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

Haywood County Schools

Employee Handbook

Revised August 2013

For those beginning employment with us, 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 us, 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 your school or work site. 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

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.

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

Academically Gifted Program	Jan Nesbitt	2110
Alcohol/Drug Education	Anne Garrett	2113
Arts Education	Jenny Wood	2117
Athletics	Mark Sheppard	2104
Board of Education Information	Leanna Moody	2112
Board Policies	Mark Sheppard	2104
Breakfast & Lunch Program	Alison Francis	627-1150 ext.2403
Career Technical Education	Aleasa Glance	2120
Community Schools Programs	Mark Sheppard	2104
Computer Operations/Technology	Todd Trantham	627-3122 ext. 2502
Curriculum	Bill Nolte	2107
D.A.R.E and School Resource Officers	Anne Garrett	2113
Driver Education	Rick Stiles	456-2421
Dropout Prevention	Kyle Ledford	454-6590
Elementary Education	Ron Moss	2106
Exceptional Children's Program	Joan Ferrara	2124
Facility Use	Mark Sheppard	2104
Title I	Jan Nesbitt	2110
Field Trips	Bill Nolte	2107
Finance	Bob Phillips	2132
Guidance and Counseling	Aleasa Glance	2120
Haywood County Schools Foundation	Jenny Wood	2117
Health Issues/Nurses	Aleasa Glance	2120
High School Education	Carol Douglas	2115
Immunization	Bill Nolte	2107
Library Media	Kim Guffey	627-3122 ext. 2503
Maintenance	Tracy Hargrove	456-2402
Middle School Education	Carol Douglas	2115
Migrant Education/English Language Learners	Jan Nesbitt	2110
Human Resources	Jason Heinz	2114
Pre-Kindergarten	Ron Moss	2106
Psychological Services	Joan Ferrara	2124
Public Relations	Bill Nolte	2107
Safe Schools	Mark Sheppard	2104
Social Work	Aleasa Glance	2120
Student Insurance	Bob Phillips	2132
Student Transfers/Reassignment Requests	Bill Nolte	2107
Student Records/Transcripts	Robin Graf	0
Student Out-of-County Placement	Leanna Moody	2112
Testing Program	Teresa Cook	627-3122 ext. 2506
Textbooks	Todd Trantham	627-3122 ext. 2502
Transportation	Rick Stiles	456-2421
504 Coordinator	Joan Ferrara	2124

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
Larry Harbin, Vice Chairman	646-6907
Jimmy Rogers	627-3093
Rhonda Schandevel	648-7135
Lynn Milner	456-6065
Steven Kirkpatrick	627-0522
Walt Leatherwood	648-5621
Larry Henson	648-0725
Jim Francis	452-2282
Bob Morris	627-3717

HAYWOOD COUNTY SCHOOLS

1. Bethel Elementary (K-5)
   4700 Old River Road
   Canton, NC 28716
   646-3448 FAX 646-3470
   Jill Barker, Principal

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

3. Canton Middle School (6-8)
   60 Penland Street
   Canton, NC 28716
   646-3467 FAX 648-9558
   Travis Collins, Principal

4. Central Elementary (K-5)
   62 Joy Lane
   Waynesville, NC 28786
   456-2405 FAX 456-2453
   Wendy Rogers, Principal

5. Central Haywood High School (9-12)
   3215 Broad Street
   Clyde, NC 28721
   627-9944 FAX 627-8935
   Jeff Haney, Principal

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

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

8. Haywood Early College
   185 Freedlander Drive
   Clyde, NC 28721
   (828) 565-4000
   Doris Greene, Principal

9. Hazelwood Elementary (K-5)
   1111 Plott Creek
   Waynesville, NC 28786
   456-2406 FAX 456-5436
   Susan Savage, Principal

10. Jonathan Valley Elementary (6-8)
    410 Hall Drive
    Waynesville, NC 28785
    926-3207 FAX 926-2678
    Heather Hollingsworth, Principal

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

12. Meadowbrook Elementary (K-5)
    85 Morningstar Lane
    Canton, NC 28716
    646-3445 FAX 648-8506
    Anna Williams, Principal

13. North Canton Elementary (K-5)
    60 Thompson Street
    Canton, NC 28716
    646-3444 FAX 648-6668
    Todd Barbee, Principal

14. Pisgah High School (9-12)
    1 Black Bear Lane
    Canton, NC 28716
    646-3440 FAX 648-8618
    Greg Bailey, Principal

15. Tuscola High School (9-12)
    564 Tuscola School Road
    Waynesville, NC 28786
    456-2408 FAX 456-2434
    Dale McDonald, Principal

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

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

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.

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.

Longevity Pay

All permanent full or part-time employees receive longevity pay after completing 10 years of qualifying service. Longevity is an annual payment based on a percentage of your yearly-based salary. This percentage increases as years of state service increase. Longevity payments are paid during the pay period following your anniversary date of employment.

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 by 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.

Classroom teachers with a balance of more than 30 days of annual leave at the end of the school year who have been deprived of the opportunity to take all of the annual leave earned during the school term may be paid for up to four days of forfeited vacation rather than having excess leave converted to sick 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	
Years of State Service	Monthly Full-Time Accrual Rates	10-Month Employees
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 for 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. *Reference: Board Policy P-15*

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. *Reference: Board Policy P-15*

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. *Reference: Board Policy P-15*

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 Clerk 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. BB&T 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 available 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

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 and plans that are required to be HIPAA compliant have done so.

Liability Insurance

All employees of Haywood County Schools are covered by the Board of Education's School Professional Liability Insurance Policy. The program covers legal liability for an act, error, or omission in services rendered in the discharge of school district duties.

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. All Worker's Compensation injuries are subject to mandatory drug/alcohol testing. (see Employee Safety Handbook online)

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 discharge. 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)
- 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).

§ 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 forgoing, 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).)

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 Unite 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.

HARASSMENT

The Haywood County Board of Education believes that all employees and students should be free of unlawful discrimination, harassment, and bullying as a part of a safe, orderly, caring and inviting working and learning environment. The board commits itself to nondiscrimination in all its educational and employment activities. The board expressly prohibits unlawful discrimination, harassment or bullying, including on the basis of race, color, national origin, sex, pregnancy, religion, age, marital status, parenthood, citizenship status, or disability.

The board also prohibits retaliation against an employee or student who has exercised any rights made available through state or federal law, including prohibiting retaliation for reporting violations of this policy.

Any violation of this policy is considered a serious violation and appropriate action will be taken in response to a violation. (See Haywood County Schools policy A-3 for full text)

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 on all newly hired employees including substitutes. Applicants for employment will 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.

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 will 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.

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 and 1,025 hours of instruction

The school year can extend to June 30th 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.

School Winter Weather Closings and Delays

When weather conditions cause a change in school schedules, local media are notified (usually by 5:45 a.m.) each morning so the change may be announced as soon as reasonably possible. We will continue to use Alert Now to call parents and staff about closings or delays. Please make sure you notify the appropriate person at school if you are a new employee or if your telephone number has changed. This service was purchased for parent and staff notification and is not available for use with businesses or community organizations. One of four 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 an annual leave day.

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 (or No Day)** – Schools will be closed for students and all staff. Staff may only work with the prior approval of the Superintendent, Associate Superintendent or Principal. 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, school buildings will be opened on the normal operating schedule so parents may leave children at school. Students arriving at the normal time 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 are to report to work on the normal schedule.

AlertNow Rapid Notification System

School system administrators use AlertNow, a rapid notification communications tool that can deliver uniform information to parents at a rate of 4,000 to 6,000 calls per minute. Individual schools may use AlertNow to make announcements about activities such as school programs, performances, report card distribution, extra-curricular events and if necessary, emergency situations. At the school system level, AlertNow is used to make announcements about inclement weather schedule changes and special district-wide events.
The guidelines for using AlertNow are the same as any other form of school communication. Therefore, school policies and laws prohibiting communication about religious, political or profit making activities also apply to AlertNow.

Internet Links

Haywood County Schools Board Policies:

http://www.haywood.k12.nc.us/policies

Prohibition Against Discrimination, Harassment, and Bullying:

http://www.haywood.k12.nc.us/policies/administration/A-03-Prohibit-Discrimination%20Harassment-Bullying%2012-09.pdf

Hours of Personnel (Board Policy P-1):

http://www.haywood.k12.nc.us/policies/personnel/P-01-Hours_of_Personnel-rev_4-10.pdf

Grievance Procedure for Employees (Board Policy P-20)

http://www.haywood.k12.nc.us/HCS/policies/personnel/P-20-Grievance%20Procedures-rev-5-05.pdf

Code of Professional Practice and Conduct for School Employees (Board Policy P-21):

http://www.haywood.k12.nc.us/policies/personnel/P-21-Code_of_Professional_Conduct_rev4-10.pdf

HAYWOOD COUNTY SCHOOLS

School Year: 2013-14

Dear Staff:
A summary of the School Board Policies is provided for your information. If you wish to view a policy in its entirety please go to the website at www.haywood.k12.nc.us and click on the policies link. Please feel free to print any policy for your records.
Sincerely,
Dr. Anne G. Garrett, Superintendent

I. *SCHOOL BOARD OPERATIONS*

SB-1 Board Policy Adoption and Changes – This policy outlines the procedures in which policies shall be adopted, amended, or deleted.

SB-2 Board of Education Meetings - Establishes the scheduling of meetings, procedures for "open" and "closed" sessions, and the guidelines for keeping the minutes of the meeting.

SB-3 School Board Powers and Duties - The general powers and duties of the Board are set forth by the NC General Statutes. This policy describes the functions of the Board, duties of officers, and the establishment of various committees.

SB-4 Board Member Conflict of Interest – Members are subject to "conflict of interest" laws and must sign a Code of Ethics.

SB-5 Appointments to Haywood Community College – The regulations concerning appointing individuals to the Haywood Community College Board of Trustees are listed.

SB-6 Unexpired Term Fulfillment – This policy describes the steps in filling the un-expired term of a board member.

II. ORGANIZATION AND PURPOSE

III. *ADMINISTRATION*

A-1 Fund Raising - Regulations are established for schools to engage in limited fund raising activities, and to insure these activities do not encroach upon instructional time, and that the community is not overwhelmed with solicitations. These guidelines apply to elementary, middle and high schools and also to non-school fund raising activities.

A-2 Appeals to the Board - Rules are established for the Board to consider hearing appeals and in conducting the hearing of appeals. Both employee and student grievances are addressed.

A-3 Prohibition against Discrimination, Harassment & Bullying - The Haywood County Board of Education believes that all employees and students should be free of unlawful discrimination, harassment, and bullying as a part of a safe, orderly and inviting working and learning environment. The Board expressly prohibits unlawful discrimination, harassment or bullying, including on the basis of race, color, national origin, sex, pregnancy, religion, age, marital status, parenthood, citizenship status or disability.

A-4 Pupil Assignment and Transfer - All students shall attend school in the attendance area that their parents or legal guardian is a legal resident. Requests for change of assignment will be considered in matters of Exceptional Children's Program, work related hardship, or personal problems.

A-5 Attendance Membership and Course Credit – Addresses the compulsory attendance law from entry until age 16, High School class credits, excessive absences (12-15/year), and make-up work when student is absent. Also addressed are student membership, instructional time, early checkouts, pregnant students and medically fragile students.

A-6 Exceptional Children Program - This program will operate in compliance with all Federal and State laws. Guidelines for and independent evaluation are defined.

A-7 Distribution of Literature - Distribution of literature that is political, religious, or disruptive is prohibited.

A-8 Release of Rosters - Protects student and employee privacy with only limited release of information.

A-9 Computer Networks/Acceptable Use - Computer networks and Internet access regulations are spelled out along with user responsibilities and activities that are classified as "misuse".

A-10 Purchases – (Pending)

A-11 School Calendar – Establishes the guidelines for developing a school calendar, maintaining 180+ student days, adjusting the calendar for inclement weather, and setting the dates for graduation.

A-12 Sexual Harassment - The Board will provide learning and working environment that is free from sexual harassment.

A-13 Student Fees - Regulates the charges in which a school can collect from parents and students. The Board shall maintain the lowest possible level of fees.

A-14 Non-resident Student - Standards are set forth in this policy in serving students who are not a resident of Haywood County.

A-15 Food Sales - Describes the standards by which the Child Nutrition Program shall be operated.

A-16 Fixed Assets - All fixed assets belonging to Haywood County Schools are to be recorded and maintained in accordance with State statutes and State policy.

A-17 Communicable Diseases - Regulations concerning the prevention, intervention and treatment of communicable diseases.

A-18 Bloodborne Pathogens - The purpose is to limit occupational exposure of employees to blood and other potentially infectious body fluids and materials that may transmit blood-borne pathogens.

A-19 Travel Expenditures and Reimbursement - Provides regulations which govern payment or reimbursement of allowable expenses pertaining to official travel and subsistence.

A-20 Tax Sheltered Investment, Life and Health Insurance Programs - The school system will provide the employees information on and procedures for employees to participate in tax sheltered investments and supplementary life and health insurance programs.

A-21 Tobacco Free Schools - The use of tobacco products is prohibited on school property.

A-22 Regular Buses - Regulations that permit the use of buses to best serve the interest of the schools within state guidelines.

A-23 Activity Buses - The Board establishes procedures in providing activity buses for transportation for school sponsored classroom, club, band and athletic activities.

A-24 Vandalism of Buses - Procedures to curb this serious safety-risk and expensive problem.

A-25 Use of School Owned Vehicles - Governs us of school owned vehicles by employees.

A-26 Historically Underutilized Business Program - The Board supports the requirements to promote opportunities by businesses without regard to race, gender, or handicap.

A-27 Safety Devices on Buses - Guidelines for use of safety devices on buses.

A-28 Cameras on Buses - Cameras will be placed on buses to assist in maintaining order and promoting the safety of students.

A-29 Health Education Program - The Board is committed to a comprehensive health education program for grades K-9 which meet all the requirements established by the Healthful Living Framework adopted by the State Board of Education.

A-30 School-Based Decision Making – This policy addresses the legal implications of school-based management and local philosophy and practice. The vehicle for decisions is the School Improvement (Strategic) Plan. The selection of the school improvement team is defined. These plans must reflect the goal of improving student performance. Topics include curriculum, budget flexibility, calendars, staff development, personnel, display of flags, Pledge of Allegiance, and Moment of Silence, etc.

A-31 Safe and Orderly schools – Staff and students are expected to participate in school efforts to create a safe orderly learning environment. All staff members are expected to participate at least two training sessions each year on any aspect of school safety.

A-32 Records Retention and Disposition – Maintaining accurate records and files is extremely important in the efficient operation of the school system. Employees will comply with the Records Retention and Disposition guide that is published by the North Carolina Department of Public Instruction.

A-33 Cash Controls and Daily Deposits – All financial transactions are to be completed according to the guidelines established in the Financial Policy and Procedures Manual published by the North Carolina Department of Public Instruction.

A-34 Display of Flags and Pledge of Allegiance – The board believes that saluting the flag and reciting the Pledge of allegiance daily, helps students understand that these are symbols of our democratic heritage, ideals and freedom.

A-35 Disposal of Surplus Property - When property becomes unnecessary and undesirable for school purposes, Haywood County School will sell or dispose of the property in order to provide additional revenue for educational purposes, in accordance with requirements of G.S. 115C-518 and G.S. 160A.

A-36 Sale and Disposal of Board-Owned Real Property - The Board will sell and dispose of board-owned real property, including lands and buildings, as authorized by law.

A-37 Gifts and Bequests - The Board of Education will accept gifts or bequests from individuals and organizations on behalf of the school system. Such gifts foster community support for the schools and improve the school district for the benefit of students and staff.

A-38 Advertising on School Property by Community and Outside Groups - The Haywood County Board of Education encourages community members and business owners to provide financial support for school activities. One permissible method of showing support is to buy advertisements or sponsor banners, posters, signs, etc., for display on school property, pursuant to the conditions and restrictions set forth by the Board.

A-39 School Bus Idling - The Haywood County Board of Education recognizes that unnecessary bus idling poses a health risk to the students and the driver. Further, the Board recognizes that a school bus idling policy not only reduces fuel consumption and cost, but also reduces emissions resulting in cleaner air for everyone.

A-40 Pest Management – The Haywood County Board of Education is committed to maintaining and protecting the physical condition of school facilities and the health of students and staff. To this end the Board will use Integrated Pest Management (IPM) procedures to prevent and/or suppress pests.

A-41 Electronic Stored Information Retention - The school system is required by law to retain and store electronic information. All emails sent/received using a HCS email account are the property of the school system. All emails are stored for a 3-year period with certain business emails retained longer.

A-42 Registered Sex Offenders – Prohibits registered sex offenders from being present on school grounds at any time. Some limited exceptions for offenders who are parents.

A-43 Child Nutrition Charge Policy – Regulates the participation of students and adults in obtaining school meals.

A-44 Visitors to the Schools – Provides guideline for school visitations.

A-45 Bus Drivers - Provides guideline for bus drivers.

A-46 Bus Routes - Provides guideline for establishing and maintaining bus routes.

IV. *PERSONNEL*

P-1 Hours of Personnel & Compensatory Time - Defines the schedule of various employee groups, and includes regulations for compensatory time, leave time and flexible schedules.

P-2 Transfer of Employees - The Board establishes the procedures for administrative transfers and employee requested transfer.

P-3 Extracurricular and Noninstructional Duties – In order to carryout the responsibilities of a school's operation, teachers and other staff members must perform certain extracurricular and noninstructional duties. The principal has the authority to assign these duties as necessary.

P-4 Voluntary Shared Leave - Allows employees to voluntarily donate leave to a fellow employee who has a prolonged medical condition.

P-5 Resignations - An orderly process is established for employee resignations.

P-6 Drug Free Policy - Assures employees the right to a workplace which is free of alcohol and other drugs, and to educate employees of the harmful effects and dangers of alcohol and drug abuse. A summary of the policy will be communicated to employees annually.

P-7 Professional Personnel Reduction In Force - Provides a process for the reduction of certified employees due to re-organization, decreased enrollment or funding.

P-8 Assignment of Related Employees - Prevents situations in which an employee in under the direct supervision of another immediate family member.

P-9 Dual Contracts - Contracts for employees who serve in extra-curricular roles.

P-10 Information for Employees - Establishes the types of information that is made available to employees.

P-11 Substitute Teachers - Establishes guidelines for the procurement, training and responsibilities of substitute teachers.

P-12 Relationship with Students - All employees of the Haywood County Board of Education are prohibited from dating, courting or entering into romantic or sexual relationship with any student enrolled in the school system, regardless of the student's age.

P-13 Personnel Records - The school system shall maintain in the office of the superintendent a personnel file for each employee. The policy defines the contents of the file as well as the additions, deletions and access procedures.

P-14 Employees with Debilitating Conditions - Defines the regulations for employees who have but not limited to, cancer, heart disease, HIV/AIDS and Hepatitis B.

P-15 Employee Leave Policy - Employees shall be granted leave in accordance with personnel policies adopted by the Board. This policy describes the various types of leaves available to employees and guidelines for forfeited vacation pay. It is also crucial that employees maintain high attendance in order for schools to function effectively.

P-16 Dismissing a Bus Driver - Governs the suspension/dismissal of a bus driver.

P-17 Personnel Appraisal - The primary purpose of the employee performance appraisal system is to increase the effectiveness with which they carry out their job responsibilities. Another purpose is to assist administrators and the Board in making personnel decisions.

P-18 Reporting Violations of Law – All staff members are expected to observe and obey all laws, ordinances, and policies and procedures of the school board. Any employee charged with or arrested for any violation of criminal law or serious traffic offense resulting in arrest shall report such fact in writing to their immediate supervisor.

P-19 Personnel Selection - Selection process for the employment of licensed and classified personnel, substitute teachers, and the requirements of a criminal history check.

P-20 Grievance Procedure for Employees - The purpose of this procedure is to secure at the lowest possible, equitable solutions to the employee problems which arise.

P-21 Code of Professional Practice and Conduct for Haywood County School Employees – Employees are expected to perform their jobs in a competent and ethical manner without violating the public trust and applicable laws, policies and regulations.

P-22 School Administrator Contracts - Spells out the procedure for employment of school administrators through written contracts who are ineligible for career status.

P-23 Employee Suggestion Program - DELETED

P-24 Recruitment, Selection, Retention, and Nonrenewal of Licensed Employees -It is the policy of the Board that a continuous system of recruitment and selection of personnel be maintained in order to assure competent candidates for vacancies as needed.

P-25 Licensed Employee Dismissal, Demotion, and Nonrenewal - Dismissal, demotion, and non-renewal of teachers and school administrators shall be done in accordance with all relevant state statutes.

P-26 Action Plans for Licensed Employees – Any licensed employee who receives a below standard or unsatisfactory rating on an evaluation shall be placed on an "action plan" to improve performance unless he or she is recommended for dismissal or demotion.

P-27 Employment of Retired Licensed Personnel – Retired personnel have a wealth of knowledge and experience that they can contribute to the school system. State regulations will be followed in hiring these individuals who wish to return to work and maintain their retirement benefits.

P-28 Reduction In Force – Classified Personnel - Provides a process for the reduction of classified employees due to re-organization, decreased enrollment or funding.

P-29 Employee Supplement – The regulations guide the payment of the local supplement.

P-30 Employee Conflict of Interest – Employees are expected to avoid any conduct that gives the appearance of creating a conflict of interest with their job responsibilities.

P-31 Classified Personnel: Suspension & Termination – Guidelines are defined as to the suspension and termination of classified personnel.

V. *STUDENT AFFAIRS*

SA-1 Student Conduct and Discipline - Provides guidelines relating to the conduct of students in the Haywood County School System and the sanctions for misbehavior.

SA-2 Student Records - The regulations concerning the contents of student records, access to records, inspecting the record, and the need for confidentiality of these records.

SA-3 504 of the 1973 Rehabilitation Act - It is the policy of the school system not to discriminate on the basis of handicap in its educational programs, activities or employment practices.

SA-4 Pediculosis - Establishes regulations for the identification, screening, treatment, exclusion and re-admission of students with lice infestations.

SA-5 Student Trips and Activities - The Board recognizes that well planned educational activities away from school extend learning and provide meaningful experiences for students. At the same time school time must be preserved and managed carefully in order to achieve maximum benefit for instructional purposes

SA-6 Child Abuse - Haywood County Personnel shall comply with the N.C. Child Abuse Reporting Law.

SA-7 Students with HIV/AIDS or Hepatitis B - The Board desires to provide a quality education for all eligible students. Student placement with one of these conditions shall be based solely on scientific, medical, and/or legal evidence.

SA-8 Minimum Requirements for Participants in Athletics and Other Extra-Curricular Activities - Spells out the requirements for student participation in athletics and other extra-curricular activities.

SA-9 Student Pregnancies - Assures that procedures exist that allows the educational needs of pregnant students be met along with the health and welfare of the mother and child.

SA-10 Cheerleading - Establishes regulations for cheerleading eligibility, selection and safety.

SA-11 Student Promotions - Provides the standards by for promotion to the next grade.

SA-12 Administering Medicines and First Aid to Students - Procedures are provided for the dispensing of medicines and administering first aid to students.

SA-13 Student Accountability - Establishes accountability standards in regard to the state of North Carolina testing program.

SA-14 Homeless Children and Youth – A free appropriate education is available to all students enrolled in the school system. Regulations and procedures are developed to ensure that these students are provided the same educational services as all other students.

SA-15 Random Student Drug Testing - The Haywood County Board of Education strongly believes that drug and alcohol abuse can be detrimental to the physical and emotional health and the academic performance of its students. It is from this belief and out of concern for students' well being that a random student drug testing program is initiated in the Haywood County Schools.

SA-16 Student Wellness - The board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and physical activity.

SA-17 Seclusion, Restraint and Isolation of Students - This policy is designed to provide staff with guidelines for reasonable force, and with training for positive behavioral interventions in addressing student behavior in a positive and safe manner.

SA-18 Student Sex Offenders - Prohibits registered sex offenders from being present on school grounds at any time.

SA-19 Concussion and Head Injury – School employees shall comply with concussion safety requirements established by NC General Statute 115C-12(23).

VI. *CURRICULUM AND INSTRUCTION*

C-1 Graduation Requirements - The Haywood County Board of Education requires a minimum number of credit units for graduation from high school.

C-2 Early Admissions to Institutions of Higher Learning - The Board recognizes that early admissions to four-year institutions may be appropriate, and regulations are provided to address this topic.

C-3 Protection of School Time - The primary purpose of school is to provide instruction for students, and time scheduled for classroom instruction is to be carefully protected from encroachment by other activities. Policy details the minimum of hours of instruction and the length of the school day.

C-4 Report Cards, Progress Reports and Student Assessments - Establishes a process for reporting student progress to parents and guardians. The policy details the schedule for reports, numerical grading scale, grade indicators for grades 1-12; EOC exams count 25% of final grade and grade weighting for advanced placement and honors courses.

C-5 Student Publications - Guidelines for the use of student publications as part of the educational curriculum are addressed.

C-6 Instructional Materials Selection - The Board has the authority to regulate the selection of instructional material. These materials shall support the educational goals of the state, system, schools and course requirements.

C-7 Duplication of Copyrighted Materials - The Board believes that all employees should adhere to copyright laws protecting copyrighted materials. Any employee violating this position does so at his/her own risk and assumes any and all liability.

C-8 Curriculum Management - The Board feels that the curriculum, within guidelines set forth by state and federal regulations, should be responsive to the community and governed by local control as much as possible. Regulations are adopted to achieve this purpose.

C-9 Testing Ethics - All administrative, instructional and clerical staff involved in standardized testing are expected to adhere to the following codes of security, administration, editing and scoring, and reporting.

VII. *COMMUNITY RELATIONS*

CR-1 Advisory Councils - The Board through this policy establishes regulations concerning the appointment, makeup, and duties of school advisory councils.

CR-2 Capital Improvements - Improvements to schools by outside groups are regulated according to the guidelines of this policy.

CR-3 Parent Involvement - The Board and system recognizes that involvement of parents in their child's education increases student success and results in better schools. The guidelines in this policy support parent involvement goals.

CR-4 Use and Care of School Facilities - Haywood County Schools supports the Community Schools Act of 1981 by providing community use of school facilities as long as such use does not conflict with school use, state law, or local ordinances.

CR-5 School Volunteers – The Board recognizes that volunteers make valuable contributions to the learning process and the educational goals of the school system. This policy establishes regulations and procedures for the utilization of volunteers.

CR-6 Parent Organizations – The Board encourages the participation of parent organizations that support the goals of the school system. The organizations must accept certain conditions to operate for and on behalf of the school system.

CR-7 Use of School Equipment and Resources – The personal use of equipment, materials and supplies by system personnel is prohibited. The educational use of equipment and non-consumable materials by school personnel are allowed under certain conditions. The employee's supervisor must approve this use and the user agrees to care for the items and to compensate the system for any loss in value.

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.