



**Substitute Personnel Guidebook**

## COLUMBUS COUNTY BOARD OF EDUCATION

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# Columbus County Schools

## Deanne Meadows, Superintendent

642-5168 Phone  
640-1010 Supt. Fax

<b>CODE</b>	<b>SCHOOL/PRINCIPALS/SECRETARIES</b>	<b>GR.</b>	<b>PHYSICAL ADDRESS</b>	<b>MAILING ADDRESS</b>	<b>TELE./FAX</b>
<b>308</b>	Acme Delco Elementary Jamie Faulk, Principal/Mairetta Andrews, Sec.	PreK-5	16337 Old Lake Rd. Riegelwood, NC 28456	P.O. Box 704 Riegelwood, NC 28456	655-2957 S 855-269-1568 F
<b>304</b>	Acme Delco Middle Krisite Leinthall, Principal/Jackie Jacobs Mitchell, Sec.	6-8	26133 Andrew Jackson Hwy E. Delco, NC 28436	26133 Andrew Jackson Hwy E Delco, NC 28436	655-3200 S 655-6865 F
<b>328</b>	Cerro Gordo Elementary Leslie Faulk, Principal/Tina Blackwell, Sec.	PreK-8	7685 Andrew Jackson Hwy SW Cerro Gordo, NC 28430	P.O. Box 280 Cerro Gordo, NC 28430	654-4250 S 654-6155 F
<b>332</b>	Chadbourn Elementary Deanna Shuman, Principal/ Delois McKenzie, Sec.	PreK-5	409 East Third St. Chadbourn, NC 28431	409 East Third St. Chadbourn, NC 28431	654-3825 S 654-5366 F
<b>373</b>	Columbus Career & College Academy - FB Campus Michael Powell, Principal/Angela Little, Sec.	9-12	685 Academy Street Fair Bluff, NC 28439	685 Academy Street Fair Bluff, NC 28439	499-0999 S 649-6506 F
<b>373</b>	Columbus Career & College Academy - SCC Campus Michael Powell, Principal, Ext. 281/Linda Taylor, Sec., Ext. 422	9-12	4564 Chadbourn Hwy Whiteville, NC 28472	P.O. Box 151 Whiteville, NC 28472	642-7141 S 642-7693 F
<b>334</b>	East Columbus High Jeremiah Johnson, Principal Kelly Dorsey/Lisa Thomas, Sec.'s	9-12	32 Gator Lane Lake Waccamaw, NC 28450	P.O. Box 401 Lake Waccamaw, NC 28450	646-4094 S 646-3779 F
<b>344</b>	Evergreen Elementary Georgia Spaulding, Principal/Wanda Simmons, Sec.	PreK-8	7211 Old 74 Evergreen, NC 28438	7211 Old 74 Evergreen, NC 28438	654-3502 S 654-7168 F
<b>352</b>	Guideway Elementary Dale Norris, Principal/Traci Hayes, Sec.	PreK-5	11570 Swamp Fox Hwy E. Tabor City, NC 28463	11570 Swamp Fox Hwy E. Tabor City, NC 28463	653-2723 S 653-3744 F
<b>354</b>	Hallsboro/Artesia Elementary Josephine Spaulding, Principal/Shevonda Mitchell, Sec.	PreK-5	1337 Giles Byrd Rd. Hallsboro, NC 28442	1337 Giles Byrd Rd. Hallsboro, NC 28442	646-3510 S 646-5048 F
<b>356</b>	Hallsboro Middle Derrick Boyd, Principal/Paula Pierce, Sec.	6-8	89 School Road Hallsboro, NC 28442	89 School Road Hallsboro, NC 28442	646-4192 S 646-5072 F
<b>368</b>	Nakina Middle School Wendell Duncan, Principal/Tina Hooks, Sec.	6-8	9822 Seven Creeks Hwy Nakina, NC 28455	9822 Seven Creeks Hwy Nakina, NC 28455	642-8301 S 641-3287 F
<b>370</b>	Old Dock Elementary Ronna Gore, Principal/Tracie FormyDuval, Sec.	PreK-5	12489 New Britton Hwy E. Whiteville, NC 28472	12489 New Britton Hwy E. Whiteville, NC 28472	642-2084 S 642-7872 F
<b>371</b>	South Columbus High Adam Thompson, Principal Tanya Duncan/Wendy Suggs, Sec.'s	9-12	40 Stallion Dr. Tabor City, NC 28463	40 Stallion Dr. Tabor City, NC 28463	653-4073 S 653-9461 F
<b>372</b>	Tabor City Elementary Theresa Brown, Principal/Crystal Worley, Sec.	PreK-5	203 Stake Rd. Tabor City, NC 28463	203 Stake Rd. Tabor City, NC 28463	653-3618 S 653-4274 F
<b>376</b>	Tabor City Middle Kelly Bullard, Principal/Davene Fowler, Sec.	6-8	701 West 6th Street Tabor City, NC 28463	701 West 6th Street Tabor City, NC 28463	653-3637 S 653-2093 F
<b>380</b>	West Columbus High Jeffrey Greene, Principal Wendy Turbeville/Patsy Greene, Sec.'s	9-12	7294 Andrew Jackson Hwy S.W. Cerro Gordo, NC 28430	P.O. Box 130 Cerro Gordo, NC 28430	654-6111 S 654-4082 F
<b>388</b>	Williams Township Thomas McLam, Principal/Amy Fowler, Sec.	PreK-8	10400 James B. White Whiteville, NC 28472	10400 James B. White Whiteville, NC 28472	653-3791 S 653-6459 F
<b>240B</b>	Mt. Olive Annex Timmy Ward, Director Sherry Waldrop, Secretary Grant Johnson, Custodian Supervisor	Maint.	5487 Silverspoon Rd. Whiteville, NC 28472 Mt. Olive Annex	P.O. Box 729 Whiteville, NC 28472 Mt. Olive Annex	642-0265 642-0161 648-4914 F 642-2739
<b>240B</b>	Adam Sellers, Chief Technology Officer Sherry Waldrop, Secretary	Tech.	5487 Silverspoon Rd. Whiteville, NC 28472	P.O. Box 729 Whiteville, NC 28472	642-2767 648-4699 F
<b>240A</b>	Bus Garage Jeff Spivey, Director Michele Harris, Secretary/Recep./TIMS Peggy Dudley, Property Cost Clerk/BSIP	Transp.	1231 Chadbourn Hwy Whiteville, NC 28472	1231 Chadbourn Hwy Whiteville, NC 28472	642-8560 642-2586 641-0875 F

## **WHOM SHOULD I CALL AT THE CENTRAL OFFICE WHEN I HAVE QUESTIONS?**

In almost all cases, local school questions should be answered by the principal of the school. For information about countywide programs or procedures, contact the following person(s) or department at the central office (642-5168):

Payroll (Bus/Custodial/Teacher Substitute)	Mickie Davis (ext. 24031) Kimberly Clontz (ext. 24030)
Payroll (Cafeteria Substitute)	Sandra Moore (ext. 24039)

### **Substitute Employee**

Substitute employees are considered temporary employees and:

1. Are not eligible to earn leave.
2. Do not participate in the retirement system
3. Do not receive nor can purchase health benefits.
4. May not use leave earned during any previous employment while assigned as a temporary employee.

*Substitute teachers or other substitute school personnel serving on an “as needed basis” are not eligible for unemployment insurance benefits. North Carolina Session Law 2010-71, House Bill 1676 G.S. 96-8(10) states “no substitute teacher or other substitute school personnel shall be considered unemployed for days or weeks when not called to work unless the individual is or was employed as a full time substitute during the period of time the individual is requesting benefits. For purposes of this subsection, full-time substitute is defined as a substitute employee who works more than 30 hours a week on a continual basis for a period of six months or more.”*

### **Selection for Employment of Substitutes**

#### **Qualifications**

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

- a. application;
- b. education and training (A high school diploma or its equivalent shall be a basis minimum requirement for employment. Exceptions to this requirement must be approved by the board upon the recommendation of the superintendent.)

## **COMMUNICABLE DISEASES – EMPLOYEES**

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

### **Communicable Disease Defined**

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

### **Safety Control Measures**

#### **1. Handling Bodily Fluids**

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

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

## 2. Reporting Communicable Diseases

In accordance with G.S. 130A-136, school principals are required to report suspected cases of reportable communicable diseases or conditions to the county health director for investigation. Principals must provide the health director with available factual information to substantiate the report. Such reports are to remain strictly confidential and may be shared only with other employees as necessary to prepare and file a report. All information must be kept strictly confidential.

## 3. Following Health Control Measures for Communicable Diseases

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

## 4. Cooperating with Health Officials

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

## **Employment Status of Employee**

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

### 1. Requests to Alter Duties

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

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

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

## 2. Interdisciplinary Committee

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

## 3. Reasonable Accommodation Review

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

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

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

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

#### 4. Confidential Information

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

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

### **COMMUNICATION DEVICES**

The board recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by school rules or school personnel.

Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios and similar devices.

#### **A. AUTHORIZED USE**

Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes provided that they supervise the students during such use.

Although use generally is permitted before and after school, use of cellular phones and other wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses. In addition, elementary and middle school students who participate in after-school programs are prohibited from using wireless communication devices during such programs.

#### **B. CONSEQUENCES FOR UNAUTHORIZED USE**

School employees may immediately confiscate any wireless communication devices that are on, used, displayed or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student's parent or guardian.

Violations of this policy will result in consequences as provided in the school's student behavior management plan (see policy 4302, School Plan for Management of



Student Behavior). Aggravating factors may subject a student to more stringent disciplinary consequences, up to and including suspension. Such aggravating factors include, but are not limited to, using wireless communication devices: (1) to reproduce images of tests, obtain unauthorized access to school information or assist students in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation or school rule; (2) to bully or harass other students; (3) to send illicit text messages; and (3) to take and/or send illicit photographs.

### **C. SEARCH OF WIRELESS COMMUNICATION DEVICES**

In accordance with policy 4342, Student Searches, a student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

### **D. LIABILITY**

Students are personally and solely responsible for the security of their wireless communication devices. The school system is not responsible for the theft, loss or damage of a cellular phone or other personal wireless communication device.

### **DRUG AND ALCOHOL TESTING OF COMMERCIAL MOTOR VEHICLE OPERATORS**

The purpose of this policy is to help ensure safe operation of school vehicles and to comply with federal law and regulations by establishing a comprehensive program of drug and alcohol testing for school bus drivers and all other commercial motor vehicle operators employed by the board of education.

#### **A. Applicability**

Persons subject to this policy include any employee, volunteer or independent contractor who operates a commercial motor vehicle in the course of duties for the board of education, including anyone who regularly or intermittently drives a school bus, activity bus or other vehicle designed to transport 16 or more people, including the driver.

#### **B. Prohibited Acts**

Commercial motor vehicle operators employed by the board must not be impaired by alcohol or by a prescription or nonprescription drug while on duty or while operating

any motor vehicle. For the purposes of this policy, an employee is considered impaired by alcohol in all cases when testing reveals a blood alcohol content of higher than 0.02. Further, no driver will be permitted to perform safety sensitive functions if evidence exists of alcohol consumption. In addition, commercial motor vehicle operators, and anyone who supervises commercial motor vehicle operators, must not commit any act prohibited by federal law, including "Controlled Substance and Alcohol Use Testing" (49 C.F.R. pt. 382, hereinafter referred to as Part 382), by this policy or by policy 7240.

### **C. Testing**

The transportation director shall carry out pre-employment, post-accident, random, reasonable suspicion, return-to-duty and follow-up testing for drugs and alcohol as required by Part 382. School bus drivers and others employed by the board for the primary purpose of operating a commercial motor vehicle must undergo pre-employment testing. Employees whose duties include occasional driving will not be subject to pre-employment testing but must undergo all other testing required by Part 382.

All employees must undergo drug and alcohol testing before driving a commercial motor vehicle for the board of education.

### **Columbus County Administrative Procedure for Drug Testing (Random)**

Any volunteer or employee who holds a commercial driver's license and who drives a school bus, activity bus, and/or van for the Columbus County Schools will be subject to random drug screening tests. The volunteer/employee must report for testing within the same workday at the receipt of notice. No testing will be required of an employee who is on sick leave or annual leave on the day he/she is selected for testing.

If the employee's drug screening test confirms the presence of illegal drugs or an alcohol level which exceeds the maximum allowable of .02, the employee shall be terminated. The employee shall also be terminated if he/she refuses the test. The services of a volunteer will be terminated for failure to consent to the test if he/she fails the test.

The school system and the independent testing laboratory shall maintain the confidentiality of test results. Test results shall not be released to anyone other than the volunteer/employee, the superintendent and/or his designee.

In the event of termination, employees covered by GS 115C-325 are entitled to the due process procedures contained in the statute. All other employees may follow the grievance procedures established by the Board. The results of any test administered pursuant to this policy shall be admissible as evidence at any hearing conducted in accordance with GS 115C-325 or local grievance procedure.

A copy of this policy shall be given to all volunteers and employees who hold a commercial driver's license.

#### **D. Pre-Employment Inquiry**

All applicants who would be subject to this policy if employed must consent in writing to the release of any information gathered pursuant to Part 382 by any of the applicant's previous employers. Before employing any applicant covered by this policy or Part 382, the administration shall obtain, pursuant to written consent, all records maintained by the applicant's previous employer of prohibited acts by the applicant that have taken place in the two years prior to the inquiry date.

#### **E. Training and Education**

Each commercial motor vehicle operator and supervisory employee, including principals and assistant principals, must be provided with educational materials that inform the employees of drug testing procedures, prohibited acts, consequences and other aspects of Part 382, this policy and any attached administrative procedures. The information also will identify a school system employee who is responsible for providing information on substance abuse. Each employee must sign a statement certifying receipt of these materials. Each supervisor responsible for overseeing the performance of commercial motor vehicle operators, including principals and assistant principals, must undergo at least one hour of training concerning alcohol misuse and an additional hour of training concerning drug abuse.

#### **F. Referrals**

Each motor vehicle operator who commits acts prohibited by Part 382 or G.S. 20-138.2B, other than provisions governing pre-employment testing, will be provided with information concerning resources available for evaluating and resolving drug or alcohol misuse. This information will include names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs. Before anyone who has committed a prohibited act under Part 382 or G.S. 20-138.2B will be allowed to drive again, that person must be evaluated by a substance abuse professional and must satisfactorily complete any appropriate treatment designated by the substance abuse professional.

## **G. Penalties**

Employees who have committed a prohibited act; refused any test required by this policy; or otherwise violated this policy, G.S. 20-138.2B, or Part 382 will be subject to disciplinary action up to and including dismissal.

## **H. Procedures**

All procedures provided in the Federal Highway Administration's "Procedures for Transportation Workplace Drug Testing Programs" (49 C.F.R. pt. 40) for collection and testing and all requirements in Part 382, including testing, reporting, record retention, training and confidentiality, will be followed. Copies of these federal regulations will be readily available. The superintendent shall develop any other procedures necessary to carry out these regulations.

## **DRUG-FREE AND ALCOHOL-FREE WORKPLACE**

All employees are entitled to a safe work environment which considers their welfare and best interests. The board of education recognizes that reducing drug and alcohol abuse in the workplace improves the safety, health and productivity of employees. It is the policy of the board of education that a drug-free and alcohol-free workplace must be maintained. All employees should be aware of the following dangers associated with drug abuse in the workplace: impairment of an employee as a result of drug abuse may create unsafe working conditions for other employees; drug impairment may be a cause of unsatisfactory job performance by an employee and may adversely affect other employees; drug abuse in the workplace may negatively affect productivity; and actions of an impaired employee may discredit the school system and may result in negative public relations and distrust.

## **A. Prohibited Activities**

The board prohibits the unlawful manufacture, sale, distribution, dispensing, possession, or use of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, alcohol, counterfeit substance or any other controlled substance as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and further defined by regulation at 21 C.F.R. 1300.01 through 1300.04. Employees must not be impaired by the excessive use of prescription or nonprescription drugs. This policy is not violated by an individual's proper use of a drug lawfully prescribed for that individual by a licensed health-care provider. Employees are prohibited from using or being under the influence of alcohol while acting in the course and scope of employment duties, while at school-sponsored activities or while on school property. This policy does not apply to an employee's consumption of alcoholic beverages that are served at a reception or

other similar function that occurs outside the regular workday and that the employee is authorized or required to attend as a part of his or her employment duties.

## **B. Applicability**

This policy governs each employee before, during or after school hours while the employee is on any property owned or leased by the board of education; at any time during which the employee is acting in the course and scope of his or her employment with the board of education; and at any time that the employee's violation of this policy has a direct and adverse effect upon his or her job performance.

## **C. Duty to Report**

Employees who are aware of a fellow employees' on-the-job drug and/or alcohol violation must notify their immediate supervisor and the superintendent or designee. An employee must notify his or her supervisor in writing of any conviction under any criminal drug statute. Notification must be given no later than five business days after such conviction, in accordance with policy 7300, Staff Responsibilities. Within 10 days of receiving a notice of conviction for a violation occurring in the workplace by an employee whose position is funded in any part by a federal grant, the associate superintendent for human resources or designee shall notify the funding agency of the conviction. "Conviction" as used in this policy includes the entry in a court of law or military tribunal of:

1. a plea of guilty, *nolo contendere*, no contest or the equivalent;
2. a verdict or finding of guilty; or
3. a prayer for judgment continued ("PJC") or a deferred prosecution.

## **D. Consequences**

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

**All employees shall receive a copy of this policy.**

## **CONFIDENTIAL INFORMATION**

Employees and board members have an absolute duty to maintain the confidentiality of records as required by law. Employees and board members, by the nature of their positions, are exposed to confidential information which should not be repeated or

discussed except with those recognized by law as having a right to the information. Any employee or board member who is not sure whether particular information may be protected by state or federal confidentiality laws should seek clarification from his or her immediate supervisor or the assistant/associate superintendent (for employees) or from the superintendent or board attorney (for board members). Where violations occur, appropriate disciplinary action will be taken.

It is a criminal violation for an employee or board member to do either of the following:

- knowingly, willfully and with malice permit any unauthorized person to have access to information contained in a personnel file, or
- knowingly and willfully examine, remove or copy a personnel file that he or she is not specifically authorized to access pursuant to G.S. 115C-321.

## **COPYRIGHT COMPLIANCE**

The board recognizes and supports the limitations on unauthorized duplication and use of copyrighted materials. The board does not condone any infringement on the property rights of copyright owners.

Employees, students and visitors are prohibited from the use or duplication of any copyright materials not allowed by copyright law, fair use guidelines sanctioned by Congress, licenses or contractual agreements. Willful or serious violations also are considered to be in violation of expected standards of behavior for employees and students and may result in disciplinary action in accordance with board policy.

## **EMPLOYEE DRESS AND APPEARANCE**

The board believes that the appearance and the conduct of its faculty are of supreme importance in establishing a positive image for education in the community and for presenting a good example for students. Therefore, the board affirms its expectation that all personnel will be professionally, neatly and appropriately attired for the work to be done. An employee's dress must not disrupt or distract from the educational process and must be in accordance with health and safety standards. Employees must adhere to the following dress and appearance rules.

### **1. Shirts**

Males shall tuck in their collared shirts ( oxford, polo or turtleneck style). Females shall wear blouses or shirts in such a manner as not to show cleavage. Sleeveless garments may not be tank style, spaghetti strap or halter top.

## 2. Pants

Employees may not wear jeans unless prior approval is given by the superintendent. Shorts, Bermuda shorts and skorts of any kind, regardless of how dressy, are prohibited. Employees may not wear jogging suits of any kind unless it is school spirit attire designated by a school spirit day or game day (no more than twice per month). Athletic, vocational and arts teachers may wear appropriate attire when teaching on location where such instruction and activities occur.

## 3. Shoes

Flip-flops, including Rainbows and Reefs, are prohibited.

## 4. Identification Badges

Identification badges must be worn at all times.

## 5. Other

Employees are prohibited from having visible body piercings, other than in the ears. Employees are also prohibited from having visible tattoos or body art.

The superintendent may develop and communicate to employees additional guidelines for appropriate dress and appearance. Such guidelines may authorize the principal or department supervisors to develop specific dress or appearance requirements for each school or department. Administrative and supervisory personnel shall set a good example in personal appearance and good manners and shall encourage and expect employees to dress in accordance with the board's expectations. An employee's supervisor will make an initial determination of whether an employee's dress or appearance is inappropriate. In making this determination, the supervisor will consider the following factors:

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

If the supervisor determines that the employee's dress or appearance violates the established guidelines or is hazardous to the health or safety of the employee, fellow employees or students, the supervisor shall counsel the employee regarding attire that

is consistent with this policy and shall determine whether the employee is allowed to remain at work or must leave work to change his or her dress. Any failure to follow the supervisor's directive and/or blatant or repeated violations of this policy will subject the employee to disciplinary action up to, and including, dismissal.

### **EMPLOYEE HEALTH CERTIFICATE**

All new employees, as well as employees who have been separated from public school employment for more than a year or who have been absent for more than 40 successive school days because of a communicable disease, must provide a fully completed health certificate from a physician, physician's assistant or nurse practitioner licensed to practice in the state of North Carolina. Such certificate must certify that the employee does not have tuberculosis in the communicable form; any other communicable disease; or any disease, physical or mental, that would impair the ability of the individual to perform effectively in his or her duties. The board or superintendent may require any individual covered by this policy to have a physical examination when deemed necessary.

Health certificates will be maintained in separate, confidential medical files in the personnel office.

### **INFORMATION PROVIDED BY APPLICANT OR EMPLOYEE**

It is the responsibility of each employee to provide contact information to his or her immediate supervisor and the human resource services department. This information shall include, but not be limited to, a current home address and home telephone number (if any). The human resource services department and the employee's immediate supervisor must be notified immediately of any change in this information. All information provided to the human resource services department by an applicant for employment or by an employee must be true, accurate and complete to the best of that applicant's or employee's knowledge. Presenting information to the human resource services department that is intended to defraud, falsify, materially misrepresent or conceal the truth will be considered just cause for terminating the application process or, as a violation of board policy, grounds for dismissing an employee.

### **Criminal History**

Applicants must notify the associate superintendent for human resources immediately if they are arrested, charged with or convicted of a criminal offense (including entering a plea of guilty or *nolo contendere*) other than a minor traffic violation (i.e., speeding, parking or a lesser violation). Notice must be in writing, must include all pertinent facts and must be delivered to the associate superintendent for human



resources no later than the next scheduled business day following the arrest, charge or conviction, unless the applicant is hospitalized or incarcerated, in which case the applicant must report the alleged violation within 24 hours after his or her release. Upon judicial action in the matter, the applicant must report the disposition and pertinent facts in writing to the associate superintendent for human resources no later than the next business day following adjudication.

A criminal history check and a check of sex offender registries must be conducted on all final candidates for employment with the school system and independent contractors. Criminal history checks must be conducted in accordance with state law and any procedures established by the superintendent. Any candidate for employment, including an independent contractor, who refuses to consent to a criminal record check will not be considered for employment.

If a final candidate for employment or hiring as an independent contractor is found to have a criminal history, other than for minor traffic offenses, the superintendent shall determine whether the individual is qualified for employment despite the criminal history by considering, among other things, whether the individual poses a threat to the safety of students or personnel or has demonstrated that he or she does not have the integrity or honesty to fulfill the duties of the position. If the superintendent recommends such a candidate to the board for employment, the board must be notified of the criminal history and the basis for the superintendent's determination. No individual who is a registered sex offender subject to the provisions of policy 5022, Registered Sex Offenders, may be hired for any position with the school system.

## **OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS**

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

### **A. Reasonably Anticipated Occupational Exposure**

Employees who have occupational exposure to bloodborne pathogens are covered by the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standard, the North Carolina Administrative Code, and this policy. "Occupational Exposure" includes any reasonably anticipated skin, eye, mucous membrane or parenteral (brought into the body through some way other than the digestive tract) contact with blood or other potentially infectious materials that may result from the

performance of an employee's duties. "Good Samaritan" acts, such as assisting a co-worker or student with a nosebleed, would not be considered "reasonably anticipated occupational exposure," and employees whose only anticipated exposure to bloodborne pathogens would be as a result of such acts are not considered to have occupational exposure.

## **B. Universal Precautions**

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

## **C. Exposure Control Plan**

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

1. The Exposure Control Plan must provide, at a minimum, for the following:
  - a. a determination of who is at risk for an exposure incident;
  - b. what the school system will do to protect employees from exposure incidents, including the use of universal precautions, engineering and work practice controls and, as appropriate, personal protective equipment;
  - c. how to deal with an exposure incident, including post-exposure evaluation and follow-up;
  - d. who should be vaccinated for Hepatitis B; and
  - e. communication, training and record-keeping procedures.
2. All elements of the Exposure Control Plan must be met.
3. All employees must have access to a copy of the Bloodborne Pathogens Policy and Exposure Control Plan.
4. The Exposure Control Plan must be reviewed and updated at least annually.

## **D. Testing**

An employee who suspects that he or she has had a blood or body fluid exposure on the job may request to be tested, at the school system's expense, provided that the

suspected exposure poses a significant risk of transmission as defined in the rules of the Commission for Public Health. The HIV and HBV testing of a person who is the source of an exposure that poses a significant risk of transmission must be conducted in accordance with 10A N.C.A.C. 41A .0 202 (4) (HIV) and 41A .0203(b)(4) (HBV) . The school system shall strictly adhere to existing confidentiality rules and laws regarding employees with communicable diseases, including HIV or HIV-associated conditions.

### **E. Nondiscrimination Policy**

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

## **PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND BULLYING**

The board acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. The board will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities.

### **A. Prohibited Behaviors and Consequences**

#### **1. Discrimination, Harassment and Bullying**

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

Students are expected to comply with the behavior standards established by board policy and the student code of conduct. Employees are expected to comply with board policy and school system regulations. Volunteers and visitors on school property also are expected to comply with board policy and established school rules and procedures. Any violation of this policy is serious, and school officials shall promptly take appropriate action. Students will be disciplined in accordance with the school's student behavior management plan (see policy 4302, School Plan for Management of Student Behavior). Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate

consequences and remedial actions ranging from positive behavioral interventions up to, and including, expulsion.

Employees who violate this policy will be subject to disciplinary action, up to, and including, dismissal. Volunteers and visitors who violate this policy will be directed to leave school property and/or reported to law enforcement, as appropriate, in accordance with policy 5020, Visitors to the Schools. When considering if a response beyond the individual level is appropriate, school administrators should consider the nature and severity of the misconduct to determine whether a classroom, school-wide or school system-wide response is necessary. Such classroom, school-wide or school system-wide responses may include staff training, harassment and bullying prevention programs and other measures deemed appropriate by the superintendent to address the behavior.

## 2. Retaliation

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

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

## **B. Application of Policy**

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

This policy applies to behavior that takes place:

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

## C. Definitions

For purposes of this policy, the following definitions apply:

### 1. Discrimination

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

### 2. Harassment and Bullying

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

(1) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or

(2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

"Hostile environment" means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe. Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental or sensory disability. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying. It is possible for harassment, including sexual or gender-based harassment, to occur in various situations. For example,

harassment may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between nonemployees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex.

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

- (1) submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress or completion of a school-related activity;
- (2) submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual, or in the case of student, submission to or rejection of such conduct is used in evaluating the student's performance within a course of study or other school-related activity; or
- (3) such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with an employee's work or performance or a student's educational performance, limiting a student's ability to participate in or benefit from an educational program or environment, or creating an abusive, intimidating, hostile or offensive work or educational environment. Sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment.

c. Gender-based harassment is also a type of harassment. Gender-based harassment may include acts of verbal, nonverbal or physical aggression,

intimidation or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature.

#### **D. Reporting and Investigating Complaints of Discrimination, Harassment or Bullying**

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

#### **E. Training and Programs**

The board directs the superintendent to establish training and other programs that are designed to help eliminate unlawful discrimination, harassment and bullying and to foster an environment of understanding and respect for all members of the school community. Information about this policy and the related complaint procedure must be included in the training plan. As funds are available, the board will provide additional training for students, employees and volunteers who have significant contact with students regarding the board's efforts to address discrimination, harassment and bullying and will create programs to address these issues. The training or programs should:

1. provide examples of behavior that constitutes discrimination, harassment or bullying;
2. teach employees to identify groups that may be the target of discrimination, harassment or bullying; and
3. train school employees to be alert to locations where such behavior may occur, including locations within school buildings, at school bus stops, and on cell phones and the Internet.

#### **F. Notice**

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

publication that sets forth the comprehensive rules, procedures and standards of conduct for students and employees.

### **G. Coordinators**

The superintendent or designee shall publish the names, office addresses and phone numbers of the “Title IX coordinator” (for sex discrimination) and the “Section 504” and “ADA coordinator(s)” (for discrimination on the basis of disability) in a manner intended to ensure that students, employees, applicants, parents and other individuals who participate in the school system’s programs are aware of the coordinators. The coordinators shall coordinate the school system’s efforts to comply with and carry out its Title IX, Section 504 and ADA responsibilities, which include investigating any complaints communicated to school officials alleging noncompliance with Title IX, Section 504 or the ADA or alleging actions which would be prohibited by those laws.

### **H. Recording and Reporting**

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

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

### **I. Evaluation**

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

### **PROHIBITION AGAINST RETALIATION**

The board of education prohibits and will not tolerate any form of reprisal, retaliation or discrimination against any employee who:

1. in good faith, has made or intends to make a report that there has been a violation federal, state or local law, regulation or public policy due to a practice, policy, act or omission of the board of education, of a school system employee or of an entity/person with whom the school system has a business relationship; or



2. has refused to carry out a directive which may constitute a violation of state or federal law, rule or regulation or poses a substantial or specific danger to public health and safety.

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

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

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

## **RESPONDING TO BOMB THREATS**

It is the goal of the board to provide a process by which school system personnel can respond quickly and effectively to any threat to the safety of their students and staff. School personnel are, therefore, required to follow this regulation, and any other implementing regulations promulgated by the superintendent, in preparing for, responding to and following up on the communication of any threat that an explosive device has been or will be placed on school grounds.

The principal or designee is required by law to develop a local safe school plan. Each plan shall include a component that addresses how bomb threats will be handled at the principal's school.

The bomb threat component shall address the following items:

### **A. Anticipating a Bomb Threat**

#### **1. Communication and Coordination with Law Enforcement**

Each school principal shall establish and maintain a process for ongoing communication and coordination among school staff and all appropriate public safety authorities for purposes of planning for, training for, and responding to any bomb threat. The principal shall establish a bomb threat response team consisting of the principal; the superintendent; and persons representing teachers, custodians, office staff, transportation providers and parents. The principal shall also request participation by persons representing local law enforcement and fire/rescue agencies.

## 2. Training of School Personnel

The principal shall arrange for the training of all staff in responding to threats and in searching for potential explosive devices. This training shall include at least one drill annually for the school staff and others involved in responding to bomb threats.

### a. Full Staff Training

The principal shall ensure that all staff members are trained about their responsibilities in the event of a bomb threat. Such responsibilities may include executing proper evacuation procedures, ensuring the safety of students and staff, noting the absence of any students, conducting quick but complete visual scans of their workplace and adhering to the requirements for reporting specific information. Substitute teachers and other substitute school personnel shall be made aware of this regulation and staff obligations, including their own specific obligations, during a bomb threat.

### b. Telephone Operators Training

The principal shall ensure that all staff whose regular duties include answering incoming telephone calls are trained in the protocol to use when confronted by a telephone bomb threat.

### c. Training for Staff Participating in a Search

The principal shall ensure that all staff participating in a search for explosive devices are first trained by appropriate public safety personnel regarding the potential danger and the proper sequence and technique involved.

## 3. Instruction of Students

The principal shall ensure that all students are instructed about proper conduct during a bomb threat, the potential criminal and civil penalties and school discipline associated with making a bomb threat and the disruption and costs to the educational process stemming from a bomb threat.

## 4. Drills

The principal shall conduct no fewer than two bomb threat drills for the bomb threat response team and staff during the course of the school year.

## 5. Pre-arranged Signal

The principal shall establish a signal for announcing a bomb threat and train staff to recognize and respond to the signal.

## 6. Precautions

The principal shall take all reasonable precautions to protect the school environment in the event of a bomb threat.

### a. Call Tracing Capacity

The principal shall assess the feasibility of caller ID or other call-tracing capacity on telephones and, if appropriate, recommend the addition of such a service.

### b. Locking Work Areas

The principal shall ensure that school employees with access to lockable workspaces, such as closets and cabinets, keep them locked when not in use.

### c. Trash

The principal shall direct school personnel not to allow the accumulation of trash, boxes and other such articles inside or next to the building.

### d. Parking

The principal shall ensure that parking spaces are not located close to the school building or that parking spaces close to the building are designated for staff use only. The principal also shall ensure parking restrictions are strictly enforced.

### e. Evacuation Sites

The principal shall identify and designate evacuation gathering places, which are specific locations to which all students and staff members shall go during an evacuation. The designated location shall be away from heavily traveled roadways.

## **B. Reacting to a Bomb Threat**

### 1. Notification

a. Duty of School Personnel School personnel are required to notify the principal immediately of all bomb threats by telephone or other means. School personnel also shall notify the principal immediately of any suspicious devices on school property.

### b. Telephone Answering

All personnel who regularly answer telephone calls from outside sources shall be provided a bomb threat card and report form to be placed within easy reach of their telephones. The card shall have printed upon it information to ask for and information to listen for in the event a caller makes a bomb threat. Whoever receives the call shall attempt to transfer it to the principal or, if that cannot be done, ask the caller as many of the questions on the bomb threat card as he or she can, carefully noting all wording

and other information. Any information received from the caller shall be passed on to the principal as soon as possible.

### c. Duty of Principal

Upon learning of the threat, the principal shall alert the appropriate officials, including local public safety agencies, utility companies and the superintendent.

## 2. Assessment

Upon learning of the threat, the principal shall consult with local public safety officials and the superintendent, to the extent time permits. The principal is responsible for evaluating the credibility of the threat, deciding whether to direct a search of the building, and deciding whether and when to evacuate the building.

## 3. Evacuation

### a. Extent of Evacuation

The principal, in consultation with the bomb threat response team (as possible under the circumstances), shall decide on the extent to which the building will be evacuated and/or the extent to which students will be assembled in one or several locations within the building. When students are evacuated they should be taken to a particular site no less than 300 feet from the building to avoid any potential damage from explosions.

### b. Signaling

Through the use of the prearranged signal, the principal shall inform the staff immediately of the decision to evacuate the school.

### c. Adjusting Evacuation Route and Sites

The principal shall direct personnel to adjust their usual evacuation routes and evacuation sites if necessary to avoid any suspected explosive device or other potential danger.

### d. Staff Obligations

In the event of an ordered evacuation, staff shall:

(1) Scan their rooms or other work areas for signs of any unusual object or person and report any suspicious object or person to the principal or law enforcement authorities;

(2) Ensure that windows and doors are locked;

(3) Make sure that any students in their charge are guided to safety and remain with the students in their charge; and

(4) Take attendance books, check attendance once the evacuation is accomplished and report names of any missing students to the principal.

e. Student Conduct

All students are required to obey all directions and maintain an orderly and quiet demeanor.

f. Utilities

The principal shall decide whether the gas, electric and telephone should be turned off and, if so, make the appropriate arrangements.

g. Traffic

The principal shall ensure that there is a safe and efficient method for access to the building by public safety vehicles and for departure of students and staff.

h. Searches

The principal shall work with local law enforcement to determine who shall be included in a search team. Under no circumstances shall students be included.

All search team members shall be trained with respect to the dangers involved, precautions to observe and the techniques to follow. If any suspicious object is discovered, no school personnel should touch it. The presence of any suspicious object or person shall be reported immediately to the principal and/or the public safety official in charge. If there is an explosion, the principal shall yield to the decisions of public safety officials.

## **SCHOOL SAFETY**

Safe schools are critical to creating a learning environment where students can succeed. Staff and students share in the responsibility to take reasonable precautions and safety measures to create and maintain safe schools. The following safety measures shall be implemented at each school.

### **A. Supervision of Students**

Students must be reasonably supervised while in the care and custody of the school system. This includes: during school hours, including while in class, between classes, on the playground, and during recess or lunch periods; during authorized school field

trips; and on school buses. Reasonable precautions should be taken to assure the safety of students on school grounds and on buses before, during and after school.

Students who are subject to policy 4260, Student Sex Offenders, and are receiving educational services on school property must be under the supervision of school personnel at all times.

### **B. Supervision of Visitors**

School administrators shall strictly enforce policy 5015, School Volunteers, and policy 5020, Visitors to the Schools.

### **C. Care of School Buildings and Grounds**

The principal is required to inspect school buildings, playgrounds and equipment for health, fire and safety hazards on a regular basis and as required by law. The principal must notify the superintendent immediately of repairs needed in order to meet safety standards. Any staff member who observes any potential hazards must immediately notify the principal.

Proper signs indicating potential danger must be posted.

The superintendent must provide to local law enforcement and emergency management agencies' copies of floor plans of all school buildings and site plans showing campus boundaries and access points.

### **D. Establishing Processes to Address Potential Safety Concerns**

#### **1. Safe Schools Plans**

Pursuant to G.S. 115C-105.47, each school shall have a safe school plan that establishes procedures for addressing school safety. The safe schools plan should be integrated into the school improvement plan (see policy 3430, School Improvement Plan). The safe school plan shall include a component to train appropriate school personnel in the management of disruptive or dangerous student behavior. The plan also shall include procedures to evaluate the effectiveness of this training in preventing or addressing disruptive or dangerous student behavior. Implementation of this training component will be subject to the availability of funds appropriated for this purpose.

#### **2. School Rules and Training**

Rules are to be made in each school to help prevent accidents in buildings, on school grounds or on the playgrounds. Staff training is to include instruction on being alert and able to recognize and respond to behavior, information and related indicators that

warn of impending problems. In addition, as a part of instruction, school personnel must teach and review with students' safety procedures and precautions for handling chemicals or potentially dangerous equipment and for responding to threats to school safety. Each school shall practice emergency drills on a regular basis and as required by law.

### 3. Reporting Suspicious Behavior

Students should notify any staff member of any acts of violence, harassment or bullying or any other unusual or suspicious behavior that may endanger safety. Ongoing student education efforts shall aim at minimizing any fear, peer pressure, embarrassment or other impediments to students reporting potential problems.

Maintaining a safe school environment that is conducive to learning requires staff to be proactive in dealing with violence, harassment and bullying. Staff members must report immediately to the principal any information reported by a student or their own observations of unusual or suspicious behavior or acts of violence, harassment or bullying. Every principal is required to investigate and act upon any reports of such behavior, including, when appropriate, reporting criminal activities to law enforcement and the superintendent or designee. (See policies 1710/4021/7230, Prohibition Against Discrimination, Harassment and Bullying, 1720/4015/7225, Discrimination, Harassment and Bullying Complaint Procedure, and 4335, Criminal Behavior.)

### 4. Potential Threats of Registered Sex Offenders

The principal of each school shall register with the North Carolina Sex Offender and Public Protection Registry to receive e-mail notification when a registered sex offender moves within a one-mile radius of the school.

### 5. Student Behavior Standards

Students are expected to meet behavior standards set forth in board policies.

## **SMOKING AND TOBACCO PRODUCTS**

The board of education promotes the health and safety of all students and staff and the cleanliness of all school facilities. The board believes that the use of tobacco products on school grounds, in school buildings and facilities, in or on any other school property owned or operated by the school board, or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and school visitors. To this end, and to comply with state and federal law, the board adopts this tobacco-free policy that prohibits smoking and the use of tobacco products as follows. For the purposes of this policy, the term "tobacco product" means any product that

contains tobacco and is intended for human consumption, including all lighted and smokeless tobacco products.

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

## **STAFF-STUDENT RELATIONS**

The relationship between staff and students should be one of cooperation, understanding and mutual respect. The staff has the responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his or her capacity. The staff is expected to model the behavior expected of students in staff-student relationships.



All employees are prohibited from dating, courting or entering into a romantic or sexual relationship with any student enrolled in the school system regardless of the student's age. Employees engaging in such inappropriate conduct will be subject to disciplinary action, up to and including dismissal, and may be subject to criminal action as provided in G.S. 14-202.4 and 14-27.7.

Any employee who has reason to believe that another employee is inappropriately involved with a student, as described above, is required to report this information to the superintendent. An employee who fails to inform the superintendent of a suspected inappropriate relationship between an employee and a student may be subject to disciplinary action, up to and including dismissal.

For the purposes of this policy, the term "employees" includes independent contractors and school safety officers but does not include student employees.

## **STAFF RESPONSIBILITIES**

For students to succeed, all school employees must approach their responsibilities conscientiously, always remembering that the ultimate responsibility of the school system is to provide students with the opportunity to receive a sound basic education. Each member of the staff shall be told to whom he is responsible and for what functions.

All school employees shall:

1. be familiar with, support, comply with and, when appropriate, enforce board policies, administrative procedures, school rules and applicable laws;
2. attend to the safety and welfare of students, including the need to provide appropriate supervision of students;
3. demonstrate integrity, respect and commitment to the truth through attitudes, behavior and communications with others;
4. behave in a proper manner in the classroom and at all extra-curricular activities by refraining from engaging in misconduct, including: using obscene and/or vulgar language or profanity; fighting or deliberately harming another; gambling; refusing to follow a supervisor's instructions; intentionally destroying or misplacing school property or removing or using school property without proper authorization; and behaving in any immoral or disgraceful manner that adversely affects the employee's ability to perform his or her work or seriously damages the standing of the school in the community.

5. address or appropriately direct any complaints concerning school employees, the school program or school operations; and
6. support and encourage good school-community relations in all interactions with students, parents and members of the community.

Employees shall notify the associate superintendent for human resources if they are arrested for, charged with or convicted of a criminal offense (including entering a plea of guilty or *nolo contendere*) other than a minor traffic violation (i. e., speeding, parking or a lesser violation).

Notice must be in writing, must include all pertinent facts and must be delivered to the associate superintendent for human resources no later than five business days following the arrest, charge or conviction, unless the employee is hospitalized or incarcerated, in which case the employee must report the alleged violation within 24 hours after his or her release. Upon judicial action in the matter, the employee must report the disposition and pertinent facts in writing to the associate superintendent for human resources no later than the next business day following adjudication.

Failure by an employee to provide timely notice as described above may lead to disciplinary action up to, and including, dismissal.

### **TECHNOLOGY ACCEPTABLE USE**

Technological resources, including computers, other electronic devices, programs, networks and the Internet provide opportunities to enhance instruction, appeal to different learning styles and meet the educational goals of the board. Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects and acquire access to current and in-depth information.

Use of technological resources should be integrated into the educational program. Technological resources should be used in teaching the North Carolina Standard Course of Study and in meeting the educational goals of the board. The curriculum committee should provide suggestions for using technological resources in the curriculum guides as provided in policy 3115, Curriculum and Instructional Guides. Teachers are encouraged to further incorporate the use of technological resources into their lesson plans.

The superintendent shall ensure that school system computers with Internet access comply with federal requirements regarding filtering software, Internet monitoring

and Internet safety policies. The superintendent shall develop any regulations and submit any certifications necessary to meet such requirements.

### **A. Requirements for Use of Technological Resources**

The use of school system technological resources, such as computers and other electronic devices, networks, and the Internet, is a privilege, not a right. Before using the Internet, all students must be trained about appropriate on-line behavior. Such training must cover topics such as cyber-bullying and interacting with others on social networking websites and in chat rooms.

Anyone who uses school system computers or electronic devices or who accesses the school network or the Internet at an educational site must comply with the requirements listed below. All students and employees must receive a copy of this policy annually. Before using school system technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuses may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

School system technological resources are provided for school-related purposes only.

1. Acceptable uses of such technological resources are limited to activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited.
2. Under no circumstance may software purchased by the school system be copied for personal use.
3. Students and employees must comply with all applicable board policies, administrative regulations and school standards and rules in using technological resources. All applicable laws, including those relating to copyrights and trademarks, confidential information, and public records, apply to technological resource use. Any use that violates state or federal law is strictly prohibited.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other

material that is obscene, defamatory, pornographic, harassing or considered to be harmful to minors.

5. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
6. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personally identifiable, private or confidential information, such as the home address or telephone number, of themselves or fellow students. In addition, school personnel shall not disclose on the Internet or on school system websites or web pages any personally identifiable information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy 4700, Student Records. Users also may not forward or post personal communications without the author's prior consent.
7. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software or computer networks. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
8. Users may not create or introduce games, network communications programs or any foreign program or software onto any school system computer, electronic device or network without the express permission of the technology director or designee.
9. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
10. Users are prohibited from using another individual's computer account. Users may not read, alter, change, execute or delete files belonging to another user without the owner's express prior permission.
11. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate

the problem to other users. Any user identified as a security risk shall be denied access.

12. Teachers shall make reasonable efforts to supervise a student's use of the Internet during instructional time.

13. Views may be expressed as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.

### **B. Restricted Material on the Internet**

Before a student may use the Internet for any purpose, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material. The parent and student must sign a consent form acknowledging that the student user is responsible for appropriate use of the Internet and consenting to monitoring by school system personnel of the student's e-mail communication and use of the Internet. The board is aware that there is information on the Internet that is not related to the educational program. The board also is aware that the Internet may provide information and opportunities to communicate on subjects that are not suitable for school-age children and that many parents would find objectionable. School system personnel shall take reasonable precautions to prevent students from having access to inappropriate materials, such as violence, nudity, obscenity or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that the Internet service provider or technology personnel have installed a technology protection measure that blocks or filters Internet access to audio or visual depictions that are obscene, that are considered pornography or that are harmful to minors. School officials may disable such filters for an adult who uses a school-owned computer for bona fide research or another lawful educational purpose. School system personnel may not restrict Internet access to ideas, perspectives or viewpoints if the restriction is motivated solely by disapproval of the ideas involved.

### **C. Privacy**

No right of privacy exists in the use of technological resources. School system administrators or individuals designated by the superintendent may review files, monitor all communication, and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations.

School system personnel shall monitor on-line activities of individuals who access the Internet via a school-owned computer.

## **D. Personal Websites**

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

### **1. Students**

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

### **2. Employees**

All employees must use the school system network when communicating with students about any school-related matters. Thus, employees may not use personal websites or on-line networking profiles to post information in an attempt to communicate with students about school-related matters. Employees are to maintain an appropriate relationship with students at all times. Employees are encouraged to block students from viewing personal information on employee personal websites or on-line networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. If an employee creates and/or posts inappropriate content on a website or profile and it has a negative impact on the employee's ability to perform his or her job as it relates to working with students, the employee will be subject to discipline up to and including dismissal. This section applies to all employees, volunteers and student teachers working in the school system.

## **WORKERS' COMPENSATION**

### **SAFETY**

The Columbus County Board of Education and its administrators consider employee safety of the utmost importance. It is the policy of the Board to provide and maintain safe working conditions and establish safe working practices to be followed by its employees at all times.

This policy will be implemented by:

1. Development of safety standards for facilities, machinery, equipment, tools and work practices that are based on applicable regulatory standards and safe work methods.

2. Providing education, training, on-the-job safety instruction, and general safety policies and procedures.
3. Conducting safety inspections to identify potential and actual operational hazards.
4. Investigation of accidents to determine the cause and action required to prevent reoccurrence.
5. Providing personal protective equipment for workers.
6. Operating motor vehicles according to safe operating procedures.
7. Identifying potential health hazards and developing necessary protective measures.
8. Promoting safety to maintain interest and participation.

The Columbus County Board of Education maintains that it is the right of all its employees to have a safe working environment. Board policies were established as an effort to maintain that safe environment, however, these policies can only be effective if rigorously followed and enforced. The Board holds each employee personally responsible for fulfilling job obligations in a safe and satisfactory manner and actions that endanger employees and/or resources of the workplace will not be tolerated. Employees who violate these policies may be subject to disciplinary sanctions up to and including termination of employment. Thus, it is responsibility of all employees to follow safety procedures as a part of their job.

### **Disciplinary Procedures**

The following are guidelines for enforcement of safety rules, policies, procedures and directives from appropriate management personnel to all employees.

Employees will be subject to disciplinary action for violations of safety rules. However, nothing in this policy will preclude Columbus County Schools from terminating an employee for a safety violation. This is not a progressive discipline system and any safety violation may lead to an employee's termination without prior instruction or warning. Columbus County Schools reserves the right to impose whatever disciplinary action it deems appropriate. Such action may include any one or more of the following depending on the severity of the violation:

1. Employee will be afforded instructive counseling and/or training to assure a clear understanding of the infraction and the proper conduct under school guidelines.
2. Verbal warning with documentation in personnel file.
3. Written warning outlining nature of offense and necessary corrective action with documentation in personnel file.
4. Termination.

Principals, directors, and supervisory personnel will be subject to disciplinary action for the following reasons:

1. Repeated safety rule violation by their school or department employees.
2. Failure to provide adequate training prior to job assignment.
3. Failure to report accidents and provide medical attention to employees injured at work.
4. Failure to control unsafe conditions or work practices.

### **Eligibility**

The provisions of the Workers' Compensation Act are applicable to all school employees. The State is responsible for this compensation to the extent that the employee's salary is paid from state funds. The LEA is responsible for a pro rata share of any locally funded part of the salary, and any federally funded proportion must be paid from federal funds.

The provisions of the Workers' Compensation Act are applicable to all school employees (GS 115C-337).

### **Responsibilities of Injured Employees**

He/she must ensure that the immediate supervisor has knowledge of the injury immediately following the accident. The employer's Report of Injury to Employee (Form 19) must be completed, signed by the employee's supervisor and forwarded to the Benefits Office within five (5) days.

**If an injury requires medical attention, an employee must be seen first or initially by a medical doctor at a medical facility approved by our Worker's Compensation Carrier. Whiteville Urgent Care is the approved facility for our Worker's Compensation.**



(If injury is an emergency situation the nearest medical facility is the appropriate approved facility.) It is important that the employee use the approved medical facility. Failure to use such a facility may result in delayed payment to the doctor and may result in the employee being responsible for full payment of any and/ or all medical bills. Any treatment needed after the first or initial visit can only be authorized by Columbus County Schools' Worker's Compensation Carrier listed as follows:

Key Risk Management Services PO Box 49129 Greensboro, NC 27419 1-800-942-0225  Local and Federal Funded Employees	Corvel Program c/o NC Department of Public Instruction P.O. Box 77479 Charlotte, NC 28271 1-866-441-4150  State and Split Funded Employees
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Additionally, any employee involved in a work-related accident will be subject to testing for alcohol and controlled substances. The cost of the screening shall be borne by the worker's compensation carrier.

**WORKDAY AND OVERTIME**

**A. Work Schedules**

The length of the school day for licensed and professional staff will be a minimum of seven hours and thirty minutes and will continue until professional responsibilities to the student and school are completed. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning, and extracurricular activities may require hours beyond the stated minimum. The superintendent shall establish work schedules for the various classes of employees. Such schedules, which shall be consistent with the provisions of this policy, the Fair Labor Standards Act and any other applicable state or federal laws, must be approved by the board.

**B. Workweek Defined**

Working hours for all employees not exempted under the Fair Labor Standards Act (FLSA), including secretarial, cafeteria, janitorial and maintenance personnel, will conform to federal and state regulations. The superintendent shall ensure that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors shall make every effort to avoid circumstances that require non-exempt employees to work more than 40 hours each week. For purposes

of FLSA Compliance, the workweek for school system employees will be 12:01 a.m. Sunday until midnight Saturday/Sunday. A copy of the FLSA and any administrative procedures established by the superintendent will be available to employees in the personnel office.

Accurate and complete timesheets of actual hours worked during the workweek must be signed by each employee