.

Half Day AM: 7:30 a.m. until 11:30 a.m.

Half Day PM: 11:15 a.m. until 3:15 p.m.

The work hours for **Middle Schools** are as follows:

Full Day: 8:00 a.m. until 3:30 p.m.

Half Day AM: 8:00 a.m. until 11:45 a.m.

Half Day PM: 11:30 a.m. until 3:30 p.m.

The work hours for **High Schools** are as follows:

Full Day: 7:15 a.m. until 2:45 p.m.

Half Day AM: 7:15 a.m. until 10:40 a.m.

Half Day PM: 10:40 a.m. until 2:45 p.m.

## ~~ GETTING STARTED ~~

Craven County Public Schools uses an automated substitute management program called Absence Management. Once you have gone through the entire Substitute Teacher application process and have been approved, your Absence Management account will be set up by the Substitute Teacher Human Resources Specialist with an email being sent with more information, including your Login ID as well as your PIN.

Remember, you can check with [www.aesonline.com](http://www.aesonline.com) or call 1-800-942-3767 as your schedule permits to see if there are upcoming available substitute assignments. It is suggested that you log into your Absence Management account every morning as well as every late afternoon to view available assignments as they are for the most part first-come first-serve.

Another way to ensure that you have as much work as you desire is to make a good impression on the teacher for whom you work as they can add you to their own personal Absence Management preferred substitute list (this way you will have precedence when and who Absence Management calls or notifies first). One of the most important things you can do is to always have students complete their lessons. Leave a note thanking the teacher for allowing you to supervise his/her class, and asking him/her to add you to their Absence Management preferred substitute list the next time he/she is in need of a substitute.

Always be helpful and courteous to fellow teachers with whom you work during the day. Introduce yourself; and, if applicable, let your qualifications be known. Teachers like knowing who they are leaving in charge of their students.

You will eventually build a “clientele” of teachers who will want you to substitute for them in their absence; and, consequently, you will have all the work you need or want.

Substitute teachers need to sub at least three (3) times per year. Should the substitute not be able to meet this requirement, the substitute will be inactivated from the Craven County Public Schools’ substitute list and will have to wait one year before they can reapply to get back on the substitute list should they choose to do so.

A substitute can work as little or as much as desired, but no more than 16 days per calendar month (or 126 hours per calendar month). Note: two half days make one whole day, not two separate days. Absence Management will keep up with the days/hours worked.

At the beginning of every school year, various Craven County Schools will hold a Substitute Orientation which is **mandatory** that **every** substitute teacher attend **every year**. The schools holding these orientations, the dates, and the times will be posted on the Craven County Schools website several weeks before the beginning of the next school year so the substitute can see which orientation best fits their schedule. If a substitute has signed up for several schools for which to substitute, it is only necessary to attend ONE orientation at the school of their choice. Failure to attend an orientation will mean dismissal for the upcoming school year. Should this occur, the substitute will be required to begin the substitute teacher process all over the following school year, should they choose to do so.

If a teacher asks a substitute to sub for him/her on specific dates and the substitute is available, it is mandatory that the teacher or bookkeeper put the assignment into Absence Management, as this is the only way the substitute’s days are accounted for and can be tracked without exceeding their 16 days per calendar month.

A substitute shall remain on the campus at all times during the regular school day, including during planning periods and lunch periods.

Should a true emergency arise and you are scheduled to substitute the following day, you have 12 or more hours from the time you are scheduled to show for your assignment to cancel the assignment. You **MUST ALSO** contact the bookkeeper of the school and inform them of your cancellation and your reason for cancelling. Should it be after hours, please leave a message **and call again the next morning** to inform the bookkeeper of your emergency.

To reiterate, emergencies do arise. Last-minute cancellations (24 hours or less) are frowned upon as it causes a lot of chaos and scrambling until another substitute is found IF one is even available. If a last-minute cancellation occurs, the substitute

will be warned. If a second last-minute cancellation occurs, the substitute will be dismissed.

Should a substitute fail to show up for an assignment, it will be so noted in their file. Should it happen for a second time, the substitute will be dismissed as a substitute teacher from the Craven County School System.

If a retiree from the school system is interested in becoming a substitute teacher, it is mandatory that the individual wait at least six months from the date of retirement before pursuing a substitute teacher position.

If a Clinical Intern is interested in becoming a substitute while interning, they may only substitute for their immediate supervising teacher provided the intern has approval from their university supervisor. They are not allowed to substitute more than two consecutive days and no more than a total of five days during the entire student teaching period. If the intern is substituting for their supervising teacher while the teacher is attending a conference, the intern will not receive payment. If the intern is substituting for their supervising teacher for any other reason, the intern will be paid \$91.00 gross per day. It is REQUIRED that the intern complete all the necessary paperwork BEFORE they begin substituting. Note that it IS necessary for a Clinical Intern to take the CONDENSED version of the ETT Course.

At the end of each school year, a Letter of Intent is emailed to all substitutes. Remaining on the substitute list requires this Letter of Intent be returned to the Human Resources Department at the central office on or before the date referenced within the Letter. This documentation serves as proof that the substitute's name will remain on the Craven County Schools' substitute list for the upcoming school year. Failure to turn in the Letter of Intent will mean removal from the substitute list.

It is also mandatory that a substitute teacher substitute at least, but not limited to, three (3) days per school year UNLESS they have signed on as a substitute teacher in May or sometime thereafter. If circumstances have arisen during the school year that would keep a substitute from fulfilling their duties and completing three (3) days for the school year, they will need to contact the Human Resource Substitute Teacher Specialist and let them know the circumstances.

The final mandatory requirement to remain an active substitute is to complete the Policy Form which you will complete at the substitute teacher orientation. The form will then be sent to the Human Resource Substitute Teacher Specialist once the orientation is complete.

Should any of these required steps be incomplete and not fulfilled, the substitute will be removed as a substitute for Craven County Schools.

If there is a change in either a name or an address or any other personal information, please notify the Substitute Specialist in the Human Resources Department at 252-514-6309.

**IMPORTANT:** If a substitute is no longer available to substitute for Craven County Schools, PLEASE contact the Substitute Specialist at 252-514-6309 to request to be removed from the active substitute list.

Substitutes are responsible for knowing the Board policies that affect their employment. The Board of Education's policies are located on the district website. Also, all policies referenced in the Substitute Teacher Handbook are available at the back of this handbook.

# Popular Questions for Substitutes

## **Why am I not seeing any jobs?**

Jobs may not show up as "available" for a number of reasons, and you can check on a few things to identify the cause. First, make sure you do not limit yourself in your ["Schools" preferences](#). If you still do not see anything, you can contact your district's administrator to make sure you have the correct setup. If you see jobs but are not receiving phone calls, check to make sure you have your [call times](#) set to allow for maximum job offers.

## **How can I better my chances of getting jobs?**

You can optimize job opportunities by following a few easy steps. [Search for jobs](#) via the application at [www.aesoponline.com](http://www.aesoponline.com), [call the system](#) at 1-800-942-3767, or utilize a notification application like [Jobulator](#). Each of these methods generally allow you to find available jobs much further in advance than you would if you waited for a phone call!

## **What is Jobulator, and how do I get it?**

Jobulator is a subscription service from the makers of your absence and substitute management system that continuously and automatically checks for any available job offers through the system. Notifications can come to your computer desktop or even straight to your smartphone! To learn more about pricing and how to purchase Jobulator, please visit [Jobulator.com](http://Jobulator.com). You can also access the [Jobulator help site](#) to answer common questions and potential needs.

## **What do I do if I miss a call from the absence management system?**

If you missed that phone call, you can always call back, toll-free, at **1-800-942-3767** to hear a list of current and available jobs. You can also log-in online to view those same jobs. You'll want to act quickly, though. The system may have already called the next substitute in line with that job offer.

## **How do I choose my preferred schools?**

You can define which locations you want to see jobs for and those you want to avoid. Access your "Schools" list within your Preferences to specify this setup. Here, you can click the checkbox beside the locations where you wish to see available jobs and the locations you wish to ignore. For help setting up that list, you can reference the [Preferred Schools](#)

[article](#). If you are unable to create that list, please check with your district about its school preference policy.

## **How can I view and manage my scheduled jobs?**

Click the **Scheduled Jobs** tab on your home page. Once selected, the system lists your scheduled jobs and the details for each. The information includes the name and title of the employee, the time of the absence, the duration, the job location, and your confirmation number. Based on permissions, you may have the option to email the employee and view attachments/notes. If necessary, you can also cancel a job from this tab. For more information, click [here](#)!

## **As a new substitute, where should I start?**

Once you access your application, you can begin to set up your system preferences and find available jobs! Reference this [QuickStart Guide](#) to learn about searching for available jobs and accessing absence management on the phone. You can also review the [Getting Started page](#) to learn more about choosing your system preferences. These options allow you to define your preferred schools, call times, and non-work days.

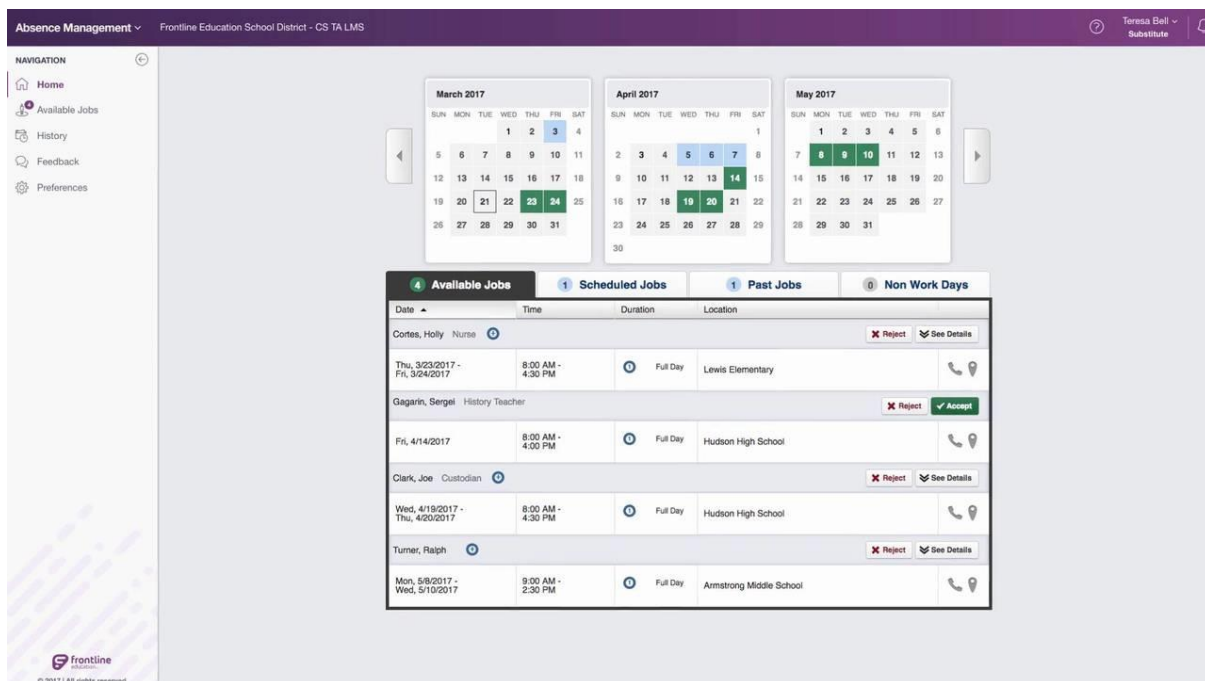
# Getting Started as a Substitute

This guide will help you get started, whether you're a brand new user or just need a refresher, so you can use the system to its full-potential and find the jobs you're looking for.

**Keep in mind:** Some functions are permission-based. If you see something in an article that you are not able to do or doesn't look exactly the same as what you see on your screen, your district may not have given you permission to access this function.

## Basic Training Video

In the basic training video, we cover logging in, finding and accepting available jobs, changing your PIN, and more!



## Easily Find and Accept Available Jobs

Absence and substitute management offers you the flexibility to proactively search for jobs and fill your own schedule the way you want. To help you benefit most from automated substitute placement, the system offers you both phone and web services for finding and accepting jobs. Substitutes can call in to the absence management system toll-free at **1-800-942-3767** or log in at [aesoponline.com](http://aesoponline.com).

The system will notify you of available jobs that you qualify for. Most employee absences are entered the day before the absence occurs, but they can enter their absences very far in advance. Depending on your district's settings, you can discover available jobs days, weeks, or even months in advance. When a job that you qualify and are available for is entered, the

absence and substitute management system will notify you about the new job over the phone. You can then choose to accept or reject the assignment.

### **Manage your preferences**

With absence management, not only can you plan your schedule ahead of time, but you can also choose Non-Work Days, specify which schools you would prefer to work at, and adjust call times to fit your schedule. You can also view work history and receive phone and e-mail notifications of available jobs.

### **Non-Work Days**

Know you're going to be on vacation for a week this summer? Or would you prefer to never be offered Friday jobs? You can enter "Non-Work Days" which tell the system that you don't want to be called for jobs on pre-defined days.

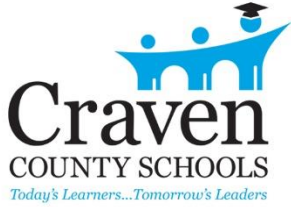
### **Preferred Schools**

There may be some schools in your district that you would prefer not to work at. The system gives you the ability to choose which schools you prefer to get job offers for and which schools you prefer not to be offered jobs for.

### **Call Times**

One of the features that make absence management great is its ability to automatically call and offer you available jobs. However, some times just aren't good times to be called (like at 5 AM - you need your rest!). The system allows you to customize the times at which the system will call you for available jobs.





# SUBSTITUTE TEACHER

## CRAVEN COUNTY SCHOOLS

### Job Description

**Position:** Substitute Teacher

**Reports to:** School Principal

**Salary:** Commensurate with education and experience based on current daily rate of pay

**Start date:** Daily as needed

**Qualifications:** Minimum High School Diploma and ETT Certificate; Teaching License (optional)

**Essential Functions and Responsibilities:** Performs regular teacher's class plan while the teacher is absent, including but not limited to the following:

- Reports to the principal or school secretary upon arrival at the school.
- Communicates, collaborates, and cooperates with colleagues, supervisors, and students.
- Maintains, as fully as possible, the established routines and procedures of the school and classroom to which assigned.
- Assumes the responsibilities for instructing classes when a teacher is absent.
- Assumes other responsibilities for that teacher during the time the teacher is absent.
- Assumes responsibility for overseeing pupil behavior in class and during lunch and other activities.
- Consults, as appropriate, with the principal or department or grade level head, before initiating any teaching or other procedures not specified in the lesson plans.
- Maintains appropriate records including checking test papers, recording grades, student assignments for homework, projects, and the necessary clerical work required to maintain student records for a teacher who is absent.
- Provides for individualized and small group assistance for students as indicated by lesson plans.
- Follows all district and individual school policies rules and procedures to which regular teachers are subject and which good teaching dictates.
- Any other duties as assigned.

#### **Physical and Cognitive Requirements:**

The major physical and cognitive requirements listed below are applicable to the Substitute Teacher job classification within the Craven County Public School System. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

- Prepare, read, and comprehend a variety of job-related forms, reports, spreadsheets, maps, plans, records, documentation, and correspondence in all languages required by the job.
- Understand and conform to all rules of punctuation, grammar, diction, and style.
- Speak to individuals or groups of people with poise, voice control, and confidence.
- Respond adequately to inquiries or complaints.
- Write using standard convention in all languages required by the job.
- Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form.

- Communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille).
- Use/Interpret job-related terminology, mathematical formulas, and functions effectively and efficiently.
- Deal with people beyond giving and receiving instructions.
- Perform under stress, deal with persons acting under stress, and adapt when confronted with emergency situations.
- Be sensitive to cultural differences among individuals and groups of persons
- Operate a motor vehicle.
- Operate/Use a variety of automated office machines and other office equipment.
- Operate/Use a variety of printing/graphic arts machines.
- Operate/Use a variety of audiovisual/electronic machines and devices.
- Operate/Use a variety of communication machines/equipment and devices.
- Operate/Use a variety of job specific machines/equipment.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

## **Policy Code: 7240 Drug-Free And Alcohol-Free Workplace**

The Craven County 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: September 18, 2014

## **Policy Code: 5026/7250 Smoking And Tobacco Products**

The Craven County Board of Education promotes the health and safety of all students and staff and the cleanliness of all school facilities. The Board believes that the use of tobacco products on school grounds, in school buildings and facilities, in or on any other school property owned or operated by the Board, or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and school visitors. To this end, and to comply with state and federal law, the Board adopts this tobacco-free policy that prohibits smoking and the use of tobacco products as follows. For the purposes of this policy, the term "tobacco product" means any product that contains or is made or derived from tobacco and is intended for human consumption, including all lighted and smokeless tobacco products, as well as electronic cigarettes, vaporizers, and other electronic smoking devices even if they do not contain tobacco or nicotine.

1. All employees and other persons performing services or activities on behalf of the school system, including volunteers and contractors, as well as students and visitors, are prohibited from using any tobacco products at any time in any school building, in any school facility, on school campuses, and in or on any other school property owned or operated by the Board.
2. In addition, persons attending a school-sponsored event at a location not specified in subsection 1 above are prohibited from using tobacco products when (a) in the presence of students or school personnel, or (b) in an area where use of tobacco products is otherwise prohibited by law.
3. Nothing in this policy prohibits the use of tobacco products for an instructional or research activity conducted in a school building, provided that such activity is conducted or supervised by a faculty member and that the activity does not include smoking, chewing or otherwise ingesting tobacco.
4. The administration will consult with the county health department and other appropriate organizations to provide employees with information about support systems and programs to encourage employees to abstain from the use of tobacco products. The school system may, from time to time, provide free non-smoking programs and services to employees of the school system after the regular school day.
5. The principal of each school and other school personnel responsible for school facilities shall post signs in system facilities in a manner and location that adequately notify staff, students and visitors that the use of tobacco products by any person is prohibited at all times in or on school property.
6. The superintendent and designees shall ensure that adequate notice of this policy is provided to students, parents, school personnel and the public.
7. All school personnel are required to adhere to and enforce this policy and other policies, rules or regulations addressing the use of tobacco products.

Legal References: Pro-Children Act of 1994, [20 U.S.C. 6081](#) *et seq.*; [21 U.S.C. 321](#) (rr); [G.S. 14-313](#); [115C-47](#)(18), [-407](#); Cross References: Tobacco Products - Students (policy 4320); Adopted: March 20, 2014; Revised: March 17, 2016

## **Policy Code: 7430 Substitute Teachers**

### **A. GENERAL EMPLOYMENT OF SUBSTITUTES**

The school system will employ substitute teachers as deemed appropriate by the administration and in accordance with State Board policies. The Craven County Board of Education recognizes the importance of employing licensed teachers as substitutes and will give first priority to substitutes who hold or have held any teaching license and second priority to those who have completed Effective Teacher Training or comparable professional development courses. Teaching experience also will be considered.

Substitute teachers must be selected from a list of approved by the board and distributed by the superintendent. If necessary, the superintendent may add a substitute teacher to the approved list between regularly scheduled board meetings, subject to board approval at its next regular meeting.

Prior to being placed on the list of approved substitutes, a prospective substitute teacher shall provide (1) a completed application, (2) evidence of competency, (3) a completed health certificate form, and (4) any other information deemed necessary by the superintendent or designee.

A criminal history check will be conducted on applicants for substitute teaching positions in accordance with policy [7100](#), Recruitment and Selection of Personnel, and administrative procedures.

### **B. TEACHER ASSISTANTS AS SUBSTITUTES**

A teacher assistant may serve as a substitute teacher in the classroom(s) in which the assistant is regularly assigned and will be paid additional compensation according to state policies.

### **C. PARENTAL NOTIFICATION**

In accordance with policy [1320/3560](#), Title I Parent and Family Engagement, school principals shall notify the parent of any child who receives instruction for four or more consecutive weeks from a substitute teacher who does not meet the certification and licensure standards for the grade level and subject area to which the substitute teacher has been assigned.

Legal References: Elementary and Secondary Education Act, [20 U.S.C 6311\(e\)\(1\)\(B\)\(ii\)](#); [G.S. 115C-12, -36, -47, -332](#); [16 N.C.A.C. 6C .0313](#), [16 N.C.A.C. 6C .0403](#); State Board of Education Policy [TCP-A-001](#), [TCP-D-005](#)

Cross References: Title I Parent and Family Engagement (policy [1320/3560](#)), Recruitment and Selection of Personnel (policy [7100](#))

Adopted: November 20, 2014; Revised: June 15, 2017

## **Policy Code: 7100 Recruitment And Selection Of Personnel**

### **A. GENERAL PRINCIPLES**

It is the policy of the Craven County Board of Education to provide all applicants for employment with equal employment opportunities and to provide current employees with training, compensation, promotion, and other benefits of employment without regard to race, color, religion, national origin, military affiliation, genetic information, sex, age, or disability, except when sex, age, or physical requirements are essential occupational qualifications. All candidates will be evaluated on their merits and qualifications for positions. All employment decisions will be consistent with the board's objective of providing students with the opportunity to receive a sound basic education, as required by state law.

The board also is committed to diversity throughout the programs and practices of the school system. To further this goal, the recruitment and employment program should be designed to encourage a diverse pool of qualified applicants.

### **B. RECRUITMENT**

Recruitment for a specific vacancy will be undertaken only after the need and qualifications for the position are established and proper authorization is obtained.

All vacancies must be adequately publicized within the school system so that employees will be informed of opportunities for promotion or transfer to new jobs. Vacancies also may be publicized externally to attract qualified applicants.

### **C. CRIMINAL HISTORY**

Applicants must notify the assistant superintendent of human resources immediately if they are arrested, charged with, or convicted of a criminal offense (including entering a plea of guilty or *nolo contendere*) other than a minor traffic violation (i.e., speeding, parking, or a lesser violation). Notice must be in writing, must include all pertinent facts, and must be delivered to the assistant superintendent of human resources no later than the next scheduled business day following the arrest, charge, or conviction, unless the applicant is hospitalized or incarcerated, in which case the applicant must report the alleged violation within 24 hours after his or her release. Upon judicial action in the matter, the applicant must report the disposition and pertinent facts in writing to the assistant superintendent of human resources no later than the next business day following adjudication.

A criminal history check and a check of sex offender registries must be conducted on all final candidates for employment with the school system. Criminal history checks must be conducted in accordance with state law and any procedures established by the superintendent. School officials shall not require candidates to disclose expunged arrests, charges, or convictions and shall not ask candidates to voluntarily disclose such information without first advising that disclosure is not required. The superintendent or designee shall report to the State Board of Education any licensed individual who is found to have a criminal history, as required by State Board policy.



A final candidate for employment or for hiring as an independent contractor will be excluded from hiring on the basis of criminal conduct only when doing so is job-related and consistent with business necessity. If a final candidate is found to have been convicted of a criminal offense, other than a minor traffic violation, the superintendent shall determine whether the individual is qualified for employment despite the criminal history by considering, among other things, whether the individual poses a threat to the safety of students or personnel or has demonstrated that he or she does not have the integrity or honesty to fulfill the duties of the position. The following factors will be considered in making this determination: (1) the nature and gravity of the offense or conduct; (2) the time that has passed since the offense or conduct and/or completion of the sentence; and (3) the nature of the job sought. Before the superintendent may exclude a final candidate based on his or her past criminal convictions, the superintendent must give the candidate the opportunity to demonstrate that the exclusion does not properly apply to him or her.

The board has determined that every position with the school system, regardless of whether the position is located in a school or elsewhere, potentially entails contact with students, either on a regular, occasional, or emergency basis. For that reason, no individual who is a registered sex offender subject to the provisions of policy [5022](#), Registered Sex Offenders, will be hired for any position with the school system.

In addition, each contract executed by the board with an independent contractor or for services of independent contractors must require the contractor to check sex offender registries as specified in policy [5022](#), Registered Sex Offenders.

## **D. SELECTION**

### 1. Qualifications

Candidates for employment must be selected based upon their likely ability to fulfill duties identified in the job description as well as performance standards established by the board. In making the determination, the following information must be considered:

- a. application;
- b. education and training;
- c. licensure and certification (when applicable);
- d. relevant experience;
- e. personal interviews; and
- f. references and/or background checks.

When several applicants for the same position are equally qualified and suitable for the position, employees within the school system will be given priority.

## 2. Nepotism

a. For purposes of this subsection, the following definitions apply.

i. "Immediate family" means spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships.

ii. "Central office staff administrator" includes directors, supervisors, specialists, staff officers, assistant superintendents, area superintendents, superintendents, and principals.

b. Before any immediate family of any board of education member or central office staff administrator is employed by the board or engaged in any capacity as an employee, independent contractor, or otherwise, (1) the board member or central office staff administrator must disclose the familial relationship to the board and (2) the prospective employment or engagement must be approved by the board in a duly called open session meeting.

i. An employee who knowingly fails to disclose a familial relationship to the board as required will be subject to disciplinary action up to and including dismissal.

ii. Notification by the employee to the assistant superintendent of human resources will be deemed disclosure to the board. The assistant superintendent of human resources is responsible for conveying the disclosure to the board before the board takes action on the prospective employment or engagement.

c. When making recommendations for the selection and assignment of personnel, the superintendent shall attempt to avoid situations in which one employee occupies a position in which he or she has influence over the employment status, including hiring, salary, and promotion, of another employee who is a member of the first employee's immediate family.

d. No administrative or supervisory personnel may directly supervise a member of his or her immediate family.

## 3. Employment Procedures

All applicants selected for employment must be recommended by the superintendent and approved by the board. In situations in which the employee must be hired between board meetings, the superintendent is authorized to approve hiring such personnel, contingent upon approval by the board at its next scheduled board meeting.

State guidelines must be followed in selection and employment procedures. The superintendent shall develop any other procedures necessary to implement this policy.

The superintendent shall develop procedures for verifying new employees' legal status or authorization to work in the United States as required by law.

Legal References: Age Discrimination in Employment Act of 1967, [29 U.S.C. 621 et seq.](#); Americans with Disabilities Act of 1990, [42 U.S.C. 12101 et seq.](#); Equal Educational Opportunities Act of 1974, [20 U.S.C. 1703](#); Equal Pay Act of 1963, [29 U.S.C. 206](#); Fair Credit Reporting Act, [15 U.S.C. 1681 et seq.](#); Genetic Information Nondiscrimination Act of 2008, [42 U.S.C. 2000ff et seq.](#); Military Selective Service Act, [50 U.S.C. Appx. 453](#); Rehabilitation Act of 1973, [29 U.S.C. 794](#); Title VII of the Civil Rights Acts of 1964, [42 U.S.C. 2000e et seq.](#); Title IX of the Education Amendments of 1972, [20 U.S.C. 1681 et seq.](#); Uniformed Services Employment and Reemployment Rights Act of 1994, [38 U.S.C. 4301 et seq.](#); [8 U.S.C. 1101 et seq.](#); *Green v. Missouri Pacific Railroad* (8<sup>th</sup> Cir. 1975); *Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964*, U.S. Equal Employment Opportunity Commission (April 25, 2012) available at [http://www.eeoc.gov/laws/guidance/arrest\\_conviction.cfm](http://www.eeoc.gov/laws/guidance/arrest_conviction.cfm); [G.S. 14-208.18](#); [15A-153](#); [114-19.2](#); [115C-12.2](#), [-36](#), [-47](#), [-276\(j\)](#), [-332](#); [126-7.1\(i\)](#), [-16](#); [127A-202.1 et seq.](#); [127B-10](#), [-12](#), [-14](#); [143B-421.1](#); *Leandro v. State*, 346 N.C. 336 (1997); [16 N.C.A.C. 6C .0313](#); State Board of Education Policy [TCP-C-017](#); Cross References: Board Authority and Duties (policy [1010](#)), Registered Sex Offenders (policy [5022](#)); Adopted: October 14, 2014; Revised: February 18, 2016

## **Policy Code: 4302 School Plan For Management Of Student Behavior**

Each school must have a plan for managing student behavior that incorporates effective strategies consistent with the purposes and principles established in policy [4300](#), Student Behavior Policies. School officials are encouraged to implement a system of positive behavior support and to seek other positive, innovative and constructive methods of correcting and managing student behavior in an effort to avoid repeated misbehavior and suspension.

### **A. COMPONENTS OF THE PLAN**

The plan should address: (1) the process by which student behavior will be addressed, including any use of a disciplinary monitoring team and the means by which students at risk of repeated disruptive or disorderly conduct are identified, assessed and assisted; (2) positive behavioral interventions and possible consequences that will be used; and (3) parental involvement strategies that address when parents or guardians will be notified or involved in issues related to their child's behavior (see policy [4341](#), Parental Involvement in Student Behavior Issues).

No school plan for managing student behavior may authorize the use of corporal punishment. Corporal punishment is the intentional infliction of physical pain upon the body of a student as a disciplinary measure. It includes, but is not limited to, spanking, paddling and slapping. The Craven County Board of Education prohibits corporal punishment, believing that other consequences are more appropriate and effective for teaching self-control. No teacher, substitute teacher, student teacher, bus driver, or other employee, contractor or volunteer may use corporal punishment to discipline any student. Reasonable force that is necessary to protect oneself or others is not considered corporal punishment. (See also policy [4301](#), Authority of School Personnel.)

Principals shall avoid removing students from the classroom for a long period of time, including in-school or out-of-school suspension, unless necessary to provide a safe, orderly environment that is conducive to learning. The principal is authorized to remove students in accordance with Board policies for prohibited or criminal conduct or for other behavior that interferes with a safe, orderly environment.

### **B. PROCESS FOR DEVELOPING AND EVALUATING THE PLAN**

Principals are encouraged to use a team approach in developing and evaluating the school's plan to manage student behavior. On at least an annual basis, the plan should be evaluated based upon data on disciplinary actions taken and the impact on student academic performance. Principals shall report on at least an annual basis to the superintendent on the effectiveness of the plan in minimizing classroom disruptions, referrals to the principal's office and the use of out-of-school suspension. The report also will address the plan's effect on academic performance.

The superintendent also is encouraged to consider, develop and propose new and alternative discipline programs to the Board.

Legal References: [G.S. 115C-47](#), [-288](#), [-307](#), [-390.1](#), [-390.2](#), [-390.3](#), [-391.1](#), [-397.1](#);  
Cross References: Student Behavior Policies (policy [4300](#)), Authority of School  
Personnel (policy [4301](#)), Parental Involvement in Student Behavior Issues (policy  
[4341](#)); Adopted: January 16, 2014

## **Policy Code: 7500 Workday And Overtime**

### **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. 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.

### **B. FULL-TIME EMPLOYMENT**

Qualification as a full-time employee shall require a minimum of a six-hour workday and a 30-hour work week. A full-time employee shall be eligible for all benefits.

Any permanent employee of less than six hours per day or less than 30 hours per week shall be considered part time. Permanent, part-time employees shall be eligible for health insurance as provided or allowed under the State Health Plan.

A school employee in a job-sharing position is a person who is employed by the school system for at least 50 percent of the applicable workweek, as defined by the board. An employee in a job-sharing position shall receive paid legal holidays, annual vacation leave, sick leave, and personal leave on a pro-rata basis. Such an employee is also eligible to receive service credit as determined by the Teachers' and State Employees' Retirement System and insurance benefits as determined by the State Health Plan.

### **C. 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. Monday until 11:59 p.m. Sunday. A copy of the FLSA and any administrative procedures established by the superintendent will be available to employees in the human resources office.

### **D. OVERTIME AND COMPENSATORY TIME**

The Craven County 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. 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 agreement required in this section.

## 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.

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, available at <http://www.ncpublicschools.org/fbs/finance/salary/>

Cross References: Leave (policy [7510](#))

Adopted: November 20, 2014

Revised: June 19, 2018

## Policy Code: 7510 Leave

The Craven County 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. Any leave taken beyond the amount to which the employee is entitled under state and federal laws and regulations may be considered excessive, and is addressed in policy [7515](#), Excessive Absenteeism.

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*, available at <http://www.ncpublicschools.org/district-humanresources/key-information>.

In addition to applicable laws and regulations, this board policy applies to leave requests. The information in this policy is intended to supplement, not replace, the requirements of law and the State Board of Education. In the event that changes to State or federal law or regulation conflict with current State Board or local policies, the board intends that its leave practices be modified to the extent necessary to comply with current law until such time as conforming changes to State Board and/or local board policy are made.

The superintendent shall develop any necessary administrative procedures and make them available to employees upon request.

### A. MINIMUM LEAVE TIME

An employee may take any type of leave in half-day increments unless otherwise specified in this policy.

### 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 any 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. See policy [7520](#), Family and Medical Leave.

### 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 or injury. Employees who anticipate using sick leave should inform their 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 used only upon the authorization of the teacher's immediate supervisor and in accordance with legal requirements and procedures established by the superintendent. 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

Vacation may be taken only upon the authorization of the employee's immediate supervisor and in accordance with legal requirements and procedures established by the superintendent.

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. 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.

#### F. LEAVE FOR BONA FIDE RELIGIOUS HOLIDAYS

An employee requesting leave for religious observance shall file a written request with the personnel office. Absence from school for bona fide religious holidays may be allowed for a maximum of two days within any one school year with prior approval from the superintendent. Such leave shall be provided in accordance with the regulations adopted by the State Board.

## G. COMPENSATORY LEAVE

Employees who are not exempt from the provisions of the Fair Labor Standards Act may accrue compensatory time (comp time) as described in policy [7500](#), Workday and Overtime. Supervisors shall arrange for employees to take comp time within one pay period following the time it is earned, if possible; however, the superintendent or designee may exempt certain employees or categories of employees from this requirement 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.

Employees that are exempt from the provisions of the Fair Labor Standards Act do not qualify for compensatory time.

## 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 TO TEACH AT A CHARTER, REGIONAL, OR LAB SCHOOL

Leave of absence to teach for one year at a charter, regional, or lab school will be granted to a teacher upon timely written request to the board. The request must be provided at least 45 days before the teacher would otherwise have to report for duty if it is the initial year of the charter/regional/lab school's operation and at least 90 days if it is after the charter/regional/lab school's initial year of operation. The teacher may return to work in the school system in accordance with the provisions of applicable state law.

## J. DISCRETIONARY LEAVE OF ABSENCE WITHOUT PAY

An employee, who wishes to take leave that is not eligible for any other specific type of leave, may be granted a leave of absence without pay for specified periods of time, with approval from the superintendent or designee. A leave of absence without pay is renewable at the discretion of the superintendent or designee.

An employee seeking leave is responsible for making necessary arrangements as provided by the administration or as set forth in any applicable administrative procedures. Except in the case of an emergency, an employee who desires a leave of

absence without pay shall be expected to first consult with his or her immediate supervisor and then to provide at least 60 days' advance written notice and shall submit a request in writing to the superintendent or the superintendent's designee 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 or the superintendent's designee 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 or the superintendent's designee 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 superintendent or designee, the dates are binding unless both parties agree to a change.

#### K. OTHER LEAVE

Other types of leave, such as leave for a bona fide religious holiday, professional leave, community responsibility leave, leave for jury duty or court attendance, elected official leave, parental involvement in schools leave, parental leave without pay, and military leave (see policy [7530](#), Military Leave), will be granted in accordance with the requirements of law and State Board of Education policy.

Legal References: [G.S. 95-28.3](#); [115C-12](#), [-36](#), [-47](#), [-84.2](#), [-218.90](#)(a)(3), [-238.68](#)(3), [-285](#), [-302.1](#), [-316](#), [-336](#), [-336.1](#); [116-239.10](#)(4); [16 N.C.A.C. 6C .0405](#); State Board of Education Policy [BENF-001](#), *North Carolina Public Schools Benefits and Employment Policy Manual* (N.C. Dept. of Public Instruction, current version), available at <http://www.ncpublicschools.org/district-humanresources/key-information>

Cross References: Workday and Overtime (policy [7500](#)), Compliance with State Board of Education Employment Policies (policy [7505](#)), Excessive Absenteeism (policy [7515](#)), Family and Medical Leave (policy [7520](#)), Military Leave (policy [7530](#)), Voluntary Shared Leave (policy [7540](#)), Absences Due to Inclement Weather (policy [7550](#))

Adopted: November 20, 2014

Revised: December 19, 2017; September 25, 2018

## **Policy Code: 7515 Excessive Absenteeism**

The Craven County Board of Education recognizes the vital importance of having a low absentee rate among school personnel in order to provide consistent services and instruction to students. Regular attendance is a duty of employment and an essential function of the job for all school system employees.

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 may result in dismissal from service. For the purposes of this policy, entitled legal leave includes sick, annual, personal and other leave days that an employee accrues under the North Carolina Benefits and Employment Manual, as well as leave protected under the Family Medical Leave Act. Entitled legal leave does not include donated leave or absences where an employee does not use accrued leave (for example, absences arising from a worker's compensation or short-term disability claim).

Employees who are on workers' compensation leave concurrently with FMLA job protection may elect to use prior accrued leave to supplement their workers' compensation payments. After FMLA job protection has been exhausted, continued absences of employees who elected not to supplement their workers' compensation payments with prior accrued paid leave may be considered excessive.

For employees on disability leave, after FMLA job protection has been exhausted, continued absences of employees on disability leave who elect not to use prior accrued paid leave may be considered excessive.

Additional leaves of absence without pay beyond the employee's entitled legal leave may be granted in accordance with policy [7510](#), Leave. However, the additional leave taken will be considered by the school system when annually assessing the employee's job performance.

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:

Cross References:

Adopted: December 19, 2017

## **Policy Code: 5026/7250 Smoking And Tobacco Products**

The Craven County Board of Education promotes the health and safety of all students and staff and the cleanliness of all school facilities. The Board believes that the use of tobacco products on school grounds, in school buildings and facilities, in or on any other school property owned or operated by the Board, or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and school visitors. To this end, and to comply with state and federal law, the Board adopts this tobacco-free policy that prohibits smoking and the use of tobacco products as follows. For the purposes of this policy, the term "tobacco product" means any product that contains or is made or derived from tobacco and is intended for human consumption, including all lighted and smokeless tobacco products, as well as electronic cigarettes, vaporizers, and other electronic smoking devices even if they do not contain tobacco or nicotine.

1. All employees and other persons performing services or activities on behalf of the school system, including volunteers and contractors, as well as students and visitors, are prohibited from using any tobacco products at any time in any school building, in any school facility, on school campuses, and in or on any other school property owned or operated by the Board.
2. In addition, persons attending a school-sponsored event at a location not specified in subsection 1 above are prohibited from using tobacco products when (a) in the presence of students or school personnel, or (b) in an area where use of tobacco products is otherwise prohibited by law.
3. Nothing in this policy prohibits the use of tobacco products for an instructional or research activity conducted in a school building, provided that such activity is conducted or supervised by a faculty member and that the activity does not include smoking, chewing or otherwise ingesting tobacco.
4. The administration will consult with the county health department and other appropriate organizations to provide employees with information about support systems and programs to encourage employees to abstain from the use of tobacco products. The school system may, from time to time, provide free non-smoking programs and services to employees of the school system after the regular school day.
5. The principal of each school and other school personnel responsible for school facilities shall post signs in system facilities in a manner and location that adequately notify staff, students and visitors that the use of tobacco products by any person is prohibited at all times in or on school property.
6. The superintendent and designees shall ensure that adequate notice of this policy is provided to students, parents, school personnel and the public.
7. All school personnel are required to adhere to and enforce this policy and other policies, rules or regulations addressing the use of tobacco products.

Legal References: Pro-Children Act of 1994, [20 U.S.C. 6081](#) *et seq.*; [21 U.S.C. 321](#) (rr); [G.S. 14-313](#); [115C-47](#)(18), [-407](#)

Cross References: Tobacco Products - Students (policy 4320)

Adopted: March 20, 2014

## **Policy Code: 7240 Drug-Free and Alcohol-Free Workplace**

The Craven County 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 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; at any time during which the employee is acting in the course and scope of his or her employment with the board; 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.

Independent contractors, volunteers, and visitors are subject to all requirements of this policy while on school property or at a school-sponsored event.

### **C. REASONABLE SUSPICION TO SEARCH**

An employee may be subjected to a search of his or her person or belongings or of 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 supervisor or other school system official with training or experience in such indicators.

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 or performs other safety-sensitive functions in the course of duties for the board may be subject to drug and alcohol 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 and the assistant superintendent of human resources 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 and before reporting to work, 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 assistant superintendent 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 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 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. Any illegal drug activity will be reported to law enforcement authorities.

All employees shall receive a copy of this policy.

Legal References: [21 U.S.C. 812](#); [41 U.S.C. 8101 et seq.](#); [21 C.F.R. 1300.01-.04](#) and [1308.11-.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: September 18, 2014

Revised: September 25, 2018



## **Policy Code: 7340 Employee Dress And Appearance**

The Craven County Board of Education believes that the appearance and the conduct of its employees 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. Employees are specifically prohibited from wearing blue denim jeans; shorts (other than knee-length professional dress shorts); flip-flops (flat shoes with a thong between the big and second toe), and tight, "form-fitting" or "revealing" attire (low-cut or midriff shirts, skirts that end above the knee, and low-waist clothing). Additionally, it is the district's expectation that there shall be no jewelry affixed to an employee's nose, mouth, tongue, lip, chin, cheek, or eyebrow.

Employees may wear school logo shirts and appropriate jeans each Friday. Principals may determine appropriate attire for field trips. The superintendent may determine appropriate attire for special events.

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: October 14, 2014

Revised: November 20, 2014; March 19, 2015; August 18, 2015

## **Policy Code: 1742/5060 Responding to Concerns**

### **A. OPPORTUNITIES TO ADDRESS CONCERNS**

The board is committed to providing an effective means for parents and the community to voice concerns. The board also strives to resolve concerns whenever possible. To this end, the board has established the following processes:

1. informal resolutions of specific concerns (see section B, General Process, below);
2. public hearings and public comments at board meetings on subjects of concern to parents and the community (policy [2310](#), Public Participation at Board Meetings);
3. a procedure for parental concerns regarding the curriculum (policy [3210](#), Parental Inspection of and Objection to Instructional Materials);
4. specific processes for addressing disciplinary consequences (policies in the [4300](#) series);
5. processes as provided by law for students with disabilities (policies [1730/4022/7231](#), Nondiscrimination on the Basis of Disabilities, [3520](#), Special Education Programs/Rights of Students with Disabilities, and [4307](#), Disciplinary Action for Exceptional Children/Students with Disabilities); and
6. grievance procedures for addressing concerns regarding specific decisions, especially when there are concerns that board policy or law has been misapplied, misinterpreted or violated, including discrimination claims on the basis of sex or disability (policies [1740/4010](#), Student and Parent Grievance Procedure, and [1720/4015/7225](#), Discrimination, Harassment and Bullying Complaint Procedure).

Numerous other policies provide opportunities for parental input, including policy [1310/4002](#), Parental Involvement.

### **B. GENERAL PROCESS**

Concerns that are not specifically designated to be addressed in other policies should be addressed in the following manner.

1. The concern should be received and addressed at the level closest to which the concern originated. For example, a concern regarding a classroom issue should be heard first by the teacher. A concern regarding the school in general should be addressed first by the principal.
2. Any board member or employee receiving a concern should verify that the concern has been appropriately referred to him or her and if not, assist the person submitting the concern by identifying the appropriate personnel to receive the concern.

3. Once appropriately referred, if the person submitting the concern is not satisfied with the response to the concern, the person submitting the concern should be informed of the options for further review of the concern.
4. A concern or series of concerns that raise significant issues about the educational program or the operation of the schools is an opportunity to further examine the success of the school system in meeting its goals and objectives. When feasible, a group representing various perspectives and interests, such as teachers, administrators, students and parents, should discuss the issue and make recommendations to appropriate personnel or to the board.

The superintendent shall communicate the requirements in this policy to board members and employees on a regular basis.

Legal References: [G.S. 115C-36](#), [-47](#)

Cross References: Parental Involvement (policy 1310/4002), Discrimination, Harassment and Bullying Complaint Procedure (policy 1720/4015/7225), Nondiscrimination on the Basis of Disabilities (policy [1730/4022/7231](#)), Student and Parent Grievance Procedure (policy [1740/4010](#)), Public Participation at Board Meetings (policy [2310](#)), Parental Inspection of and Objection to Instructional Materials (policy 3210), Special Education Programs/Rights of Students with Disabilities (policy [3520](#)), Student Behavior Policies ([4300](#) series), Disciplinary Action for Exceptional Children/Students with Disabilities (policy [4307](#))

Adopted: April 18, 2013

Revised: December 17, 2015

## **Policy Code: 1740/4010 Student and Parent Grievance Procedure**

### **A. OPTIONS FOR RESOLVING COMPLAINTS**

The board strives to resolve concerns and complaints of students and parents whenever possible. To this end, the board has provided opportunities for students and parents to express their concerns through processes established in board policies. Policy [1742/5060](#), Responding to Complaints, identifies these different processes, including a mechanism for resolving complaints in an informal manner.

While the board encourages resolutions of complaints through informal means, it recognizes that, at times, a formal process may be necessary for certain types of complaints or if the informal process did not produce satisfactory results. This policy provides a complaint procedure that may be used as described below.

Any parent or student who has questions about the options for proceeding with a complaint or concern may contact the principal or superintendent for further information and copies of all applicable board policies.

### **B. DEFINITIONS**

#### 1. Days

Days are 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 the receipt of the grievance. 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.

#### 2. Final Administrative Decision

A final administrative decision is a decision of a school employee from which no further appeal to a school administrator is available.

#### 3. Grievance

A grievance is a formal complaint regarding specific decisions made by school personnel that alleges that such decisions have adversely affected the person making the complaint. A grievance includes, but is not limited to, circumstances such as when a student or parent believes that board policy or law has been misapplied, misinterpreted or violated. The term "grievance" does not include any matter for which the method of review is prescribed by law, for which there is a more specific board policy providing a process for addressing the concern, or upon which the board is without authority to act. Claims of discrimination, harassment or bullying must be processed under policy 1720/4015/7225, Discrimination, Harassment and Bullying Complaint Procedure.

#### 4. Grievant

The grievant is the parent, student or group of parents or students submitting the grievance.

#### 5. Official

The official is the school system employee hearing and responding to the grievant.

### **C. TIMELINESS OF PROCESS**

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

Failure by the official at any step to communicate a decision within the specified time limit will permit the grievant to appeal the grievance to the next step unless the official has notified the grievant of the delay and the reason for the delay, such as the complexity of the investigation or report. The official shall make reasonable efforts to keep the grievant apprised of progress being made during any period of delay. Delays that interfere with the exercise of the grievant's legal rights are not permitted.

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

### **D. GENERAL REQUIREMENTS**

1. No reprisals of any kind will be taken by the board or by an employee of the school system against any grievant or other student or employee because of his or her participation in a grievance filed and decided pursuant to this policy.
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 grievances from a group of grievants, but the board and officials have the discretion to hear and respond to grievants individually.
4. The grievant may have a representative, including an attorney, at any stage of the grievance. However, if the grievant intends to be represented by legal counsel, he or she must notify the appropriate school official in advance so that school personnel also will have the opportunity to be represented by legal counsel.

## E. PROCESS FOR GRIEVANCE

### 1. Filing a Grievance

- a. Whenever a student or parent or guardian believes that he or she has been adversely affected by a decision of a school employee, the student or parent or guardian may file a grievance as provided in this policy.
- b. A grievance must be filed as soon as possible but no later than 45 days after disclosure or discovery of the facts giving rise to the grievance. For a grievance submitted after the 45-day period that claims a violation, misapplication or misinterpretation of state or federal law, the superintendent or designee shall determine whether the grievance will be investigated after considering factors such as the reason for the delay; the extent of the delay; the effect of the delay on the ability of the school system to investigate and respond to the complaint; and whether the investigation of the complaint is necessary to meet any legal obligations. However, students, parents and guardians should recognize that delays in filing a grievance may significantly impair the ability of the school system to investigate and respond effectively to such complaints.
- c. A student or parent or guardian who has a grievance must provide the following information in writing to the principal: (1) the name of the school system employee or other individual whose decision or action is at issue; (2) the specific decision(s) or action(s) at issue; (3) any board policy, state or federal law, state or federal regulation, or State Board of Education policy or procedure that the parent or guardian or student believes has been misapplied, misinterpreted or violated; and (4) the specific resolution desired. If there is not a specific decision or action at issue and no concern that state or federal law has been misapplied, misinterpreted or violated, then the procedure established in policy [1742/5060](#) is appropriate, and the principal shall address the concern following that policy.
- d. Even if the principal is the employee whose decision or action is at issue, the student must submit the grievance first to the principal in order for the principal to address the issue within the formal process. If, however, the grievance claims that a state or federal law has been misapplied, misinterpreted or violated, the student may submit the grievance directly to the superintendent or designee.
- e. If a student wants to initiate a formal grievance regarding a decision by the superintendent that directly and specifically affects the student, the general process described in this policy will be used, except that the grievance will be submitted to the assistant superintendent of human resources, who shall forward the grievance to the board chairperson.

### 2. Investigation

- a. The principal shall schedule and hold a meeting with the student and/or parent or guardian within five school days after the grievance has been filed with the principal. The student may be accompanied by a parent, legal guardian or other person who is in a position of *loco parentis* to the student.

- b. The principal shall conduct any investigation of the facts necessary before rendering a decision. Such investigation shall include interviewing witnesses, reviewing any relevant documentation and considering information presented by the student, parent or representative, as appropriate.

### 3. Response by Principal

- a. The principal shall provide a written response to the written grievance within 10 days of the meeting. The response will include the principal's decision regarding resolution of the grievance and the basis for the decision. In responding, the principal may not disclose information about other students or employees that is considered confidential by law.
- b. A copy of the grievance and the principal's response will be filed with the superintendent.

### 4. Response by Superintendent

- a. If the grievant is dissatisfied with the principal's decision, the grievant may appeal the decision to the superintendent. The appeal must be made in writing within five days of receiving the principal's decision.
- b. The superintendent may review the written documents and respond or the superintendent may schedule and hold a conference with the grievant, principal and any other individuals the superintendent determines to be appropriate within five school days after receiving the appeal. The student may be accompanied by a parent, legal guardian or other person who is in a position of *loco parentis* to the student.
- c. The superintendent shall provide a written response within 10 days after receiving the appeal. In responding, the superintendent may not disclose information about other students or employees that is considered confidential by law.

### 5. Appeal to the Board

- a. If the grievant is dissatisfied with the superintendent's response to his or her grievance, the grievant may appeal the decision to the board within five days of receiving the superintendent's response.
- b. A hearing will be conducted pursuant to policy [2500](#), Hearings Before the Board.
- c. The board will provide a final written decision within 30 days of receiving the appeal unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

1) The board will provide a final written decision within 30 days of the decision to grant a hearing, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.



## F. **NOTICE**

The superintendent or designee is responsible for providing effective notice to students, parents and school system employees of the procedures for reporting and investigating grievances.

## G. **RECORDS**

Appropriate records shall be maintained in accordance with state and federal law.

Legal References: [G.S. 115C-45\(c\)](#); [126-16](#); [150B-43](#) *et seq.*

Cross References: Prohibition Against Discrimination, Harassment and Bullying (policy [1710/4021/7230](#)), Discrimination, Harassment and Bullying Complaint Procedure (policy [1720/4015/7225](#)), Responding to Complaints (policy [1742/5060](#)), Hearings Before the Board (policy [2500](#)), Student Behavior Policies ([4300](#) series)

Adopted: April 18, 2013

## **Policy Code: 1710/4021/7230 Prohibition Against Discrimination, Harassment and Bullying**

The Craven County Board of Education 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 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.

### 2. 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 or by adversely altering the conditions of an employee's employment.

"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.

Harassment, including sexual or gender-based harassment, is not limited to specific situations or relationships. It 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, sexual assault, sexual violence, 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.

#### D. 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.

#### E. 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.

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.

#### F. NOTICE

The superintendent is responsible for providing effective notice to students, parents, and employees of this policy and of the procedures for reporting and investigating complaints of discrimination, harassment, and bullying established in policy [1720/4015/7225](#), Discrimination, Harassment, and Bullying Complaint Procedure. The superintendent must ensure that each school principal provides a copy of this policy and policy [1720/4015/7225](#) to students, employees, and parents or other responsible care givers at the beginning of each school year. In addition, both policies must be posted on the school system website, and copies of the policies must be readily available in the principal's office, the media center at each school, and the superintendent's office. Notice of the policies must appear in all student and employee handbooks and in any school or school system publication that sets forth the comprehensive rules, procedures, and standards of conduct for students and employees.

#### G. COORDINATORS

The superintendent has appointed the following 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.

##### 1. Title IX Coordinator (employees)

Assistant Superintendent for Human Resources

Address: 3600 Trent Road, New Bern, NC 28562

Phone Number: 252.514.6367

##### 2. Title IX Coordinator (students)

Student Support Services Director

Address: 3600 Trent Road, New Bern, NC 28562

Phone Number: 252.514.6341

3. Section 504 Coordinator

Federal Programs Director

Address: 3600 Trent Road, New Bern, NC 28562

Phone Number: 252.514.6374

4. ADA Coordinator (employees)

Human Resources

Address: 3600 Trent Road, New Bern, NC 28562

Phone Number: 252.514.6367

5. ADA Coordinator (students)

Exceptional Children's Director

Address: 3600 Trent Road, New Bern, NC 28562

Phone Number: 252.514.6344

6. Age Discrimination Coordinator

Human Resources

Address: 3600 Trent Road, New Bern, NC 28562

Phone Number: 252.514.6367

## H. 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.

## I. 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); *Dear Colleague Letter*, U.S. Department of Education, Office for Civil Rights, (October 26, 2010), available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201010.pdf>; *Dear Colleague Letter*, U.S. Department of Education, Office for Civil Rights, (April 4, 2011) available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf>; *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 [SSCH-000](#)

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: April 18, 2013

Revised: January 29, 2015; March 17, 2016; May 17, 2018



## **Policy Code: 1720/4015/7225 Discrimination, Harassment and Bullying Complaint Procedure**

The Craven County Board of Education 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 assistant superintendent of human resources if the alleged perpetrator or alleged victim is an employee of the school system (or the superintendent if the assistant superintendent 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. The principal also shall document the complaint and the informal measures undertaken to address the complaint. 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 assistant superintendent 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 assistant superintendent of human resources or designee.
- 2) If the alleged perpetrator is the principal, the assistant superintendent 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 assistant superintendent of human resources or designee is the investigator unless the alleged perpetrator is the assistant superintendent of human resources, the superintendent or a member of the board.
- 4) If the alleged perpetrator is the assistant superintendent 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 assistant superintendent 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 (or, in the event the superintendent is the alleged perpetrator, to the board chair) 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.

#### 4. 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 assistant superintendent 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.

## E. 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.

## F. 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.

## G. 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: April 18, 2013

Revised: January 29, 2015



## **Policy Code: 1760/7280 Prohibition Against Retaliation**

The board of education prohibits and will not tolerate any form of reprisal, retaliation or discrimination against any employee who (1) in good faith, has made or intends to make a report that there has been a violation of federal, state or local law, regulation or public policy due to a practice, policy, act or omission of the board of education, of a school system employee or of an entity/person with whom the school system has a business relationship; or (2) has refused to carry out a directive which may constitute a violation of state or federal law, rule or regulation or poses a substantial or specific danger to public health and safety.

An employee who reasonably believes that any such violation exists may file a grievance in accordance with policy [1750/7220](#), Grievance Procedure for Employees, or a complaint in accordance with policy 1720/4015/7225, Discrimination, Harassment and Bullying Complaint Procedure.

The provisions of this policy apply only to those situations in which an employee brings the alleged unlawful activity, policy or practice to the attention of school officials or the board and provides school officials or the board with a reasonable opportunity to investigate and correct the alleged unlawful activity. If necessary, school officials or the board may specify reasonable steps to protect the complaining employee from retaliation.

Each employee will receive a copy of this policy and sign a statement verifying his or her receipt and understanding of this policy.

Legal References: Sarbanes-Oxley Act, [18 U.S.C. 1513\(e\)](#); [G.S. 115C-335.5](#); [126-5\(c5\)](#), -[84](#), -[85](#), -[86](#), -[87](#), -[88](#)

Cross References: Discrimination, Harassment and Bullying Complaint Procedure (policy 1720/4015/7225), Grievance Procedure for Employees (policy [1750/7220](#))

Adopted: April 18, 2013

## **Policy Code: 3225/4312/7320 Technology Responsible Use**

The Craven County Board of Education provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

The Board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal and responsible use. Accordingly, the Board establishes this policy to govern student and employee use of school system technological resources. This policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks.

### **A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES**

The use of school system technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable Board policies, the Code of Student Conduct and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school system computers or electronic devices or who accesses the school network or the Internet using school system resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

Before using the Internet, all students must be trained about appropriate online behavior as provided in policy [3226/4205](#), Internet Safety.

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school system technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements and acknowledging awareness that the school system uses monitoring systems to monitor and detect inappropriate use of technological resources. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

## B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the Board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school system business and is not otherwise prohibited by Board policy or procedure.
2. Under no circumstance may software purchased by the school system be copied for personal use.
3. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Code of Student Conduct.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors.
5. The use of anonymous proxies or personal hotspots to circumvent content filtering is prohibited.
6. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
7. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
8. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information, or information that is private or confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students. For further information regarding what constitutes personal identifying information, see policy [4705/7825](#), Confidentiality of Personal Identifying Information. In addition, school employees must not disclose on school system websites or web pages or elsewhere on the Internet any personally identifiable, private or confidential information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible

student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy 4700, Student Records. Users also may not forward or post personal communications without the author's prior consent.

9. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.

10. Users may not create or introduce games, network communications programs or any foreign program or software onto any school system computer, electronic device or network without the express permission of the technology director or designee.

11. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.

12. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.

13. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner's express prior permission.

14. Employees shall not use passwords or user IDs for any data system (e.g., the state student information and instructional improvement system applications, time-keeping software, etc.) for an unauthorized or improper purpose.

15. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.

16. Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time.

17. Views may be expressed on the Internet or other technological resources as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.

### C. RESTRICTED MATERIAL ON THE INTERNET

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and

rapidly changing sources, including some that may be harmful to students. The Board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless school system personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that technology protection measures are used as provided in policy [3226/4205](#), Internet Safety, and are disabled or minimized only when permitted by law and Board policy. The Board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).

#### D. PARENTAL CONSENT

The Board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's Internet activity and any electronic communication by school personnel.

In addition, in accordance with the Board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third party accounts.

#### E. PRIVACY

Students, employees, visitors, and other users have no expectation of privacy in anything they create, store, send, delete, receive, or display when using the school system's network, devices, Internet access, email system, or other technological resources owned or issued by the school system, whether the resources are used at school or elsewhere, and even if the use is for personal purposes. Users should not assume that files or communications created, transmitted, or displayed using school system technological resources or stored on servers or on the storage mediums of individual devices will be private. The school system may, without notice, (1) monitor, track, and/or log network access, communications, and use; (2) monitor and allocate filespace; and (3) access, review, copy, store, delete, or disclose the content of all user files, regardless of medium, the content of electronic mailboxes, and system outputs, such as printouts, for any lawful purpose. Such purposes may include, but are not limited to, maintaining system integrity, security, or functionality, ensuring compliance with Board policy and applicable laws and regulations, protecting the school system from liability, and complying with public records requests. School system personnel shall monitor online activities of individuals who access the Internet via a school-owned device.

By using the school system's network, Internet access, email system, devices, or other technological resources, individuals consent to have that use monitored by authorized school system personnel as described in this policy.

## F. USE OF PERSONAL TECHNOLOGY ON SCHOOL SYSTEM PROPERTY

Each principal may establish rules for his or her school site as to whether and how personal technology devices (including, but not limited to smart phones, tablets, laptops, etc.) may be used on campus. Students' devices are governed also by policy 4318, Use of Wireless Communication Devices. The school system assumes no responsibility for personal technology devices brought to school.

## G. PERSONAL WEBSITES

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school system or individual school names, logos or trademarks without permission.

### 1. Students

Though school personnel generally do not monitor students' Internet activity conducted on non-school system devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with Board policy (see the student behavior policies in the [4300](#) series).

### 2. Employees

Employees' personal websites are subject to policy [7335](#), Employee Use of Social Media.

### 3. Volunteers

Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with the school system may be terminated if the volunteer engages in inappropriate online interaction with students.

Legal References: [U.S. Const. amend. I](#); Children's Internet Protection Act, [47 U.S.C. 254\(h\)\(5\)](#); Electronic Communications Privacy Act, [18 U.S.C. 2510-2522](#); Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#); [17 U.S.C. 101 et seq.](#); [20 U.S.C. 7131](#); [G.S. 115C-325\(e\)](#) (applicable to career status teachers), [-325.4](#) (applicable to non-career status teachers)

Cross References: Curriculum and Instructional Guides (policy [3115](#)), Technology in the Educational Program (policy [3220](#)), Internet Safety (policy [3226/4205](#)), Copyright Compliance (policy [3230/7330](#)), Web Page Development (policy [3227/7322](#)), Student Behavior Policies (all policies in the [4300](#) series), Student Records (policy 4700), Confidentiality of Personal Identifying Information (policy [4705/7825](#)), Public Records - Retention, Release and Disposition (policy [5070/7350](#)), Use of Equipment, Materials and Supplies (policy [6520](#)), Network Security (policy 6524), Staff Responsibilities (policy [7300](#)), Employee Use of Social Media (policy [7335](#))

Adopted: May 16, 2013

Revised: March 19, 2015; May 18, 2017

## **Policy Code: 5015 School Volunteers**

The Craven County Board of Education recognizes the valuable contributions that school volunteers make to the learning process and the educational goals of the school system. Instructional programs are enhanced through the contributions of students' parents, community members, and local business and industry. These volunteers contribute time, resources, and expertise that assist the school system to reach the goal of providing a sound basic education to all children.

Principals are encouraged to notify parents of their right to take four hours of unpaid leave from their jobs every year in order to volunteer in their child's school as stated in [G.S. 95-28.3](#).

The board encourages school administrators to develop and implement plans and procedures for utilizing school volunteers. School principals or their designees are responsible for implementing and supervising school volunteer programs. School volunteer programs must provide the following:

1. adequate screening of volunteers based upon the amount of contact they will have with students, to ensure student safety;
2. the requirement that volunteers comply with policy [5020](#), Visitors to the Schools;
3. reasonable supervision of volunteers based at least in part upon the amount of contact they will have with students; and
4. adequate training of volunteers, including familiarizing volunteers with applicable laws, board policies, administrative procedures and school rules.

Principals are encouraged to recognize the efforts of volunteers each year. At the conclusion of each school year, the principal shall inform the superintendent or designee of the effectiveness of the school's volunteer program.

All school volunteers are expected to be professional and dependable in their volunteer activities. The principal or designee has the discretion to reject volunteers or terminate the services of volunteers already approved, as appropriate.

Legal References: [G.S. 115C-36](#), [-47](#), [-203 to -209.1](#)

Cross References: Parental Involvement (policy 1310/4002), Visitors to the Schools (policy [5020](#))

Adopted: March 20, 2014



## **Policy Code: 7260 Occupational Exposure To Bloodborne Pathogens**

It is the policy of the Craven County Board of Education to comply with federal and state regulations and standards regarding bloodborne pathogens as set forth in the Federal Register, [29 C.F.R. 1910.1030](#), and the [North Carolina Administrative Code, 13 N.C.A.C. 7F .0207](#), by attempting to limit or prevent occupational exposure of employees to blood or other potentially infectious bodily fluids and materials that may transmit bloodborne pathogens and lead to disease or death.

### **A. REASONABLY ANTICIPATED OCCUPATIONAL EXPOSURE**

Employees who have occupational exposure to bloodborne pathogens are covered by the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standard, the North Carolina Administrative Code, and this policy. "Occupational exposure" includes any reasonably anticipated skin, eye, mucous membrane or parenteral (brought into the body through some way other than the digestive tract) contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. "Good Samaritan" acts, such as assisting a co-worker or a student with a nosebleed, would not be considered "reasonably anticipated occupational exposure," and employees whose only anticipated exposure to bloodborne pathogens would result from such acts are not considered to have occupational exposure.

### **B. UNIVERSAL PRECAUTIONS**

Universal precautions must be used at all times. Employees should handle all blood, bodily fluid and other potentially infectious material as if the material is infected. The program standards for the control of potential exposure to Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) as outlined in the OSHA Rule, "Occupational Exposure to Bloodborne Pathogens" (Standard [1910.1030](#)), and the NC Administrative Codes and/or the most current standards available must be followed.

### **C. EXPOSURE CONTROL PLAN**

The superintendent shall ensure that an Exposure Control Plan is developed in accordance with OSHA regulations or the most current available federal and/or state standards issued to eliminate or minimize employee occupational exposure to blood or certain other bodily fluids that may carry infectious materials. In addition, the superintendent shall ensure that the following requirements are met.

1. The Exposure Control Plan must provide, at a minimum, for the following:
  - a. a determination of who is at risk for an exposure incident;
  - b. what the school system will do to protect employees from exposure incidents, including the use of universal precautions, engineering and work practice controls and, as appropriate, personal protective equipment;

- c. how to deal with an exposure incident, including post-exposure evaluation and follow-up;
  - d. who should be vaccinated for Hepatitis B; and
  - e. communication, training and record-keeping procedures.
2. All elements of the Exposure Control Plan must be met.
  3. All employees must have access to a copy of the Bloodborne Pathogens Policy and Exposure Control Plan.
  4. The Exposure Control Plan must be reviewed and updated at least annually.

#### **D. TESTING**

An employee who suspects that he or she has been exposed to blood or bodily fluid on the job may request to be tested, at the school system's expense, provided that the suspected exposure poses a significant risk of transmission as defined in the rules of the Commission for Public Health. The HIV and HBV testing of a person who is the source of an exposure that poses a significant risk of transmission must be conducted in accordance with [10A N.C.A.C. 41A .0202](#) (4) (HIV) and [41A .0203](#)(b)(4) (HBV). The school system shall strictly adhere to existing confidentiality rules and laws regarding employees with communicable diseases, including HIV or HIV-associated conditions.

#### **E. NONDISCRIMINATION POLICY**

The school system shall not discriminate against any applicant or employee who has or is suspected of having a communicable disease, including tuberculosis, HBV, HIV infection or Acquired Immune Deficiency Syndrome (AIDS). An employee may continue to work as long as the employee is able to satisfactorily perform the essential functions of the job and there is no medical evidence indicating that the employee's condition poses a significant, direct threat to co-workers, students or the public.

Legal References: [29 C.F.R. 1910.1030](#); [G.S. 95 art. 16](#); [13 N.C.A.C. 7F .0207](#); [10A N.C.A.C. 41A .0202](#)(4), [41A .0203](#)(b)(4)

Cross References: Communicable Diseases - Employees (policy [7262](#))

Adopted: September 18, 2014

## **Policy Code: 7262 Communicable Diseases - Employees**

It is the policy of the Craven County Board of Education to attempt to provide a safe and secure environment for all students and employees. In an effort to maintain a balance between the need to protect the rights of students and employees and the need to control the spread of serious communicable diseases and conditions, the superintendent shall make decisions regarding the employment status of employees with communicable diseases or conditions on a case-by-case basis, in accordance with this policy. An employee suffering from a communicable disease or condition is encouraged to inform his or her supervisor so that appropriate accommodations may be made and appropriate precautions may be taken. This policy applies to all legally reportable communicable diseases, including HIV and AIDS, as set forth in [10A N.C.A.C. 41A .0101](#). This policy must be shared with school employees annually and with new employees as part of any initial orientation.

### **A. COMMUNICABLE DISEASE DEFINED**

A communicable disease is defined as an illness due to an infectious agent, or its toxic products, that is transmitted directly or indirectly to a person from an infected person or animal.

### **B. SAFETY CONTROL MEASURES**

#### 1. Handling Bodily Fluids

In order to prevent the spread of communicable disease and conditions, universal health and safety precautions, including precautions regarding the handling and cleanup of blood and other bodily fluids, must be distributed by the human resources office and followed by all school system employees. Employees are also required to follow the school system's bloodborne pathogens exposure control plan that contains universal precautions and specific work practice controls relating to the handling, disposal, and cleanup of blood and other potentially infectious materials. The bloodborne pathogens exposure control plan will be made available at each school or department. All employees are required to review and be familiar with the plan within a reasonable time, not exceeding 30 days, after assuming employment. Faculty should not allow students to be involved in the handling, disposal and cleanup of potentially infectious materials unless the students have been specifically trained in the handling of such materials and are qualified to perform first aid services.

Failure to follow universal health and safety precautions or applicable provisions of the bloodborne pathogens exposure control plan may result in disciplinary action against the offending employee. All employees have a duty to report to the school principal or the director of the personnel office any failure by a staff member or a student to follow the universal precautions, including their own.

#### 2. Reporting Communicable Diseases

In accordance with [G.S. 130A-136](#), school principals are required to report suspected cases of reportable communicable diseases or conditions to the county

health director for investigation. Principals must provide the health director with available factual information to substantiate the report. Such reports are to remain strictly confidential and may be shared only with other employees as necessary to prepare and file a report. All information must be kept strictly confidential.

### 3. Following Health Control Measures for Communicable Diseases

Any employee suffering from a communicable disease or condition is required to follow all control measures given to him or her by the health director and take all necessary precautions to prevent the transmission of the disease or condition. Any school system employee who has reason to believe that a fellow employee is not following safe practices, including the universal precautions, must report this failure to his or her principal or supervisor. Supervisory personnel shall report unsafe conduct to the health department when they have a reasonable concern that such conduct may cause or may have caused the spread of a communicable disease.

### 4. Cooperating with Health Officials

If the county health director notifies the superintendent or any other school system personnel that a school system employee with a communicable disease or condition may be posing a threat to the public health, these employees shall cooperate with the health director in eliminating the threat.

## **C. EMPLOYMENT STATUS OF EMPLOYEE**

The board will follow all applicable state and federal laws and regulations and this policy in determining when an employee with a communicable disease or condition will be required to take leave from his or her position or otherwise be restricted from continuing his or her employment.

### 1. Requests to Alter Duties

Any employee may request that the superintendent or designee consider altering the employee's duties or other conditions of his or her employment if the employee:

- a. believes that he or she is unable to continue to perform the regular duties of the position due to a communicable disease or condition, or
- b. believes that he or she may risk transmitting the communicable disease to others by continuing to perform assigned duties.

The employee seeking alteration in the conditions of employment must apprise the superintendent or designee of his or her condition, submit medical documentation regarding such condition, suggest possible accommodations known to him or her and cooperate in any ensuing discussion and evaluation regarding whether there are possible reasonable accommodations.

## 2. Interdisciplinary Committee

If the superintendent so requests, the employee must give the superintendent written permission either to consult with appropriate medical personnel or to convene an interdisciplinary committee to receive medical information regarding the employee to the extent necessary to assist the superintendent in determining whether alternative employment opportunities reasonably can be provided to the affected employee. The committee may include appropriate school system personnel, appropriate medical personnel, including the employee's personal physician when possible, the health director or designee, and the employee.

## 3. Reasonable Accommodation Review

When addressing the issue of whether reasonable accommodation is possible, the superintendent shall determine:

- a. to what degree the employee's presence in his or her current job exposes students or other employees to possible transmission of the disease; and/or
- b. whether the employee is able to continue in his or her current position with reasonable modifications.

The superintendent shall consult with the health director if there is any question as to the employee's risk of transmission on the job. If the superintendent determines that a significant risk of transmission exists in the employee's current position or that the employee is no longer able to continue in his or her current position for health reasons, the superintendent shall decide whether alternative employment opportunities are reasonably available within the school system and follow appropriate board policies for implementing or recommending a transfer.

If the employee requesting accommodation refuses to consent to the release of information to medical personnel or an interdisciplinary committee appointed by the superintendent, his or her request for an accommodation may be denied until the employee agrees to allow the superintendent to consult with the necessary parties.

## 4. Confidentiality of Information

Information shared with the superintendent, medical personnel, or interdisciplinary committee personnel must be kept confidential and separate from other personnel file information and may be shared with other school employees only with the written permission of the employee as necessary to explore, design, or implement possible accommodations or as otherwise allowed by law.

Nothing in this policy is intended to grant or confer any employment rights beyond those existing by law or contract.

Legal References: Americans with Disabilities Act of 1990, [42 U.S.C. 12101 et seq.](#), [29 C.F.R. 1630](#); [G.S. 130A, art. 6](#); [10A N.C.A.C. 41A .0101 et seq.](#)

Cross References: Communicable Diseases - Students (policy [4230](#)); Occupational Exposure to Bloodborne Pathogens (policy [7260](#))

Adopted: September 18, 2014

## Policy Code: 6120 Student Health Services

The Craven County Board of Education will provide health services to students as required by law. School employees may administer drugs or medication prescribed by a doctor only upon the written request of the parents; give emergency health care when reasonably apparent circumstances indicate that any delay would seriously worsen the physical condition or endanger the life of the student; and perform any other first aid or lifesaving technique in which training has been provided to school employees. A registered nurse also will be available to provide assessment, care planning and ongoing evaluation of students with special health care service needs in the school setting.

The superintendent may develop procedures or delegate the development of procedures to each school principal for providing these health services and meeting the board requirements listed below.

1. The principal shall determine at the beginning of each school year prior to the beginning of classes, and thereafter as circumstances require, which employees will be selected to participate in the health services program. The principal shall inform his or her staff about which health services duties are delegated to which employees.
2. Any employee designated to provide health care services must receive appropriate training.
3. The principal shall inform all employees that if an employee suspects that a student is a high risk for suicide, is threatening suicide, or has attempted suicide that the employee should notify the principal or designee immediately. The principal or designee shall refer such students and their parents to trained professionals for assistance.
4. Health manuals prepared by the governing state agencies must be followed in developing appropriate procedures and for determining which tasks must be performed by registered nurses.
5. Procedures must be consistent with all related board policies, including policy [4230](#), Communicable Diseases – Students, and policy [6125](#), Administering Medicines to Students.
6. Procedures must be consistent with state and federal law for students with disabilities, including the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The *Policies Governing Services for Children with Disabilities* will be followed, as applicable.
7. Procedures must be consistent with guidelines adopted by the State Board of Education under [G.S. 115C-12](#)(31) to serve students with diabetes, including developing and implementing individual diabetes care plans for such students and providing information and training to school personnel to appropriately support and assist such students, in accordance with their individual diabetes care plans.

8. Written information maintained by the school or school personnel regarding a student's medicinal and health needs is confidential. Parents and students must be accorded all rights provided by the Family Educational Rights and Privacy Act (FERPA) and state confidentiality laws. Any employee who violates the confidentiality of the records may be subject to disciplinary action.

9. School personnel must obtain parental consent for medical services as required by law. Parents will be notified of their rights in accordance with policy [1310/4002](#), Parental Involvement.

10. Health professionals will be consulted in the development of health services. Opportunities also will be provided for input from staff, parents and students on the health services provided.

Legal References: Americans with Disabilities Act, [42 U.S.C. 12134](#), [28 C.F.R. pt. 35](#); Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#); Individuals with Disabilities Education Act, [20 U.S.C. 1400 et seq.](#), [34 C.F.R. pt. 300](#); Rehabilitation Act of 1973, [29 U.S.C. 705\(20\)](#), [-794](#), [34 C.F.R. pt. 104](#); [G.S. 115C-12\(12\)](#), [-12\(31\)](#), [-36](#), [-307\(c\)](#), [-375.1](#), [-375.3](#); [16 N.C.A.C. 6D.0402](#); [21 N.C.A.C. 36.0221](#), [36.0224](#); *Policies Governing Services for Children with Disabilities*, State Board of Education Policies [NCAC-6D.0402](#), [EXCP-000](#)

Cross References: Parental Involvement (policy [1310/4002](#)), Communicable Diseases – Students (policy [4230](#)), Student Records (policy [4700](#)), Administering Medicines to Students (policy [6125](#))

Adopted: April 16, 2015

Revised: March 17, 2016; August 16, 2018



## **Policy Code: 4270/6145 Concussion and Head Injury**

The Craven County Board of Education recognizes that concussions and other head injuries may be serious and potentially life threatening and that such injuries may result in serious consequences later in life if managed improperly. The board is committed to practices that reduce the potential for short-term or long-term effects from such injuries. In support of this commitment, the board directs school employees to comply with the concussion safety requirements for interscholastic athletic competition established by [G.S. 115C-12\(23\)](#) as amended in the Gfeller-Waller Concussion Awareness Act of 2011, and to implement and follow all concussion safety requirements set forth in State Board of Education rules and policies. The superintendent or designee shall develop plans consistent with state requirements and shall implement and monitor compliance with this policy. The superintendent is authorized to investigate the use of baseline testing for student-athletes and require that student-athletes undergo such testing prior to their participation in any interscholastic athletic competition.

### **A. DEFINITION OF CONCUSSION**

A concussion is a traumatic brain injury caused by a direct or indirect impact to the head that results in disruption of normal brain function, which may or may not result in a loss of consciousness.

### **B. SCHOOL HEAD INJURY INFORMATION SHEET**

Each year, all coaches, school nurses, athletic directors, first responders, volunteers, student-athletes, and parents of student-athletes must be provided with a concussion and head injury information sheet that meets the requirements of the State Board. Before any student, school employee, volunteer, or first responder will be allowed to participate in interscholastic athletic activities, including tryouts, practices, or competitions, he or she must sign the head injury information sheet and return it to the coach. Parents also must sign the sheet and return it to the coach before their children may participate in any interscholastic athletic activity. The principal of each school shall ensure that a complete and accurate record of the returned signed sheets is maintained in accordance with law and State Board policy.

### **C. REMOVAL FROM AND RETURN TO PLAY**

Any student-athlete who is exhibiting signs or symptoms consistent with a concussion must be removed from athletic activity immediately. Further, the student-athlete must not be allowed to return to play or practice that day or on any subsequent day until he or she has been evaluated and has received written clearance for participation that complies with the requirements of [G.S. 115C-12\(23\)](#) and any other applicable law or State Board policy.

### **D. RETURN TO LEARNING**

The superintendent or designee shall develop a plan that meets all the requirements of the State Board of Education for addressing the needs of students in grades pre-K through 12 who suffer concussions. The superintendent or designee shall also

arrange for information and professional development to be provided annually to all teachers and other school personnel on return-to-learn issues and other concerns related to concussion and brain injuries. Parents and students must be offered the opportunity annually to provide information related to any head injury or concussion the student may have incurred during the past year on the health history and emergency medical information update form.

#### E. EMERGENCY ACTION PLANS

Each principal or designee shall develop a venue-specific emergency action plan to respond to serious medical injuries and acute medical conditions in which the condition of the injured student may deteriorate rapidly. All such plans must include a delineation of roles, methods of communication, available emergency equipment, and a plan for emergency transport. The plans must be (1) in writing, (2) reviewed by an athletic trainer who is licensed in North Carolina, (3) approved by the principal if developed by a designee, (4) distributed, posted, reviewed, and rehearsed in accordance with [G.S. 115C-12](#)(23), and (5) compliant with any other requirements of state law and State Board policy.

#### F. ATHLETIC TRAINERS AND FIRST RESPONDERS

Each high school principal shall designate at least one licensed athletic trainer or first responder who meets the requirements of state law and State Board of Education policy. The principal shall monitor each athletic trainer's or first responder's compliance with the duties assigned to the position by the State Board and any additional duties assigned by the superintendent or designee, including, but not limited to, attendance at football games and practices and compliance with all applicable training and certification requirements.

To the extent funding and resources are available, the superintendent shall work toward having a licensed athletic trainer or first responder available for all school practices and games of all high school and middle school sports.

#### G. RECORDKEEPING

The superintendent shall require each principal to maintain complete and accurate records of actions taken in his or her school to comply with this policy and applicable legal authority. Records shall include accounts of any education or training as may be required by law or State Board of Education policy.

The superintendent's annual report to the board on compliance with laws and policies related to student wellness shall include a report on the system's compliance with laws and policies related to concussions and head injuries. (See Section G of policy [6140](#), Student Wellness.)

Legal References: [G.S. 115C-12](#)(23); S.L. 2011-147; [Article 34 Chapter 90](#); State Board of Education Policies [ATHL-000](#), [ATHL-003](#), [SHLT-001](#)

Cross References: Student Wellness (policy [6140](#))

Other Resources: Matthew Gfeller Sport-Related TBI Research Center at UNC website, [http://tbicenter.unc.edu/MAG\\_Center/Home.html](http://tbicenter.unc.edu/MAG_Center/Home.html); *Report to the North Carolina General Assembly: Study of Sports Injuries at Middle School and High School Levels*, N.C. Department of Public Instruction (2011), available at <http://www.ncleg.net/documentsites/committees/JLEOC/Reports%20Received/Archives/2011%20Reports%20Received/Study%20of%20Sports%20Injuries%20at%20Middle%20and%20High%20School%20Levels.pdf>

Adopted: April 16, 2015

Revised: March 17, 2016; August 16, 2018

## **Policy Code: 6125 Administering Medicines To Students**

The Craven County Board of Education recognizes that students may need to take medication during school hours. School personnel may administer drugs or medication prescribed by a doctor upon the written request of the parents. Only those school personnel who have been authorized by the principal, superintendent, or designee may administer medication to students.

To minimize disruptions to the school day, medicines should be taken at home rather than at school whenever feasible. School personnel should not agree to administer any medication that could be taken at home.

### **A. STANDARDS FOR ADMINISTERING MEDICINES**

1. Authorized school employees are permitted to administer drugs or medication when all of the following conditions have been met.
  - a. The student's parent or legal custodian has made a written request that school personnel administer the drug or medication to the student and has given explicit written instructions describing the manner in which the drug or medication is to be administered.
  - b. A physician has prescribed the drug or medication for use by the student (for over-the-counter medications as well as medications available only by a physician's prescription).
  - c. A physician has certified that administration of the drug or medication to the student during the school day is necessary (for over-the-counter medications as well as medications available only by a physician's prescription).
  - d. The employee administers the drug or medication pursuant to the written instructions provided by the student's parent or legal custodian.
2. The superintendent shall develop procedures for the implementation of this policy. These rules and a copy of this policy must be made available to all students and parents each school year. The superintendent's procedures should be developed according to the guidelines listed below.
  - a. The health and welfare of the student must be of paramount concern in all decisions regarding the administration of medicine.
  - b. Students with special needs are to be afforded all rights provided by federal and state law as enumerated in the *Policies Governing Services for Children with Disabilities*. Students with disabilities also are to be afforded all rights provided by anti-discrimination laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

- c. No student may possess, use or transmit any drug or counterfeit drug prohibited by policy 4325, Drugs and Alcohol.
- d. The board generally encourages school personnel to administer medicine from a centralized location. However, in all instances, whether from a centralized location or multiple locations, any medicines kept at school for a student must be kept in a locked and secure place.
- e. All school personnel who will be administering medicines must receive appropriate training.
- f. Only drugs clearly prescribed or intended for the student may be administered by school personnel. At the time a parent brings a drug to school for administration, if school personnel have concerns regarding the appropriateness of a drug or dosage for a student, a confirmation should be obtained from the student's doctor or another doctor prior to administering the medicine or allowing a student to self-administer a medicine.
- g. Although efforts should be made not to disrupt instructional time, a parent has the right to administer medicines to his or her child at any time while the child is on school property.
- h. Written information maintained by school personnel regarding a student's medicinal and health needs is confidential. Parents and students must be accorded all rights provided by the Family Educational Rights and Privacy Act and state confidentiality laws. Any employee who violates the confidentiality of the records may be subject to disciplinary action.

## **B. OVER-THE-COUNTER MEDICATION**

Consistent with the above requirements, over-the-counter medications will only be given during school hours by school personnel if they are labeled by a pharmacist, complete with instructions (like a prescription drug). Parents who want school personnel to administer over-the counter medication must provide the medication to school personnel pursuant to the requirements of this policy.

## **C. EMERGENCY MEDICATION**

Students who are at risk for medical emergencies, such as those with asthma or severe allergies, must have an emergency health care plan developed for them to address emergency administration of medicine.

## **D. STUDENT SELF-ADMINISTERING ASTHMA MEDICATIONS**

The board recognizes that students with asthma and/or subject to anaphylactic reactions may need to possess and self-administer asthma medication on school property. As used in this policy, "asthma medication" means a medicine prescribed for the treatment of asthma or anaphylactic reactions and includes a prescribed asthma inhaler or epinephrine auto-injector. The superintendent shall develop procedures for

the possession and self-administration of asthma medication by students on school property, during the school day, at school-sponsored activities, and/or while in transit to or from school or school-sponsored events.

1. Before a student will be allowed to self-administer medicine pursuant to this section, the student's parent or guardian must provide to the principal or designee all of the documents listed below.

a. written authorization from the student's parent or guardian for the student to possess and self-administer asthma medication;

b. a written statement from the student's health care practitioner verifying:

1) that the student has asthma and/or an allergy that could result in anaphylactic reaction;

2) that he or she prescribed medication for use on school property during the school day, at school-sponsored activities, or while in transit to or from school or school-sponsored events; and

3) that the student understands, has been instructed in self-administration of the asthma medication, and has demonstrated the skill level necessary to use the medication and any accompanying device;

c. a written treatment plan and written emergency protocol formulated by the prescribing health care practitioner for managing the student's asthma or anaphylaxis episodes and for medication use by the student;

d. a statement provided by the school system and signed by the student's parent or guardian acknowledging that the board of education and its agents are not liable for injury arising from the student's possession and self-administration of asthma medication; and

e. any other documents or items necessary to comply with state and federal laws.

2. Prior to being permitted to self-administer medicine at school, the student also must demonstrate to the school nurse, or the nurse's designee, the skill level necessary to use the asthma medication and any accompanying device.

3. Finally, the student's parent or guardian must provide to the school backup asthma medication that school personnel are to keep in a location to which the student has immediate access in the event of an emergency.

All information provided to the school by the student's parent or guardian must be kept on file at the school in an easily accessible location. Any permission granted by the principal for a student to possess and self-administer asthma

medication will be effective only for the same school for 365 calendar days. Such permission must be reviewed annually.

A student who uses his or her prescribed asthma medication in a manner other than as prescribed may be subject to disciplinary action pursuant to the school disciplinary policy. No one may impose disciplinary action on the student that limits or restricts the student's immediate access to the asthma medication.

The board does not assume any responsibility for the administration of drugs or medication to a student by the student, the student's parent or legal custodian or any other person who is not authorized by this policy to administer medications to students.

Legal References: Americans with Disabilities Act, [42 U.S.C. 12134](#), [28 C.F.R. pt. 35](#); Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#); Individuals with Disabilities Education Act, [20 U.S.C. 1400 et seq.](#), [34 C.F.R. pt. 300](#); Rehabilitation Act of 1973, [29 U.S.C. -705\(20\)](#), [-794](#), [34 C.F.R. pt. 104](#); [G.S. 115C-36](#), [-307\(c\)](#), [-375.2](#); *Policies Governing Services for Children with Disabilities*, State Board of Education Policy [GCS-D-000](#)

Cross References: Parental Involvement (policy 1310/4002), Drugs and Alcohol (policy 4325)

Adopted: April 16, 2015

## Policy Code: 3320 School Trips

The Craven County Board of Education encourages school trips for the enhancement of the instructional program. All school trips shall be aligned to instructional standards and shall follow the procedures set forth.

A school trip is defined as a student or a group of students under the sponsorship of the school and under supervision of school employee(s) to extend educational experiences consistent with the general goals and objectives of the total school program.

### A. APPROVAL FOR SCHOOL TRIPS

1. Principals or designated assistant principals shall approve all school trips. Trips that need only principal or designated assistant principal approval:

- In county/local day general education trips that do NOT involve water
- Athletics
- High School Band
- High School Chorus
- Junior Reserve Officers Training Corp

All other trips must be approved by the principal or designated assistant principal. Once the trip has received the approval of the principal, all required documentation is then forwarded to the Assistant Superintendent for Curriculum and Instruction or designee for approval. All trips are contingent upon travel alert status and may be disapproved at any time.

2. All school trips must be directly aligned to the instructional goals of the classroom or school club or program. Principals or designated assistant principals shall review a Master Field Trip List to assure alignment to the curriculum and to eliminate redundancy across grade levels. A Master Field Trip List shall be maintained at each school.

3. Principals or designated assistant principals shall monitor the number of trips taken by various classes or groups to ensure that no student misses any class excessively.

4. The *Craven County Schools Request for School Field Trip Form* and a detailed itinerary (and safety plan) must be completed by the supervising teacher, approved by the principal, and provided to the Assistant Superintendent for Curriculum and Instruction or designee for approval. All school field trips must be approved prior to solicitation of participants. Field trip requests should be submitted by principals or designated assistant principal according to the following timelines:



- a. Out of county/local or in-state (not overnight) field trips: at least three weeks prior to the date of the trip. Field trips requiring contracts or deposits must be submitted at least 3 weeks prior to the date any contracts or deposits are due.
  - b. Overnight or out-of-state field trips: at least three months prior to the date of the trip.
  - c. Out-of-country field trips: at least nine (9) months prior to the date of the trip.
5. A detailed itinerary which includes the destination of the school field trip and a list of all activities that occur during the trip must be provided to parents before and/or along with the completed *Parent Field Trip Consent Form*. The principal shall review the itinerary on the *Parent Field Trip Consent Form* for detail and to approve that the content is sufficient in scope and detail before it is distributed to parents.
6. Out-of-state field trips shall be approved by the Craven County Board of Education.
- a. Trip must be supervised by staff members as well as adequate chaperones.
  - b. Any supervising teacher is on duty at all times during a trip and must comply with school board policy and rules regarding student safety and supervision.
  - c. Students may be released from the supervision of school personnel or authorized volunteer/chaperone during a school sponsored field trip activity only upon the presentation of a written request signed by the parent or legal guardian.
7. Out-of-country field trips promoted and/or sponsored by a school or school employee shall be approved by the Craven County Board of Education contingent upon travel alert status. If the determination is made to cancel the trip, then the Craven County Board of Education will withdraw approval of the travel abroad with all liability transferring to the appropriate travel agency.
- a. Upon disapproving travel out-of-country, the district will implement the following process:
    - i. The district representative will call each school sponsor and share that Board approval of the trip has been withdrawn.
    - ii. Each school sponsor will call each participant and inform them that the district has withdrawn approval and that they will communicate from this point on directly with the travel agency and will understand that all liability now lies with the agency. In the event that a

participant cannot be reached by phone, the school sponsor will use the alert provided by the tour agency.

iii. Each school sponsor will then share the release of liability form and will obtain a completed and signed form if they wish to continue with the trip. These forms shall be kept on file at the district level.

iv. At this point, no solicitation or meetings shall occur on school property.

b. This requirement includes trips planned through travel vendors (such as EF Tours and Explorica) and trips that occur when school is not in session.

c. Board approval for out-of-country trips should occur at least 9 months prior to travel and before any solicitation for participation occurs.

d. The trip must be supervised by staff members as well as adequate chaperones at all times. All supervising adults shall follow school board policy and rules regarding student safety and supervision. This includes not consuming alcohol. All supervising adults who are not Craven County employees must be on the CCS approved volunteer list which includes background check.

e. Along with the Craven County Request for Field Trip form the school/sponsors shall submit a copy of all the items on the **Out-of-Country Travel Checklist** to be held on file at Central Services in the event of an emergency.

8. From time to time, opportunities for meaningful educational experiences are announced by various agencies or requests are delayed by extenuating circumstances after the deadline for school trip approval. School trips of this nature may be considered for approval, provided that the same procedures as all other field trips are followed, other than submission deadline.

9. Schools needing water transportation (i.e. ferry or boat) as part of the field trip itinerary shall verify that the agency has been approved by Central Services.

## B. TRANSPORTATION

1. The mode of transportation options for a school trip shall be one of the following:

a. Commercial transportation, when feasible. The use of commercial transportation for school trips shall be secured via contracts with companies pre-approved by the superintendent or the superintendent's designee.

b. Activity buses

c. Yellow buses if the school trip does not leave Craven County or interfere with the regular transportation program. Yellow buses shall be reserved through the Transportation Department.

2. The mode of transportation shall not be:

a. Private vehicles unless high school students or parents drive themselves or their own children to an activity that is planned for a day when school is not in session or is part of a required curriculum such as Teacher Cadet.

b. Any other form of transportation unless approved by the Superintendent or designee prior to travel. These forms of travel requiring prior approval may include the requirement of separate insurance coverage from the transportation vendor, as determined by the Superintendent or designee.

3. Students may be released from the supervision of school personnel at the conclusion of a school sponsored field trip activity only upon the presentation of a written request signed by the parent or legal guardian.

#### C. SAFETY AND SUPERVISION OF STUDENTS

1. Approved chaperones and supervising teachers shall be in the presence or proximity of field trip activities for the duration of the trip. Chaperones must be on the CCS approved volunteer list.

2. Field trip activities shall occur in chaperoned groups or areas at all times. For locations that could present potentially dangerous situations, the principal and/or the assistant superintendent shall require a safety plan for supervision and emergencies. Examples of such areas or locations include theme parks, malls, the NC State Fair, water activities, or activities in remote places.

3. All school board policies, regulations and school rules apply to all students, school employees and volunteers while they are on a school trip.

4. Chaperones shall not stay in rooms with middle or high school students on overnight trips unless the only occupants of the room are the parents and their own child(ren).

5. Swimming is not permissible without direct Board approval and without a certified lifeguard present during the activity. In the event of approval, the Parent Field Trip Consent Form and the Request for Field Trip Form will include "swimming" as an activity on the itinerary. The principal shall require a safety plan for supervision during all water activities.

6. School sponsored field trips must have the following minimum chaperone to student ratio:

Grades K-8 1 chaperone for every 10 students

Grades 9-12 1 chaperone for every 15 students

ECP students 1 chaperone for every 5 ECP students

Out-of-country 1 chaperone for every 6 students

Child-specific chaperones shall be used when appropriate. Students may be released from the supervision of school personnel during a school trip only when a written request, signed by the parent or legal guardian, is presented.

Field trips with a destination within the school district may leave school with a reduced student-teacher ratio as long as the ratio is within regulation upon arrival at destination. These types of field trips may include presentations or performances at other schools, auditoriums, or theatres with Craven County. Any stops between destination points where students disembark the bus shall have the appropriate student to teacher ratio.

#### D. PLANNING PRIOR TO THE TRIP

1. Every student participating in a school-sponsored field trip shall have a completed *Parent Field Trip Consent Form* before the student leaves campus. Teachers must check each form for appropriate signatures and initial each form upon receipt. If a parent does not allow a student to participate in a school trip, the student shall not be penalized and shall be offered alternative activities at school. Parents shall be notified prior to an overnight field trip of room assignment for the trip to prevent conflicts or concerns about certain students rooming together.
2. Students who are officially emancipated may sign their own *Parent Field Trip Consent Form*. Students who are eighteen (18) years old but still reside with their parents and/or guardians are required to have their parent's or guardian's signature on the *Parent Field Trip Consent Form*. In the event of no signature, the student cannot participate in the trip.
3. The cost of school trips should be minimal so that all students have the opportunity to attend. Provisions should be made for students who cannot pay. Students cannot be charged a fee for any required school trip for which credit is granted or that is necessary for participation in interscholastic sports. No student shall be denied the opportunity to participate in a school sponsored trip because of inability to pay.
4. The parent of each student who is to take part in a school trip must sign a consent form that gives the supervising teacher(s) permission to seek medical assistance in an emergency. The supervising teacher shall keep all such forms in his possession for the duration of the trip. Following the trip, such forms should be kept on file for the duration of the school year.
5. If a student with a known medical problem is to participate in a school trip, the student, his parent or guardian, and school officials must agree in advance

who will keep charge of any required medication, and under what circumstances, and by whom such medication will be administered.

#### E. DAY OF THE TRIP

1. On the day of the school trip, prior to departure, the principal or designee shall be provided a complete and accurate roster of all students, school personnel and chaperones participating in the school trip. The principal or designee shall confirm the appropriate student to teacher ratio exists. If not, the field trip shall be canceled or rescheduled.
2. Teachers shall take copies of the parent permission slips with them on the trip so that information about medications and emergency contacts are readily accessible. Originals shall remain at the school.

#### F. FOLLOWING THE SCHOOL FIELD TRIP

Immediately following a school trip in which any irregularities/ problems occurred, the teacher(s) must inform the principal. In such cases, the principal must immediately notify the Assistant Superintendent for Instructional Services regarding these issues. Also, after returning from a trip in which any irregularities/problems were encountered, the teacher must promptly provide a written assessment of the event to the principal. The principal will immediately forward a copy of the assessment to the Assistant Superintendent for Instructional Services.

#### G. THREAT ASSESSMENT & TRIP APPROVAL/CANCELLATION

Craven County Schools will consider both the threat status of Cherry Point Marine Corps Air Station and the alert system threat condition for the US Department of Homeland Security. Status of school trips will be contingent upon threat levels and may be cancelled at any time deemed necessary.

1. The U.S. Department of Homeland Security ([www.dhs.gov/dhspublic](http://www.dhs.gov/dhspublic)) has developed a new and simplified alert system of threat conditions. This new system replaces the color-coded system that was previously in place. The new system has two levels of alerts, which indicate an increasing risk of terrorist attacks:
  - a. Elevated threat alert: warns of a credible terrorist threat against the United States.
  - b. Imminent threat alert: warns of a credible, specific, and impending terrorist threat against the United States.
2. The Marine Corps Air Station alert system is designated by federal guidelines. That system has four alert levels which indicate an increasing risk of terrorist attacks as follows:

- a. Alpha: (Threat level low) This condition applies when there is a general threat of possible terrorist activity against personnel and facilities, the nature and extent of which are unpredictable.
- b. Bravo: (Threat level medium) This condition applies when an increased and more predictable threat of terrorist activity exists.
- c. Charlie: (Threat level high) This condition applies when an incident occurs or intelligence is received indicating some form of terrorist action against personnel and facilities is imminent.
- d. Delta: (Threat level critical) This condition applies in the immediate area where a terrorist attack has occurred or when intelligence has been received that terrorist action against a specific location or person is likely.
- e. A threat status of Charlie or Delta will serve as the level of threat for denial or cancelation of a field trip.

3. Staff is expected to use good judgment and safety measures appropriate to the alert level when planning and conducting all school sponsored field trips. The school administrator in consultation with the superintendent or designee shall have discretion in determining whether a proposed trip will be cancelled based on the level of alert or other safety considerations.

Legal Reference: [N.C. Gen. Stat. § 115C-47](#), [-276](#), [-288](#), [-307](#); State Board of Education Policy [TRAN-009](#)

Received as information by NB-CC March 29, 1983; revised by CC October 18, 2001; July 25, 2002; January 30, 2003; September 21, 2006; January 15, 2009

Newly Adopted: April 18, 2013

Revised: November 21, 2013; January 29, 2015; June 16, 2015; February 18, 2016; October 20, 2016; February 16, 2017; August 17, 2017; August 16, 2018

## **Policy Code: 7335 Employee Use Of Social Media**

The Craven County Board of Education recognizes the importance of incorporating current technology tools, including new methods of electronic communication, into the classroom to enhance student learning. It further recognizes the importance of employees, students, and parents engaging, learning, collaborating, and sharing in digital environments as part of 21<sup>st</sup> Century learning. The board strives to ensure that electronic communication tools incorporated into the school curriculum are used responsibly and safely. As practicable, the board will provide access to secure social media tools and board approved technologies for use during instructional time and for school-sponsored activities in accordance with policies [3220](#), Technology in the Educational Program, and [3225/4312/7320](#), Technology Responsible Use.

The board acknowledges that school employees may engage in the use of social media during their personal time. School employees who use social media for personal purposes must be mindful that they are responsible for their public conduct even when not acting in their capacities as school system employees. As a public entity, all school employees hold positions of trust and are expected to exercise good judgment and use social media in a professional manner. All school employees, including student teachers and independent contractors, shall comply with the requirements of this policy when using electronic social media for personal purposes. In addition, all school employees must comply with policy [4040/7310](#), Staff-Student Relations, when communicating with individual students through other electronic means, such as through voice, email, or text-messaging.

### A. DEFINITIONS

#### 1. Social Media

For the purposes of this policy, “social media” refers to the various online technology tools that enable people to communicate easily over the Internet to share information and resources. It includes, but is not limited to: personal websites, blogs, wikis, social networking sites, online forums, virtual worlds, video-sharing websites, and any other Internet-based applications which allow the exchange of user-generated content. For purposes of this policy, it also includes any form of instant, direct, or text messaging available through such applications. Examples of social media include Web 2.0 tools, MySpace, Facebook, Twitter, LinkedIn, Flickr, YouTube, Instagram, Google+, and social media components of learning management systems such as Moodle or Edmodo.

#### 2. School-Controlled Social Media

“School-controlled social media” are social media networks, tools, or activities that are under the direct control and management of the school system and that create an archived audit trail.

#### 3. Personal Social Media

“Personal social media” means any social media networks, tools, or activities that are not school-controlled.

## B. SOCIAL MEDIA COMMUNICATIONS INVOLVING STUDENTS

Employees are to maintain professional relationships with students at all times in accordance with policies [4040/7310](#), Staff-Student Relations, and [7300](#), Staff Responsibilities. The use of electronic media for communicating with students and parents is an extension of the employee's workplace responsibilities. Accordingly, the board expects employees to use professional judgment when using social media or other electronic communications and to comply with the following.

1. All electronic communications with students who are currently enrolled in the school system must be school-related and within the scope of the employees' professional responsibilities, unless otherwise authorized by this policy or policy [4040/7310](#), Staff-Student Relations.
2. School employees may use only school-controlled social media to communicate directly with current students about school-related matters. (For information regarding communication with students through other forms of electronic communication, e.g., email or texts, see policy [4040/7310](#), Staff-Student Relations.)
3. Employees are prohibited from knowingly communicating with current students through personal social media without parental permission. An Internet posting on a personal social media website intended for a particular student will be considered a form of direct communication with that student in violation of this policy unless the parent has consented to the communication. However, an employee may communicate with a student using personal social media to the extent the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, sport or religious organization.
4. An employee seeking to utilize and/or establish a non-school-controlled social media website for instructional or other school-related purposes must have prior written approval from the principal and the superintendent or designee and must verify that the social media application's terms of service meet the requirements of policies [3220](#), Technology in the Educational Program, [3225/4312/7320](#), Technology Responsible Use, and [3227/7322](#), Web Page Development. If the website collects personal information from students under the age of 13, the use will not be approved unless the applicable requirements of the Children's Online Privacy Protection Act (COPPA) are met. The employee shall ensure that the website does not include or link to the employee's personal social media footprint. The site must be used for school-related purposes only.

## B. EMPLOYEE PERSONAL USE OF SOCIAL MEDIA

The board respects the right of employees to use social media as a medium of self-expression on their personal time. As role models for the school system's students,



however, employees are responsible for their public conduct even when they are not performing their job duties as employees of the school system. Employees will be held to the same professional standards in their public use of social media and other electronic communications as they are for any other public conduct. Further, school employees remain subject to applicable state and federal laws, board policies, administrative regulations, and the Code of Ethics for North Carolina Educators, even if communicating with others concerning personal and private matters. If an employee's use of social media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Employees are responsible for the content on their social media sites, including content added by the employee, the employee's friends, or members of the public who can access the employee's site, and for Web links on the employee's site. Employees shall take reasonable precautions, such as using available security settings, to manage students' access to the employees' personal information on social media websites and to prevent students from accessing materials that are not age-appropriate.

School employees are prohibited from accessing social networking websites for personal use during instructional time.

#### C. POSTING TO SOCIAL MEDIA SITES

Employees who use social media for personal purposes must be aware that the content they post may be viewed by anyone, including students, parents, and community members. Employees shall observe the following principles when communicating through social media:

1. Employees shall not post confidential information about students, employees, or school system business.
2. Employees shall not accept current students as "friends" or "followers" or otherwise connect with students on personal social media sites without parental permission, unless the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting.
3. Employees shall not knowingly allow students access to their personal social media sites that discuss or portray sex, nudity, alcohol, or drug use or other behaviors associated with the employees' private lives that would be inappropriate to discuss with a student at school.
4. Employees may not knowingly grant students access to any portions of their personal social media sites that are not accessible to the general public without parental permission, unless the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting.

5. Employees shall be professional in all Internet postings related to or referencing the school system, students or their parents, and other employees.
6. Employees shall not use profane, pornographic, obscene, indecent, lewd, vulgar, or sexually offensive language, pictures or graphics or other communication that could reasonably be anticipated to cause a substantial disruption to the school environment.
7. Employees shall not use the school system's logo or other copyrighted material of the system on a personal social media site without express, written consent from the board.
8. Employees shall not post identifiable images of a student or student's family on a personal social media site without permission from the student and the student's parent or legal guardian. Employees may post such images on a school-controlled social media site only with prior permission of the employee's supervisor and in accordance with the requirements of federal and state privacy laws and policy [4700](#), Student Records.
9. Employees shall not use Internet postings to libel or defame the board, individual board members, students, or other school employees.
10. Employees shall not use Internet postings to harass, bully, or intimidate students other employees in violation of policy [1710/4021/7230](#), Prohibition Against Discrimination, Harassment, and Bullying, or state and federal laws.
11. Employees shall not post content that negatively impacts their ability to perform their jobs.
12. Employees shall not use Internet postings to engage in any other conduct that violates board policy or administrative procedures or state and federal laws.

#### D. CONSEQUENCES

School system personnel shall monitor online activities of employees who access the Internet using school technological resources. Additionally, the superintendent or designee may periodically conduct public Internet searches to determine if an employee has engaged in conduct that violates this policy. Any employee who has been found by the superintendent to have violated this policy may be subject to disciplinary action, up to and including dismissal.

The superintendent shall establish and communicate to employees guidelines that are consistent with this policy.

Legal References: [U.S. Const. amend. I](#); Children's Internet Protection Act, [47 U.S.C. 254\(h\)\(5\)](#); Electronic Communications Privacy Act, [18 U.S.C. 2510-2522](#); Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#); [17 U.S.C. 101 et seq.](#); [20 U.S.C. 6777](#); [G.S. 115C-325\(e\)](#) (applicable to career status teachers), [-325.4](#) (applicable to non-

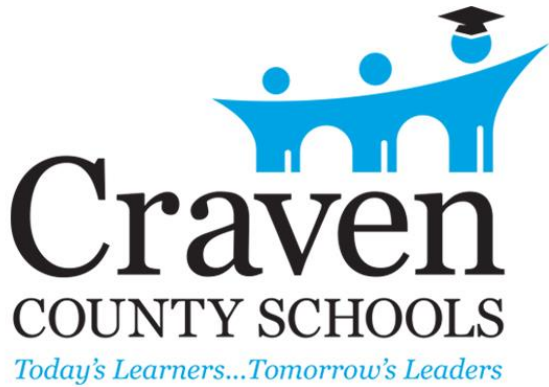
career status teachers); [16 N.C.A.C. 6C .0601](#), [.0602](#); State Board of Education Policy [EVAL-014](#)

Cross References: Prohibition Against Discrimination, Harassment, and Bullying (policy [1710/4021/7230](#)), Technology in the Educational Program (policy [3220](#)), Technology Responsible Use (policy [3225/4312/7320](#)), Web Page Development (policy [3227/7322](#)), Copyright Compliance (policy [3230/7330](#)), Staff-Student Relations (policy [4040/7310](#)), Student Records (policy [4700](#)), Staff Responsibilities (policy [7300](#))

Adopted: October 14, 2014

Revised: June 14, 2016; June 19, 2018





**ACKNOWLEDGEMENT OF RECEIPT  
AND UNDERSTANDING OF  
THE CRAVEN COUNTY SCHOOLS  
SUBSTITUTE TEACHER HANDBOOK**

**I hereby acknowledge that I have reviewed and read the Substitute Teacher Handbook for Craven County Schools. My signature below indicates that I agree with and abide by the standards, policies, and procedures defined or referenced in this Handbook. I also acknowledge that additional regulations, policies, and laws are included in the District Board of Education policies.**

**The information in this Handbook is subject to change. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this Handbook. I understand that this handbook does not constitute an employment contract, but is an explanation of the Craven County School District's procedures and expectations as a substitute teacher. I also accept responsibility for contacting the school office or school administration if I have any questions, concerns, or need further explanation.**

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**Signature**

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**Date**

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**Print Name**