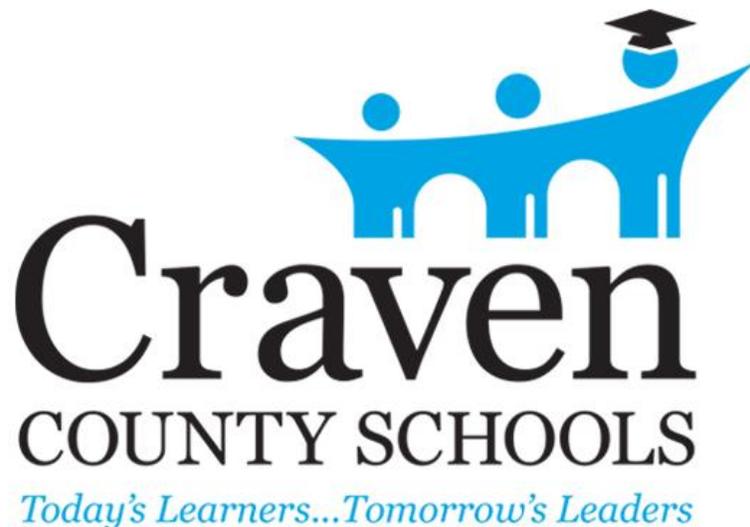


Substitute Teacher Handbook



Absence Management

aesoponline.com

1-800-942-3767

Maria Cobb
Human Resources Specialist
252-514-6309 office
252-514-6352 fax
maria.cobb@cravenk12.org
Craven County Schools
3600 Trent Road
New Bern, North Carolina 28562

~~ TABLE OF CONTENTS ~~

Steps to Becoming a Substitute Teacher	Page 3
Academic Calendar	Page 4
Drug-Free Workplace	Page 4
Tobacco-Free Schools Policy 5026/7250	Page 4
Substitute Teacher Policy	Page 4
Assignment Procedures and Pay	Page 5
Teaching Hours	Page 5
Attendance	Page 5
Dress	Page 6
Lesson Plans	Page 6
Lunch	Page 6
Discipline	Page 6
Non-Instructional Duties	Page 7
Sign In/Sign Out	Page 7
Closing the School Day	Page 7
Harassment	Page 8
Relationships with Students	Page 8
Confidentiality and Professionalism	Page 8
Workers' Compensation	Page 8
Work Hours	Page 8
Getting Started	Page 9
Substitute Teacher Job Description	Pages 12 - 13
Craven County Schools Policies	Pages 14 - 22

Steps to Becoming a Substitute in Craven County Schools

- Go online to <https://www.cravenk12.org/>
- Click on [Careers](#)
- Click on “Substitute Teachers & Substitute Custodians”
- Click on “[Substitute Teacher Application](#)”
- Click on “Apply” and begin filling out your application
- Should you need assistance with your application, please contact the TeacherMatch Support Team at 1-855-980-0511. They are available to assist you from 7:00 a.m. until 8:00 p.m. Monday through Friday.
- **Once you have completed your application, please contact:**
Maria Cobb, Human Resource Specialist
252-514-6309
maria.cobb@cravenk12.org
- You will then be asked to complete a [Background Check Form](#) required by Craven County Schools.
- Once you have completed the Background Check Form, please return it to Maria Cobb by whatever means is most convenient for you. Ms. Cobb’s email address is: maria.cobb@cravenk12.org. The mailing address is:
Craven County Schools
Human Resources Department
3600 Trent Road
New Bern, North Carolina 28562
- Once the background has been processed and the results have been received (which will take 24 – 48 hours), you will then be emailed the Effective Teacher Training (ETT) Course link as well as the [Health Examination Certificate](#) which will need to be filled out by your physician. The ETT is a course that is offered online and can be taken in the comfort of your own home and at your own pace. If you have taken the ETT in Craven County in the past, please be able to supply a copy of your certificate before coming to Human Resources to sign the final paperwork.
- ~~ PLEASE NOTE ~~ If you hold an ETT Certificate from another county OR if you are a licensed teacher, but have never taught in the Craven County School System, you will still be required to take a condensed version of the ETT at a lesser cost.

- Once the ETT Course has been completed AND your Health Examination Certificate has been filled out by your physician, please contact Maria Cobb so an appointment can be made and the final paperwork can be completed.

~~ ACADEMIC CALENDAR ~~

For a current Craven County Schools calendar, visit the Craven County School's website and click on the "[Calendar](#)" tab.

~~ DRUG-FREE WORKPLACE [Policy 7240](#) (attached) ~~

Craven County Schools is a drug-free workplace. Prohibited are the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on any property owned by the Board and at any time in which an individual employee is acting in the course and scope of his or her employment.

Violation of this policy may subject an individual to disciplinary action by the Board which could result in termination of employment.

~~ TOBACCO-FREE SCHOOLS [Policy 5026/7250](#) (attached) ~~

The Board of Education recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, and visitors.

The Board further recognizes that it is an obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees, and visitors on the school campus. Therefore, the use of tobacco products on or in any school property, or at any school-sponsored activity or event (regardless of location), is prohibited.

~~ SUBSTITUTE TEACHER POLICY [Policy 7430](#) (attached) ~~

Craven County Public Board of Education outlines local regulations and requirements associated with substitute teaching in the district. As a quick introduction to the policy, please note these important points:

- Substitute teachers must be approved by the Board of Education.
- Substitute teachers must (1) complete an application online, and (2) complete a Health Examination Certificate.
- A criminal background check will be conducted in accordance with [Policy 7100](#) (attached).

Substitute teaching is a day-by-day, temporary employment assignment in Craven County Public Schools. Substitute teachers, upon accepting assignments, agree that they are hired for the day only and, in effect, resign at the close of each day. Days worked are NOT cumulative for any purpose including, but not limited to, seniority, future assignment, retirement, and other benefits afforded to regular employees.

Substitute teaching provides no expectation of regular, routine, predictable, or continued employment with Craven County Schools.

To be placed on the substitute teacher list, you must have obtained at least a high school diploma or GED and be 18 years of age or older.

~~ ASSIGNMENT PROCEDURES AND RATE OF PAY ~~

The substitute teacher contacts at each of the schools as well as the teachers/teacher assistants/caregivers make every reasonable effort to schedule substitutes as far in advance of planned absences as possible. However, because some absences are necessarily unexpected, substitutes may be contacted by school officials and asked if they are available to fill in on short notice. In general, substitutes are contacted by school officials by 5:30 a.m. until 12 noon and 4:00 p.m. until 10:00 p.m.

- If you are a certified teacher with an ACTIVE teaching license, the rate of pay is \$103.00 gross per day.
- If you are a certified teacher with an EXPIRED teaching license, the rate of pay is \$91.00 gross per day.
- If you have taken the Effective Teacher Training (ETT) Course (which is required to become a Substitute Teacher) and you substitute for a teacher, the rate of pay is \$91.00 gross per day. If you substitute for a Teacher Assistant or Caregiver, the rate of pay is \$58.00 gross per day.
- If you work half a day (either as a Teacher, Teacher Assistant, or a Caregiver), you will receive half the pay.

~~ TEACHING HOURS ~~

Substitute teachers are expected to observe the same workday hours that regular teachers observe. Specific times vary slightly from elementary, middle, and high schools. The time at which you are expected to show for your assignment will be viewable through your Absence Management account which you will acquire upon signing final paperwork.

During the workday, the substitute teacher is required to assume all duties that are normally assigned to the regular teacher (including, but not limited to, before and after school duties) which could modify the workday's regular hours.

~~ ATTENDANCE ~~

The school system expects all employees to assume responsibility for their attendance and promptness as an integral part of their employment. Any time you are absent or late, it impacts the school's ability to provide services to the students and also places an extra burden on the co-workers. Excessive absenteeism, tardiness, or

cancelling of accepted absences may result in corrective measures, up to and including termination.

~~ DRESS ~~

Dress in a manner that sets you apart from students and enhances a business-like atmosphere in the classroom. First impressions are important; and, like it or not, the way you dress will make a difference in how you are treated by students and staff. You may find that many teachers dress very casually, but you need to remember that they already have a relationship with their students. They are not making a first impression, and they are not attempting to gain control of a new classroom. As a substitute teacher, you are making a first impression virtually every day.

~~ LESSON PLANS ~~

Teachers are expected to provide adequate, appropriate lesson plans to be used during their absence from work. In cases where the teacher's absence was planned in advance, these plans may be a part of the current unit or topic of study for students. In cases where the teacher's absence was not anticipated, emergency lesson plans should be available in the school's main office. If you arrive at your assigned classroom and do not find lesson plans, then inform the school's substitute teacher contact, or ask a school administrator for assistance.

Substitute teachers, in turn, are expected to implement and follow the lesson plans left by the regular classroom teacher as they were designed so that the regular teacher's absence causes as little disruption to the course of instruction as possible.

~~ LUNCH ~~

Nutritious meals are available every day at each school in the district. Adult servings are available to substitute teachers at a very reasonable price and are usually ala carte.

~~ DISCIPLINE ~~

Managing student behavior is the most common challenge experienced by substitute teachers. Observe these general principles as you manage and discipline students:

- Familiarize yourself with the established discipline policies and procedures of the district, the school, and the classroom. Know what standards of behavior are commonly expected of students, and maintain those expectations while you substitute for the regular teacher.
- A firm, fair, kind, and consistent attitude will prevent almost all behavior problems. If a student does misbehave, then try reminding him or her of the behavior you expect.
- Do not threaten actions that you cannot (or should not) carry out. It undermines your credibility with students. Routinely threatening to send misbehaving students to someone else also undermines your credibility as the adult in charge.

- Local Board of Education [Policy 4302](#) (attached) expressly prohibits the use of corporal punishment by employees, student teachers, and volunteers of Craven County Public Schools.
- Please leave a note for the teacher regarding any problems you encounter with student behavior so that he or she has the information necessary to make good decisions about any additional actions that may be necessary.

~~ NON-INSTRUCTIONAL DUTIES ~~

Teachers typically complete a number of extra non-instructional duties as a part of their regular workday, especially at the elementary and middle school levels. These duties may include morning or afternoon bus/carpool/van duty, cafeteria duty during lunch, hall duty, collecting lunch money, advising student groups, and so on. Substitute teachers are expected to complete these non-instructional duties as part of their responsibilities while the regular teacher is absent. Any non-instructional duties that may be required are usually noted in plans the teacher leaves for the substitute. However, you may always check with the principal to see if there are “extras” that you need to complete while you are on the job.

~~ SIGN-IN/SIGN-OUT ~~

Individual school procedures vary for signing in and out, but each school does have a system. Be sure to report first to the main office (usually the bookkeeper) and sign in before going to the classroom. This notifies the front office staff that you have arrived for your assignment. At the end of the day, stop by the office on your way out of the building and sign out with the bookkeeper as well. (Note: This is also the best time to check to see if you will be needed the following day.)

~~ CLOSING THE SCHOOL DAY ~~

As you end the school day, please follow any special procedures that the teacher describes in the day’s plans. In addition:

- Do not leave until all students have been dismissed from the classroom. Follow through with any after school duties that are required.
- Leave a summary of the work completed and a record of any unusual problems encountered for the regular teacher. In noting specific issues, please be thorough and accurate in your descriptions.
- Place all communications (notices, notes, forms, etc.) that were received during the day with the daily report that you leave for the teacher.
- Close the windows, adjust the shades, turn off the lights, and leave the classroom and teacher’s desk in good order.
- Place collected and/or graded papers on the teacher’s desk.
- Return materials, books, and keys to the proper place.
- Check out in the main office before leaving the building.

~~ HARASSMENT ~~

It is the school system's policy that a work environment free from sexual harassment be maintained. It is a violation of this policy for any employee to harass another employee through conduct or communications of a sexual nature.

~~ RELATIONSHIPS WITH STUDENTS ~~

Employees are prohibited from dating, courting, or entering into a romantic or sexual relationship with a student who is enrolled in the school system, regardless of the student's age. Employees who engage in such inappropriate conduct will be subject to disciplinary action, including dismissal.

~~ CONFIDENTIALITY AND PROFESSIONALISM ~~

During the course of the work as a substitute teacher, you will have professional access to information about students and families that is both legally and ethically protected and confidential. Just as doctors protect the privacy and confidentiality of their patients' information, so must educators protect the privacy and confidentiality of their students' information. Under no circumstances should that information ever be disclosed to anyone except school officials who have a legitimate professional need to access it.

As a substitute teacher, you will also be working closely with other teachers and administrators. There may be times when you do not necessarily understand the methods or procedures that are used. If you have questions about these methods and procedures, then ask the teacher or principal. However, public criticism of fellow workers is unprofessional and harmful to the interests of the school system, and should never occur.

~~ WORKERS' COMPENSATION ~~

All injuries and/or illnesses suffered while on the job are covered by workers' compensation and must be reported immediately to your principal, assigned designee, or supervisor. Craven County Public Schools has arranged for your medical treatment for job-related injuries and/or illnesses with either CCHC Urgent Care in New Bern or Quicker Care of Havelock.

~~ WORK HOURS ~~

The work hours for **Elementary Schools** are as follows:

Full Day: 7:30 a.m. until 3:15 p.m.

Half Day AM: 7:30 a.m. until 11:30 a.m.

Half Day PM: 11:15 a.m. until 3:15 p.m.

The work hours for **Middle Schools** are as follows:

Full Day: 8:00 a.m. until 3:30 p.m.

Half Day AM: 8:00 a.m. until 11:45 a.m.

Half Day PM: 11:30 a.m. until 3:30 p.m.

The work hours for **High Schools** are as follows:

Full Day: 7:15 a.m. until 2:45 p.m.

Half Day AM: 7:15 a.m. until 10:40 a.m.

Half Day PM: 10:40 a.m. until 2:45 p.m.

~~ GETTING STARTED ~~

Craven County Public Schools uses an automated substitute management program called Absence Management. Once you have gone through the entire Substitute Teacher application process and have been approved, your Absence Management account will be set up by the Substitute Teacher Human Resources Specialist with an email being sent with more information, including your Login ID as well as your PIN.

Remember, you can check with www.aesonline.com or call 1-800-942-3767 as your schedule permits to see if there are upcoming available substitute assignments. It is suggested that you log into your Absence Management account every morning as well as every late afternoon to view available assignments as they are for the most part first-come first-serve.

Another way to ensure that you have as much work as you desire is to make a good impression on the teacher for whom you work as they can add you to their own personal Absence Management preferred substitute list (this way you will have precedence when and who Absence Management calls or notifies first). One of the most important things you can do is to always have students complete their lessons. Leave a note thanking the teacher for allowing you to supervise his/her class, and asking him/her to add you to their Absence Management preferred substitute list the next time he/she is in need of a substitute.

Always be helpful and courteous to fellow teachers with whom you work during the day. Introduce yourself; and, if applicable, let your qualifications be known. Teachers like knowing who they are leaving in charge of their students.

You will eventually build a “clientele” of teachers who will want you to substitute for them in their absence; and, consequently, you will have all the work you need or want.

Substitute teachers need to sub at least three (3) times per year. Should the substitute not be able to meet this requirement, the substitute will be inactivated from the Craven County Public Schools’ substitute list and will have to wait one year before they can reapply to get back on the substitute list should they choose to do so.

A substitute can work as little or as much as desired, but no more than 16 days per calendar month. Note: two half days make one whole day, not two separate days. Absence Management will keep up with the days worked.

At the beginning of every school year, various Craven County Schools will hold a Substitute Orientation which is **mandatory** that **every** substitute teacher attend every year. The schools holding these orientations, the dates, and the times will be posted on the Craven County Schools website several weeks before the beginning of the next school year so the substitute can see which orientation best fits their schedule. If a substitute has signed up for several schools, it is only necessary to attend ONE orientation at the school of their choice. Failure to attend an orientation could mean dismissal for that school year. Should this occur, the substitute will be required to begin the substitute teacher process all over the following year, should they choose to do so.

If a teacher asks a substitute to sub for him/her on specific dates and the substitute is available, it is mandatory that the teacher or bookkeeper put the assignment into Absence Management, as this is the only way the substitute's days are accounted for and can be tracked without exceeding their 16 days per calendar month.

A substitute shall remain on the campus at all times during the regular school day, including during planning periods and lunch periods.

Should a true emergency arise and you are scheduled to substitute the following day, you have until just 5 hours before the assignment to cancel. You **MUST** contact the bookkeeper of the school and inform them of your cancellation and your reason for cancelling.

Should a substitute fail to show up for an assignment, it will be so noted in their file. Should it happen for a second time, the substitute will be dismissed as a substitute teacher from the Craven County School System.

If a retiree from the school system is interested in becoming a substitute teacher, it is mandatory that the individual wait at least six months from the date of retirement before pursuing a substitute teacher position.

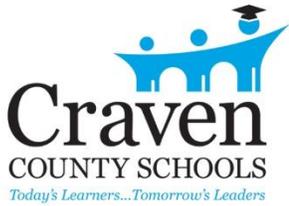
If a Clinical Intern is interested in becoming a substitute while interning, they may only substitute for their immediate supervising teacher provided the intern has approval from their university supervisor. They are not allowed to substitute more than two consecutive days and no more than a total of five days during the entire student teaching period. If the intern is substituting for their supervising teacher while the teacher is attending a conference, the intern will not receive payment. If the intern is substituting for their supervising teacher for any other reason, the intern will be paid \$91.00 gross per day. It is **REQUIRED** that the intern complete all the necessary paperwork **BEFORE** they begin substituting. Please contact Maria Cobb if this is your desire: 252-514-6309.

At the end of each school year, a Letter of Intent is emailed to all substitutes. Remaining on the substitute list requires this Letter of Intent be returned to the Human Resources Department at the central office on or before the date referenced within the Letter. This documentation serves as proof that the substitute's name will remain on the Craven County Schools' substitute list for the upcoming school year. Failure to turn in the Letter of Intent will mean removal from the substitute list.

If there is a change in either a name or an address or any other personal information, please notify the Human Resources Department via email at maria.cobb@cravenk12.org.

IMPORTANT: If a substitute is no longer available to substitute for Craven County Schools, PLEASE contact Maria Cobb at 252-514-6309 to request to be removed from the active substitute list.

Substitutes are responsible for knowing the Board policies that affect their employment. The Board of Education's policies are located on the district website. Also, all policies referenced in the Substitute Teacher Handbook are available at the back of this handbook.



SUBSTITUTE TEACHER

CRAVEN COUNTY SCHOOLS

Job Description

Position: Substitute Teacher

Reports to: School Principal

Salary: Commensurate with education and experience based on current daily rate of pay

Start date: Daily as needed

Qualifications: Minimum High School Diploma and ETT Certificate; Teaching License (optional)

Essential Functions and Responsibilities: Performs regular teacher's class plan while the teacher is absent, including but not limited to the following:

- Reports to the principal or school secretary upon arrival at the school.
- Communicates, collaborates, and cooperates with colleagues, supervisors, and students.
- Maintains, as fully as possible, the established routines and procedures of the school and classroom to which assigned.
- Assumes the responsibilities for instructing classes when a teacher is absent.
- Assumes other responsibilities for that teacher during the time the teacher is absent.
- Assumes responsibility for overseeing pupil behavior in class and during lunch and other activities.
- Consults, as appropriate, with the principal or department or grade level head, before initiating any teaching or other procedures not specified in the lesson plans.
- Maintains appropriate records including checking test papers, recording grades, student assignments for homework, projects, and the necessary clerical work required to maintain student records for a teacher who is absent.
- Provides for individualized and small group assistance for students as indicated by lesson plans.
- Follows all district and individual school policies rules and procedures to which regular teachers are subject and which good teaching dictates.
- Any other duties as assigned.

Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to the Substitute Teacher job classification within the Craven County Public School System. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

- Prepare, read, and comprehend a variety of job-related forms, reports, spreadsheets, maps, plans, records, documentation, and correspondence in all languages required by the job.
- Understand and conform to all rules of punctuation, grammar, diction, and style.
- Speak to individuals or groups of people with poise, voice control, and confidence.
- Respond adequately to inquiries or complaints.
- Write using standard convention in all languages required by the job.
- Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form.

- Communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille).
- Use/Interpret job-related terminology, mathematical formulas, and functions effectively and efficiently.
- Deal with people beyond giving and receiving instructions.
- Perform under stress, deal with persons acting under stress, and adapt when confronted with emergency situations.
- Be sensitive to cultural differences among individuals and groups of persons
- Operate a motor vehicle.
- Operate/Use a variety of automated office machines and other office equipment.
- Operate/Use a variety of printing/graphic arts machines.
- Operate/Use a variety of audiovisual/electronic machines and devices.
- Operate/Use a variety of communication machines/equipment and devices.
- Operate/Use a variety of job specific machines/equipment.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Policy Code: 7240 Drug-Free And Alcohol-Free Workplace

The Craven County Board of Education recognizes that reducing drug and alcohol abuse in the workplace improves the safety, health and productivity of employees. It is the policy of the board of education that a drug-free and alcohol-free workplace must be maintained.

A. PROHIBITED ACTIVITIES

The board prohibits employees from engaging in the unlawful manufacture, sale, distribution, dispensing, possession, or use of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, alcohol, stimulants, synthetic cannabinoids, counterfeit substance, or any other controlled substance as defined in (1) schedules I through VI of the North Carolina Controlled Substances Act or in (2) schedules I through V of section 202 of the Controlled Substances Act ([21 U.S.C. 812](#)) and further defined by regulation at [21 C.F.R. 1300.01 through 1300.04](#) and [21 C.F.R. 1308.11 through 1308.15](#). Employees must not be under the influence of alcohol or be impaired by the excessive use of prescription or nonprescription drugs at any time this policy is applicable. This policy is not violated by an individual's proper use of a drug lawfully prescribed for that individual by a licensed health-care provider.

B. APPLICABILITY

This policy governs each employee before, during, and after school hours while the employee is on any property owned or leased by the board of education; at any time during which the employee is acting in the course and scope of his or her employment with the board of education; and at any time that the employee's violation of this policy has a direct and adverse effect upon his or her job performance. This policy does not apply to an employee's consumption of alcoholic beverages that are served at a reception or other similar function that occurs outside the regular workday and that the employee is authorized or required to attend as a part of his or her employment duties.

C. REASONABLE SUSPICION TO SEARCH

An employee may be subjected to a search of his or her person or belongings or school property under the employee's control if there is reasonable suspicion that the employee has violated this policy. An employee also may be required to submit to a drug or alcohol test when there is reasonable suspicion of drug or alcohol use by the employee in violation of this policy. Reasonable suspicion shall be based on specific, contemporaneous observations concerning the physical, behavioral, speech, and/or performance indicators of drug or alcohol use. The observations must be made by a trained supervisor.

All drug and alcohol testing will be done with procedures that ensure the confidentiality and privacy interests of the employee and in accordance with law. Employees who refuse to submit to a search or a test to detect alcohol or drug use after reasonable suspicion is established may be suspended immediately pending consideration of a decision to terminate employment.

In addition, any employee, volunteer, or independent contractor who operates a commercial motor vehicle in the course of duties for the board may be subject to drug testing in accordance with policy [7241](#), Drug and Alcohol Testing of Commercial Motor Vehicle Operators.

The board will cover the cost of any required employee testing.

D. DUTY TO REPORT

An employee must notify his or her supervisor in writing of any conviction under any criminal drug statute for a violation occurring within the scope of Section B of this policy. Notification must be given no later than the next scheduled business day after such conviction, in accordance with policy [7300](#), Staff Responsibilities. Within 10 days of receiving a notice of conviction by an employee whose position is funded in any part by a federal grant, the director of human resources or designee shall notify the funding agency of the conviction. "Conviction" as used in this policy includes the entry in a court of law or military tribunal of: (1) a plea of guilty, *nolo contendere*, no contest or the equivalent; (2) a verdict or finding of guilty; or (3) a prayer for judgment continued ("PJC") or a deferred prosecution.

E. CONSEQUENCES

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

All employees shall receive a copy of this policy.

Legal References: [21 U.S.C. 812](#); [41 U.S.C. 701](#) *et seq.*; [21 C.F.R. 1300.01-.04](#) and [1308.11-1308.15](#); [G.S. 20-138.2B](#); [90-89 to -94](#); [115C-36](#); *O'Connor v. Ortega*, 480 U.S. 709 (1987)

Cross References: Drug and Alcohol Testing of Commercial Motor Vehicle Operators (policy [7241](#)), Staff Responsibilities (policy [7300](#))

Adopted: September 18, 2014

Policy Code: 5026/7250 Smoking And Tobacco Products

The Craven County Board of Education promotes the health and safety of all students and staff and the cleanliness of all school facilities. The Board believes that the use of tobacco products on school grounds, in school buildings and facilities, in or on any other school property owned or operated by the Board, or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and school visitors. To this end, and to comply with state and federal law, the Board adopts this tobacco-free policy that prohibits smoking and the use of tobacco products as follows. For the purposes of this policy, the term "tobacco product" means any product that contains or is made or derived from tobacco and is intended for human consumption, including all lighted and smokeless tobacco products, as well as electronic cigarettes, vaporizers, and other electronic smoking devices even if they do not contain tobacco or nicotine.

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

Legal References: Pro-Children Act of 1994, [20 U.S.C. 6081](#) *et seq.*; [21 U.S.C. 321](#) (rr); [G.S. 14-313](#); [115C-47](#)(18), [-407](#); Cross References: Tobacco Products - Students (policy 4320); Adopted: March 20, 2014; Revised: March 17, 2016

Policy Code: 7430 Substitute Teachers

A. GENERAL EMPLOYMENT OF SUBSTITUTES

The school system will employ substitute teachers as deemed appropriate by the administration and in accordance with State Board policies. The Craven County Board of Education recognizes the importance of employing licensed teachers as substitutes and will give first priority to substitutes who hold or have held any teaching license and second priority to those who have completed Effective Teacher Training or comparable professional development courses. Teaching experience also will be considered.

Substitute teachers must be selected from a list of approved by the board and distributed by the superintendent. If necessary, the superintendent may add a substitute teacher to the approved list between regularly scheduled board meetings, subject to board approval at its next regular meeting.

Prior to being placed on the list of approved substitutes, a prospective substitute teacher shall provide (1) a completed application, (2) evidence of competency, (3) a completed health certificate form, and (4) any other information deemed necessary by the superintendent or designee.

A criminal history check will be conducted on applicants for substitute teaching positions in accordance with policy [7100](#), Recruitment and Selection of Personnel, and administrative procedures.

B. TEACHER ASSISTANTS AS SUBSTITUTES

A teacher assistant may serve as a substitute teacher in the classroom(s) in which the assistant is regularly assigned and will be paid additional compensation according to state policies.

C. PARENTAL NOTIFICATION

In accordance with policy [1320/3560](#), Title I Parent and Family Engagement, school principals shall notify the parent of any child who receives instruction for four or more consecutive weeks from a substitute teacher who does not meet the certification and licensure standards for the grade level and subject area to which the substitute teacher has been assigned.

Legal References: Elementary and Secondary Education Act, [20 U.S.C 6311\(e\)\(1\)\(B\)\(ii\)](#); [G.S. 115C-12, -36, -47, -332](#); [16 N.C.A.C. 6C.0313, 16 N.C.A.C. 6C.0403](#); State Board of Education Policy [TCP-A-001, TCP-D-005](#)

Cross References: Title I Parent and Family Engagement (policy [1320/3560](#)), Recruitment and Selection of Personnel (policy [7100](#))

Adopted: November 20, 2014; Revised: June 15, 2017

Policy Code: 7100 Recruitment And Selection Of Personnel

A. GENERAL PRINCIPLES

It is the policy of the Craven County Board of Education to provide all applicants for employment with equal employment opportunities and to provide current employees with training, compensation, promotion, and other benefits of employment without regard to race, color, religion, national origin, military affiliation, genetic information, sex, age, or disability, except when sex, age, or physical requirements are essential occupational qualifications. All candidates will be evaluated on their merits and qualifications for positions. All employment decisions will be consistent with the board's objective of providing students with the opportunity to receive a sound basic education, as required by state law.

The board also is committed to diversity throughout the programs and practices of the school system. To further this goal, the recruitment and employment program should be designed to encourage a diverse pool of qualified applicants.

B. RECRUITMENT

Recruitment for a specific vacancy will be undertaken only after the need and qualifications for the position are established and proper authorization is obtained.

All vacancies must be adequately publicized within the school system so that employees will be informed of opportunities for promotion or transfer to new jobs. Vacancies also may be publicized externally to attract qualified applicants.

C. CRIMINAL HISTORY

Applicants must notify the assistant superintendent of human resources immediately if they are arrested, charged with, or convicted of a criminal offense (including entering a plea of guilty or *nolo contendere*) other than a minor traffic violation (i.e., speeding, parking, or a lesser violation). Notice must be in writing, must include all pertinent facts, and must be delivered to the assistant superintendent of human resources no later than the next scheduled business day following the arrest, charge, or conviction, unless the applicant is hospitalized or incarcerated, in which case the applicant must report the alleged violation within 24 hours after his or her release. Upon judicial action in the matter, the applicant must report the disposition and pertinent facts in writing to the assistant superintendent of human resources no later than the next business day following adjudication.

A criminal history check and a check of sex offender registries must be conducted on all final candidates for employment with the school system. Criminal history checks must be conducted in accordance with state law and any procedures established by the superintendent. School officials shall not require candidates to disclose expunged arrests, charges, or convictions and shall not ask candidates to voluntarily disclose such information without first advising that disclosure is not required. The superintendent or designee shall report to the State Board of Education any licensed individual who is found to have a criminal history, as required by State Board policy.

A final candidate for employment or for hiring as an independent contractor will be excluded from hiring on the basis of criminal conduct only when doing so is job-related and consistent with

business necessity. If a final candidate is found to have been convicted of a criminal offense, other than a minor traffic violation, the superintendent shall determine whether the individual is qualified for employment despite the criminal history by considering, among other things, whether the individual poses a threat to the safety of students or personnel or has demonstrated that he or she does not have the integrity or honesty to fulfill the duties of the position. The following factors will be considered in making this determination: (1) the nature and gravity of the offense or conduct; (2) the time that has passed since the offense or conduct and/or completion of the sentence; and (3) the nature of the job sought. Before the superintendent may exclude a final candidate based on his or her past criminal convictions, the superintendent must give the candidate the opportunity to demonstrate that the exclusion does not properly apply to him or her.

The board has determined that every position with the school system, regardless of whether the position is located in a school or elsewhere, potentially entails contact with students, either on a regular, occasional, or emergency basis. For that reason, no individual who is a registered sex offender subject to the provisions of policy [5022](#), Registered Sex Offenders, will be hired for any position with the school system.

In addition, each contract executed by the board with an independent contractor or for services of independent contractors must require the contractor to check sex offender registries as specified in policy [5022](#), Registered Sex Offenders.

D. SELECTION

1. Qualifications

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

- a. application;
- b. education and training;
- c. licensure and certification (when applicable);
- d. relevant experience;
- e. personal interviews; and
- f. references and/or background checks.

When several applicants for the same position are equally qualified and suitable for the position, employees within the school system will be given priority.

2. Nepotism

- a. For purposes of this subsection, the following definitions apply.

i. "Immediate family" means spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships.

ii. "Central office staff administrator" includes directors, supervisors, specialists, staff officers, assistant superintendents, area superintendents, superintendents, and principals.

b. Before any immediate family of any board of education member or central office staff administrator is employed by the board or engaged in any capacity as an employee, independent contractor, or otherwise, (1) the board member or central office staff administrator must disclose the familial relationship to the board and (2) the prospective employment or engagement must be approved by the board in a duly called open session meeting.

i. An employee who knowingly fails to disclose a familial relationship to the board as required will be subject to disciplinary action up to and including dismissal.

ii. Notification by the employee to the assistant superintendent of human resources will be deemed disclosure to the board. The assistant superintendent of human resources is responsible for conveying the disclosure to the board before the board takes action on the prospective employment or engagement.

c. When making recommendations for the selection and assignment of personnel, the superintendent shall attempt to avoid situations in which one employee occupies a position in which he or she has influence over the employment status, including hiring, salary, and promotion, of another employee who is a member of the first employee's immediate family.

d. No administrative or supervisory personnel may directly supervise a member of his or her immediate family.

3. Employment Procedures

All applicants selected for employment must be recommended by the superintendent and approved by the board. In situations in which the employee must be hired between board meetings, the superintendent is authorized to approve hiring such personnel, contingent upon approval by the board at its next scheduled board meeting.

State guidelines must be followed in selection and employment procedures. The superintendent shall develop any other procedures necessary to implement this policy.

The superintendent shall develop procedures for verifying new employees' legal status or authorization to work in the United States as required by law.

Legal References: Age Discrimination in Employment Act of 1967, [29 U.S.C. 621](#) *et seq.*; Americans with Disabilities Act of 1990, [42 U.S.C. 12101](#) *et seq.*; Equal Educational Opportunities Act of 1974, [20 U.S.C. 1703](#); Equal Pay Act of 1963, [29 U.S.C. 206](#); Fair Credit Reporting Act, [15 U.S.C. 1681](#) *et seq.*; Genetic Information Nondiscrimination Act of 2008, [42 U.S.C. 2000ff](#) *et seq.*; Military Selective

Service Act, [50 U.S.C. Appx. 453](#); Rehabilitation Act of 1973, [29 U.S.C. 794](#); Title VII of the Civil Rights Acts of 1964, [42 U.S.C. 2000e et seq.](#); Title IX of the Education Amendments of 1972, [20 U.S.C. 1681 et seq.](#); Uniformed Services Employment and Reemployment Rights Act of 1994, [38 U.S.C. 4301 et seq.](#); [8 U.S.C. 1101 et seq.](#); *Green v. Missouri Pacific Railroad* (8th Cir. 1975); *Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964*, U.S. Equal Employment Opportunity Commission (April 25, 2012) available at http://www.eeoc.gov/laws/guidance/arrest_conviction.cfm; [G.S. 14-208.18](#); [15A-153](#); [114-19.2](#); [115C-12.2](#), [-36](#), [-47](#), [-276\(j\)](#), [-332](#); [126-7.1\(i\)](#), [-16](#); [127A-202.1 et seq.](#); [127B-10](#), [-12](#), [-14](#); [143B-421.1](#); *Leandro v. State*, 346 N.C. 336 (1997); [16 N.C.A.C. 6C .0313](#); State Board of Education Policy [TCP-C-017](#); Cross References: Board Authority and Duties (policy [1010](#)), Registered Sex Offenders (policy [5022](#)); Adopted: October 14, 2014; Revised: February 18, 2016

Policy Code: 4302 School Plan For Management Of Student Behavior

Each school must have a plan for managing student behavior that incorporates effective strategies consistent with the purposes and principles established in policy [4300](#), Student Behavior Policies. School officials are encouraged to implement a system of positive behavior support and to seek other positive, innovative and constructive methods of correcting and managing student behavior in an effort to avoid repeated misbehavior and suspension.

A. COMPONENTS OF THE PLAN

The plan should address: (1) the process by which student behavior will be addressed, including any use of a disciplinary monitoring team and the means by which students at risk of repeated disruptive or disorderly conduct are identified, assessed and assisted; (2) positive behavioral interventions and possible consequences that will be used; and (3) parental involvement strategies that address when parents or guardians will be notified or involved in issues related to their child's behavior (see policy [4341](#), Parental Involvement in Student Behavior Issues).

No school plan for managing student behavior may authorize the use of corporal punishment. Corporal punishment is the intentional infliction of physical pain upon the body of a student as a disciplinary measure. It includes, but is not limited to, spanking, paddling and slapping. The Craven County Board of Education prohibits corporal punishment, believing that other consequences are more appropriate and effective for teaching self-control. No teacher, substitute teacher, student teacher, bus driver, or other employee, contractor or volunteer may use corporal punishment to discipline any student. Reasonable force that is necessary to protect oneself or others is not considered corporal punishment. (See also policy [4301](#), Authority of School Personnel.)

Principals shall avoid removing students from the classroom for a long period of time, including in-school or out-of-school suspension, unless necessary to provide a safe, orderly environment that is conducive to learning. The principal is authorized to remove students in accordance with Board policies for prohibited or criminal conduct or for other behavior that interferes with a safe, orderly environment.

B. PROCESS FOR DEVELOPING AND EVALUATING THE PLAN

Principals are encouraged to use a team approach in developing and evaluating the school's plan to manage student behavior. On at least an annual basis, the plan should be evaluated based upon data on disciplinary actions taken and the impact on student academic performance. Principals shall report on at least an annual basis to the superintendent on the effectiveness of the plan in minimizing classroom disruptions, referrals to the principal's office and the use of out-of-school suspension. The report also will address the plan's effect on academic performance.

The superintendent also is encouraged to consider, develop and propose new and alternative discipline programs to the Board.

Legal References: [G.S. 115C-47](#), [-288](#), [-307](#), [-390.1](#), [-390.2](#), [-390.3](#), [-391.1](#), [-397.1](#); Cross References: Student Behavior Policies (policy [4300](#)), Authority of School Personnel (policy [4301](#)), Parental Involvement in Student Behavior Issues (policy [4341](#)); Adopted: January 16, 2014

