

WELCOME

TO

HAYWOOD COUNTY

SCHOOLS

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Haywood County Schools
Human Resource Department
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Haywood County Schools

1233 North Main Street
Waynesville, NC 28786
828 456 2400



To: All Employees and Volunteers

Re: **Liability Insurance for Public School Employees**

In compliance with HB950, within 60 days of the effective date of the budget signing, LEAs and charter schools have the responsibility of notifying all employees about the coverage provided by the state-funded liability insurance policy for North Carolina public school employees. Employees must be notified in writing.

Excess Professional Liability coverage is provided to all employees up to \$1 million per occurrence with a \$1 million aggregate.

Coverage for consultation with an attorney regarding violation of professional or employment related right is provided at \$2,500 per claim, subject to a \$5,000 aggregate per employee, per policy year.

Reasonable and necessary attorneys' fees and costs incurred by an employee arising from a criminal proceeding alleging a criminal act was committed within the professional activities of an employee are covered up to \$50,000. Employee must be found "not guilty" of all criminal charges.

Employees are encouraged to visit <https://www.professionalliabilitync.com/> for a copy of the insurance contract.

Employees are encouraged to visit www.professionalliabilitync.com for information about this state-funded program and details on How to File a Claim.

Liability Insurance for Public School Employees is provided to all employees, including volunteers of public and charter schools. **There is no enrollment process, nor is there a fee or premium charge to employees.**

School Board Members

Charles H. Francis, Chairman; Jim Harley Francis Vice-Chair,

Jimmy Rogers, Marla Morris, Larry Henson, Steven Kirkpatrick, Logan Nesbitt, David Burnette

**ACTIVITIES THAT CAN LEAD TO CLAIMS
OF SEXUAL HARASSMENT/SEXUAL MISCONDUCT**

- **Personal, non-educational email, cell phone, and/or TEXT MESSAGING between staff and students!!!!!!!!!!!!!!!!!!!!**
- **Allowing students to "visit" during planning periods or other non-class time**
- **Talking with students about their personal and relationship issues (this is the job of the school counselor!) or talk about your personal issues**
- **Taking students to dinner or movies, spending too much time where students congregate, or interacting with students socially outside of school or engaging in any peer-like behavior**
- **Being alone with a single student in an isolated, non-public area of the school campus**
- **Offering students rides in personal vehicles**
- **Buying gifts for students or giving individual students "special treats" or school privileges**
- **Repeated hugging of students or any kissing of students**
- **Engaging in talk containing sexual innuendo or banter with students including jokes**
- **Tutoring outside of the normal school hours or remediation programs**
- **Dressing provocatively, or like a teenager, instead of professionally**
- **Getting "too close" to parents; offering to baby-sit for students**
- **Taking students to your home to do yard work or household chores**
- **Taking an overall, undue interest in a child or becoming a "substitute parent"**
- **Sharing inappropriate material with students (e.g. "adult themes" or subjects)**

Bottom line:

**ALL EMPLOYEES SHOULD MAINTAIN AN APPROPRIATE "EDUCATOR/
STUDENT" RELATIONSHIP**

Policy 7335 Employee Use of Social Media

The board recognizes the importance of incorporating current technology tools, including new methods of electronic communication, into the classroom to enhance student learning. It further recognizes the importance of employees, students, and parents engaging, learning, collaborating, and sharing in digital environments as part of 21st Century learning. The board strives to ensure that electronic communication tools incorporated into the school curriculum are used responsibly and safely. As practicable, the board will provide access to secure social media tools and board approved technologies for use during instructional time and for school-sponsored activities in accordance with policies 3220, Technology in the Educational Program, and 3225/4312/7320, Technology Responsible Use.

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. All school employees, including student teachers and independent contractors, shall comply with the requirements of this policy when using electronic social media for personal purposes. In addition, all school employees must comply with policy 4040/7310, Staff-Student Relations, when communicating with individual students through other electronic means, such as through voice, email, text-messaging, or video-conferencing platforms.

A. Definitions

1. Social Media

For the purposes of this policy, "social media" refers to the various online technology tools that enable people to communicate easily over the Internet to share information and resources. It includes, but is not limited to: personal websites, blogs, wikis, social networking sites, online forums, virtual worlds, video-sharing websites, and any other Internet-based applications which allow the exchange of user-generated content. For purposes of this policy, it also includes any form of instant or direct messaging available through such applications. Examples of social media include Web 2.0 tools, Facebook, Twitter, LinkedIn, Flickr, YouTube, Instagram, Google+, and social media components of learning management systems such as Moodle or Edmodo. The use of video-conferencing platforms such as Zoom, Webex, and Google Meet is subject to policy 4040/7310, Staff-Student Relations.

2. System-Controlled Social Media

"System-controlled social media" are social media networks, tools, or activities that are under the direct control and management of the school system.

3. Personal Social Media

"Personal social media" means any social media networks, tools, or activities that are not system-controlled.

B. Social Media Communications Involving Students

Employees are to maintain professional relationships with students at all times in accordance with policies 4040/7310, Staff-Student Relations, and 7300, Staff Responsibilities. The use of electronic media for communicating with students and parents is an extension of the employee's workplace responsibilities. Accordingly, the board expects employees to use professional judgment when using social media or other electronic communications and to comply with the following.

1. All electronic communications with students who are currently enrolled in the school system must be school-related and within the scope of the employees' professional responsibilities, unless

otherwise authorized by this policy or policy 4040/7310, Staff-Student Relations.

2. School employees may use only system-controlled social media or approved video-conferencing platforms to communicate directly with current students about school-related matters. (For expectations regarding communication with students through video-conferencing platforms or other forms of electronic communication, e.g., email or texts, see policy 4040/7310, Staff-Student Relations.)

3. Employees are prohibited from knowingly communicating with current students through personal social media without written parental permission. An Internet posting on a personal social media website intended for a particular student will be considered a form of direct communication with that student in violation of this policy unless the parent has consented to the communication in writing. However, an employee may communicate with a student using personal social media to the extent the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, sport, or religious organization.

4. The technology officer or designee shall develop and maintain a list of pre-approved system-controlled and non-system-controlled social media for instructional or other school-related purposes consistent with the standards outlined in applicable board policy.

An employee seeking to utilize and/or establish any other non-system-controlled social media website for instructional or other school-related purposes must have prior written approval from the technology officer or designee and the principal and must verify that the social media application's terms of service meet the requirements of policies 3220, Technology in the Educational Program, 3225/4312/7320, Technology Responsible Use, and 3227/7322, Web Page Development. If the website collects personal information from students under the age of 13, the use will not be approved unless the applicable requirements of the Children's Online Privacy Protection Act (COPPA) are met. The employee shall ensure that the website does not include or link to the employee's personal social media footprint. The site must be used for school-related purposes only.

C. Employee Personal Use of Social Media

The board respects the right of employees to use social media as a medium of self-expression on their personal time. As role models for the school system's students, however, employees are responsible for their public conduct even when they are not performing their job duties as employees of the school system. Employees will be held to the same professional standards in their public use of social media and other electronic communications as they are for any other public conduct. Further, school employees remain subject to applicable state and federal laws, board policies, administrative regulations, and the Code of Ethics for North Carolina Educators, even if communicating with others concerning personal and private matters. If an employee's use of social media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Employees are responsible for the content on their social media sites. Employees shall take reasonable precautions, such as using available security settings, to manage students' access to the employees' personal information on social media websites and to prevent students from accessing materials that are not age-appropriate.

School employees are prohibited from accessing social networking websites for personal use during instructional time.

D. Posting to Social Media Sites

Employees who use social media for personal purposes must be aware that the content they post may be viewed by anyone, including students, parents, and community members. Employees shall observe the following principles when communicating through social media.

1. Employees shall not post confidential information about students, employees, or school system business.
2. Employees shall not accept current students as “friends” or “followers” or otherwise connect with students on personal social media sites without written parental permission, unless the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting.
3. Employees shall not knowingly allow students access to their personal social media sites that discuss or portray sex, nudity, alcohol, or drug use or other behaviors associated with the employees’ private lives that would be inappropriate to discuss with a student at school.
4. Employees may not knowingly grant students access to any portions of their personal social media sites that are not accessible to the general public without written parental permission, unless the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting.
5. Employees shall be professional in all Internet postings related to or referencing the school system, students or their parents, and other employees.
6. Employees shall not use profane, pornographic, obscene, indecent, lewd, vulgar, or sexually offensive language, pictures, or graphics, or other communication that could reasonably be anticipated to cause a substantial disruption to the school environment.
7. Employees shall not use the schools’ or school system’s logos or other copyrighted material of the system on a personal social media site without express, written consent from the superintendent or designee, subject to review by the board.
8. Employees shall not post identifiable images of a student or student’s family on a personal social media site without written permission from the student and the student’s parent or legal guardian. Employees may post such images on a system-controlled social media site only with prior written permission of the employee’s supervisor and in accordance with the requirements of federal and state privacy laws and policy 4700, Student Records.
9. Employees shall not use Internet postings to libel or defame the board, individual board members, students, or other school employees.
10. Employees shall not use Internet postings to harass, bully, or intimidate students or other employees in violation of policies 1710/4020/7230, Discrimination and Harassment Prohibited by Federal Law, 1725/4035/7236, Title IX Sexual Harassment – Prohibited Conduct and Reporting Process, 4329/7311, Bullying and Harassing Behavior Prohibited, and 7232, Discrimination and Harassment in the Workplace, or state and federal laws.
11. Employees shall not post content that negatively impacts their ability to perform their jobs.
12. Employees shall not use Internet postings to engage in any other conduct that violates board policy or administrative procedures or state and federal laws.

E. Consequences

School system personnel shall periodically 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.

The superintendent shall establish and communicate to employees guidelines that are consistent with this policy.

Legal References: U.S. Const. amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 et seq.; 20 U.S.C. 6777; G.S. 115C-325(e) (applicable to career status teachers), -325.4 (applicable to non-career status teachers); 16 N.C.A.C. 6C .0601, .0602; State Board of Education Policy EVAL-014

Cross References: Discrimination and Harassment Prohibited by Federal Law (policy 1710/4020/7230), Title IX Sexual Harassment – Prohibited Conduct and Reporting Process (policy 1725/4035/7236), Technology in the Educational Program (policy 3220), Technology Responsible Use (policy 3225/4312/7320), Web Page Development (policy 3227/7322), Copyright Compliance (policy 3230/7330), Staff-Student Relations (policy 4040/7310), Bullying and Harassing Behavior Prohibited (policy 4329/7311), Student Records (policy 4700), Discrimination and Harassment in the Workplace (policy 7232), Staff Responsibilities (policy 7300)

Adopted: February 9, 2015

Revised: November 9, 2015; May 24, 2017 (legal references only); January 9, 2018; June 10, 2021

Haywood County Board Of Education

Policy 2125/7315 Confidential Information

Employees and board members have an absolute duty to maintain the confidentiality of records as required by law. Employees and board members, by the nature of their positions, are exposed to confidential information that should not be repeated or discussed except with those recognized by law as having a right to the information. Any employee or board member who is not sure whether particular information may be protected by state or federal confidentiality laws should seek clarification from his or her immediate supervisor or the human resources director (for employees) or from the superintendent or board attorney (for board members). When violations occur, appropriate disciplinary action will be taken.

A. Personnel Files

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

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

B. Student Records

Employees and board members shall safeguard the confidentiality of student records as provided in policy [4700](#), Student Records.

C. Handling and Transmitting Personally Identifiable Information

The superintendent or designee is directed to establish and enforce processes and protocols for the secure handling and electronic transmission of personally identifiable information of students and employees.

Legal References: Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#); [G.S. 115C-47\(18\)](#), [-321](#), [-402](#)

Cross References: Communicable Diseases – Students (policy [4230](#)), Student Records (policy [4700](#)), Confidentiality of Personal Identifying Information (policy [4705/7825](#)), Public Records – Retention, Release, and Disposition (policy [5070/7350](#)), Personnel Files (policy [7820](#))

Other Resources: *Transmitting Private Information Electronically: Best Practices Guide for Communicating Personally Identifiable Information by E-mail, Fax, or Other Electronic Means*, available at <https://www.dpi.nc.gov/best-practices-guide-pii-and-email/download?attachment>

Adopted: December 15, 2014

Revised: February 15, 2022

Haywood County Board Of Education

Policy 7305 Code of Professional Practice and Conduct for School Employees

A. General Policy Statement

The purpose of this policy is to establish and uphold uniform standards of conduct for employees in the Haywood County School System. These rules shall be binding on every person employed by the school system. The standards of conduct listed in Section B of this policy are minimum standards adopted by the State Board of Education (“SBE”). In the event referenced policies of the Haywood County Board of Education (the “board”) mandate more stringent standards than those set forth by the SBE, the board’s policies shall govern. The board recognizes that they and all staff members play important roles in the educational achievements of the young people of Haywood County. The highest standards of honesty, integrity, morality, and fairness must be exhibited by each employee. The board expects the staff of the system to serve as positive role models for students and to engage only in conduct and behavior that will contribute to an appropriate school atmosphere. Employees are expected to perform their jobs in a competent and ethical manner without violating either the public trust or applicable laws, policies, and/or regulations. Employees are expected to avoid engaging in any conduct that creates or gives the appearance to the public of creating a conflict of interest with their job responsibilities with the school system. (See policy [7730](#).)

B. Standards of Professional Conduct

In addition to the formal evaluation and review process targeted to enhance professional growth, the board expects all education professionals to adhere to certain professional standards of conduct and performance as set forth by the State Board of Education.

1. Disregard or Abandonment of Generally Recognized Professional Standards. The employee shall practice the professional standards of federal, state, and local governing bodies. Any act in deliberate disregard or abandonment of generally recognized professional standards, in the course of any of the following professional practices, shall be prohibited:

- a. Service as a positive role model for students, parents, and the community;
- b. Assessment, treatment, instruction, or supervision of students;
- c. Employment or evaluation of personnel; and
- d. Management of funds or property.

2. Dishonesty. The employee shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of duties.

3. Misrepresentation or Falsification in the Course of Professional Practice. The employee shall not deliberately falsify, misrepresent, or omit material information concerning any of the following:

- a. Statement of professional qualifications;
- b. Application or recommendation for employment, promotion, or licensure (see policies [7100](#), [7400](#), and [7430](#));
- c. Application or recommendation for college or university admission, scholarship, grant, academic award, or similar benefit;
- d. Representation of completion of college or staff development credit;
- e. Evaluation or grading of students or personnel;

f. Submission of financial or program compliance reports submitted to state, federal, or other governmental agencies;

g. Submission of information in the course of an official inquiry by the Haywood County Schools or the SBE related to facts of unprofessional conduct; provided, however, that an employee shall be given adequate notice of the allegations and may be represented by legal counsel; or

h. Submission of information in the course of an investigation by a law enforcement agency, child protective services, or any other agency with the right to investigate, regarding school related criminal activity; provided, however, that an employee shall be entitled to decline to give evidence to law enforcement if such evidence may tend to incriminate the employee as that term is defined by the [Fifth Amendment to the U.S. Constitution](#).

4. Improper Remunerative Conduct and Conflicts of Interest.

a. An employee shall not engage in selling goods or services to the board and shall not engage in or have financial interest, directly or indirectly, in any activity which conflicts with duties and responsibilities in the school system. (See policy [7730](#).)

b. The employee shall not solicit current students or parents of students to purchase equipment, supplies, or services in a private remunerative capacity.

c. A teacher shall not tutor for remuneration students currently assigned to his or her class(es), unless approved by the principal. An employee shall not accept any compensation, benefit, or thing of any value other than the regular compensation for the performance of any service that he/she is required to render in the course and scope of employment.

d. No school employee may accept gifts from any person or group desiring to do or doing business with the school system unless such gifts are instructional products or advertising items of nominal value that are widely distributed. (See policy [7730](#).)

e. This rule shall not restrict performance of any overtime or supplemental services at the request of the immediate supervisor; nor shall it apply to or restrict the acceptance of gifts or tokens of minimal value offered and accepted openly from students, parents, or other persons in recognition or appreciation of service.

5. Abuse of Students. The employee shall not commit any abusive act or sexual exploitation with, to, or in the presence of a student, whether or not that student is or has been under the care or supervision of that employee, as defined below:

a. Any inappropriate use of language that is considered profane, vulgar or demeaning;

b. Any sexual act;

c. Any solicitation of a sexual act, whether written, verbal, or physical;

d. Any act of child abuse, as defined by law;

e. Any act of sexual harassment, as defined by law (see policy [1720](#)); or

f. Any intentional solicitation, encouragement, or consummation of a romantic or physical relationship with a student, or any sexual contact with a student. The term "romantic relationship" shall include dating any student. (See policy [4040](#).)

6. Confidential Information. The employee shall keep in confidence personally identifiable information regarding students or their family members that has been obtained in the course of professional service,

unless disclosure is required or permitted by law or professional standards, or is necessary for the personal safety of the student or others. (See policies [2125](#), [4250](#), and [4700](#).)

7. Unconstitutional or Discriminatory Acts. The employee shall not willfully or maliciously violate the constitutional or civil rights of a student, parent/legal guardian, or colleague. (See policies [1710](#), [4021](#), and [7230](#).)

8. Failure to Make a Required Report. The employee shall make all reports required by [G.S. 115C](#).

9. Alcohol or Controlled Substance Abuse. The employee shall not:

a. Be under the influence of, possess, use, or consume on school premises or at a school-sponsored activity a controlled substance as defined by [G.S. 90-95](#), the Controlled Substances Act, without a prescription authorizing such use;

b. Be under the influence of, possess, use, or consume an alcoholic beverage or a controlled substance on school premises or at a school-sponsored activity involving students (see policies [5025](#), [5026](#), and [7240](#)); or

c. Furnish alcohol or a controlled substance to any student except as indicated in the professional duties of administering legally prescribed medications (see policies [6120](#) and [6125](#)).

10. Criminal Acts. The employee shall not commit any act referenced in [G.S. 115C-332](#), [G.S. 90-113.20 et seq.](#) (the "North Carolina Drug Paraphernalia Act"), or any felony under the laws of the United States or of any state.

11. Public Funds and Property. The employee shall not misuse public funds or property, funds of a school-related organization, or colleague's funds. The employee shall account for funds collected from students, colleagues, or parents/legal guardians. The employee shall not submit fraudulent requests for reimbursement, expenses, or pay. (See policy [7650](#).)

12. Unauthorized Professional Practice. The educator shall not perform any act as an employee in a position for which licensure is required by the rules of the State Board of Education or by [G.S. 115C](#) during any period in which the educator's license has been suspended or revoked.

13. Prohibited Harassment and Retaliation. The employee shall not directly or indirectly use or threaten to use any official authority or influence in any manner that tends to discourage, restrain, interfere with, coerce, or discriminate against any subordinate or any other employee who in good faith reports, discloses, divulges, or otherwise brings to the attention of the school system, the SBE, or any other public agency authorized to take remedial action, any facts or information relative to actual or suspected violation of any law regulating the duties of persons serving the school system, including but not limited to these rules. (See policy [1720](#).)

C. Local Standards of Conduct

1. In addition to the expectations in Section B, above, the board expects all teachers to be capable and adhere to these minimum requirements and other employees are expected to adhere to all applicable requirements.

a. Adhere to the Code of Ethics for North Carolina Educators.

b. Comply with all board policies regarding appropriate and/or prohibited behavior with students including electronic communications with students directly or through the internet. All school employees shall be held responsible for familiarizing themselves with board policies, state law, federal law, and program guidelines. Higher standards in board policies supersede minimum standards in the law or other regulations.

- c. Direct all complaints regarding the work environment to the appropriate supervisors and/or file grievances instead of acting to undermine or diminish the authority of co-workers and supervisors.
- d. Avoid confrontations with co-workers, including, but not limited to, engaging in actions or conversations which the employee knows or should know will result in an actual disruption.
- e. Manage students' classroom behavior to minimize disruption to the educational environment and refer students, when necessary, to the administration for disciplinary action.
- f. Respond to all parent inquiries, complaints, and/or concerns in a timely and professional manner.
- g. Comply with all administrative directives in a timely and professional manner, including written directives regarding specific issues or behaviors.
- h. Perform all assigned and/or accepted extracurricular and non-instructional duties in a timely and professional manner.
- i. Participate in and complete any required professional development activities.
- j. Participate in all required staff meetings and student academic meetings, including required meetings for students with special needs, in a professional manner.
- k. Complete and transmit all required reports and other documentation in a timely and professional manner.
- l. Arrive at school each day at an appropriate time designated by the principal ready and prepared to complete all assigned duties.

2. Many classes include lessons on history, civics, politics and current events. During these lessons, students are a captive audience and teachers should focus on the state and local curriculum standards and critical thinking skills. Teachers should not focus on their own personal beliefs or those of their students. Further, students and employees, should be able to attend school and school-related activities free from overt criticism, alienation or retaliation for their personal, political, social or religious beliefs. Assignments and materials shall be used in contexts that make it clear that Haywood County Schools does not sponsor or promote particular concepts or resources related to race, sex or personal, political, social or religious beliefs.

All instructional activities shall focus on state or locally approved curriculum standards in assigned courses or classes that are age-appropriate and should not be used to influence or inculcate students with a particular belief. School employees shall not use their position to promote or impose their own personal, political, social or religious beliefs on students. School employees shall not criticize, humiliate, embarrass or discredit students for their race, sex or personal, political, social or religious beliefs.

Nothing in this section shall be construed as prohibiting (1) speech protected by the [First Amendment of the U.S. Constitution](#) and (2) accessing materials on an individual basis for the purpose of research or independent study.

3. Employee's Personal Life. The personal life of an employee will not be the concern nor warrant the attention of the administration or the board unless it directly prevents the employee from effectively performing assigned duties, poses a conflict of interest, or disrupts the educational environment.

4. Use of Communication Devices. The personal use of telephones, cell-phones, or other personal communication devices (PCD) by employees must be held to a minimum during regular school hours and used in a manner that is not disruptive to the school or work setting. The use of a PCD while in the presence of students is prohibited unless an emergency situation arises. Those employees who are

required to use communication devices for conducting school business shall use these devices in a manner that is not disruptive to the school or work setting.

D. Sanctions

Violation of these standards shall subject an employee to investigation and disciplinary action by the State Board of Education and/or Haywood County Schools. An employee who fails or is unwilling to comply with the standards set forth in this policy shall be subject to one or more of the following sanctions depending on the severity of the violation:

1. Warning
2. Oral Reprimand
3. Written Reprimand
4. Transfer
5. Suspension with Pay
6. Suspension without Pay
7. Demotion
8. Dismissal; and/or
9. Other action as deemed necessary by law or by the board

E. Due Process

All personnel action resulting from the enforcement of this policy shall be subject to [G.S. 115C-325](#). Employees must follow board policies [1750](#), [2500](#), [7220](#), [7930](#), and [7950](#) if they believe that a misapplication or misinterpretation of this policy has occurred. When an administrator communicates to an employee that a possible violation of this policy has occurred, the employee will be given a copy of this policy.

Legal References: [G.S. 14-234 – 234.1](#); [G.S. 115C-47\(18\)](#); [G.S. 133-32](#)

Cross References:

Adopted: May 11, 1998

Revised: May 9, 2011; September 19, 2016; August 9, 2021; May 8, 2023

Haywood County Board Of Education

Policy 7300 Staff Responsibilities

For students to succeed, all school employees must approach their responsibilities conscientiously, always remembering that the ultimate responsibility of the school system is to provide students with the opportunity to receive a sound basic education.

All school employees shall:

1. be familiar with, support, comply with, and, when appropriate, enforce board policies, administrative procedures, school rules, and applicable laws;
2. attend to the safety and welfare of students, including the need to provide appropriate supervision of students;
3. demonstrate integrity, respect, and commitment to the truth through attitudes, behavior, and communications with others;
4. address or appropriately direct any complaints concerning school employees, the school program, or school operations; and
5. support and encourage good school-community relations in all interactions with students, parents, and members of the community.

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

In addition, all driver education instructors must immediately report to the board any conviction that results in three or more points, and any conviction that could cause suspension or revocation of the driver license in any state. The board will notify the Department of Public Instruction when an instructor loses his or her privilege to drive in North Carolina or any other state. The superintendent or designee shall conduct annual checks of the driving records of all driver education instructors.

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

Legal References: G.S. 115C-47, -307, -308; State Board of Education Policies DRIV-003, DRIV-004

Cross References:

Adopted: April 18, 2016

Revised: December 13, 2018

Haywood County Board Of Education

Policy 1710/4020/7230 Discrimination and Harassment Prohibited by Federal Law

The board acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring, and inviting school environment to facilitate student learning and achievement. The board prohibits discrimination on the basis of race, sex, color, national origin, religion, disability, or age (40 or older), and will provide equal access to the Boy Scouts and other designated youth groups as required by law.

The board will not tolerate any form of unlawful discrimination or harassment in any of its education activities or programs. All forms of prohibited discrimination and harassment are subject to this policy except the following, for which the board has established more specific policies.

- Discrimination and harassment on the basis of sex is addressed in policy 1720/4030/7235, Title IX Nondiscrimination on the Basis of Sex.
- Discrimination and harassment in employment is addressed in policy 7232, Discrimination and Harassment in the Workplace.

In addition, the process set out in this policy for bringing complaints does not apply to the following.

- Complaints of sexual harassment will be brought in accordance with the processes established in policies 1725/4035/7236, Title IX Sexual Harassment – Prohibited Conduct and Reporting Process, and 1726/4036/7237, Title IX Sexual Harassment Grievance Process.
- Employee allegations of discrimination or harassment will be addressed using the process established in policy 7232, Discrimination and Harassment in the Workplace.
- Allegations regarding or related to the identification, evaluation, educational placement, or free appropriate public education of a student under Section 504 or the IDEA may be raised through the system of procedural safeguards established under policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities, (for Section 504 complaints) or in accordance with the procedures described in *Parents Rights & Responsibilities in Special Education*, published by the NC Department of Public Instruction (for IDEA complaints).

The board takes seriously all reports of unlawful discrimination and harassment and directs school officials to take prompt action to investigate and remedy violations of this policy. The superintendent is responsible for providing effective notice of this policy to students, parents, and employees.

The board encourages students, visitors, and other non-employee individuals who believe that they may have been discriminated against or harassed in violation of this policy, (including on the basis of disability, as specified in policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities), to report such conduct as soon as possible through the process provided in Section B of this policy. Employees who believe that they may have been discriminated against or harassed should report through the process provided in policy 7232, Discrimination and Harassment in the Workplace. Individuals who have witnessed or who have reliable information that another person has been subject to unlawful discrimination or harassment may report the conduct to an individual designated in Section B of this policy.

Any report made through the process established in this policy may be made anonymously, except mandatory employee reports.

A. Prohibited Behavior

Students, school system employees, volunteers, and visitors are expected to behave in a civil and respectful manner. The board expressly prohibits unlawful discrimination and harassment as defined below by students, employees, board members, volunteers, or visitors. "Visitors" includes parents and

other family members and individuals from the community, as well as vendors, contractors, and other persons doing business with or performing services for the school system.

1. Discrimination

Discrimination is any act or failure to act, whether intentional or unintentional, by an employee or agent of the school system that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a legally-protected class so as to interfere with or limit their ability to participate in or benefit from the services, activities, or privileges offered by the school system's education program. For purposes of this policy, the legally protected classes are race, color, national origin, religion, and disability.

2. Harassment

Prohibited harassment is deliberate unwelcome conduct directed at another person or group of persons based on their membership in a legally protected class that creates a hostile environment. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a person's ability to participate in or benefit from the services, activities, or opportunities offered by the school system.

Examples of behavior that may constitute harassment include, but are not limited to; acts of disrespect, intimidation, or threats, such as verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Harassment may occur through electronic means, such as through the Internet, email, or text message. Legitimate age-appropriate pedagogical techniques are not considered harassment.

3. Application of the Policy

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

This policy will not be construed to allow school officials to punish student expression or speech based on undifferentiated fear or apprehension of a disturbance or out of a desire to avoid the discomfort and unpleasantness that may accompany an unpopular viewpoint.

B. Reporting Discrimination or Harassment

1. Any person who believes that he or she has been discriminated against or harassed in violation of this policy by any student, employee, or other person under the supervision and control of the school system, or any third person who knows or suspects conduct that may constitute discrimination or harassment should inform a school official designated in Section C below. Reports also may be made anonymously through the anonymous tip line.

2. Mandatory Reporting by School Employees

Any employee who witnessed or who has reliable information or reason to believe that a student or other individual may have been discriminated against or harassed in violation of this policy must report the offense immediately to an appropriate individual designated in Section C below. Any

doubt about whether particular conduct is possible discrimination or harassment under this policy or any other policy of the board must be resolved in favor of reporting the conduct.

Employees who observe an incident of harassment are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator and it is safe to do so. If an employee knows of an incident involving discrimination or harassment and the employee fails to report the conduct or take proper action or knowingly provides false information in regard to the incident, the employee will be subject to disciplinary action up to, and including, dismissal.

3. Preliminary Inquiry

School officials may make a preliminary inquiry when a report is received to understand what occurred and to determine whether further action under this policy or otherwise is necessary.

C. Complaints of Discrimination and Harassment

1. A student, visitor, or other non-employee individual who believes he or she is the victim of unlawful discrimination or harassment in violation of this policy, or any person who has witnessed or who has reliable information that another person has been subject to unlawful discrimination or harassment under this policy, may make a formal written complaint to any of the following persons:

- a. the principal or assistant principal of the school at which either the alleged victim or alleged perpetrator attends or is employed;
- b. the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability; or
- c. for claims of other forms of prohibited discrimination, the applicable civil rights coordinator as established in Section I of this policy.

If a written complaint alleges that the perpetrator is an employee, the school official receiving the complaint shall notify the senior human resources official without delay.

2. A written complaint alleging that a student has been discriminated against or harassed will be addressed in accordance with this policy.

A written complaint alleging that an employee has been discriminated against or harassed will be addressed in accordance with policy 7232, Discrimination and Harassment in the Workplace.

A written complaint alleging that person who is not a student or employee has been discriminated against or harassed will be addressed in accordance with the general process for resolving complaints provided in policy 1742/5060, Responding to Complaints, not this policy.

3. Time Period for Making a Complaint

Alleged discrimination or harassment should be reported as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the 30-day period may be investigated; however, individuals should recognize that delays in reporting may significantly impair the ability of school officials to investigate and respond to such complaints.

D. School Officials' Response to Reports and Complaints of Discrimination or Harassment

1. Investigation

School officials shall investigate all formal written complaints received. Reports of discrimination or harassment that are not followed by a formal written complaint may be investigated at the discretion of school officials and may be investigated even if the alleged victim does not seek action by school officials.

a. The principal or designee or site supervisor will be the investigator when the alleged perpetrator is a student or third party. The senior human resources official or designee will be the investigator when the alleged perpetrator is an employee. The superintendent may determine that individual circumstances warrant the assignment of a different investigator.

Notwithstanding the above designations, (1) if the alleged perpetrator is the senior human resources official, the superintendent will be the investigator, and (2) if the alleged perpetrator is the superintendent or a member of the board, the board chair shall direct the board attorney to investigate, unless the board chair determines that outside counsel should be engaged to investigate.

b. As applicable, the investigator shall immediately notify the Section 504, ADA, or other relevant coordinator of the complaint, and, as appropriate, may request assistance from the coordinator in conducting the investigation.

c. If the investigator, after interviewing the complaining party and/or the alleged victim and consulting with the board attorney, determines that the allegations submitted, even if factual, do not constitute discrimination or harassment as defined in this policy or policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities, school officials shall address the matter outside the scope of this policy. Information regarding the investigator's determination and the process for addressing the complaint will be provided to the complaining party.

d. Any investigation conducted must be impartial, prompt, and thorough. The investigator shall investigate the facts and circumstances related to the allegation(s) of discrimination or harassment and give the alleged perpetrator an opportunity to respond to the allegations.

The investigator shall consider all the evidence collected, the context in which the alleged incidents occurred, the age and maturity of the parties, and any other relevant circumstances, and, in consultation with the board attorney as appropriate, shall determine whether the alleged act(s) constitutes a violation of this policy, policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities, and/or any other board policy or expected standard of student or employee behavior.

e. The complaint and investigation will be kept confidential to the extent possible and consistent with law. Information may be shared only with individuals who need the information in order to investigate and address the complaint appropriately and those with a legal right to access the information.

2. Investigator's Findings

a. If the investigator finds that discrimination occurred, the investigator shall take or recommend steps to address the discrimination.

b. If the investigator finds that harassment occurred and created a hostile environment, the investigator shall assign or recommend appropriate disciplinary consequences for the perpetrator and/or take or recommend other reasonable measures to eliminate the hostile environment and prevent its recurrence.

c. If the investigator finds that the conduct did not violate this policy but violated policy 4329/7311, Bullying and Harassing Behavior Prohibited, or another board policy or expected standard of conduct, the investigator shall assign or recommend discipline or other action appropriate to the violation.

d. The investigator shall make a record of the evidence and findings of the investigation and the assigned or recommended discipline and/or other remedial action and provide a copy to the appropriate civil rights coordinator. If the investigator recommends a disciplinary consequence or remedial action that is beyond his or her authority, the investigator shall provide a copy of the record to the superintendent for further action.

e. The investigator shall inform the alleged victim and alleged perpetrator of the outcome of the investigation.

3. Steps to Reasonably End Discrimination or Harassment

a. The superintendent is responsible for taking or causing appropriate action to be taken in response to discrimination and harassment in violation of this policy. Appropriate action must include:

i. reasonable, timely, age-appropriate corrective action intended to end the discrimination or harassment and prevent it from recurring;

ii. as needed, reasonable steps to address the effects of the discrimination or harassment on the victim; and

iii. as needed, reasonable steps to protect the victim from retaliation as a result of the complaint.

b. Appropriate steps to end discrimination and harassment may include, but are not limited to, separating the parties, providing counseling for the parties, and/or taking disciplinary action against a perpetrator determined to have violated this policy. The superintendent may take non-punitive measures to end or prevent instances of discrimination or harassment regardless of whether any individual has been found responsible for the discrimination or harassment. The superintendent also may implement or direct the implementation of classroom-wide, school-wide, or school system-wide responses such as additional staff training, harassment prevention programs, and other measures reasonably calculated to end the behavior, eliminate a hostile environment and its effects if one has been created, and prevent recurrence of the behavior.

c. The applicable civil rights coordinator shall encourage victims of discrimination and harassment to report any subsequent problems and may conduct follow-up inquiries as warranted to determine if there have been any new incidents of discrimination or harassment or any instances of retaliation.

E. Appeals

1. If the alleged victim is dissatisfied with the outcome of the investigation, he or she may appeal the decision to the superintendent (unless the alleged perpetrator is the superintendent, in which case the alleged victim may appeal directly to the board in accordance with the next paragraph). The appeal must be submitted in writing within three school business days of receiving the notice of the outcome of the investigation. The superintendent may review the documents, conduct any further investigation necessary, or take any other steps the superintendent determines to be appropriate in order to respond to the complaint. The superintendent shall provide a written response within 10 days after receiving the appeal, unless further investigation is needed.

2. Student victims may appeal the superintendent's decision to the board in accordance with subsection E.5.a of policy 1740/4010, Student and Parent Grievance Procedure. Employees may appeal the superintendent's decision to the board in accordance with subsection E.4.a of policy 1750/7220, Grievance Procedure for Employees.

3. Any student or employee subject to discipline for violating this policy will be accorded all rights provided by law.

F. Retaliation Prohibited

The board prohibits retaliation against any person for making a report or complaint of a violation of this policy, supporting someone for reporting or intending to report a violation of this policy, or participating in the investigation of a reported violation of this policy. No reprisals will be taken by the board against a complaining party or other individual who makes a good faith report of discrimination or harassment. Any person who is found to have engaged in retaliation will be subject to discipline, up to and including dismissal. Acts of retaliation may also be subject to policy 1760/7280, Prohibition Against Retaliation.

G. Training and Programs

The board directs the superintendent to establish training and other programs that are designed to prevent discrimination and harassment and to foster an environment of understanding and respect for all members of the school community. Information about the prohibited conduct and complaint procedure in this policy and those in policies 1725/4035/7236, Title IX Sexual Harassment – Prohibited Conduct and Reporting Process, and 1726/4036/7237, Title IX Sexual Harassment Grievance Process, must be included in the training plan.

As funds are available, the board will provide students, employees, and volunteers who have significant contact with students with additional training regarding the board's efforts to address discrimination and harassment and will create programs to address these issues. The training or programs should (1) provide examples of behavior that constitutes discrimination or harassment; (2) teach employees to identify groups that may be the target of discrimination or harassment; and (3) train school employees to be alert to locations where such behavior may occur, including locations within school buildings, at school bus stops, on cell phones, and on the Internet.

H. Records

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

I. Contacts for Inquiries

The superintendent has appointed individuals to coordinate the school system's efforts to comply with and carry out its responsibilities under federal nondiscrimination laws, including investigating any complaints communicated to school officials alleging noncompliance with those laws. Inquiries about the application of the nondiscrimination laws addressed in this policy may be referred to the designated civil rights coordinator and/or the Assistant Secretary for Civil Rights in the Office for Civil Rights at the U.S. Department of Education.

The contact information for the designated civil rights coordinators is as follows.

- a. The Section 504 Coordinator is: Brandi Stephenson
Office Address: 1230 N. Main Street, Waynesville, NC 28786

Email Address: bstephenson@haywood.k12.nc.us

Phone Number: (828) 456-2400

b. The ADA Coordinator is: Kim Jackson

Office Address: 1230 N. Main Street, Waynesville, NC 28786

Email Address: kjackson@haywood.k12.nc.us

Phone Number: (828) 456-2400

c. The Age Discrimination Coordinator is: Jason Heinz

Office Address: 1230 N. Main Street, Waynesville, NC 28786

Email Address: jheinz@haywood.k12.nc.us

Phone Number: (828) 456-2400

d. The Coordinator for Other Non-discrimination Laws is: Jason Heinz

Office Address: 1230 N. Main Street, Waynesville, NC 28786

Email Address: jheinz@haywood.k12.nc.us

Phone Number: (828) 456-2400

The contact information for the U.S. Department of Education Office for Civil Rights with jurisdiction over North Carolina is as follows.

4000 Maryland Ave, SW

Washington, DC 20202-1475

Telephone: 202-453-6020 TDD: 800-877-8339

FAX: 202-453-6021 Email: OCR.DC@ed.gov

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 et seq., 34 C.F.R. pt. 110; Americans with Disabilities Act, 42 U.S.C. 12101 et seq., 28 C.F.R. pt. 35; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. pt. 108; Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq.; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., 34 C.F.R. pt. 100; *Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance*, U.S. Department of Education, Office for Civil Rights (1994), available at <https://www2.ed.gov/about/offices/list/ocr/docs/race394.html>; *Notice of Non-Discrimination*, U.S. Department of Education, Office for Civil Rights (2010); *Dear Colleague Letter (Harassment and Bullying)*, U.S. Department of Education, Office for Civil Rights (2010), available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201010.pdf>; G.S. 115C-407.15 through -407.18; 126-16; 16 N.C.A.C. 6E .0107; *Parent Rights & Responsibilities in Special Education*, (N.C. Dept. of Public Instruction, Exceptional Children Division), available at <https://cc.ncpublicschools.gov/parent-resources/parents-rights-handbook>

Cross References: Title IX Nondiscrimination on the Basis of Sex (policy 1720/4030/7235), Title IX Sexual Harassment – Prohibited Conduct and Reporting Process (policy 1725/4035/7236), Title IX Sexual Harassment Grievance Process (policy 1726/4036/7237), Nondiscrimination on the Basis of Disabilities (policy 1730/4022/7231), Student and Parent Grievance Procedure (policy 1740/4010), Responding to Complaints (policy 1742/5060), Grievance Procedure for Employees (policy 1750/7220), Prohibition Against Retaliation (policy 1760/7280), Hearings Before the Board (policy 2500), Staff-Student Relations (policy 4040/7310), School Plan for Management of Student Behavior (policy 4302), Bullying and Harassing Behavior Prohibited (policy 4329/7311), Visitors to the Schools (policy 5020), Community Use of Facilities (policy 5030), Discrimination and Harassment in the Workplace (policy 7232)

Adopted: August 10, 2020

Revised: March 8, 2021; August 9, 2021

Haywood County Board Of Education

Policy 7232 Discrimination and Harassment in the Workplace

The board prohibits unlawful discrimination in employment based on race, color, religion, national origin, military affiliation, genetic information, sex (including pregnancy, childbirth, sexual orientation, and gender identity), age (40 or older), disability, or other unlawful grounds. Harassment is a form of unlawful employment discrimination. The board recognizes that all forms of harassment of employees or applicants is harmful behavior that negatively impacts the workplace environment.

Any employee who engages in discrimination or harassment prohibited by this policy or who contributes to the development of a hostile work environment is subject to discipline, up to and including dismissal.

A. Discrimination Prohibited

Discrimination is any act or failure to act, whether intentional or unintentional, by an employee or agent of the school system that unreasonably and unfavorably differentiates treatment of others based solely on their membership or that of an associate in a legally-protected class.

Discrimination in employment based on the characteristics listed above is prohibited in all employment-related practices, including hiring, compensation, terms, conditions, and other privileges of employment, except when sex, age, or physical requirements are essential occupational qualifications.

B. Harassment Prohibited

Harassment prohibited by this policy is unwelcome conduct based on race, color, religion, national origin, military affiliation, genetic information, age (40 or older), sex (including pregnancy, childbirth, sexual orientation, and gender identity), or disability where:

1. enduring the offensive conduct becomes a condition of continued employment; or
2. the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive, even if the complaining individual is not the intended target.

A single incident of harassment, if physically threatening or humiliating, can create a hostile work environment. The complaining individual need not be the target of the harassment.

Examples of unwelcome conduct that may violate this policy include, but are not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.

Petty slights, annoyances, simple teasing, offhand comments, or isolated incidents (unless extremely serious) are not harassment under this policy, nor are reasonable performance management actions taken to direct and control how work is performed or to monitor and give feedback on work performance. The exercise of legitimate authority administered in a professional and constructive manner is not harassment under this policy.

C. Sexual Harassment Prohibited

Sexual harassment is a particular type of workplace harassment. Sexual harassment prohibited by this policy may also violate policy [1725/4035/7236](#), Title IX Sexual Harassment – Prohibited Conduct and Reporting Process, and in such cases school officials must proceed in accordance with the requirements of that policy.

Prohibited sexual harassment is unwelcome conduct which is either of a sexual nature, or is directed at a person because of the person's sex (including pregnancy, childbirth, sexual orientation, and gender

identity), when:

1. submission to the conduct is made either explicitly or implicitly a term or condition of a person's employment;
2. submission to or rejection of such conduct is made the basis for decisions affecting a person's employment; or
3. the conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, or verbal, nonverbal, or physical aggression, intimidation, or hostility that is based on actual or perceived gender and sexual stereotypes, sexual orientation, or gender identity. Consensual conduct between adults that is not directed at a third party is not sexual harassment.

D. Reporting Discrimination and Harassment

Applicants and employees should promptly report orally or in writing any instance of alleged or potential discrimination, including harassment, to their principal or supervisor or the senior human resources official. Upon receiving a written complaint, the principal, supervisor, or senior human resources official shall promptly investigate the written complaint and cause or recommend appropriate corrective action if the written complaint is substantiated. Oral reports of violations may be investigated at the discretion of the school officials designated above. All reports and complaints of harassment under this policy will be investigated in a manner that protects the employee or applicant and maintains confidentiality to the greatest extent possible as permitted by law.

E. Retaliation Prohibited

The board prohibits retaliation against any person for making a report or complaint of a violation of this policy, supporting someone for reporting or intending to report a violation of this policy, or participating in the investigation of a reported violation of this policy. No reprisals will be taken by the board against a complaining party or other individual who makes a good faith report of discrimination or harassment. Any person who is found to have engaged in retaliation will be subject to discipline, up to and including dismissal. Acts of retaliation may also be subject to policy [1760/7280](#), Prohibition Against Retaliation.

Legal References: Age Discrimination in Employment Act of 1967, [29 U.S.C. 621 et seq.](#), [34 C.F.R. pt. 110](#); Americans with Disabilities Act, [42 U.S.C. 12101 et seq.](#), [28 C.F.R. pt. 35](#); Rehabilitation Act of 1973, [29 U.S.C. 705\(20\)](#), [794](#), [34 C.F.R. pt. 104](#); Title II of the Genetic Information Nondiscrimination Act of 2008; Title VII of the Civil Rights Act of 1964, [42 U.S.C. 2000e et seq.](#), [29 C.F.R. pt. 1604](#); Uniformed Services Employment and Reemployment Rights Act of 1994, [38 U.S.C. 4301 et seq.](#); [Bostock v. Clayton County](#), 590 U.S. ___, 140 S. Ct. 1731 (2020); [G.S. 143-422.2](#)

Cross References: Discrimination and Harassment Prohibited by Federal Law (policy [1710/4020/7230](#)), Title IX Nondiscrimination on the Basis of Sex (policy [1720/4030/7235](#)), Title IX Sexual Harassment – Prohibited Conduct and Reporting Process (policy [1725/4035/7236](#)), Title IX Sexual Harassment Grievance Process (policy [1726/4036/7237](#)), Prohibition Against Retaliation (policy [1760/7280](#)), Recruitment and Selection of Personnel (policy [7100](#))

Adopted: August 10, 2020

Revised: June 10, 2021; November 8, 2021

Haywood County Board Of Education

Policy 1760/7280 Prohibition Against Retaliation

Board members and employees are expected to be honest and ethical in the performance of their duties and to comply with applicable federal, state, and local laws, policies, and regulations. The board encourages employees to report possible financial improprieties, ethical violations, and other illegal practices and intends that employees who report such matters in good faith will not be subject to retaliation or other adverse employment consequences.

If an employee reasonably believes that (1) there has been a violation of federal, state, or local law, policy, or regulation, public policy, or an individual's ethical duties and (2) the violation is due to a practice, policy, act, or omission of the board of education, an individual board member, a school system employee, or an entity/person with whom the school system has a business relationship, the employee should report that matter in accordance with policy 1750/7220, Grievance Procedure for Employees, unless a policy with a more specific reporting or complaint procedure applies. Any complaint alleging a violation by the superintendent or the board should be filed with the board chair for investigation. The board chair will report the complaint to the board, and the board will authorize a prompt and thorough investigation or other action as necessary.

The board prohibits and will not tolerate any form of reprisal, retaliation, or discrimination against any employee who (1) in good faith, has made or intends to make a report of wrongdoing described in this policy, or (2) has refused to carry out a directive which may constitute a violation of federal, state, or local law, policy, or regulation, or poses a substantial or specific danger to public health and safety.

To be protected by this policy, employees who report violations or suspected violations must be acting in good faith based on a reasonable belief that the reported information represents an unlawful activity, policy, or practice. The protection extends to those whose allegations are made in good faith but prove to be mistaken. The board reserves the right to discipline employees who know or have reason to believe that the report is inaccurate. Further, except as otherwise required by law, the provisions of this policy apply only to those situations in which an employee brings the alleged unlawful activity, policy, or practice to the attention of school officials or the board and provides school officials or the board with a reasonable opportunity to investigate and correct the alleged unlawful activity. If necessary, school officials or the board may specify reasonable steps to protect the complaining employee from retaliation.

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

Legal References: Sarbanes-Oxley Act, 18 U.S.C. 1513(e); G.S. 115C-335.5; 126-5(c5), -84, -85, -86, -87, -88

Cross References: Discrimination and Harassment Prohibited by Federal Law (policy 1710/4020/7230), Title IX Sexual Harassment – Prohibited Conduct and Reporting Process (policy 1725/4035/7236), Title IX Sexual Harassment Grievance Process (policy 1726/4036/7237), Nondiscrimination on the Basis of Disabilities (policy 1730/4022/7231), Grievance Procedure for Employees (policy 1750/7220), Code of Ethics for School Board Members (policy 2120), Board Member Conflict of Interest (policy 2121), Ethics and the Purchasing Function (policy 6401/9100), Discrimination and Harassment in the Workplace (policy 7232), Staff Responsibilities (policy 7300), Employee Conflict of Interest (policy 7730)

Adopted: November 10, 2014

Revised: June 6, 2016; March 8, 2021

Haywood County Board Of Education

Policy 1510/4200/7270 School Safety

A safe and orderly school environment is critical for teachers to teach and students to learn. Staff and students share the responsibility for taking reasonable precautions and following established safety measures to create and maintain a safe, orderly, and inviting environment. The board also recognizes the importance of law enforcement authorities in providing safe schools and desires to have an effective working relationship with all law enforcement agencies within Haywood County. In recognizing the board's responsibility for the safety of its employees and students, the board sets forth the following safety measures to be implemented at each school.

A. Supervision of Students

All school system personnel are designated as being responsible for learning and implementing safe school procedures to be followed in a school building or other facility of the school system. Students must be reasonably supervised while in the care and custody of the school system. This supervision must occur throughout school hours, including during class, between classes, on the playground, and during recess or lunch periods; during authorized school field trips; and on school buses. Reasonable precautions should be taken to protect the safety of students on school grounds and on buses before, during, and after school.

Students who are subject to policy [4260](#), Student Sex Offenders, and are receiving educational services on school property must be supervised by school personnel at all times.

B. Supervision of Visitors

School administrators shall strictly enforce policies [5015](#), School Volunteers, and [5020](#), Visitors to the Schools.

C. Safety of School Buildings and Grounds

The board recognizes its duty to provide each of its employees with a workplace free from recognized hazards that are causing or are likely to cause death or serious physical harm.

The superintendent and each building principal shall comply with all duties set out for their respective positions in [G.S. 115C-288\(d\)](#) and [G.S. 115C-525](#) to minimize fire hazards. The principal is required to inspect school buildings, playgrounds, and equipment for health, fire, and safety hazards on a regular basis, as required by law, and to notify the superintendent immediately of unsanitary conditions or repairs needed to meet safety standards.

Any employee who observes any potential hazards must notify the principal or the employee's supervisor immediately.

All warning systems must meet building and equipment codes required by law and must be properly maintained. When necessary, proper signs indicating potential hazards or recommended safety precautions must be posted.

D. Establishing Processes to Address Potential Safety Concerns and Emergencies

1. Responding to Student Altercations and Other Threats to Safety

All school system employees have a duty to be alert at all times to situations that may pose a threat to the safety of students, employees, or visitors on school property, at school events, or in other situations in which the students are under the authority of school employees. Even an employee who does not have responsibility for supervising students is expected to make an immediate report if the employee observes or has reason to suspect that a situation poses a threat to safety and no administrator, teacher, or other supervisory employee is present and aware of the potential threat.

Teachers, teacher assistants, coaches, and other employees with responsibility for supervising students will use appropriate student behavior management techniques to maintain order and discipline on school property, at school events, and anywhere that students are under the employees' authority. Such employees must enforce the Code of Student Conduct and address student behavior in accordance with the school plan for management of student behavior (see policy [4302](#), School Plan for Management of Student Behavior).

When employees with responsibility for supervising students have personal knowledge or actual notice of a student altercation or other situation that poses an immediate threat to safety, they shall use their professional judgment to determine how best to address the situation to protect the safety of everyone in the vicinity. Emergency procedures identified in a student's Behavior Intervention Plan shall be followed to the maximum extent possible under the circumstances. For minor threats or altercations or altercations involving young children, the employee shall intervene directly to end the fight or address the safety threat if the employee can do so safely. An employee who encounters a situation that cannot be managed safely and effectively by that employee immediately shall request assistance from other employees or administrative staff and shall take steps to remove bystanders from the area. Only the degree of force or physical control reasonably necessary shall be used to re-establish a safe environment.

Employees should take further action as appropriate in accordance with any response protocols established by the principal or superintendent. All employees are responsible for knowing and following such protocols to the fullest extent reasonable under the circumstances at the time.

2. School Rules

The principal or designee shall develop rules to help prevent accidents in school buildings, on school buses, and on school grounds.

3. Training for Staff and Students

The superintendent or designee shall be responsible for establishing ongoing training for school system personnel in all aspects of school safety. This training shall occur at least biannually. School principals and other site coordinators will be responsible for the training of staff and the conducting of safety drills.

Staff training must include detailed instruction on how to respond to a variety of emergency situations. Staff should also be able to recognize and respond to behavior, information, and related indicators that warn of impending problems. In addition, middle and high school employees must receive adequate training on the operation of the school's anonymous safety tip line.

School personnel must teach and review with students (1) safety procedures, including fire safety procedures; (2) precautions for handling chemicals or potentially dangerous equipment; and (3) appropriate responses to threats to school safety. Middle and high school students must also be informed of the anonymous safety tip line and its purpose and function.

4. Safety Equipment

School employees shall provide students and visitors with safety equipment as required by law and shall enforce school rules pertaining to wearing safety equipment. School employees shall wear and use appropriate safety equipment as required for the safe performance of their specific job assignments.

5. Planning for Emergencies and Conducting Fire Drills and Other Emergency Drills

The superintendent shall develop system-wide plans and procedures to address emergency situations, including an Emergency Response Plan. In conjunction with the system-wide Emergency Response Plan, each school shall develop its own plan to reinforce and supplement the system plan. These plans shall be reviewed annually and will be revised as often as needed.

The board, in coordination with local law enforcement and emergency management agencies, will adopt a school risk management plan relating to incidents of school violence for each school in the school system. The superintendent must provide the Department of Public Safety's Division of Emergency Management (Division) with emergency response information it requests for the school risk management plan and updated emergency response information when such updates are made. The superintendent must also provide the Division and local law enforcement with schematic diagrams, including digital schematic diagrams, of all school facilities and updates of the schematic diagrams when the school system makes substantial facility modifications, such as the addition of new facilities or modifications to doors or windows. Schematic diagrams must meet any standards established by the Department of Public Instruction for the preparation and content of the diagrams. In addition, the superintendent shall provide local law enforcement with (1) either keys to the main entrance of all school buildings or emergency access to key storage devices for all school buildings and (2) updated access to school buildings when changes are made to the locks of the main entrances or to the key storage devices.

At least one school-wide tabletop exercise and drill that meets the requirements of state law and is based on the procedures documented in the school risk management plan will be held annually at each school. Principals shall also conduct fire drills as required by law.

6. Reporting Risks to the School Population

Students should notify any staff member of any acts of violence, harassment, or bullying or any other unusual or suspicious behavior that may endanger safety. Middle and high school students may also use the anonymous safety tip line to report any risks to the school population or buildings. Ongoing student education efforts will aim at minimizing any fear, peer pressure, embarrassment, or other impediments to students reporting potential problems.

Maintaining a safe school environment that is conducive to learning requires staff to be proactive in dealing with violence, harassment, and bullying. Staff members must report immediately to the principal any information regarding unusual or suspicious behavior or acts of violence, harassment, or bullying.

School officials shall investigate and act upon any report of such behavior, including, when appropriate, reporting criminal activities to law enforcement, the State Board, the State Superintendent of Public Instruction, and the superintendent or designee (see policies [1710/4020/7230](#), Discrimination and Harassment Prohibited by Federal Law, [1725/4035/7236](#), Title IX Sexual Harassment – Prohibited Conduct and Reporting Process, [1726/4036/7237](#), Title IX Sexual Harassment Grievance Process, [4040/7310](#), Staff-Student Relations, [4329/7311](#), Bullying and Harassing Behavior Prohibited, [4335](#), Criminal Behavior, and [7232](#), Discrimination and Harassment in the Workplace).

7. Potential Threats of Registered Sex Offenders

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

8. Student Behavior Standards

Students are expected to meet behavior standards set forth in board policies and are prohibited from disrupting the orderly conduct of school activities.

9. Regulations and Procedures

The superintendent or designee shall develop any and all administrative regulations, guidelines, and procedures to facilitate the implementation of this policy.

10. Annual Review and Report to the Board

The superintendent or designee shall annually review all plans, procedures, and reports concerning school safety, including each school's Emergency Response Plan. The superintendent will present all such plans, procedures, and reports to the board for its review and approval annually.

Legal References: [29 C.F.R. part 1904](#); [G.S. 14-208.18](#); [95-129\(1\)](#); [115C-36, -47, -105.49, -105.51, -105.53, -105.54, -166, -167, -288, -289.1, -307, -390.3, -391.1, -521, -524, -525](#); [13 N.C.A.C. 7A .0301](#); [16 N.C.A.C. 6E .0107](#); State Board of Education Policy [SCFC-005](#)

Cross References: Discrimination and Harassment Prohibited by Federal Law (policy [1710/4020/7230](#)), Title IX Sexual Harassment – Prohibited Conduct and Reporting Process (policy [1725/4035/7236](#)), Title IX Sexual Harassment Grievance Process (policy [1726/4036/7237](#)), School Improvement Plan (policy [3430](#)), Staff-Student Relations (policy [4040/7310](#)), Student Sex Offenders (policy [4260](#)), Student Behavior Policies ([4300](#) series), Bullying and Harassing Behavior Prohibited (policy [4329/7311](#)), School Volunteers (policy [5015](#)), Visitors to the Schools (policy [5020](#)), Registered Sex Offenders (policy [5022](#)), Weapons and Explosives Prohibited (policy [5027/7275](#)), Public Records – Retention, Release, and Disposition (policy [5070/7350](#)), Relationship with Law Enforcement (policy [5120](#)), Discrimination and Harassment in the Workplace (policy [7232](#)), Occupational Exposure to Hazardous Chemicals in Science Laboratories (policy [7265](#)), Staff Responsibilities (policy [7300](#)), Security of Facilities (policy [9220](#))

Other Resources: *Practical Information on Crisis Planning: A Guide for Schools and Communities*, U.S. Department of Education, Office of Safe and Drug-Free Schools (January 2007), available at <http://www2.ed.gov/admins/lead/safety/crisisplanning.html>

Adopted: November 10, 2014

Revised: January 12, 2015; January 11, 2016; May 24, 2017 (legal references only); January 9, 2018; December 10, 2019; February 8, 2021; August 9, 2021; February 15, 2022; February 13, 2023

Haywood County Board Of Education

Policy 7240 Drug-Free and Alcohol-Free Workplace

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

A. Prohibited Activities

The board prohibits employees from possessing, using, selling, delivering, manufacturing, or being under the influence 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 at any time this policy is applicable. Employees are prohibited from possessing, using, selling, delivering, manufacturing, or being under the influence of a substance containing cannabidiol (CBD) or tetrahydrocannabinol (THC) at any time this policy is applicable, regardless of whether it constitutes a controlled substance under state or federal law. Employees must not, at any time this policy is applicable, be impaired by the use of substances intended to induce exhilaration or euphoria or alter mood or behavior or be impaired by the excessive use of prescription or nonprescription drugs. This policy is not violated by an individual's possession of or 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; at any time during which the employee is acting in the course and scope of his or her employment with the board; 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.

Independent contractors, volunteers, and visitors are subject to all requirements of this policy while on school property or at a school-sponsored event.

C. Reasonable Suspicion to Search

An employee may be subjected to a search of his or her person or belongings or of 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 supervisor or other school system official with training or experience in such indicators.

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 or performs other safety-sensitive functions in the course of duties for the board may be subject to drug

and alcohol 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 and the director of human resources in writing of any arrest, charge, or conviction under any criminal drug statute. (See also policy 7300, Staff Responsibilities.) Notification must be given no later than the next scheduled business day after such arrest, charge, or conviction unless the employee is hospitalized or incarcerated, in which case the employee must report the alleged violation within 24 hours after his or her release. The notification must be given before the employee reports to work. Within 10 days of receiving notice of a criminal drug statute conviction for a violation occurring in the workplace 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 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 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. Any illegal drug activity will be reported to law enforcement authorities.

All employees shall receive a copy of this policy.

Legal References: 21 U.S.C. 812; 41 U.S.C. 8101 et seq.; 21 C.F.R. 1300.01-.04 and 1308.11-.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: April 18, 2016

Revised: January 9, 2018; June 11, 2018; April 2, 2020; October 12, 2020

Haywood County Board Of Education

Policy 5026/7250 Smoking and Tobacco Products

The board of education promotes the health and safety of all students and staff and the cleanliness of all school facilities. The board believes that the use of tobacco products on school grounds, in school buildings and facilities, in or on any other school property owned or operated by the school board, or at school-related or school-sponsored events is detrimental to the health and safety of students, staff, and school visitors. To this end, and to comply with state and federal law, the board adopts this tobacco-free policy that prohibits smoking and the use of tobacco products as follows. For the purposes of this policy, the term "tobacco product" means any product that contains 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 school board.
2. In addition, persons attending a school-sponsored event at a location not specified in subsection 1 above are prohibited from using tobacco products when (a) in the presence of students or school personnel, or (b) in an area where use of tobacco products is otherwise prohibited by law.
3. Nothing in this policy prohibits the use of tobacco products for an instructional or research activity conducted in a school building, provided that such activity is conducted or supervised by a faculty member and that the activity does not include smoking, chewing, or otherwise ingesting tobacco.
4. The administration will consult with the county health department and other appropriate organizations to provide employees with information about support systems and programs to encourage employees to abstain from the use of tobacco products. The school system may, from time to time, provide free non-smoking programs and services to employees of the school system after the regular school day.
5. The principal of each school and other school personnel responsible for school facilities shall post signs in system facilities in a manner and location that adequately notify staff, students, and visitors that the use of tobacco products by any person is prohibited at all times in or on school property.
6. The superintendent and designees shall ensure that adequate notice of this policy is provided to students, parents, school personnel, and the public.
7. All school personnel are required to adhere to and enforce this policy and other policies, rules, or regulations addressing the use of tobacco products.

Legal References: Pro-Children Act of 1994, 20 U.S.C. 6081 et seq.; 21 U.S.C. 321 (rr); 21 C.F.R. 1100 et seq.; G.S. 14-313; 115C-47(18), -407.

Cross References: Tobacco Products - Students (policy 4320)

Adopted: July 13, 2015

Revised: November 9, 2015; January 9, 2018

Haywood County Board Of Education

Policy 7262 Communicable Diseases - Employees

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

A. Communicable Disease Defined

A “communicable disease” is defined as an illness due to an infectious agent (usually a virus or bacterium), or its toxic products, that is transmitted directly or indirectly to a person from an infected person or animal.

A “communicable condition” exists if a person is infected with a communicable agent but does not have symptoms.

A “reportable disease or condition” is defined as a communicable disease or condition declared to be dangerous to the public health and required by the N.C. Department of Health and Human Services to be reported after the disease or condition is reasonably suspected to exist.

B. Reporting and Confidentiality Requirements

1. Principal’s Report to Health Department

In accordance with [G.S. 130A-136](#), principals are required to report suspected cases of reportable communicable diseases or conditions to the county health director for investigation, along with any information forming the basis for the suspicion. Confidentiality of such reports is protected by law. Principals are immune from liability under state law for making such reports in good faith.

2. Confidentiality

Employees who become aware of another employee’s reportable disease or condition may not share that information with anyone, including other school personnel, unless specifically permitted to do so by the health director, by written consent of the affected employee, or by other applicable state or federal laws or regulations. The release of confidential information or records relating to an employee’s reportable disease or condition, except as permitted by law, is a misdemeanor and may subject the employee to discipline up to and including dismissal.

C. Safety Control Measures

1. Handling Bodily Fluids

In order to prevent the spread of communicable disease and conditions, universal health and safety precautions, including precautions regarding the handling and cleanup of blood and other bodily fluids, must be distributed by the human resources office and followed by all school system employees. Employees are also required to follow the school system’s bloodborne pathogens exposure control plan that contains universal precautions and specific work practice controls relating to the handling, disposal, and cleanup of blood and other potentially infectious materials. The bloodborne pathogens exposure control plan will be made available at each school or department. All employees are required to review and be familiar with the plan within a reasonable

time, not exceeding 30 days, after assuming employment. Faculty should not allow students to be involved in the handling, disposal, or cleanup of potentially infectious materials unless the students have been specifically trained in the handling of such materials and are qualified to perform first aid services.

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

2. Following Health Control Measures for Communicable Diseases

Employees shall follow all measures to control the spread of communicable disease as directed by the state or local health department. Any employee suffering from a communicable disease or condition is required to follow all control measures given to him or her by the health director.

Any school system employee who has reason to believe that a fellow employee is not following safe practices, including the universal precautions, must report this failure to his or her principal or supervisor. Supervisory personnel shall report unsafe conduct to the health department when they have a reasonable concern that such conduct may cause or may have caused the spread of a communicable disease.

3. Cooperating with Health Officials

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

D. Employment Status of Employee

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

1. Requests to Alter Duties

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

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

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

2. Interdisciplinary Committee

If the superintendent so requests, the employee must give the superintendent written permission either to consult with appropriate medical personnel or to convene an interdisciplinary committee to receive medical information regarding the employee to the extent necessary to assist the superintendent in determining whether alternative employment opportunities reasonably can be

provided to the affected employee. The committee may include appropriate school system personnel, appropriate medical personnel, including the employee's personal physician when possible, the health director or designee, and the employee.

3. Reasonable Accommodation Review

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

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

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

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

4. Confidentiality of Information

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

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

Legal References: Americans with Disabilities Act, [42 U.S.C. 12101 et seq.](#), [29 C.F.R. pt. 1630](#); [G.S. 130A, art. 6](#); [10A.N.C.A.C. 41A.0101 et seq.](#)

Cross References: Communicable Diseases – Students (policy [4230](#)), Occupational Exposure to Bloodborne Pathogens (policy [7260](#))

Adopted: April 18, 2016

Revised: July 11, 2022

Haywood County Board Of Education

Policy 7260 Occupational Exposure to Bloodborne Pathogens

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

A. Reasonably Anticipated Occupational Exposure

Employees who have occupational exposure to bloodborne pathogens are covered by the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standard, the North Carolina Administrative Code, and this policy. "Occupational exposure" includes any reasonably anticipated skin, eye, mucous membrane, or parenteral (brought into the body through some way other than the digestive tract) contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. "Good Samaritan" acts, such as assisting a co-worker or a student with a nosebleed, would not be considered "reasonably anticipated occupational exposure," and employees whose only anticipated exposure to bloodborne pathogens would result from such acts are not considered to have occupational exposure.

B. Universal Precautions

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

C. Exposure Control Plan

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

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

D. Testing

An employee who suspects that he or she has been exposed to blood or bodily fluid on the job may request to be tested, at the school system's expense, provided that the suspected exposure poses a significant risk of transmission as defined in the rules of the Commission for Public Health. The HIV and HBV testing of a person who is the source of an exposure that poses a significant risk of transmission must be conducted in accordance with 10A N.C.A.C. 41A .0202 (4) (HIV) and 41A .0203(b)(4) (HBV). The school system shall strictly adhere to existing confidentiality rules and laws regarding employees with communicable diseases, including HIV or HIV-associated conditions.

E. Nondiscrimination Policy

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

Legal References: 29 C.F.R. 1910.1030; G.S. 95 art. 16; 13 N.C.A.C. 7E .0207; 10A N.C.A.C. 41A .0202(4), 41A .0203(b)(4)

Cross References: Communicable Diseases - Employees (policy 7262)

Adopted: April 18, 2016

Haywood County Board Of Education

Policy 7265 Occupational Exposure to Hazardous Chemicals In Science Laboratories

It is the policy of the board to comply with federal regulations and state statutes regarding hazardous chemicals as set forth in the Federal Register, 29 C.F.R. 1910.1450, and the North Carolina Administrative Code, 13 N.C.A.C. 07F .0101, by attempting to limit occupational exposure of employees to hazardous chemicals or other potentially hazardous materials that could cause injury or death.

A. Universal Precautions

Universal precautions must be used at all times. Because few laboratory chemicals are without hazards, the school system shall establish general precautions for handling all laboratory chemicals. Additional precautions consistent with state and federal standards shall be established for the handling of known hazardous chemicals and unknown substances. The program standards for the control of hazardous chemicals as outlined in the Occupational Safety and Health Act ("OSHA") rule, "Occupational Exposure to Hazardous Chemicals in Laboratories" (Standard 1910.1450), and the North Carolina Administrative Code and/or the most current standards available must be followed.

B. School System Requirements

The superintendent or designee shall ensure that:

1. a Chemical Hygiene Plan is developed in accordance with OSHA-issued regulations or the most current available federal and/or state standards issued and that all elements of the Chemical Hygiene Plan are met, including, but not limited to, standard operating procedures for handling hazardous chemicals, such as the use of personal protective equipment and hygiene practices; control measures to reduce employee exposure to hazardous chemicals; standards for laboratory protective equipment; identification of laboratory procedures and activities requiring prior approval; proper employee training; and the assignment of a Chemical Hygiene Officer;
2. bulk elemental mercury, chemical mercury compounds, and bulk mercury compounds are not used as teaching aids in science classrooms;
3. labels on incoming containers of hazardous chemicals are not removed or defaced, all safety data sheets received with incoming shipments are maintained and readily accessible to employees, and a current inventory of chemicals is in use and maintained;
4. all employees are trained and apprised of the hazards of chemicals present in their work area and understand how to report unsafe conditions and how to perform proper cleanup;
5. all employees have access to a copy of the Hazardous Chemicals Policy and Chemical Hygiene Plan;
6. science laboratories comply with the OSHA Right-to-Know legislation, bloodborne pathogens regulations (see policy 7260, Occupational Exposure to Bloodborne Pathogens), laboratory standards as provided by the Chemical Hygiene Plan, and other safety rules and guidelines of the profession;
7. records are established and maintained of any measurements taken to monitor employee exposures and any medical consultations or examinations required;
8. the Chemical Hygiene Plan is reviewed annually by a committee appointed by the superintendent and updated as necessary;
9. this policy is reviewed annually and, as needed, updated annually; and

10. a copy of the Chemical Hygiene Plan is submitted to the State Board of Education by January 31 of each school year.

C. Testing

Whenever an event, such as a spill, leak, explosion, or other occurrence resulting in the likelihood of a hazardous exposure, takes place in the work area, the employee exposed to the hazard may receive a medical examination at the school system's expense.

Legal References: 29 C.F.R. 1910.1450; G.S. 115C-47(49); 13 N.C.A.C. 7F .0101; State Board of Education Policy SCOS-017

Cross References: Occupational Exposure to Bloodborne Pathogens (policy 7260)

Other Resources: *Safe, Orderly, and Caring Schools Assessment Inventory*, Safety Provisions - Science Education (North Carolina Department of Public Instruction, Division of School Improvement)

Adopted: April 18, 2016

Revised: May 24, 2017 (legal references only)

Haywood County Board Of Education

Policy 7520 Family and Medical Leave

All eligible employees will be provided leave as required by the federal Family and Medical Leave Act of 1993 (FMLA), as amended, and applicable state laws and State Board of Education policies. The FMLA allows eligible employees to take job-protected, unpaid leave, or to substitute appropriate paid leave if the employee has earned or accrued it, for up to a total of 12 workweeks (or 26 workweeks in certain cases) in any 12-month period for certain qualifying conditions or events. The employee may continue to participate in the school system's group insurance plan while on FMLA leave.

This policy is intended for guidance only and is not intended to alter or expand the school system's responsibilities beyond the requirements of law. If any provision of this policy is inconsistent with federal law or regulation, the federal rule must take precedence. The superintendent is authorized to develop additional regulations for FMLA leave consistent with the requirements of the law and this policy. Employees can find more information about FMLA leave in the North Carolina Public Schools *Benefits and Employment Policy Manual*.

The board strictly prohibits interfering with, restraining, or denying the ability of any employee to exercise any right provided by the FMLA. The board also strictly prohibits any type of discrimination against or discharge of an employee who has filed a complaint in regard to the FMLA. A copy of this policy will be provided to each employee upon hiring.

A. Definitions

1. Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.

2. Continuing Treatment

Subject to certain conditions, the continuing treatment requirement in the above definition of "serious health condition" may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment or incapacity due to pregnancy or a chronic condition. Other conditions may meet the definition of continuing treatment.

3. Other Terms

Unless otherwise noted, all terms in this policy must be defined in accordance with [29 C.F.R. pt. 825](#).

B. Eligibility

Generally, employees are eligible for unpaid FMLA leave if they have:

1. been employed by the school system for at least 12 months (not necessarily consecutively); and
2. worked at least 1,250 hours during the previous 12 months.

Further information about these requirements can be found in the Code of Federal Regulations at [29 C.F.R. 825.110](#).

C. Qualifying Conditions

Except in cases of leave to care for a covered servicemember with a serious illness or injury, an eligible employee is entitled to a total of 12 workweeks of FMLA leave during any 12-month period for any one or more of the following reasons:

1. the birth and first-year care of the employee's child;
2. adoption or foster placement of a child with the employee;
3. a serious health condition of the employee or the employee's spouse, child, or parent;
4. a qualifying exigency (see Section F) arising out of the fact that the spouse or a son, daughter, or parent of the employee has been deployed, or is on notice of an impending deployment to a foreign country as a member of the regular Armed Forces on active duty or as a member of the Reserve components of the Armed Forces under a federal call or order to active duty in support of a contingency operation; or
5. to care for a covered servicemember with a serious illness or injury ("covered servicemember" and "serious injury or illness" are defined in federal regulation [29 C.F.R. 825.127](#)). An employee who is a spouse, son, daughter, parent, or next of kin of the servicemember may take leave for a period of up to 26 workweeks under this provision.

D. Determining the 12-Month Leave Period

The 12-month period during which an employee is eligible for FMLA leave will be from July 1 to June 30, except that the period for leave to care for a covered servicemember with a serious injury or illness begins on the first day the employee takes leave for this reason and ends 12 months later.

E. Entitlement to Leave

Eligible employees may take leave as follows:

1. **Medical leave for serious health conditions:** A combined total of 12 workweeks during a 12-month period. The leave may be taken intermittently or on a reduced leave schedule as is medically necessary.
2. **Family leave for pregnancy, birth of a child, or placement of a child for foster care or adoption:** A combined total of 12 consecutive workweeks during a 12-month period. Eligibility for FMLA leave expires 12 months from the birth, foster care placement, or adoption of the child. Leave must be used in a single block of time unless the board agrees to another arrangement.
3. **Military service exigency:** A combined total of 12 workweeks during a 12-month period. The leave may be taken intermittently or on a reduced leave schedule.
4. **Leave to care for injured servicemember:** A combined total of no more than 26 workweeks during a single 12-month period. The leave may be taken intermittently or on a reduced leave schedule. If combined with other types of FMLA leave, the total leave taken in a single 12-month period still may not exceed 26 weeks.
5. **Spouses employed by the school system:** Spouses who are both employed by the school system and eligible for FMLA leave are limited in the amount of family leave they may take for the birth and care of a newborn child, for the placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 weeks (or 26 weeks if leave to care for a covered servicemember with a serious injury or illness is also used).

F. Qualified Military Service Exigencies

A military service exigency that qualifies for FMLA leave must be defined in accordance with federal regulations. Qualified exigencies may include:

1. short-notice deployment;
2. military events and related activities;
3. school and childcare activities;
4. financial and legal arrangements;
5. counseling;
6. rest and recuperation leave;
7. post-deployment activities;
8. parental care; and
9. additional activities agreed upon by the board and employee.

G. Intermittent or Reduced Work Schedule

1. An employee may take FMLA leave on an intermittent or reduced leave schedule as required for the health of the employee or family member, due to a qualifying exigency, or as otherwise approved by the superintendent. The employee must make a reasonable effort to schedule treatment so as not to disrupt unduly the operations of the school. Whenever possible, the employee should discuss scheduling with his or her immediate supervisor prior to scheduling any medical treatment in order to accommodate the work schedule.
2. An employee who requests intermittent or reduced leave time for medical treatment of a serious health condition may be required to give the reasons for the intermittent or reduced leave schedule and the schedule for treatment.
3. To better accommodate an employee's need for intermittent or reduced leave for a serious health condition, the school system may require an employee to take an alternative position during the period of leave. The alternative position must have equal pay and benefits, but it does not have to have equivalent duties.
4. Employees may take intermittent leave in increments of one hour.
5. Instructional personnel are subject to special rules for taking intermittent or reduced leave. (See Section H.)

H. Instructional Personnel

The following special rules apply to instructional personnel only. For the purposes of this policy, instructional personnel are teachers, athletic coaches, driving instructors, special education assistants, and any other employees whose principal function is to teach and instruct students.

1. Use of Intermittent or Reduced Schedule Leave
 - a. Instructional employees may use intermittent or reduced schedule leave only when the employee and the school system have reached an agreement on how the leave will be used.

b. If an instructional employee requests intermittent or reduced schedule leave for more than 20 percent of the workdays of the duration of a leave due to medical treatment, the school system may require the employee to take continuous leave for up to the entire duration of the scheduled leave or to transfer to an alternative position with equivalent pay and benefits for the period of leave.

c. Instructional employees who take intermittent or reduced schedule leave that constitutes 20 percent or less of the workdays during the leave period are not subject to transfer to an alternative position.

2. Extension of FMLA Leave at School System Discretion

The school system may require instructional personnel to continue leave through the end of the school semester if any of the following conditions exist:

a. the leave will begin more than five weeks before the end of the term; the leave will last at least three weeks; and the employee would return to work in the last three weeks of the academic term;

b. the leave is for a purpose other than the employee's own serious health condition or for a military exigency; the leave will begin in the last five weeks of the term; the leave will last more than two weeks; and the employee would return to work during the last two weeks of the academic term; or

c. the leave is for a purpose other than the employee's own serious health condition or for a military exigency; the leave will begin in the last three weeks of the term; and the leave will last at least five days.

If the school system requires an instructional employee to take leave until the end of the academic term, only the period of leave until the employee is ready and able to return to work will be charged against the employee's FMLA entitlement.

I. Employee's Responsibility When Requesting Leave

To ensure that employees receive proper notification of their rights and responsibilities and that leave is properly designated, all employees requesting any type of leave must make the request to the director of human resources or designee.

1. Employee's Responsibilities When Leave is Foreseeable

a. The employee must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. If this amount of notice is not possible, then notice must be given as soon as practicable, taking into account all of the facts and circumstances.

b. The employee must provide sufficient information for the school system reasonably to determine (1) whether the FMLA may apply to the leave request and (2) the anticipated timing and duration of the leave. This information would include, for example, notice that the employee is unable to perform job functions, notice that the family member is unable to perform daily activities, notice of the need for hospitalization or continuing treatment by a health care provider, or notice of circumstances supporting the need for military family leave.

c. If the employee does not provide 30 days' notice and there is no reasonable justification for the delay, the school system may delay the FMLA leave until at least 30 days after the employee provides notice of the need for FMLA leave.

d. If an instructional employee fails to give the required notice of foreseeable leave for an intermittent or reduced leave schedule, the school system may require the employee to take continuous leave for the duration of his or her treatment or may temporarily transfer the employee to an alternative position for which the employee is qualified and that has the same benefits. (See Section H.)

2. Employee's Responsibilities When Leave is Not Foreseeable

a. When leave is not foreseeable, the employee must comply with the usual school system procedures for notifying his or her supervisor of the absence and requesting leave, including any applicable requirements established by policy [7510](#), Leave. If the employee fails to do so, the leave may be delayed or denied.

b. When giving notice of an absence, the employee must inform the supervisor if the requested leave is for a reason for which FMLA leave was previously taken or certified.

c. The employee also must notify the director of human resources or designee of the need for FMLA leave as soon as practicable.

d. All employee responsibilities in the FMLA for notice, medical certification, fitness for duty certification, and notice of intent to return to work apply as specified in this policy and policy [7510](#).

J. School System's Designation and Notice to Employee

1. Whether or not the employee specifically requests FMLA leave, the director of human resources or designee is responsible for asking any questions of the employee necessary to make a determination of whether the leave is FMLA-eligible, unless the employee has already requested and received FMLA leave or certification for the same condition or event. The director of human resources may require the employee to provide notice of the need and the reason for leave.

2. The director of human resources or designee shall provide all legally-required notices to the employee within five days of receiving this information or otherwise learning that an employee's leave may be for an FMLA-qualifying reason, unless there is a justifiable delay, such as a delay for documentation.

The required notices must indicate whether the employee is eligible under the FMLA. If the employee is eligible, the notice must specify any additional information required from the employee and must explain the employee's rights and responsibilities under the FMLA. If the employee is not eligible, the notice must provide a reason for the ineligibility. The required notices also must state whether the leave will be designated as FMLA-protected and, if so, the amount of leave that will be counted against the employee's leave entitlement.

3. Leave may be designated as both FMLA-eligible and as leave under the school system's paid leave policy if paid leave has been substituted. Such leave would be counted toward the employee's 12-week FMLA entitlement. In addition, the director of human resources may designate an absence (taken as paid or unpaid leave) that meets the criteria for an FMLA-qualifying absence as part of the employee's total FMLA entitlement, whether or not the employee has requested FMLA leave. (See Section M.)

4. Leave that has been taken for an FMLA-qualifying reason may be retroactively designated as FMLA leave with appropriate notice to the employee, provided that such designation does not cause harm or injury to the employee.

K. Certification

The school system reserves the right to require employees to provide certification of any FMLA-qualifying event or condition of the employee or the employee's spouse, child, parent, or next of kin, including certification for military exigency leave. The school system will not request more medical certification information than that allowed by the FMLA and the Americans with Disabilities Act. The director of human resources may request a second or third opinion at the school system's expense if reason to doubt the validity of a medical certification exists. The school system may require periodic recertification to support the leave, as permitted by law.

L. Return to Work

The school system may require an employee to periodically report on his or her status and intent to return to work. Any employee who is taking leave through the end of an academic semester must report on his or her intent to return to work no later than four weeks before the end of the academic semester. In addition, the school system may require the employee to report on his or her intent to return to work on a regular basis while on FMLA leave.

Before an employee returns to work from FMLA leave taken for the employee's own serious health condition, the employee must present a "fitness-for-duty" certification that states that the employee is able to return to work. This requirement does not apply to an employee taking intermittent leave unless the employee's condition presents a reasonable safety concern.

M. Substitution of Paid Leave

1. The school system will substitute appropriate paid leave, including sick leave, personal leave, and vacation time for unpaid, FMLA leave to the extent allowed by law and policy, giving proper notice to the employee that the leave is designated as FMLA. If an employee has exhausted his or her accrued paid leave but an FMLA-qualifying reason for absence continues, the school system will designate resulting absences as protected FMLA leave until the employee has used all allowable FMLA leave. Such absences will be unpaid.

2. When an employee has an absence (taken as paid or unpaid leave) that meets the criteria for an FMLA-qualified absence, the school system may, with proper notice to the employee, designate the absence as part of the employee's total annual FMLA entitlement. If the absence continues for more than 10 days, all employee responsibilities in the FMLA to provide notice for foreseeable and unforeseeable leave, medical certification, fitness for duty certification, and notice of intent to return to work apply as specified in this policy and policy [7510](#).

3. An employee must not be permitted to use paid leave before beginning FMLA leave if it has been determined that the employee's reason for using paid leave meets the FMLA eligibility requirements.

N. Restoration to Equivalent Position

1. Generally

Employees, except "key" employees, will be restored to the same or an equivalent position upon return from FMLA leave.

The equivalent position will have virtually identical pay, benefits, and working conditions, including privileges, perquisites, and status, as the position the employee held prior to the leave. The position also must involve substantially similar duties and responsibilities, which must entail substantially equivalent skill, effort, responsibility, and authority. All positions within the same job classification are considered "equivalent positions" for the purposes of this policy, so long as these conditions are met. For licensed employees, all positions with the same salary and licensure requirements also will be considered equivalent positions, so long as these conditions are met.

2. Key Employees

Key employees do not have the right to be restored to the same or an equivalent position upon their return from FMLA leave. Key employees are salaried FMLA-eligible employees who are among the highest paid 10 percent of all employees. If restoring a key employee would result in substantial and grievous economic injury to the school system, then the school system has no obligation to restore the employee to the same or an equivalent position.

An employee will be informed at the time leave is taken if he or she is considered a key employee and will be informed once a determination is made that the employee will not be restored to the same or an equivalent position upon return from FMLA leave. A key employee who has been informed that he or she will not be restored still has the right to health benefits for the full period in which he or she is eligible for FMLA leave.

O. Continuation of Health Benefits

Health care coverage and benefits will be continued for the duration of an employee's FMLA leave on the same conditions as would have been provided if the employee had continued working. Employees do not have the right to the accrual of earned benefits during FMLA leave. If an employee takes intermittent or reduced leave, he or she has the right to maintain the same health care benefits, but earned benefits may be reduced in proportion to hours worked when such a reduction is normally based upon hours worked.

The school system may recover from the employee the cost of health insurance premiums paid on behalf of the employee while the employee was on unpaid FMLA leave if the employee does not return to work after the leave, so long as the reason for not returning does not relate to a serious health condition or to circumstances beyond his or her control.

P. Posting Requirement

The superintendent or designee shall ensure that notices of FMLA provisions and information on procedures for filing complaints are posted in places that are readily accessible to employees and applicants.

Q. Recordkeeping Requirement

The human resources office shall maintain records of the following information for at least three years: basic payroll and identifying employee data, the dates (or hours) of FMLA leave taken by each employee, and premium payments of employee benefits. Medical information, such as that relating to medical certifications, also will be maintained in the human resources office in confidential medical records.

The director of human resources will maintain for at least three years copies of employee notices, including general and specific notices, any other documents describing employee benefits or policies, and records of disputes between the school system and any employee regarding designation of FMLA leave.

R. Enforcement

An employee may file a complaint with the U.S. Department of Labor or bring a private lawsuit against the school system for violations of the FMLA.

FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law that provides greater family or medical leave rights.

S. Outside Employment/Falsification of Records

The school system may deny FMLA benefits to an employee who engages in self-employment or employment for any employer while on continuous leave if the employee fraudulently obtained FMLA

leave. Falsification of records and failure to correct records known to be false are violations of this policy and will result in discipline, which may include termination from employment.

Legal References: Americans with Disabilities Act, [42 U.S.C. 12101](#) *et seq.*; Family and Medical Leave Act of 1993, as amended, [29 U.S.C. 2601](#) *et seq.*; [29 C.F.R. pt. 825](#); National Defense Authorization Act for 2008, [Pub. L. 110-181](#) sec. 585; *North Carolina Public Schools Benefits and Employment Policy Manual*, N.C. Dept. of Public Instruction (current version)

Cross References: Leave (policy [7510](#))

Adopted: May 9, 2016

Revised: February 15, 2022; January 17, 2023

Haywood County Board Of Education



New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved
OMB No. 1210-0149
(expires 6-30-2023)

PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.¹

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution -as well as your employee contribution to employer-offered coverage- is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact _____

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

¹ An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name Haywood County Schools		4. Employer Identification Number (EIN) 56-6001045	
5. Employer address 1233 North Main Street		6. Employer phone number (828) 456-2400	
7. City Waynesville		8. State NC	9. ZIP code 28786
10. Who can we contact about employee health coverage at this job? Angie Ballance			
11. Phone number (if different from above)		12. Email address aballance@hayood.k12.nc.us	

Here is some basic information about health coverage offered by this employer:

•As your employer, we offer a health plan to:

All employees. Eligible employees are:

Some employees. Eligible employees are:

**Any Employees working 30 or more hours per week are eligible to enroll in the NC State Health Plan with the employer portion paid by Haywood County Schools
Employees working 20-30 hours per week are eligible to enroll in the NC State Health Plan and pay the full amount that includes the employer portion of the premium.**

•With respect to dependents:

We do offer coverage. Eligible dependents are:

Eligible dependents are allowed to be enrolled on the NC State Health Plan with provided acceptable verification documents with dependent premiums being paid by the employee.

We do not offer coverage.

If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

** Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, HealthCare.gov will guide you through the process. Here's the employer information you'll enter when you visit HealthCare.gov to find out if you can get a tax credit to lower your monthly premiums.

The information below corresponds to the Marketplace Employer Coverage Tool. Completing this section is optional for employers, but will help ensure employees understand their coverage choices.

13. Is the employee currently eligible for coverage offered by this employer, or will the employee be eligible in the next 3 months?

Yes (Continue)

13a. If the employee is not eligible today, including as a result of a waiting or probationary period, when is the employee eligible for coverage? _____ (mm/dd/yyyy) (Continue)

No (STOP and return this form to employee)

14. Does the employer offer a health plan that meets the minimum value standard*?

Yes (Go to question 15) No (STOP and return form to employee)

15. For the lowest-cost plan that meets the minimum value standard* offered only to the employee (don't include family plans): If the employer has wellness programs, provide the premium that the employee would pay if he/ she received the maximum discount for any tobacco cessation programs, and didn't receive any other discounts based on wellness programs.

a. How much would the employee have to pay in premiums for this plan? \$ 25.00

b. How often? Weekly Every 2 weeks Twice a month Monthly Quarterly Yearly

If the plan year will end soon and you know that the health plans offered will change, go to question 16. If you don't know, STOP and return form to employee.

16. What change will the employer make for the new plan year? _____

Employer won't offer health coverage

Employer will start offering health coverage to employees or change the premium for the lowest-cost plan available only to the employee that meets the minimum value standard.* (Premium should reflect the discount for wellness programs. See question 15.)

a. How much would the employee have to pay in premiums for this plan? \$ _____

b. How often? Weekly Every 2 weeks Twice a month Monthly Quarterly Yearly

* An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs (Section 36B(c)(2)(C)(ii) of the Internal Revenue Code of 1986)

Haywood County Schools Technology Reminders for Employees

Below are a few important tips and reminders as you create and set up your accounts in our district.

Network Logins for Staff:

Network logins are assigned by the Instructional Technology Center (ITC) once employees are approved by the Board of Education. User accounts are then sent to the principal of each school or the site administrator for auxiliary locations.

- Usernames are typically your first initial, last name unless there are duplicates in the system.
Ex. kjackson
- Initial passwords are temporary. You must change your password the first time you login. Initial logins must be on a windows machine (not MAC or chromebook) that is connected to the HCS network, if on campus. If you are not on campus or are using a MAC, you can now reset your password online.
 - Handouts are available on Team Drive - HCS Staff Info > How To Guides
 - Videos are available on Team Drive - HCS Staff Info > How To Guides > How To Videos
- Passwords must be 12+ characters and include at least 3 of the following: lowercase letters, uppercase letters, numbers, special characters and cannot include first or last name.
- Passwords expire after 12 months. You will be prompted to change your password at this time.
- Network logins:
 - Are used for services such as: Gmail, Google Apps, Moodle, Destiny Library Management, ITC Help Desk, iCloud Apple ID, OneDrive, etc.
 - Give you access to printers, copiers and different rules on the internet filter. **Students should never use a machine that is logged in as a staff member.**
 - Provide you with network storage in your Home Directory (H: drive). Home directories (including your Documents folder) are backed up weekly and provide you access to your files from any machine on the network once you are logged in.

Network Logins for Students:

- Usernames for students in K – 12th grade are last name, number (if duplicates). Ex. jackson12
- Usernames and passwords are assigned by the ITC and can be found on the Faculty Read Only Shared drive.
Click on Computer > Shared > your School Folder > Faculty[Read Only] > Student Logins
- Logins are generated twice per week for new students and updated in this file.
- **Please do not print student logins.**

Substitutes, Interims, and Guest Access:

- Substitutes should **NOT** login with your account. This includes NCEdCloud. This is a violation of board policy.
 - They can login to a computer as a guest. This provides student level filtering.
 - Username: site-guest (Ex. bms-guest)
 - Password: site (Ex. bms)
- Long-term subs will be given a network account.

G Suite/Google Apps:

HCS staff and students (K – 12th grade) are assigned google apps accounts. Access includes google drive (docs, sheets, slides, forms), calendar, classroom, etc. Google drive is an excellent way to share files electronically with your students and collaborate with fellow colleagues.

- Click on Staff webmail under Quick Links on the HCS website.

- Logins for staff are:
username: "[networklogin](mailto:networklogin@haywood.k12.nc.us)"@haywood.k12.nc.us, password: same as network (12+ characters)
- Logins for students are:
username: "[networklogin](mailto:networklogin@student.haywood.k12.nc.us)"@student.haywood.k12.nc.us, passwords: same as network
Note: Replace "networklogin" above with your assigned network login
- Students in grades 3rd – 12th also have access to gmail (3rd – 8th grade is internal only, 9th – 12th grade is internal and external).

YouTube:

YouTube is part of G Suite/Google Apps for Education. In order to view videos on YouTube, staff or students must be signed in to their google apps account. Student access is filtered through YouTube for Education and is different from staff access.

- A video is available on Team Drive - HCS Staff Info > How To Guides > How To Videos

NCEdCloud/IAM:

NCEdCloud/IAM accounts are used to access HomeBase applications provided by NCDPI. This includes: PowerSchool, NC Educator Effectiveness System (NCEES), and Schoolnet (IIS) as well as other applications such as EVAAS, Amplify, and ECATS.

- PowerSchool/PowerTeacher is used to take attendance, track grades, and access student demographic information. Parents and students also have access to grades and attendance through the Parent Portal.
- NCEES is used to create your Professional Development Plan and your Evaluation Plan.
- Schoolnet (Instructional Improvement System) is a resource for gathering lesson plans, creating benchmark assessments, and using instructional resources with students.
- NCEdCloud staff accounts are assigned by the state.
 - Login through our Faculty Resources page on the HCS website.
 - Usernames are your 10 digit universal ID (UID). See your school data manager for this number or click on Lookup my CEUs/UID on the Faculty Resources page of the HCS website. Enter your SSN and click Lookup. Your UID will be in bold at the top.
 - Passwords are created by you once you claim your account.
 - Please claim your account as soon as you receive your UID. You will need to access PowerSchool and NCEES as soon as school starts.
- NCEdCloud student accounts are assigned by the state.
 - K-3 students will use QR codes. Every time these are printed, the password is changed. Old QR codes will no longer work when a new QR code is printed.
 - 4-12 students will claim accounts and login just like staff.
- Handout is available on Team Drive - HCS Staff Info > How To Guides

Communication with Parents and Students:

Staff members are expected to use system managed tools for all school communication. For more information, see Policy 7335 – Employee Use of Social Media. System managed tools include:

Email: HCS email accounts

Learning Management Systems: Seesaw for K-2, Google Classroom for 3-12

Websites: HCS Google Sites

Social Media: only system controlled social media, see below

Remind: text and voice calls

Google Meet: video conferencing tool through HCS account

Other Tools: make sure they are on the HCS approved sites list and you have signed parent permission

See more info under COPPA below

Children's Online Privacy Protection Act (COPPA):

Haywood County Schools uses many web based tools and applications to enrich a child's learning experiences both within and outside the classroom. In accordance with Federal Guidelines outlined in the Children's Online Privacy Protection Act (COPPA), our goal is to protect the privacy of our students when using online tools and resources. COPPA states that websites must notify parents regarding how they will use and disclose of information and also requires that they obtain parental consent before collecting any personal information from children under the age of 13. For more information on COPPA, please visit

<https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions> .

Parents must give permission for students to use these tools each year. A letter is sent home from the school at the beginning of each year and when new students enroll. Please verify that you have signed permission before you use these tools. **Websites that are not on the list are not approved and should not be used.**

COPPA Letter - Found on Team Drive > HCS Staff Info. > Staff Forms > Tech and Media

Elementary Resources - <http://tinyhcs.us/coppaelementary>

Middle School Resources - <http://tinyhcs.us/coppamiddle>

High School Resources - <http://tinyhcs.us/coppahigh>

Photo/Video Release:

Parents have the option of signing a photo/video release form. This letter should be sent home with all students at the beginning of each year. A signed form allows you to use student pictures and videos on any system-controlled HCS website, social media, or publication. Written permission to use photos and videos on personal sites or social media must be obtained by the individual teacher and kept on file at the school. In accordance with Board Policy 3227/7322 – Web Page Development, photographs may only include the student's first name, with no other information about the student.

HCS Photo Video Release Form - Found on Team Drive > HCS Staff Info. > Staff Forms > Tech and Media

Social Media:

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. School employees may use only system-controlled social media to communicate directly with current students about school-related matters. Employees should consult Board Policy 4040/7310 – Staff-Student Relations and Board Policy 7335 – Employee Use of Social Media along with our HCS guidelines found at www.haywood.k12.nc.us/technology/social-media-guidelines.

Technology Responsible Use:

The use of school system technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest, and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Code of Student Conduct, and other regulations and school rules, apply to use of the Internet and other school technological resources. Staff and students must be informed of this policy annually. For more information, see Board Policy 3225/4312/7320 – Technology Responsible Use.

AUP for students and staff - Found on Team Drive > HCS Staff Info. > Staff Forms > Tech and Media

Internet Filtering:

The Children's Internet Protection Act (CIPA) requires that schools and libraries apply technology protection measures that protect students from inappropriate content on the internet, including anything obscene,

pornographic, or harmful to minors. In addition, schools are responsible for monitoring student's online activity and educating minors about appropriate online behavior.

- School system owned devices must attach to the school network when on-site.
- School system owned student devices must be filtered when sent home with students.
- Staff and student filtering levels are different. **Students should never have access to a computer when it is logged in as a staff member. This is a violation of CIPA and Board Policy.**
- Youtube filtering is based on your login to google apps.
- Sometimes great instructional resources have been blocked by the filter. To have them reviewed for use in your classroom, please submit a ticket to the ITC Help Desk and include a link to the resource.
- Since your access to the internet is much more open, it is a best practice to check student access to the internet before you begin a lesson. To check student access, login to your computer as a guest.
 - Username: site-guest (Ex. bms-guest)
 - Password: site (Ex. bms)
 - This provides you with student level filtering.

Internet Safety:

Before using the Internet, all students must be trained about appropriate online behavior as provided in Board Policy 3226/4205 – Internet Safety. HCS uses Neptune Navigate to train students on Internet Safety and Digital Citizenship for all K-12 students.

Movie Licensing:

Haywood County Schools purchases an annual Public Performance Site license. This license allows you to comply with US copyright laws while legally showing movies for both instructional and non-instructional activities. Any event that occurs inside your building is covered under this license as long as the movie is obtained from a legal source (licensed for Home Use) and represents one of the partner studios below.

Walt Disney Pictures, Paramount Pictures, Warner Bros., Sony Pictures, NBC/Universal Pictures, New Line Cinema, Lionsgate Films, MGM, Touchstone Pictures, Hollywood Pictures, Columbia Pictures, TriStar Pictures, Summit Entertainment, Focus Features, Miramax, Warner Independent Pictures, Fine Line Features, United Artists, Paramount Vantage, Screen Gems, and Dreamworks Animation.

For more information and to confirm that your movie is covered under this license, please visit the website at <https://www.swank.com/k-12-schools/>

Professional Growth (formerly known as My Learning Plan/MLP):

Certified staff are expected to attend Professional Development activities that help them grow both personally and professionally. Professional Growth (MLP) is a resource designed to help you see opportunities that are available, register, evaluate, and track your activities.

- Users will receive an email for application access from "no-reply@frontlineed.com." Click on "Create a new account." You must use the email link to confirm your account prior to the first login. Email links expire in approximately two weeks from when they are sent.
- Login at <https://login.frontlineeducation.com/login?signin=e6e9ab136fd4b03bdd679d493fe78e5a&productId=pd&clientId=pd#/login>

Usernames and passwords are created by you at initial login.

We recommend your username be your full email address (kjackson@haywood.k12.nc.us)

Passwords must be at least 8 characters, 1 must be a letter and 1 must be a number or special character

- 10 hours of professional development = 1 CEU
- Track your CEU progress at <https://as400/hrms/ceu.nsf/ceuhistory?openform> (also found on the Faculty Resources page of our website). This website is only accessible on the HCS network.
- Help Guide found on Team Drive > HCS Staff Info. > How To Guides

Absence Management:

Absence Management is an easy way to enter, manage, and fill your absences. When entering absences, employees may leave notes for substitutes and also upload files, lesson plans, or other resources that would be helpful to share. Employees may select a preferred list of substitutes. From that list, you may choose your top 5 favorites. These individuals will have first priority to see and fill your absence, followed by your school preferred list, and then the district pool.

- Users will receive an email for application access from “no-reply@frontlineed.com”
- In the email, click on “*Sign in with Existing Account.*” Use the same login credentials that you created when setting up your Professional Growth Account (MLP). You must use the email link to confirm your account prior to the first login. Email links expire in approximately two weeks from when they are sent.
- Absences may be created on the web or phone by dialing 1-800-942-3767.
- Login at <https://www.aesoponline.com>
- All absences must be entered into Absence Management and approved by principals/supervisors.
- Help Guide found on Team Drive > HCS Staff Info. > How To Guides

Educators Handbook:

Educators Handbook provides an efficient way to enter and track discipline records as well as view trends in discipline data over time.

- Users will receive an email from notifications@educatorshandbook.com
- If you lose your invitation email or forget your password, click on “Set new password” to verify your account and reset your password.
- iOS app is also available in the App Store
- Login at <https://incidents.educatorshandbook.com/>
- Help Guide found on Team Drive > HCS Staff Info. > How To Guides

Blackboard Connect:

Blackboard Connect is a rapid notification system used to alert students, staff, and parents about events, emergencies, and other important information. Staff and student phone numbers are uploaded from PowerSchool and Human Resource information. However, Blackboard Connect allows you to customize your experience by adding additional cell phones for voice and/or text and additional email accounts. To customize your experience, click on MyConnect HCS Subscriber Portal, located at the bottom of the HCS website. Click “Sign Me Up!” Complete the required information, then enter your UID (staff ID) and email to locate your account. You will be sent an email verification. Once verified, you may add additional points of contact as you wish.

- Help Guide found on Team Drive > HCS Staff Info. > How To Guides

Technology Help Desk:

The ITC is committed to helping you solve technical problems with your devices. To help us help you, please submit your own tickets, using the link on the Faculty Resources page of our website. Make sure you include a complete description of the problem, your name, room number, site, computer name, and any contact information or availability that would help us support you.

- Login using your google account. Click on the gray box that says sign in with google.
- Techs try to solve problems in the field as much as possible.
- For questions or technical advice, please consider using our Help Desk chat, located within Zendesk.
- A video is available on Team Drive - HCS Staff Info > How To Guides > How To Videos

Copiers and Printers:

Copiers and printers are assigned to staff based on location and access need. Users are assigned a code in PaperCut which can be used to release print jobs on copiers.

- To access your code, login to PaperCut on the Faculty Resources page of the HCS website. This website is only accessible on the HCS network
- Login using your network login. (without @haywood.k12.nc.us)
- Click on "Show" under Card/ID.
- This code allows you to release print jobs on your school copiers and can also be used on general purpose copiers at the ITC, Education Center, and Conference Center.
- Guest accounts do not have access to a printer.

Board Policies:

The Board of Education updates policies monthly at school board meetings. Policies can be found on the HCS website by clicking on Board of Education > School Board Policies or navigating to https://www.boardpolicyonline.com/bl/?b=haywood_county in your web browser.

Bring Your Own Device (BYOD):

Haywood County Schools understands that staff, students, and others often bring their own devices to use for instructional purposes during the school day. Users may attach to the guest wireless at any time. Once attached, please open a browser and accept the terms of the Acceptable Use Policy to continue.

Name Badges:

Staff members are encouraged to wear a picture ID throughout the day. New employees will receive an email from Margaret Rogers regarding the ID process. Existing employees should submit a ticket for a replacement ID.

4 R's of Workers Compensation

Report promptly

Receive help promptly

Record details promptly and thoroughly

Recover promptly

Haywood County Schools wants you to have Excellent medical attention.

Please do not delay reporting any and all injuries. Let your front office personnel know immediately when you have an accident **regardless of severity of injury**, you deserve immediate medical attention.

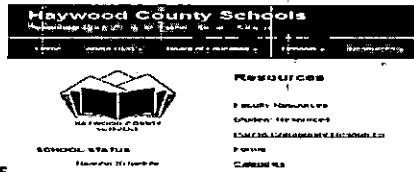
Check out the Haywood County School website Human Resource page for detailed Workers Compensation Instructions.

Accessing the Employee Payroll Portal

In the Employee Portal you can see and/or print copies of each pay check and also print copies of your W2.

*You will not be able to register for the Employee Portal until after you are paid for the first time.

Website - haywood.k12.nc.us



Click on Resources then choose Faculty Resources



Choose the icon for Employee Portal

Log in to Employee Portal

User Name:

Password:

[Register with Employee Portal](#)
[Forgot Password?](#)

Click on Register with Employee Portal

Please complete the information below:

First Name:

Last Name:

SSN:

User Name:

E-mail:

Password:

Confirm Password:

Your first name and last name must be exactly as it is on your social security card. Do not use a middle name or initial. User name can be anything you want it to be. Your password must have a minimum of 12 characters (you may use letters and/or numbers), but it must contain at least one special character (!@#%&*?).

If you forget your password, you can click on forgot password to get a temporary password emailed to you and you can sign in and reset your password.

Log in to Employee Portal

User Name:

Password:

[Register with Employee Portal](#)
[Forgot Password?](#)

If you forget your User Name or get locked out of the Employee Portal, you will need to contact the Payroll Department (828-456-2400) so we can unlock your account.

Full and Part Time Permanent Employees

Mandatory Picture ID please follow these simple steps

1. Take a headshot of yourself with a solid background. (for example, a blank wall or door)
2. Email the picture to Margaret Rogers marogers@haywood.k12.nc.us with the subject line:

Photo ID: Your First and Last Name, School/Location where you will be working, position you will be taking.

3. Check this off your list of things to do because you completed this task as soon as you read the email.

You will pick the badge up at the school/location you have been assigned. The badge will be distributed to the principal or supervisor at the location.

Just a side note this badge is good for discounts at numerous stores at the Asheville Outlet Mall among others and the badge with a pay stub is good for a discount at Verizon.

Email and Passwords

Your new email address and password for Haywood County Schools will be sent to your principal.

Note: Substitute Personnel do not receive an email address from HCS or ID Badge Cards the ID badges will be issued at each school on a daily basis.