

*Success for today . . .  
Preparation for tomorrow . . .  
Learning for a lifetime.*



**HAYWOOD COUNTY  
SCHOOLS**

# **Employee Handbook**





*Success for today . . .  
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Learning for a lifetime.*



For those beginning employment with Haywood County Schools, we extend to you a warm and sincere welcome. You are a very important member of our team and we hope you will enjoy your time working here. We congratulate you on joining one of the top school systems in the state.

For those of you already employed with Haywood County Schools, thank you for helping make Haywood County Schools a great place to work and learn. Each school day, by working together in support, teaching or administration; we make a positive difference in a student's life.

This handbook contains pertinent information that affects you as an employee. While the handbook references numerous Haywood County Board of Education policies, it is not intended to cover all operating policies and procedures in detail. The complete policy manual is available on our website.

As an employee of Haywood County Schools, it is your responsibility to become familiar with this handbook and Haywood County School policies. It is in the best interest of our fellow employees and the students we serve that you abide by the guidelines set forth in this handbook and all Haywood County School policies.

Each employee is required to sign the Haywood County Schools Notification of Personnel Handbook Form which will be presented at orientation. Your signature on this form only acknowledges that you have received information concerning access to the handbook and that you have a duty to familiarize yourself with the information contained in the handbook. This handbook supersedes all prior handbooks. This handbook applies to all employees regardless of position or dates of hire.

## **INFORMATION ACCESS**

Access to all Haywood County Schools' Policies, Staff Rosters and contact information, Staff Development System, Health Insurance, Retirement System and other pertinent password protected information can be found on Haywood County Schools' website at [www.haywood.k12.nc.us](http://www.haywood.k12.nc.us)

## **STATEMENTS TO THE MEDIA**

All media inquires should be referred to the Public Information Officer at the Central Office. Employee information that is open to the public includes employee name, date of original employment, current position title, current salary (including pay, benefits, incentives, bonuses, and deferred and any other form of compensation paid), date and amount of most recent salary change, date of most recent promotion, demotion, transfer, suspension, separation or change in position reclassification, and location of the employee's duty station. This information is available through the Public Information Officer.

## **NON-DISCRIMINATION STATEMENT**

The Haywood County Board of Education believes that all employees and students should be free of unlawful discrimination. The Haywood County Board of Education and Haywood County Schools commit to nondiscrimination in all its educational and employment activities. The board expressly prohibits unlawful discrimination on the basis of race, color, national origin, sex, pregnancy, religion, age, marital status, parenthood, citizenship status, or disability.

The Haywood County Board of Education and the Haywood County School System are committed to a policy of non-discrimination and shall make every effort to recruit and employ the best-qualified personnel without regard to race, color, religion, national origin, sex, age, or disability, except where sex, age, or physical requirements are essential occupational qualifications.

If an individual feels that he/she has been discriminated against because of race, sex, age, religion, national origin, handicapping condition, limited English proficiency or citizenship, please contact the Human Resources Director, 1230 North Main Street, Waynesville, NC 28786. Phone 828-456-2400.

### **EQUAL EMPLOYMENT OPPORTUNITY**

Haywood County Schools is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, national origin, ancestry, citizenship status, age, disability or handicap, gender, marital status, veteran status, sexual orientation, or any other characteristic protected by applicable federal, state or local laws.

Haywood County Schools hires only United States Citizens and lawfully authorized aliens who are in compliance with the Immigration Reform and Control Act of 1986.

### **ATTENDANCE EXPECTATIONS**

Employees are expected to be present during all working hours. Unnecessary absences and tardiness are disruptive and place an unfair burden on your fellow employees, our students, and your principal/supervisors. You should notify your principal/supervisor, in advance, of any absence or tardy.

### **EMPLOYEE EVALUATIONS**

Each employee will be evaluated annually by their principal/supervisors.

### **HARASSMENT**

The board takes seriously all complaints of unlawful discrimination, harassment, and bullying. The process provided in this policy is designed for those individuals who believe that they may have been discriminated against, bullied, or harassed in violation of policy 1710/4021/7230, Prohibition Against Discrimination, Harassment, and Bullying, or policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities. 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.

### **HEALTH CERTIFICATE**

All public school employees upon initial employment, and those who have been separated from public school employment for more than one school year, shall file a completed North Carolina Public Schools "Health Examination Certificate" certifying their freedom from any communicable disease, including tuberculosis or any disease, physical or mental, which would impair the person's ability to perform his/her job duties prior to reporting to work.

The "Health Examination Certificate" can be signed by a physician, physician's assistant, or nurse practitioner licensed to practice in North Carolina. Additionally, individuals in these same categories with unrestricted licenses in other states can complete the Health Examination Certificate. (Reference: North Carolina General Statute 115C-323)

## **CONDITIONS OF EMPLOYMENT – BACKGROUND CHECKS**

Haywood County Schools requires a criminal records check and drug screen on all newly hired employees including substitutes. Applicants for employment may be rejected if the criminal records check reveals a violation of the law that is more severe than a minor traffic violation or indicates a pattern of behavior that is determined unacceptable by the Superintendent. An employee will not be offered employment or will be dismissed if it is determined that he/she did not report a criminal infraction greater than a minor traffic violation or misrepresented their background information on an employment application. Applicants will also be rejected for a positive drug screen.

## **CRIMINAL HISTORY CHECK OF CURRENT EMPLOYEES**

All employees must report to the Human Resources Department any criminal arrests, misdemeanor or felony charges, convictions, guilty pleas, pleas of no contest, prayers for judgment continued, or deferred prosecutions, except for traffic offenses other than felony traffic offenses and DWI charges. The employee must make the report within five business days after the employee receives notice of the charge or disposition.

Failure to make a timely disclosure of a criminal arrest, charge, or disposition that is later disclosed by the employee may result in discipline up to and including suspension without pay. If a verified criminal history check or another source shows that an employee has failed to disclose a criminal charge or disposition, then the employee's employment may be terminated.

The Human Resources Department may conduct criminal history checks using private contractors on current employees at the discretion of the Superintendent.

## **COMPENSATORY TIME**

Overtime work is discouraged, but may be granted upon prior arrangement and approval of the immediate supervisor. In accordance with the Fair Labor Standards Act, compensation may be in the form of swap time or paid time. Paid overtime must be approved by the Superintendent.

## **HOLIDAY LEAVE**

Twelve-month employees observe 11 or 12 holidays per year, depending on the day of the week Christmas falls. Ten-month employees have 10 or 11 holidays yearly, depending on when Christmas falls.

## **ANNUAL (Vacation) LEAVE**

Permanent full and part-time employees earn vacation leave. To earn vacation leave in a given month, employees must be working or be on paid leave during half or more of the workdays in that month. Eligible part-time permanent employees earn leave equal to their percentage of full-time employment. Instructional personnel, bus drivers, and cafeteria workers are not permitted to take vacation leave on days when students are scheduled to be in class unless the employee's absence is due to a catastrophic illness and all sick leave has been exhausted. (Exception: In extreme circumstances, leave may be approved at the principal's discretion.) On June 30 of each year, employees with more than 30 days of accumulated leave will have the excess accumulated leave converted to sick leave so that only 30 days are carried forward to the next fiscal year, which begins on July 1. The employee's supervisor must approve requests for annual leave.

Annual leave will be transferred when employees transfer among local educational agencies and may be transferred to state agencies if they are willing to accept the leave; otherwise, employees leaving the public schools will be paid for up to 30 days of accumulated leave. In case of death, the employee's estate will receive payment for any accumulated vacation leave up to 30

days. The chart below shows the number of days of vacation earned each month based on years of state service.

WHEN YOU HAVE	YOU ARE GRANTED	
	Monthly Full-Time Accrual Rates	10-Month Employees
Years of State Service		
Less than 5 years	1.17	11.7
5 but less than 10 years	1.42	14.20
10 but less than 15 years	1.67	16.70
15 but less than 20 years	1.92	19.20
20 years or more	2.17	21.70

### **SICK LEAVE**

Permanent employees who are working or who are paid leave for half or more of the workdays in a monthly pay period earn sick leave at the rate of one day per month. This is in addition to any excess accumulated annual leave that may be converted to sick leave. Eligible permanent, part-time employees earn sick leave equal to their percentage of full-time employment. Sick leave may be granted for (1) periods of temporary disability, (2) illness in the employee's immediate family that necessitates the employee's attendance, (3) death in the immediate family, and (4) medical appointments.

Employees who use sick leave in excess of ten (10) consecutive days must provide a doctor's statement to the principal or supervisor.

Sick leave may be accumulated indefinitely and is transferable among local school systems and may be transferred to a state agency, community college, or technical institute if they are willing to accept the sick leave. Accumulated sick leave, for someone who separates from service, may be reinstated provided the employee returns to work within sixty (60) calendar months from the date of separation.

### **TWENTY-DAY EXTENDED SICK LEAVE**

Instructional personnel (excluding teacher assistants) may request 20 days each year of additional sick leave, less the cost of a substitute, for personal illness. This extended sick leave may be used after all accumulated sick leave has been exhausted. Extended sick leave cannot be accumulated.

### **LEAVE of ABSENCE WITH PAY**

**Jury Duty:** When permanent school employees are absent from work to serve on a jury, no deduction is made from their regular salaries. Employees are entitled to their regular compensation plus any fees received for jury duty.

**Court Attendance:** When permanent employees are absent from work to attend court in connection with their official duty or because they were subpoenaed or directed by proper authority to appear as a witness for another individual, no salary deduction is made. Any fees received when serving in an official capacity as a witness must be returned to the local school system. If, however, an employee is a defendant or a plaintiff in a case and must be absent from

work, no salary is to be received unless that time is charged to vacation or personal leave where applicable.

***Military Leave:*** Leave with pay is granted to members of reserve components of the U.S. Armed Forces for certain periods of active duty training and for state military duty. Leave with pay is extended to full or part-time permanent school employees, normally not to exceed 15 days each calendar year, for annual training and military maneuvers. Military leave without pay can be granted for one enlistment period of active service, not to exceed four years plus 90 days.

***Personal Leave:*** *Teachers earn two days of personal leave during the ten-month school term with a salary deduction for the cost of substitute teachers. These days can be accumulated to a maximum of five days and are transferable among school systems. Personal leave is granted upon authorization of an employee's immediate supervisor. This type of leave is not normally provided on the first day of school, a required teacher workday, the last day before, or the next working day after a holiday or scheduled vacation day. In special situations, supervisors may approve leave that does not conform to the above stipulations.*

***Voluntary Shared Leave:*** The purpose of voluntary shared leave is to provide economic relief for employees, who by reason of prolonged absence caused by serious medical conditions of self or immediate family, are likely to suffer financial hardship. Only permanent full and part-time employees are eligible to receive donated shared leave. To be eligible, all employees except instructional personnel must have no more than 10 days of sick and annual leave combined. Instructional personnel are eligible with no more than 5 days of sick leave.

An employee must apply to the Human Resource Department for donated shared leave. A request for donated leave must be accompanied by a doctor's statement.

Any employee who has in excess of five sick or annual leave days accumulated is eligible to donate leave subject to certain restrictions and approval by the Human Resource Office. Sick leave may be donated only to any employee who is a member of the immediate family. Employees may not give or receive compensation in any form for donated leave. Acceptance of compensation for donated leave may result in dismissal. Forms for requests and donating leave are in the policy manual. For information contact the Human Resource Office.

## **PROFESSIONAL LEAVE**

Professional leave for participation in workshops and meetings is available if approved by the principal or supervisor. Teachers must have the principal's approval prior to taking professional leave. Long term professional leave of up to one year for educational purposes may be requested. Long term professional leave is non-paid. Requests are subject to approval by the Board of Education.

## **LEAVE of ABSENCE WITHOUT PAY**

**Pregnancy and Parental Leave:** Male or female school employees are granted a leave of absence without pay for up to one calendar year for birth or adoption of a child. An employee on non-paid family leave will not be covered by health/dental insurance unless the employee arranges for coverage on a self-paid basis. Employees do not receive pay for holidays or vacation days scheduled on the calendar during their non-paid leave. Employees should contact the Human Resource Office to arrange family leave.

## **FAMILY MEDICAL LEAVE ACT**

It is the policy of the Board to provide all eligible employees with leave as provided in the federal Family and Medical Leave Act of 1993 and applicable state leave and state board policies. Employees are eligible if they have worked for the school system for at least one year and for 1,250 hours during the previous 12 months. Employees should contact the Human Resource Office to arrange for Family and Medical Leave.

## **HEALTH INSURANCE**

Health insurance coverage is provided for full-time permanent employees with dependent coverage available. Employees may choose from among several plans. Permanent part-time employees are eligible for coverage on a self-paid basis. Employees can receive a health benefits manual. Employees are responsible for being knowledgeable of their health benefits regulations. Questions about health insurance may be directed to the Insurance Specialist at the Central Office.

## **RETIREMENT**

The North Carolina Teachers' and State Employees' Retirement System covers permanent, full-time employees. Employee contributions are paid with pretax dollars, thereby reducing the current state and federal income taxes. Employees receive a retirement booklet each year. It is the responsibility of the employee to be knowledgeable of the retirement regulations.

## **SUPPLEMENT RETIREMENT INCOME PLAN of NC (401K)**

Participation is available in the 401 (K) Supplement Retirement Income Plan of North Carolina. Prudential is the state administrator of the plan. For information contact the Payroll Department.

## **TAX SHELTERED ANNUITIES (403B)**

Tax-sheltered annuities are available for interested employees. Employees are provided payroll deduction for the purchase of a tax-sheltered annuity from approved vendors.

## **CAFETERIA BENEFITS PLAN**

Haywood County Schools offers all full-time employees a comprehensive Cafeteria Benefits program. The Cafeteria Benefits program allows employees to pay for certain insurance premiums, child-care, and unreimbursed medical expenses before taxes are taken out of the paycheck. Paying for these benefits in this method reduces the employee's taxes and increases take-home pay. The Cafeteria Benefits program includes Cancer Care Insurance, Eye Care Plan, Accident Plan, Delta Dental Insurance, and Flexible Spending Accounts. **If coverage is declined by the employee during the first 30 days following the employment date, the employee will have a one-year waiting period for coverage with the exception of preventive care service.**

## **DIRECT DEPOSIT**

Direct Deposit is required for all current employees to the bank of their choice.

## **STUDENT AND EMPLOYEE RELATIONSHIPS**

The Haywood Schools expects the relationship between employees and students to be professional at all times. All employees have a responsibility to provide students with a safe and supportive environment with an atmosphere of trust and mutual respect. See HCS Board Policy 7310/4040.

## **HIPAA – HEALTH INSURANCE PORTABILITY and ACCOUNTABILITY ACT**

The HIPAA Act is a Federal Law that was passed in 1996. Additional guidelines were issued December 4, 2002. A portion of this federal law is called the Privacy Rule. Through the Privacy Rule, the federal government is seeking to protect, and keep private, individual's personal health information (PHI). All of our insurance plans that are required to be HIPAA compliant have done so.

## **LIABILITY INSURANCE**

In compliance with HB950, within 60 days of the effective date of the budget signing, LEAs and charter schools have the responsibility of notifying all employees about the coverage provided by the state-funded liability insurance policy for North Carolina public school employees. Employees must be notified in writing.

Excess Professional Liability coverage is provided to all employees up to \$1 million per occurrence with a \$1 million aggregate.

Coverage for consultation with an attorney regarding violation of professional or employment related right is provided at \$2,500 per claim, subject to a \$5,000 aggregate per employee, per policy year.

Reasonable and necessary attorneys' fees and costs incurred by an employee arising from a criminal proceeding alleging a criminal act was committed within the professional activities of an employee are covered up to \$50,000. Employee must be found "not guilty" of all criminal charges.

Employees are encouraged to visit [www.ncpublicschools.org](http://www.ncpublicschools.org) for a copy of the insurance contract.

Employees are encouraged to visit [www.professionalliabilitync.com](http://www.professionalliabilitync.com) for information about this state-funded program and details on How to File a Claim.

Liability Insurance for Public School Employees is provided to all employees, including volunteers of public and charter schools. **There is no enrollment process, nor is there a fee or premium charge to employees.**

## **WORKERS' COMPENSATION INSURANCE**

Provisions of the Workers' Compensation Act are applicable to all paid school employees. When an employee is injured on the job, he/she must ensure that the principal/supervisor has knowledge of the injury immediately following the accident. The employer's Report of Injury to Employee (Form 19) must be investigated, completed and signed by the employee's supervisor and forwarded to Human Resources.

## **WORKPLACE CONDUCT**

Haywood County Schools recognizes that all staff members play important roles in the lives and education of our students. The highest standards of honesty, integrity, morality, and fairness are expected of all employees at all times. Employees shall serve as positive role models for students and engage only in conduct and behavior that will contribute to an appropriate school atmosphere. Employees are expected to perform their jobs in a competent and ethical manner without violating the public trust or applicable laws, policies, and/or regulations. Unacceptable conduct may subject the employee to disciplinary action, up to and including dismissal. Obviously, not every type of



misconduct can be listed. The following are examples of some, but not all, conduct which is considered unacceptable:

- Obtaining employment on the basis of false or misleading information.
- Inappropriate relationships with students
- Stealing, removing or defacing school system property or a co-worker's property
- The disclosure of confidential information regarding students or other employees.
- Completing another employee's time records.
- Dishonesty.
- Violation of safety rules and policies as detailed in Haywood County Schools Safety Manual (found at [www.haywood.k12.nc.us](http://www.haywood.k12.nc.us))
- Violation of the Code of Professional Conduct.
- Violation of Haywood County Schools' Drug and Alcohol-Free Workplace Policy.
- Fighting, threatening or disrupting the work of others.
- Insubordination or disobedience of a lawful directive from your principal/supervisor.
- Use of offensive or inappropriate language.
- Loitering or loafing during work time
- Leaving a work area without the permission of your supervisor/principal.
- Performing work of a personal nature during working time.
- Violation of Haywood County Schools' Discrimination, Harassment and Bullying Policy
- Inappropriate cell phone or internet usage.
- Any other significant violation of all Haywood County Schools' policies (found online at [www.haywood.k12.nc.us](http://www.haywood.k12.nc.us)).

## **SCHOOL CALENDAR**

The Haywood County Board of Education annually adopts a school calendar consisting of 215 days. The 215 days must fall within the fiscal year and includes the following:

Teacher working days cannot exceed 195 days.

There must be 185 days or 1,025 hours of instruction

The school year can extend to June 30<sup>th</sup> in order to make up inclement weather days.

## **WORKDAYS/HOLIDAYS:**

There must be a minimum of 10 vacation days.

There must be the same number of holidays (10 or 11) as defined by the North Carolina State Personnel Commission.

Mandatory workdays must be worked but eligible employees may take leave on optional workdays. Reference: General Statute 115-C-84.2.

## Who To Call If You Have Questions ... 456-2441 + ext.

Academically Gifted Program	Belinda Trantham	2110
Alcohol/Drug Education	Anne Garrett	2113
Arts Education	Jenny Wood	2117
Athletics	Mark Sheppard	2104
Board of Education Information	Brooke King	2112
Board Policies	Mark Sheppard	2104
Breakfast & Lunch Program	Alison Francis	627-1150 ext. 2403
Counseling-Elementary	Ron Moss	2106
Counseling-Secondary	Jeff Haney	2105
Curriculum	Bill Nolte	2107
D.A.R.E and School Resource Officers	Anne Garrett	2113
Driver Education	Mark Sheppard	2104
Dropout Prevention	Kyle Ledford	454-6590
Elementary Education	Ron Moss	2106
Exceptional Children's Program	Brandi Stephenson	2125
Facility Use	Mark Sheppard	2104
Title I	Belinda Trantham	2110
Field Trips	Anne Garrett	2113
Finance	Angie Gardner	2133
Haywood County Schools Foundation	Jenny Wood	2117
Health Issues/Nurses	Aleasa Glance	2120
High School Education	Jeff Haney	2105
Immunization	Bill Nolte	2107
Library Media	Kim Jackson	627-3122 ext. 2503
Maintenance	Joe Buchanan	456-2402
Migrant Education/English Language Learners	Aleasa Glance	2120
Human Resources	Jason Heinz	2114
Pre-Kindergarten	Ron Moss	2106
Psychological Services	Brandi Stephenson	2125
Public Relations	Bill Nolte	2107
Safe Schools	Mark Sheppard	2104
Secondary Education	Jeff Haney	2105
Social Work	Aleasa Glance	2120
Student Insurance	Angie Gardner	2133
Student Transfers/Reassignment Requests	Bill Nolte	2107
Student Records/Transcripts	Brooke Yarborough	0
Student Out-of-County Placement	Brooke King	2112
Testing Program	Teresa Cook	627-3122 ext. 2506
Textbooks	Todd Trantham	627-3122 ext. 2502
Transportation	Todd Trantham	627-3122 ext. 2502
504 Coordinator	Brandi Stephenson	2125



## *Haywood County Schools*

1230 North Main Street  
Waynesville, NC 28786  
828 456 2400

*Anne G. Garrett, Ed., D.*

Superintendent



### **SCHOOL BOARD MEMBERS**

Chuck Francis, Chairman	452-1687
Lynn Milner, Vice Chair	456-6065
Jimmy Rogers	627-3093
Rhonda Schandevell	648-7135
Steven Kirkpatrick	627-0522
Walt Leatherwood	648-5621
Larry Henson	648-0725
Jim Francis	452-2282
Bobby Rogers	550-1881

# Haywood County Schools

Bethel Elementary (K-5)  
4700 Old River Road  
Canton, NC 28716  
646-3448 FAX 646-3470  
Kim Shipman, Principal

Junaluska Elementary (K-5)  
2238 Asheville Hwy.  
Waynesville, NC 28786  
456-2407 FAX 456-2446  
Sherri Arrington, Principal

Bethel Middle School (6-8)  
630 Sonoma Road  
Waynesville, NC 28786  
646-3442 FAX 648-6259  
Shawn Parris, Principal

Meadowbrook Elementary (PreK-5)  
85 Morningstar Lane  
Canton, NC 28716  
646-3445 FAX 648-8506  
Stephanie Mancini, Principal

Canton Middle School (6-8)  
60 Penland Street  
Canton, NC 28716  
646-3467 FAX 646-9558  
Todd Barbee, Principal

North Canton Elementary (PreK-5)  
60 Thompson Street  
Canton, NC 28716  
646-3444 FAX 648-6668  
Jill Mann, Principal

Central Haywood High School (9-12)  
3215 Broad Street  
Clyde, NC 28721  
627-9944 FAX 627-8935  
Rodney Mashburn, Principal

Pisgah High School (9-12)  
1 Black Bear Lane  
Canton, NC 28716  
646-3440 FAX 648-8618  
Jill Barker, Principal

Clyde Elementary (PreK-5)  
4182 Old Clyde Road  
Clyde, NC 28721  
627-2206 FAX 627-1471  
Clint Conner, Principal

Riverbend Elementary (K-5)  
71 Learning Lane  
Clyde, NC 28721  
627-6565 FAX 627-3269  
Jill Chambers, Principal

Haywood Early College  
185 Freedlander Drive  
Clyde, NC 28721  
(828) 565-4000  
Lori Fox, Principal

Tuscola High School (9-12)  
564 Tuscola School Road  
Waynesville, NC 28786  
456-2408 FAX 456-2434  
Travis Collins, Principal

Hazelwood Elementary (PreK-5)  
1111 Plott Creek  
Waynesville, NC 28786  
456-2406 FAX 456-5436  
Wendy Rogers, Principal

Waynesville Middle School (6-8)  
495 Brown Avenue  
Waynesville, NC 28786  
456-2403 FAX 456-7905  
Trevor Putnam, Principal

Jonathan Valley Elementary (PreK-5)  
410 Hall Drive  
Waynesville, NC 28785  
926-3207 FAX 926-2678  
Heather Hollingsworth, Principal

# Haywood County Schools Facility Directions

## Central Office /Conference Center / Education Center

**Central Office: 1230 North Main Street, Waynesville, NC 28786 (828) 456-2400**

### ***FROM WEST:***

Exit HWY 19-23 at Russ Avenue/ Waynesville. Turn right. Proceed on Russ Avenue to the fourth red light (Walnut Street) Turn left. Go straight through the first red light (Walnut turns into Main St. here). Go one block past the next red light. The Board of Education Office is on the right. Turn right onto East Street and right immediately into the parking lot. You may park in front or on either side of the building.

**HCS Conference Center : 112 Virginia Ave., Waynesville, NC 28786**

### ***FROM WEST***

- From Hwy 23-74, take Exit 98 and turn right on Hyatt Creek Road.
- Travel to the 2nd red light and turn left.
- Go to the 4th red light and turn left on Virginia Avenue. The Conference Center is the first brick building on the left – 112 Virginia Avenue.

### ***FROM EAST***

- Take 19-23-74 to Exit 100 (Hazelwood).
- Turn left, travel through the stoplight, go to the first stop sign, and turn left.
- Go to the fourth street and turn right on Virginia Ave. The Conference Center is the last building on the right, 112 Virginia Ave.

## **Directions to Haywood County Schools Education Center**

### ***FROM EAST (ASHEVILLE)***

- Take I-40 West to exit 27 (HWY 19-23-74 Waynesville-Maggie Valley-Lake Junaluska).
- Travel 1.5 miles and take the second exit (#106 - Clyde) to the right.
- Turn left at the first red light (Morgan Street).
- Cross the railroad tracks and travel to the stop sign at the end of the street.
- Turn right onto Broad Street (Old Clyde Road).
- Travel two blocks to the Education Center (first building on the left).
- Parking is next to the building.

### ***COMING FROM WEST FROM I-40 EAST***

- Exit I-40 at exit #27 (Hwy 19-23-74 – Waynesville)

#### **(OR from Hwy 23-74-Sylva)**

- Follow Hwy 19-23-74 to the Clyde (Exit 106)
- Turn left at the first red light (Morgan Street).
- Cross the railroad tracks and travel to the stop sign at the end of the street.
- Turn right onto Broad Street (Old Clyde Road).
- Travel two blocks to the Education Center (first building on the left). Parking is next to the building.



# Haywood County Schools

1230 North Main Street  
Waynesville, NC 28786  
828 456 2400  
Anne G. Garrett, Ed., D.  
Superintendent



## Winter Weather Closings and Delays

When weather causes a change in school schedules, local media are notified by 5:45 a.m. so announcements may be made as soon as reasonably possible. We use a rapid notification system to contact parents and staff. Please make sure you notify the appropriate person at school if you are a new employee or if your contact information has changed. Staff, students and parents are encouraged to follow Haywood County Schools on Facebook or Twitter or check other reliable sources to receive up-to-date information. When it is necessary to change the school schedule, one of five announcements will be made.

1. School Closed – Optional Workday – Schools will be closed for students. However, faculty and staff have the option of reporting to work or taking accumulated annual leave.
2. School Closed – Annual Leave Day – Schools will be closed for students. Ten month employees will have an annual leave day deducted from their allotment and should not report to work. Eleven and twelve month employees may use annual leave or report to work.
3. Closed (No Day) – Schools will be closed for students and all staff. Staff may **only** work with the **prior** approval of the Superintendent, Associate Superintendent, Principal or appropriate system-level administrator. This day is rarely used. However, it may be used when annual leave days and workdays have been exhausted or are nearly exhausted. It may also be used in situations in which the weather is extremely dangerous and the school district believes employees risk injury if they attempt to report to work.
4. Two-Hour Delay – Buses will operate two hours later than their regular schedule for morning bus runs. Buses will not run on icy roads. In the afternoon, buses will operate their normal time and route schedules to the extent roads can be safely traveled. When there is a two-hour delay, buildings will be opened on the normal operating schedule so working parents may take children to school. Students arriving early should report to their first class or the school's designated area. Regular class schedules will begin two hours later than the normal schedule. Faculty and staff should report to work on the normal schedule.
5. Three-Hour Delay – Buses will operate three hours later than their regular schedule for morning bus runs. Buses will not run on icy roads. In the afternoon, buses will operate their normal time and route schedules to the extent roads can be safely traveled. When there is a three-hour delay, buildings will be opened on the normal operating schedule so working parents may take children to school. Students arriving at the normal time should report to their first class or the school's designated area. Regular class schedules will begin three hours later than the normal schedule. Faculty and staff should report to work on the normal schedule.

## NORTH CAROLINA STATE BOARD OF EDUCATION Policy Manual

**Policy Identification Priority:** Quality Teachers, Administrators, and Staff **Category:** Qualifications and Evaluations

**Policy ID Number:** QP-C-014

**Policy Title:** 16 NCAC 6C .0601 and 16 NCAC 6C .0602 Policy regarding the Code of Ethics for North Carolina Educators

**Current Policy Date:** 02/05/1998

**Other Historical Information:** Previous board dates: 06/05/1997

**Statutory Reference:**

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

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

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

### **Commitment to the Student**

Protects students from conditions within the educator's control that circumvent learning or are detrimental to the health and safety of students.

Maintains an appropriate relationship with students in all settings; does not encourage, solicit, or engage in a sexual or romantic relationship with students, nor touch a student in an inappropriate way for personal gratification, with intent to harm, or out of anger.

Evaluates students and assigns grades based upon the students' demonstrated competencies and performance. Disciplines students justly and fairly and does not deliberately embarrass or humiliate them.

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

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

### **Commitment to the School and School System**

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

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

Signs a contract in good faith and does not abandon contracted professional duties without a substantive reason. Participates actively in professional decision-making processes and supports the expression of professional opinions and judgments by colleagues in decision-making processes or due process proceedings.

When acting in an administrative capacity:

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

2. Evaluates the work of other educators using appropriate procedures and established statutes and regulations.
3. Protects the rights of others in the educational setting, and does not retaliate, coerce, or intentionally intimidate others in the exercise of rights protected by law.
4. Recommend persons for employment, promotion, or transfer according to their professional qualifications, the needs and policies of the LEA, and according to the law.

### **Commitment to the Profession**

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

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

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

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

### **.0601 PURPOSE AND APPLICABILITY**

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

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

### **.0602 STANDARDS OF PROFESSIONAL CONDUCT**

(a) The standards listed in this Section shall be generally accepted for the education profession and shall be the basis for State Board review of performance of professional educators. These standards shall establish mandatory prohibitions and requirements for educators. Violation of these standards shall subject an educator to investigation and disciplinary action by the SBE or LEA.

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

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

(2) Personal conduct. The educator shall serve as a positive role model for students, parents, and the community. Because the educator is entrusted with the care and education of small children and adolescents, the educator shall demonstrate a high standard of personal character and conduct.

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

(A) statement of professional qualifications;

(B) application or recommendation for professional employment, promotion, or licensure;



(C) application or recommendation for college or university admission, scholarship, grant, academic award, or similar benefit;

(D) representation of completion of college or staff development credit;

(E) evaluation or grading of students or personnel;

(F) submission of financial or program compliance reports submitted to state, federal, or other governmental agencies;

(G) submission of information in the course of an official inquiry by the employing LEA or the SBE related to facts of unprofessional conduct, provided, however, that an educator shall be given adequate notice of the allegations and may be represented by legal counsel; and

(H) submission of information in the course of an investigation by a law enforcement agency, child protective services, or any other agency with the right to investigate, regarding school-related criminal activity; provided, however, that an educator shall be entitled to decline to give evidence to law enforcement if such evidence may tend to incriminate the educator as that term is defined by the Fifth Amendment to the U.S. Constitution.

(4) Proper remunerative conduct. The educator shall not solicit current students or parents of students to purchase equipment, supplies, or services from the educator in a private remunerative capacity. An educator shall not tutor for remuneration students currently assigned to the educator's classes, unless approved by the local superintendent. An educator shall not accept any compensation, benefit, or thing of value other than the educator's regular compensation for the performance of any service that the educator is required to render in the course and scope of the educator's employment. This Rule shall not restrict performance of any overtime or supplemental services at the request of the LEA; nor shall it apply to or restrict the acceptance of gifts or tokens of minimal value offered and accepted openly from students, parents, or other persons in recognition or appreciation of service.

(5) Conduct with students. The educator shall treat all students with respect. The educator shall not commit any abusive act or sexual exploitation with, to, or in the presence of a student, whether or not that student is or has been under the care or supervision of that educator, as defined below:

(A) any use of language that is considered profane, vulgar, or demeaning;

(B) any sexual act;

(C) any solicitation of a sexual act, whether written, verbal, or physical;

(D) any act of child abuse, as defined by law;

(E) any act of sexual harassment, as defined by law; and

(F) any intentional solicitation, encouragement, or consummation of a romantic or physical relationship with a student, or any sexual contact with a student. The term "romantic relationship" shall include dating any student.

(6) Confidential information. The educator shall keep in confidence personally identifiable information regarding students or their family members that has been obtained in the course of professional service, unless disclosure is required or permitted by law or professional standards, or is necessary for the personal safety of the student or others.

(7) Rights of others. The educator shall not willfully or maliciously violate the constitutional or civil rights of a student, parent/legal guardian, or colleague.

(8) Required reports. The educator shall make all reports required by Chapter 115C of the North Carolina General Statutes.

(9) Alcohol or controlled substance abuse. The educator shall not:

(A) be under the influence of, possess, use, or consume on school premises or at a school-sponsored activity a controlled substance as defined by N.C. Gen. Stat. § 90-95, the Controlled Substances Act, without a prescription authorizing such use;

(B) be under the influence of, possess, use, or consume an alcoholic beverage or a controlled substance on school premises or at a school-sponsored activity involving students; or

(C) furnish alcohol or a controlled substance to any student except as indicated in the professional duties of administering legally prescribed medications.

(10) Compliance with criminal laws. The educator shall not commit any act referred to in G.S. 115C-332 and any felony under the laws of the United States or of any state.

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

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

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

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

## § 115C-307. Duties of teachers.

- a. To Maintain Order and Discipline. - It shall be the duty of all teachers, including student teachers, substitute teachers, voluntary teachers, and teacher assistants when given authority over some part of the school program by the principal or supervising teacher, to maintain good order and discipline in their respective schools. A teacher, student teacher, substitute teacher, voluntary teacher, or teacher assistant shall report to the principal acts of violence in school and students suspended or expelled from school as required to be reported in accordance with State Board policies.
- b. To Provide for General Well-Being of Students. - It shall be the duty of all teachers, including student teachers, substitute teachers, voluntary teachers, and teacher assistants when given authority over some part of the school program by the principal or supervising teacher, to encourage temperance, morality, industry, and neatness; to promote the health of all pupils, especially of children in the first three grades, by providing frequent periods of recreation, to supervise the play activities during recess, and to encourage wholesome exercises for all children.
- c. To Provide Some Medical Care to Students. - It is within the scope of duty of teachers, including substitute teachers, teacher assistants, student teachers or any other public school employee when given such authority by the board of education or its designee, (i) to administer any drugs or medication prescribed by a doctor upon written request of the parents, (ii) to give emergency health care when reasonably apparent circumstances indicate that any delay would seriously worsen the physical condition or endanger the life of the pupil, and (iii) to perform any other first aid or life saving techniques in which the employee has been trained in a program approved by the State Board of Education: Provided, that no one shall be required to administer drugs or medication or attend life saving techniques programs.

Any public school employee, authorized by the board of education or its designee to act under (i), (ii), or (iii) above, shall not be liable in civil damages for any such authorized act or for any omission relating to such act unless such act or omission amounts to gross negligence, wanton conduct or intentional wrongdoing. Any person, serving in a voluntary position at the request of or with the permission or consent of the board of education or its designee, who has been given the authority by the board of education or its designee to act under (ii) above shall not be liable in civil damages for any such authorized act or for any omission relating to such act unless the act amounts to gross negligence, wanton conduct or intentional wrongdoing.

At the commencement of each school year, but prior to the beginning of classes, and thereafter as circumstances require, the principal of each school shall determine which persons will participate in the medical care program.

- d. To Teach the Students. - It shall be the duty of all teachers, including student teachers, substitute teachers, voluntary teachers, and teacher assistants when given authority over some part of the school program by the principal or supervising teacher, to teach as thoroughly as they are able all branches which they are required to teach; to provide for singing in the school, and so far as possible to give instruction in the public school music.
- e. To Enter into the Superintendent's Plans for Professional Growth. - It shall be the duty of all teachers, including student teachers, substitute teachers, voluntary teachers, and teacher assistants when given authority over some part of the school program by the principal or supervising teacher, to enter actively into the plans of the superintendent for the professional growth of the teachers.
- f. To Discourage Nonattendance. - Teachers shall cooperate with the principal in ascertaining the cause of nonattendance of pupils that he may report all violators of the compulsory attendance law to the school social worker in accordance with rules promulgated by the State Board of Education.
- g. To Make Required Reports. - A teacher shall make all reports required by the local board of education. The superintendent shall not approve the voucher for a teacher's pay until the required monthly and annual reports are made.

The superintendent may require a teacher to make reports to the principal.

A teacher shall be given access to the information in the student information management system to expedite the process of preparing reports or otherwise providing information. A teacher shall not be required by the local board, the superintendent, or the principal to (i) provide information that is already available on the student information management system; (ii) provide the same written information more than once during a school year unless the information has changed during the ensuing period; or (iii) complete forms, for children with disabilities, that are not necessary to ensure compliance with the federal Individuals with Disabilities Education Act (IDEA). Notwithstanding the foregoing, a local board may require information available on its student information management system or require the same information twice if the local board can demonstrate a compelling need and can demonstrate there is not a more expeditious manner of getting the information.

Any teacher who knowingly and willfully makes or procures another to make any false report or records, requisitions, or payrolls, respecting daily attendance of pupils in the public schools, payroll data sheets, or other reports required to be made to any board or officer in the performance of their duties, shall be guilty of a Class 1 misdemeanor and the certificate of such person to teach in the public schools of North Carolina shall be revoked by the Superintendent of Public Instruction.

- h. To Take Care of School Buildings. - It shall be the duty of every teacher to instruct children in proper care of property and to exercise due care in the protection of school property, in accordance with the provisions of G.S. 115C-523. (1955, c. 1372, art. 17, ss. 4, 6; 1959, cc. 1016, 1294; 1969, c. 638, ss. 2, 3; 1971, c. 434; 1981, c. 423, s. 1; 1985, c. 642; c. 686, s. 2; 1989, c. 585, s. 4; 1993, c. 539, s. 884; 1994, Ex. Sess., c. 24, s. 14(c); 1997-443, s. 8.29(k); 2000-67, s. 8.18(a).)

## Haywood County Schools Confidentiality Agreement

In performing my assigned duties and responsibilities with the Haywood County Schools, I understand that maintaining confidentiality is critical to the mission of our school system and for the compliance with federal and state laws and for maintaining the public's trust. I further understand that my assigned duties and responsibilities may involve the use of state data, school district data, and/or other information that is confidential. Access to and knowledge of information that is deemed confidential includes, but is not limited to, any information that personally identifies a particular employee or individual, particular student or professional educator, or any information that personally identifies individual account information with a financial institution with whom a professional educator, employee, or other individual may transact business. Such information is often referred to as Personally Identifiable Information.

Information that must remain confidential is to be protected in compliance with applicable federal and state law, including FERPA (Family Education Rights and Privacy Act of 1974), Chapter 75 of the N.C. General Statutes and any applicable amendments to such laws. By reading and signing this agreement, I understand that I am prohibited from including or disclosing Personally Identifiable Information in any form of communication with any unauthorized individual or entity, including any individual or entity not employed by the Haywood County Schools, except as required in the performance of my assigned position duties. Such communication includes, but is not limited to, e-mail, instant messaging, faxes, or other written correspondence, and any type of verbal communication.

I understand that violation of this agreement is employee misconduct and subjects me as a Haywood County Schools employee to disciplinary action, up to and including dismissal, without prior warning. Further, I understand that violation of this agreement could lead to additional legal liability to me.

**Note: this agreement is to be read and signed. A copy is retained in the employee's Personnel file in the Human Resources Department.**

Employee's Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

c: Employee's Personnel File

\*Employee information that is open to the public is employee name, age, date of original employment, current position title, current salary (including pay, benefits, incentives, bonuses and deferred and any other form of compensation paid by the department), date and amount of most recent salary change, date of most recent promotion, demotion, transfer, suspension, separation or change in position reclassification, and location of the employee's duty station.