



2020-2021 EMPLOYEE HANDBOOK

North East Carolina Preparatory School will teach and inspire through a challenging curriculum that integrates technology, experiential learning, and critical thinking skills; promotes diversity; emphasizes involvement of students, parents, and highly-trained staff; and creates student leaders, all in preparation for postsecondary success.

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INTRODUCTION

The North East Carolina Preparatory School ("NECP") Personnel Handbook has been developed to guide employees in understanding the benefits, expectations, and procedures related to their employment. The information herein is based on the policies of the Administration and the Board of Directors, as well as applicable public school laws, regulations, and legislation. The information is subject to change as these policies, laws, regulations, and/or legislation are amended. As a condition of employment, all NECP personnel are expected to follow procedures and abide by the expectations as stated and/or amended.

The NECP Personnel Handbook may include references to Board policies and state or federal laws and regulations that may be reviewed in the Board Policy Manual, on the school website, or in another context.

AT-WILL EMPLOYMENT

EMPLOYMENT WITH NECP IS STRICTLY AT-WILL, WHICH MEANS THAT EMPLOYEES ARE FREE TO LEAVE NECP'S SERVICE AT ANY TIME AND THAT ANY EMPLOYEE CAN BE TERMINATED AT ANY TIME WITH OR WITHOUT NOTICE AND WITH OR WITHOUT STATED CAUSE OR REASON, EXCEPT AS PROHIBITED BY LAW. NO PERSON OTHER THAN THE NECP BOARD OF DIRECTORS HAS THE AUTHORITY TO GRANT AN EMPLOYEE ANY CONTRACTUAL RIGHTS OF EMPLOYMENT OR TO ENTER INTO A BINDING AGREEMENT WITH THE EMPLOYEE REGARDING HIS OR HER EMPLOYMENT, WHETHER ORAL OR WRITTEN. NO COURSE OF CONDUCT OR ACTION BY ANY PERSON MAY BE INTERPRETED AS CREATING ANY TYPE OF EMPLOYMENT CONTRACT BETWEEN NECP AND ANY EMPLOYEE OR MODIFYING THE AT-WILL NATURE OF AN EMPLOYEE'S EMPLOYMENT WITH NECP. THE POLICIES AND PROCEDURES CONTAINED IN THIS HANDBOOK ARE GUIDELINES TO EMPLOYMENT WITH NECP, BUT THEY DO NOT CREATE CONTRACTUAL RIGHTS OR OBLIGATIONS, AND THEY ARE SUBJECT TO ALL EMPLOYMENT REMAINING AT-WILL.

MISSION STATEMENT

North East Carolina Preparatory School will teach and inspire through a challenging curriculum that integrates technology, experiential learning and critical thinking skills; promotes diversity; emphasizes involvement of students, parents, and a highly trained staff; and creates student leaders, all in preparation for postsecondary success.

COMMITMENT TO FACULTY AND STAFF

To recruit and retain high quality teachers and staff at all levels, to develop awareness and commitment to the school mission and purpose, and to increase professional satisfaction, North East Carolina Preparatory School strives to:

- Develop clear role descriptions
- Provide adequate resources
- Limit administrative requirements as much as possible

- Develop support strategies to reduce paperwork
- Protect instructional time
- Provide adequate planning time for teachers
- Use mentor programs to assist and support beginning teachers
- Provide specific feedback, encouragement, and continued opportunities for professional growth
- Structure the workplace to provide responsibility and autonomy
- Provide opportunities for networking with colleagues
- Coordinate between regular and exceptional education programs

BOARD OF DIRECTORS

The Board of Directors is responsible for ensuring the school is academically successful, fulfills its role as a full-service community school, and remains loyal to the terms of the Charter as approved by the State of North Carolina. The Board is composed of 5-7 voting members with staggered terms.

The Board is a public body assembled and operating in compliance with G.S 115C-238.29A et seq. and all other applicable laws and regulations. The Board is subject to the Open Meetings Laws enacted by the North Carolina General Assembly. In addition the Board follows the by-laws, policies, and procedures established by the Board.

The Board meets in open session for regular business on the first Monday of each month at 6:30 pm. The public is invited to attend; however, discussion and voting on any issue are limited to members of the Board. Members of the public may address the Board for up to three minutes each during a time reserved for public comments by registering prior to the beginning of the meeting.

The Board meets in closed session for protected discussions limited by law to student and personnel matters or to consult with the attorney on contracts and other matters allowed under the applicable statutes. All voting takes place in open session.

Occasionally, the Board may have to adjust the date and/or time for the regular business meeting or call for a special session. Any changes to the Board schedule are announced and posted according to the regulations for open meetings.

ABOUT THIS HANDBOOK

This handbook serves as a guide for faculty and staff at NECP. There are several things that are important to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason questions concerning the applicability of a policy or practice should be addressed to the employee's immediate supervisor or to the Executive Director. Each employee is responsible for reading, understanding, and complying with the provisions of this handbook.

This Handbook does not confer any contractual right, either expressed or implied, to remain in NECP's employ nor does it guarantee any fixed terms and conditions of employment. The general rule of employment at NECP is that it may be terminated at will, with or without cause, by NECP or you may resign for any reason.

No supervisor or other representative of NECP has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above other than the Executive Director with approval of the Board of Directors. Finally, the procedures, practices, policies, and benefits described here may be modified or discontinued from time to time with or without advanced notice.

EMPLOYMENT ELIGIBILITY AND AUTHORIZATION

Federal law requires verification of each employee's identity and legal authority to work in the United States within three business days of employment, and all offers of employment are provisional upon the employee's ability to meet these requirements. Each employee will be required to complete the Employment Eligibility Verification (Form I-9) in which the employee attests to his or her legal authority to work in the U.S.

CRIMINAL BACKGROUND CHECKS

An applicant's or employee's criminal history may indicate that the applicant or employee is not fit to work for NECP. Therefore, in accordance with N.C.G.S. §115C-332, a criminal records check of an individual's county, state, or federal criminal history will be conducted on all applicants for employment who accept an offer of employment or re-employment, including full-time, part-time, substitute, and temporary employees.

A criminal records check may also be conducted on a selective, random, or rotating basis for any current employees, annually rehired employees, and employees whose contracts are scheduled to be renewed. In order to conduct an accurate check of criminal records, all applicants for employment will be required to submit to fingerprinting, and any current employee may be required to submit to fingerprinting. The refusal to consent to a criminal records check or fingerprinting will result in the applicant not being offered employment; or if a conditional offer has been made, the offer will be withdrawn or the employee's employment will be terminated, as applicable.

If a person omits information or gives false information concerning his or her criminal history on his or her employment application, background check form, resume, or any other required or submitted application related document, that person may not be offered employment. If the person has been hired or offered employment conditioned on the results of a criminal history check, the person will be subject to disciplinary action up to and including dismissal or the offer of employment will be withdrawn, as applicable. The results of criminal records checks will be considered in hiring, discipline, dismissal, and other personnel decisions.

If an applicant's or employee's criminal history or the resulting additional background check indicates that the person poses a threat to the physical safety of students or personnel or that the person has demonstrated that he or she does not have sufficient integrity, honesty, ethics, or other traits to fulfill his or her duties as a public school employee, then the person's offer of employment will be withdrawn or the person's employment will be terminated.

All newly hired and rehired employees (whether full-time, part-time, substitute, or temporary) are employed conditionally pending the review of the criminal records check and any resulting additional background investigation. Each employee is required to notify the Executive Director within five calendar days after any felony or misdemeanor criminal conviction, guilty plea, or plea of no contest. Any employee who is aware of any criminal conviction, guilty plea, or plea of no contest of another employee should notify the Executive Director. Information obtained through the implementation of this policy shall be kept confidential as provided in Article 21A of Chapter 115C of the North Carolina General Statutes and N.C.G.S. §115C-332(e). However, the criminal history received on any person who is certificated, certified, or licensed by the State Board of Education will be provided to the State Board as required by N.C.G.S. §115C-332(e). Procedures for implementing this policy will be developed and administered by the Executive Director.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Equal Employment Opportunity (EEO) is a fundamental principle at NECP, where employment is based upon personal capabilities, qualifications, and performance, without discrimination because of race, color, religion, sex (including sexual orientation), gender (including gender identity and status as a transgender or transsexual individual), national origin, age, disability, veteran status, genetic predisposition or carrier status, pregnancy, or any other protected characteristic as established by law. This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruiting and hiring, compensation, benefits, termination, and all other terms and conditions of employment.

DISABILITY ACCOMMODATION

NECP is committed to complying with all applicable provisions of federal and state law prohibiting discrimination on the basis of disability. It is NECP's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability, perceived disability, or handicap, so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, NECP will provide reasonable accommodations to a qualified individual with a disability who has made NECP aware of his or her disability, provided that such accommodation does not constitute an undue hardship on NECP. An employee with a disability who believes he or she needs a reasonable accommodation to perform the essential functions of the job should contact the Executive Director. NECP encourages individuals with disabilities who need accommodation to come forward and request reasonable accommodation.

GENETIC INFORMATION NON DISCRIMINATION ACT

Definition of GINA: Who and What it Covers

In compliance with the requirements of the Genetic Information Non Discrimination Act, NECP will not discriminate or take any adverse action in any employment decisions such as hiring, firing, job assignments, or any other terms or conditions of employment, including compensation, based upon your, your family member's or a job applicant or a job applicant's family's genetic information. NECP also will not use genetic information to limit, segregate, or classify its employees that might deprive them of employment

opportunities or adversely affect their employment status. NECP will not request, require, or purchase genetic information about you or your family members.

"Genetic information" is defined as genetic tests about you or your family member, and/or any manifestation of a disease or disorder in your family member, or participation by you or your family member in research that includes genetic testing, counseling, or education. Your family member is defined under ERISA Section 701(f)(2) as a dependent or up to a fourth degree relative (a first cousin).

Examples of Genetic Tests Covered by GINA

"Genetic tests" are tests that assess genotypes, mutations, or chromosomal changes. Some examples of genetic tests would be tests for BRCA1/BRCA2 (breast cancer), HNPCC (colon cancer) mutations, classifications of genetic properties of an existing tumor to help determine therapy, or tests for Huntington's disease mutations. Genetic tests also include tests such as carrier screening for conditions such as cystic fibrosis, sickle cell anemia, spinal muscular atrophy, or the fragile X syndrome. However, routine tests such as complete blood counts, cholesterol tests, and liver function tests are not protected under GINA.

Exceptions to GINA's Protections

There are some exceptions that permit NECP to collect, request, or require the disclosure of genetic information. NECP may collect genetic information in order to comply with any federal or North Carolina law that regulates how NECP conducts its business. NECP may also request or require the disclosure of genetic information to monitor the biological effects of exposure to hazardous substances discovered in the workplace. NECP may also acquire commercially and publicly available genetic information about you or your family member found in sources such as newspapers, magazines, periodicals and books. However, NECP may not acquire genetic information about you or your family member in any medical databases or court records.

In the rare event that NECP does acquire genetic information, upon notification to you NECP will only release any genetic information about you to third parties in response to a court order. NECP may also disclose information to a public health agency relating to you manifesting a contagious disease which presents an imminent threat of death or life threatening illness. Upon notification to you, NECP may also disclose to a public health agency information relating to your family member manifesting a contagious disease which presents an imminent threat of death or life threatening illness.

If NECP offers or decides to offer genetic counseling as part of its benefits program, genetic information about you or your family member will only be obtained after you give voluntary and written authorization to disclose such information to the service provider. In such case, NECP's involvement in offering genetic counseling may only be that of structuring or paying for the service.

In the rare event that NECP ever has to collect or acquires genetic information for one of these purposes allowed or required by law, NECP will not use this genetic information as the basis for discrimination or adverse action against you or any job applicant.

GINA as It Applies to Health Insurance Providers

GINA also prohibits group and individual health insurers from using your genetic information in determining eligibility or premiums, and from requesting or requiring that you to undergo a genetic test.

However, GINA does not prevent a health care provider from recommending genetic tests to its patients, does not require coverage for any particular test or treatment, does not prohibit medical underwriting based on current health status, and does not cover life, disability, or long term care insurance.

PROHIBITION OF HARASSMENT or BULLYING

It is the policy of NECP to comply with Equal Employment Opportunity (EEO) without discrimination. Unwelcome and unsolicited speech or conduct based upon race, sex (including pregnancy and sexual orientation), gender (including gender identity and status as a transgender or transsexual individual), creed, religion, national origin, age, color, or disability that creates a hostile work environment or circumstances involving quid pro quo sexual harassment is prohibited. This policy also prohibits retaliation against individuals who file complaints, witnesses to harassment, and persons providing evidence in relation to harassment complaints. This policy also provides for disciplinary action for violations, up to and including termination. It is our mission to provide a professional work environment free of harassment. Our goal is to maintain equality, dignity, and respect for all. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during school-related trips, meetings, and social events.

What is Harassment and Bullying

Harassment and bullying can take many forms. As used in this Employee Handbook, the term "harassment" includes:

- Humor, jokes, or teasing about sex or gender specific traits, rumors about other employees, verbal abuse, and insults; and/or jokes or slurs pertaining to an individual's race, religion, sex (including pregnancy and sexual orientation), gender (including gender identity and status as a transgender or transsexual individual), age, national origin, disability, or any other protected status defined by law.
- Lewd or offensive sexual remarks, sexual advances, flirtations, or requests for sexual favors regardless of the gender of the individuals involved.
- Offensive physical conduct, including any unwelcome touching which includes rubbing, patting, pinching, or brushing the body and/or threats of harm, violence, or assault regardless of the gender of the individuals involved.
- Offensive pictures, drawings, sexually oriented gestures, signs, cartoons, pictures, cards, photographs, books, magazines, graffiti, or paraphernalia; whistling; email, internet, or other types of communication including electronic transmittals.
- Threatening reprisals of an employee's refusal to respond to requests for sexual favors or for reporting a violation to this policy.
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, regardless of gender, when:

- The individual is told or threatened, expressed or implied, that submission to the conduct will influence any personnel decision, employment wages, advancement, assigned duties, shifts, or any other condition of employment or career development.
- Submission to, or rejection of, such conduct by an individual is used as a basis of employment decisions affecting such individual.
- Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Responsibility

All NECP employees share responsibility to keep our work environment free of harassment or bullying.

Complaint Procedures for Harassment or Bullying

NECP encourages reporting of all incidents of discrimination, harassment, bullying or retaliation, regardless of the offender's identity or position. Any individual who believes that he or she has been the victim of such conduct should discuss concerns with the immediate supervisor or Executive Director. This procedure does not require reports to be made to the immediate supervisor or to anyone the employee believes to be participating in the unlawful workplace harassment. In addition NECP encourages individuals who believe they are being subject to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. NECP recognizes, however, that an individual may prefer to pursue the matter through informal or formal complaint procedures. Every effort will be made to keep such reports as confidential as possible, although it is understood that an investigation will normally require the involvement of third parties. NECP is serious about enforcing its policy against harassment. However, NECP cannot resolve a harassment problem that it does not know about. Therefore, employees are responsible for bringing any such problems to NECP's attention so it can take steps to correct the problem.

Investigation/Complaint Procedure

All complaints of harassment or bullying will be promptly investigated. Under no condition will the investigation be conducted by or under the direction of the person(s) reported to have engaged in the unlawful workplace harassment. Investigations of any reported incidents will be handled by the Board of Directors if the complaint involves the Executive Director.

If the investigation substantiates the accusations, the appropriate corrective action will be taken. This may include, but not be limited to, reprimand, suspension, or dismissal, depending on the nature and severity of the offense. Appropriate action will also be taken in the event the accusations are intentionally false or malicious in intent.

Informal Procedure: If for any reason an individual does not wish to address the offender directly, or if such action does not successfully end the offensive conduct, the individual should notify his or her immediate supervisor and/or the Executive Director who may, if the individual so requests, talk to the alleged offender. In addition there may be instances in which an individual seeks only to discuss matters with one of the NECP designated representatives, and such discussion is encouraged; although NECP has the duty to investigate and take all reasonable steps to put a stop to the offensive behavior. An individual reporting harassment, discrimination, or retaliation should be aware that NECP may decide it is necessary to take

action to address such conduct beyond an informal discussion. The best course of action in any case will depend on many factors.

Formal Procedure: Individuals who believe they have been the victims of prohibited conduct or believe they have witnessed such conduct should discuss their concerns with the immediate supervisor and/or Executive Director. NECP encourages the prompt reporting of complaints or concerns so that timely and constructive action can be taken before relationships become irreparably strained. Early reporting and intervention comprise the most effective method of resolving incidents of harassment.

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation, appropriate corrective action, and other legal requirements. Misconduct constituting harassment, discrimination, or retaliation will be dealt with appropriately and a written report shall be completed by the investigator within a reasonable period of time. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as NECP believes appropriate under the circumstances and consistent with applicable laws and policies. If a party to a complaint does not agree with its resolution, that party may appeal to the Executive Director. False and malicious complaints of harassment, discrimination, or retaliation as opposed to complaints which, even if erroneous, are made in good faith may be the subject of appropriate disciplinary action.

Standards of Review

The Executive Director and Board of Directors reserves plenary and final authority to interpret and implement this policy.

Retaliation

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action up to and including termination. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Conclusion

All persons on the North East Carolina Prep campus or present at school-sponsored events are expected to conduct themselves in ways that promote a positive environment consistent with the behavioral expectations set forth in this policy.

It shall be a violation of this policy for any student, teacher, administrator, other school personnel, or any third party, including, but not limited to, those subject to supervision and control of the North East Carolina Prep to harass or bully any person based upon any differences of status including, but not limited to, those listed above. It shall also be a violation of this policy for any teacher, administrator, or other school personnel to tolerate such harassment or bullying of any person by a student, teacher, administrator, other

school personnel, or by any third parties, including but not limited to, those persons subject to supervision and control of North East Carolina Prep.

This policy was developed to promote a work environment free from harassment, bullying, discrimination and retaliation. NECP will make every reasonable effort to familiarize all employees with these policies and to facilitate investigation and appropriate resolution of any complaint. Any employee who has any questions about these policies should talk to the Executive Director.

SEXUAL ABUSE/MOLESTATION POLICY

NECP prohibits and does not tolerate sexual abuse in the workplace or in any school-related activity. The school provides procedures for employees, volunteers, family members, board members, patients, victims of sexual abuse, or others to report sexual abuse and disciplinary penalties for those who commit such acts. No employee, volunteer, or third party, no matter his or her title or position, has the authority to commit or allow sexual abuse. The school has a zero-tolerance policy for any sexual abuse committed by an employee, volunteer, board member, or third party. Upon completion of the investigation, disciplinary action up to and including termination of employment and criminal prosecution may ensue. Sexual abuse includes sexual assault, sexual exploitation, or sexual injury, but does not include sexual harassment. Any incidents of sexual abuse reasonably believed to have occurred will be reportable to appropriate law enforcement agencies and regulatory agencies.

Prohibited conduct refers to a wide spectrum of interactions including, but not limited to:

- physical assault, sexual battery
- rape
- unwanted physical sexual contact
- unwelcome sexually explicit or offensive verbal, electronic, or other communication
- coercive sexual contact
- verbal sexual harassment
- voyeurism
- exposure of sexual organs to a minor or non-consenting individual
- sexualized attention or contact with a minor

Reporting Procedure

If you are aware of or suspect sexual abuse taking place, you must immediately report it to your immediate supervisor; and the suspected abuse must be reported to the local Department of Social Services as required by law. The immediate supervisor will immediately make the Executive Director aware of the complaint, and the Executive Director will immediately notify the Board of Directors. Any one violating these reporting policies will be disciplined up to and including termination of employment. The school should report the alleged sexual abuse incident to their insurance agent.

Anti-retaliation

NECP prohibits retaliation made against any employee, volunteer, board member, or parent who reports a good faith complaint of sexual abuse or who participates in any related investigation. Making false accusations of sexual abuse in bad faith can have serious consequences for those who are wrongly accused. The school prohibits making false and/or malicious sexual abuse allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination.

Investigation and Follow-up

NECP will take all allegations of sexual abuse seriously and will promptly and thoroughly investigate whether sexual abuses have taken place. If the organization has a trained internal investigation team in place, the team will be used to investigate the incident. The organization will use an outside third party to conduct the investigation if there is no trained internal investigation team in place. The organization will cooperate fully with any investigation conducted by law enforcement or other regulatory agencies. It is the school's objective to conduct a fair and impartial investigation. The school provides notice that we have the option of placing the accused on a leave of absence or on a reassignment to non-student contact. The NECP will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

Training

NECP may arrange training pursuant to this policy, and all staff and volunteers shall be required to undergo training pursuant to this policy at a date and time to be designated by NECP.

REPORTING CHILD ABUSE, NEGLECT, AND DEPENDENCY

North East Carolina Prep recognizes the serious problem of child abuse, neglect, and dependency and the crucial role of school personnel in regard to this problem. Therefore, any school employee who has cause to suspect that any child is an abused, neglected, or dependent must report the case of such child to the Director, or his authorized representative, to the County Department of Social Services as is required by North Carolina law and to the Executive Director. The Executive Director shall issue regulations addressing the manner and timing of this report. In a school setting a child is observed daily by numerous people who have the opportunity to identify significant differences or changes in the child's appearance or behavior. Therefore, school employees are in a unique position to identify and to help abused, neglected, and dependent children and their families. All school employees should constantly be on the alert in observing changes that might indicate abuse, neglect, or dependency.

Reporting Child Abuse, Neglect, or Dependency

All school employees are required to report known or suspected cases of child abuse, neglect, or dependency and, to the extent possible, all acts alleged to have been committed by any adult against a child that would constitute abuse, neglect, or dependency if they were perpetrated by a child's parent, guardian, custodian or caretaker. The report should be made within 24 hours of the time the employee becomes aware of or suspects that a child has been abused, neglected, or is dependent. The employee must make the report to the Director (or his authorized designee) of the local County Department of Social Services, Youth & Family

Services Division, or other appropriate department and, if the employee is on staff at the school, to the Executive Director.

The report may be made in person, by telephone, or by facsimile transmission. The employee should also report the information to the Executive Director. However, making the report to the Executive Director does not excuse the employee of the responsibility of making the report to DSS. Information regarding suspected cases of abuse, neglect, or dependency is confidential; therefore, employees must use discretion in discussing suspected cases with other employees. Such information should be discussed with other employees only when necessary to promote the best interests of the student. The employee must not discuss the information with non-North East Carolina Prep personnel except as required by law or authorized by the employee's immediate supervisor.

B. Contents of the Report

The report should include as much of the following information as is known:

- Name and address of the child;
- Name and address of the child's parent, guardian, caretaker, or, if known, the other adult who allegedly perpetrated the acts against the child;
- The age of the child;
- The names and ages of other children in the home;
- The present whereabouts of the child if not at the home address;
- The nature and extent of the child's injury or condition resulting from abuse, neglect, or dependency;
- and any other information that might be useful.
- Lack of any of the above information must not deter the reporting.

C. Definitions

In determining whether a child is abused, neglected, or dependent, the following definitions shall be used:

1. An abused child is defined as a juvenile less than eighteen (18) years of age whose parent, guardian, custodian, or caretaker:
 - a. Inflicts or allows to be inflicted upon such child a serious physical injury by other than accidental means; or
 - b. Creates or allows to be created a substantial risk of serious physical injury to the child by other than accidental means; or
 - c. Uses or allows to be used upon the child cruel or grossly inappropriate procedures or cruel or grossly inappropriate devices to modify behavior; or
 - d. Commits, permits, or encourages the commission of any sex act or offense against the public morality or decency involving a child, in violation of law; or

- e. Creates or allows to be created serious emotional damage to the child, as evidenced by a child's severe anxiety, depression, withdrawal or aggressive behavior toward himself or others; or
 - f. Encourages, directs, or approves of delinquent acts involving moral turpitude committed by the child.
2. A neglected child is defined as a juvenile less than eighteen (18) years of age:
- a. who does not receive proper care, supervision, or discipline from the child's parent, guardian, custodian, caretaker; or
 - b. who has been abandoned; or
 - c. who is not provided necessary medical care or necessary remedial care; or
 - d. who lives in an environment injurious to the child's welfare; or
 - e. who has been placed for care or adoption in violation of law.
3. A dependent child is a juvenile less than eighteen (18) years of age who is in need of assistance or placement because:
- a. the juvenile has no parent, guardian, or custodian responsible for the juvenile's care or supervision; or
 - b. the parent, guardian, custodian is unable to provide for the care or supervision and lacks an appropriate alternative child care arrangement.

On-the-Job Guidelines for Workplace Safety

General Guidelines

Maintaining a safe work environment requires the continuous cooperation of all employees. The observance of the following safety rules will help make the school a safer place in which to work and instruct students:

- Trash containers must be used to keep work areas clean and orderly.
- Aisles, hallways, and fire exits must always remain open and unobstructed.
- Employees must familiarize themselves with all fire and evacuation procedures and with all exits proximate to their work area.
- Any use of fire extinguishers must be reported to the employee's supervisor. The supervisor is responsible for arranging the replacement of used extinguishers.
- Disorderly conduct or horseplay on North East Carolina Prep premises is prohibited.
- All injuries and accidents (including those involving school vehicles, whether owned, leased or rented), regardless of their severity, must be reported immediately to the employee's supervisor.
- Employees who observe an unsafe condition are required to report it to their respective supervisor immediately.

B. Motor Vehicle Accidents

In the case of motor vehicle accidents or fines while driving a motor vehicle on North East Carolina Prep time or business or a school vehicle at any time (whether owned, leased, or rented), the driver should stop immediately and not move the vehicle unless directed to do so by law enforcement personnel. In addition the driver should not attempt to determine cause or fault and should not admit fault or guilt, orally, or in writing. Drivers should also take measures to prevent another accident from occurring, help any injured persons, and refer to accident reporting information located in the school vehicle, if any.

Drivers are required to notify law enforcement personnel and their supervisor immediately of all vehicular accidents while driving a motor vehicle on North East Carolina Prep time or business or a school vehicle at any time and are required to obtain an accident report from a law enforcement officer regarding the motor vehicle accident or arrest/fine in question. A copy of the accident report, arrest/fine, and other related law enforcement documents must be provided to the Executive Director. In addition all pertinent information at the scene of an accident should be secured and brought to the Executive Director as soon as possible (e.g., description of vehicles involved, names and license numbers of all drivers involved, location of the accident, any injuries, insurance data, and all witness names, addresses, and phone numbers).

C. Injury Reports

Employees are required to notify their supervisor immediately if they have acquired a work-related illness or sustained an injury or been involved in an accident, on-the-job, or in the course of business. Supervisors must immediately report all accidents, injuries, or illnesses occurring or arising on-site, on-the job, or in the course of North East Carolina Prep business involving employees to the Executive Director. This report must be made regardless of who is involved or who may be at fault.

DOMESTIC AND WORKPLACE VIOLENCE

It is the policy of the North East Carolina Prep to prohibit workplace violence and domestic violence that impact the workplace. North East Carolina Prep seeks to create a safe and supportive work environment in which employees feel comfortable discussing and seeking assistance with workplace violence and domestic violence issues.

I. Definitions

“Domestic violence” is defined as intentionally causing or attempting to cause bodily injury to, placing in fear of imminent serious bodily injury or committing other acts prohibited by North Carolina General Statutes Chapter 50B upon a person or a minor child residing with or in the custody of a person with whom the person committing the act has or has had a personal relationship.

“Personal relationship” is defined in North Carolina General Statutes Chapter 50B and includes people who are current or former spouses, are related as parents or grandparents of a minor child, have a child in common, are current or former household members, or are persons who live together or who have lived together or who are in a dating relationship or have been in a dating relationship as defined by Chapter 50B.

“Workplace violence,” as prohibited by this policy, includes, but is not limited to harassment, threat(s), physical violence, and property damage.

“Harassment” is defined as conduct or communication designed or intended to intimidate, threaten, or frighten an employee. Examples of harassment include, but are not limited to, showing up at an employee’s workplace with the intent to harass the employee or a pattern of conduct such as repeatedly calling or texting an employee while the employee is at work. As provided in the Board Policy entitled, “Harassment of Employees,” harassment also includes conduct that creates an intimidating, hostile, or offensive work environment for an employee.

“Threat” is defined as a gesture or an expression of intent, orally, in writing, through social media or other electronic communication, or by any other means to cause physical or mental harm to an employee.

“Physical violence” is defined as attempting to cause or intentionally causing bodily injury to an employee or engaging in any unwanted or hostile physical contact against an employee, such as hitting, fighting, pushing, or shoving an employee.

“Property damage” is defined as any intentional damage to property, including property owned by the school, employees, visitors, students, vendors, and any other property located on school premises.

The above conduct is also governed by general standards of conduct. Workplace violence also includes any other act that places an employee in reasonable fear for the employee’s safety in the workplace.

II. Reporting Violence

An employee who is a victim of workplace violence is strongly encouraged to report the violence or threat of violence to his or her immediate supervisor and law enforcement. An employee who sees an act of physical violence or has knowledge of an imminent threat of physical violence on school property or at school sponsored events, such as knowledge of an individual with a weapon who seems intent on doing harm, should call 911 and alert law enforcement immediately.

An employee who obtains a civil no-contact or domestic violence order that lists any school property as a protected area or that could impact the employee in the workplace is strongly encouraged to immediately provide a copy to the employee’s supervisor. North East Carolina Prep appreciates the sensitivity of this information, and supervisors will take every reasonable effort to disclose this information only to persons within the school who have a need to know.

A supervisor who receives a copy or has knowledge of the content of an employee’s civil no-contact or domestic violence order shall immediately notify law enforcement and provide a copy of the order, if applicable. Law enforcement shall take appropriate action, which may include contacting the employee who obtained or is the protected subject of an order to determine any safety concerns of the employee and providing assistance to the supervisor of the employee’s workplace to develop a plan of protection. The plan of protection will include taking reasonable steps to address the specific safety concerns of the employee and others in the workplace. The Executive Director shall assist law enforcement in developing a plan of protection as needed. The plan of protection may include disclosure of information provided by the disclosing employee to certain individuals within the school who have a need to know, including when failure to disclose the information could result in reasonably foreseeable physical harm to any employee and/or jeopardize the safety of other employees within the workplace.

III. Discrimination Prohibited

The School shall not discharge, demote, deny a promotion to, discipline, or otherwise discriminate in the terms, conditions, or benefits of employment against any employee because the employee took reasonable time off from work to obtain, or attempt to obtain, a domestic violence protective order or other relief pursuant to Chapter 50B of the North Carolina General Statutes; to obtain, or attempt to obtain, a civil no contact order or other relief pursuant to Chapter 50C of the North Carolina General Statutes; or to testify or otherwise appear in a court proceeding as a witness to workplace or domestic violence. An employee who is absent from the workplace shall follow the school's usual leave/attendance policies and procedures, including giving advance notice of a leave/absence, when required by the Board's usual procedures, unless an emergency prevents the employee from doing so. If the employee has exhausted his or her paid leave days, the employee shall be permitted to take unpaid leave days. The school may require documentation of an emergency that prevented the employee from giving advance notice, if applicable, in accordance with the usual leave/attendance policies and procedures or other documentation or information from the employee that supports the employee's reason for being absent from the workplace. The employee is limited to taking reasonable time off from work.

The school shall not discharge, demote, deny a promotion to, discipline, or otherwise discriminate in the terms, conditions, or benefits of employment against any employee for disclosing his or her status as a victim of violence, for submitting a grievance pursuant to Board Policy regarding workplace or domestic violence or for disclosing concerns to the school regarding workplace or domestic violence.

IV. Retaliation Prohibited

The school shall not retaliate or take any adverse employment action against any employee for submitting a grievance pursuant to board policy regarding workplace or domestic violence; for taking reasonable time off from work for pursuing or attempting to pursue an order or other relief under Chapter 50B or Chapter 50C or for testifying or otherwise appearing in a court proceeding as a witness to workplace or domestic violence; for disclosing his or her status as a victim of violence; or for reporting actions of violence perpetrated against an employee that occur in or have an impact on the workplace.

V. Disciplinary Action for Engaging in Workplace Violence

Employees who engage in workplace violence, as defined in this policy, will be subject to disciplinary action up to and including termination from employment.

VI. Assistance to Employees Who Are Victims of Workplace or Domestic Violence Employees who are the subject of workplace or domestic violence can seek confidential, free referrals to counseling and support services through the school.

GRIEVANCES BY EMPLOYEES

It is the policy of North East Carolina Prep to provide a means of communication between supervisors and employees and to establish a means to ensure a prompt, orderly, and fair response to an employee's grievance. The Board authorizes the Executive Director to implement regulations to carry out this policy, which shall include procedures and time limits for submitting grievances.

I. Grievances Subject to This Policy

An employee may submit a grievance under this policy if the employee is aggrieved by a decision of a school employee involving:

- An alleged violation of a specified federal law, state law, State Board of Education policy, state rule or local Board policy, or administrative regulation; or
- The terms or conditions of employment or employment status of a school employee; provided, however, this does not include the dismissal, demotion, or suspension of career employees for which statutory procedures are available.
- Allegations of harassment under Board policy or allegations of discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, or disability under Board policy.

Issues that may be grieved through this policy include, but are not limited to, the following: demotions or suspensions without pay for non-licensed employees, discrimination, and denials of requests for reasonable accommodations. Issues that may not be grieved through this policy include, but are not limited to, the following: reprimand letters or written warnings, suspensions with pay, employment assignments, transfers, evaluations, and performance documentation.

In addition any matter for which there is a more specific board policy or more specific law providing a process to address the concerns or upon which the school is without authority to act shall not be subject to this grievance policy.

II. Non-Retaliation

Any attempt to coerce, intimidate, or retaliate against anyone who submits a grievance or who is involved in an investigation of a grievance will not be tolerated and may result in disciplinary action, up to and including termination.

III. Effect of Grievance Process on Work Assignments

The filing of a grievance does not give the employee the right to miss or neglect work or refuse to perform job duties or tasks assigned, even if the grievance relates to such work, work duties, or tasks assigned. Failure to attend work or complete job duties or tasks assigned while a grievance is pending will be grounds for disciplinary action, up to and including termination.

For the purposes of implementing this policy the following rules are applicable.

IV. Early Resolution

Prior to beginning the formal steps in the grievance process, the employee should attempt to resolve the grievance early on through discussions with the employee's supervisor at the lowest possible level.

V. Time Limitations and Three Step Process

A grievance is untimely if it is not submitted in writing according to the processes set forth in the first step, set forth below, no later than thirty days after the event(s) giving rise to the grievance. For purposes of the deadlines in this regulation, a "day" means any day other than a weekend day or legal holiday. The failure to meet the deadlines in this regulation shall bar the employee from proceeding under this policy or with a Board hearing, but it shall not prevent a review and/or investigation of the grievance, if such review and/or

investigation are deemed appropriate by the administration. Nothing contained in this policy shall prevent the parties from entering into reasonable extensions of time.

First Step

If the grievance cannot be resolved through early resolution, the grievance must be put in writing. In order to state a formal grievance under this regulation, the employee must include the following information, in writing and signed by the employee within the appropriate timelines:

(1) Name, address, and phone number of the employee making the grievance; (2) the current position/job title of the employee; (3) the full name of the person(s) against whom the charge is made; (4) a clear and concise statement of facts outlining the specific acts that form the basis of the grievance; (5) identification of an alleged violation of a specified federal law, state law, State Board of Education policy, state rule, or local Board policy or administrative regulation and/or specific information regarding how the action affected the employee's terms or conditions of employment or employment status; (6) the names of persons who should be interviewed or who have information regarding the complaint or grievance; and (7) a description of the relief desired.

A grievance is not deemed timely and properly submitted unless all of the above-referenced information is included when the grievance is submitted. The grievance must be submitted to the Executive Director.

The Executive Director shall have ten (10) days to review, investigate, and attempt to resolve the grievance and to communicate the results, in writing, to the employee. After the Executive Director has provided the employee with a written determination, the employee shall have five (5) days to file the written grievance with the Chairperson of the Board Grievance Committee in order to proceed to the second step of the grievance process.

Second Step

If the matter is not resolved satisfactorily at the first step, as described above, the employee may then submit the grievance to the Chairperson of the Board Grievance Committee ("Chairperson"). The Chairperson shall forward the grievance to the Board Grievance Committee which will have twenty (20) days to review, investigate, and attempt to resolve the grievance and to communicate, via the Chairperson, the results, in writing, to the employee. After the Chairperson has provided the employee with a written determination, the employee shall have five (5) days to file the written grievance with the Executive Director (or his or her designee) in order to proceed to the third step of the grievance process.

Third Step

If the employee is dissatisfied with the results reached at the second step of the grievance process, the employee shall have ten (10) days from receipt of written notice of the result reached at the second step to file a written appeal with the Chair of the Board for a hearing before the Board of Directors. The Board of Directors shall have ten (10) days to review, investigate, and attempt to resolve the grievance and to communicate the results, in writing, to the employee.

Process at First, Second, and Third Steps

At each step of the process, the person responsible for handling the grievance, or his or her designee(s), should meet with the employee and attempt to resolve the matter. During the first three steps in the process, the persons attempting to resolve the grievance may appoint designees or rely upon others to assist them. During the grievance process, information should be shared with others on a need-to-know basis only, so as to be sensitive to the privacy concerns of the employee filing the grievance. Depending on the nature of the grievance, it may be necessary for the grieving employee to provide written or recorded statements. If, at any time during the grievance process, or thereafter, additional conduct occurs that the employee believes is a matter eligible for a grievance, the employee may report such conduct as a new grievance in accordance with the procedures in this regulation. A copy of the decision reached will be sent to the employee and placed in the employee's personnel file.

EMPLOYEE PERFORMANCE AND NONRENEWAL

I. Evaluations

All employees are accountable for their job performance. Toward that end, the job performance of all employees should be evaluated at least annually in accordance with standards and procedures applicable to the position. Faculty will be evaluated annually using the North Carolina Teacher Evaluation Rubric in its full or abbreviated form. The intended purpose of the teacher evaluation process is to provide teachers with meaningful feedback on their performance while assessing their performance in relation to the Professional Teaching Standards.

All employees are subject to termination or non-renewal for inadequate performance.

Where appropriate, supervisors may engage in counseling with employees as a means of correcting problems with performance. Instructional staff may be required to comply with action plans as a means of addressing inadequate performance.

Nothing herein shall deprive North East Carolina Prep of the right to terminate an employee under Board policy entitled "Employment at Will" or applicable law.

II. Promotion

When vacancies within the school are to be filled, consideration will be given to all qualified applicants for each position. The processing of applications, evaluative screening, interviewing, and final selection of persons to be recommended for promotion will be coordinated through the Executive Director and the Board Personnel Committee. The Executive Director, however, has the right to recommend promotion without regard to the general systems and procedures established by the Board Personnel Committee when, in his or her discretion, it is in the best interest of the school to do so.

III. Nonrenewal of Contracts

A. Decisions to offer or extend contracts may be offered and extended by North East Carolina Prep for faculty and staff upon the Executive Director's recommendation to the Board. A contract may be offered and extended by North East Carolina Prep for the Executive Director upon recommendation of the Board Personnel Committee.

B. Decisions Not to Renew Contracts

After receiving a recommendation from the Executive Director or the Board Personnel Committee, the Board may refuse to renew any contract for any cause it deems sufficient.

C. Notice to Administrators of Board's Recommendation of Nonrenewal

If the Board decides not to offer a new, renewed or extended contract to a school administrator, faculty or staff member, the Board shall give such notice of its decision no later than May 1 of the final year of the employee's contract.

The Board shall not be required to state any reason(s) for non-renewal.

SUSPENSION AND TERMINATION OF AN EMPLOYEE

If the Executive Director believes that cause exists for dismissing an employee for any of the following reasons, the Executive Director may suspend the employee without pay:

- Inadequate performance.
- Immorality.
- Insubordination.
- Neglect of duty.
- Physical or mental incapacity.
- Habitual or excessive use of alcohol or nonmedical use of a controlled substance as define in Article 5 of Chapter 90 of the General Statutes.
- Conviction of a felony or a crime involving moral turpitude.
- Advocating the overthrow of the government of the United States or of the State of North Carolina by force, violence, or other unlawful means.
- Failure to fulfill the duties and responsibilities imposed upon employees by the General Statutes of this State.
- Failure to comply with such reasonable requirements as the Board may prescribe.
- A justifiable decrease in the number of positions due to reorganization, decreased enrollment, or decreased funding.
- Failure to repay money owed to the State in accordance with the provision of Article 60, Chapter 143 of the General Statutes.
- Providing false information or knowingly omitting a material fact on an application for employment or in response to a pre-employment inquiry.

Before recommending to the Board the dismissal of an employee, the Executive Director shall give written notice to the employee by certified mail or personal delivery of his intention to make such recommendation and shall set forth as part of his or her recommendation the grounds upon which he or she believes such dismissal is justified. The notice shall include a statement to the effect that if the employee within 15 days after receipt of the notice requests a review, he or she shall be entitled to have the proposed recommendations of the Executive Director reviewed by the Board. Within the 15-day period after receipt of the notice, the employee may file with the Executive Director a written request for a hearing before the Board within 10 days. If no request is made within the 15-day period, the Executive Director may file his or her recommendation with the Board. If, after considering the recommendation of the Executive Director and the evidence adduced at the hearing if there is one, the Board concludes that the grounds for the

recommendation are true and substantiated by a preponderance of the evidence, the Board, if it sees fit, may by resolution order such dismissal.

In determining whether the professional performance of an employee is adequate, consideration shall be given to regular and special evaluation reports prepared in accordance to any published standards of performance which shall have been adopted by the Board. Failure to notify an employee of an inadequacy or deficiency in performance shall be conclusive evidence of satisfactory performance. Inadequate performance for a teacher shall mean (1) the failure to perform at a proficient level on any standard of the evaluation instrument or (2) otherwise performing in a manner that is below standard. However, for a teacher with less than four years of experience, a performance rating below proficient may or may not be deemed adequate at that stage of development by the Executive Director. For a teacher with more than three years of experience, a performance rating below proficient shall constitute inadequate performance unless the principal noted on the instrument that the teacher is making adequate progress toward proficiency given the circumstances. Before suspending an employee without pay, the Executive Director shall meet with the employee and give him or her written notice of the charges against him, an explanation of the bases for the charges, and an opportunity to respond. Within five days after a suspension, the Executive Director shall initiate a dismissal, demotion, or disciplinary suspension without pay as provided in this policy. If it is finally determined that no grounds for dismissal, demotion, or disciplinary suspension without pay exist, the employee shall be reinstated immediately, shall be paid for the period of suspension, and all records of the suspension shall be removed from the employee's personnel file.

If the Executive Director believes that cause may exist for dismissing an employee, but that additional investigation of the facts is necessary and circumstances are such that the employee should be removed immediately from his duties, the Executive Director may suspend the employee with pay for a reasonable period of time, not to exceed 30 days. The Executive Director shall notify the Board within two days of his or her action and shall notify the employee within two days of the action and the reasons for it. If the Executive Director has not initiated dismissal or demotion proceedings against the employee within the 30-day period, the employee shall be reinstated to his or her duties immediately and all records of the suspension with pay shall be removed from the employee's personnel file at his or her request. However, if the Executive Director and the employee agree to extend the 30-day period, the Executive Director may initiate dismissal or demotion proceedings against the employee at any time during the period of the extension.

If the Executive Director intends to recommend the demotion/dismissal of a school administrator, the Executive Director shall give written notice to the school administrator by certified mail or personal delivery and shall include in the notice the grounds upon which the Executive Director believes the demotion/dismissal is justified. The notice shall include a statement that if the school administrator requests a hearing within 15 days after receipt of the notice, the administrator shall be entitled to have the grounds for the proposed demotion/dismissal reviewed by the Board. If the school administrator does not request a board hearing within 15 days, the Executive Director may file the recommendation of demotion with the Board. If, after considering the Executive Director's recommendation and the evidence presented at the hearing if one is held, the Board concludes that the grounds for the recommendation are true and substantiated by a preponderance of the evidence, the Board may by resolution order the demotion/dismissal.

RESIGNATION

Where circumstances make it necessary for an employee to resign his or her position, he or she shall provide a minimum of thirty (30) calendar days advance written notice of resignation. Written notice of resignation

shall be given to the Executive Director. If an emergency or other unforeseen circumstance prevents the employee from giving the notice required under this policy, the employee may instead submit a written request for early resignation, which shall be considered in view of the impact on the welfare of students and any affected school programs.

When notice of resignation is given by an employee, the Executive Director or his or her designee may choose to accept the resignation as proposed, relieve the employee of any further duties but pay the employee through the proposed resignation date or accept the resignation effective on an earlier date and pay the employee only through the employee's last day worked (unless he or she is terminated sooner by NECP pursuant to any of the provisions of this Handbook).

This policy does not guarantee continued employment for any period of time nor is there any guarantee of rehire following resignation.

OUTSIDE EMPLOYMENT

Except as set forth below, as a general rule, full and part-time employees may hold outside jobs separate from their regular employment with the school as long as they are capable of continuing to meet the performance standards and requirements of their position with the school system. Employees, however, should consider the impact that outside employment may have on their ability fully to attend to their duties for the school system.

Full-time employees must disclose to the Executive Director if they are engaged in outside employment and provide the name of the employer, the hours worked, and the type of work being performed. All employees will be evaluated in accordance with the same performance standards and will be subject to the school system's ongoing scheduling demands, regardless of any existing outside work requirements. Outside work by an employee should not interfere in any way with his or her job performance or ability to meet the requirements of a particular position. Employees are expressly prohibited from using personal days or vacation days to work for an outside entity or perform job duties associated with outside employment. In addition the nature of an employee's outside work, if any, must be such that it does not conflict with the mission of the school, adversely reflect on an employee's ability to serve as a role model for students, or adversely affect an employee's working relationship with students, parents, and other employees.

Except as expressly authorized in writing by the Executive Director or his or her designee, all employees of the school are prohibited from soliciting or selling any non-school authorized items during work time or in any work area or selling, trading, distributing or dealing in instructional supplies, equipment, or reference books in the school. Employees are also prohibited from using, supplying, or furnishing the names and/or addresses of students or parents to any entity or individual engaged in such activities. Employees are further prohibited from tutoring, for compensation, students for whom they exercise regular teaching, administrative, or supervisory responsibility, or from tutoring, for compensation, during work hours students for whom they do not exercise such responsibility.

Employees are prohibited from rendering services for or engaging in, soliciting, negotiating for, or promising to accept outside employment with private interests when (1) the private interests are doing or seek to do business with the school and the employee is or will soon be in a position to influence the

business relationship (either directly or indirectly), or (2) such conduct by the employee impairs the proper discharge of official school business.

Employees are further prohibited from soliciting customers or clients for or engaging in any private business or service on or in any school property or using school vehicles, materials, supplies, resources, funds, or equipment for such activities, including their own personal use, whether during or outside of regular work hours.

EMPLOYEE PROTECTION (WHISTLEBLOWER) POLICY

If any employee reasonably believes that some policy, practice, or activity at North East Carolina Preparatory (NECP) is in violation of the law, a written complaint must be filed by that employee with his or her immediate supervisor. If the whistleblower would be uncomfortable or otherwise reluctant to report to his or her supervisor, then the whistleblower could report the event to the Executive Director or the Board Chair. He or she can report the event with his or her identity or anonymously.

It is the intent of NECP to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of NECP and provides NECP with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

NECP will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of NECP or of another individual or entity with whom NECP has a business relationship on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

NECP will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body any activity, policy, or practice of NECP that the employee reasonably believes is in violation of a law, rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

A whistleblower who makes a report that is not done in good faith is subject to discipline, including termination from the Board or employee status or other legal means to protect the reputation of NECP and members of its Board and staff.

The Executive Director or Board Chair, whichever receives the report, must promptly act to investigate and/or resolve the issue. The whistleblower shall receive a report within five business days of the initial report, regarding the investigation, disposition, or resolution of the issue.

If the investigation of a report, that was done in good faith and investigated by internal personnel, is not to the whistleblower's satisfaction, then he or she has the right to report the event to the appropriate legal or investigative agency.

The identity of the whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy unless the issue requires investigation by law enforcement, in which case members of the organization are subject to subpoena.

Anyone who retaliates against the whistleblower (who reported an event in good faith) will be subject to discipline, including termination from the Board or employee status.

REGISTERED SEX OFFENDERS

In accordance with legislation enacted by the General Assembly of North Carolina, the Board recognizes that sex offenders often pose a high risk of engaging in sex offenses after being released from incarceration or commitment. Therefore, in order to maintain a safe school environment, the Executive Director and all school personnel shall enforce the provisions of this policy at all times.

I. Registered Sex Offenders Banned from All North East Carolina Prep Property and Events

Except as explicitly allowed in Section C below, all persons who are required to register (“registered sex offenders”) under the Sex Offender and Public Protection Registration Program or the Sexually Violent Predator Registration Program (“Sex Offender Registration Programs”) are expressly forbidden to knowingly be present on any North East Carolina Prep property or at North East Carolina Prep events.

As used in this policy, “North East Carolina Prep property” includes all property owned, leased, or operated by the North East Carolina Prep Board of Directors, including school campuses and buildings, athletic fields, playgrounds, parking lots, bus stops, vehicles, school buses, activity buses, and any other properties owned or controlled by North East Carolina Prep.

“North East Carolina Prep events” includes any function or field trip on or off school property, including sporting events or other school-related functions, whether before, during, or after school hours, that is school-sponsored or otherwise under the official supervision or control of school personnel. This policy applies to all registered sex offenders, regardless of their relationship to or affiliation with a student in the school, including those employed by entities that provide services on a contractual basis to North East Carolina Prep.

II. Enforcement

All school personnel must immediately report to a school administrator the presence or suspected presence on school property of a known or suspected registered sex offender. School administrators and other supervisory personnel shall report the presence or suspected presence on school property of a known or suspected registered sex offender to local law enforcement when they reasonably believe that a registered sex offender is or has been on school property or at a school event.

School administrators also shall notify the Executive Director (or the Executive Director’s designee) of any student or parent or guardian of a student at their school who is known or suspected to be a registered sex offender.

III. Exceptions

A person who is banned from school property under Section A may be on school property only under the following circumstances.

1. Students Students who are registered sex offenders may be on school property only in accordance with the policy titled “Student Sex Offenders.”

2. Voters Adults who are registered sex offenders and are eligible to vote may be present on school property for the sole purpose of voting if the school property is being used as a voting place. The voter must notify the Executive Director of the school that he or she is registered with the Sex Offender Registration Program and of his or her intended arrival time. The Executive Director shall then make arrangements through law enforcement for the voter to be accompanied while on school premises. The voter must at all times remain in the portion of the school being used as the polling place and must leave school grounds immediately after voting. The voter is not permitted to enter a bathroom at any time while on school property.

3. Parents or Guardians

a. An individual who is a registered sex offender and is the parent or guardian of a student enrolled in school may be on North East Carolina Prep property only for the following reasons and in accordance with the procedures set forth below:

1) To attend a previously scheduled school conference with school personnel to discuss the child’s academic or social progress. Before scheduling any visit in accordance with this subsection, the parent or guardian must provide the Executive Director with prior written notice of his or her registration on the Sex Offender Registration Program, the date and time of his or her intended presence at school, and the nature and purpose of the visit. The parent must then receive written permission from the Executive Director to be on the school campus or North East Carolina Prep property.

2) At the express request of the Executive Director or his or her designee, for any reason relating to the welfare or transportation of his or her child: Before making any visit in accordance with this subsection, the parent or guardian must have provided the Executive Director with prior written notice of his or her registration on the Sex Offender Registration Program. Unless the visit requested by the Executive Director or designee related to the welfare or transportation of a child is of an emergency nature, the parent must receive written permission from the Executive Director to be on the school campus or North East Carolina Prep property.

b. For each visit authorized by subsection (a) above, the parent or guardian must meet a staff member designated by the Executive Director at the edge of the property, check in at the Executive Director’s office (or other designated place) upon arrival and departure, and remain under the direct supervision of school personnel at all times. If school personnel are not available to supervise the parent or guardian during any visit, then the parent or guardian shall not be permitted to enter or remain on North East Carolina Prep property. In this case the Executive Director shall make reasonable efforts to reschedule a conference at a mutually convenient time.

c. For each visit authorized by subsection (a) above, the parent or guardian must comply with all rules and restrictions placed upon him or her by the Executive Director, including restrictions on the date, time, location and length of meeting.

- d. Rather than scheduling a conference according to the above procedures, as permitted by state and federal law, the Executive Director may instead arrange for a conference to be conducted by telephone or other voice or video conferencing means. In this case, the Executive Director and teacher must assure that copies of all pertinent documents are provided to the parent in advance of the conference.
- e. The Board authorizes only the Executive Director to make the initial decision in response to a request of a parent/guardian who is a registered sex offender to be present on North East Carolina Prep property. Appeal of a Executive Director's decision is available as allowed by North East Carolina Prep Board policy and NC law.
- f. The Executive Director and the Board are prohibited from granting ongoing or special permission for a parent/guardian who is a registered sex offender to be present on North East Carolina Prep property or at a North East Carolina Prep event.

IV. North East Carolina Prep Contracts

No person required to register with the Sex Offender Registration Program who is a contractor or employee of a contractor may be present on any property owned or operated by the school, including school buildings, athletic fields, playgrounds, parking lots, school buses, activity buses, or other property of any kind for any reason, including attendance at sporting events or other school-related functions, whether before, during, or after school hours. In addition registered sex offenders who are contractors or employees of contractors may not attend or be present at any student function or field trip on or off school property that is school-sponsored or otherwise under the official supervision or control of school personnel. This provision applies to contracts with a single individual.

In addition, as required by North Carolina law, the Executive Director is directed to develop and include in each North East Carolina Prep contract executed by the Board a provision requiring the contractor to conduct an annual check of the State Sex Offender and Public Protection Registration Program, the State Sexually Violent Predator Registration Program, and the National Sex Offender Registry for appropriate employees who will provide services under the contract. At a minimum the contract provision must be applicable to contractual personnel whose jobs involve direct interaction with students as part of providing services under the contract and must include appropriate sanctions for violations. However, the Executive Director is authorized to make the contract provision applicable to a broader group of contract personnel, including personnel employed by subcontractors.

WEAPONS POSSESSION

With the exception of authorized law enforcement, firefighter, emergency service, and other authorized personnel, North East Carolina Prep strictly prohibits the possession, use, sale, distribution, transportation, or manufacture of weapons of any type by employees during working time, any school-sponsored event or curricular or extracurricular activity, or when otherwise representing the North East Carolina Prep; employees, students, and visitors on school property or motor vehicles, including parking lots, whether such property or vehicles are owned, used, leased, or rented; and employees, students, and others during any school-sponsored event or curricular or extracurricular activity. These prohibitions include both visible and concealed weapons unless the owner is exempt from or has obtained and holds as current the necessary concealed handgun or other permits in which case a person who has a valid concealed handgun permit or is

exempt from obtaining a permit may possess a handgun on school property if the handgun is secured in a closed compartment or container within the person's locked vehicle or the handgun is in a locked container securely affixed to the person's vehicle. This individual may unlock the vehicle to enter or exit the vehicle provided the firearm remains in the closed compartment at all times and the vehicle is locked immediately following the entrance or exit of the vehicle. While this list is not all-encompassing, weapons are further defined to include firearms, BB guns, air guns, knives (does not include plastic knives for the purposes of food service), razors, explosives, incendiary devices, ammunition, stun guns, tasers, metallic knuckles, blackjacks, pocket knives, throwing stars, destructive devices, or any other deadly weapon or object.

POSSESSION OF A CONCEALED HANDGUN PERMIT DOES NOT ALLOW INDIVIDUALS AT ANY TIME TO CARRY ON THEIR PERSON OR MAINTAIN A FIREARM OR ANY OTHER WEAPON ON SCHOOL PROPERTY OR UNSECURED IN A VEHICLE OR SECURED IN AN UNLOCKED VEHICLE OR AT SCHOOL-SPONSORED EVENTS OR ACTIVITIES. MOREOVER, VIOLATORS OF THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION, AND/OR CRIMINAL PROSECUTION AND, AS APPROPRIATE, STUDENT LONG-TERM SUSPENSION OR EXPULSION.

PROFESSIONAL STANDARDS

All staff members are held to high standards for professional conduct and ethics. As role models for NECP students, employees are responsible for their public conduct occurring beyond their job duties as employees of the school.

Each staff member will recognize and respect the value of the contributions of fellow staff members. Staff will work together to support each other and students in striving for the mutual goal of a high academic achievement. Collaboration and constructive interpersonal communication will be foremost in the relations among staff members and students.

All staff members are expected to be neat, clean, and dressed appropriately for the workplace. Casual wear, denim, jeans, t-shirts, and flip flops are not acceptable. The administration reserves the right to ask employees wearing any inappropriate item of clothing and/or jewelry/accessories not covered in this handbook to refrain from wearing it. If a member of the administration believes that your attire is inappropriate, you may be asked to refrain from wearing it again or asked to leave the campus until you are properly attired.

STAFF RELATIONSHIPS

All staff will honor and respect the professional efforts and abilities of fellow staff members. Clear and free communication of ideas will exist among staff in an atmosphere of open mindedness and receptiveness. All staff will recognize the right of each teacher to teach and will offer suggestions and support when required. All staff members will be able to operate with the belief that constructive suggestions, appropriate encouragement and acceptance of all colleagues within the organization will be the norm and the practice of North East Carolina Preparatory School.

INCLEMENT WEATHER AND EMERGENCY PLAN

The Executive Director or his or her designee will determine and announce any weather-related or emergency-related changes to the regular school schedule. Changes will be posted on the school website, sent by e-blast to all parents and staff members in the school database, and released to local TV stations for announcements. Employees are expected to monitor these venues during times of potential severe weather. Employees are responsible for insuring their personal contact information is up-to-date.

In the event of a severe weather event predicted before the start of a school day, the Executive Director or his or her designee will make a decision regarding a delayed opening or closing for the day. If no announcement has been made prior to 5:00 AM, the school will operate on a regular schedule.

If a severe weather or emergency event occurs during the school day, the Executive Director or his or her designee will determine the need for an early closing. Any changes to the school schedule will be announced as described above. Assigned school staff will remain with students until parents arrive.

Procedures:

Delayed Opening: When inclement weather or emergency conditions delay the opening of school, all school personnel should report to work as notified by the administration or as soon as weather conditions permit safe travel.

Early Dismissal: When inclement weather or emergency conditions require school to close early, all school personnel must remain on duty as required by the administration until all students have left the building. Transportation personnel are responsible for making sure all buses have completed their routes.

Optional Workday: When inclement weather or emergency conditions warrant closing the school for students, the Executive Director may offer the option for employees to report to work or take the appropriate leave to account for that day.

School Closing: When inclement weather or emergency conditions warrant closing the school for everyone, no instructional personnel (teachers and assistants) or food service staff will report to work. Twelve-month employees, including the Executive Director, administrators, office staff, and maintenance workers will report to work as soon as weather conditions permit, unless otherwise notified.

MAKE-UP DAYS

The school year calendar includes days designated as make-up days. When an instructional day is lost due to a school closing, the next available make-up day is converted to a student day. In extreme weather or emergency events that result in a loss of days beyond the number of designated make-up days, the administration and Board may exchange vacation days for the lost days to recapture student days or extend the school year to retain and protect the instructional calendar.

REGULAR SCHOOL DAY PROCEDURES

NECP runs on a traditional school calendar year. Standard workdays and working hours may differ based on an employee's job duties, will be set and communicated to the employee by his or her supervisor or the

Executive Director, and may be changed from time to time by NECP. All employees are expected to be present during all working hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal.

On a regular school day, teachers and staff are expected to be in classrooms by 7:30 am. Students will be released from buses/cars at 7:30 am. Students are to be released at 3:00 pm to go to the buses/cars. Teachers may leave for the day when all students have been picked up, but no sooner than 3:30 pm.

Wednesday afternoons are reserved for faculty meetings. Faculty and staff are expected to attend and should avoid scheduling personal appointments, meetings, or other commitments.

All staff members are required to fob in (and hourly employees out) in their respective school building office each day. Prior to leaving campus during the school day, a staff member must notify his or her administrator and sign out in the school office. He or she must sign in again upon returning. *(This is important for campus security and in times of emergency.)*

All visitors to the school are required to sign in at the office and wear a visitor's pass. Staff members are encouraged to remain alert and notify the office when observing anyone without a visitor's pass.

NON-INSTRUCTIONAL WORKDAYS

The school calendar includes non-instructional days for teacher planning or professional development. The executive director may designate certain non-instructional days as mandatory for staff, as long as he or she gives staff at least 14 calendar days' notice before requiring staff to work instead of taking PTO on any of those days. The executive director also has the discretion to make it leave without pay if a staff member is absent on a mandatory non-instructional day. Students will not report to school on these designated days. Cafeteria and transportation personnel do not report on non-instructional days.

The non-instructional workday begins 8:00 am and ends at 3:30 pm, unless otherwise announced. Teachers must fob in according to standard procedure. Support staff should follow regular fob in procedures. Non-instructional workday absences require prior approval from the immediate supervisor and/or the administration. Staff members who do not report on a non-instructional workday will be required to take the appropriate leave.

FIELD TRIPS

In an effort to be organized and efficient, please adhere to the following procedures:

- Please complete a Field Trip Request Form.
- Make sure all bus payments to bus companies are submitted in a timely manner. A minimum of two weeks prior to the event is suggested.
- Teachers are encouraged to incorporate curriculum-linked educational field trips to enhance student learning and life experiences.

NONDISCRIMINATION ON THE BASIS OF RELIGION IN THE SCHOOL

Teachers and other staff members shall incorporate the highest standards of honesty, integrity and morality in all of their teaching, counseling, and other contacts with students. Because there are students, teachers and staff of many religious faiths, convictions and beliefs in the North East Carolina Prep, school staff members must be sensitive to the freedom of religion and other constitutional rights of all. The following guidelines on religion and religious practices in the school are provided in order to avoid infringement of individual rights and to set forth the school's position concerning certain religious issues:

- Teachers may include religion's role in appropriate subjects in the curriculum, such as literature, history, the humanities, and the arts. Neither teachers nor guest speakers shall promote religion and should use fairness and objectivity when presenting subjects that address religion.
- Staff shall be sensitive to how religious holidays may impact the behavior, appearance or attendance of students and staff. Examinations and other major events will not be scheduled on religious holidays designated by the Executive Director. School personnel shall use sensitivity and good judgment when scheduling school activities.
- Students who miss school because of religious reasons should not be adversely affected because of the absence.
- School personnel should avoid activities or assignments that would be deemed to be objectionable on religious grounds. If a parent should object to an activity, school personnel will grant parent's written request to have a student excused. An equivalent alternative activity will be provided for the student.
- The temporary use of religious symbols, seasonal celebrations, and music is permitted. An effort towards diversity and mutual respect is expected. Religious clothing may be worn by students and staff provided the clothing does not, at any time, conceal the identity of the student or staff member.
- A moment of silence is permitted for quiet reflection provided that no further instructions are given on how the period of silence is to be used.
- Historical survey courses which offer an elective credit in social studies or which offer an elective credit in language arts may include the teaching of sacred writings and are permitted as part of the high school curriculum.
- Appropriate religious books may be given to students as a part of coursework but may not be generally distributed by religious groups to students at school.
- Students may read religious materials during the school day except when it interferes with classroom work or other school activities.
- No restrictions shall be placed on prayer by individual students or groups of students as long as it does not interfere in any way with the school program.
- Religious groups or clubs may be organized and meet on school premises before or after school or during time designated by the Executive Director for non-instructional activities with the same privileges as other non-curriculum related school clubs.

- School personnel may read religious materials and pray on their free time and may carry or wear religious symbols when on duty at school as long as it does not interfere with their work. The Executive Director and other administrative personnel should be sensitive to and show respect for religious beliefs held by other employees and students. In dealing with religious issues, they should do so in a manner that will not show or imply favor or disfavor with any employee's or student's religious beliefs.
- Religious groups, just as any other non-school related group, will be permitted use of school facilities provided there is no conflict with school activities and Board policy and applicable administrative regulations are followed.
- Graduation exercises, assemblies, and other school-sponsored events will not include centrally led or school sanctioned group prayer but may include a moment of silence.
- Counseling of students or informal discussions with students by school personnel shall neither infringe on the students' religious beliefs nor seek to influence student's religious beliefs.
- In scheduling speakers for classes and school assembly programs, the school may schedule motivational speakers. Guest speakers will not promote religion.
- Staff who choose to observe religious holidays are required to take personal time or unpaid leave.

RELIGIOUS SPEAKERS/ORGANIZATIONS

The school may schedule motivational speakers for school assembly programs; however, speeches promoting a specific religion or religious doctrine are not acceptable. Religious groups or clubs may be organized and meet on school premises before or after school or during time designated by the Executive Director for non-instructional activities, with the same privileges as other non-curriculum related school clubs.

HOLIDAY LEAVE

The school year calendar includes 10-11 paid holidays for all employees as designated by the NC State Government Holiday Schedule.

PAID TIME OFF (PTO)

In lieu of personal leave, sick leave, and vacation leave, all ten-month regular full-time employees are eligible to accrue a maximum of ten (10) PTO days per academic year and all twelve-month regular full-time employees are eligible to accrue a maximum of twelve (12) PTO days per academic year. PTO is accrued on a monthly basis. All employees employed on the first day of the academic year will accrue one (1) PTO day on the first day of the academic year. Thereafter, on the first day of each month that an employee works for NECP, the employee accrues one (1) PTO day, up to the maximum of 10 days (for ten-month regular full-time employees) or 12 days (for twelve-month regular full-time employees). Part-time and temporary employees are not eligible for PTO.

Employees are required to take their PTO days in the academic year in which it is available. Unused PTO days will not be carried forward to the next academic year, and any unused PTO days will be paid out at the rate of \$25.00 per unused day.

PTO days will be used in the following manner:

- All PTO days must be approved by your supervisor.
- All PTO days are considered eight-hour days, but one PTO day may be taken in two half days if approved by your supervisor.
- PTO days may not be taken during any in-service training or professional development unless approved in advance by the Executive Director.
- PTO days may not be taken during standardized testing unless approved in advance by the Executive Director.
- Buy Back Days are at the end of the year at the rate of \$25.00 per day. *Remaining days cannot be transferred into the following year.*
- Upon separation of employment, no pay will be given for accrued, unused PTO days and all remaining PTO days are forfeited.
- PTO days may be transferred between employees upon approval by Executive Director.

FAMILY AND MEDICAL LEAVE ACT

NECP complies with the Family and Medical Leave Act (FMLA). FMLA provides up to twelve (12) weeks of unpaid job protected leave to eligible employees during the defined twelve-month period for certain family and medical reasons or up to 26 weeks in a single twelve-month period to care for a service member. The twelve-month period adopted by NECP is measured forward from the first date an employee takes FMLA leave. For example, if the employee takes the first day of FMLA leave on October 1, the twelve-month period runs through the following September 30.

Eligibility: Employees are eligible if they have (1) worked for NECP for at least twelve months, which need not be consecutive months; (2) have been employed for at least 1,250 hours during the twelve-month period prior to the commencement of the leave; and (3) been employed at a work site where there are at least fifty employees within 75 miles of that worksite. If you are not eligible to take FMLA leave, any leave taken for medical or other reasons will need to be taken only as permitted by NECP's other leave policies.

Reasons for Taking FMLA Leave. FMLA leave is available for the following reasons:

- For the birth of a child and to care for the employee's child after birth or placement for adoption or foster care
- To care for the employee's spouse, son or daughter, or parent who has a serious health condition
- For a serious health condition that makes the employee unable to perform one or more essential functions of the employee's job.

- Because of “any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call to active duty status.

Eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of unpaid leave in a single twelve-month period to care for the service member.

Examples of qualifying exigencies include attending certain military events, arranging or providing for alternative child care or school, addressing certain financial and legal arrangements, addressing issues arising from short-notice deployment, attending certain counseling sessions, and attending post-deployment reintegration briefings. Qualifying exigency leave does not extend to families of service members in the Regular Armed Forces.

Leave taken for any purpose by an employee who is eligible for FMLA leave will be designated by NECP as FMLA leave, even if the employee has not specifically requested FMLA leave. FMLA leave will run concurrently with any paid leave that the employee applies toward an FMLA absence

Scheduling: If the need for FMLA leave is foreseeable, the employee must provide the Executive Director with at least thirty days’ advance notice before the FMLA leave is to begin. If thirty days advance notice is not practical or if the need for FMLA leave or if approximating its timing is not foreseeable, notice must be provided as soon as practical (normally before the start of the employee's scheduled workday or, in any event, within one or two work days of learning of the need for leave). Notice should be provided by the employee personally or by the employee's spouse, an adult family member, or another responsible person if the employee is unable to provide notice personally.

When planning medical treatment for which FMLA leave will be necessary, the employee should consult with the Executive Director and make every reasonable effort to schedule the leave so as not to disrupt the operations of NECP. This ordinarily should occur prior to scheduling treatment so that a treatment schedule that best suits the needs of both the employee and NECP may be worked out. Employees who are out on FMLA leave are expected to report every seven (7) days to their supervisor on their status and intent to return to work.

If an employee is permitted to take intermittent leave or leave on a reduced schedule, the employee must try to schedule his or her leave so as not to disrupt NECP's operations. If necessary, NECP may require the employee to transfer temporarily to an available alternative position (including a part-time position) for which the employee is qualified and which better accommodates recurring periods of leave than the employee's regular position.

Compensation and Benefits: When an employee takes FMLA leave, the employee shall be required to apply any available paid leave toward the FMLA absence. Paid leave will not be applied toward FMLA leave if the employee is receiving workers’ compensation. Any FMLA leave that is not covered by workers’ compensation or paid leave will be without pay.

NECP will continue providing group health insurance coverage and will continue paying its share of the employee's group health insurance premiums while the employee is out on FMLA leave (whether paid or unpaid) on the same conditions as the coverage provided by NECP at the time the leave begins, subject to any practice-wide changes in these benefits that take place during the leave. During FMLA leave, the employee is responsible for his or her share of the group health insurance premium. This amount will be

deducted from the employee's paycheck as directed by the employee during any period of paid leave but must be paid by the employee to NECP each month as agreed between the employee and NECP during any period of unpaid leave.

NECP also will continue providing and will pay its share of the employee's other benefits during paid FMLA leave to the same extent as these benefits would be provided and paid during any other paid leave. The employee is responsible for paying his or her share of any benefits other than group health insurance during any period of paid FMLA leave and for paying the entire amount of the premiums for these benefits during any period of unpaid FMLA leave. Premiums for which the employee is responsible will be deducted from the employee's paycheck as directed by the employee during any period of paid leave but must be paid by the employee to NECP, as agreed upon between the employee and NECP during any period of unpaid leave.

If the premium payment for the employee's share is more than 30 days late, NECP may cease maintaining health insurance coverage (after providing fifteen days' written notice that payment has not been received) or may pay the employee's share and recover the amount paid from the employee. If the fifteen-day notice is provided and the employee fails to pay his or her share of the premium prior to the specified date on which coverage will be dropped, the employee's health insurance may be terminated as of the end of the thirty-day grace period.

NECP will charge the employee for health insurance premiums paid by NECP during any unpaid portion of FMLA leave if the employee fails to return to work after his or her leave entitlement is exhausted or has expired, unless the reason the employee does not return to work is due to the continuation, recurrence, or onset of a serious health condition that would entitle the employee to leave under the FMLA or other circumstances beyond the employee's control prevent his or her return. Decisions to remain with a family member who no longer requires the employee's care or to remain at home following the birth or placement for adoption or foster care of a child who does not have a serious health condition will not be considered beyond the employee's control.

Employees are encouraged to direct questions about the FMLA to the Executive Director. Employees will be required to complete certain forms to be eligible to take FMLA leave. Therefore, the Executive Director should be made aware of an employee's intent to take leave and any reasons for the leave as soon as is practical.

Medical Certifications: At the time an employee indicates a need for FMLA leave, NECP will require the employee to furnish certification from his or her health care provider or the health care provider of the appropriate family member, as applicable, by completing and submitting medical certification in a form acceptable to NECP. Failure to provide medical certification may result in a delay of FMLA leave. NECP reserves the right to request a second or third medical opinion at its expense.

In addition NECP may require an employee to provide medical recertification while on FMLA leave. Costs incurred with any recertification requested by NECP will be at the employee's expense. As a condition of returning to work after FMLA leave that was due to the employee's own serious health condition, NECP will require the employee to obtain and present a return to work certification from his or her health care provider. Costs incurred with any return to work certification will be at the employee's expense.

It is expected that following an FMLA absence, the employee will return to work. As a general rule, when an employee returns to work following FMLA leave, the employee will be restored to the same position that he or she held prior to the beginning of leave or to an equivalent position with equivalent benefits, pay, and

other terms and conditions of employment. The resumption of benefits upon the employee's return from FMLA leave will be subject to any practice-wide changes in benefits that have taken place during the period of FMLA leave.

SCHOOL-RELATED LEAVE FOR PARENTS/GUARDIANS

Any employee who is a parent, guardian, or person standing in loco parentis (person acting in the place of a parent) of a school-aged child is eligible to take school leave of up to four hours per year so that the employee may attend or otherwise be involved at that child's school. "School" includes (a) a public school; (b) a private church school, church of religious charter, or nonpublic school that regularly provides a course of grade school instruction; (c) a preschool; or (d) a child care facility that regularly provides day care for more than five children under the age of 13 (not including the operator's own children) at least once a week for more than four hours but less than 24 hours a day. In order for school leave to be authorized, the employee must provide his or her supervisor with as much notice as possible before the time desired for the leave. Time away from work for school leave will be without pay, unless you apply available PTO leave toward the absence or are paid on a salary basis within the meaning of the Fair Labor Standards Act.

School leave is not a vested benefit and will not be paid on death, resignation, termination of employment, whether voluntary or involuntary, with or without notice, or other separation from service.

MILITARY LEAVE

NECP will grant an authorized absence to employees who elect or are required to perform service in the uniformed services, to the full extent required by the Uniformed Services Employment and Reemployment Rights Act ("USERRA"). For purposes of this policy, "uniformed service" includes the Armed Forces, the Army National Guard and the Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President of the United States in time of war or national emergency.

An individual employee's service limitations, available benefits, and reemployment rights will be determined in accordance with applicable provisions of this law. In order to be entitled to the reemployment rights afforded by USERRA, you must provide advance notice of the impending service (either orally or in writing and by yourself or through an appropriate officer of the uniformed service in which the service is to occur) to the Executive Director. Advance notice will not be required if precluded by military necessity or if, under all of the relevant circumstances, it is impossible or unreasonable.

As a general rule, military leave will be without pay, unless you apply available PTO leave toward the absence or are paid on a salary basis within the meaning of the Fair Labor Standards Act and are on a temporary military leave of absence during part of a workweek.

JURY DUTY LEAVE

An authorized absence will be granted to all employees who are called to perform jury duty. Any time off for jury duty will be without pay unless you elect to apply any available PTO leave. For this absence to be authorized, you must submit to a written request to your supervisor, attaching a copy of your jury summons.

Employees are required to return to work when released from jury duty during any part of the workday. Jury duty will not be paid for a non-exempt employee if the employee has been excused from court service and does not return to work. Employees returning to work following jury duty may be required to present a proof of service to his or her supervisor. Employees who are paid on a salary basis within the meaning of the Fair Labor Standards Act will not have their salaries reduced because of jury duty for any workweek in which they perform work for NECP.

Jury duty leave is not a vested benefit and will not be paid on death, resignation, termination of employment, whether voluntary or involuntary, with or without notice, or other separation from service.

COMPENSATORY TIME

North East Carolina Preparatory School makes every effort to comply with the requirements of the Fair Labor Standards Act (FLSA) and utilizes compensatory time in exchange for overtime.

Exempt Employees

Under the FLSA, exempt positions are excluded from minimum wage, overtime regulations, and other rights and protections afforded nonexempt workers. Exempt employees do not earn compensatory time or overtime compensation.

Nonexempt Employees

Nonexempt employees, as the term implies, are not exempt from FLSA requirements. These employees must be paid at least the federal minimum wage for each hour worked and may earn compensatory time with prior approval from the appropriate supervisor. In lieu of overtime compensation, nonexempt employees receive compensatory time off at a rate of not less than one and one-half (1.5) hours for each hour of overtime worked.

Prior to any overtime work or the granting of compensatory time, the nonexempt employee's supervisor must authorize the work, and the employee must agree to perform the work. The employee must agree to accept compensatory time in lieu of overtime pay prior to performing the work. NECP asks that nonexempt employees try to use all earned compensatory time within two payroll periods. The supervisor must document in writing this agreement and the use of the compensatory time.

Upon leaving employment of NECP a nonexempt employee will be paid for any accrued, unused compensatory time at the rate of not less than one and one-half (1.5) hours of the final regular hourly rate designated for that employee.

Employees may review the FLSA posted in the common area for employees at the school

SUBSTITUTES

Teachers are responsible for personally notifying the school of any absence. To arrange for a substitute, the teacher must contact the Office Manager in advance as soon as possible. For unexpected absences, a teacher must call 252-907-8105 to request a substitute before 9 pm on the night before an absence or between 5:30 am-6:15 am on the morning of an absence.

Teachers are responsible for submitting weekly lesson plans to their department chair each Monday morning and for having emergency lesson plans on file for use by any substitute as needed.

Upon returning to school, the teacher must complete and sign forms necessary to document the absence.

PAYROLL

Pay Periods: Paychecks will be issued twice a month, on the fifteenth of each month and the last workday in the month for all work performed between the 1st and 14th and between the 15th and last workday in the month, respectively. Appropriate leave deductions will be taken within the pay period in which the leave occurred. Non-exempt employees who have earned approved compensatory leave must try to use all earned compensatory time within two payroll periods.

Payment: Paper checks or direct deposit may be selected. All employees are encouraged to use direct deposit method. Direct deposit is electronically issued to the selected financial institution on the fifteenth of each month and the last workday of the month. Employees receive a printed verification of the direct deposit. Employees not choosing direct deposit will receive their paycheck at the office.

Mandatory Deductions: NECP is required by law to deduct specified amount from the salary of each employee:

- **Federal Social Security (FICA)**--Federal Social Security is automatic for all employees. Federal law determines the amount of the deduction.
- **Federal Withholding Tax**--Federal Withholding Tax deductions are determined by the US Treasury Department based upon the number of exemptions claimed by the employee.
- **State Income Withholding Tax**--The State of North Carolina determines the amount to be withheld, based on the amount of salary and the number of exemptions claimed.

Verification: NECP strives to insure accuracy for the compensation and deductions applicable to each employee. Deductions include those mandatory by law, those selected by the employee (insurance, etc.) and unpaid leave. Each employee is responsible for monitoring and verifying the accuracy of his or her compensation and deductions. Errors must be reported to the Payroll Director immediately.

Paychecks may also reflect certain court-ordered deductions that NECP is required to honor, such as child support payments or garnishments for payment to creditors. The Payroll Director will give you written notification of any orders for these types of deductions. Any questions concerning deductions should be directed to the Payroll Director.

NECP strictly prohibits improper payroll deductions. If an employee believes an improper deduction has occurred, he or she should report this concern to the Payroll Director immediately for prompt investigation. Upon review, if it is determined that an improper deduction has occurred, NECP will promptly reimburse the employee in full and take reasonable measures to ensure future compliance in accordance with the Fair Labor Standards Act.

ATTENDANCE AND PUNCTUALITY

Attendance and punctuality are essential elements of each NECP employee's job. Therefore, NECP expects all of its employees to be on time, ready to begin work at the beginning of their day, and to stay on task while assigned to work each day. NECP reserves the right to assign employees to jobs other than their usual assignment when necessary to NECP's educational mission, provided the employee is capable of performing the essential functions of the alternate assignment. Failure to report to work, being absent from work without notifying your supervisor in a timely manner, repeated being late to work, or leaving early during working hours without authorization are all prohibited conduct.

Non-exempt employees are not to work before or to continue working after their scheduled hours unless specifically authorized for each occurrence by their supervisor. Non-exempt employees are not allowed to perform work while on schedule non-paid lunch break unless specifically assigned by the supervisor.

All employees are required to fob in every day that they are present for work. Only hourly employees are required to fob out each day. Fobbing in or out does not replace time sheets. All non-exempt employees are required to submit a timesheet each pay period directly to the human resources director.

Should you forget to fob in or out, you should notify the human resources director immediately. You also must fill out an exception form and submit it to the human resources director so that the time worked may be recorded or corrected and authorized.

An employee should only fob in and out for himself or herself. Fobbing in or out for another employee or allowing someone, including a student, to fob in or out for you is prohibited and may result in disciplinary action both for you and for the other employee, unless an administrator grants an exception.

Employees violating any of these rules may be subject to disciplinary action up to and including an unpaid suspension or termination of employment.

EMPLOYMENT CONTRACTS

Each employee works at-will under the terms of a contract that expires annually. Contracts for teachers (eleven-month) and teacher assistants (10-month) expire at the end of the school year, on or about May 31. Contract for twelve-month employees expire at the end of the fiscal year, June 30. All employees report to the Executive Director or his or her designee.

Each spring the Executive Director issues a renewal request form to be used by an employee to indicate her/his desire for a new contract. The form must be signed and returned to the Executive Director as soon as is possible and not later than sixty days prior to the last day of work for the respective employee.

New contract offers are based on student enrollment, programming needs, funding availability, and budgeting considerations, as well as the results of an individual's performance evaluation. The Executive Director will present a list of employees recommended to receive new contracts for the next respective contract cycle to the Board of Directors for their approval.

RETIREMENT

NECP participates in the North Carolina Supplemental Retirement 457B Plan and provides qualified employees the opportunity to participate. Participation and contribution levels are personal decisions for each employee.

HEALTH INSURANCE

All full-time salaried employees are eligible for medical insurance through the Comprehensive Health Benefit Plan of the State of North Carolina. The school pays premiums for a qualified employee's individual basic coverage. Employees are responsible for costs related to any additional personal coverage or insurance for family members.

Health insurance premiums are deducted from the paycheck according to the type of coverage requested by the individual employee (employee/family, split contract, employee/child).

The insurance and other benefits we provide are the subject of detailed written plan documents available for your inspection on request to your supervisor. The terms, restrictions, and eligibility requirements for these benefits may be determined only by reading the actual plan documents, under which the school or the plan administrator, as applicable, may make certain administrative interpretations with discretion. If a question arises regarding the nature and extent of insurance or other benefits, or if there is a discrepancy between the actual provisions of the plan documents and the information included in this Handbook or any other communication to employees, the formal language of the plan documents is controlling. Because insurance plans, premiums, coverages, and benefits change from time to time, the School reserves the right to modify (or terminate) each of the insurance and other benefits and each plan's provisions.

WORKERS' COMPENSATION

NECP complies with Workers' Compensation law. Employees who are accidentally injured or contract an occupational disease while on the job or carrying out school assigned duties must contact their immediate supervisor and the Executive Director immediately. A Report of Injury form must be completed within five days and forwarded to the Executive Director or his or her designee. If entitled by law to workers' compensation, the employee will receive payment from the insurance carrier under the direction of the North Carolina Industrial Commission. Failure to report a work-related accident or injury to NECP in a timely manner may result in a denial of benefits.

RETURNED CHECK

Any person who writes and submits a check returned to the school for insufficient funds will be responsible for paying any associated bank fees, in addition to the payment of the original amount. Chronic offenders will lose check-writing privileges.

PERSONNEL RECORDS

Maintenance of Records

The Executive Director shall maintain personnel file(s) for each teacher, supervisor, and other employee of the North East Carolina Prep. Except as otherwise provided, the personnel file shall be open for the employee's inspection at all reasonable times but shall not be open to other persons except to the extent required by state law and in accordance with such rules and regulations as the Board of Directors may adopt.

Employment Information

The employment file for each NECP employee (and former employee subject to any file retention policy that NECP may hereafter adopt) may contain, but is not limited to, the following types of employment information:

- Application for employment
- Academic records
- Evaluations
- Certification and certificate renewal data
- Payroll records
- Record of work history, e.g. assignments, transfers, promotions, raises, etc.
- Insurance records
- Personal data-address, telephone number, dependents, social security number, etc.,
- Work-related complaints, commendations, and suggestions for correction or improvement
- Retirement Information
- Other related employment information

Procedures for Placement of Complaints, Commendations, and Suggestions in an Employee's Personnel File

The Executive Director shall also maintain in each employee's personnel file any complaint, commendation, or suggestion for correction or improvement about the employee's conduct. Provided that only complaints less than twelve months old, concerning an employee's work-related or professional conduct, commendations, or suggestions for improvement or correction, which are signed by the maker, may be maintained in an employee's personnel file.

Before any complaint, commendation or suggestion for improvement may be placed in the file, a copy of it and five-days' notice, in writing, shall be given to the employee. The employee shall have the right to place in the file any explanation or denial relating to such complaint, commendation, or suggestion.

The Executive Director, in his or her discretion, may exclude from an employee's personnel file any information deemed to be invalid, irrelevant, outdated, or false or a letter of complaint when there is no documentation of an attempt to resolve the issue.

An employee may petition to remove any information from his or her personnel file that he or she deems invalid, irrelevant, outdated, or false in accordance with the NECP Charter School Grievance Procedure. The Board of Trustees may order the Executive Director to remove said information if it finds the information is invalid, irrelevant, or outdated.

Release of Information from Personnel Files

The following information contained in an employee's personnel files may be released to members of the general public upon request:

- Name
- Age
- Date of original employment
- Terms of any employment contract (if one exists)
- Current title and/or position
- Salary or rate of pay
- Date and amount of most recent increase or decrease in salary
- Date and type of most recent promotion, demotion, transfer, suspension, reclassification, or separation
- Date and general description of the reasons for each promotion
- Date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by NECP

Access to Confidential Information in Personnel Files

Except for the information required by state law to be open for public inspection (as described above), all other information contained in a personnel file is confidential and shall not be open for inspection except as provided below:

- An employee, applicant, or former employee, or his or her properly authorized agent, shall have the right to inspect the employee's personnel file at any reasonable time, except for letters of reference solicited prior to employment.
- The Executive Director, members of the administrative director's administrative staff, the Board of Directors (upon request from the board's chair), the attorney for the Board of Directors, or an employee's superiors.
- Personnel records shall be released pursuant to the lawfully issued court order or subpoena or as otherwise required by law.

PERFORMANCE EVALUATION

The evaluation of an employee's work is a cooperative and continuing process for the purpose of improving the quality of work and the educational environment for students. It is a process by which the employee and specified administrators review and critique the employee's performance of general and specific work responsibilities. NECP uses the Formative and Summative Evaluation Instruments to document the evaluation of each employee as prescribed and required by the North Carolina Department of Public Instruction.

The results of an employee's evaluation are used as part of the consideration for continuation of employment.



Teacher Evaluation Process

The intended purpose of the North Carolina Teacher Evaluation Process is to assess the teacher's performance in relation to the North Carolina Professional Teaching Standards and to design a plan for professional growth. The principal or a designee (hereinafter principal) will conduct the evaluation process in which the teacher will actively participate through the use of self-assessment, reflection, presentation of artifacts, and classroom demonstration(s).

A local board shall use the North Carolina Professional Teaching Standards and North Carolina Teacher Evaluation Process unless it develops an alternative evaluation that is properly validated and that includes standards and criteria similar to those in the North Carolina Professional Teaching Standards and North Carolina Teacher Evaluation Process.

Process

The North Carolina Teacher Evaluation Process shall include the following components:

Component 1: Training

Before participating in the evaluation process, all teachers, principals and peer evaluators must complete training on the evaluation process.

Component 2: Orientation

Within two weeks of a teacher's first day of work in any school year, the principal will provide the teacher with a copy of or directions for obtaining access to a copy of the Rubric for Evaluating North Carolina Teachers, this policy, and a schedule for completing all the components of the evaluation process. Copies may be provided by electronic means.

Component 3: Teacher Self-Assessment

Using the Rubric for Evaluating North Carolina Teachers, the teacher shall rate his or her own performance at the beginning of the year and reflect on his or her performance throughout the year.

Component 4: Pre-Observation Conference

Before the first formal observation, the principal shall meet with the teacher to discuss the teacher's self-assessment based on the Rubric for Evaluating North Carolina Teachers, the teacher's most recent professional growth plan, and the lesson(s) to be observed. The teacher will provide the principal with a written description of the lesson(s). The goal of this conference is to prepare the principal for the observation. Pre-Observation conferences are not required for subsequent observations.

Component 5: Observations

A formal observation shall last at least forty-five minutes or an entire class period

Probationary Teachers

- The principal shall conduct at least three formal observations of all probationary teachers.
- A peer shall conduct one formal observation of a probationary teacher.

Career Status Teachers

- Career teachers shall be evaluated annually, unless the LEA establishes a different evaluation cycle for career teachers.
- During the year in which a career status teacher participates in a summative evaluation, the principal shall conduct at least three observations, including at least one formal observation.
- During observations, the principal and peer (in the case of a probationary teacher) shall note the teacher's performance in
- Relationship to the applicable standards on the rubric for evaluating North Carolina teachers.

Component 6: Post-Observation Conference

The principal shall conduct a post-observation conference no later than ten school days after each formal observation. During the post-observation conference, the principal and teacher shall discuss and document on the rubric the strengths and weaknesses of the teacher's performance during the observed lesson.

Component 7: Summary Evaluation Conference and Scoring the Teacher Summary Rating Form

Prior to the end of the school year and in accordance with LEA timelines, the principal shall conduct a summary evaluation conference with the teacher. During the summary evaluation conference, the principal and teacher shall discuss the teacher's self-assessment, the teacher's most recent Professional Growth Plan, the components of the North Carolina Teacher Evaluation Process completed during the year, classroom observations, artifacts submitted or collected during the evaluation process, and other evidence of the teacher's performance on the Rubric.

At the conclusion of the North Carolina Teacher Evaluation Process, the principal shall:

- Give a rating for each element in the rubric;
- Make a written comment on any element marked, "Not Demonstrated";
- Give an overall rating of each standard in the rubric;
- Provide the teacher with the opportunity to add comments to the Teacher Summary Rating Form;
- Review the completed Teacher Summary Rating Form with the teacher; and
- Secure the teacher's signature on the Record of Teacher Evaluation Activities and Teacher Summary Rating Form.

Component 8: Professional Development Plans

Individual Growth Plans

Teachers who are rated at least "Proficient" on all the Standards on the Teacher Summary Rating Form shall develop an Individual Growth Plan designed to improve performance on specifically identified standards and elements.

Monitored Growth Plans

A teacher shall be placed on a Monitored Growth Plan whenever he or she is:

- Rated "Developing" on one or more Standards on the Teacher Summary Rating Form; and
- Not recommended for dismissal, demotion, or nonrenewal.

A Monitored Growth Plan shall, at a minimum, identify the standards and elements to be improved, the goals to be accomplished and the activities the teacher should undertake to achieve "Proficient" and timeline which allows the teacher one school year to achieve proficiency. A Monitored Growth Plan that meets those criteria shall be deemed to satisfy the requirements of N.C. Gen. Stat. § 115C-333(b).

Directed Growth Plans

A teacher shall be placed on a Directed Growth Plan whenever he or she is:

- Rated "Not Demonstrated" on any standard on the Teacher Summary Rating Form; or
- Rated "Developing" on one or more standards on the Teacher Summary Rating Form for two sequential years and is not recommended for dismissal, demotion, or non-renewal.

The Directed Growth Plan shall, at a minimum, identify the standards and elements to be improved, the goals to be accomplished, the activities the teacher shall complete to achieve proficiency, a timeline for achieving proficiency within one school year or such shorter time as determined by the LEA. A Directed Growth Plan that meets those criteria shall be deemed to satisfy the requirements of N.C. Gen. Stat. § 115C-333(b).

Component 9: Effective Dates and Effect on Licensing and Career Status

Effective with the 2010-2011 school year, all teachers in North Carolina will be evaluated using this policy unless a local board develops an alternative evaluation that is properly validated and that includes standards and criteria similar to those in the North Carolina Professional Teaching Standards and North Carolina Teacher Evaluation Process in which case the local board shall use that instrument.

Beginning Teachers

Effective 2010-2011, beginning teachers must be rated "Proficient" on all five North Carolina Professional Teaching Standards on the most recent Teacher Summary Rating Form in order to be eligible for the Standard Professional II License.

Probationary Teachers

Effective 2010-2011, a principal must rate a probationary teacher as "Proficient" on all five North Carolina Professional Teaching Standards on the most recent Teacher Summary Rating Form before recommending that teacher for career status.

TEACHER CERTIFICATION

All NECP Teachers are expected to hold a North Carolina Teachers Certification (License). Teachers whose license has lapsed or expired have twelve (12) months to renew their NC DPI teaching status.

Lateral Entry and new teachers are required to initiate the certification process within six (6) months of the date of hire. These teachers have thirty-six (36) months to complete this process and obtain a NC DPI Teaching License.

RECERTIFICATION--CONTINUING EDUCATION UNITS (CEU)

All staff development will be registered according to the process established by the licensure section of the North Carolina Department of Public Instruction.

Employees seeking certification or recertification are responsible for keeping any certificates, CEU forms, grades, and other documentation of professional development participation. Copies may be placed in an employee's personnel file upon request.

NC-DPI may deliver e-mail surveys to teachers requesting information on how they are implementing knowledge and skills gained in the professional development.

EMPLOYEE STATUS

Specific benefits and policies apply to employees according to their status as part-time or full-time. The human resource director can provide information or answer questions about an employee's eligibility for benefits.

Full-time -An employee is considered full-time if his or her regular work schedule is thirty or more hours per week. The standard week for full-time employees is forty hours per week from Monday through Friday in five eight-hour days or four ten-hour days.

Part-time -An employee is considered part-time if his or her regular work schedule is fewer than thirty hours per week. If an employee works at least twenty hours per week, he or she is considered part-time/half-time or more. Part-time employees may be eligible for vacation, sick leave, and holiday pay on a pro rata basis. A part-time employee may join the Teachers and State Employees Major Medical Plan at his or her own expense.

SCHOOL VOLUNTEERS AND VOLUNTEER SCREENING

The North East Carolina Prep supports community involvement by encouraging the development and maintenance of strong volunteer programs. These programs provide varied opportunities for parents and community members to be actively engaged in the academic, cultural and social development of students and families. The Board also promotes the use of innovative strategies that support families and their involvement in school-related activities.

North East Carolina Prep will recruit volunteers who contribute to the intellectual, physical, and/or emotional development of students and to the well-being of the schools.

Screening of Volunteers

Before a volunteer is assigned to a task in the school, he or she will be screened.

A. Purpose of Screening

The objective of screening is to ensure, so far as is reasonably possible, that students are safe in school environments. Screening of volunteers is crucial because of the vulnerability of the school-aged population served, some of whom are students with disabilities.

Screening will be used to identify volunteers who may pose an unacceptable risk to students or to the school. The screening process is a means to assess the potential of an individual volunteer to contribute physical and/or emotional harm to others, steal or damage property, and/or violate North East Carolina Prep confidentiality procedures.

Screening helps to (a) identify individuals who, if placed in certain unsupervised situations, may create an unacceptable level of risk; (b) prevent the inappropriate placement of individuals; (c) exclude dangerous individuals; and (d) exclude individuals who may be considered inappropriate for a specific task.

B. Methods of Screening

North East Carolina Prep will use responsible, reasonable methods to screen volunteers. The level of screening is dependent upon the task assigned to a volunteer, the degree of supervision of the volunteer by a supervisor, and the nature of the volunteer's contact with students. The level of scrutiny in screening will increase as a volunteer's contact with a student increases and the degree of staff supervision decreases.

Screening methods may include:

- Completion of the North East Carolina Prep Volunteer Profile Form
- Interviews by appropriate North East Carolina Prep staff
- Reference checks
- Record checks (criminal history, driving record, and credit bureau for bookkeeping, fundraising or financial positions)
- Orientations
- Attendance at school and/or other trainings

C. Task Assignment Descriptions

Task Assignment descriptions will be written before a volunteer is placed in the school in order to provide a framework to match a volunteer to tasks for which he or she is qualified.

D. Non-discrimination

North East Carolina Prep does not discriminate on the basis of race, sex, religion, ethnic origin, marital status, or disability in its recruitment, screening, and placement of volunteers.

COMPENSATION AND BONUSES

NECP would like to pay employees fairly and in a way that relates to their performance and responsibility. Factors such as prior experience, education level, and job responsibilities are used to determine an employee's beginning level of compensation. Any pay increases depend on factors such as the pay range for the position, the employee's job duties and training, the employee's performance, and other factors determined by the Executive Director and Board to be relevant. No increase is automatic, and every increase will be at the sole discretion of the Board.

Local bonuses are awarded at the discretion of the Executive Director and are a subject to the availability of adequate funding. The incentive money awarded by the State to teachers and teacher assistants is not included in the definition of bonuses in this paragraph.

EMPLOYEE ASSIGNMENT/REASSIGNMENT

NECP assigns or reassigns an employee to a specific job according to an individual's qualifications and the needs of the school. A job description may be altered according to the needs of the school or a school program and employees are expected to perform other duties as assigned.

REDUCTION-IN-FORCE

The number and nature of contracted and at-will positions are related directly to student enrollment, funding appropriations, and budgetary considerations. Changes in school programs as well as fluctuations in local, state, and federal government funds may result in a reduction-in-force through elimination of positions, reduction in working hours, or changes to work assignments.

BUS DRIVERS/STUDENT TRANSPORTATION

NECP is required by N.C.G.S. 115C-238.29F to develop a plan to insure that transportation is not a barrier to any student who resides in the local administrative unit in which the school unit is located. Therefore, NECP offers limited transportation for students who reside in Edgecombe County and the surrounding communities.

Transportation personnel are expected to:

- Maintain a valid commercial driver's license with passenger endorsement
- Maintain a clean and violation-free driving record
- Maintain buses and all transportation equipment to insure safety
- Make safety a priority at all times
- Teach and expect students to act in a safe and orderly manner on buses
- Provide clean, efficient, and economical transportation services
- Conduct regular safety and bus evacuation drills as required
- Provide courteous service for students and parents
- Refrain from using cell phones or other electronic devices while driving
- Submit to random drug testing as required by law and NECP

DRUG-FREE AND TOBACCO-FREE WORKPLACE

The school is a drug-free and tobacco-free workplace. One must not possess, use, sell, or be under the influence of any alcoholic beverage or prohibited substance (i.e., drugs) while at work or on duty. Prohibited substances include, but are not limited to, tobacco products, liquor, beer, wine, wine coolers and other

alcoholic and mixed beverages, speed, ice, Phenobarbital, LSD, Quaaludes, codeine, heroin, morphine, PCP, steroids, marijuana, cocaine, and crack.

Employees may use prescription drugs as authorized by a physician. NECP reserves the right to require an employee to provide prescription documentation from his or her physician.

Violators are subject to disciplinary action ranging from a written reprimand to dismissal. An individual may be required to participate in an alcohol or drug abuse rehabilitation program. An employee must report any conviction of a drug-related offense to his or her immediate supervisor within five days of the conviction.

School bus drivers, activity bus drivers, and some transportation employees are subject to random testing for drugs and alcohol at any time without cause. Transportation personnel who use alcohol or illegal drugs on the job will be automatically recommended for dismissal.

ALCOHOL AND ILLEGAL DRUG USE: APPLICANTS AND EMPLOYEES

North East Carolina Prep is committed to providing its students and employees with a school and work environment that is free of alcohol or illegal drug use, including the abuse of prescription drugs. Certain school employees may be further covered by U.S. Department of Transportation ("DOT") regulations, which require that employers regulated by the Federal Motor Carrier Safety Administration ("FMCSA") implement various drug and alcohol testing programs. It is the purpose of this policy to ensure that all employees are free of alcohol while on duty and free from the use or influence of illegal drugs at all times so that they may perform their tasks safely. All applicants and employees should also be aware of the harmful effects and dangers of substance abuse. This policy is not meant to limit the right of the school or the administration to manage employees or to discipline employees in any way. In addition this policy does not constitute a guarantee or right of employment or continued employment, nor does it create an express or implied obligation or contractual right of any kind by the school with respect to any of its employees.

I. Definitions for purposes of this policy, the following definitions shall apply:

A. Category A Driver. "Category A Driver" means any "DOT driver" (as defined below) or any person who is not a DOT driver but who, in the course of his or her duties, transports students on a regular basis such as activity bus or pupil van drivers.

B. DOT Driver. "DOT Driver" means any (1) person who operates a commercial motor vehicle, as defined by the Department of Transportation (DOT) as an employee of the school, including, but not limited to, full-time regularly employed drivers and casual or intermittent driver who drive (a) a vehicle with a gross combination vehicular weight rating of 26,001 lbs. or more inclusive of towed units and with a gross vehicular weight of more than 10,000 lbs.; (b) a vehicle with a gross vehicular weight rating of 26,000 lbs. or more; (c) any size vehicle that carries hazardous materials that require hazardous placarding; (d) any vehicle designed or used to carry sixteen passengers or more, including the driver; or (2) heavy equipment operator who is required to maintain a commercial driver's license.

C. Illegal Drug. "Illegal Drug" means (1) any drug or controlled substance the manufacture, distribution, purchase, dispensation, possession, transportation, sale, or use of which is illegal, including, but not limited to, controlled substances as defined in the North Carolina Controlled Substances Act (NC Gen. Stat. Ch. 90, Art. 5) and the United States Controlled Substances Act (21 U.S.C. Section 801, et seq.); (2) any prescription drug or controlled substance when unlawfully obtained or used for non-medically authorized

purposes or for which an applicant or employee does not have a valid and current prescription; or (3) other unlawfully used substances which may affect or alter bodily functions, judgment, or perception when used for non-medical purposes, whether listed as a controlled substance or not.

D. Alcohol. "Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl and isopropyl alcohol. This definition also includes alcohol that is found in certain over-the-counter or prescription medications.

E. Being Under the Influence. "Being Under the Influence" means when an employee's behavior, perception, judgment, or performance is adversely affected by the use of any illegal drug, prescription, or over-the-counter drug, alcohol, or other substance.

F. On-Site. "On-Site" means any location where the school conducts its business or renders services to any of its students, including, but not limited to, school facilities and property, school vehicles (whether owned, leased, or rented) and work sites.

G. On-Duty. Category A Drivers, Mechanics, and Security Officers. "On-duty" for all Category A drivers, mechanics, and security officers means all time from when that employee begins to work or is required to be ready to work until the time he or she is relieved from work and the responsibility for performing work, including, but not limited to, all time (1) waiting to be dispatched (unless relieved); (2) inspecting, servicing, and conditioning vehicles and equipment; (3) driver; (4) in or upon any motor vehicle other than driving time; (5) loading and unloading a vehicle; (6) assisting in or supervising the loading or unloading of a vehicle; (7) performing accident-related driver requirements; (8) repairing, obtaining assistance, or remaining with a disabled vehicle; (9) driving any vehicle on school property, transporting school employees or students, or driving a school vehicle at any time (whether owned, leased, or rented); (10) on school business, acting in an official capacity on behalf of the school or otherwise rendering services for the benefit of the school or its students; or (11) for which the driver is compensated by the school, regardless of whether an employee is on school facilities or property.

H. On-Duty All Employees. "On-duty" for all employees means all time (1) for which an employee is compensated by the school, regardless of whether an employee is on school facilities or property; driving any vehicle on school property, transporting school employees or students, or driving a school vehicle at any time (whether owned, leased, or rented); or (3) on school business, acting in an official capacity on behalf of the school or otherwise rendering services for the benefit of the school or its students.

I. Safety-Sensitive Functions. "Safety-Sensitive Functions" means functions (1) through (9) set forth in the definition of "On-Duty--Category A drivers, mechanics, and security officers" or all other essential job functions for Category A driver, mechanic, and security officer positions.

J. Adulterated Specimen. "Adulterated Specimen" means a specimen that contains a substance that is not expected to be present in human urine or that contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

K. Substituted Specimen. "Substituted Specimen" means a specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine or a specimen that is from an individual/source other than the applicant or employee in question.

L. Conviction. A "conviction", as defined in this policy only, includes any finding or plea of guilt and/or any imposition of a fine, jail sentence, probation, or other penalty, regardless of whether the penalty is rebated, suspended, or probated. A conviction includes the imposition or payment of a fine or court cost, the violation of a condition of release without bail, or a forfeiture of bail or collateral deposited to secure a

person's appearance in court that has not been vacated. A conviction also includes participation in pre-trial diversion programs, which include deferred prosecutions, entry of prayers for judgment continued, suspended sentences, court ordered community supervision/service, and other similar programs where suspension, postponement, or eventual dismissal of criminal charges occurs when an individual agrees to enter into treatment or rehabilitation, provide restitution, or undergo other alternatives to criminal prosecution.

M. Accident. An "accident" that would require Illegal Drug and/or Alcohol testing as provided under this policy means *any motor vehicle or mechanical equipment accident* involving a school employee On-Site or On-Duty or in which a school vehicle or piece of mechanical equipment is involved and in which any of the following occurs:

- There is an injury or fatality
- Any vehicle or equipment involved in the accident is damaged beyond operation and must be towed or transported away from the scene
- The employee driver/operator is cited for a violation
- Any individual involved in the accident is treated at the scene or injured enough to require seeking medical attention away from the scene
- The accident or occurrence results in more than \$1,000 in damage to school property or the accident or occurrence results in damage to any non-school property.
- In addition an "accident" that would require illegal drug and/or alcohol testing as provided under this policy further means *any incident, accident or other occurrence* involving a school employee on-site or on-duty that requires medical treatment of anyone beyond limited on-site first aid, including any fatalities; results in more than \$1,000 in property damages; or is a reportable accident under workers' compensation.

II. Prohibited Acts and Penalties – Automatic Dismissal

The following prohibited acts shall result in dismissal, even for a first offense:

- A. Ingesting, inhaling, injecting, being under the influence or the manufacture, distribution, purchase, dispensation, possession, transportation, sale or use of any Illegal Drug at any time, whether On-Site or off-site, or On-Duty or off-duty.
- B. Testing positive for any Illegal Drug under Section V of this policy.
- C. Consuming, possession of an *open* container, possession of a closed container other than in a personal vehicle, or the manufacture, distribution, purchase, dispensation, sale, or use of alcohol while on-site, on-duty, or while engaged in school business or within 4 hours prior to being engaged in school business. In addition alcohol may not be transported by any Category A driver or in any DOT commercially licensed vehicle (whether in an open or closed container), except as manifested cargo. However, limited possession and consumption of alcohol at off-site social events attended as a representative of the school that do not constitute school sponsored, attended, or supervised academic, extra-curricular, or other activities shall not be prohibited (e.g., limited consumption at third-party charity fundraisers), provided the employee will not be on-site or on-duty anytime within 4 hours

following consumption of alcohol, exercises good judgment and otherwise acts responsibly and consistent with other applicable school policies, regulations, and expectations.

D. Testing positive with an alcohol concentration of 0.02 percent or more under Section V of this policy.

E. Any conviction, guilty plea or plea of no contest (except when resulting in a prayer for judgment continued, deferred prosecution or participation in similar pre-trial diversion programs) for a felony or misdemeanor involving the manufacture, distribution, purchase, dispensation, possession, transportation, sale, or use of any illegal drug. This includes, but it not limited to, any conviction, guilty plea or plea of no contest (except when resulting in a prayer for judgment continued, deferred prosecution or participation in similar pre-trial diversion programs) for a felony or a misdemeanor involving any illegal drug-related offense referenced in N.C. Gen. Stat. § 115C332(a)(1).

F. Any conviction, guilty plea, or plea of no contest (except when resulting in a prayer for judgment continued, deferred prosecution or participation in similar pre-trial diversion programs) for a felony involving any alcohol-related offense referenced in N.C. Gen. Stat. § 115C-332(a)(1).

G. Any conviction, guilty plea, or plea of no contest for a felony or misdemeanor charge of driving while under the influence of alcohol while on-site, on-duty or while engaged in school business.

H. Refusal to participate in or submit to an illegal drug and/or alcohol test pursuant to this policy, or actual or attempted creation of an adulterated specimen or a substituted specimen in connection with an illegal drug and/or alcohol test.

I. Refusing to authorize the release to the school or its designees of any illegal drug and/or alcohol test results, including results in hospital records or other documents, after an on-site or on-duty accident or injury that would indicate whether there are any illegal drugs and/or alcohol in an employee's system.

J. Use of alcohol by a Category A driver or any other employee who is required to take a post-accident. Alcohol test as set forth in this policy, within eight (8) hours following an accident or until that employee undergoes a post-accident alcohol test, whichever occurs first.

III. Prohibited Acts and Penalties – Up to and Including Dismissal

Unless the prohibited acts fall under Section II above, the following prohibited acts shall result in disciplinary action, up to and including immediate dismissal, depending upon the circumstances:

A. Being under the influence of alcohol, or possession of a *closed* container of alcohol in a personal vehicle, while on-site, on-duty, or while engaged in school business or within 4 hours prior to being engaged in school business. In addition in the case of DOT drivers, consumption of an intoxicating beverage, regardless of alcohol content or being under the influence of an intoxicating beverage, within four (4) hours before going on-duty is also prohibited. However, with the exception of pre-duty restrictions on alcohol consumption for DOT drivers referenced in this Section III.A., the limited possession and consumption of alcohol at off-site social events attended as a representative of the school that do not constitute school sponsored, attended or supervised academic, extra-curricular, or other activities shall not be prohibited (e.g., limited consumption at third-party charity fundraisers), provided the employee exercises good judgment and otherwise acts responsibly and consistent with other applicable school policies, regulation, and expectations.

- B. Testing positive with an alcohol concentration below 0.02 percent under Section V of this policy; provided, however, to the extent and as required by DOT regulations, if a DOT driver tests positive with an alcohol concentration of 0.02 or greater but less than 0.04, such employee will be subject to discipline short of dismissal unless he or she is a repeat offender or other circumstances warrant termination. Any such DOT driver must at a minimum be removed from performing safety-sensitive functions, including driving a commercial motor vehicle or any other vehicle as an employee of the school, until at least 24 hours following administration of the Alcohol test.
- C. Any alcohol or illegal drug conviction, guilty plea, plea of no contest, arrest, or charge not covered by Section II above.
- D. Any conduct obstructing the process of an illegal drug or alcohol test under this policy, which conduct can include, but is not limited to, failure to: (1) cooperate with or attempt to disrupt the testing process; or (2) provide the proper quantity or type of specimen within the required time limit without a valid medical explanation.
- E. Failure to report to the Executive Director any arrest, criminal charge, conviction, guilty plea or plea of no contest for a violation of any criminal illegal drug and/or alcohol statute within five (5) calendar days after the arrest, charge, conviction, plea, or disposition, including those convictions or pleas resulting in a prayer for judgment continued, deferred prosecution, or participation in similar pre-trial diversion programs. (*See also* school policy entitled "Criminal Background Checks").
- F. Failure to inform a supervisor immediately upon arrival to work or at the beginning of on-duty status of any legal drug or alcohol use (including the use of prescription or over-the-counter medication or a prescribed controlled substance) that may adversely affect the employee's ability to perform his or her job duties.
- G. Failure to report to an immediate supervisor or appropriate personnel another employee's violation of this policy when aware of such conduct.
- H. Refusing to authorize the required release to the DOT or other governmental regulatory body of any illegal drug and/or alcohol test results, including results in hospital records or other documents, after an on-site or on-duty accident or injury that would indicate whether there are any illegal drugs and/or alcohol in an employee's system.
- I. In the case of DOT drivers, the refusal to comply with any federal or state DOT regulations, including but not limited to DOT records and testing disclosure requirements regarding prior employers with whom a DOT driver worked and potential employers with whom a DOT driver applied within the two-year period prior to a DOT driver applicant's or employee's hire or transfer into a safety-sensitive position with the school.
- J. The refusal to comply with any of the other terms or conditions of this substance abuse policy or federal and state illegal drug and/or alcohol testing and other requirements, if and as applicable. In addition to the above, if discipline less than termination occurs as a result of a violation of the prohibited acts outlined in this Section III and the employee refuses or fails to comply with the terms or conditions of such discipline or otherwise violates this policy, then the employee shall be subject to additional disciplinary action, up to and including immediate dismissal.

IV. Self-Reporting

Employees are strongly encouraged to seek help for alcohol or illegal drug-related use, abuse or dependence problems before such issues manifest themselves in performance or other difficulties at work. Thus, (a) if an employee in good faith voluntarily self-reports to the Executive Director that he or she has an alcohol or illegal drug-related use, abuse, or dependence problem and pro-actively seeks assistance with respect to overcoming such issues, and (b) the report occurs prior to the events described below in this Section IV, the employee may, as an alternative to potential discipline, be referred to available resources and rehabilitative counseling in the discretion of the Executive Director or his or her designee(s), provided the employee thereafter continues to abide by the requirements and expectations of this policy and its accompanying regulation. However, if an employee is retained by the school, he or she may be temporarily or permanently suspended or removed from performing safety sensitive functions during or after treatment. An employee will not avoid dismissal or discipline by self-reporting, if shortly prior to or at the time of making the report, the employee has: (a) been convicted of or pleads guilty or no contest to any crime for which dismissal is appropriate under this policy; (b) been convicted of or pleads guilty or no contest to any crime resulting in a prayer for judgment continued, deferred prosecution, or participation in similar pre-trial diversion programs; (c) been arrested or charged with a crime involving alcohol or illegal drugs; (d) been directed to submit to or undergone an alcohol or illegal drug test; (e) tested positive for alcohol or the use of illegal drugs; (f) been directed to submit to or undergone an alcohol or illegal drug search; (g) been the subject of any investigation or inquiry as to whether he or she has engaged in any prohibited acts as outlined in this policy; or (h) violated other school policies or administrative regulations or engaged in any other acts that are the basis for discipline, up to and including dismissal. An employee also will not avoid dismissal or discipline if he or she later fails to abide by the requirements and expectations of this policy, its accompanying regulation or any treatment/rehabilitation conditions placed on him or her by the Executive Director or his or her designee(s) after the employee's voluntary self-report. Moreover, nothing in this policy or in any prior or later communications to employees related to the same shall in any way create an express or implied employment contract with employees for a specific term or otherwise modify their general employment status with the school, as outlined in Board policy entitled "Employment At-Will".

V. Authority to Test

A. General Procedures for the testing of applicants and employees for illegal drugs and/or alcohol are set forth below and may be outlined in applicable regulations and guidelines established by the administration from time to time. A negative illegal drug and/or alcohol test result does not and shall not constitute a guarantee or right of employment or continued employment with the school.

B. Pre-Employment Testing

1. Illegal drug testing

All: (a) job applicants and newly hired employees, (b) rehired employees with more than a 90-day break in employment, regardless of position, and (c) rehired Category A drivers, mechanics and security officers following any break in employment shall be required to undergo an illegal drug test prior to and as a condition of final employment by the school. Substitute and temporary summer applicants and newly hired/rehired employees are also required to undergo illegal drug testing as a condition of final employment if the individual is expected to work for more than ten days within a 365-day period.

A confirmed, positive test indicating use of any illegal drug will disqualify an applicant for employment with the school. All newly hired employees (full and part-time, including substitutes) will be deemed to be temporary, conditional employees pending a review of and decision with respect to verified illegal drug test results. However, no CDL licensed employee or other Category A drivers will or should be hired prior to receipt and review of verified illegal drug test results.

2. Prior Employer Testing Records--DOT Drivers

With respect to DOT drivers, all: (a) job applicants and newly hired DOT driver employees, (b) rehired DOT driver employees with any break in employment, and (c) employees transferring into a DOT driver position shall be required to comply with the prior employment/job search records and testing disclosure requirements of applicable DOT regulations.

C. Employment Testing--Category A Drivers, Mechanics, and Security Officers

- After they have been employed, Category A drivers, mechanics, and security officers shall be subject to the following potential illegal drug and/or alcohol tests:
- Reasonable suspicion testing
- Post-accident testing
- Random testing without cause
- Follow-up testing after self-reporting or any prior violation of this policy
- Return-to-duty testing after returning to work following any violation of this policy that does not result in dismissal
- Such other illegal drug and/or alcohol tests as may be required by law or as the Executive Director or his or her designee requires in other circumstances

D. Employment Testing--All Other Employees

After they have been employed, all non-Category A driver, mechanic, and security officer employees shall be subject to the following potential illegal drug and/or alcohol tests:

- Reasonable suspicion testing
- Post-accident testing
- Follow-up testing after self-reporting or any prior violation of this policy
- Return-to-duty testing after returning to work following any violation of this policy that does not result in dismissal
- Such other illegal drug and/or alcohol tests as may be required by law or as the Executive Director or his or her designee requires in other circumstances

VI. Drug Free Workplace Act of 1988

In accordance with the Drug Free Workplace Act of 1988 and as a condition of employment or continued employment with the school, each employee must comply fully with this policy. In addition, as outlined in Section III.E. above, each employee is required to notify his or her immediate supervisor or the Executive Director of any conviction, guilty plea or plea of no contest for a violation of any criminal illegal drug and/or alcohol statute within five (5) calendar days after the conviction or plea, including those convictions or pleas resulting in a prayer for judgment continued, deferred prosecution, or participation in similar pretrial diversion programs.

VII. Confidentiality

All information, interviews, reports, memoranda, and illegal drug and/or alcohol test results received or obtained through implementation of this policy are intended to be solely for the purposes specified in this policy and to protect the health and safety of students and/or employees. The confidentiality of all such information and records will be maintained as required by applicable law, with only those persons/entities having a need-to-know being informed of the same (which includes the potential disclosure of employment/job search records and alcohol and illegal drug testing results to subsequent DOT-covered employers per applicable federal regulations).

VIII. Employee Assistance

North East Carolina Prep will make referrals available that provide education, training and resources for recognizing, assessing and dealing with substance abuse. Employees should consult with the Executive Director regarding the nature and extent of the program available.

INSPECTION OF PROPERTY

The North East Carolina Prep, through its Executive Director or his or her designees, reserves the right to inspect without notice all (1) school facilities, vehicles and other property, whether owned, leased or rented, and (2) items and personal vehicles on school property (including personal belongings and packages, parcels, and other containers brought into buildings or vehicles or onto parking areas or other property) for, among other things, the presence of alcohol, illegal drugs, controlled substances, weapons, and other contraband, as allowed by applicable law. In addition North East Carolina Prep, through its Executive Director or his or her designees, reserves the right to inspect or search any employee's office, desk, files, computer records, locker, or any other area or article on Board premises. In this connection it should be noted that all North East Carolina Prep offices, desks, files, lockers, and similar equipment/articles are the property of the school and are issued for use of employees only during their employment with the school. Employees are responsible for complying and assisting with searches as requested. In addition refusal to submit to a search can result in, among other things, removal from Board property and disciplinary action, up to and including termination.

PUBLIC RELATIONS

Every NECP employee is responsible for maintaining the positive reputation of and public confidence in the school. Employees are expected to demonstrate a good attitude of consideration, friendliness, and understanding when interacting with students, parents, and the general public.

Employees may be asked to participate in media interviews and other public relations initiatives related to school programs, events, and activities.

CONFLICT OF INTEREST

As public school employees, NECP personnel must avoid conflicts of interest and may not:

- Sell or have any financial interest in selling anything to the school or school employees
- Share employees' or students' names and/or addresses to anyone for commercial purposes
- Use school facilities, supplies, equipment, or student labor to make or repair anything for personal gain or to provide services to the general public.
- Use school facilities or equipment to make or repair anything for personal use without prior approval from his or her direct supervisor. The employee must work on private time and provide supplies, materials, and repair parts needed for a personal project. The employee is responsible for any damage to school equipment or facilities occurring during approved personal use.
- Sell or promote the sale of anything for personal gain at school or at his or her work site to students, parents of students, or other employees.
- Accept payment for private tutoring, lessons, coaching, or training for students or colleagues provided during the school day or as part of the school's general education, professional development, athletics, and/or extracurricular programs. The Executive Director must approve an employee's participation and remuneration for these activities on campus beyond work hours.
- Accept any gifts or items of value from a vendor in exchange for promoting or purchasing from that vendor on behalf of the school.
- Purchase any items for personal use through school accounts or in the name of the school.
- Give a grade, offer to change a grade, or change a student's grade or test score in exchange for money, any service, or anything of value.

NEPOTISM

No NECP Board of Director's family member, senior administrator's family member, or Executive Director's family member can be employed at NECP or be considered for employment at NECP; and no employee's family member can be considered for a Board of Director's position, senior administrator's position or the Executive Director's position. Senior administrators include principals, assistant principals, and academic deans.

With respect to other positions at NECP, family members can be hired, but no family member can directly supervise a family member nor be directly supervised by a family member. Also, no family member can be directly or indirectly involved in the evaluation of or change in salary or position of a family member.

For the purposes of this section, the term "family member" means a spouse, domestic partner, parent, child, brother, sister, grandparent, grandchild, aunt, uncle, niece, or nephew. The term includes the step, half, and in-law relationships.

POLITICAL ACTIVITY

NECP encourages employees to be well-informed citizens who are aware and knowledgeable of political issues and candidates for public office.

However, while at work or on school property, employees may not:

- Actively campaign for a candidate or political cause
- Wear clothing or display campaign materials related to an active political campaign
- Coerce co-workers, subordinates, or students to contribute to or participate in any political campaign
- Be compelled to join or support a particular political party, organization, or candidate as a condition of employment.

HEALTH AND WELLNESS

The school and school employees may not sell or serve any foods that compete with the National School Lunch Program until after the last student has been served lunch for that day (N.C.G.S. 115C264).

Food safety will be a priority for all school food operations and activities where food is served.

Teachers and staff are encouraged to offer healthy foods or nonfood items as rewards for student accomplishments.

Staff, teachers, and parents are encouraged to provide healthy food options for classroom parties.

All school-based organizations are encouraged to use services, contests, non-food items, and/or healthful foods for fundraising programs. The sale of candy as a fundraiser is strongly discouraged.

Teachers are expected to insure that physical education/recess are provided to students according to the NC Standard Course of Study, Healthful Living and the NC State Board of Education, Healthy Active Children Policy (HSP-S-000), sections 2 and 3:

- Minimum of 30 min. per day of physical activity for K-5,
- Minimum of 45 min. per day of physical activity for 6-8,
- Minimum of every other day physical education,
- Physical activity must be of moderate to vigorous level,
- Physical activity may not be taken away as punishment

CRITICAL INCIDENT RESPONSE PLAN (CIRP)

The NECP CIRP is used to guide and direct personnel in the event of an emergency on campus. All employees are expected to participate in drills and follow the procedures in this plan. All employees are expected to follow the directives of law enforcement officers and/or first responders in the event of an emergency or imminent danger on campus.

The plan includes initial response procedures designed to deal with the first phase of a broad array of potential crises. It does not cover every possible emergency situation and may not list all required steps for a full school response. However, it is essential and expected that each staff member and teacher carefully review the Critical Incident Response Plan (CIRP) and Ready Reference Guide for Emergencies and Crises and familiarize himself or herself with the procedures and responsibilities therein.

PARENT TEACHER ORGANIZATION (PTO)

The PTO, Band Booster, Athletic Boosters, and other Parental Support Organizations support the educational mission and activities of North East Carolina Prep through fundraising, event planning, and volunteer services. The organizations operate in cooperation with the school administration and in compliance with the directives and policies of the administration and Board of Directors, the laws of North Carolina, and the organization's by-laws.

INFORMATION SYSTEMS POLICY

NECP may provide or may make available an electronic mail system, voice mail system, the Internet, computer systems, and other communication systems (the information systems) to its staff members in an effort to improve the efficiencies of NECP's educational mission and communications. The information systems and the messages and information on these systems are the property of NECP and are intended solely for use by NECP and its staff members for carrying out NECP's educational mission. Except with respect to voice mail use by outside callers, access to and use of these systems by anyone other than a staff member or a user authorized by NECP is strictly prohibited.

Monitoring, Access, Use, and Disclosure

NECP views ALL messages on its information systems as school business-related and not as personal or confidential messages or information of the staff member. All messages and information transmitted via the information systems are made available by, and shall remain the exclusive property of, NECP. For this reason NECP monitors and records all access to and use of these information systems and reserves the right, without prior notice, to the staff member, for any reason in its sole discretion, to access the information systems, to use any and all information on any system (including reviewing, copying, or deleting any message or other information sent to or by any staff member), and to disclose any and all information on any system to others, including law enforcement authorities.

By accessing and using the information systems provided or made available by NECP, you expressly consent to such monitoring, access, use, and disclosure by NECP and acknowledge the following: YOU

HAVE NO EXPECTATION OF PRIVACY WITH RESPECT TO ANY INFORMATION ON THE INFORMATION SYSTEMS PROVIDED OR MADE AVAILABLE BY NECP.

Guidelines for Staff Member Use

In order to ensure the appropriate use of the information systems provided and/or made available by NECP, the following guidelines for staff member use have been established:

Protect Confidential Information. Staff members are prohibited from disclosing confidential NECP information, via the information systems or otherwise, unless the recipient of the information is authorized to receive that information and has a legitimate need to know. Staff members must not leave electronic mail messages on computer screens. Staff members are required to maintain access passwords in a confidential manner to meet the confidentiality standards set by NECP. Sensitive and highly confidential information should be sent within NECP via electronic mail or voice mail only when absolutely necessary and then only after appropriate passwords and encryption devices, if available, have been used. As a general rule, sensitive and highly confidential information should not be sent via the Internet or any other communications system to which individuals not employed by NECP have access.

Keep It Professional. All information systems users must keep their messages businesslike and refrain from using these systems for gossip or personal messages. Staff members are expected to use good judgment and common sense when sending or receiving messages by the information systems. The information systems may NOT be used in such a way as to be disruptive to NECP operations or offensive to others. Messages containing offensive sexual material, racial or ethnic slurs or epithets, or other material of a harassing nature are strictly prohibited. Remember also that NECP policies against discrimination and sexual and other unlawful harassment apply to communications through the information systems. Staff members learning of the misuse of NECP information systems or violation of this policy have the responsibility to notify the Executive Director immediately.

Do Not Solicit. Staff Members may not use the information systems to solicit other staff members or others for any purpose.

Abide by Copyright Laws. The illegal downloading, copying, or sending of copyrighted software and/or other copyrighted materials is prohibited.

Keep Your Personal Use of Communications Systems Separate. NECP recognizes that some of its staff members may have access to the Internet and other communications accounts at their homes or through sources outside NECP. Although staff members may access and use these accounts in any manner they see fit for their own personal purposes, they are not permitted to transmit any NECP information from these accounts.

Condition of Employment

Acceptance of and adherence to this policy are conditions of a staff member's employment and continued employment with NECP. Violations of this policy may result in disciplinary action, up to and including termination.

SOCIAL MEDIA AND SOCIAL NETWORKING POLICY

Employees may use the medium of personal web sites, blogs, social networking sites, and other types of online publishing subject to both the NECP information systems policy generally, and the specific rules and regulations contained in this social media policy. Remember always to act in the best interest of NECP. If you choose to identify yourself as an NECP employee on your web site, blog, or any social networking site, bear in mind that some readers may view you as a de facto spokesperson for NECP. In light of this possibility, please observe the following rules and regulations:

- Do not use social media or social networking to interfere with your job at NECP, to disparage or reflect negatively in any way on NECP students, or to disrupt NECP operations.
- Use of NECP computer resources or any related forums is not private and is subject to NECP policies, including monitoring of usage and blocking of certain sites. Online content written, used, received, developed, or saved in NECP-owned or leased equipment provided to employees is the property of NECP.
- Always identify yourself and make it clear to your readers that the views you express are yours alone and that they do not necessarily reflect the views of NECP. To help reduce the potential for confusion, write in the first person. Put the following notice in a reasonably prominent place on your site (e.g., at the bottom of your “about me” page): *The views expressed on this website/weblog are mine alone and do not necessarily reflect the views of my employer.*
- Avoid disclosing any information to any third party that is confidential or proprietary to NECP, NECP students, or NECP affiliates. While you may generally discuss the kind of work you do, you should never discuss the details of a specific engagement, project, or student.
- Because a web site or blog is a public space, be respectful to NECP, NECP students, NECP employees, and others. For example, do not use ethnic slurs, personal insults, or obscenity, and show proper consideration for others’ privacy and for topics that may be considered objectionable or inflammatory. Employees are prohibited from making discriminatory, defamatory, libelous, or slanderous comments about any person or organization.
- You may not use the NECP logo, tag line, or trademark, or reproduce NECP material unless approved in advance by the Executive Director.
- NECP may request that you temporarily confine your web site, social networking, or blog commentary to topics unrelated to NECP (or that you temporarily suspend your web site, social networking, or blog activity altogether) if we believe this is necessary or advisable to ensure compliance with applicable law or to avoid disruption of NECP operations.
- Be respectful, thoughtful, and accurate in posting. If you make an error, correct it. If you modify an earlier post, make it clear you have done so.
- Comply with copyright and fair use. You should never use someone else’s work. If you want to quote someone, always give proper credit.
- Do not breach the proprietary or privacy rights of NECP, NECP students, or your co-workers.
- Think about the reaction of others before you post.

- If your post results in any third parties, including news media, contacting you or requesting information related to NECP, refer them to the Executive Director.
- Verify your facts. Guard your credibility.
- Be mindful that what you write will be public for a long time. Publish only what you would be willing to publicly stand behind over the long term.

If you have any questions, direct them to the Executive Director. If these procedures are not followed, and Internet forums are used in a way that violates the law or is disruptive to NECP operations, we may require a cessation of such commentary. Failure to follow these policies will subject the employee to disciplinary action.

CELL PHONE POLICY

Philosophy

The Board recognizes advances in technology and the impact that these new pieces of equipment can have on education; however, they also recognize that inappropriate use of personal cellular phones, pagers, and other electronic devices during instructional time can often disrupt student learning. Staff members need to be mindful of the appropriate ways to incorporate these new technologies into the educational setting and also use them with integrity and professionalism outside of the school day. Therefore, the following policy is being instituted to remind employees to use these devices in a professional manner.

Policy

The following policy statements define the use of cellular phones and other electronic devices as they pertain to school employees:

- Employees may possess cellular phones and other electronic devices while in school and at school activities.
- When employees do use cellular phones or other electronic devices, they must use them appropriately, responsibly, and professionally.
- All personal electronic devices shall be turned off, not used, and kept out of sight while employees are performing his or her employment responsibilities, e.g., teaching, supervising, attending meetings, etc. When applicable and acceptable, cellular phones may remain on but must be placed on the silence mode.
- Employees may use personal cellular phones and other such electronic devices for school emergency situations and between class times, during lunch break, other scheduled breaks, and/or recess periods as long as it does not interfere with their employment responsibilities and instructional time of students.

- Except in an emergency situation, employees may not use cellular telephones or other communication devices while operating a school vehicle or operating any vehicle while transporting students.
- Employees are expected to use technology in an appropriate, professional manner. Employees should not make any inappropriate contact with students, parents or colleagues using any form of communication (written, verbal, or electronic). This includes participating in social networking sites, texting, emailing, twittering, etc.
- Employees who misuse their personal cell phone or other electronic devices shall be subject to disciplinary action in accordance with state law and school policy, e.g. verbal warning, written reprimand, revoke privilege to possess cellular phone or electronic devices at school, and/or refer to Executive Director for further disciplinary action.
- For extenuating personal emergency situations, the principal or immediate supervisor may make a temporary exception to this policy if other accommodations cannot be arranged.
- Designated employees that are issued cellular phones by the district shall adhere to this policy and follow the guidelines outlined in policy.

NO SOLICITATION / DISTRIBUTION POLICY

Employees may not engage in solicitation or in the distribution of literature during working time in working areas. Working time means the period scheduled for the performance of job duties, not including break times or other periods when employees are properly not engaged in performing work-related duties. Employees on their break times or other non-working times may not solicit or distribute literature to other employees during the working time of such employees.