

Pamlico County Schools

Employee Handbook



“Together we make a difference.”



Welcome to Pamlico County Schools!



We are happy that you have chosen Pamlico County Schools as your place of employment and we look forward to working with you. We appreciate the difference you make in the lives of the children of Pamlico County.

Your Pamlico County Schools Employee Handbook provides helpful information about benefits, policies and system procedures.

Please review your handbook carefully and keep it handy for reference. If, after reading the handbook, you have questions, please feel free to talk with your principal, supervisor or a member of the central office staff. Complete copies of the Board Policy Manual are available in each principal's office and in the media center at each school.

Once again, thank you for your efforts in educating the county's most precious resource— its children. Best wishes for an enjoyable and successful year as an employee of Pamlico County Schools!

Sincerely,

Dr. Wanda P. Dawson

Associate Superintendent

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Pamlico County Board of Education Members

George Robinson, Chairman
James Mason, Vice-Chairman
Patricia Cross
Paula Hardison

John McCotter
Reggie Hawkins
Beatrice Mays
John Prescott (effective December 2008)

Central Office Directory 252-745-4171 Ext.

Superintendent 623
Paula Woodard, Administrative Assistant 627

Dr. Wanda P. Dawson, Associate Superintendent for Administrative Services & Director of Exceptional Children 643
Shakia Boone, Administrative Assistant for Personnel 631
Diane Lupton, Administrative Assistant for Exceptional Children 630

Cathy Dunbar, Assistant Superintendent for Curriculum & Instruction 636
Vickie Sevenski, Administrative Assistant for Curriculum & Instruction 640
Nancy Ross, Testing Coordinator 641

Finance Department

Steve Curtis, Finance Officer & Director of Auxiliary Services 642
Debbie Whorton, AS/400 Systems Operator 624
Debbie Watson, Payroll Clerk 625
Tammy Anderson, Accounts Payable Clerk 629

School-Community Relations Department

Lisa Jackson, Director 628

Child Nutrition Department

Maree Minor, Director 639
Diane Thomas, Supervisor 638

Technology Department

Jenita Shepard, Director 635
Mark Partin, Network Engineer 745-5577
Patricia Casey Computer Technician 745-5577
Michael Mahoney, Computer Technician 745-5577

Career-Technical Education Department

Ruth Rice, Director 637

School Psychologist

Angela Rea 646

School Nurses

Janice Dixon 632
Brenda Slaughter 633

Maintenance Department

Levy Broughton, Director 745-4271

Transportation Department

Clem Harper, Director 745-4601
Robbie York, TIMS Data Manager / Cost Clerk

Pamlico County Primary School

323 Neals Creek Road

Bayboro, NC 28515

Telephone: 252-745-3404

Facsimile: 252-745-3118

	Ext.
Linda Ollison, Principal	223
Kim Potter, Assistant Principal	224
Annie Fulwood, Secretary/Data Manager	221
Shannon Ellenberg, Bookkeeper	222
<i>Vacant</i> , Guidance Counselor	226
Karen Smith, CFST School Nurse	234
Margaret Harrell, CFST Social Worker	233
Nellie Pearsall, Pre-School Handicap Coord.	238



Fred A. Anderson Elementary School

PO Box 417

515 Anderson Drive

Bayboro, NC 28515

Telephone: 252-745-4611

Facsimile: 252-745-5021

	Ext.
Sherry Meador, Principal	324
Tommy Wilson, Assistant Principal	328
Barbara Ritchie, Secretary	321
Melanie Curtis, Bookkeeper/Data Manager	322
<i>Vacant</i> , Guidance Counselor	330
Sue Owsley, CFST School Nurse	325
Peggy Graves, CFST School Social Worker	335
Technology Department	745-5577



Alternative Learning Center

Bayboro, NC 28515

Telephone: 252-745-4688

Joseph Spruill, Administrator	745-4688
Alice Midgette, Assistant	

Pamlico County Middle School

15526 NC Hwy 55 East

Bayboro, NC 28515

Telephone: 252-745-4061

Facsimile: 252-745-5583

	Ext.
Henry Rice, Principal	424
Michelle Lee, Assistant Principal	425
John Ann Sawyer, Secretary	421
Wendy Day, Bookkeeper	422
Carolyn Squires, Guidance Counselor	426
Alice King, Data Manager	433
Karen Cayton, CFST School Nurse	427
Denise Credle, CFST School Social Worker	439



Pamlico County High School

PO Box 699

601 Main Street

Bayboro, NC 28515

Telephone: 252-745-3151

Facsimile: 252-745-3153

	Ext.
Tom Marsh, Principal	523
Todd McMillen, Assistant Principal	539
June Zurface, Assistant Principal	525
Barbara Edwards, Secretary	549
Elethia Boyd, Secretary	522
Linda Brooks, Bookkeeper	527
Andrew Hebb, Data Manager	535
Henry Marchetti, Guidance Counselor	548
Mickey Edwards, Guidance Counselor	541
Rhonda Preston, CFST School Nurse	521
Mari Robinson, CFST School Social Worker	531
Douglas Pearsall, Success Coordinator	524



School Calendar

A committee consisting of the Superintendent, and / or his designee from the central office staff, teacher representatives from each school, a parent representative, a school board member, and administrators will make up the calendar committee.

This committee, after consultation with each school faculty, shall meet and develop a proposed school calendar. Various dates of activities in the proposed calendar shall be determined by a consensus of the calendar committee. The proposed calendar will then be considered by the Superintendent and submitted to the Pamlico County Board of Education for approval no later than the April board meeting.



The school calendar shall provide for a minimum of 180 days and 1,000 hours of instruction, covering at least nine calendar months. Allowances consistent with state law shall be included for making up days that might be needed because of inclement weather or other unforeseen occurrences that might make it necessary to temporarily close a school or schools. If schools are closed for the entire day due to inclement weather, a day will be added to the school calendar to allow instructional personnel to make up the day.

See Board Policies 5030 and 5031.

Emergency Closing



The Board authorizes the Superintendent to close the school in the event of hazardous weather or other emergencies to prevent threats to safety of students, school staff members or school property. The Superintendent will make a determination by 6:00 am as to whether school will be (a) opened (b) delayed or (c) closed.

1. In cases of inclement weather when the opening of school is delayed so roads will be more passable for school buses, all school personnel are to observe the delay also unless otherwise notified (except 12 month employees, custodians, child nutrition, and clerical). If it has been announced that the school opening will be delayed and the situation changes, a determination will be made by 7:30 am.
2. Unless otherwise notified, no instructional personnel (teachers and assistants) will report to work when schools are closed for the entire day. Twelve-month employees including all central office staff, principals, and maintenance workers will report to work as soon as weather conditions permit, unless otherwise notified. Twelve-month employees who do not report to work because of inclement weather will be charged with annual leave. Principals will determine when secretarial and school custodial workers report. School food service staff will not report when schools are closed.
3. When schools are to be delayed in opening or to be closed because of inclement weather, the public will be notified at the earliest possible time through one or more of the following television and radio stations:

WCTI-TV
WTEB (89.3)
WILT (98.7)
WTKF (107.3)

WITN-TV
WRNS (95.1)
WQSL-WQZL (92.3 & 101.1)
WZGO (91.1)

WNCT-TV
WNCT (107.9)

4. When weather conditions necessitate the early closing of school, all school personnel are to remain at their assigned stations until dismissed by the school principal.

Inclement Weather Absences



On a day that teachers are required to report for a workday but students are not required to attend school due to inclement weather, a teacher may elect not to report due to hazardous travel conditions and to take one of the annual leave days, or to make up the day at a time agreed upon by the teacher and principal.

Days missed because of inclement weather must be made up within the annual employment period of teachers and on a day when the principal is normally at work. The principal will provide the teacher with alternative dates; the make-up date must be determined at the time of the absence. If the day is not made up or annual leave or personal leave day is not submitted the teacher will be considered absent without pay.

See Board Policy 3816.

Annual Leave

All permanent full-time employees earn annual leave at the following rate:

Years of Aggregate State Service	Days per Month
Less than 2 years	1.00
2 but less than 5 years	1.15
5 but less than 10 years	1.40
10 but less than 15 years	1.65
15 but less than 20 years	1.90
20 years or more	2.15

Each July, annual leave in excess of 30 days is converted to sick leave.

Holidays

Paid holidays are granted in accordance with the North Carolina Personnel Commission. The school calendar which is issued each year gives the dates on which the paid holiday shall be taken.

Employees classified as permanent full-time or part-time will be paid for the following holidays:

New Year's Day

Martin Luther King, Jr. Day

Memorial Day

Independence Day

Labor Day

Veterans' Day

Thanksgiving Day

Christmas Day

Good Friday



***Hourly paid employees are not eligible for this benefit.**

Leave of Absence Without Pay

The Pamlico County Board of Education recognizes that the personal welfare and the professional growth of its employees may require occasional extended absences from duty. Employees may be granted leaves of absence without pay for one calendar year or less for birth or adoption, illness, professional development, family responsibilities involving illness or certain types of political activity.

Leaves of absence are normally not to exceed one calendar year in duration. The Board may extend a leave request beyond one year if it deems it to be in the best interest of the employee and the school system. The employee may be required to provide advance leave notice and medical certification. The request for leave may be denied if requirements are not met. The employee ordinarily must provide 30 days advance notice when the leave is “foreseeable.” An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer’s expense) and a fitness for duty report to return to work.

Should an employee fail to return to work at the end of an approved leave of absence, his/her failure to return shall be considered his/her resignation from employment. Employees on leave of absence are not assured that they will return to the same assignment, but the Board will attempt to make a comparable assignment. The granting of extended leave of absence to any employee requires Board approval.

Family and Medical Leave Act

Employees who have worked for the school system for at least 12 months, with at least 1,250 hours of service completed during the school year, are entitled to receive twelve weeks of unpaid leave during any 12-month period under the Family and Medical Leave Act (FMLA). FMLA is available (1) for the birth of a child or placement of a child for adoption or foster care with the employee; (2) when a serious health condition of the employee prevents the employee from performing his/her job; or (3) when a serious health condition of the employee’s spouse, parent, or child necessitates that the employee must care for the relative. Employees may substitute accrued paid vacation, sick, and/or personal leave in lieu of unpaid leave while out of work under the FMLA.



For the duration of the FMLA leave, Pamlico County Schools will maintain the employee’s health coverage under their group health plan. Upon their return to work, employees will be restored to their original or equivalent position with equivalent pay, benefits and other employment terms. The use of Family and Medical leave will not result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

Sick Leave

Permanent full-time employees who are working or on paid leave for half or more of the work days 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: (1) periods of temporary disability caused by personal illness, injury, or childbirth, (2) illness in the employee’s immediate family and medical appointment related to the illness that necessitates the employee’s attendance, (3) death in the immediate family, and (4)

medical appointments. Employees absent for five (5) consecutive days or more are required to bring in a doctor's note explaining the absence. A copy of the doctor's note must be presented to the building level principal and Associate Superintendent. If this note is not received in a timely manner, the days absent will be considered "leave without pay."

Sick leave may be accumulated indefinitely and is transferable among local school systems, and may be transferred to a state agency, community college or technical institute if they are willing to accept the sick leave.

Voluntary Shared Leave

A voluntary shared leave policy has been approved by the State Board of Education to provide economic relief for employees who, by reason of prolonged absence caused by serious medical conditions, are likely to suffer financial hardship. Applications to donate or receive shared leave must be made to Associate Superintendent Wanda Dawson. See Board Policies 3830 and 4730.

Voluntary shared leave is not available for maternity leave, unless and to the extent the parent or child has a serious medical condition. Therefore, donated voluntary shared leave is not generally available to be substituted for unpaid FMLA leave or to extend maternity leave beyond the 12-week FMLA period.

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 available vacation leave. In order to be eligible, the employee must be in a permanent full- or part-time position. Those qualifying are allowed extended sick leave of up to 20 workdays throughout the regular term of employment. Employees on extended sick leave receive full salary less a \$50 mandatory dock in pay for each day absent. Requests for extended sick leave should be directed to Associate Superintendent Wanda Dawson. An application for extended sick leave must be completed and medical verification will be required. Extended sick leave is not intended to "supplement" regular sick leave and will not be granted to cover excessive absences. Extended sick leave does not carry forward to succeeding school years.



Personal Leave

Personal leave is earned by classroom teachers and school media specialists. In order to be eligible, the employee must be in a permanent full- or part-time position. Personal leave is earned at the rate of .20 days for each full month of employment not to exceed two days per year. Part-time personnel earn a pro rata share of the rate for full-time employees. Unused personal leave may be carried forward from one year to another and may be accumulated to a maximum of seven days. Personal leave in excess of 5 days will be transferred to the employee's sick leave at the end of the fiscal year (June 30). **Personal leave may be used only upon the authorization of the immediate supervisor.** Unless approved by the principal, a teacher shall not take personal leave on the first day teachers are required to report for the school year, on required teacher workdays, or on the last working day before or the next working day after holidays or annual vacation days scheduled in the calendar. Employees may take one personal leave day per school year without the usual \$50.00 dock in pay. In addition, employees may take personal leave on optional teacher workdays or vacation days without a dock in pay. In all other circumstances, employees who use personal leave will be charged \$50.00 per day. Personal leave should be used with due and proper consideration given to the welfare of the students and teachers alike and shall not be advanced.

Other Leave With Pay

Leave, with the approval of the principal and the Superintendent or his designee, may be taken for other reasons that are sanctioned by state regulations. These include: professional meetings, community responsibility, serving on certain state boards, jury duty, court attendance, in-service training and religious holidays. For further information, please refer to the leave regulations in the policy manual, which is on file in each school office and the central administrative offices.

Substitute Teachers

A substitute teacher can be a holder of a teacher's license, a college graduate, or a high school graduate. All substitutes must be approved by the local Board of Education.

Substitute teachers who hold or have held a valid teaching license/certificate will be paid at the rate of \$90 per day. (Proof of licensure/certification must be submitted to the personnel department.) Substitute teachers who do not hold a teaching license/ certificate will be paid at the rate of \$69 per day. All substitute teachers who sub for a teacher assistant will be paid \$45 per day. When a teacher assistant acts as a substitute teacher, the salary for the day shall be the same as the daily salary of an entry-level teacher with an "A" license.

Payroll Deductions (Voluntary)

Voluntary deductions include the following:

Association Dues

Employees may authorize, in writing, the periodic deduction from the employee's salary or wages a designated lump sum to be paid to the employee's association. The authorization may be revoked as of September 1 of any year by giving written notice to that effect on or before that date. If for any reason, excepting death, employment is terminated, amounts still owing under the authorization shall be deducted from final pay. The payroll deduction authorization may not be revoked once the first deduction has been made each year.



State Employees' Credit Union (SECU)

As an employee of Pamlico County Schools you are entitled to an additional benefit—membership with the State Employees' Credit Union. You and your family (spouse, parents, children, siblings & others maintaining a single economic unit) may become member of SECU by opening a \$25 share account, your membership account. This membership allows you to take advantage of SECU's excellent rates and services.

Payroll Deductions to the SECU are available. All arrangements are made by contacting the State Employees' Credit Union Office. For area branch locations please visit www.ncsecu.org or contact SECU's Call Center at 1-888-732-8562.

Grantsboro SECU Branch:

11155 NC Highway 55, Grantsboro, NC 252-745-4664

New Bern SECU Branch locations:

1501 Glenburnie Road, New Bern, NC 252-638-3641

2420 US Hwy 70 East, New Bern, NC 252-636-1818

Tax Sheltered Annuities

Two state sponsored supplemental retirement plans are available to school employees. The Deferred Compensation Plan and State 401 (K) Plan allow school employees to save for retirement through tax sheltered programs. For more information, contact Debbie Watson (401K) or Tammy Anderson at 745-4171.

Cafeteria Benefits Plan

Pamlico County Schools cafeteria benefits plan, administered by Colonial Supplemental Insurance, offers employees an opportunity to save with its flexible spending accounts which are not forms of insurance, and four forms of supplemental insurance programs. Payment of child care and uncovered medical expenses plus supplemental insurance programs. Payment of child care and uncovered medical expenses plus supplemental dental, cancer, intensive care and accident/sickness disability insurance may be made with pre-tax dollars. The plan is on the calendar-year basis (January 1– December 31) with open enrollment scheduled during November-December. Applications are available at the central office. New employees may sign up within their first 30 days.

Health Insurance

Health insurance premiums are deducted on the basis of the type of coverage requested by the individual employee (employee/family, split contract, employee/child). Individual coverage is paid by the employer.

Voluntary payroll deductions will be made each time an employee's regular salary voucher is issued during the school year. For instance, a 10 month employee who elects 12 monthly installments will have 12 deductions. Those employees who are paid in 10 monthly payments will have insurance premiums for June and July deducted in April and May.

Payroll Deductions (Mandatory)

All employees will be required to have deductions from their monthly salary as required by law as follows:

Federal Social Security (FICA)

Federal Social Security coverage is automatic for all employees in Pamlico County Schools. The amount is determined according to law.

Federal Withholding Tax

Federal withholding tax deductions shall be made according to a schedule prepared by the Treasury Department and the amount deducted shall be based upon the number of exemptions claimed by the employee.



State Income Withholding Tax

The amount withheld shall be according to a schedule prepared by the state which takes into consideration the amount of salary and the number of exemptions claimed.

Retirement

The employee and the state normally pay the cost of providing your retirement benefits. The employee's share, which is 6% of his/her salary, is automatically deducted from his/her check.

Salary Option

Pamlico County teachers (except interim teachers) who are employed for the 10-month term have the option of receiving their salary on a 10 or 12-month basis. Once an employee has elected to be paid on a 12-month schedule, that procedure will continue until the employee requests a change. Changes may be made only at the beginning of each school year. Employees must indicate which option they prefer in August, during the first three days of the new school year.

Direct Deposit

Employees may elect to have their salary directly deposited into a bank of their choice. This is strongly recommended. Contact Debbie Watson at the Central Office for more information.

Salary Schedule

All certified employees will be paid on the state employee salary schedule. Classified employee salaries are also based on the state salary schedule but initiated in accordance to factors deemed appropriate by the Board of Education.

Longevity

All permanent full or part-time employees receive longevity pay after completing 10 years of qualifying service. This is an annual payment based on a percentage of a person's yearly base salary and this percentage increases as years of state service increase. Longevity payments are paid during the pay period following a person's anniversary date. The chart below shows the longevity pay rates for all personnel.

<u>Years of Service</u>	<u>Longevity Pay Rate</u>
10-14 years	1.50 percent
15-19 years	2.25 percent
20-24 years	3.25 percent
25 + years	4.50 percent

Social Security



All employees of the school system, except Pamlico County Schools students are covered by Social Security. You may retire at age 65 with full benefits or elect to retire at age 62 with reduced benefits. Social Security also provides payment to you if you are disabled and to your dependents if you should die or become disabled.

Contributions to Social Security cannot be withdrawn. Additional information on your Social Security benefits is available at any Social Security office.

Death Benefits

After completing at least one calendar year or a full term of employment as a member of the Retirement System, an individual is automatically covered by a death benefit while being paid a salary and for up to 180 days after the last day for which a salary is paid. Upon death, the beneficiary will receive a lump sum payment equal to an employee's salary during a 12-month period with a minimum of \$25,000 and a maximum of \$50,000.

Retirement

Permanent, full-time employees are covered by the North Carolina Teachers' and State Employees' Retirement system. Employees contribute 6 % of their monthly salaries to the Retirement System and the State currently contributes 8.96%. Employee contributions are paid with pretax dollars, thereby reducing current state and federal income taxes. Employees who are involuntarily terminate or resign after five or more years of membership credited in the Retirement System may withdraw their retirement contribution, plus any interest they have earned. Persons who voluntarily resign with less than five years of membership credited in the Retirement System may elect to leave their contributions in the Retirement System and receive full retirement benefits.

Employees may retire with unreduced benefits if they (1) have 30 years of service regardless of age, (2) reach age 60 with 25 years of service, (3) reach age 65 and have at least five years of membership service.



Health Insurance

All permanent full-time employees are eligible for medical insurance through the State of North Carolina. An employee's insurance coverage is through Blue Cross & Blue Shield's Preferred Provider Organization (PPO). This insurance offers three plan options, with varying levels of coverage to choose from. The school system will pay for the individual coverage, but the employee must pay for any family members.

Employees should enroll for health insurance when first eligible to enroll to avoid a waiting period. Please refer to your insurance booklet for further details. For more information, you may contact the Accounts Payable/Health Benefits Representative at the Central Office at 745-4171 ext. 629.

Liability Insurance

The Pamlico County Schools System provides two liability plans, which makes comprehensive liability coverage available without charge to all permanent, full-time employees. The general liability policy covers cases such as student injury because of alleged negligence by the supervising teacher. The Professional liability policy covers constitutional or civil right complaints, which are not usually, addressed in general plans.

Workers' Compensation

All employees are covered under the Workers' Compensation laws. If you are accidentally injured or contract an occupational disease on the job or while carrying out school assigned duties, you should contact your principal or supervisor immediately. An incident report should be completed and forwarded to Debbie Watson at the Central Office within five days.

Disability

A comprehensive short-and long term disability income plan is provided at the employer's expense for permanent employees who are members of the Teachers' and State Employees' Retirement System and meet certain state service requirements. The short-term disability plan is available to disabled employees with at least one year of contributory retirement service. Short-term disability begins on the 61st day of disability and provides monthly income equal to 50 percent of one-twelfth of the annual base salary and longevity, normally for up to 12 months, with a monthly maximum of \$3,000.

After exhausting short-term disability benefits, employees with at least five years of contributory retirement service and disability certification by a medical review board become eligible for long-term disability income benefits. These benefits provide monthly income equal to 65 percent of one-twelfth of the annual base salary and longevity up to \$3,900 per month. Long-term disability benefits continue until the end of the disability or the earliest date a person becomes eligible for unreduced retirement benefits.

Benefits from this income disability plan are subject to certain offsets for benefits received from other programs. The details of the disability income plans are somewhat complex. Local personnel directors or the Teachers' and State Employees' Retirement System can provide more information.

Full-time public school employees injured in the course of employment through an episode of violence are entitled to full salary during disability for up to one year.

Evaluations



The evaluation of an employee is a confidential, cooperative, and continuing process for the purpose of improving the quality of work. This is a process in which employees' general and specific responsibilities are reviewed.

Teachers and professional personnel in Pamlico County Schools will be evaluated by use of the appropriate state appraisal instrument. This instrument adopted by the Pamlico County Board of Education will be the official evaluation instrument for all professional personnel. All teachers and professional staff should be oriented to the evaluation system and questions pertaining to the process should be referred to the immediate supervisor.

Contracts

There are three predominately used contracts in Pamlico County Schools. They are non-certified, probationary and tenure contracts. There are also special contracts for teachers/coaches and other contracted services.

Non-certified Contracts.

Non-certified contracts are used for non-teaching personnel.

Probationary Contracts

Probationary contracts are used for probationary teachers who have not achieved career (tenure) status. Their contracts are for one year only and must be renewed annually.

Career Contracts

Career contracts are used for teachers who have achieved career (tenure) status. Teachers are recommended for career status when they have been employed with the school system for four consecutive school years, have a continuing license and are at or above standard on their performance evaluations. Persons tenured in another school system may also be recommended for career status after one year of employment in the Pamlico County Schools system.

Criminal Background Check

The Pamlico County Board of Education believes that it should attempt to provide a safe and secure learning and working environment for all students and staff. The Board also believes that employees should be role models for students. Criminal convictions against, or pleas of guilty or **nolo contendere** by an applicant may have an impact upon these goals and will be considered in hiring and dismissal decisions. Accordingly a criminal history check will be conducted on all final candidates who will be recommended to the Board for school personnel positions, including independent contractors who are being considered for performing the duties of a school personnel position.

School personnel positions are defined as all positions based in a school, including the following positions: principal, assistant principal, school administrative staff, certified staff, teaching assistant, coaching assistant and trainer, substitute teacher, custodian, driver training teacher and bus driver. School personnel positions also include central office positions in which the duties are substantially performed in the schools, and there is significant access to students.

A reasonable effort will be made to ascertain whether the final candidate for a school personnel position has any criminal history in the county of residence, employment, or schooling for at least the past five years. The superintendent or designee is authorized to utilize local, state or national repositories of records as necessary to conduct a reasonable review.

The applicant will be required to be fingerprinted and to provide any other information necessary to conduct the criminal history check. The criminal history check will be conducted at the school system's expense. Any applicant who refuses to consent, including independent contractors, will not be considered for a school personnel position.

Any offer of employment is conditional on a favorable review of the criminal history. If a final candidate or contractor has a criminal history, the employment decision will include written documentation of how the criminal history information was used, including a determination of

whether the final candidate/independent contractor (1) poses a threat to the physical safety of students or personnel or (2) has demonstrated that he or she does not have the integrity or honesty to fulfill the duties of the position. An applicant will not be denied a position based upon the criminal history check by the Justice Department without confirmation of the criminal history by certified copy of the conviction or other means permitted by State Board rules.

Applicants shall be required to answer completely and accurately all questions on their applications with regard to previous criminal history. False information on an employment application or contract will subject the applicant or contractor to not being hired and an employee to being dismissed.

See Board policy 4023.

Grievance Procedure

It is hoped that you can resolve most problems that occur by informally talking with the people responsible before morale or relationships are damaged. If not, you should discuss the situation with your immediate supervisor. If your problem is not solved at that level, you may file a grievance. This grievance procedure shall apply to complaints of an employee of the Board connected with or arising out of conditions of work or disciplinary actions affecting the employee.

See Board policies 3900, 4800.

Employee Health Certificate

Health certificate forms must be submitted by all new employees. Forms are available in the central office personnel department.

According to G.S. 115C-323, any person initially employed in a public school or reemployed in a public school after an absence of more than one year shall provide to the Superintendent a certificate certifying that the person does not have any physical or mental disease, including tuberculosis in the communicable form or other communicable disease, that would impair the person's ability to perform his or her duties effectively. A local board or a Superintendent may require any school employee to take a physical examination when considered necessary.



(a) Any public school employee who has been absent for more than 40 successive school days because of a communicable disease shall, before returning to work, provide to the Superintendent a certificate certifying that the individual is free from any communicable disease.

(b) One of the following individuals shall prepare any certificate required under this section:

- (1) A physician licensed to practice in North Carolina.
- (2) A nurse practitioner approved under G.S. 90-18(14).
- (3) A physician's assistant licensed to practice in North Carolina.

(c) Notwithstanding subsection (b) of this section, in the case of a person initially employed in a public school, any of the following who holds a current unrestricted license or registration in another state may prepare the certificate so long as evidence of that license or registration is on the certificate:

- (1) A physician

- (d) The certificate shall be prepared on a form supplied by the Superintendent of Public Instruction. The certificate shall be issued only after a physical examination has been conducted, at the time of the certification, in accordance with rules adopted by the Superintendent of Public Instruction, with approval of the Secretary of Health and Human Resources. These may require a chest x-ray chest examination for all new employees of the public school system.
- (e) It shall be the duty of the Superintendent of the school in which the person is employed to enforce the provisions of this section. Any person violating any of the provisions of this section shall be guilty of a Class I misdemeanor.

Since transfer of staff members within a school system can be advantageous to the students, the employees and community for which the school system exists, the Superintendent may reassign personnel when necessary or advisable.

See Board Policies 3300, 3320, 4300.

Pamlico County Schools strives to provide for the staff development needs of all personnel in the system. The Board of Education and administrators recognize the importance and the need for continuous training of school system personnel and supports the professional development of all employees through a process of systematic staff development.

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North Carolina Model Teacher Education Consortium (NCMTEC)



The North Carolina Model Teacher Education Consortium (NCMTEC) is a collaborative partnership, which supports affordable, accessible, high-quality education and training for aspiring and practicing educators in participating school systems in North Carolina. In 1989, NCMTEC was established by the North Carolina General Assembly with the express purpose of alleviating the chronic teacher shortage in the northeastern part of the state. Presently, the Consortium is comprised of 51 public school systems, 34 community

colleges, 19 universities as well as the Regional Alternative Licensing Center (RALC) and the NC Department of Public Instruction.

The primary goal of NCMTEC is to increase the number of highly qualified teachers in North Carolina's public schools. To accomplish this charge, the Consortium provides advice, professional development and financial assistance to employees of partnering school systems who are actively pursuing initial licensure or their first degree in teacher education, clearing a lateral or provisional license or seeking a graduate degree in education. In addition to tuition assistance for undergraduate and graduate education courses, the Consortium offers other benefits such as Praxis I and Praxis II seminars and stipends for teacher assistants and other paraprofessionals who are required to take leaves-of-absence from their positions while fulfilling student-teaching requirements.

While one of NCMTEC's goals is the retention of teachers, the Consortium primarily focuses on attracting new teachers to the profession. For this reason, priority is given to lateral entry teachers seeking to clear their license and paraprofessionals pursuing initial licensure. Support for graduate services and add-on certification is limited. All Consortium services are contingent upon the availability of funding.

Employment Criteria:

In addition to the aforementioned purpose criteria, NCMTEC services are available to individuals who meet one of the following employment criteria:

1. **Full-time employees with a Consortium school system (LEA)**
 - a) All full time employees of a Consortium school system (LEA) are eligible. Documentation must be provided in the form of the most recent pay stub. An employee who has not yet received the first paycheck will need to provide a letter from the Personnel Director stating the position and the fact that this person has been recently employed and has not yet received a paycheck.
 - b) Full-time employees who have been granted a "Leave of Absence" endorsed by the local school system with plans to return to that school system after completing the degree/licensure are eligible. Documentation must be provided in the form of a letter from the Superintendent stating the dates of the endorsed leave.
2. **Part-time employees with a Consortium school system (LEA)**
 - a) Substitute teachers are eligible if they have substituted a minimum of twenty (20) days in the semester prior to the one for which services are requested. Documentation must be provided from the school systems Finance Officer specifying dates worked during the prior semester.
 - b) Other part-time employees such as bus drivers, clerical staff, child nutrition staff, etc., are eligible with 20 accumulated days (160 hours) of employment in the semester prior to the one for which services are requested. Documentation must be provided from the school systems Finance Officer specifying dates worked during the prior semester.

For more information go to www.ncmtec.org or call the personnel department at 745-4171 ext 631.

Reduction-In-Force Certified Personnel

The Pamlico County Board of Education recognizes that as the number of students enrolled in Pamlico County Schools decreases, the number of certified personnel needed to serve the public school may also decrease. The funds appropriated by the state, local and federal government may decrease, remain the same or not increase sufficiently to fund all existing positions. The Board recognizes further that some programs may have to be eliminated, some reduced and others changed. While it is the policy of the Board to reduce the number of certified employees by attrition rather than by a reduction-in-force, the occasion may arise when a reduction-in-force must be made.

For more information on reduction-in-force, see Board policy 3430.

Maintenance Of Personnel Records

Pamlico County Schools shall maintain a personnel file for each employee.

The personnel file shall include all records and documents collected by the school system concerning the employee. The personnel file shall contain any of the following records:

1. Evaluation reports made by administration.
2. Commendations for and complaints against the teacher or administrator.
3. Written suggestions for correction and improvement made by the administration.

Other personnel files may include the following records:

1. Teaching certificates
2. Health certificates
3. Standard test scores
4. Pre-employment references
5. Academic records
6. Application forms
7. All other records kept about a teacher or administrator



Equal Opportunity Policy

Pamlico County Schools does not discriminate on the basis of race, color, religion, sex, age, national origin, or handicap in admission or access to, or treatment or employment in, its programs and activities in compliance with applicable federal and state laws. If you feel you have been discriminated against due to race or sex, please call Cathy Dunbar, Assistant Superintendent for Curriculum & Instruction at 745-4171 ext. 636.

Public Relations

Good public relations are a very important part of building confidence in our schools. Every employee in the Pamlico County Schools system has an important role to play in building a positive image. No matter what the position, people will judge the school system by the conduct and attitude of the employees. Public confidence can be gained when employees are considerate, friendly and understanding.

News Releases/Media Advisories



Help is needed in getting the good news out about happenings in Pamlico County Schools. If there are items of interest about students, teachers, staff or the programs in schools, please contact your school publicity rep or call the School-Community Relations Department (SCR) at 745-4171 ext. 628.

When class activities, guest speakers, special programs, etc. are scheduled that need to have photos taken, please notify your publicity rep or the School-Community Relations Department several days prior to the activity. Last minute notice may result in scheduling conflicts and no coverage.

The Pamlico County News, a weekly newspaper, and The Sun Journal, a daily newspaper, consider the SCR Department as their point of contact. They prefer that the school not contact them directly for coverage. Please call or email the SCR office if special coverage is desired. If an event is scheduled that would make a good feature story with possibly a full-page of coverage (The Pamlico News only), please contact the SCR Department at least a week in advance. Someone in the SCR office will contact The Pamlico News and try to get them to send a reporter for onsite coverage of the event. Requests can be made but there are never any guarantees that full coverage will be given.

Information must be in the SCR office no later than 3:00 pm on Thursday to be included in the following weeks edition of The Pamlico News. Even then, we cannot guarantee that articles and/or photos will be used. If the newspaper lacks adequate space, the news release may be cut or delayed until the following edition. Only current, timely news will be used. The Pamlico News policy is to report news that is no more than two weeks old unless they have received it within that period and did not have space to print it.

Volunteers

An individual who wishes to volunteer at a school shall be approved by the principal and the personnel department prior to serving at the schools. All individuals wishing to serve as a volunteer must complete a volunteer application.

The principal/designee at each school will submit the completed application to the personnel department. A criminal background check will be completed. If the results of the criminal background check are satisfactory, the application will be forwarded to the principal/designee. If the background check is unsatisfactory, the personnel department will notify the applicant that the request for volunteer status has been denied. Principals will be notified by phone. Once the principal/designee receives the application from the personnel department they will perform the reference check.

Upon completion of the reference check, the principal/designee will approve or deny the application. The applicant will be notified in writing as to the status of the application.

Blood Borne Pathogen Prevention

All employees must receive Blood Borne Pathogen Prevention training annually. The receipt of such training must be documented and on file at the Board of Education office. Employees who miss their scheduled training session are responsible to see that the training is received. They are to notify the lead school nurse of their deficiency so that a time can be arranged for such training to take place.

A copy of the policy and procedures that apply to any accidental exposure to blood or other bodily fluid is on file in the school health room. Additionally, written material is available on the Health Services folder located on the shared faculty server site.

If an employee is subject to an exposure, the principal and school nurse should be immediately notified.

Hepatitis B

The Hepatitis B vaccination will be made available to all employees with occupational exposure, at no cost, at a reasonable time and place by a licensed physician or other healthcare professional or someone supervised by a licensed professional. The tests will be performed at an accredited laboratory. The vaccination shall be made available within ten working days of initial assignment but after receiving the training required by 1910.1030(g)(2). An employee may refuse the vaccination and at any later date choose to receive the vaccination.

The Associate Superintendent for Administrative Services will coordinate healthcare services necessary to provide the vaccination.

The Associate Superintendent for Administrative Services will maintain Hepatitis B vaccination records as part of the medical records required to be kept for duration of employment plus 30 years.

The Associate Superintendent for Administrative Services will ensure that those refusing Hepatitis B vaccinations will sign a statement of refusal. The Associate Superintendent for Administrative Services will maintain records of refusals in the medical records of employees.

Management Plans For Asbestos-Containing Materials

In compliance with Asbestos Hazard Emergency Responses Act (AHERA), all Pamlico County Schools, maintenance facilities, and central office buildings have been inspected for the presence of asbestos-containing materials. A management plan submitted to the Governor in May, 1989 includes all findings of asbestos-containing building materials including location, condition, and a response action.

If you have any questions about the management plans, you may call the principal's office in any of the schools or the Superintendent's office (745-4171).

Environmental Quality Assurances

NOTIFICATION AND COMMUNICATION

Pamlico County Schools has an Asbestos Management Plan for each school. Contained in this plan is a description of steps to be taken to inform workers and building occupants, or their legal guardians, about inspections, re-inspections, response actions, and post response action activities, including re-inspections and surveillance activities that are planned or in progress.

Pamlico County Schools has a Pest Control Program for the district. Contained in this plan is a description of steps to be taken to prevent and remove pests from the schools and school property.

Pamlico County Schools has an Air Quality Plan that applies to all school property as well as school buildings. The program includes the district wide tobacco free policy, a policy addressing vehicular exhaust, and the Indoor Air Quality Program.

These plans are on file at each school, the Board of Education and the Maintenance Department.

Drug-Free Workplace

The Pamlico County Board of Education believes that work environments must be free of employees who are under the influence of alcohol or illegal drugs, or who abuse prescription drugs. It is the purpose of this policy to ensure that all employees are free of these substances so that they may perform their tasks safely and efficiently. Emphasis will be placed on rehabilitation of employees who abuse drugs or alcohol so that they may live up to their responsibilities and the standards set by this policy. All employees should be aware of the harmful effects and dangers of alcohol and other drug abuse. Specifically, an employee working under the influence of alcohol or drugs:



- A. May create unsafe conditions for other employees and students;
- B. May perform unsatisfactorily and may adversely affect the performance of those who work with him;
- C. May discredit the Pamlico County Schools and cause disrespect for both the Board of Education and the Pamlico County Schools among students and parents;
- D. May violate the duty of all Pamlico County Schools employees to serve as role models for students.

For the purposes of this policy, the following definitions shall apply:

- A. A "Category A employee" is one whose primary duty includes being a school bus driver, an activity bus driver, a driver's education teacher, a bus mechanic, or a security officer. Because of the sensitive nature of the duties of these employees and because misjudgment by such employees may have an immediate impact on the safety and physical well-being of students and other school personnel, the Board has established a special category for these employees.
- B. "Illegal drugs" are defined as controlled substances when used for non-medical purposes and substances which may affect or alter bodily functions, judgment, or perception when used for non-medical purposes, whether listed as a controlled substance or not. The North Carolina Controlled Substances Act (N.C. Gen. Stat. Ch. 90, Art. 5) and the United States Controlled Substances Act (21 U.S.C. § 801 et seq.) define "controlled substances" and make them illegal when used for non-medical purposes.

- C. "Under the influence" is defined as being that state when an employee's behavior or performance is affected to an observable extent by alcohol, drugs or other substances. Without regard to an employee's behavior or performance, an employee shall be deemed to be under the influence when his alcohol content level as determined by a breathalyzer or blood test equals or exceeds the level that constitutes impaired driving in a commercial motor vehicle under the Motor Vehicle Laws of North Carolina (N.C. Gen. Stat. § 20-138.2).
- D. "Abuse" of prescription drugs or other substances occurs when a person uses prescription drugs or other substances either without or in a manner contrary to the specific direction of a physician and where such use affects the employee's behavior or performance to an observable extent.

The Board prohibits the manufacture, sale, distribution, possession or use of illegal drugs or the abuse of prescription drugs by its employees; and the sale, distribution, possession or use of alcohol by its employees while on duty; and in the case of Category A employees, driving at any time while under the influence of alcohol or other drugs.

Any employee who violates this policy shall be subject to disciplinary sanctions, which may include dismissal. When appropriate, emphasis shall be given to rehabilitation of employees.

Any employee who is convicted or pleads guilty or no contest to a felony involving selling, distributing, possessing and/or using illegal drugs in violation of state or federal law shall be dismissed. In addition, if a Category A employee is convicted or pleads guilty or no contest to a charge of driving at any time while under the influence of alcohol or drugs, he shall be dismissed.

Any employee who sells or distributes illegal drugs shall be dismissed. Any employee who uses or is found to be under the influence of illegal drugs or to be abusing prescription drugs while on duty shall be subject to discipline, up to and including dismissal, except that a Category A employee shall be dismissed in all such cases.

Any employee who sells or distributes alcohol while on duty shall be dismissed. Any employee who uses or is found to be under the influence of alcohol while on duty shall be subject to discipline, up to and including dismissal, except that a Category A employee shall be dismissed in all such cases.

In those cases where discipline less than dismissal is appropriate under this policy and where there appears to be a reasonable possibility of rehabilitating an employee, he shall be referred to appropriate programs. After an assessment and evaluation, the employee may, as an alternative to other discipline, be allowed to participate in a rehabilitation program as approved by the Superintendent and at the employee's expense. (This alternative is not available to Category A employees.) If the employee fails to complete the program satisfactorily, then the employee shall be disciplined, up to and including dismissal. If the employee is found to have committed a subsequent drug or alcohol offense after entering the program, then the employee shall be dismissed.

All job applicants for Category A positions shall be required to undergo a drug test prior to and as a condition of final employment by the Board of Education. A confirmed, positive test indicating illegal or prohibited use of drugs will disqualify the applicant for employment with the school system. All newly hired Category A employees, full and part-time, will be temporary employees pending a review of drug test results.

All job applicants will be required to read this policy as a condition of employment and sign a statement of intent to comply with this policy.

After they have been employed, Category A employees will be required to submit to random alcohol and drug tests without cause; submit to an immediate medical examination, including alcohol or drug testing, where a supervisor or other management employee has reasonable suspicion to believe that the employee is under the influence of alcohol or other drugs; immediately submit to alcohol or drug testing if involved in an accident while operating a school vehicle; and read this policy as a condition of continuing employment and sign a statement of intent to comply with this policy.

In the event the employee refuses to submit to a drug test as required herein, or there is a positive alcohol or drug test, and it is confirmed by the medical review officer that the Category A employee has been using illegal drugs or abusing prescription drugs, then the employee shall be dismissed.

Testing of all commercial motor vehicle operators employed by the Board, including school bus and activity bus drivers, shall include testing that complies with 49 C.F.R. Part 382 and Board policy 3008/4008/8308.

Each employee shall be given a copy of this policy.

Any employee of the Board may be required to submit to a drug or alcohol test when a supervisor or other management employee has reasonable suspicion to believe that the employee is using alcohol or illegal drugs or is abusing prescription drugs in the workplace. Refusal to consent to such testing shall be cause for disciplinary action up to and including dismissal.

Reasonable suspicion justifying such testing may be based on, among other things, observation of drug use or possession and/or the physical symptom(s) of being under the influence of a drug or alcohol; a pattern of abnormal conduct or erratic behavior consistent with abuse of drugs or alcohol; arrest or conviction for a drug- or alcohol-related offense, or the identification of an employee as the focus of a criminal investigation; information provided either by reliable and credible sources or independently corroborated; or evidence that the employee has tampered with a previous drug or alcohol test.

In furtherance of the goals of the Drug-Free Workplace Act of 1988 and as a condition of employment with the Pamlico County Schools, each employee must comply fully with this policy. Each employee is required to notify his or her immediate supervisor and the appropriate personnel department representative within five days after any criminal conviction or no contest plea involving alcohol or drugs. Employees who are aware of another employee's on-the-job alcohol or other drug violation must notify their immediate supervisor and the appropriate personnel department representative. Employees who fail to make such notification are subject to disciplinary action up to and including dismissal.

Information obtained through implementation of this policy is intended to be solely for the purposes specified in this policy and to protect the health and safety of students and/or employees. The confidentiality of all test results will be maintained as required by applicable laws, with only those persons having a need to know being informed of the results.

All drug testing conducted by or on behalf of the Pamlico County Board of Education will comply with the requirements of N.C. Gen. Stat. 95-230 through -234.

Employees shall be provided information concerning available counseling, rehabilitation, and re-entry programs.

Smoking and Tobacco Products Prohibited

It is the policy of the Board of Education to promote the health and safety of all students and staff and to promote the cleanliness of all school facilities. To this end, the Board shall prohibit or restrict smoking and the use of tobacco products as follows:

It is the policy of the Board of Education to promote the health and safety of all students and staff and to promote the cleanliness of all school facilities. To this end, the Board prohibits smoking and the use of tobacco products by any person in any school building or facility, or on school grounds, or at any school events or activities at any time.

Tobacco products may be included in instructional or research activities in school buildings, provided the activity is conducted or supervised by a faculty member overseeing the instructional research, and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product. Permission must be obtained from the principal prior to conducting any such instructional or research activities.

The Superintendent is responsible for providing adequate notice to students, school personnel and visitors of this policy, including posting signs regarding this policy in every school building. The Superintendent is also responsible for enforcing this policy at the central office of the Pamlico County Schools. The principal of each school in the school system is responsible for enforcing this policy at his or her respective school and shall require that school personnel enforce this policy.

Sexual Harassment



The Pamlico County Board of Education believes that all employees and students are entitled to work and study in school-related environment that are free of sexual harassment. To this end, the Board prohibits employees from engaging in sexual harassment and advises employees that when evidence of sexual harassment is established, disciplinary action may be taken, up to and including dismissal.

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

- A. 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; or
- B. submission to or rejection of such conduct is used as the basis for employment decision affecting such individual, or, in the case of a student, submission to or rejection of such conduct, is used in evaluating the individual's performance within a course of study or other school-related activity; or
- C. such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or a student's educational performance or creating an intimidating, hostile, or offensive environment.

Examples of sexual harassment include, but are not limited to, 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; and the display in the work place of sexually suggestive objects or pictures. Sexual harassment does not include personal compliments welcomed by the recipient, or social interactions or relations freely entered into by employees or prospective employees.

It is possible for sexual harassment to occur at various levels: between peers or co-workers, between supervisors and subordinates, between employees and students, or imposed by non-employees on employees and/or students.

In the event that anyone believes he/she has been sexually harassed, he/she should bring the matter to the attention of the Associate Superintendent for Administrative Services. Upon listening to the facts and allegations, the Associate Superintendent for Administrative Services will advise the person on how to attempt to resolve the matter directly and informally, or if that course fails or is unwise, to present the complaint in writing to her with supporting detail. The Associate Superintendent for Administrative Services will then proceed to investigate the matter and will attempt to resolve it in an expeditious manner.

If, for any reason, the complainant is not satisfied with the administration's response, he/she may file an appeal with the Chairman of the Board of Education.

Prohibited Relationships With Students

All employees of Pamlico County Schools, other than student employees, are prohibited from dating, courting, or entering into a romantic or sexual relationship with any student who is enrolled in Pamlico County Schools, regardless of the student's age or consent. Employees engaging in such inappropriate conduct will be subject to disciplinary action, up to and including dismissal.

Any employee who has reason to believe that another employee is inappropriately involved with a student, as described above, shall report this information to the Associate Superintendent for Administrative Services. An employee who fails to make such a report when he has a reasonable belief that an inappropriate relationship exists may be subject to disciplinary action.



Job Performance

For students to succeed, all staff members must approach their responsibilities conscientiously, always remembering that the ultimate responsibility of the school district is to create an opportunity and environment where students can learn. Also essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

- Be familiar with, support and, where appropriate, enforce board policies, administrative procedures, school rules and applicable laws;
- Attend to the safety and welfare of students, including the need to ensure that students are supervised at all times;
- Demonstrate integrity, respect and commitment to the truth through attitudes, behavior and dress;
- Address or appropriately direct any complaints concerning the schools, the school program or school operation; and
- Support and encourage good school-community relations in all interactions with students, parents, and members of the community.

Licensure and Certification



It is the responsibility of every teacher to maintain appropriate licensure credentials. A beginning teacher is considered an initially licensed teacher for three years during which time he or she is assigned a mentor and is expected to develop an Individual Growth Plan and attend system level support meetings. After three years, these teachers receive a continuing license based on the principal's recommendation. At the end of the fourth year, these same teachers may receive tenured status, provided they have been deemed successful by the principal.

Teachers who hold a continuing license must renew their license every five years. Fifteen continuing education units must be earned during this five-year cycle. The teacher is given one credit for each year of teaching; therefore a teacher who has remained in teaching will need to earn only ten continuing education units. A minimum of three hours must be earned in the area of reading. A minimum of one unit in technology must be earned. Teachers of grades K-12 must complete a minimum of three units in their academic subject areas, including strategies to teach those subjects, during each five-year renewal cycle effective July 1, 2009. The system will seek to advise and remind teachers of certification requirements, but it is the responsibility of the teacher to know what is expected for licensure and to fulfill these requirements.

Teachers who enter the profession laterally must fulfill requirements for a clear license within three years of employment. Appropriate Praxis tests must be passed and any other state requirements met as outlined by the licensure plan created by the licensure section of the Department of Public Instruction.

Licensure has become much more complex in recent years, and with the passage of "Highly Qualified" requirements, it is even more difficult to understand. Teachers must make every effort to be in compliance, and should consult with the personnel office whenever there is any doubt regarding timelines and licensure issues. An 18 hour endorsement no longer meets the requirements for being highly qualified, as the number of hours considered appropriate is now twenty-four. Again, if there is any doubt as to the qualifications of your teacher license, you should always consult with the personnel office. It is also critical that you keep good records and appropriate files at all times.

License Renewal

Professional employees must hold a North Carolina license. A licensed professional employee of the Pamlico County Schools system shall assume the responsibility to establish and maintain a current, valid, North Carolina license in an area appropriate to his/her assignment.

Professional educators should engage in meaningful on-going professional development that enhances or builds their knowledge and skill. That development must be a professional obligation that enables educators to achieve excellence at the highest possible level.

The standards for licensure renewal include a minimum of 150 hours of meaningful professional development, documented in an individual growth plan, and implemented within a five-year period.

This plan should be:

- focused on one's licensure area or job responsibility;
- aligned to the State Board of Education's strategic priorities;
- addressing the school or district's strategic priorities and improvement plan;

- addressing the appropriate job-specific performance standards;
- developing technology competence that is aligned to technology standards adopted by the State Board of Education; and
- encouraging peer and supervisor review on an annual basis.

The current practice of experience credit for each year of employment is still in effect. In accordance with General Statute 115C-325 (e)(1) m, failure to maintain a valid license is grounds for dismissal. If situations arise which necessitate the employment of professional personnel for whom the Board of Education must request provisional or validated certification, it is the responsibility of the individual employee to meet the requirements for certificate extension or renewal.

Failure to meet such requirements will be grounds for nonrenewal or dismissal.

Confidentiality



All employees have an absolute duty to maintain the confidentiality of records as required by law. Employees, by the nature of their occupation, are exposed to confidential information that should not be repeated or discussed except with those recognized by law as having a right to the information. Any employee 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 Associate Superintendent. Where violations occur, appropriate disciplinary action will be taken.

Action Plans For Certified Employees

The Board expects all certified employees to maintain high levels of performance. If employees are not meeting these standards, then the Superintendent and his administrative staff are expected to work to address any identified deficiencies. Unless he chooses to recommend dismissal, demotion or nonrenewal of a poorly-performing employee, the Superintendent shall require his administrative staff to develop and implement an action plan or plan for improvement of performance for each certified employee who receives a below standard or unsatisfactory rating on a performance evaluation. The plan shall include identification of deficiencies, performance expectations, strategies for improvement, and dates for monitoring and completion. A reevaluation is required to determine if the employee's performance has improved to at standard levels in all areas. If not, it is expected that the Superintendent will move to dismiss, demote or transfer the employee to a position in which he/she can be successful. However, the Superintendent may choose not to recommend dismissal, demotion or transfer if he determines that the employee's continuing performance problems are not adversely impacting student learning or the school environment or that the employee is making good progress toward improvement in deficient areas and is likely to improve to an acceptable level. If the employee is retained in his/her position after two poor evaluations, he/she shall be given an additional action plan and reevaluated in accordance to Board policy.

Certified and classified employees may be placed on an Action Plan (Improvement Plan) at any time that their supervisor determines that the employees' job performance is less than adequate.

Your Teaching License

SUPERINTENDENT'S COPY

By law, the Superintendent's copy of the teaching license must be on file with the employing school system. When you receive a license directly from the Department of Public Instruction (DPI), you should immediately forward the Superintendent's copy to the Licensure Specialist in the central office. Keep the individual's copy for your files.



LICENSE RENEWAL

All licenses have a 5-year renewal cycle during which they must be renewed with 15 units of appropriate credit. Licenses are always dated to expire on June 30, and the renewal credit **MUST** be completed by that date. Credit may not be carried from one renewal cycle to the next. Course work may not be repeated within the 5-year cycle, and duplications will not be allowed.

Credit must be directly applicable to the license field(s), professional responsibilities, and/or educational goals of the individual, or be directly applicable to school system needs. Renewal credit may be earned in the following ways:

1. College/University Courses - Courses may be at graduate or undergraduate level and may be taken through any accredited college or university, including technical and community colleges. For these courses, 1.5 renewal credits will be awarded for each semester hour. A course which is audited (not taken for college credit) may not be used for renewal credit. Up to 10 semester hours, which equates to 15 units, may be recorded for licensure renewal.
2. Courses or Workshops - sponsored by Pamlico County Schools or North Carolina Department of Public Instruction.
3. Other Activities - Renewal credit may be awarded for other activities if credit has been established by an entity empowered to determine credit; independent study activities; or conferences/seminars set up to award CEUs. Generally speaking, 1.0 renewal credit is awarded for each 10 contact hours.
4. Teaching Experience - A year of full-time teaching experience equals 1.0 renewal credit.
7. NBPTS - One full cycle is awarded for completion of the portfolio for National Board Certification. This credit may be used during current renewal cycle or carried forward. The employee does not have to successfully achieve NBC to receive renewal credit. However, the employee must submit verification of action taken by the National Board.

THE SCHOOL SYSTEM RESERVES THE RIGHT TO DENY CREDIT FOR ANY ACTIVITY NOT DEEMED APPROPRIATE OR NOT HAVING SUFFICIENT DOCUMENTATION OF COMPLETION.

TRACKING RENEWAL PROGRESS

A year before your license is due to expire, the Licensure Specialist will send you a printout showing the courses credited toward your renewal. If your records do not agree, contact the personnel department. Once you have completed requirements for renewal, you need not do anything else. The Licensure Specialist will handle the necessary paperwork, and a copy of your new license will be forwarded to you at your school. Frequently, it takes until early fall to process and distribute new licenses.

Keeping careful records of your renewal activities will enable you to know your renewal status. However, if you need to check on your renewal, you may submit a written request to the Licensure Specialist. Please contact the Licensure Specialist for a current report.

PROVISIONAL LICENSES

Law requires teachers to be licensed for ALL classes they teach. If you are assigned out of field, a provisional license will be necessary, and you will be required to complete six semester hours each year until you have met licensure requirements. Provisional licenses are issued for one year at a time. They are dated to expire June 30; however, holders of provisional licenses are allowed the summer as a “grace” period to complete the six semester hours required to extend the license for another year.

TECHNOLOGY CREDIT

Requires at least 1.0 units of technology credit for each renewal cycle.

READING CREDIT

Requires at least 3.0 units of reading credit for each renewal cycle.

ACADEMIC SUBJECT AREA CREDIT

Requires 3.0 units of academic subject area credit for each renewal cycle.

ADMINISTRATOR CREDIT

Requires at least 5.0 units for each renewal cycle focused on teacher recruitment, teacher retention and empowerment and/or teacher leadership.

EXPERIENCE CREDIT

Teaching experience earned anywhere other than a North Carolina public school must be verified on Form E and submitted to the State Department of Public Instruction to be added to the license. Experience as a teacher assistant counts toward teaching experience. Contact Shakia Boone for forms and/or details.

Beginning Teacher Support Program

Beginning Teachers (BT) are issued a Standard Professional 1 license and are required to participate in a three-year induction process known as the Beginning Teacher Support Program. This program is designed to provide teachers direction, support and feedback during their first three years in the classroom so that their experiences are positive and focused on the knowledge, skills and dispositions associated with effective teaching.



The Coordinator of the Beginning Teacher Support Program and the school site mentor/support team will provide guidance and help during the transition into the profession. Observations and evaluations will be conducted on a specified schedule during this three-year period.

Beginning Teachers must show evidence of professional growth during the three-year period. CEUs obtained during this time are documented on the Professional Development Log, which is a part of the BT's file. When the license is converted from the Standard Professional 1 to a Standard Professional 2, teachers begin the five-year renewal cycle during which time they must earn 15 CEUs. In addition, BTs must show alignment of professional growth with the Interstate New Teacher Assessment and Support Consortium (INTASC) Standards. This alignment includes development during each of the three years of a Beginning Teacher Individualized Growth Plan.

Technology Policies, Procedures, and Guidelines

Pamlico County Schools



Technology Policies

All Pamlico County Schools employees should become familiar with policies related to technology. These policies can be accessed in the technology plan at the district's web site: www.pamlico.k12.nc.us. The following technology policies have been approved by the Board of Education:

- 5410 Materials Selection
- 2420.1 Disposal of Equipment/Replacement of Obsolete Equipment
- 2300 Hardware and Software Procurement
- Copyright Policies
 - 5451.3
 - 6401.9
- Acceptable Use Policies
 - 5450 Internet Access
 - 5451 Appropriate Internet Use
 - 5452 Student Internet Use
 - 5453 Internet Use
- 8410 Equipment/Materials Donation
- 6311 Data Privacy
- 2410 Inventory Control
- Access to Services
 - 6220
 - 6221
- 6400-6500 Student Discipline and Liability
- Remote Access (In compliance with NC WISE MOU)
- Virus Protection (In compliance with NC WISE MOU)
- NC WISE ID and Password Workstation (In compliance with NC WISE MOU)
- Security Awareness (In compliance with NC WISE MOU)
- 5454 Network Security
- 3241 Advertising and Commercialism



Technology Procedures

Technical Support

Technical support for Pamlico County Schools is provided through the office of the Director of Technology, the Network Engineer, and each school's Technical Assistant. The school system does not support home computers or electronic devices used within the school system that are not owned by Pamlico County Schools. Thus, the technical staff will assume no responsibility for the maintenance or repair of an employee's personal equipment per Board Policy 5454. Requests should not be made to school personnel for such services.

SYSTEM LEVEL TECHNICAL CONTACTS

Jenita Shepard, Director of Technology

Mark Partin, Network Administrator

Patricia Casey, Technician

Michael Mahoney, Technician

SCHOOL LEVEL TECHNICAL CONTACTS

Pamlico County Primary School: Linda Rawls

Fred A. Anderson Elementary School: Gayle Lupton

Pamlico County Middle School: Sheryl Sanders

Pamlico County High School: Jeri Broughton

Network and Email Accounts

All Pamlico County Schools employees are provided network and e-mail accounts. Since all networks, computers, and access are provided to support the mission of the school system, use of electronic resources (hardware and software) must be in support of assigned responsibilities. All electronic, telephonic, and communications transmitted by, received from, or stored in these systems are the property of Pamlico County Schools. Users of such systems shall have no expectation of privacy.



Use of Pamlico County School's electronic resources must not violate any of the rules contained in Board Policies 5450, 5451, 5452, and 5453. The network administrator will review files and communications to maintain system integrity and to ensure that personnel and students are using the system responsibly.

Data backup is the responsibility of each employee. While this should be done routinely and in more than one location, all employees are advised to backup their data to their home directories prior to leaving for the summer. Anyone not knowing how to backup their data should contact their building level technical support person for instructions. If machines are reimaged, all data on the local hard drive will be lost.

Users are requested to clean up their email accounts by deleting emails that are no longer necessary. Also, do not forget to delete unnecessary sent items.

NC WISE

All new teachers and/or employees needing access to NC WISE will be entered into the system by the technology director. NC WISE data managers are responsible for training teachers at their respective schools in the use of NC WISE in addition to their normal daily duties with NC WISE.

Computer Wellness Reminders

VIRUS PROTECTION

- All computers should be shut down daily. New virus definition files are loaded daily upon logging onto the network.
- A windows installer window will appear. Do not cancel. Students will need to be instructed to let the installation take place.

E-MAIL

- Do not open any attachments that look suspicious or are from unknown sources.
- Delete email from unknown sources and empty your trash.
- Contact the sender to confirm the validity of the email if anything looks suspicious even if you know the sender.
- Be extremely cautious if you receive an email with an attachment ending in .ZIP.

KEEPING YOUR COMPUTER SAFE

- During severe thunderstorms, shut your computer down and unplug electrical and data cords.
- Do not download or install any "free" internet suggested applications. These installations bring with them viruses and spyware.
- Report any extreme change in performance. If your computer is suddenly performing very poorly, you probably have an infected machine.

KEEPING YOUR FILES SAFE

- Don't save your important files only on a floppy or only on your computer's hard drive.
- Save files to your home directory on the server where they will also be backed up to tape nightly.

Maintenance and Repair of Equipment



The technical support staff's responsibility is to report, respond, complete and document the repair process in a timely manner. Effort is made to complete all work with as little disruption to normal classroom or office routines as possible.

- Equipment service requisitions are submitted to a designated technical support group member (currently a computer lab assistant) at each school.
- The lab assistant responds to service requests within the building.
- If the issue cannot be handled by the lab assistant, the request is sent to the T Services email account and handled by the central services support staff.
- All repairs are completed and documented. Repair documentation is used to track repair history and reflect trends and parts usage.
- Desktop integrity and problem resolutions are expedited by the use of hard drive imaging and CleanSlate.
- Routine maintenance tasks to include cleaning and optimizing are ongoing with heavy concentration on these tasks during the summer months.



Hardware and Software Purchases

One of the most important concepts in technology planning is that curriculum and instruction decisions must be the driving force behind the selection and purchase of software and hardware solutions. Purchasing computer resources that do not meet instructional needs or that will not operate correctly on the technical platforms supported by the school system will lead to frustration of the instructional staff, technical staff, and students. This frustration leads to lack of use and, thus, inappropriate use of fund. Therefore, all hardware or software purchased and used in Pamlico County Schools must be approved by the Director of Technology, in collaboration with directors and the Network Administrator. Likewise, all donations (hardware and software) must be approved by the Director of Technology.

Before purchasing any software or accessing any new web-based programs, please follow the steps below.

1. Make sure that the software is instructional in nature—not just for entertainment.
2. Complete the form **Application for Non-Approved Software**. This form may be obtained from your administrator.
3. Label every piece of software with your school name. The software must be owned by Pamlico County Schools.
4. Put the labeled software, the licensing information, and the completed, signed application into a zip lock bag.
5. Deliver the software to the technology director's office for approval.

You will be notified if the software has or has not been approved for installation. Once installed by the network technician, you will be notified to pick up your software.

Refocusing of Existing Equipment

These procedures address deployment of existing equipment when it is determined that the equipment is no longer meeting the needs of an instructional setting but is capable of meeting the needs of an instructional setting that requires a lower technical standard. (*Example:* Computer hardware in a lab that cannot be cost effectively upgraded to run a required application can be deployed as student workstations for Accelerated Reader testing.)

Procedure

- Equipment in all instructional settings will be evaluated in the spring of each year, prior to beginning the budget planning process, by curriculum support staff, program area directors, instructional staff, and technical support staff.
- If equipment is deemed unsatisfactory, recommendations will be made by the above identified staff to upgrade or replace the specified equipment.
- All recommendations will be presented to the school's principal who will request funding for hardware upgrade or replacement.
- If equipment is appropriate for another instructional setting, it will be deployed to that setting.

Replacement of Obsolete Equipment

If it is determined that equipment can no longer meet the instructional needs of any educational setting, then the equipment is deemed obsolete and will be replaced with existing equipment or by new equipment. See Hardware and Software Procurement Procedures, Policy 2420 - "School Properties Disposal", and Policy 2421 - "Disposal Personal Property."



Hardware Installation

Installation of New Computers

- Setup and installation of new computers will be handled by the technical support staff.
- Strategies for maintaining desktop integrity will be applied to include desktop imaging, CleanSlate installation and configuration.
- Asset control tags will be applied and all paperwork completed for inventory control purposes.
- Equipment will be set up at times that cause minimal disruption.

Installation of Other Peripherals

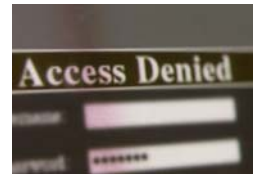
- Printers and scanners will be setup and configured by the technical staff.
- Asset control tags will be applied and all paperwork completed for inventory control purposes.

Software Installation

- The use of CleanSlate requires that the technical support staff do all software installations.
- Documentation of proper licensing must be provided before installations will take place.
- Documentation will be created to facilitate all installations. Please see the procedures for documentation under **Hardware and Software Purchases**.

Web Site Access

Some web sites are blocked by a filtering system. The **Application for Web Site Access** should be used in the event there are web sites that have been blocked but that teachers need to use for instructional purposes. This completed and signed form should be sent to the technology director's office for approval.



Technology Guidelines

Web Site Development

School system publications on the web, like all other school system publications, must meet the highest possible standards. All web sites representing Pamlico County Schools must be approved by a committee designated by the superintendent.

Web sites will be evaluated based upon the following criteria:

- Design.
- Navigability is good. Links are clearly labeled. Can move from page to page easily.
- Site offers interactivity. Visitors engage with the site.
- Site uses appropriate page format. Pages are not inordinately long.
- Information is easily found.
- Site is aesthetically appealing. Good use of color and graphics.
- Resource links are included.
- Information is useful. Rich, accurate, up-to-date content.



Technical Elements

- All links work.
- Thumbnail graphics used. Graphics download quickly.
- Alternative text page is offered when heavy graphics or frames are used.
- Image links and image maps have a text alternative.
- Meaningful information can be seen within 30 seconds.

Credibility

- The contact person is stated along with their e-mail address.
- States when page was last updated.
- Links have been kept current.

Points to Remember

- Publishing of student web designs requires a signed statement by the student transferring ownership of web site design and content to the school or school system.
- No student work will be published without permission.
- No student photograph will be published without permission.
- Teacher web sites may be hosted at a site designed for teacher web pages as long as any commercial content is deemed appropriate by the system level committee.
- School system e-mail addresses for faculty/staff may be published. No personal e-mail accounts may be published without permission of the school system employee.

Instructional Use of Videos

Within the copyright law, educators are permitted to use lawfully acquired videos in face-to-face teaching situations. All uses should apply directly to the school's curriculum.

General Guidelines

- Lawfully acquired video, whether purchased, rented, borrowed, or recorded off-air, must be used in face-to-face teaching situations. This means the material must be presented by an instructor or pupil as part of a regular instructional activity.
- All videos should be previewed prior to use.
- Lawfully acquired videotapes may be shown on the in-house closed circuit television system within the school if teachers are present and providing instruction in each classroom.
- No fees may be charged for viewing a video on school grounds.
- It is illegal to make copies of purchased or rented videotapes or to alter them in any way.
- Videos purchased by individuals may be viewed in face-to-face teaching situations if they meet Pamlico County Board of Education's selection standards.
- Before showing a video, which does not belong to the school or central office collection, teachers must have written permission from the principal on file. Forms are available in each school/media center.



PAMLICO COUNTY SCHOOLS

APPLICATION FOR SOFTWARE INSTALLATION



Name: _____ School: _____

Email address: _____

Name of software: _____

Who owns or will purchase the software? _____

How many licenses have been purchased for this software? _____

Where should the software be installed? (fill in below)

Room #	Computer fixed asset number(s)

Please explain the instructional need for this software:

Please explain your implementation goals for this software, including dates:

The following information for the software will assist us in processing your application:

Software website address	
Technical contact information	
Sales contact information	

Signature Date

Administrator's Signature Date

Please put the labeled software, the licensing information, and the completed, signed application into a zip lock bag and deliver to the technology director's office.

Department of Technology Use Only

Approved: <input type="checkbox"/> Not Approved: <input type="checkbox"/>		
	Director of Technology	Date
Reason:		

Approved: <input type="checkbox"/> Not Approved: <input type="checkbox"/>		
	Network Administrator	Date
Reason:		



PAMLICO COUNTY SCHOOLS

APPLICATION FOR WEB SITE ACCESS



Name: _____ School: _____

Email address: _____

Web site name: _____

Web site address: _____

The web site will be used at what locations? (fill in below)

Room #	Computer fixed asset number	Access needed on what date(s)

Please explain the instructional need for this software:

Signature Date

Administrator's Signature Date

Department of Technology Use Only

Approved: <input type="checkbox"/> Not Approved: <input type="checkbox"/>		
	Director of Technology	Date
Reason: _____		

Approved: <input type="checkbox"/> Not Approved: <input type="checkbox"/>		
	Network Administrator	Date
Reason: _____		

SOME THINGS YOU SHOULD REMEMBER

Retirement

- Plan ahead.
- Make an appointment with the personnel office at the central office 90 days prior to the planned retirement date.
- Fill out retirement application and insurance application for a retired insurance group.
- You will receive an estimate of your monthly benefits from the Teachers' and State Employees' Retirement System of North Carolina and a 6-E form which is an election of benefits form.

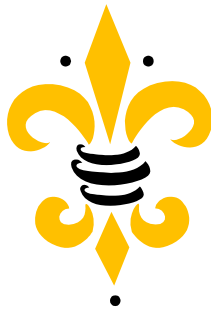
Disability

A short-term disability plan is available for employees with at least one year of service. If you are a full-time permanent employee, with at least five years experience, you are eligible for long-term disability retirement benefits.

- Make an appointment with the benefits administrator to fill out the necessary form.
- You will be given a medical form for the attending physician to complete and send to the Retirement System.
- The Medical Review Board will review your case to determine if you are eligible for disability retirement benefits.
- You will be notified by return letter on the decision of the Board.
- If you become disabled, you will also need to apply for Social Security.

Death

- Keep your beneficiary designation up to date (births, deaths, marriage, etc.).
- Your death benefits are not paid automatically. Tell your beneficiary or your beneficiary's guardian that they must apply for benefits in the event of your death.
- The beneficiary must furnish a certified copy of the death certificate.
- Guardianship papers must be furnished when the beneficiaries are minor children under the age of 18.



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