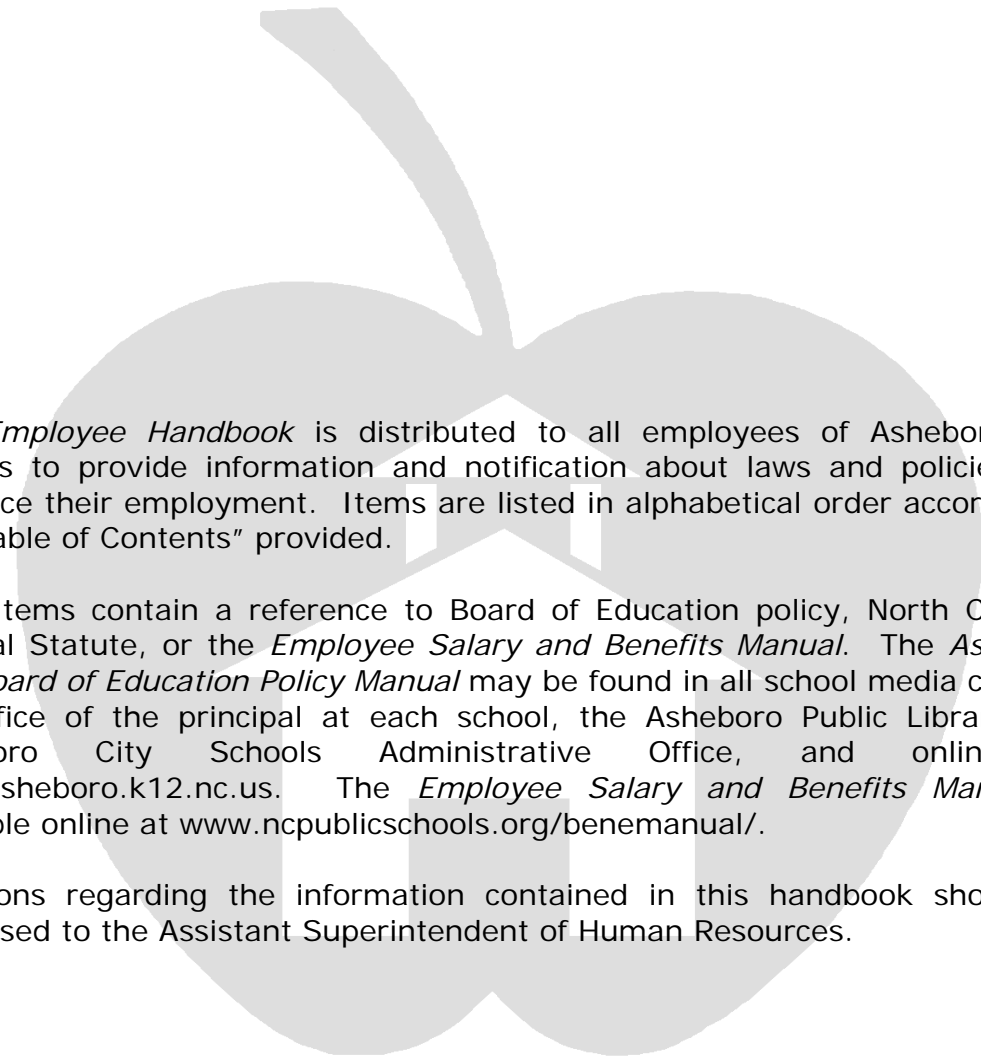


ASHEBORO CITY SCHOOLS EMPLOYEE HANDBOOK

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This *Employee Handbook* is distributed to all employees of Asheboro City Schools to provide information and notification about laws and policies that influence their employment. Items are listed in alphabetical order according to the "Table of Contents" provided.

Many items contain a reference to Board of Education policy, North Carolina General Statute, or the *Employee Salary and Benefits Manual*. The *Asheboro City Board of Education Policy Manual* may be found in all school media centers, the office of the principal at each school, the Asheboro Public Library, the Asheboro City Schools Administrative Office, and online at www.asheboro.k12.nc.us. The *Employee Salary and Benefits Manual* is available online at www.ncpublicschools.org/benemanual/.

Questions regarding the information contained in this handbook should be addressed to the Assistant Superintendent of Human Resources.

Asheboro City Schools does not discriminate on the basis of race, color, national origin, sex or disability.

Code of Ethics for North Carolina Educators

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

Preamble

The purpose of the Code of Ethics is to define standards of professional conduct.

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

I. Commitment to the Student

- A. Protects students from conditions within the educator's control that circumvent learning or are detrimental to the health and safety of students.
- B. Maintains an appropriate relationship with students in all settings; does not encourage, solicit, or engage in a sexual or romantic relationship with students, nor touch a student in an inappropriate way for personal gratification, with intent to harm, or out of anger.
- C. Evaluates students and assigns grades based upon the students' demonstrated competencies and performance.
- D. Disciplines students justly and fairly and does not deliberately embarrass or humiliate them.
- E. Holds in confidence information learned in professional practice except for professional reasons or in compliance with pertinent regulations or statutes.
- F. Refuses to accept significant gifts, favors, or additional compensation that might influence or appear to influence professional decisions or actions.

II. Commitment to the School and School System

- A. Utilizes available resources to provide a classroom climate conducive to learning and to promote learning to the maximum possible extent.
- B. Acknowledges the diverse views of students, parents, and legal guardians, and colleagues as they work collaboratively to shape educational goals, policies, and decisions; does not proselytize for personal viewpoints that are outside the scope of professional practice.
- C. Signs a contract in good faith and does not abandon contracted professional duties without a substantive reason.
- D. Participates actively in professional decision-making processes.

E. When acting in an administrative capacity:

1. Acts fairly, consistently, and prudently in the exercise of authority with colleagues, subordinates, students, and parents and legal guardians.
2. Evaluates the work of other educators using appropriate procedures and established statutes and regulations.
3. Protects the rights of others in the educational setting, and does not retaliate, coerce, or intentionally intimidate others in the exercise of rights protected by law.
4. Recommends persons for employment, promotion, or transfer according to their professional qualifications, the needs and policies of the LEA, and according to the law.

III. Commitment to the Profession

- A. Provides accurate credentials and information regarding licensure or employment and does not knowingly assist others in providing untruthful information.
- B. Takes action to remedy an observed violation of the Code of Ethics for North Carolina Educators and promotes understanding of the principles of professional ethics.
- C. Pursues growth and development in the practice of the profession and uses that knowledge in improving the educational opportunities, experiences, and performance of students and colleagues.

Asheboro City Schools

...the subject is excellence!

Our Vision

Asheboro City Schools will be a system of excellence where students are honored, learning is valued, and our community is dedicated to the success of all.

Our Mission

We are committed to providing quality learning opportunities for all students in a safe and inviting environment so that our students can become successful lifelong learners and responsible productive citizens.

Our Beliefs

- Schools should be inviting, nurturing, and safe places for both students and adults.
- School staff, students, parents, and the community share the responsibility for student learning.
- Opportunities must be provided for the growth of the whole child, through physical, mental, social, and emotional development.
- Each student is a valued individual with unique needs.
- Students must be able to demonstrate essential knowledge and skills, and also be involved in problem solving and producing quality work.
- Students need to apply their learning in meaningful contexts.
- Students learn in different ways, and student achievement can be described in many ways.
- Challenging expectations increase individual student performance.
- Cultural diversity increases students' understanding of different peoples and cultures.
- Collaborative decision-making and accountability result in a more productive organization.
- Learning is a continuous, life-long, interactive process.
- We will celebrate our successes.

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1. **Benefits**

The following benefits are available, depending on employee status:

- a. Compensation – See Salary
- b. Asheboro City Schools' Local Salary Supplement – See Salary
- c. Longevity – See Longevity
- d. Extended Sick Leave – See Leave
- e. Family Medical Leave Act – See Leave
- f. Holiday Leave – See Leave
- g. Personal Leave – See Leave
- h. Sick Leave – See Leave
- i. Annual Leave – See Leave
- j. Voluntary Shared Leave – See Leave
- k. Initial Licensure Program – See Initial Licensure Program
- l. Career Status – See Career Status
- m. Health Insurance – See Insurance
- n. Dental Insurance – See Insurance
- o. Disability Insurance – See Insurance
- p. Worker's Compensation – See Insurance
- q. Retirement – See Retirement
- r. Death Benefit – See Retirement

2. **Bloodborne Pathogens**

Employees should be aware of the Universal Precautions for Body Fluid and Bloodborne Pathogens. Employees should avoid contact with blood or other body fluids or should wear gloves when coming into contact with blood or body fluids. The Universal Precaution is: in cases of accident or emergency, any person's blood and body fluid should be handled as if infectious. "Infectious" means that a virus can get into your body if you are exposed to it. Exposure occurs through the mucous membranes (examples are eyes or mouth) or an opening in the skin's surface (such as a cut or puncture wound).

An employee who suspects that he/she has a blood or body fluid exposure should contact a School Nurse. In the case that a School Nurse is not available, the employee should contact the office of the Assistant Superintendent of Human Resources. For more information, see Board Policy 7260 – *Occupational Exposure to Bloodborne Pathogens*.

3. **Conflict of Interest**

Employees are expected to avoid engaging in any conduct that creates, or gives the appearance of creating a conflict of interest with job responsibilities with the school district. Possible conflicts of interest related to financial interests or receipt of gifts is specifically addressed in Board policy.

For more information, see Board Policy 7730 – *Employee Conflict of Interest*.

4. **Copyright**

Employees of Asheboro City Schools shall not infringe on the property rights of copyright owners. Employees and students are prohibited from use or duplication of copyright materials, unless approved by the "fair use" standard sanctioned by the United States Congress.

The "fair use" standard under Federal law is provided in Board Policy 3230/7330 – *Copyright Compliance*.

5. **Drug-Free and Alcohol-Free Workplace**

It is the policy of the Asheboro City Board of Education that a drug-free and alcohol-free workplace will be maintained. Employees are prohibited from using or being under the influence of alcohol while acting in the course and scope of the employee's duties. Violation of the policy will subject an employee to personnel action.

For more information, see Board Policy 7240 – *Drug-Free and Alcohol Free Workplace*.

6. **Employee Dress Code**

Employee dress and appearance is important to the school system's climate and should be professional, and enhance rather than detract from that climate. Employee dress shall be appropriate as noted in Board Policy 7340 – *Employee Dress and Appearance*.

7. **Employee Recognition**

As a means of "celebrating our successes" and rewarding exemplary performance, Asheboro City Schools offers the following employee recognitions:

- a. Building-level and Asheboro City Schools' Teacher of the Year
- b. Apple of Excellence award to an outstanding first-year teacher
- c. Math Teacher of the Year
- d. Media Specialist of the Year
- e. CTE Teacher of the Year
- f. National Board certified teachers
- g. Longevity according to years of service to the State of North Carolina

8. **Employment Status**

Teachers – Probationary

A probationary teacher has not obtained Career Status. The employment of a probationary teacher is subject to annual review. At the end of the first, second, or third year of employment, the local board of education, upon recommendation of the superintendent, may refuse to renew the contract of any probationary teacher for any cause it deems sufficient. The cause may not be arbitrary, capricious, discriminatory, or for personal or political reasons.

A probationary teacher who has been employed by a North Carolina public school system for four consecutive years (with a Standard Professional license) is eligible for Career Status. The teacher must be granted Career Status at that time or must not be recommended for continued employment.

Teachers – Career

Career Status provides job security by providing due process for a tenured teacher. Probationary teachers who are employed by a North Carolina School System for four consecutive years (with a Standard Professional license) are eligible for Career Status. Teachers who have obtained Career Status in any North Carolina school system are eligible for Career Status in Asheboro City Schools upon completion of one year of successful teaching.

For more information, see Sections 14.1 and 14.2 of the *Benefits Manual* at: www.ncpublicschools.org/benemanual/.

Classified – At Will

Classified employees work in positions that do not require a professional license. Employees who are not required to have contracts or professional licenses are at-will employees. At-will employees serve at the pleasure of the local board of education and cannot be dismissed or demoted for illegal reasons.

For more information, see Section 14.5 of the *Benefits Manual* at: www.ncpublicschools.org/benemanual/.

9. Evaluation of Performance

The evaluation system describes an employee's performance and is a critical aspect of professional growth and assistance. The evaluation system is designed so that exemplary performance, as well as deficiencies in performance, is clearly identified.

Employees will be evaluated according to the instruments approved by the State for probationary teachers, career teachers, and classified personnel. Also permitted for use in performance evaluation are informal observations, conferences, review of lesson plans and grade books, interactions with the employee, performance growth plans, and any other accurate indications of performance.

For more information, see Board Policy 7810 – *Evaluation of Licensed Employees* and 7815 – *Evaluation of Non-Licensed Employees*.

10. Extracurricular Activities/Non-Instructional Duties

In order to carry out the responsibilities of the school system, teachers and other staff members must perform certain non-instructional and extracurricular duties. The principal has the authority to assign extracurricular and non-instructional duties as necessary to conduct the business of the school, in accordance with Board of Education Policy 7405 – *Extracurricular and Non-instructional Duties*.

Teachers with initial certification and teachers with twenty-seven (27) or more years of experience are not to be assigned extracurricular activities unless they request the assignments in writing.

Non-instructional duties required of teachers are to be distributed equitably among employees.

11. **Inclement Weather**

When inclement weather affects whether or not school will be in session, the Superintendent will make every effort to announce decisions by 6:15 a.m.

On a day that 10-month employees have the option to report for a workday, the following options are available to the employee:

- a. Report to work;
- b. Take accumulated annual leave;
- c. Take accumulated personal leave (teachers only);
- d. Take leave without pay;
- e. Use compensatory leave already accumulated (classified employees only); or,
- f. Make up the time missed.

Note:

- a. If the employee elects to make up the time, it must be as mutually-agreed between the employee and the supervisor and must be in the same week.
- b. Missed days may be made up in half-day and whole day increments only.
- c. For certified staff, days may be made up only on Saturday or on days between June 10 and June 30.

Regardless of the closing decision, 12-month employees may choose to report to work or take annual leave.

12. **Initial Licensure (Beginning Teacher Support) Program**

The Initial Licensure (Beginning Teacher Support) Program is a 3-year program designed to provide beginning teachers direction, support, and feedback during their first years in the classroom. Through ILP, beginning teachers receive the following:

- a. New Teacher Orientation – 3 days of training prior to the first teacher workday at full salary prior to the first year of teaching;
- b. Mentor – The services of a mentor during the first and second year of teaching;
- c. Professional Development – Sustained professional development designed specifically to meet the needs of beginning teachers;
- d. ILT Coordinator – The services of a full-time, veteran educator, employed at the district level to support beginning teachers.

13. **Insurance**

Health: The State Teachers' and Employees' Health Plan provides coverage for hospital and medical expenses. Asheboro City Schools pays the base amount for individual coverage of any permanent full-time employee wishing to enroll. Spousal and/or dependent coverage may be purchased.

For more information, visit <http://statehealthplan.state.nc.us/>.

Dental: Asheboro City Schools pays the base amount for individual coverage of any permanent full-time employee wishing to enroll. Spousal and/or dependent coverage may be purchased.

For more information, contact the Business Office.

Disability: The Disability Income Plan provides short-term and long-term disability benefits for permanent employees who are members of the Teachers' Retirement System and who meet certain State service requirements.

Information about the Disability Plan is available from the Retirement System. See www.nctreasurer.com.

Workers' Compensation: All public school employees are entitled to receive Workers' Compensation under the North Carolina Workers' Compensation Act. Employees must have suffered an accidental injury or contracted an occupational disease in the course of employment to be eligible for medical payments, compensation for lost salary or death benefits.

An employee who is injured in the course of employment should report the injury to his/her immediate supervisor who will report and investigate the incident as prescribed by the Asheboro City Schools Safety Program.

14. **Internet Use**

The Internet is available to employees to be used in teaching the North Carolina Standard Course of Study and to meet the educational goals of the district. Employees must comply with all relevant Board of Education policy in using the Internet.

School personnel are responsible for monitoring use of the Internet by students, preventing access to chat rooms and/or personal email accounts. Security of any computer and computer system is a high priority. Breaches of security are strictly prohibited.

School personnel shall not disrupt the use of the network. Uploading, creating or transmitting malicious or destructive software, and hacking and gaining unlawful entry into the school's network is prohibited. Software purchased by a staff member can be installed on a computer only with the approval of school personnel.

For more information, see Board Policy 3225/7320 – *Internet and the Educational Program*.

15. Leave

Extended Sick Leave: Extended Sick Leave is available to classroom teachers and media specialists who require substitutes if they are absent due to their own personal illness or injury in excess of their accumulated sick leave and annual leave. Up to 20 days of Extended Sick Leave may be granted during a school year at the request of the principal. Employees on Extended Sick Leave earn full salary less \$50 per day.

Extended Sick Leave is covered in Section 4.2 of the *Benefits Manual*, available at www.ncpublicschools.org/benemanual/.

Family Medical Leave Act (FMLA): FMLA is Federal legislation that provides eligible employees with family and medical leave with or without pay (based on available leave) for up to 12 weeks for:

- a. the birth of a child;
- b. the care of a spouse, son, daughter, or parent who has a serious medical condition; or
- c. the employee's own serious medical condition.

The law also provides job protection to eligible employees for up to one calendar year. See Section 8.2 of the *Benefits Manual* – www.ncpublicschools.org/benemanual/.

Holiday Leave: Full-time, 10-month employees earn Holiday Leave for 10 or 11 days per year. When Christmas falls on a Tuesday, Wednesday, or Thursday the eleventh day of leave is provided. Full-time, 12-month employees earn one additional day of Holiday Leave for the July 4th holiday. Holiday Leave is designated annually in the Asheboro City Schools Calendar.

Sick Leave: Permanent full-time and part-time employees who are working, or are on paid leave for one-half or more of the workdays in a monthly pay period, earn Sick Leave at the rate of one day per month. Eligible permanent part-time employees earn Sick Leave equal to their percentage of full-time employment.

Sick Leave may be granted for reasons listed in Section 4.1 of the *Benefits Manual*. See www.ncpublicschools.org/benemanual/.

Sick Leave may be accumulated and upon retirement, accrued Sick Leave may be applied toward creditable state service. If an employee separates from service prior to retirement, Sick Leave will be held for 60 months.

Annual Leave: Permanent full-time and part-time employees earn Annual Leave. To earn Annual Leave, an employee must be working or on paid leave during one-half or more of the workdays in a monthly pay period.

Annual Leave may be granted according to Section 3.1 of the *Benefits Manual*. See www.ncpublicschools.org/benemanual/.

On June 30th of each year, accumulated days of Annual Leave in excess of 30 are converted to Sick Leave.

Voluntary Shared Leave: This leave is intended to provide economic relief for employees who face financial hardship due to a prolonged absence caused by a serious medical condition. Voluntary Shared Leave is applicable when an employee does not have accumulated leave to cover absences from work. Permanent full-time and part-time employees are eligible to receive donated leave with the approval of the Superintendent.

More information about Voluntary Shared Leave is available in Section 4.3 of the *Benefits Manual* - www.ncpublicschools.org/benemanual/.

16. Licensure

A professional employee must hold at all times a valid North Carolina license appropriate to the position for which he/she is employed. Licensure is the responsibility of the individual, not the school district. Failure to maintain a valid license is a basis for dismissal.

For more information, see Board Policy 7130 – *Licensure*.

17. Longevity

Permanent full-time or part-time employees receive annual longevity payments after completing 10 years of qualifying State service. Longevity payments are made not later than the end of the month following a person's anniversary date.

For more information, see Section 13 of the *Benefits Manual* – www.ncpublicschools.org/benemanual/.

18. Money Collection by Employees

All monies collected or received by an employee of the school district will be deposited daily in accordance with Board Policy 8325 – *Daily Deposits*.

19. Payroll

Beginning with the 2005-06 school year, all 10-month employees will be employed for 215 days per year. The initial pay date for teachers shall be no later than August 31 and shall include a full monthly payment. Teachers and non-certified employees will be paid on the end-of-month payroll.

By Board of Education approval, all permanent employees and substitutes will be required to be paid by Direct Deposit. Payroll deductions are available to assist employees in managing their financial affairs and meet State and Federal requirements. A list of payroll deductions approved by the Board of Education is located in Board Policy 7620/8515 – *Payroll Deductions*. Inquiries about payroll should be made to the Business Office.

20. **Personnel Files**

As required by North Carolina General Statute 115-C, personnel files must be maintained for all employees. Personnel files are housed in the administrative offices of Asheboro City Schools. Evaluations, commendations, complaints or suggestions for correction or improvement are maintained, as are application forms, employee's academic records, professional licenses, and other pertinent records or reports.

An employee has the right to inspect his/her file, provided that 3 days' notice is given to the personnel office. All personnel information that is classified as public records may be disclosed in accordance with applicable laws. An employee who feels that information in the personnel file is invalid, irrelevant, or outdated, may petition the board of education to remove the information.

For more information, see Board Policy 7820 – *Personnel Files*.

21. **Political Activity**

The employee's right of citizenship will not be infringed upon due to employment in the Asheboro City Schools; however, Board of Education Policy places limits on the effect of political activity on employment. These political activities will not:

- a. Take place during school time;
- b. Involve school monies or materials; or,
- c. Make use of an official school position to encourage or coerce students or other employees of the district to support in any way a political party, candidate, or issue.

For more information, see Board Policy 7720 – *Employee Political Activities*.

22. **Professional Development**

Professional development is essential to help employees gain the skills and knowledge needed to meet State standards related to improving student performance. There exists a strong relationship between continued professional development and improved quality of instruction. Quality professional development opportunities will be provided by Asheboro City Schools and schools will consider professional development to be an integral part of their School Improvement Plans.

Certified employees are responsible for completing professional development required to renew his/her teaching license.

Procedures related to approval, enrollment, and posting of credit related to professional development are provided in Board Policy 1610/7800 – *Professional Development and Assistance*. Absences for professional development require the prior approval (in writing) of the immediate supervisor.

23. **Resignation, Retirement, Separation from Employment**

Resignation: Employees who intend to resign for any reason should indicate their plans in writing to their immediate supervisor. The notice of intent to resign should be presented at the earliest possible date. Letters of resignation should include a purpose, an effective date, and a signature.

By Board policy, resignations by a certified employee at any time other than the end of the school year require a 30-day notice or otherwise approval of the Superintendent. Resignations by non-certified employees are requested to include a 30-day notice whenever possible.

See Board Policy 7900 – *Resignation*.

Retirement: An employee who anticipates retirement should notify the Business Office and Assistant Superintendent of Human Resources at least 90 days prior to the intended retirement date.

See Board Policy 7910 – *Retirement*.

Separation from Employment: Prior to leaving employment, employees are encouraged to contact the Business Office to discuss decisions related to salary, benefits, and retirement.

24. **Retirement System/Benefit**

Permanent full-time employees are covered by the North Carolina Teachers' and State Employees' Retirement System. Employees contribute 6 percent of their salary and employers contribute 5 percent of employee wages to the Retirement System.

Employees who are involuntarily terminated or resign after 5 or more years of membership may withdraw their retirement contributions, plus any statutory interest earned. Employees who voluntarily resign with less than 5 years of membership may withdraw only the funds contributed by the individual.

Death Benefit: Designated beneficiaries are entitled to receive a lump sum payment equal to the employee contributions plus interest in the member's account at the time of death. In addition, members are covered by a death benefit if death occurs while in active service.

To contact the Retirement System, see www.nctreasurer.com.

25. **Salary**

Employees are paid according to State Salary Schedules based on licensure, years of experience, and degrees held.

Salary information is available at:
www.ncpublicschools.org/salary_admin/salinfo.htm.

Local Supplement: In addition to salary from the State, a local annual salary supplement is provided by Asheboro City Schools. Local supplements are provided as follows:

- 6 percent of salary -- Licensed employees with Bachelor's degree
- 7 percent of salary -- Licensed employees with Master's degree
- 3 percent of salary -- Non-certified employees

Mentor Teacher Pay: Trained mentor teachers assigned to provide support to an initially-licensed teacher are eligible for compensation at a rate of \$100 per month for 10 months.

National Board Certification: As approved by the State, certification by the National Board of Professional Teaching Standards (NBPTS) results in a 12 percent salary increase. The State of North Carolina supports State-funded teachers who have completed 3 full years of teaching in the state by paying the initial assessment fee and providing 3 days of paid leave to prepare for certification.

For more information about National Board Certification is available at:
www.ncpublicschools.org/nbpts.

26. **Sexual Harassment**

All Asheboro City Schools employees are required to complete Sexual Harassment Training within 30 days of their hire date and submit acknowledgement of completion to the Office of Human Resources. This training can be accessed at:
www.asheboro.k12.nc.us/human_res/human/htm.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature may constitute sexual harassment.

An employee with a complaint of sexual harassment should follow the procedures outlined in Board Policies 1736/4026/7236 – *Sexual Harassment Defined* and 1755/7237 – *Sexual Harassment Complaint Procedure for Employees*.

27. **School Safety**

Safe schools are critical to creating an environment where students can learn. All employees share in the responsibility to create and maintain safe schools. As a result, all employees are expected to:

- a. Supervise students while in the care and custody of the school system;
- b. Take reasonable precautions to assure the safety of students before, during, and after school;
- c. Care for school buildings and grounds to prevent unsafe conditions and to identify any potential hazards;
- d. Understand and act according to the Safe Schools Plan at the school site.

28. **Smoking and Tobacco Products**

Asheboro City Schools is a “100 percent tobacco free” school district. To promote the health of all students, staff, and general public, smoking and the use of tobacco products by employees, students, or visitors to school campuses is prohibited. The prohibition does not extend to a display that has a legitimate instructional purpose.

For more information, see Board Policy 7250 - *Smoking and Tobacco Products*.

29. **Staff Responsibilities**

For students to succeed, all staff members must approach their responsibilities conscientiously, always remembering that the ultimate responsibility of the Asheboro City Schools is to create the opportunity and environment where students can learn.

Specific responsibilities are listed in Board Policy 7300 – *Staff Responsibilities*.

30. **Staff – Student Relations**

Employees have the responsibility to provide an atmosphere conducive to learning and are expected to model the behavior expectations of students. Employees are prohibited from dating, courting or entering into a romantic or sexual relationship with any student enrolled in the school district regardless of the student’s age.

For more information, see Board Policy 4040/7310 – *Staff-Student Relations*.

31. **Student Information**

Employees have an absolute duty to maintain the confidentiality of records as required by law. By nature, employees are exposed to confidential information which should be repeated or discussed with only those who have a right to it.

Only directory information may be released as noted in Board of Education Policy 4700 – *Student Records*. No other information may be released to any party without parent permission or proper legal authority. Violations will result in disciplinary action.

32. **Teacher – Statutory Duties Of**

The duties of a teacher are explicitly stated in North Carolina General Statute 115C-307. They are:

- a. To provide order and discipline;
- b. To provide for the general well-being of students;
- c. To provide some medical care to students;
- d. To teach the students;
- e. To enter into the Superintendent’s plans for professional growth;
- f. To discourage nonattendance;
- g. To make required reports; and
- h. To take care of school buildings.

33. **Teacher – Grounds for Dismissal**

Career/tenured teachers may be dismissed or demoted as noted in North Carolina General Statute 115C-325. The 15 grounds for dismissal identified in State law follow:

- a. Inadequate performance;
- b. Neglect of duty;
- c. Failure to fulfill the statutory duties of a teacher;
- d. Insubordination;
- e. Failure to comply with reasonable requirements of the Board;
- f. Immorality;
- g. Habitual or excessive use of alcohol or non-medical use of drugs;
- h. Conviction of a felony or crime involving moral turpitude;
- i. False application information;
- j. Employee's physical or mental incapacity;
- k. Failure to keep a certificate (license) current;
- l. Any reason that is cause for revocation of a teaching certificate (license);
- m. Failure to repay money owed to the State;
- n. Advocating the overthrow of the government;
- o. Reduction in force.

Probationary teachers may be dismissed at the end of the first, second, or third year of employment for any cause deemed sufficient by the Board of Education (see item #6).

34. **Workday**

The length of the day for employees varies for certified and non-certified staff.

- a. For certified (licensed) staff, the workday will be a minimum of 7½ hours and will continue until professional responsibilities are completed.
- b. Non-certified staff members are subject to the Federal law, Fair Labor Standards Act. Employees may work more than 40 hours in a work week only with the approval of the immediate supervisor. Work permitted in excess of 40 hours in a work week may be compensated by 1½ hour of compensatory time.

For more information, see Board Policy 7500 – *Workday*.

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