Edgecombe County Public Schools

KEYS TO SUCCESS: HOME, SCHOOL, COMMUNITY

2016-2017

Employee Handbook

VISION STATEMENT

Edgecombe County Public Schools: Focused, Connected, Ready

MISSION STATEMENT

The Edgecombe County Public Schools community will collaborate to graduate all students ready to achieve success in a rapidly changing world.

CORE VALUES

Community ~ Continuous Improvement ~ Relationships ~ Rigorous Curriculum and Instruction ~ Safe Schools
Introduction

This handbook helps address the resource needs of Edgecombe County Public Schools’ employees for up-to-date information on issues that affect their employment with the school district. References to Edgecombe County Board of Education policies and procedures are included throughout the Employee Handbook, but are not intended to cover those policies and procedures in detail.

All employees of Edgecombe County Public Schools have a duty to understand and comply with applicable laws, policies and procedures. Copies of our operating policies and procedures are available at each school, other work sites and on the school district’s Web site at www.ecps.us. These resources may be easily accessed for the detailed information that is often needed by employees.

Please note that each school may assist its employees by way of site-based guidelines not contained in this handbook or official Board documents. Additionally, district-wide divisions and departments (e.g. Payroll) may have published procedures that affect employees.

Edgecombe County Public Schools’ policies and procedures, whether or not contained in this handbook, are not an employment contract nor are they terms of an employment contract. The school district's employees (other than employees in positions covered by North Carolina General Statute 115C-325, or employees who have specific employment contracts) are employees at will. This means the employee or the school district has the right to terminate the relationship at any time, with or without reason.

Our primary business is the education of our youth, and everything we do should be directed toward providing students with the best possible learning environment. In meeting our primary objective, all of us must comply with reasonable rules and regulations intended to make us effective employees. Thus, everyone is expected to do his/her share to create and maintain a pleasant and safe environment conducive to our educational goals. Hopefully, these policies and regulations will assist us in reaching our objective.

Each employee is required to sign the Edgecombe County Public Schools Employee Handbook Receipt acknowledging review of this handbook and the associated duty to familiarize himself/herself with district policies and rules.

Because we always seek to improve the usefulness of this handbook, employees are encouraged to send written suggestions or ideas regarding its content to Marc Whichard, Assistant Superintendent of Human Resources.
Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>2-4</td>
</tr>
<tr>
<td>Board of Education</td>
<td>5</td>
</tr>
<tr>
<td>Central Office Administration/ Schools</td>
<td>6-7</td>
</tr>
<tr>
<td><strong>GENERAL POLICIES</strong></td>
<td></td>
</tr>
<tr>
<td>Communicable Diseases/ Bloodborne Pathogens</td>
<td>7</td>
</tr>
<tr>
<td>Competitive Grants</td>
<td>7</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>7</td>
</tr>
<tr>
<td>Copyright Compliance</td>
<td>7</td>
</tr>
<tr>
<td>Criminal Record Checks</td>
<td>7</td>
</tr>
<tr>
<td>Drug Free Workplace</td>
<td>7</td>
</tr>
<tr>
<td>Duty to Drive A School Bus: Teacher Assistants/ Custodians/ Child Nutrition Staff</td>
<td>8</td>
</tr>
<tr>
<td>Employee Use of Social Media</td>
<td>8</td>
</tr>
<tr>
<td>Equal Employment Opportunities</td>
<td>8</td>
</tr>
<tr>
<td>Emergency Closings</td>
<td>8</td>
</tr>
<tr>
<td>Employee Dress and Appearance</td>
<td>8</td>
</tr>
<tr>
<td>Gifts</td>
<td>9</td>
</tr>
<tr>
<td>Harassment/Bullying/Discrimination of Staff and Students</td>
<td>9</td>
</tr>
<tr>
<td>Prohibited Relationships with Students</td>
<td>9</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>10</td>
</tr>
<tr>
<td>Student Transfer Requests for Staff Member’s Children</td>
<td>10</td>
</tr>
<tr>
<td>Technology Responsible Use Policy</td>
<td>10</td>
</tr>
<tr>
<td>Tobacco Products</td>
<td>11</td>
</tr>
<tr>
<td>Tutoring for Compensation</td>
<td>11</td>
</tr>
<tr>
<td>Use of Wireless Devices</td>
<td>11</td>
</tr>
<tr>
<td><strong>EMPLOYEE RESPONSIBILITIES</strong></td>
<td></td>
</tr>
<tr>
<td>Administration of Medication to Students</td>
<td>11</td>
</tr>
<tr>
<td>Changes in Employment Records</td>
<td>11</td>
</tr>
<tr>
<td>Code of Ethics</td>
<td>11</td>
</tr>
<tr>
<td>Compliance with Board Policy</td>
<td>12</td>
</tr>
<tr>
<td>License Renewal</td>
<td>12</td>
</tr>
<tr>
<td>Reporting Information to External Agencies</td>
<td>12</td>
</tr>
<tr>
<td>Staff Meetings</td>
<td>12</td>
</tr>
<tr>
<td>Time Schedules</td>
<td>12</td>
</tr>
<tr>
<td><strong>EMPLOYMENT POLICIES AND PROCEDURES</strong></td>
<td></td>
</tr>
</tbody>
</table>

2
Advertising Vacancies
Assignment of Relatives
Action Plans
Employment of Personnel
Employment of Certified Personnel After Midyear
Exit Interviews
Grievances
Personnel Files
Reduction-In-Force
Resignation
Substitute Teacher Selection Process
Suspension/Dismissal
Teacher Assistants Term of Employment

**Employee Relations**

Communications
Performance Evaluation
Recognition

**Professional Growth and Development**

Beginning Teacher Support Program
Staff Development

**Salary/Compensation**

Compensatory Time
Definition of Non-Exempt and Exempt Employees
Extra Duty Pay
Fair Labor Standards Act and Compliance
Longevity Pay
Salary Payment
Workers’ Compensation

**Leave Information**

Leave of Absence Requests
Annual (Vacation) Leave
Family and Medical Leave
Holiday Leave
Parental Involvement Leave
Sick Leave
Twenty-Day Extended Sick Leave
Voluntary Shared Leave

**Benefits**

Flexible Benefits Plan
Death Benefit
Dental Insurance
Disability 21
Episode of Violence 22
Health Insurance 22
Life Insurance 22
Retirement 22
State Employees Credit Union 23
Supplemental Retirement 23
Vision Insurance 23

APPENDIX

Inclement Weather Procedures 24
Who To Call List 25-26
Frequently Used Acronyms 27-28
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Marc Whichard, *Assistant Superintendent of Human Resources, Athletics, and Child Nutrition*
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Matthew Mayo, *Director of Technology*
Robert Batts, *Director of Secondary Schools / ASW*
David Coker, *Director of Maintenance/ Transportation/ Drivers Ed.*
Paula Flythe, *Director of Elementary Schools*
Debbie Forkum, *Director of Payroll*
Veronica Stilley, *Director of Licensure*
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Laurie Leary, *Director of Fiscal Services/ Finance Officer*
Ruth McDowell, *Director of Child Nutrition Services*
Janet Morris, *Director of Accountability/ Testing*
Karen Harrington, *Director of Exceptional Children’s Program*
Charlene Pittman, *Director of Student Support Programs/ Safe Schools*
Kelly Jones, *Coordinator of Personnel Support Programs*
Erin Swanson, *Director of Innovation*

**Edgecombe County Public Schools**

G. W. Bulluck Elementary School (PreK-5)………………… Hillary Boutwell, *Principal* 252-985-3456
G. W. Carver Elementary School (PreK-5)………………… Shannon Castillo, *Principal* 252-827-2116
Coker-Wimberly Elementary School (PreK-5)……………. Kaitlyn Row, *Principal* 252-823-4462
Early College High School (9-12)………………………… Matthew Bristow-Smith (Ext. 192) 252-823-5166
Martin Millennium Academy (K-8)………………………. Keith Parker, *Principal* 252-641-5710
North Edgecombe High School (9-12)………………….. Donnell Cannon, *Principal* 252-823-3562
Phillips Middle School (6-8)……………………………. Donita Gregory, *Principal* 252-446-2031
Princeville Elementary School (PreK-5)………………… Annette Walker, *Principal* 252-823-4718
South Edgecombe Middle School (6-8)…………………. Amy Pearce, *Principal* 252-827-5083
Stocks Elementary School (PreK-5)…………………….. Lois Glass, *Principal* 252-823-2632
GENERAL POLICIES

COMMUNICABLE DISEASES/ BLOODBORNE PATHOGENS (Policy 7260)
It is the policy of the Edgecombe County Board of Education to attempt to provide a safe and secure environment for all students and employees. In an effort to maintain a balance between the need to protect the rights of students and employees and to control the spread of serious communicable diseases and conditions, decisions regarding the employment status of employees with communicable disease or conditions shall be made on a case-by-case basis, in accordance with this policy.

Every new employee shall be required to furnish an approved health certificate on the prescribed forms before assuming his/her duties, in compliance with state law. Health Certificate Forms are available on the Edgecombe County Public Schools web site.

COMPETITIVE GRANTS (Policy 8210)
The Board of Education authorizes district personnel to apply for grants with the appropriate levels of approval. Grants should be designed to promote the quality of the school system, enhance teaching and learning, and to reduce the burden on local taxpayers. The Superintendent and all other personnel, in expending grant money, shall follow the school system’s normal procedure for the expenditure of funds and shall obtain the approval of the Board when required by the grantor, policy or law.

All grants must be reviewed for pre-approval based on the following guidelines:
- Up to $500 – Principals
- $501 to $1000 – Principals, Associate/Assistant Superintendents
- $1001 to $5000 – Superintendent
- $5001 and Up – Board of Education

Directors should obtain pre-approval from the Associate/Assistant Superintendent for all competitive grants. Once grants are awarded in excess of $1000, the Board of Education will be notified at the regularly scheduled meeting.

CONFLICT OF INTEREST (Policy 7730)
Employees of the Edgecombe County Board shall not engage in or have a financial interest, directly or indirectly, in any activity that conflicts with their duties and responsibilities.

COPYRIGHT COMPLIANCE (Policy 3230-7330)
Employees, students and visitors are prohibited from the use or duplication of any copyright materials not allowed by copyright law, fair use guidelines sanctioned by Congress, licenses or contractual agreements. Willful or serious violations also are considered to be in violation of expected standards of behavior for employees and students and may result in disciplinary action in accordance with Board policy.

CRIMINAL RECORD CHECKS (Policy 7110)
A criminal history check will be conducted of all newly hired employees, including substitutes and independent contractors who carry out duties customarily performed by school personnel. A criminal records check will also be conducted on a random or rotating basis on all annually rehired and current employees including substitutes.

DRUG FREE WORKPLACE (Policy 7240)
It is the policy of the Edgecombe County Schools Board of Education that a drug-free workplace shall be maintained. The Board prohibits the unlawful manufacture, distribution, dispensing, possession, or use of any narcotic drugs, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroids, alcohol, counterfeit substances or any other controlled substance as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and further defined by regulation at 21 CFR 1300.11 through 130.15. No employee shall be impaired by the excessive use of alcohol or prescription or nonprescription drugs. No employee shall consume or possess alcohol while on duty or while upon any school property.

DUTY TO DRIVE A SCHOOL BUS: Teacher Assistants/Custodians/Child Nutrition Staff (Policy 6316-7406)
All teaching assistants, custodians, and food service employees must be licensed and willing to drive a school bus. This duty shall be considered an essential function of these positions.

Employees (substitute drivers) not assigned a bus route may, for personal reasons, choose not to drive one time each school year. After the substitute has exercised his/her one personal rejection each year, failure to accept an assignment to drive a bus shall result in loss of employment.

Current employees, who have developed a medical condition after the initial employment and their receipt of their bus driver certification, will be subject to a review by the Department of Motor Vehicles Medical Review Board, annually. NOTE: Being medically waived from driving a bus will not ensure employment in assigned area. Inability to drive a bus may jeopardize continued employment with Edgecombe County Public Schools.

EMPLOYEE USE OF SOCIAL MEDIA (Policy 7335)
The Board acknowledges that school employees may engage in the use of social media during their personal time. School employees who use social media for personal purposes must be mindful that they are responsible for their public conduct even when not acting in their capacities as school system employees.

For the purposes of this policy, “social media” includes, but is not limited to: personal websites, web logs (blogs), wikis, social network sites, online forums, virtual worlds, video-sharing websites and any other social media generally available to the public or consumers that does not fall within the Board’s technologies network (e.g., Web 2.0 tools, MySpace, Facebook, Twitter, LinkedIn, Flickr, YouTube).

School employees are prohibited from accessing social networking websites for personal use during instructional time or with school system technological resources.

School system personnel shall monitor online activities of employees who access the Internet using school technological resources. Additionally, the Superintendent or designee may periodically conduct public Internet searches to determine if an employee has engaged in conduct that violates this policy. Any employee who has been found by the Superintendent to have violated this policy may be subject to disciplinary action, up to and including dismissal.

EQUAL EMPLOYMENT OPPORTUNITIES (Policy 7100)
The Edgecombe County Board of Education believes that students benefit from the opportunity to relate to and learn from staff members of diverse backgrounds. To this end, the Board will provide a positive and effective hiring and advancement program that guarantees equal opportunities for employment, retention, and advancement regardless of race, color, religion, national origin, handicap, gender or age.

In keeping with the above, the Board with the recommendation of the Superintendent, will seek and employ the most qualified persons for positions to be filled.

EMERGENCY CLOSINGS (Policy 5050)
Students, parents and staff shall be informed early in each school year of the procedures which will be used to notify them in case of emergency closings. When schools are closed for emergency reasons, staff members shall be advised of the appropriate actions to be taken.

In the event schools are closed due to hazardous weather conditions, natural disasters, or other emergencies, every reasonable effort will be made to make up the lost days so scheduled in the school calendar.

EMPLOYEE DRESS AND APPEARANCE (Policy 7340)
The Edgecombe County Board of Education believes that all employees serve as role models for the students with whom they work. It is therefore the expectation of Edgecombe County Public Schools that, while on duty or in attendance at school functions, employees dress professionally and appropriately for their job duties and responsibilities. Employees are expected to dress in appropriate professional attire and to follow rules of good grooming and personal hygiene. Clothing should be worn as designed. Any mode of dress or appearance that disrupts class, learning activities or the school environment is considered inappropriate. The provisions of this policy apply to student interns, college volunteers, other volunteers, any other person performing assignments or functions on behalf of the school system.

The following are examples of inappropriate dress or appearance:

1. Clothing, appearance, or symbols that promote the use of alcoholic beverages, tobacco, or controlled substances; that contain profanity or nudity; that depict violence; and that are sexual in nature.
2. Jean pants, jean shorts, and sweatpants.
3. Facial jewelry or pierced jewelry anywhere other than in the ears.
4. Clothing that is tight fitting or is see-through.
5. Shorts, skirts, or dresses higher than two inches above the top of the knee.
7. T-shirts worn as outer clothing.
8. Headgear or sunglasses inside school buildings.

Modifications may be made by the appropriate supervisor to accommodate staff members who are engaged in specialized duties (such as physical education, vocational educations, field trips) or in specialized activities (workdays, spirit days, casual days, etc.) that require or permit a relaxed mode of dress.

**GIFTS** (Policies 8220 - 7730)

School employees are not to accept gifts of more than nominal value from students, parents or vendors. The Board considers and welcomes, as in most cases more appropriate than gifts, the writing of letters to school employees expressing gratitude or appreciation. Acts of generosity in unusual situations, which show remembrance, and express affection or gratitude, are not regarded as a violation of the policy.

**HARASSMENT/ BULLYING/ DISCRIMINATION OF STAFF & STUDENTS** (Policy 1710, 1720)

The Board specifically prohibits bullying (including cyber-bullying), and harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication that takes place on school property, at any school-sponsored function, or on a school bus, and that places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property.

Bullying or harassing behavior includes but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, athletic affiliation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

Bullying or harassment is prohibited at all levels: between students, between employees and students, between peers or coworkers, between supervisors and subordinates, or between non-employees and employees and/or students. All complaints of harassment or bullying shall be promptly and thoroughly investigated and appropriate action shall be taken.

**PROHIBITED RELATIONSHIPS WITH STUDENTS** (Policies 7300 – 4040 - 7310)

All employees of the Edgecombe County Board of Education are prohibited from dating, courting, or entering into a flirtatious, romantic, or sexual relationship with any student enrolled in the Edgecombe School System, regardless of the student's age. Employees shall not give students gifts. 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 or assistant superintendent. An employee who fails to inform the associate or assistant superintendent of a reported or suspected inappropriate relationship between an employee and a student may be subject to disciplinary action.
SEXUAL HARRASSMENT (Policies 1710 – 4021 - 7230)
The Edgecombe County Board of Education believes that all employees and students are entitled to work and study in school-related environments that are free of sexual harassment. To this end, the Board prohibits employees and students from engaging in sexual harassment and advises employees and students that when evidence of sexual harassment is established, disciplinary action may be taken, up to and including dismissal (for employees) and suspension or expulsion (for students).

Sexual harassment is prohibited at all levels: between students, between employees and students, between peers or coworkers, between supervisors and subordinates, or between nonemployees and employees and/or students.

Examples of physical sexual harassment include, but are not limited to, fondling, grabbing, pinching, kissing or any other deliberate, unwelcome and/or offensive touching. Examples of non-physical or verbal sexual harassment include, but are not limited to, any unwelcome and/or offensive comments or gestures of sexual nature, including: continued or repeated sexual or lewd jokes or comments; sexually degrading words used toward a person or to describe an individual; continued or repeated verbal remarks about an individual's body; continued or repeated offensive sexual flirtations, advances or propositions; pressure for sexual activity; suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats; or the display of sexually suggestive objects or pictures.

An employee who believes that he/she has suffered sexual harassment should report the matter to the personnel director or the Superintendent. However, any school employee who occupies an organizationally superior position relative to an employee who receives from such employee a report of alleged sexual harassment shall promptly report the same to the personnel director or the Superintendent. Failure by such employee to do so may subject the employee to disciplinary action.

STUDENT TRANSFER REQUESTS FOR STAFF MEMBER'S CHILDREN (Policy 4130, 4135)
Student of parents/guardians employed by the Edgecombe County Public School System may attend school in the attendance area in which their parent/guardian works.

Tuition fees for children of employees of the Edgecombe County Board of Education who are out of district enrollee(s) are waived.

All requests for transfer within the Edgecombe County School Public System, (intradistrict transfers) or transfers to or from another school system (interdistrict transfers) shall be in writing to the Superintendent by completing a Request for Student Reassignment Form which is located at the Central Office.

TECHNOLOGY RESPONSIBLE USE POLICY (Policy 3225-4312-7320)
The Edgecombe County Board of Education provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. The Board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal and responsible use. The use of school system technological resources, including access to the Internet, is a privilege, not a right. Because some incidental and occasional personal use by employees is inevitable, the Board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school system business and is not otherwise prohibited by Board policy or procedure. No right of privacy exists in the use of technological resources. Users should not assume that files or communications created or transmitted using school system technological resources or stored on services or hard drives of individual computers will be private.

School system administrators or individuals designated by the Superintendent may review files, monitor all communication and intercept e-mail messages to maintain system integrity and to ensure compliance with Board policy and applicable laws and regulations. School system personnel shall monitor online activities of individuals who access the Internet via a school-owned computer. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors.. Before using school system technological resources, employees must sign a
statement indicating that they understand and will strictly comply with these requirements. Willful misuse may result in disciplinary action and/or criminal prosecution.

**TOBACCO PRODUCTS** (Policies 4320 – 5026 - 7250)
The use of any tobacco product by any person in school buildings, school facilities, or school vehicles; on school campuses; and in or on any other school property owned, operated or contracted for by the school system is prohibited. “Tobacco product” is defined to include cigarettes, cigars, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products. “Tobacco use” includes smoking, chewing, dipping, or any other use of tobacco products.

An employee’s failure to comply with this policy, whether by enforcement or otherwise, shall be grounds for disciplinary action up to and including dismissal.

**TUTORING FOR COMPENSATION** (Policy 5982)
Tutoring for compensation in the Edgecombe County Schools must meet the following conditions:
1. The teacher must limit tutoring for compensation to students not taught during the present school year.
2. The school administration will collect no fees for private instruction by school personnel or others.
3. Tutoring for compensation may not occur on school property.
4. Teachers may not solicit pupils through the schools for tutoring.

Exceptions to these requirements may be made when, in the estimation of the principal, sufficient extenuating circumstances exist. If an exception is made in the use of a school building, the current rental schedule for commercial use will apply.

**USE OF WIRELESS DEVICES** (Policy 4318)
The Edgecombe County Board of Education (the “Board”) recognizes that cellular phones and other wireless communication devices have become important tools through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by school rules or school personnel.

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

Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that they supervise the students during such use. School employees may immediately confiscate any wireless communication devices that are on, used, displayed or visible in violation of this policy.

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

**EMPLOYEE RESPONSIBILITIES**

**ADMINISTRATION OF MEDICATION TO STUDENTS** (Policy 5913)
The administration of medication to students by employees shall be permitted only upon the proper authorization of the student’s parent or guardian. If a student must be given medication during school hours, the principal will designate two or more support staff members to receive appropriate training and to administer medication. Medication covers over-the-counter as well as prescription drugs.

**CHANGES IN EMPLOYMENT RECORDS**
It is the employee’s responsibility to advise Personnel Services of name, address, and telephone number changes as well as additional educational degrees. Prompt notification will help maintain accurate employment records for pay, leave, salary verification and other purposes.

**CODE OF ETHICS** (Policy 7300)
Each employee is responsible for both the integrity and the consequences of his or her own actions. The highest standards of honesty, integrity, and fairness must be exhibited by each employee when engaging in any activity concerning the school system, particularly in relationships with vendors, suppliers, students, parents, the public, and
COMPLIANCE WITH BOARD POLICY (Policy 5908)
The Board of Education recognizes its responsibility to adequately inform employees of its rules and policies. In keeping with the obligation, the Board shall provide each school with 2 copies of its policy manual with one copy to be kept in the office of the principal and the second to be kept in the schools' media center. It is the responsibility of all employees to become knowledgeable of the printed policies of the Board of Education. Employees will be held accountable for compliance with board policies.

LICENSE RENEWAL (Policy 7130)
The North Carolina State Board of Education requires all professional personnel to update professional knowledge periodically. All teachers, supervisors, and other licensed personnel employed by the Edgecombe County Schools shall hold licenses in their area(s) of assignment in accordance with the law. No contract for employment will be valid until the license is secured. It is the individual responsibility of each professional employee to maintain licensure in a current status. Failure to renew a license makes an individual ineligible for employment.

REPORTING INFORMATION TO EXTERNAL AGENCIES

It is the policy of the Board of Education in serious matters relating to the safety and welfare of students and employees that certain actions and information be reported to external agencies as required by law or regulation.

All teachers, student teachers, substitute teachers, voluntary teachers, or teacher assistants must immediately report any act of violence in school to the principal. Any principal, assistant principal or designee who has a reasonable belief that an act has occurred on school property involving assault resulting in serious personal injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm or other weapon in violation of the law, or possession of a controlled substance in violation of the law, shall immediately report the act to the appropriate law enforcement agency.

Any employee who has cause to suspect that a child is abused, neglected or dependent shall report the situation to the principal or designee. In the absence of the principal or designee, the employee shall report the situation directly to the Department of Social Services.

Any employee who has reason to believe that a fellow employee has a reportable communicable disease and is not following safe practices shall report the situation to his/her principal or supervisor. The principal or supervisor shall report such unsafe conduct to the Edgecombe County Health Department. In the absence of the principal or supervisor, the employee must report the situation to the health director.

STAFF MEETINGS
The Board considers it part of an employee's responsibility to attend such staff meetings as may be required for the proper functioning of the schools, to serve on committees, and to participate in parent-teacher organizations and functions. School administrators will seek to give sufficient notice of staff meetings, hold them to reasonable frequency and length, and make committee assignments equitably.

TIME SCHEDULES
The Board expects its employees to observe the time schedule for their position as established and approved by the Superintendent or designee. Employees are also expected to commit the time necessary beyond the regular work schedule to carry out the responsibilities of their position in an outstanding manner which may include providing additional help for students, participation and attendance at staff and inservice meetings, PTA, etc.
EMPLOYMENT POLICIES AND PROCEDURES

ADVERTISING VACANCIES
The central office will send a notice of all vacancies, as they occur, to each school principal and central office department head for posting on the staff bulletin board(s). Such notice should describe the job, qualifications, duties, salary range, and application deadline.

The announcement will be made at least seven days before the position is filled (except where necessary) to allow any present employees to indicate their interest in writing to the Superintendent or to recommend qualified applicants they feel would be an asset to the school system. Staff members who wish to be considered for appointment to a vacancy must notify the personnel office in writing.

ASSIGNMENT OF RELATIVES
Duty assignments are made so that no employee will be assigned to occupy a position of direct supervision over the duties, promotion, evaluation, salary, or other job conditions of a member of the employee’s immediate family. Immediate family is defined as father, mother, son, daughter, spouse, son-in-law, daughter-in-law, spouse’s parents, sister, or brother.

ACTION PLANS
Any certified employee who receives a below standard, unsatisfactory or developing rating on an evaluation shall be placed on an action plan to improve the employee’s performance, unless the employee is recommended for dismissal or demotion. An action plan also may be used whenever appropriate to address performance concerns.

EMPLOYMENT OF PERSONNEL (Policy 7100)
Job applicants must fill out and file with the Edgecombe County Schools an employment application which may be accessed on the ECPS website. The Superintendent will recommend and the Board will hire candidates for employment based on the following factors:

- Application
- Academic qualifications
- State licensure
- Record of student teaching experience (where applicable)
- Record of experience, background information, performance, including references
- Personal interviews, and
- Criminal record check

Employment in classified positions shall be on an at-will basis. Persons employed in a position requiring State Board of Education license/certification will be given a contract. Teachers are employed under contracts as defined by General Statute (G.S.) 115C-325. Principals, assistant principals, supervisors and directors are employed pursuant to G.S. 115-287.1. Employees who are not required to be employed under contracts by the statutes or who are not offered contracts by local board prerogative are at-will employees. Examples of at-will employees include most non-certified personnel such as custodians, bus drivers, teacher assistants, clerical staff, maintenance, and transportation staff. Administrators not required by statute to be employed under contract are also at-will employees unless the local board has chosen to offer contracts.

EMPLOYMENT OF CERTIFIED PERSONNEL AFTER MIDYEAR
Certified teachers hired on a part-time or temporary basis, or hired after January 1st of a school year, are employed on a terminating contract. At the end of the contract period, the employee may not continue employment with the Edgecombe County Board of Education until a new contract is recommended by the superintendent and approved by the Board.

EXIT INTERVIEWS
Each employee who leaves the system is encouraged to meet with a supervisor or administrator of his/her choice to discuss the reasons for leaving and to complete an exit survey. In the interest of improving education, he/she is asked to state any practices or policies which he/her feels are detrimental to the objectives of the system. Statements
made by the employee will be treated with the utmost confidentiality. Exit surveys are received from and returned back to the Benefits Representative.

**GRIEVANCES (Policy 1750)**

A grievance is defined as a formal written complaint by an employee that a decision of a school official violates a specified federal law, state law, State Board of Education policy, state rule, or local board policy. The Board has established a procedure for employees to grieve certain decisions of school officials.

The initial approach to settling any issue is open communication. Employees should first seek to resolve any complaint with their immediate supervisors through informal discussion. If such discussion does not resolve the matter informally, the employee may initiate a formal grievance in an effort to seek an equitable solution. The complete grievance policy and Grievance Form can be found on the ECPS website under Personnel Support Programs/HR Forms.

**PERSONNEL FILES (Policy 7820)**

A personnel file shall be maintained in the Personnel office for each employee as provided by law. All complaints, commendations and suggestions for correction or improvement relating to the employee must be placed in their file. The complaint, commendation or suggestion must be signed by the person who made it, and it may be placed in the employee’s file only after a five-day notice to the employee. Any response by the employee to the complaint, commendation or suggestion must also be placed in his or her file. Every employee may have access to this own personnel file during working hours, provided three days notice is given to the Personnel Office. Any pre-employment data or other information obtained about an employee before his employment by the Board shall be kept in a separate file, and shall not be made available to the employee.

**REDUCTION – IN – FORCE (Licensed Personnel)**

Reductions in the number of licensed positions may be necessary if the Edgecombe County Public Schools face decreased funding, declining enrollment or district reorganization. Any reduction in force necessary to reduce the number of licensed positions will comply with state law and the procedures established by Board Policy 5574.

When a career teacher as defined by G.S. 115C-325 is dismissed as part of a reduction in force, the career teacher’s name will be placed on a list of available teachers to be maintained by the Board. Career teachers whose names are placed on such a list shall have priority on all positions for which they are qualified which become available in that system for the three consecutive years succeeding their dismissal. If a dismissed teacher refuses a position offered by the system, the teacher’s name will be removed from the list.

**RESIGNATION (Policy 7900)**

Teachers are required to give 30 calendar days’ notice of their intent to resign. The notice shall be in writing to the Superintendent, with a copy going to the principal and/or immediate supervisor, and shall state the effective date of resignation. The Superintendent is authorized to accept resignations on behalf of the Board.

In instances where an employee wishes to leave on shorter notice, it will be the policy to permit an earlier release on condition that effective arrangements can be made for a replacement. Once a resignation is tendered to the Superintendent or the Board, that resignation will be considered final.

**SUBSTITUTE TEACHER SELECTION PROCESS**

The Personnel Services Departments shall adhere to the following procedures in selecting substitute teachers:

- Applicants’ completed on-line applications are reviewed including required forms.
- Verification of the completion of the required one day of volunteer classroom experience.
- Conduct a mandatory substitute seminar (at least twice per school year) for all applicants.
- Conduct a Criminal records Background check.
- Recommendation of qualified applicants to the Superintendent.
- Maintain and distribute the official list of substitutes as approved by the Board of Education.

Year end “intent letters” are mailed to substitutes to determine who is to remain active on the Substitute List.
Failure to respond will automatically remove the substitute from the List for a period of two (2) months; and, if a substitute requests to be removed from the Substitute List and requests to be added back, there will be a two (2) month waiting period for reactivation.

**SUSPENSION/ DISMISSAL**

Licensed Personnel: All actions for demotion, non-renewal or dismissal of employees will be conducted in accordance with state and federal law. If the Board has decided that it will not renew the contract of a non-tenured teacher for the following school year, the Superintendent shall notify the teacher of this fact by June 1st.

Classified Personnel: The Superintendent or designee may dismiss or suspend a classified employee for any legitimate reason or may recommend dismissal or suspension to the Board of Education for final action. A classified employee who is dismissed or suspended by the Superintendent or designee may appeal the decision directly to the Board of Education in accordance with the grievance procedure of the Edgecombe County Schools (Grievance Procedure 1750).

No employee may be demoted or dismissed for arbitrary, capricious, discriminatory, or personal reasons.

**TEACHER ASSISTANTS TERM OF EMPLOYMENT**

All new instructional teacher assistants hired by the Board will be for a term of employment not to exceed nine months plus the number of earned vacation days per year not including summer months.

**EMPLOYEE RELATIONS**

**COMMUNICATIONS**

The Board of Education believes that proper communication is vital to an effective organization, and is committed to open channels of communication with its employees. The basic line of communication will, however, be through the Superintendent.

The Connect-ED calling system and a system-wide Website are provided to keep employees and school communities informed. Additionally, if an employee needs information or clarification about a matter affecting the employee, he/she is encouraged to discuss the subject with his/her supervisor or principal.

**PERFORMANCE EVALUATION** (Policy 7810)

The purposes of evaluating employees are to improve instruction, recognize an employee’s performance, encourage professional growth, maintain a safe learning environment, ensure a high quality of instructional programs, and when necessary, to remove or dismiss an employee. The performance evaluation is a continuing process for identifying strengths and weaknesses of an individual and improving the quality of work. Yearly evaluation of licensed personnel is a mandatory duty of the administration.

Classified personnel should be evaluated no less frequently than twice a year.

**RECOGNITION**

Employee awards programs that recognize outstanding service or achievement are conducted each year. They include but are not limited to the following: Teacher of the Year, Principal of the Year, recipients of certification by the National Board for Professional Teaching Standards, Employee of the month, School Bus Rodeo for bus drivers, and the Saffelle Clean School Award which rewards our custodians.

**PROFESSIONAL GROWTH AND DEVELOPMENT**

**BEGINNING TEACHER PROGRAM**

The Beginning Teacher program provides support services for all teachers who have not attained a North Carolina continuing license - usually those with fewer than four years of public school teaching experience. The program includes a system and building level orientation, mentor support, in-field assignment, limited extracurricular and
non-instructional duties, professional development programs targeted to the needs of novice teachers and assistance meeting the performance-based requirements for continuing licensure.

**STAFF DEVELOPMENT**

Today’s dynamic and rapidly changing society, with its tremendous accumulation of new knowledge and the attending obsolescence in some areas of practice makes it imperative that all staff members--teachers, clerical, technical, operations, maintenance, and administrative--be engaged in a continuous program of professional and technical growth in order that they may be qualified to provide a quality educational program for all students being served by the Edgecombe County School System.

It is the policy of the Edgecombe County School Board that a staff development program be established to provide an opportunity for the continuous professional and technical growth of employees of the Edgecombe County Public Schools. Specialized training sessions, in addition to renewal credit opportunities, are made available to employees.

As a result of the operation of this policy, staff members will become knowledgeable regarding new developments and changes in their specialized fields and will utilize new and improved methods in practice.

**SALARY/ COMPENSATION**

**COMPENSATORY TIME** (Policy 7500)

Non-licensed employees should not work in excess of assigned hours without permission or knowledge of the supervisor. In accordance with the Fair Labor Standards Act, non-exempt employees will be granted compensatory time off in lieu of compensation for hours worked in excess of 40 hours per work week. This compensatory time will be at the rate of time and one half for any hours over 40 hours in a workweek. **No supervisor shall allow an employee to accumulate more than 240 hours of compensatory time.** Supervisors are encouraged to honor the 40-hour workweek unless absolutely necessary. Prior approval is required for compensatory or overtime.

If an employee holds compensatory time upon termination of employment, such time will be paid to the employee in accordance with the Fair Labor Standards Act and federal regulations.

**DEFINITION OF NON-EXEMPT AND EXEMPT EMPLOYEES**

*Non-exempt Employees:* Generally employees who are non-salaried classified employees who have little or no supervisory responsibilities (i.e., teaching assistants, custodians, clerical, cafeteria, etc.)

*Exempt Employees:* Generally employees who are salaried executive, administrative and professional and have supervisory responsibilities (i.e., principals, teachers, central office administration, etc.)

**EXTRA DUTY PAY** (Policy 7405)

The Board acknowledges that instructing students is the primary mission of the school system. Generally, in order to carry out the responsibilities of the school system, teachers and other staff members may also be required to perform certain non-instructional and extracurricular duties. Assigned additional duties are considered part of all employees’ responsibilities.

Extracurricular duties include those duties performed outside of regular school hours which are not part of the teacher’s instructional duties. Examples of extracurricular activities for which consent is required include such things as coaching duties, taking tickets at sporting events or acting as a faculty sponsor for a student club. Non-instructional duties include duties that are not related to the instruction and supervision of students. This includes such things as bus duty, carpool duty, and regular and ongoing use of planning periods to monitor hallways and cafeterias.

These extra duties are kept to a minimum and distributed equitably. Initially licensed teachers and teachers with 27 or more years of experience (exempt teachers) may volunteer in writing to perform extracurricular duties.

The Superintendent has developed a pay schedule for those persons who have been approved by the Board to receive pay for extra-curricular and/or non-instructional duties.
**FAIR LABOR STANDARDS ACT AND COMPLIANCE** (Policy 7500)

It is the policy of the Edgecombe County Board of Education to comply with the wage and hour requirements of the Fair Labor Standards Act for all "nonexempt" employees. For purposes of compliance with the Fair Labor Standards Act, the employee work week shall be from 12:01 a.m. Saturday to 12 midnight Friday.

Employees who are not exempt from the provisions of the Fair Labor Standards Act will accrue compensatory time at a rate of 1.5 hours for every hour worked beyond forty (40) hours in a single work week. Supervisors will make every attempt to modify an employee's schedule to avoid more than forty (40) hours of work in a given week.

Overtime hours (in excess of 40 hours a week in a given workweek) shall be paid in accordance with the Fair Labor Standards Act and Wage and Hour regulations. Overtime should not be worked by nonexempt employees except in an emergency or extraordinary circumstances and with prior approval of the Superintendent or designee.

Employees may volunteer to work at school events, provided the work is clearly at the employee's option, is in a different capacity from the employee's regularly-assigned duties and is performed on an occasional or sporadic basis. Employees may not volunteer to provide the same type of service they are employed to perform for the school system. Such work shall be treated as regular work and be subject to hourly employment compensation.

**LONGEVITY PAY**

All permanent full-time or part-time (20 hours per week or more) employees who have at least 10 years of total qualifying state service and are not paid on the teacher salary schedule are eligible for longevity payments. Longevity is now included in the monthly salary paid on the teacher salary schedule. The amount of annual longevity pay is a percentage of the employee's annual rate of pay on the employee's anniversary date. The annual rate of pay does not include bonuses, or pay for extra duties. The percentage is determined by the length of total state service as follows:

<table>
<thead>
<tr>
<th>Years of State Service</th>
<th>Longevity Pay Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 but less than 15 years</td>
<td>1.50 percent</td>
</tr>
<tr>
<td>15 but less than 20 years</td>
<td>2.25 percent</td>
</tr>
<tr>
<td>20 but less than 25 years</td>
<td>3.25 percent</td>
</tr>
<tr>
<td>25 or more years</td>
<td>4.50 percent</td>
</tr>
</tbody>
</table>

Please visit the **N.C. Public Schools Benefits & Employment Policy Manual** for more information regarding longevity pay and N C Creditable Service.

**SALARY PAYMENT**

**Direct Deposit:** Employees may have their pay checks deposited directly into their bank accounts by completing the appropriate forms from the Payroll Office. A voided check which carries the appropriate routing number must accompany the completed direct deposit form.

**Pay Day:** Pay day for all employee groups is the last working day of the month except for the months of November and December. Pay day for November and December will be the last working day before the Thanksgiving and Christmas holidays respectively.

**Payroll Deduction:** Payroll deduction for a variety of payments is available to employees who complete the appropriate forms. Please contact the Benefits Office for information and instructions regarding payroll deduction.

**WORKERS’ COMPENSATION**

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

LEAVE OF ABSENCE REQUESTS
Employees find it necessary at times to request a leave of absence from his/her current work assignment. The leave may be needed due to family leave, family responsibility, medical issues, educational reasons, military duty, joining a state assistance team, or for many other reasons. To assist employees, the Edgecombe County Board of Education has adopted a Leave Policy.

The Board policy allows for employees to request a leave of absence and requests are granted in accordance with State and local policies. If the request is granted, the employee will be notified in writing.

Employees should contact our Coordinator of Personnel Support Programs who also handles Leave of Absence requests for the district to request a leave. A Leave of Absence Request form will be sent to the employee to complete and return with any supporting documentation to assist the Board in their decision (letter explaining the reason for the request, doctor's note, military papers, etc.).

Facts to Consider When Requesting a Leave of Absence

- Employee is not guaranteed placement in the same position or school upon return to work
- The Board may make decisions concerning employment as if employee was still on active duty (RIF, transfer, dismissal, etc.)
- The employee is responsible for all miscellaneous payroll deductions, including hospital/medical and dental insurances, loan payments, etc.
- For non-tenured teachers, physically working less than 120 workdays as a full-time, permanent teacher in a normal school year will cause the tenure calculation to start over for all leaves except sick leave and disability. If taking a leave due to illness/disability and 120 workdays are not performed, the employee will continue on tenure track, but the school year during the leave will not count
- Employee will be paid any lump sum of earned pay if on 12-month installment pay and return to 10-month pay upon return to work
- Employee may request Voluntary Shared Leave if facing prolonged or frequent absences from work that will likely result in financial hardship
- The Family and Medical Leave Act provides eligible employees with up to 12 workweeks of leave annually for serious personal illness, birth of a child, or placement of an adopted or foster child, or to take care of an ill child, spouse or parent.

ANNUAL VACATION LEAVE DAYS (Policy 7510)
Permanent full- and part-time employees earn vacation leave. To earn vacation leave in a given month, employees must be working or be on paid leave during half or more of the workdays in that month. Eligible part-time employees earn leave equal to their percentage of full-time employment. Instructional personnel are not permitted to take vacation leave on days when students are scheduled to be in class unless the employee’s absence is due to catastrophic illness and all sick leave has been exhausted.

On June 30 of each year, employees with more than 30 days of accumulated leave will have the excess accumulated leave converted to sick leave so that only 30 days are carried forward to the next fiscal year, which begins July 1. Requests for annual leave must be approved by the employee’s supervisor. Annual leave will be transferred to the employee’s personal leave bank. Annual leave and personal leave may be transferred among local educational agencies and may be transferred to state agencies if the state agencies are willing to accept the leave; otherwise, employees leaving the public schools will be paid for up to 30 days of accumulated leave. In case of death, the employee’s estate will receive payment for any accumulated vacation leave up to 30 days.

VACATION LEAVE ACCRUAL Effective January 1, 2011

<table>
<thead>
<tr>
<th>Years of State Service</th>
<th>Monthly Full-Time Leave Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-5 Years</td>
<td>1.17 Days</td>
</tr>
<tr>
<td>5-10 Years</td>
<td>1.42 Days</td>
</tr>
<tr>
<td>10-15 Years</td>
<td>1.67 Days</td>
</tr>
</tbody>
</table>

18
FAMILY AND MEDICAL LEAVE (Policy 7520)

It is the policy of the Edgecombe County Board of Education to provide eligible employees with leave as provided in the federal Family and Medical Leave Act of 1993 and policies of the North Carolina State Board of Education. Under the Act, employees are provided reasonable leave for the employee’s own serious health condition or for the birth of the employee’s child, the placement of a child with the employee for adoption of foster care, or for the care of a child, spouse, or parent who has a serious health condition. Employees are eligible if they have worked for Edgecombe County Schools for at least one year and at least 1,250 hours during the prior twelve-month period. The amount of family and medical leave provided to an eligible employee shall be up to twelve workweeks during any twelve-month period.

Edgecombe County Public Schools will maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums for family members while on leave. However, should the employee fail to return to work after the expiration of the authorized leave, the Edgecombe County Schools may recover any contribution made to the group plan unless the failure to return is due to the onset of a serious health condition or other circumstances beyond the employee’s control.

Upon return from FMLA leave, an employee will be restored to the employee’s original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.

HOLIDAY LEAVE

Twelve-month employees observe 11 or 12 holidays per year, depending upon the week day of December 25th. Ten-month employees have 10 or 11 holidays yearly, depending upon the week day of December 25th. The Board of Education determines when holidays are scheduled. Paid holidays occur on these designated days: Labor Day, Veterans Day, Thanksgiving (2 days), Christmas (2 - 3 days), New Year’s Day, Martin Luther King Jr.’s Birthday, Good Friday, and Memorial Day.

PARENTAL INVOLVEMENT LEAVE

The Edgecombe County Board of Education believes that providing a good education for the children of North Carolina is essential to social and economic well-being of the state. The Board further believes that parent involvement is an essential component of school success and positive student outcomes. Therefore, any permanent employee of Edgecombe County Board of Education who is a parent/guardian of a school-aged child shall be granted up to four (4) hours per calendar year of leave to attend or otherwise be involved at their child's school. Such leave shall be subject to the following conditions:

1. The leave must be mutually agreed upon between the employee and immediate supervisor.
2. The employee must request such leave in writing at least eight (8) hours prior to the leave.
3. The immediate supervisor may verify such leave through the school of the employee’s child.
4. Such leave may be taken to meet with a teacher or administrator of the child's school.
5. Such leave may be taken to attend any function sponsored by the child’s school except athletic programs.
6. Such leave may be taken to perform school-approved volunteer work.

Child involvement leave may be transferred within state agencies; however, leave not taken in a calendar year will be forfeited; it will not be carried over into the next calendar year. Employees will not be entitled to payment for this leave upon separation from State government.
SICK LEAVE (Policy 7510)
Sick leave is earned by all permanent employees at the rate of one (1) day for each monthly pay period they are working or on paid leave for one-half or more of the work days in the pay period (pro-rated for part-time – 50% or more). This leave may be used for personal illness, injury, temporary disability, illness or death in the immediate family, or employee medical appointments.

The appropriate supervisor or Human Resource Services may require, at any time, a statement from a medical or other acceptable proof that the employee was unable to work. For periods of more than ten (10) working days, employees must complete a “Request for Leave of Absence” form. Human Resource Services has authority to approve requests from employees for use of accumulated sick leave for a period exceeding ten (10) workdays. Unused sick leave can be added to length of service for pension computation at retirement. (Reference: NC Benefits and Employment Policy Manual)

Whenever possible, and particularly in the case of temporary disability connected with elective medical or surgical procedures or maternity, employees shall give notice of plans to take sick leave as far in advance as possible to facilitate the continuation of educational programs and/or services during their absence.

TWENTY- DAY EXTENDED SICK LEAVE
Permanent full or part time classroom teachers and media coordinators who require substitutes are eligible for 20 additional days of sick leave each year, less $50.00 per day, for personal illness. This extended sick leave may be used after all accumulated sick leave has been exhausted. A doctor’s statement is required to initiate the use of extended sick leave and should be sent to Human Resource Services for approval. Extended sick leave cannot be accumulated.

VOLUNTARY SHARED LEAVE
The purpose of voluntary shared leave is to provide economic relief for employees, “who by reason of prolonged absence caused by serious medical conditions of self or immediate family,” are likely to suffer financial hardship. The serious medical condition must be documented by a medical doctor, and follow the definition and guidelines as set forth in the Family Medical Leave Act of 1993. Only permanent employees who have exhausted all accumulated paid leave (sick leave, annual leave, and if applicable bonus leave) are eligible to receive donated leave. An employee need not exhaust personal leave and the 20 days of extended sick leave to be eligible for voluntary shared leave.

Any eligible employee in the LEA may donate annual vacation leave to any approved employee in the same LEA; and with a coworker’s immediate family member who is an employee of a public school, community college, or state agency. Family members may donate annual vacation leave to an immediate family member in another LEA, community college or state agency. Sick leave may be donated to an immediate family member in the same or another LEA, community college or state agency. A Donor Sign-Up Sheet will be sent to all schools. The employee to receive the donation of leave shall be specified.

Employees may not give or receive compensation for donated leave. Acceptance of compensation in any form may result in dismissal.
BENEFITS

FLEXIBLE BENEFITS PLAN
Employees may choose to participate in the Section 125 Flexible Benefit Plan administered through Pierce Group Benefits. The Section 125 Flexible Benefit Plan consists of several insurance products offered to employees on a pre-taxed basis (a premium is deducted from your pay before taxes are withheld, reducing your taxable income). All permanent employees working 20 or more hours per week are eligible to participate in the Flexible Benefit Plan.

Pre-Taxed Benefits Offered
- Medical Reimbursement
- Dependent/Child Care Reimbursement
- Cancer Insurance
- Accident Insurance
- Intensive Care Protection
- Hospital Confinement Indemnity Insurance
- Dental Insurance
- Vision Insurance

After-Tax Benefits Offered
- Critical Illness
- Disability Insurance
- Term Life 1000 Insurance
- Universal Life 1000 Insurance

DEATH BENEFIT
If you die while still in active service after one year as a contributing member in the retirement system, your beneficiary will receive a single lump sum payment of your salary. The payment equals the highest 12 months of salary in a row during the 24 months before you die, but no less than $25,000 and no more than $50,000. This benefit is also paid if you die within 180 days of your last day of service. It is in addition to any other benefits to which you may be entitled.

DENTAL INSURANCE
The school system offers dental insurance for permanent, full-time employees and permanent part-time employees who work 20 hours or more per week with dependent coverage available. The employee must pay the full amount of the premium. Dental insurance must be applied for at the time of employment; it is not available at a later date unless a period of open enrollment is granted.

DISABILITY
Short-Term Disability Benefits
Employees with at least one year of contributing membership service with the Teachers’ and State Employees’ Retirement System earned within 36 calendar months preceding the disability are eligible for short-term disability benefits. After a waiting period of 60 continuous calendar days from the onset of a disability, an eligible employee may receive a monthly short-term benefit equal to 50% of 1/12th of his or her annual base rate of compensation plus 50% of 1/12th of his or her annual longevity payment, if any, to a maximum of $3,000 per month. A person in receipt of short-term disability benefits is covered under the Teachers’ and State Employees’ Comprehensive Major Medical Plan, with the State contributing the cost of employee-only coverage, provided the person had contributed to the Retirement System at least five years as a public school or state employee at the time of disability. A person in receipt of benefits who did not meet the five year requirement at the time of disability may elect to continue coverage under the Major Medical Plan by paying the full premium required. Short-term disability benefits may be extended for as many as 365 days beyond the original short-term period in cases where the Medical Board finds that the disability continues to be temporary and is likely to end during the extended period.

Long-Term Disability Benefits
Employees with at least five years of contributing membership service with the Teachers’ and State Employees’ Retirement System, earned within 96 calendar months prior to the end of the short-term disability period, are eligible for long-term disability benefits. Long-term disability payments are payable after the conclusion of the short-term disability period. During the first 36 months of the long-term disability period, the monthly long-term benefit will equal 65% of 1/12th of the employee’s annual base rate of compensation that was last payable prior to the beginning of the short-term benefit period plus 65% of 1/12th of the annual longevity payment, if any, to a maximum of $3,900 per month. After the first 36 months of the long-term disability period, the long-term benefit is reduced by an amount equal to the primary Social Security disability benefit to which the employee might be entitled had he or she been awarded Social Security disability benefits. A person in receipt of long-term disability benefits is covered
under the Teachers’ and State Employees’ Comprehensive Major Medical Plan, with the State contributing the cost of employee-only coverage. An employee approved for long-term disability benefits must terminate employment as a permanent employee prior to receiving long-term disability benefits. An employee approved for long-term disability benefits who has not exhausted accumulated sick leave must be paid a lump sum for any available sick leave, if the employee is unable to apply the sick leave toward retirement. (Note: This does not include extended sick leave, and this is the only time an employee may be paid in lump sum for unused sick leave.)

**EPISODE OF VIOLENCE**

Any permanent full-time employee who suffers an injury or disability while engaged in the course of his or her employment shall receive full salary if the injury or disability arose from an episode of violence and the employee did not participate in or provoke the violence. The salary shall continue for one year, the continuation of the disability, or the time during which the employee is unable to engage in his or her employment because of the injury, whichever period is shortest.

While receiving regular salary under this provision, the employee is not eligible to receive weekly salary benefits under workers’ compensation. However, the employee may receive medical, hospital, drug and related expense payments from workers’ compensation if applicable. The employee is not required to use any paid leave (sick, annual, personal, etc.) if absence is due to an episode of violence.

**HEALTH INSURANCE**

All permanent part-time (20-29 hours per week) and full-time (30 or more hours per week) employees are eligible to participate in the N.C. State Health Plan. Part-time employees must pay the full cost for the plan if they elect to participate. The state pays the full cost of employee only coverage for full-time employees. Dependent coverage premiums are the employee's responsibility.

The health plan currently offers two PPO plan options for employees to choose from. You may access the N.C. State Health Plan for a detailed explanation of the plans offered, as well as premium information.

**HRInTouch - eBenefitsNow**

Employees may enroll in the state health plan, make changes to type of coverage (must meet IRS qualifying event and must complete change within 30 days of qualifying event), change address, name, etc., through the on-line eBenefitsNow system.

**LIFE INSURANCE**

The Board provides $5,000 of basic term life insurance on each permanent full-time employee. Additional coverage can be purchased for optional life insurance plans which vary in length and growth potential for employees and their family members.

**RETIREMENT**

Permanent, full-time employees are covered by the North Carolina Teachers and State Employees Retirement System. Employees contribute six (6) percent of their monthly salaries, and employers contribute a percentage of employee wages to the Retirement System. Employee contributions are paid with pretax dollars, thereby reducing current state and federal income taxes. Employees who are involuntarily terminated or who resign after five or more years of Retirement System membership may withdraw their retirement contributions, plus any statutory interest they have earned. Persons who involuntary resign with less than five years of membership in the Retirement System may withdraw only the funds they contributed. Persons leaving public school employment may elect to leave their contributions in the Retirement System.

**Service Retirement (Unreduced Benefits)** - You may retire with an unreduced service retirement benefit after:
- you reach age 65 and complete five years of membership service,
- you reach age 60 and complete 25 years of creditable service, or
- you complete 30 years of creditable service, at any age.

**Early Retirement (Reduced Benefits)** - You may retire early with a reduced retirement benefit after:
- you reach age 50 and complete 20 years of creditable service, or
- you reach age 60 and complete five years of membership service
For more detailed information, visit the Web site, www.myncretirement.com. Employees nearing retirement should contact the Benefits Representative in Personnel for assistance at least 60-90 days prior to the anticipated retirement date.

**STATE EMPLOYEES CREDIT UNION**
Employees are eligible for membership in the State Employees’ Credit Union. The Credit Union offers a wide variety of financial services including savings accounts, checking accounts, credit cards, loan services, and direct deposit of paychecks. In Tarboro, the State Employees’ Credit Union is located at 600 Western Boulevard.

**SUPPLEMENTAL RETIREMENT**
*State 401K* - Each full-time permanent employee has the opportunity to participate in the State 401K plan which allows for retirement savings through a variety of investment options.
*403(B) Tax Sheltered Annuities* - Tax-sheltered annuities are available for interested employees. Employees are provided payroll deduction for the purchase for a tax-sheltered annuity from any vendor on the Board’s approval list.
*457 Deferred Compensation Plan* - All permanent employees are eligible to participate in the State of North Carolina 457 Deferred Compensation Plan where contributions are made through payroll reduction, occur on a pre-tax basis and accumulate tax-deferred until withdrawn.

Additional information on these plans can be obtained by contacting Human Resource Services.

**VISION INSURANCE**
The system offers vision insurance for permanent, full-time employees and permanent part-time employees who work 20 hours or more per week with dependent coverage available. Employees may enroll for coverage during the first thirty (30) days following the hiring date. After that time, employees and/or dependents may enroll only during the annual enrollment period.
INCLEMENT WEATHER PROCEDURES

Administrative Guidelines for Inclement Weather

Key: Message sent out via ConnectEd, available online and seen on TV
Type of Employee: Actions that should be taken by employee

School will operate on a two-hour delay for students only.
   All staff report to school or the office at the regularly scheduled time.
   Staff members who feel they cannot safely reach school due to hazardous road conditions are to call their supervisor to work out an acceptable alternative.

School will operate on a two-hour delay for students and staff.
   All staff report to school or the office two hours later than the regularly scheduled start time.
   The staff member and the supervisor will work out schedule for the two hours to be made up.
   Staff members who feel they cannot safely reach school due to hazardous road conditions are to call their supervisor to work out an acceptable alternative.

Schools will be closed for students and staff.
   10 Month Employees who follow 10 month pay calendar: Do not report
   9 Month Assistants: Do not report
   Cafeteria Assistants & Bus Drivers: Do not report
   ISS Employees: Do not report
   12 Month Employees (Including 11 mo. employees): Report to work at the regularly scheduled time, use a day of annual leave, or work on the scheduled make-up day as determined by administration. Again, staff members who feel they cannot safely reach school due to hazardous road conditions are to call their supervisor to work out an acceptable alternative.

School will be closed for students with a work day for staff.
   9 Month Assistants: Do not report
   Cafeteria Assistants & Bus Drivers: Do not report
   10 Month Employees who follow 10 month pay calendar: Report to school at the regularly scheduled time OR plan to take a day of annual leave.
   ISS Employees: Report to school at the regularly scheduled time OR plan to take a day of annual leave.
   12 Month Employees (Including 11 mo. Employees): Report to school or the office at the regularly scheduled time OR plan to take a day of annual leave.
   Again, staff members who feel they cannot safely reach school due to hazardous road conditions are to call their supervisor to work out an acceptable alternative. A staff make-up day for employees who cannot report to work will be determined and communicated by administration.
WHOM SHOULD I CALL AT THE CENTRAL OFFICE WHEN I HAVE QUESTIONS?

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

<table>
<thead>
<tr>
<th>Who To Call For</th>
<th>Person Responsible</th>
<th>Phone#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountability/Testing</td>
<td>Janet Morris</td>
<td>641-2639</td>
</tr>
<tr>
<td>Accounts Payable/Bookkeeping</td>
<td>Ethel Knight</td>
<td>641-2629</td>
</tr>
<tr>
<td>Administrative Internships</td>
<td>Marc Whichard</td>
<td>641-2653</td>
</tr>
<tr>
<td>AIG</td>
<td>Karen Harrington</td>
<td>641-2671</td>
</tr>
<tr>
<td>Arts Education/Instruction</td>
<td>Robert Batts</td>
<td>641-2668</td>
</tr>
<tr>
<td>Athletics</td>
<td>Marc Whichard</td>
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</tr>
<tr>
<td>Attendance (Students)</td>
<td>Charlene Pittman</td>
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</tr>
<tr>
<td>Board of Education</td>
<td>Rose Cole</td>
<td>641-2657</td>
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<td>Board Policies</td>
<td>Rose Cole</td>
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<tr>
<td>Bus Routes</td>
<td>Sabrina Kiser</td>
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<td>Buses</td>
<td>Rhonda Wainwright</td>
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<tr>
<td>Career Technical Education</td>
<td>Sheila Porcher</td>
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<td>Certified Personnel</td>
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<td>Channel 3 – Sudden Link</td>
<td>Susan Hoke</td>
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<tr>
<td>Child Nutrition</td>
<td>Ruth McDowell</td>
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</tr>
<tr>
<td>Classified Personnel</td>
<td>Veronica Stilley</td>
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</tr>
<tr>
<td>Community Relations/Customer Service</td>
<td>Susan Hoke</td>
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</tr>
<tr>
<td>Continuing Ed Units/Renewal Credits</td>
<td>Kelly Jones</td>
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<tr>
<td>Curriculum and Instruction</td>
<td>Valerie Bridges</td>
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</tr>
<tr>
<td>Crisis Media Communications</td>
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<tr>
<td>Disability Issues</td>
<td>Valerie Barnes</td>
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<tr>
<td>Elementary Schools (K-5)</td>
<td>Paula Flythe</td>
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<td>Elements – CTE</td>
<td>Sheila Porcher</td>
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<td>Employee Applications</td>
<td>LaTari Tucker</td>
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</tr>
<tr>
<td>Employee Benefits/Insurance</td>
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<td>Employee Evaluations</td>
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<tr>
<td>Employment Verification</td>
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<td>English as a Second Language</td>
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<td>E-Procurement</td>
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<td>Facilities Rentals</td>
<td>Kim Lawson</td>
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<td>Finance</td>
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<td>Grievances - Personnel/Parent</td>
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<td>High Schools (9-12)</td>
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<td>KidStation (school age child care)</td>
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<td>Media Services (school librarians)</td>
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<td>Department</td>
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<td>Middle Schools (6-8)</td>
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<td>Migrant Education</td>
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<td>New Teacher Induction &amp; Orientation</td>
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<td>News Stories/Media Protocol</td>
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<td>Operations &amp; Management</td>
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<td>Payroll/Paychecks</td>
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<td>Pre-K Programs</td>
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<td>Principal of the Year</td>
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<td>Professional Development</td>
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<td>Public Information Requests</td>
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<td>Purchasing</td>
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<td>Retirement</td>
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<td>SACS/Advanced ED</td>
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<td>Safe Schools/Crisis Management</td>
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<td>School Calendar</td>
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</tr>
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<td>Student Custody/Affidavits</td>
<td>Rose Cole</td>
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</tr>
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<td>Student Insurance</td>
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<td>Student Teaching</td>
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<td>Student Transfers</td>
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</tr>
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</tr>
<tr>
<td>Technology</td>
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</tr>
<tr>
<td>Textbook Orders</td>
<td>Valerie Bridges</td>
<td>641-2669</td>
</tr>
<tr>
<td>Title I – NCLB</td>
<td>Shawna Andrews</td>
<td>641-2652</td>
</tr>
<tr>
<td>Title II and Title IX</td>
<td>Marc Whichard</td>
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<td>Debbie Stott</td>
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<td>Travel/Registration/ Reimbursements</td>
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</tr>
<tr>
<td>Unemployment</td>
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<td>641-2625</td>
</tr>
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<td>Wage Verification</td>
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<td>641-2607</td>
</tr>
<tr>
<td>Warehouse Orders</td>
<td>Andre Kearney</td>
<td>641-2667</td>
</tr>
<tr>
<td>Web Page Assistance</td>
<td>Susan Hoke</td>
<td>641-2678</td>
</tr>
<tr>
<td>Work Orders – Maintenance</td>
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<td>641-2691</td>
</tr>
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<td>Work Orders – Technology</td>
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<td>641-2682</td>
</tr>
<tr>
<td>Workers' Compensation</td>
<td>Ava Cofield</td>
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FREQUENTLY USED ACRONYMS

ABCs  Accountability, Basics and Control
ACRE  Accountability and Curriculum Revision Effort
ACT  American College Testing
ADM  Average Daily Membership
AP  Advanced Placement
APR  Annual Performance Report
ASIS  Academic Services and Instructional Support
AVID  Advancement Via Individual Determination
AYP  Adequate Yearly Progress
BEP  Basic Education Plan
BOE  Board of Education
CANG  Comprehensive Assessment: Next Generation
CDP  Career Development Plan
CEDARS  Common Education Data Analysis and Reporting System
CEUs  Continuing Education Units
CIPA  Child Internet Protection Act
CIPP  Continuous Improvement Performance Plan
CO  Central Office
CTE  Career and Technical Education
DMG  Data Management Group
DST  District and School Transformation
EDEN  Education Data Exchange Network
ESEA  Elementary and Secondary Education Act, reauthorized as No Child Left Behind (NCLB)
EOC  End of Course
EOG  End of Grade
ESL  English as a Second Language
FERPA- HIPPA  Family Educational Rights and Privacy Act, and Health Insurance Portability and Accountability Act of 1996
F&R  Free and Reduced Lunch
FRC  Future Ready Core
GCS  Globally Competitive Students
HOUSSE  High Objective Uniform State Standard of Evaluation
HRMS  Human Resource Management System
HRS  Healthy Responsible Students
IDEA  Individuals with Disabilities Education Act
IDMS  Integrated Data Management System
IEP  Individualized Education Plan
IGP  Individualized Growth Plan
ILP  Initially Licensed Program
ILT  Initially Licensed Teacher
LE  Lateral Entry
LEA  Local Education Agency- i.e. Edgecombe County Public Schools-300
LEP  Limited English Proficient
NBPTS  National Board for Professional Teaching Standards
NCAE  North Carolina Association of Educators
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCASA</td>
<td>North Carolina Association for School Administrators</td>
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<td>NCCAT</td>
<td>North Carolina Center for the Advancement of Teachers</td>
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<td>Statewide System of Support</td>
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<td>TCP</td>
<td>Twenty-first Century Professionals</td>
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<td>VoCATS</td>
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