

**Roanoke Rapids Graded School District
Substitute Teacher Handbook
2021-2022**



Roanoke Rapids Graded School District

OUR MISSION

Every student will become a responsible and respectful global citizen through personalized learning opportunities.

OUR VISION

Roanoke Rapids Graded School District will offer rigorous customized learning opportunities in a safe and supportive learning environment. Our learning community will foster meaningful relationships with all partners to ensure the academic, emotional, and social growth of all students.

STRATEGIC PRIORITIES

Safe and Healthy Learning Environment
High Student Performance and Growth
Strong Parent and Community Partnerships
Quality Teaching and Staff
High Performing Support Systems

Introduction

We are happy to welcome you as a new or returning substitute teacher. On any given day, approximately 274,000 substitute teachers serve in this country's classrooms. By the time a student graduates from high school, that person will have spent the equivalent of a full year being taught by a substitute. Your job is important. Through your services and those of other substitute teachers, learning can continue when regularly assigned teachers are not present in the classroom.

The Roanoke Rapids Graded School District has prepared this handbook to help you do your job as effectively as possible. This handbook is neither a contract nor a substitute for the official district policy manual and please be aware that all policies and procedures are not included. It is also important to note that this handbook is not intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide and includes a brief explanation of a few district policies and procedures. District policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. Copies of our entire policy manual are available on our district's web page at www.rrgsd.org.

Contact our office if we may assist you. We appreciate your work very much, and we thank you for choosing to serve as a substitute teacher in the Roanoke Rapids Graded School District.

School Contact Information

Office support staff at each school is there to help you. They are the ones to call if you need to refer a student to the office, report an accident, or seek assistance in your classroom.

School	Phone	Principal	Office Support
Clara Hearne	519-7700		Tina Davis
Belmont Elementary	519-7500	Lindsey Goble	Mamie Burns, Jennifer Warren
Manning Elementary	519-7400	Lauren Hinnant	Teresa Dunlow, Phyllis Pair
Chaloner Middle	519-7600	Angela Mallory	Debra Hill, Meghan Coggins
Roanoke Rapids High	519-7200	Jeff White	Cindy Boone, Heidi Barker
RR Early College	519-7205	Jance Moody	Keisha Moseley
ACES	519-7175	Joe Seabolt	

AESOP Automated Service

Roanoke Rapids Graded School District is implementing a new automated service that will greatly simplify and streamline the process of notifying you when your services are needed in your district. This service utilizes both the phone and the Internet to assist you in locating jobs.

- You may interact with the system 24 hours a day, 7 days a week on the Internet at www.aesopeducation.com or by way of a Toll Free, automated voice instruction menu system at 1-800-942-3767 (1-800-94-AESOP).
- The system will call you between 6:15 AM – 11:59 AM and 5:30 PM – 9:30 PM.

What to Do When the System Calls You

- You may be prompted to enter either a PIN number and/or an ID number. You will receive your ID and PIN number via US Mail in August.
- AESOP will provide you with the following details of the assignment: School name, date(s) of the assignment, room or location where you need to report, start time, and any further special instructions left by the teacher.
- You will then be prompted to either accept or reject the assignment. You will also have the option to reject the assignment as well as all future calls for jobs on the day of the particular assignment. If you accept, the system will issue you a confirmation number that you might need in the event of a follow-up inquiry. **Please make note that you have not accepted the job until you receive a confirmation number.**

How to Contact the System Via the Internet

- You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times by visiting the website at www.aesopeducation.com.
- You will be prompted to enter your ID and pin numbers at the top right corner of this page. Once you have entered this information into the boxes, click the **Login** button.

Additional information regarding AESOP can be found in the Substitute Web Guide and on our district's HR webpage.

Substitute Arrival and Departure Times

School Site	Start Time	End Time
Clara Hearne Pre-K	(8:30) 9:00 a.m.	3:30 p.m.
Belmont Elementary	(7:45) 8:10 a.m.	3:15 p.m.
Manning Elementary	(7:30) 7:55 a.m.	3:20 p.m.
Chaloner Middle	(6:50) 7:15 a.m.	2:40 p.m.
RRHS	(7:55) 8:25 a.m.	3:20 p.m.
RREC	(7:55) 8:25 a.m.	3:20 p.m.

Substitutes either work a whole day or a half day.

The Daily Routine

- Arrive on time.
- **Wear your ID badge at all times** when on the school property. You must sign in at the school office. Be sure to include the teacher's name when you sign in at the office.
- Check with the office staff if you are not sure where to park.
- You should check in at the main office and find out if the regular teacher has any other duties for the day such as bus duty. Depending on the school and/or teacher's duties you may or may not be required to escort and/or eat with your students. Determine your lunch duties prior to lunch time.
- When you arrive in the classroom, locate the teacher's lesson plans, fire drill procedures, and special student information. Fire drills occur at least once a month in every school and a fire exit route will be posted in each classroom to be used for drills and actual fires. Tornado drill information should be posted in each classroom. Be sure to know its location. For other emergency situations follow the school's procedures found in the handbook.
- Review the expectations, or rules, if they are posted.
- Follow the school's procedure for reporting absences. Check with the school secretary or a teacher if you have questions about this procedure.
- Money is to be receipted and turned in to the office each day. Contact the office if you need receipt forms.
- Follow the teacher's lesson plans and assigned duties to the best of your ability. Do not re-write, change or alter the plan. Notify the office immediately if one is not provided.

- Please use the procedure in the school where you are substituting to get students to and from their resource classes. A resource class schedule will be provided in the class file. If this information is not provided, check with the office.
- IF YOU HAVE QUESTIONS, CONSULT THE OFFICE STAFF.
- Supervise students at all times
- Be positive and respectful in your interactions with students and school personnel.
- Write a brief report about your day and leave it for the teacher.
- Leave the classroom in good order at the end of the day.
- Sign out at the main office.

School Handbooks

- **Student Code of Conduct Handbook:** This is located in student handbooks and available through the school office and on our district's webpage. This handbook covers district-wide policies and procedures regarding students and staff in our schools.
- **Student Handbooks:** These are available through each individual school's office and on each school's webpage. This should be read before substitute teaching in each school. These differ at each school so if you are substituting at more than one school in the district, you should get a copy of each school's handbook and read it thoroughly to know expectations for that school's students.

Classroom Management

- Stick to the established routine as much as possible.
- Do not begin a lesson until students have settled down and are focused.
- Be professional and proactive.
- Insist on being addressed as Mr., Mrs., Miss, or Ms.
- Stand and circulate around the room while you teach.
- When asking questions, call on a specific student to answer.
- Provide enough work to keep students busy, but not so much that they are overwhelmed.
- Treat each student with respect.
- Never humiliate or embarrass a student.
- Remain fair and objective.
- Avoid power struggles.
- Don't make threats and be sure to follow through on your promises.

Professionalism

- Maintain a professional attitude toward your work, students, staff, and parents.
- Language that is derogatory, vulgar, sexist, or dealing with sexual preferences, racist, or abusive is not allowed. Use of such language can lead to dismissal as a substitute.
- The RRGSD is a drug-free, alcohol-free, and tobacco-free workplace. The possession, distribution, sale, or use of alcohol, tobacco, or any illegal or illicit drug, in any form, on school property at any time is prohibited.
- **Be dependable.** If you agree to substitute, honor that agreement. It is a verbal contract. If you are unable to fulfill your obligation, notify the office as soon as possible.
- Do not share personal information, email addresses or phone numbers with students.

- Maintain confidentiality. Information about any school in which you work is confidential. Any concern you have should be shared with the principal.
- Refrain from criticism of other teachers or administrators, and do not permit it from the students.
- Food or drink should be consumed in approved areas only. The classroom is not an approved area when students are present.

Dress and Appearance

The RRGSD School Board believes that the appearance and the conduct of its employees are of supreme importance in establishing a positive image for education in the community and for presenting a good example for students. Therefore, the board affirms its expectation that all personnel will be professionally, neatly and appropriately attired for the work to be done. An employee's dress must not disrupt or distract from the educational process and must be in accordance with health and safety standards. If the supervisor determines that the employee's dress or appearance violates the established guidelines or is hazardous to the health or safety of the employee, fellow employees or students, the supervisor shall counsel the employee regarding attire that is consistent with this policy and shall determine whether the employee is allowed to remain at work or must leave work to change his or her dress. Any failure to follow the supervisor's directive and/or blatant or repeated violations of this policy will subject the employee to disciplinary action up to, and including, dismissal.

Class Files

Basic Information Files: Basic information should be available from teachers for each classroom in which class schedules (for resource classes, bells for class changes, lunch, dismissal, bus riders, etc.) student lists, (hopefully including seating chart), attendance- taking form(s), receipt books/forms for money collection, equipment and internet use procedures, etc. are to be found. Be sure to ask your teacher if this information will be provided.

Miscellaneous Information

- **Giving medications to students is prohibited.** If a student must take prescribed medication, the teacher's file or lesson plan will have the student's name and time it is to be taken. The student is to be sent to the office at the appointed time to be given the medications by the school nurse. Check with the office if information about a student's medication need is not provided or if a student says they are to take medication.
- **Accidents:** If a student or adult has an accident, call the office and/or get a nearby teacher or assistant to help the injured person to the office to seek medical assistance. You must remain with the class at all times, or if you are injured, get an adult to stay with the class.
- **Releasing students to an adult without prior notification from the main office is prohibited.**

Confidentiality

What goes on in the classroom or school – should stay at that school. Any mention of a student's abilities, work, or behavior or of a teacher, their lessons, or abilities outside of that school is prohibited. Violation of this is grounds for dismissal as a substitute teacher in our school district.

Substitute Pay

- Pay for substitute teachers is **\$80.00 per day** for those without a teaching license and **\$103.00 per day** for substitutes with a teaching license.
- Pay days are the last day of every month. Should a pay day fall on a Saturday or Sunday, checks will be distributed on the previous Friday. Pay periods are as specified below. If you have questions about pay, contact Michell or Sue Allen at 519-7100.

SUBSTITUTE PAY DATES (Could Change by Several Days)

Begins	Ends	Pay Date
8/08/2021	9/4/21	9/30/21
9/5/21	10/2/21	10/29/21
10/3/21	11/3/21	11/30/21
11/4/21	12/4/21	12/21/21
12/5/21	1/1/22	1/31/22
1/2/22	2/2/22	2/28/22
2/3/22	3/5/22	3/31/22
3/6/22	4/2/22	4/29/22
4/3/22	5/4/22	5/31/22
5/5/22	6/03/22	6/20/22

Special Note: 12/21/21 and 6/20/22 are estimated pay dates.

Change of Address, School Preferences, Etc.

- If you decide you can no longer substitute, please call the Personnel Office at 519-7100. **We will need your statement that you can no longer substitute for the district in writing.** Your name will be removed from the active substitute list as soon as we receive your resignation.

- If you need to change the grades, schools, or days you substitute, please contact the Personnel Office at 519-7100.
- If you change your address and/or phone number, please contact Lindsey Cooke, Sue Allen, or Tracy Kidd at the Central Services Office (519-7100).
- **At the end of each school year, a letter will be sent to you so you may indicate your interest in returning to substitute for the district the next school year.**
- **Substitute teachers are on-call employees and are not eligible to receive unemployment benefits according to NC law. (N.C.G.S. 96-8(10)e)**

Incident Procedures

There may be times that concerns are raised about incidents that occur in the school. We have a process to ensure that substitutes are aware of concerns and given an opportunity to improve. However, in cases of multiple concerns and no evidence of improvement or more serious incidents, a principal may request to remove a substitute from the roster at his/her school.

As a principal is made aware of a concern about a substitute, he/she will have at least one meeting with the substitute to discuss and share corrective action. If an additional concern is shared, a principal may request to remove a substitute from the school's roster at that time.

In the case that two schools in Roanoke Rapids Graded School District have requested that a substitute be removed from their roster, the district will freeze all duties of the substitute. The substitute will be required to meet with the Human Resources Director and the district will prescribe corrective action in order for the substitute to become active again.

The district reserves the right to remove a substitute from a school's roster at the principal's request due to serious concerns.

- A principal may redirect you to a different classroom during planning periods and/or the day if student supervision is needed elsewhere in the building.

SUBSTITUTE TEACHERS

Policy Code:

7430

General Employment of Substitutes

Substitute teachers are an important part of the instructional program of the Roanoke Rapids Graded School District. Substitute teachers are expected to continue the established program for students and accept the duties and responsibilities of the position to which they are assigned. [Substitute teaching is a day-by-day, temporary assignment in Roanoke Rapids Graded Schools.](#) The human resources department shall maintain an official roster of available substitute teachers. Only individuals included on that roster are eligible for employment as substitute teachers.

A substitute teacher must accept and complete at least three substitute teaching assignments per semester in order to remain on the official roster of available substitute teachers. Failure to satisfy this requirement shall result in the individual's removal from the roster.

At the end of each school year, the human resources department will mail "intent letters" to substitute teachers to determine who is to remain active on the substitute list. Failure to respond to the letter will automatically result in removal from the substitute list.

The Superintendent and/or designee shall provide for the ongoing training and development of all substitute teachers. Failure to attend required professional development shall result in removal from the substitute teacher roster.

Recruitment and Qualifications

The school system will employ substitute teachers as deemed appropriate by the administration and in accordance with State Board policies. Every effort will be made to employ only those substitute teachers whose training and educational experience is comparable to training and experience required of other instructional personnel. In conjunction with this requirement, substitute teachers in Roanoke Rapids Graded Schools must meet these minimum standards:

- Hold or be eligible to hold a valid teaching license or be a former teacher assistant in good standing with Roanoke Rapids Graded Schools; or
- Obtain a high school diploma or equivalent and completion of the Effective Teacher Training course offered by the North Carolina Community College System

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

Prior to working as a substitute teacher, qualified candidates shall be recommended by the Superintendent and approved by the Board of Education for employment in that capacity. In addition, these individuals must:

- File a completed application for employment with human resources;
- File a completed health examination certificate with human resources;
- File completed payroll withholding forms with human resources;
- File a completed employment eligibility verification form with human resources; and
- Attend an orientation session, including training in rules and regulations for substitute teachers

Parental Notification

In accordance with policy 1310/4002, Parental Involvement, school principals shall notify the parent of any child who receives instruction in a core academic subject for four or more consecutive weeks from a substitute teacher who does not meet the definition of “highly qualified” under the No Child Left Behind Act.

Employee Expectations and Responsibilities

Code of Ethics for North Carolina Educators

Preamble: The purpose of this Code of Ethics is to define standards of professional conduct.

The responsibility to teach and the freedom to learn, and the guarantee of equal opportunity for all are essential to the achievement of these principles. The professional educator acknowledges the worth and dignity of every person and demonstrates the pursuit of truth and devotion to excellence, acquires knowledge, and nurtures democratic citizenship. The educator exemplifies a commitment to the teaching and learning processes with accountability to the students, maintains professional growth, exercises professional judgment, and personifies integrity. The educator strives to maintain the respect and confidence of colleagues, students, parents and legal guardians, and the community, and to serve as an appropriate role model. To uphold these commitments, the educator:

I. Commitment to the Student

A. Protects students from conditions within the educator’s control that circumvent learning or are detrimental to the health and safety of students.

B. Maintains an appropriate relationship with students in all settings; does not encourage, solicit, or engage in a sexual or romantic relationship with students, nor touch a student in an inappropriate way for personal gratification, with intent to harm, or out of anger.

C. Evaluates students and assigns grades based upon the students’ demonstrated competencies and performance.

D. Disciplines students justly and fairly and does not deliberately embarrass or humiliate them.

E. Holds in confidence information learned in professional practice except for professional reasons or in compliance with pertinent regulations or statutes.

F. Refuses to accept significant gifts, favors, or additional compensation that might influence or appear to influence professional decisions or actions.

II. Commitment to the School and School System

A. Utilizes available resources to provide a classroom climate conducive to learning and to promote learning to the maximum possible extent.

B. Acknowledges the diverse views of students, parents and legal guardians, and colleagues as they work collaboratively to shape educational goals, policies, and decisions; does not proselytize for personal viewpoints that are outside the scope of professional practice.

C. Signs a contract in good faith and does not abandon contracted professional duties without a substantive reason.

D. Participates actively in professional decision-making processes and supports the expression of professional opinions and judgments by colleagues in decision-making processes or due process proceedings.

E. When acting in an administrative capacity:

- Acts fairly, consistently, and prudently in the exercise of authority with colleagues, subordinates, students, and parents and legal guardians.
- Evaluates the work of other educators using appropriate procedures and established statutes and regulations.
- Protects the rights of others in the educational setting, and does not retaliate, coerce, or intentionally intimidate others in the exercise of rights protected by law.
- Recommend persons for employment, promotion, or transfer according to their professional qualifications, the needs and policies of the LEA, and according to the law.

III. Commitment to the Profession

A. Provides accurate credentials and information regarding licensure or employment and does not knowingly assist others in providing untruthful information.

B. Takes action to remedy an observed violation of the Code of Ethics for North Carolina Educators and promotes understanding of the principles of professional ethics.

C. Pursues growth and development in the practice of the profession and uses that knowledge in improving the educational opportunities, experiences, and performance of students and colleagues.

16 NCAC 6C.0602 - The Standards of Professional Conduct for NC Educators

A. The standards listed in this Section shall be generally accepted for the education profession and shall be the basis for State Board review of performance of professional educators. These standards shall establish mandatory prohibitions and requirements for educators. Violation of these standards shall subject an educator to investigation and disciplinary action by the SBE or LEA.

B. Professional educators shall adhere to the standards of professional conduct contained in this Rule. Any intentional act or omission that violates these standards is prohibited.

1. Generally recognized professional standards. The educator shall practice the professional standards of federal, state, and local governing bodies.

2. Personal conduct. The educator shall serve as a positive role model for students, parents, and the community. Because the educator is entrusted with the care and education of small children and adolescents, the educator shall demonstrate a high standard of personal character and conduct.

3. Honesty. The educator shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties including the following:

- a. Statement of professional qualifications;
- b. Application or recommendation for professional employment, promotion, or licensure;
- c. Application or recommendation for college or university admission, scholarship, grant, academic award, or similar benefit;
- d. Representation of completion of college or staff development credit;
- e. Evaluation or grading of students or personnel;
- f. Submission of financial or program compliance reports submitted to state, federal, or other governmental agencies;
- g. Submission of information in the course of an official inquiry by the employing LEA or the SBE related to facts of unprofessional conduct, provided, however, that an educator shall be given adequate notice of the allegations and may be represented by legal counsel; and
- h. Submission of information in the course of an investigation by a law enforcement agency, child protective services, or any other agency with the right to investigate, regarding school-related criminal activity; provided, however, that an educator shall be entitled to decline to give evidence to law enforcement if such evidence may tend to incriminate the educator as that term is defined by the Fifth Amendment to the U.S. Constitution.

4. Proper remunerative conduct. The educator shall not solicit current students or parents of students to purchase equipment, supplies, or services from the educator in a private remunerative capacity. An educator shall not tutor for remuneration students currently assigned to the educator's classes, unless approved by the local superintendent. An educator shall not accept any compensation, benefit, or thing of value other than the educator's regular compensation for the performance of any service that the educator is required to render in the course and scope of the educator's employment. This Rule shall not restrict performance of any overtime or supplemental services at the request of the LEA; nor shall it apply to or restrict the acceptance of gifts or tokens of minimal value offered and accepted openly from students, parents, or other persons in recognition or appreciation of service.

5. Conduct with students. The educator shall treat all students with respect. The educator shall not commit any abusive act or sexual exploitation with, to, or in the presence of a student, whether or not that student is or has been under the care or supervision of that educator, as defined below:

- a. Any use of language that is considered profane, vulgar, or demeaning;
- b. Any sexual act;
- c. Any solicitation of a sexual act, whether written, verbal, or physical;
- d. Any act of child abuse, as defined by law;
- e. Any act of sexual harassment, as defined by law; and

f. Any intentional solicitation, encouragement, or consummation of a romantic or physical relationship with a student, or any sexual contact with a student. The term “romantic relationship” shall include dating any student.

6. Confidential information. The educator shall keep in confidence personally identifiable information regarding students or their family members that has been obtained in the course of professional service, unless disclosure is required or permitted by law or professional standards, or is necessary for the personal safety of the student or others.

7. Rights of others. The educator shall not willfully or maliciously violate the constitutional or civil rights of a student, parent/legal guardian, or colleague.

8. Required reports. The educator shall make all reports required by Chapter 115C of the North Carolina General Statutes.

9. Alcohol or controlled substance abuse. The educator shall not:

- a. Be under the influence of, possess, use, or consume on school premises or at a school-sponsored activity a controlled substance as defined by N.C. Gen. Stat./ 90-95, the Controlled Substances Act, without a prescription authorizing such use;
- b. Be under the influence of, possess, use, or consume an alcoholic beverage or a controlled substance on school premises or at a school-sponsored activity involving students; or
- c. Furnish alcohol or a controlled substance to any student except as indicated in the professional duties of administering legally prescribed medications.
- d. Compliance with criminal laws. The educator shall not commit any act referred to in G.S. 115C-332 and any felony under the laws of the United States or of any state.

10. Public funds and property. The educator shall not misuse public funds or property, funds of a school-related organization, or colleague’s funds. The educator shall account for funds collected from students, colleagues, or parents/legal guardians. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

11. Scope of professional practice. The educator shall not perform any act as an employee in a position for which licensure is required by the rules of the SBE or by Chapter 115C or the North Carolina General Statutes during any period in which the educator’s license has been suspended or revoked.

12. Conduct related to ethical violations. The educator shall not directly or indirectly use or threaten to use any official authority or influence in any manner that tends to discourage, restrain, interfere with, coerce, or discriminate against any subordinate or any licensee who in good faith reports, discloses, divulges, or otherwise brings to the attention of an LEA, the SBE, or any other public agency authorized to take remedial action, any facts or information relative to actual or suspected violation of any law regulating the duties of persons serving in the public school system including but not limited to these Rules.

History Note: Authority G.S. 115C-295.3; Eff. May 1, 1998.

**Roanoke Rapids Graded School District Staff
Responsibilities**

School Board Policy 7300

Professional employees must comply with the standards of professional conduct adopted by the State Board of Education. Additionally, all school employees shall:



1. be familiar with, support, comply with and, when appropriate, enforce board policies, administrative procedures, school rules and applicable laws;
2. attend to the safety and welfare of students, including the need to provide appropriate supervision of students;

3. demonstrate integrity, respect and commitment to the truth through attitudes, behavior and communications with others;

4. address or appropriately direct any complaints concerning school employees, the school program or school operations; and

5. support and encourage good school-community relations in all interactions with students, parents and members of the community.

Employees shall notify the Human Resources Department if they are arrested for, charged with or convicted of a criminal offense (including entering a plea of guilty or *nolo contendere*) other than a minor traffic violation (i.e., speeding, parking or a lesser violation). Notice must be in writing, must include all pertinent facts and must be delivered to the assistant superintendent for human resources no later than the next scheduled business day following the arrest, charge or conviction. Failure by an employee to provide timely notice as described above may lead to disciplinary action up to, and including, dismissal.




In addition to other policies, regulations and approved practices that have been established covering specific areas of activity (such as purchasing), the absence of law, policy or regulation covering a particular situation does not relieve an employee from the responsibility to exercise the highest ethical standards at all times.

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Policy Code 4240/7312: Child Abuse – Reports and Investigations



The board of education supports all employees who in good faith make a report of suspected child abuse, neglect, dependency or death as a result of maltreatment.



Any school employee who knows or has cause to suspect child abuse, neglect, dependency or death as a result of maltreatment is legally required to report the case of the child to the director of social services. The employee also shall immediately report the case to the principal.



Any doubt about reporting a suspected situation must be resolved in favor of reporting, and the report must be made immediately. Failure on the part of any school employee to report may result in disciplinary action being brought against the employee by the school system or civil action under the law. Employees should see the online manual for the complete version of Policy 4240/7312: Child Abuse – Reports and Investigations.

Policy Code 1710/4021/7230: Prohibition Against Discrimination, Harassment and Bullying

The board acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. The board prohibits discrimination on the basis of race, color, national origin, sex, disability or age and will provide equal access to the Boy Scouts and other designated youth groups as required by law. The board will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities or programs. Employees should make themselves familiar with Policy 1710/4021/7230: Prohibition Against Discrimination, Harassment and Bullying.

Policy Code: 7335 Employee Use of Social Media

The board acknowledges that school employees may engage in the use of social media during their personal time. School employees who use social media for personal purposes must be mindful that they are responsible for their public conduct even when not acting in their capacities as school system employees. All school employees, including student teachers and independent contractors shall comply with the requirements of this policy when using electronic social media for personal purposes.

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

Employees are responsible for the content on their social media sites, including content added by the employee, the employee's friends or members of the public who can access the employee's site, and for Web links on the employee's site. Employees shall take reasonable precautions, such as using available security settings, to restrict students from viewing their personal information on social media websites and to prevent students from accessing materials that are not age-appropriate.

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

School employees should see the online policy manual to make themselves familiar with Policy 7335: Employee Use of Social Media in its entirety