

8000 SERIES - ADMINISTRATIVE SERVICES

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8000

FUNCTION OF ADMINISTRATION

8000

The administrative staff shall be responsible for the overall conduct and operation of the school system in accordance with law and Board policy.

Legal Reference: G.S. 115C-47, -276

Adopted: June 5, 2000

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8010

FILLING ADMINISTRATIVE POSITIONS

8010

All administrative vacancies shall be filled in accordance with the qualifications established for the respective positions and upon the recommendation of the Superintendent.

8010.1 All administrative vacancies occurring during any season of the year shall be posted in each school a minimum of ten (10) calendar days prior to filling of said vacancies, except when circumstances dictate shorter posting time.

Legal Reference: G.S. 115C-36, -47,

Adopted: June 5, 2000

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8020

PROTECTION OF ADMINISTRATORS

8020

The Board shall extend full professional support to administrative personnel and also shall provide adequate legal and insurance protection commensurate with the responsibilities and risks of the respective positions.

Legal Reference: G.S. 115C-42, -43, -47

Adopted: June 5, 2000

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8030

CONTRACTS

8030

All administrative personnel defined by law as holding contract positions shall be extended contracts in accordance with provisions of law.

Legal Reference: G.S. 115C-47, -271, -278

Adopted: June 5, 2000

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8040

PROFESSIONAL GROWTH

8040

All administrators shall keep abreast of new developments in the education profession.

Legal Reference: G.S. 115C-47

Adopted: June 5, 2000

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The Superintendent shall function as the chief administrative officer of the school system and as the chief executive officer to the Board of Education.

The Board elects the Superintendent, prescribes his duties, and may remove the Superintendent for cause. The Superintendent serves as the secretary of the Board without vote, and is responsible for the administration and organization of the Pamlico County Schools.

The Superintendent may delegate duties to subordinate employees as required for effective administration of the schools, except in such matters where the Board prohibits delegating authority. The Superintendent shall be responsible for work delegated to employees. Any reports or recommendations for Board action from any employee under the direction of the Superintendent shall be made to the Superintendent.

Legal Reference: G.S. 115C-271, -276

Adopted: June 5, 2000

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To be eligible for service as Superintendent, a person shall:

- A. Be a resident of Pamlico County.
- B. Have good moral character.
- C. Possess an earned doctorate or the equivalent.
- D. Hold or be qualified to hold the North Carolina superintendent's certificate.
- E. Have had three years experience in school work in the past ten (10) years.
- F. Provide evidence of good health.
- G. Be elected by a majority vote of the Board.
- H. Have entered into a written contract with the Pamlico County Board of Education, a copy of which contract shall have been filed with the State Superintendent of Public Instruction.
- I. Receive the approval of the State Superintendent of Public Instruction and the State Board of Education.
- J. Take an oath of office as provided by law.

Legal Reference: G.S. 115C-47, -271, -272(a)

Adopted: June 5, 2000

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When a vacancy in the position of Superintendent occurs, the Board shall give just consideration to the qualifications of any applicant who registers an interest. The Board, in its discretion, may establish a plan to conduct a search for qualified applicants.

Legal Reference: G.S. 115C-36, -47, -271, -275

Adopted: June 5, 2000

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TITLE: Superintendent of Schools

QUALIFICATIONS: As set by law and Board policy

REPORTS TO: Board of Education

SUPERVISES: All personnel of the school system

JOB GOAL: To provide leadership in developing and maintaining the best possible educational programs and services.

PERFORMANCE RESPONSIBILITIES:

1. In conjunction with the Chairman, prepare an agenda for Board meetings. Attend and participate in all meetings of the Board and its committees, except when his own employment or salary is under consideration, and serve as Secretary to the Board.
2. Advise the Board on the need for new and/or revised policies and see that policies of the Board are implemented.
3. Prepare the annual operating budget recommendations and implement the approved budget.
4. Prepare and submit recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information and reports as needed to insure informed decisions.
5. Inform and advise the Board about the programs, practices and problems of the schools, and keep the Board informed of the activities operating under the Board's authority.
6. Secure and nominate for employment the best-qualified and most competent personnel.
7. Assign and transfer employees as the interest of the school system may dictate.
8. Report to the Board the case of any employee whose service is unsatisfactory and recommend appropriate action.
9. Hold such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.

10. Keep the Board and the public informed about modern educational practices.
11. Delegate to other employees the exercise of powers or the discharge of duties.
12. Keep abreast of new developments in the education profession.
13. Provide for current curriculum guides and courses of study.
14. Make recommendations for new school sites; plans for new buildings; appropriations for sites and buildings; and improvements, alterations and changes to buildings and equipment.
15. Maintain records for the schools and act as custodian of such records.
16. Make recommendations to the Board for transportation, food service, health and safety, cleanliness, maintenance and operations of properties, and other necessary functions.
17. Attend or provide representation at meetings of other governmental agencies when the public schools have an interest.
18. Act, when necessary, on any matter not covered by Board policy and report such action to the Board as soon as practicable.
19. Perform such other duties as may from time to time be assigned by the Board.
20. Coordinate the adoption and implementation of the safe school plan, evaluate each principal's performance regarding school safety, monitor and evaluate the implementation of safety plans at each school, and coordinate with local law enforcement and court officials appropriate aspects of implementation of the plan. If the Superintendent fails to carry out these responsibilities, he will face disciplinary consequences such as a reprimand, withholding of salary, or both.
21. Keep the public informed in order to maintain support for public education.

TERMS OF EMPLOYMENT: Salary and length of employment to be agreed upon with the Board.

EVALUATION: Performance to be evaluated annually by the Board.

Legal Reference: G.S. 115C-47, -105.47, -276

Adopted: June 5, 2000

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8155

**AUTHORIZATION OF THE SUPERINTENDENT
TO ACT FOR THE BOARD**

8155

The Superintendent and Board Attorney are authorized to negotiate all terms and conditions of a contract to purchase real property, once the pursuit of that particular real property has been agreed upon by the Board of Education. Any contract to purchase real property negotiated by the Superintendent and Board Attorney pursuant to this policy shall be conditioned upon final approval by the Board prior to purchase and closing on the property.

Legal Reference: G.S. 115C-36, -47(15)
Adopted: June 5, 2000

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8160

COMPENSATION AND BENEFITS OF SUPERINTENDENT

8160

The Superintendent shall receive such compensation and other benefits as agreed upon with the Board. The Board shall review annually the Superintendent's compensation and benefits upon the event of its annual evaluation of the Superintendent's performance.

Legal Reference: G.S. 115C-271, -272(a)
Adopted: June 5, 2000

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8170

EXPENSES OF SUPERINTENDENT

8170

The Superintendent shall be reimbursed for those expenses as established by the Board at the time of employment and subsequent annual reviews.

Legal Reference: G.S. 115C-36, -47, -271
Adopted: June 5, 2000

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8180

EVALUATION OF SUPERINTENDENT

8180

The Board shall conduct an annual evaluation of the Superintendent to be completed no later than June 30 of each year.

8180.1 The Superintendent shall be given full rights to raise questions and make appropriate explanations.

8180.2 The Board shall include in the evaluation of the Superintendent his performance as related to the goals developed by the Superintendent and the Board, and other legal requirements.

Legal Reference: G.S. 115C-272

Adopted: June 5, 2000

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8190

SEPARATION OF SUPERINTENDENT

8190

In the event that the Superintendent's contract is or should be terminated, the Board shall take such appropriate and necessary action as would insure the continuous smooth operation of the school system.

Legal Reference: G.S. 115C-271, -274, -275

Adopted: June 5, 2000

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8200

ADMINISTRATIVE PERSONNEL

8200

The Board shall provide an administrative staff for the conduct of the management functions of the school system. The Superintendent shall maintain a current organizational chart for all positions above the level of principal.

Legal Reference: G.S. 115C-36, -47, -278, -284(g)
Adopted: June 5, 2000

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8201

QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES

8201

A job description shall be prepared for each administrative position which functions in a line capacity, outlining the qualifications, responsibilities and pertinent elements of the position. The job descriptions shall be maintained by the Superintendent. Each administrator will be required to carry out effectively his performance responsibilities.

Legal Reference: G.S. 115C-36, -47
Adopted: June 5, 2000

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8240

RECRUITMENT

8240

Vacancies in administrative positions shall be filled by the most competent applicants available and in accordance with all stipulations of equal employment and non-discrimination requirements.

Legal Reference: Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972, as amended
Adopted: June 5, 2000

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8250

SELECTION

8250

The Superintendent shall be responsible for recommending for employment in administrative positions only those applicants who have been investigated sufficiently to give assurance that they are fully qualified.

Legal Reference: G.S. 115C-47, -276
Adopted: June 5, 2000

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8251

ASSIGNMENT

8251

Assignment of administrators shall be the responsibility of the Superintendent.

Legal Reference: G.S. 115C-47, -276
Adopted: June 5, 2000

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8252

ORIENTATION

8252

The Superintendent shall provide for appropriate orientation of each administrator given a new assignment.

Legal Reference: G.S. 115C-47, -276
Adopted: June 5, 2000

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8254

EVALUATION

8254

The Superintendent shall be responsible for establishing procedures for an annual evaluation of each administrator.

Legal Reference: G.S. 115C-47, -276

Adopted: June 5, 2000

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8255

PROMOTION

8255

In recognition of meritorious performance, promotion from within the school system shall be encouraged. To this end, administrators interested in promotion shall be responsible for making proper school officials aware of their interest in and qualifications for promotion.

Legal Reference: G.S. 115C-36, -47

Adopted: June 5, 2000

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8256

CAREER STATUS

8256

All administrators who were eligible for and who attained career status prior to July 1, 1998, shall retain such career status in keeping with provisions of law. Administrators may not receive career status unless the position in which they are serving qualifies as a career status position under the law.

Legal Reference: G.S. 115C-278, -284(g), 287.1, -325

Adopted: June 5, 2000

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8257

TRANSFER

8257

Any administrator desiring a transfer shall make such interest known to the Superintendent, who shall be responsible for acting on the request.

Legal Reference: G.S. 115C-47

Adopted: June 5, 2000

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8261

TIME SCHEDULES

8261

The Superintendent shall be responsible for the establishment of time schedules for all administrative positions, based on the demands of the various positions, and requiring a minimum of a five-day, forty-hour week.

Legal Reference: G.S. 115C-47, -84, -276

Adopted: June 5, 2000

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8262

EXPENSES FOR SYSTEM EMPLOYEES

8262

The Superintendent shall be responsible for developing and monitoring procedures for travel, in accordance with Board approved rates.

Legal Reference: G.S. 115C-47, -276

Adopted: June 5, 2000

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No administrator, including the Superintendent, shall accept any non-school employment which in any way conflicts with or impairs his ability to carry out properly the requirements of his administrative assignment.

Legal Reference: G.S. 115C-47, -272

Adopted: June 5, 2000

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After rendering three consecutive years of administrative service in the Pamlico County Public School System, an employee shall be eligible to apply for professional leave not to exceed one year, and without pay, the purpose of which shall be limited to professional improvement.

- 8264.1 Application for professional leave shall be submitted prior to May 15 of the school year preceding the proposed leave.
- 8264.2 Reemployment shall be assured for the year following the leave; provided, however, reemployment in the position previously held may not be guaranteed.
- 8264.3 A person granted leave shall be responsible for obtaining information and making necessary individual arrangements relative to continuation of retirement, hospitalization, and salary benefits during the leave of absence.

Legal Reference: G.S. 115C-47

Adopted: June 5, 2000

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8265

CONFERENCES AND VISITATION

8265

Within the limits of budgetary provisions, administrators shall be encouraged to attend educational conferences and make visitations which are designed to broaden their competence in their positions. Any such attendance shall have received prior approval of the Superintendent's Office.

Legal Reference: G.S. 115C-47, -276

Adopted: June 5, 2000

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8300

RESPONSIBILITY FOR COMPLIANCE WITH BOARD POLICY

8300

All school employees shall be held responsible for familiarizing themselves with the printed policies of the Board and shall be held accountable for compliance.

Legal Reference: G.S. 115C-47

Adopted: June 5, 2000

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CODE OF ETHICS AND STANDARDS OF CONDUCT

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Each employee is responsible for both the integrity and the consequences of his or her own actions. The highest standards of honesty, integrity, and fairness must be exhibited by each employee when engaging in any activity concerning the school system, particularly in relationships with vendors, suppliers, students, parents, the public, and other employees. Employee conduct should be such as to protect both the person's integrity and/or reputation and that of the school system. An unswerving commitment to honorable behavior by each and every employee is expected. Integrity can accommodate the inadvertent error and the honest difference of opinion; it cannot accommodate deceit or subordination of principle.

Each employee should conduct himself in such a manner as to promote a safe, secure, and orderly school environment. Further, each employee's conduct should foster a climate of respect at the school and, thus, by example demonstrate that appropriate personal conduct should be a priority for all students and all school employees.

Employees shall perform their jobs in a competent and ethical manner without violating either the public trust or applicable laws, policies and regulations. It is not practical or possible to enumerate all of the situations that might fall under the guidelines of this policy. 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.

The Superintendent shall develop in Regulations and Procedures guidelines which address the specifics related to this policy.

Legal Reference: G.S. 14-234 to -236; 115C-47 and -105.47.
Adopted: June 5, 2000

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DRUG-FREE WORKPLACE

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The Pamlico County Board of Education believes that work environments must be free of employees who are under the influence of alcohol or illegal drugs, or who abuse prescription drugs. It is the purpose of this policy to ensure that all employees are free of these substances so that they may perform their tasks safely and efficiently. Emphasis will be placed on rehabilitation of employees who abuse drugs or alcohol so that they may live up to their responsibilities and the standards set by this policy. All employees should be aware of the harmful effects and dangers of alcohol and other drug abuse. Specifically, an employee working under the influence of alcohol or drugs:

- A. May create unsafe conditions for other employees and students;
- B. May perform unsatisfactorily and may adversely affect the performance of those who work with him;
- C. May discredit the Pamlico County Schools and cause disrespect for both the Board of Education and the Pamlico County Schools among students and parents.
- D. May violate the duty of all Pamlico County Schools employees to serve as role models for students.

I. Definitions

For the purposes of this policy, the following definitions shall apply:

A. A "Category A employee" is one whose primary duty includes being a school bus driver, an activity bus driver, a driver's education teacher, a bus mechanic, or a security officer. Because of the sensitive nature of the duties of these employees and because misjudgment by such employees may have an immediate impact on the safety and physical well-being of students and other school personnel, the Board has established a special category for these employees.

B. "Illegal drugs" are defined as controlled substances when used for non-medical purposes and 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. The North Carolina Controlled Substances Act (N.C. Gen. Stat. Ch. 90, Art. 5) and the United States Controlled Substances Act (21 U.S.C. § 801 et seq.) define "controlled substances" and make them illegal when used for non-medical purposes.

C. "Under the influence" is defined as being that state when an employee's behavior or performance is affected to an observable extent by alcohol, drugs or other substances. Without

regard to an employee's behavior or performance, an employee shall be deemed to be under the influence when his alcohol content level as determined by a breathalyzer or blood test equals or exceeds the level that constitutes impaired driving in a commercial motor vehicle under the Motor Vehicle Laws of North Carolina (N.C. Gen. Stat. § 20-138.2).

D. "Abuse" of prescription drugs or other substances occurs when a person uses prescription drugs or other substances either without or in a manner contrary to the specific direction of a physician and where such use affects the employee's behavior or performance to an observable extent.

II. Prohibited Acts

The Board prohibits the following acts:

A. The manufacture, sale, distribution, possession or use of illegal drugs or the abuse of prescription drugs by its employees;

B. The sale, distribution, possession or use of alcohol by its employees while on duty;

C. In the case of Category A employees, driving at any time while under the influence of alcohol or other drugs.

III. Penalties for Noncompliance

Any employee who violates this policy shall be subject to disciplinary sanctions, which may include dismissal. When appropriate, emphasis shall be given to rehabilitation of employees.

A. Any employee who is convicted or pleads guilty or no contest to a felony involving selling, distributing, possessing and/or using illegal drugs in violation of state or federal law shall be dismissed. In addition, if a Category A employee is convicted or pleads guilty or no contest to a charge of driving at any time while under the influence of alcohol or drugs, he shall be dismissed.

B. Any employee who sells or distributes illegal drugs shall be dismissed. Any employee who uses or is found to be under the influence of illegal drugs or to be abusing prescription drugs while on duty shall be subject to discipline, up to and including dismissal, except that a Category A employee shall be dismissed in all such cases.

C. Any employee who sells or distributes alcohol while on duty shall be dismissed. Any employee who uses or is found to be under the influence of alcohol while on duty shall be subject to discipline, up to and including dismissal, except that a Category A employee shall be dismissed in all such cases.

D. In those cases where discipline less than dismissal is appropriate under this policy and where there appears to be a reasonable possibility of rehabilitating an employee, he shall be

referred to appropriate programs. After an assessment and evaluation, the employee may, as an alternative to other discipline, be allowed to participate in a rehabilitation program as approved by the Superintendent and at the employee's expense. (This alternative is not available to Category A employees.) If the employee fails to complete the program satisfactorily, then the employee shall be disciplined, up to and including dismissal. If the employee is found to have committed a subsequent drug or alcohol offense after entering the program, then the employee shall be dismissed.

IV. Authority to Test

A. Pre-employment testing

All job applicants for Category A positions shall be required to undergo a drug test prior to and as a condition of final employment by the Board of Education. A confirmed, positive test indicating illegal or prohibited use of drugs will disqualify the applicant for employment with the school system. All newly hired Category A employees, full and part-time, will be temporary employees pending a review of drug test results.

All job applicants will be required to read this policy as a condition of employment and sign a statement of intent to comply with this policy.

B. Post-employment - Category A employees

After they have been employed, Category A employees will be required to:

1. Submit to random alcohol and drug tests without cause;
2. Submit to an immediate medical examination, including alcohol or drug testing, where a supervisor or other management employee has reasonable suspicion to believe that the employee is under the influence of alcohol or other drugs;
3. Immediately submit to alcohol or drug testing if involved in an accident while operating a school vehicle; and
4. Read this policy as a condition of continuing employment and sign a statement of intent to comply with this policy.

In the event the employee refuses to submit to a drug test as required herein, or there is a positive alcohol or drug test, and it is confirmed by the medical review officer that the Category A employee has been using illegal drugs or abusing prescription drugs, then the employee shall be dismissed.

Testing of all commercial motor vehicle operators employed by the Board, including school bus and activity bus drivers, shall include testing that complies with 49 C.F.R. Part 382 and Board policy 3008/4008/8308.

C. Post-employment - All employees

Each employee shall be given a copy of this policy.

Any employee of the Board may be required to submit to a drug or alcohol test when a supervisor or other management employee has reasonable suspicion to believe that the employee is using alcohol or illegal drugs or is abusing prescription drugs in the workplace. Refusal to consent to such testing shall be cause for disciplinary action up to and including dismissal.

Reasonable suspicion justifying such testing may be based on, among other things:

1. Observation of drug use or possession and/or the physical symptom(s) of being under the influence of a drug or alcohol;
2. A pattern of abnormal conduct or erratic behavior consistent with abuse of drugs or alcohol;
3. Arrest or conviction for a drug- or alcohol-related offense, or the identification of an employee as the focus of a criminal investigation;
4. Information provided either by reliable and credible sources or independently corroborated; or
5. Evidence that the employee has tampered with a previous drug or alcohol test.

V. Drug-Free Workplace Act of 1988

In furtherance of the goals of the Drug-Free Workplace Act of 1988 and as a condition of employment with the Pamlico County Schools, each employee must comply fully with this policy. Each employee is required to notify his or her immediate supervisor and the appropriate personnel department representative within five days after any criminal conviction or no contest plea involving alcohol or drugs. Employees who are aware of another employee's on-the-job alcohol or other drug violation must notify their immediate supervisor and the appropriate personnel department representative. Employees who fail to make such notification are subject to disciplinary action up to and including dismissal.

VI. Confidentiality

Information obtained through implementation of this policy is 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 test results will be maintained as required by applicable laws, with only those persons having a need to know being informed of the results.

VII. State Law

All drug testing conducted by or on behalf of the Pamlico County Board of Education will comply with the requirements of N.C. Gen. Stat. 95-230 through -234.

VIII.

Employees shall be provided information concerning available counseling, rehabilitation, and re-entry programs.

Legal Reference: G.S. 115C-47; G.S. Ch. 95, Art. 20; 21 U.S.C. 812; 41 U.S.C. 701 et seq.; 49 U.S.C. App. 2717; 49 C.F.R. Parts 40 & 382

Adopted: June 5, 2000

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**DRUG AND ALCOHOL TESTING OF
COMMERCIAL MOTOR VEHICLE OPERATORS**

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The purpose of this policy is to help ensure safe operation of school vehicles and to comply with federal regulations by establishing a comprehensive program of drug and alcohol testing for school bus drivers and all other commercial motor vehicle operators employed by the Board.

Applicability

Persons subject to this policy include anyone who operates a commercial motor vehicle in the course of their duties for the Board of Education, including anyone who regularly or intermittently drives a school bus, activity bus, or other vehicle designed to transport sixteen or more people, including the driver.

Prohibited Acts

No person who is subject to this policy, or any supervisor of such persons, may commit any act prohibited by 49 C.F.R. Part 382, or by Board policy 3008/4008/8308. In addition, commercial motor vehicle operators employed by the Board shall not be impaired by alcohol or by any prescription or non-prescription drug while on duty or while operating any motor vehicle. Employees found in violation of this policy or Part 382 will be subject to dismissal.

Procedures

The administration shall ensure that the collection procedures outlined in 49 C.F.R. Part 40 are met, and that testing, reporting, record retention, training, confidentiality, and other requirements of 49 C.F.R. Part 382 are met.

Testing

The administration shall carry out pre-employment, post-accident, random, reasonable suspicion, return to duty, and follow-up testing for drugs and alcohol as required by 49 C.F.R. Part 382. School bus drivers and others employed by the Board for the primary purpose of operating a commercial motor vehicle shall undergo pre-employment testing. Employees whose duties include intermittent driving will not be subject to pre-employment testing but must undergo pre-duty testing before operating a commercial motor vehicle, and must undergo all other testing required by Part 382. Refusal of any test required pursuant to this policy or Part 382 shall be cause for dismissal.

Pre-employment Inquiry

All applicants who would be subject to this policy if employed shall consent in writing to the release of any information gathered pursuant to 49 C.F.R. Part 382 by any of the applicant's previous employers. Before employing any applicant covered by this policy or Part 382, the

administration shall obtain, pursuant to written consent, all records maintained by the applicant's previous employer of prohibited acts taking place during the previous two years.

Training and Education

Each commercial motor vehicle operator and supervisory employee, including principals and assistant principals, shall be provided with educational materials that inform the employees of drug testing procedures, prohibited acts, consequences, and other aspects of 49 C.F.R. Part 382 and this policy. The information also shall identify a school system employee who will be responsible for providing information on substance abuse. Each employee shall sign a statement certifying receipt of these materials.

Each supervisor responsible for overseeing the performance of commercial motor vehicle operators shall undergo at least one hour of training concerning alcohol misuse and an additional hour of training concerning drug abuse.

Referrals

Each motor vehicle operator who violates acts prohibited by 49 C.F.R. Part 382, other than provisions governing pre-employment testing, shall be provided with information concerning resources available for evaluating and resolving drug or alcohol misuse. This information shall include names, addresses, and telephone numbers of substance abuse professionals and counselling and treatment programs. Before allowing anyone who has committed a prohibited act under 49 C.F.R. Part 382 to drive again, that employee shall be evaluated by a substance abuse professional and must undergo any appropriate treatment designated by the substance abuse professional.

Legal Reference: 49 U.S.C. App. 2717; 49 C.F.R. Parts 40 & 382
Adopted: June 5, 2000

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The Superintendent shall be responsible for making provisions for and administering procedures for the temporary closing of a school or schools because of inclement weather or other unforeseen occurrence which presents a threat to the safety of students, staff or property.

Legal Reference: G.S. 115C-47, -84

Adopted: June 5, 2000

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It is the goal of the Pamlico County Schools to have automatic external defibrillators (AEDs) available for use in all of its schools. American Red Cross or American Heart Association certified responders may use an AED in response to cardiac medical emergencies. An AED will not be administered by anyone without proper training. All AEDs will be maintained and tested in accordance with operational guidelines of the manufacturer and monitored by the Pamlico County School Nurse Program. The AEDs will be housed on school property and should not accompany Emergency Medical Service personnel to a hospital emergency room. A designated AED may accompany teams to athletic events, to be used in accordance with this policy. The Superintendent shall issue procedures governing the proper usage and maintenance of the AED units, in compliance with all pertinent federal and state statutes and regulations.

To the extent provided by law, Pamlico County Schools personnel shall be immune from liability for their acts or omissions in rendering good faith care to someone who appears to be in cardiac arrest.

Legal Reference: N.C. Gen. Stat. §§ 90-21.15; 115C-307
Adopted: March 6, 2006

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AUTOMATED EXTERNAL DEFIBRILLATORS GUIDELINES (Policy 8330)

I. RATIONALE

The following guidelines have been developed to compliment the Pamlico County Schools' Health Services Program and response procedures for managing emergency medical incidents. Current research indicates that a person's chance of survival when suffering a sudden cardiac arrest diminishes significantly without intervention occurring within the first minutes of an onset of cardiac arrest. This response plan incorporates the recommendations as outlined by the American Heart Association, American Red Cross, and current legislation passed by the General Assembly (Senate Bill 1269)

CONTRAINICATION OF USE OF AED (with adult electrodes):

PATIENT IS CONSCIOUS
PATIENT HAS A PULSE AND IS BREATHING
SCENE IS UNSAFE OR WET
PATIENT IS LESS THAN 80 POUNDS
PATIENT IS LESS THAN 8 YEARS OLD

NOTE: THE YOUTH ELECTRODES WILL BE USED FOR PATIENT LESS THAN 80 POUNDS OR LESS THAN 8 YEARS OLD PROVIDED ALL OTHER CONTRAINDICATIONS DO NOT APPLY

1. The Pamlico County School System has collaborated with Pamlico County Emergency Medical Services to implement a Public Access Defibrillator Program.
2. A collaborative agreement has been established between Pamlico County Schools and a Physician Consultant to oversee the administration of the AED Program. This collaborative agreement will be renewed on a bi-annual basis starting from the date of the original agreement. The physician will review the Pamlico County Schools plan and suggest modifications as needed.
3. Each AED Team member will receive instruction and maintain CPR/AED certification as presented by a certified American Heart Association/American Red Cross trainer. After initial training, each team member will receive an annual update training to review the response guidelines, use of the AED and receive current updates on protocols. A record will be kept and updated annually listing school employees who are certified.
4. AED units will be secured in an identified location for use only by trained personnel.
5. The building Principal will appoint a staff member to check the unit readiness daily. Once a month a complete check of the unit will be made following the checklist provided. The Supervisor of the School Nurse Program will be notified if any maintenance is indicated.
6. Following each incident, the Supervisor of the School Nurse Program will receive and review a copy of the AED incident report to assure appropriate procedures were followed. If deemed necessary, the Physician Consultant will meet with the AED Team to review the report and make necessary recommendations.
7. A copy of the completed AED incident report will be submitted to the Superintendent or designee following each incident.

A.RESPONSE GUIDELINES FOR SUDDEN CARDIAC ARREST

Goal: To improve an individual's chance of survival after experiencing sudden cardiac arrest.

CONTRAINDICATION OF USE OF AED (with adult electrodes):

PATIENT IS CONSCIOUS
PATIENT HAS A PULSE AND IS BREATHING
SCENE IS UNSAFE OR WET
PATIENT IS LESS THAN 80 POUNDS
PATIENT LESS THAN 8 YEARS OLD

NOTE: THE YOUTH ELECTRODES WILL BE USED FOR PATIENT LESS THAN 80 POUNDS OR LESS THAN 8 YEARS OLD PROVIDED ALL OTHER CONTRAINDICATIONS DO NOT APPLY

Procedure after onset of cardiac event:

1. The observer will:
 - a. During office hours the observer notifies the office of a person experiencing a cardiac event; providing location and pertinent details
 - b. After office hours, the observer will notify emergency services directly by phoning or having someone phone 911
 - c. Assess the safety of the incident scene and take universal precautions as necessary.
 - i. If the scene is safe and precautions are in place, assess patient status
 - ii. If the patient alert/conscious; place person in position of comfort and monitor until EMS arrives
 - iii. If the patient is unconscious, initiate CPR protocols
2. Office staff will:
 - a. Notify emergency services by phoning 911 and provide details of the incident
 - b. Alert AED team of incident over intercom/walkie-talkie by stating: "AED certified personnel report to (the location reported by the observer)"
 - c. Notify Superintendent's office of incident and known details
3. AED Team will (until arrival of EMS):
 - a. Report to location with the AED device, assess safety and take universal precautions
 - b. Assess the patient status, assist with CPR, and prepare AED unit for use
 - c. Apply AED pads, have everyone stand back and follow prompts the unit provides
 - d. Continue CPR if there is no pulse/breathing and monitor patient's status until EMS arrives
 - e. Following the incident, one member of the AED Team will complete the AED Incident Report and the team will meet to review their actions

**PAMLICO COUNTY SCHOOLS
AUTOMATED EXTERNAL DEFIBRILLATION (AED)
INCIDENT REPORT**

Date of incident: _____ Time of incident: _____ AM / PM

Location of incident (be exact): _____

Patient's Age: _____ Patient's Sex: _____ Male _____ Female

CPR prior to defibrillation: _____ Attempted _____ Not Attempted

Cardiac Arrest Witnessed by: _____ AED team member _____ Bystander

Estimated time (in minutes) from cardiac arrest until CPR administered: _____

AED Shock: _____ Indicated _____ Not Indicated

Number of shocks given: _____

Estimated time (in minutes) from cardiac arrest until first AED shock: _____

Additional comments: _____

Patient outcome at incident site (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Return of pulse and breathing | <input type="checkbox"/> No return of pulse or breathing |
| <input type="checkbox"/> Return of pulse with no breathing | <input type="checkbox"/> Became responsive |
| <input type="checkbox"/> Return of pulse, then loss of pulse | <input type="checkbox"/> Remained unresponsive |

Name of AED operator: _____

Name of the transporting ambulance and driver: _____

Name of facility patient was transported to: _____

Name of emergency first responder(s): _____

Signature(s) Title Date

This report is to be completed by Pamlico County Schools AED responder with copies to the Superintendent, Supervisor of the School Nurse Program, and Physician Consultant

1. COLLABORATIVE AGREEMENT BETWEEN
B. PAMLICO COUNTY SCHOOLS AND PHYSICIAN

A collaborative agreement has been established between Pamlico County Schools and _____ to oversee the administration of the Automated External Defibrillator Program. This collaborative agreement will be renewed on a bi-annual basis.

_____ has reviewed the Pamlico County Schools Automated External Defibrillator Policy and associated procedures that include, but are not limited to the following:

1. A record of school employees who are certified in CPR/AED by either the American Red Cross or American Heart Association will be kept and up-dated annually.
2. A periodic review of CPR/AED procedures will be conducted with trained employees.
3. Periodic checks of AED equipment will be made.
4. Following each incident in which the Automated External Defibrillator (AED) is used, the Supervisor of the School Nurse Program will send a copy of the AED incident form to _____. The physician will review the incident report to assure that appropriate procedures were followed, and make any recommendations necessary.

Physician

Date

Supervisor of the School Nurse Program

Date

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COMPLIANCE WITH BLOODBORNE PATHOGENS REGULATIONS

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The Board recognizes the importance of using precautionary measures and educating employees to prevent the transmission of communicable diseases.

In furtherance of this objective, Pamlico County Schools will comply with regulations on bloodborne pathogens in 13 North Carolina Administrative Code 7C.0101(a)(96), which is identical to OSHA regulations, 29 Code of Federal Regulations 1910.1030. The citations in this policy refer to the federal regulations. Additional training and education beyond the requirements of these regulations also will be provided as described below.

The following procedures will be followed in order to comply with the bloodborne pathogens regulations.

8333.1 Exposure Determination

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All job classifications must be categorized as to whether (1) all employees in the job classification have occupational exposure; (2) some employees in the job classification have tasks which create occupational exposure, with each of these tasks being listed; or (3) all employees in the job classification perform no tasks which are likely to create occupational exposure. 1910.1030(c)(2).

Occupational exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. 1910.1030(b).

The exposure determination will be made by the Superintendent or his designee by consulting with the exposure control team to identify tasks where occupational exposure may occur.

The exposure determination must be included in the exposure control plan and reviewed at least annually to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure. 1910.1030(c)(iv).

8333.2 Exposure Control Plan

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The exposure control plan will include the schedule and methods for implementing universal precautions, engineering and work practice controls, personal protective equipment, housekeeping, and labeling of hazardous areas. The plan also will include the schedule and method for providing training classes, Hepatitis B vaccination and post-exposure follow-up. The plan will show how records will be

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COMPLIANCE WITH BLOODBORNE PATHOGENS REGULATIONS
(cont.)

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maintained for training classes, Hepatitis B vaccinations/refusals of vaccinations, and exposure incident reports. 1910.1030(c)(1).

The exposure control team will be responsible for drafting and producing the final copy of the exposure control plan and for making copies available as required by 1910.1030(1)(iii)(5). The exposure control team also will ensure that an annual review of the exposure control plan is conducted and that input is sought from employees.

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Hepatitis B Vaccination

The Hepatitis B vaccination will be made available to all employees with occupational exposure, at no cost at a reasonable time and place by a licensed physician or other healthcare professional or someone supervised by a licensed professional. The tests will be performed at an accredited laboratory. The vaccination shall be made available within ten working days of initial assignment but after receiving the training required by 1910.1030(g)(2). An employee may refuse the vaccination and at any later date choose to receive the vaccination. 1910.1030(f)(1), (2).

The Assistant Superintendent for Administrative Services will coordinate healthcare services necessary to provide the vaccination.

The Assistant Superintendent for Administrative Services will maintain Hepatitis B vaccination records as part of the medical records required to be kept for duration of employment plus 30 years. 1910.1030(h)(1).

The Assistant Superintendent for Administrative Services will ensure that those refusing Hepatitis B vaccinations will sign a statement of refusal. The Assistant Superintendent for Administrative Services will maintain records of refusals in the medical records of employees. 1910.1030(f)(2).

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Post-Exposure Follow-Up

Following a report of an exposure incident, Pamlico County Schools will make available to the exposed employee a confidential medical evaluation and follow-up. 1910.1030(f)(3).

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COMPLIANCE WITH BLOODBORNE PATHOGENS REGULATIONS
(cont.)

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The Assistant Superintendent for Administrative Services will coordinate provision of contracted healthcare services or reimbursement for healthcare services as identified in 1910.1030 (f)(3), (4) and (5), and will ensure incident exposure forms are available to employees.

The Assistant Superintendent for Administrative Services will maintain records of exposure incidents which shall be kept as part of the employee's medical record for the duration of employment plus thirty years with information required by 1910.1030(f)(5), (6) and 1910.1030(h)(1).

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Training of Employees

All employees with occupational exposure (either all in an identified job classification or for particular employees who perform tasks reasonably anticipated to cause occupational exposure) must receive training at the time of initial assignment and annually from the date of previous training. Training must be provided within ten days of initial assignment and before the Hepatitis B vaccination is offered. 1910.0130(f)(2)(i), 1090.1030(g)(2).

Training of those classified as having occupational exposure must include material as described in 1910.1030(g)(2)(vii). For those who are occupationally exposed but received training prior to the effective date of 1910.1030(g)(2), training must only be provided initially to address any gaps in material required to be taught by 1910.1030(g)(2)(vii).

Pamlico County Schools also is providing basic training to other employees who are not occupationally exposed according to the statutory definition but who may benefit from exercising universal precautions. These employees include administrative personnel. The Assistant Superintendent for Administrative Services will be responsible for providing training for employees and making records of training.

Training records required by 1910.1030(h)(2) for classes taught to occupationally exposed employees will be maintained by the Assistant Superintendent for Administrative Services for three years. The information contained in records will include all information required by 1910.1030(h)(2)(i).

Training records not required by the statute will be maintained by the principals/department heads/supervisors.

8333 **8333**
3033 COMPLIANCE WITH BLOODBORNE PATHOGENS REGULATIONS **3033**
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(cont.)

8333.6 Workplace Safety Precautions

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Pamlico County Schools will comply with all universal precautions, engineering and workplace controls, personal protection equipment, and housekeeping in 1910.1030(d). Labeling of hazardous materials also will be performed as required by 1910.1030(g)(1).

The exposure control team will be responsible for assuring that the exposure control plan has a complete schedule and method of implementation of workplace safety precautions to be included in the exposure control plan. The exposure control team will work with the Finance Officer in developing the schedule and methods of implementation for engineering and workplace controls as identified in 1910.1030(d)(2), personal protection equipment in 1910.1030(d)(3), housekeeping in 1910.1030(d)(4), and labeling in 1910.1030(g)(1).

The Superintendent or his designee will ensure precautions are in place and that the exposure control plan is updated at least annually to reflect changes in facilities or employee tasks. 1910.1030(c)(iv).

The Finance Officer will ensure the purchase of protective equipment and its availability to employees. The Finance Officer also will ensure purchase of protective labels and their use in all required work areas.

8333.7 Confidentiality

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Pamlico County Schools and its employees shall strictly adhere to all confidentiality rules and laws regarding employees with communicable diseases, including HIV or HIV-associated conditions.

Legal Reference: 13 N.C. Admin. Code 7C.0101(a)(96); 29 C.F.R. 1910.1030

Adopted: June 5, 2000

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SEXUAL HARASSMENT

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The Pamlico County Board of Education believes that all employees and students are entitled to work and study in school-related environments that are free of sexual harassment. To this end, the Board prohibits employees from engaging in sexual harassment and advises employees that when evidence of sexual harassment is established, disciplinary action may be taken, up to and including dismissal.

8335.1 Unwelcome sexual advances, requests for sexual favors, and other verbal or physical
3035.1 conduct of a sexual nature constitute sexual harassment when:
4035.1

- C. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic progress, or completion of a school-related activity; or
- D. Submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual, or, in the case of a student, submission to or rejection of such conduct, is used in evaluating the individual's performance within a course of study or other school-related activity; or
- E. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or a student's educational performance, or creating an intimidating, hostile, or offensive environment.

8335.2 Examples of sexual harassment include, but are not limited to, continued or repeated
3035.2 offensive sexual flirtations, advances or propositions; continued or repeated verbal
4035.2 remarks about an individual's body; sexually degrading words used toward an individual or to describe an individual; and the display in the work place of sexually suggestive objects or pictures. Sexual harassment does not include personal compliments welcomed by the recipient, or social interactions or relations freely entered into by employees or prospective employees.

8335.3 It is possible for sexual harassment to occur at various levels: between peers or
3035.3 co-workers, between supervisors and subordinates, between employees and students,
4035.3 or imposed by non-employees on employees and/or students.

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SEXUAL HARASSMENT (cont.)

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- A. In the event that anyone believes that he/she has been sexually harassed, he/she should bring the matter to the attention of the designated Title IX Coordinator for the Pamlico County Schools, who is the Assistant Superintendent for Administrative Services. Upon listening to the facts and allegations, the Assistant Superintendent for Administrative Services will advise the person on how to attempt to resolve the matter directly and informally, or if that course fails or is unwise, to present the complaint in writing to him with supporting detail. The Assistant Superintendent for Administrative Services will then proceed to investigate the matter and will attempt to resolve it in an expeditious manner.

- B. If for any reason, the complainant is not satisfied with the administration's response, he/she may file an appeal with the Chairman of the Board of Education.

Legal Reference: Title VII of the Civil Rights Act of 1964; G.S. 126-16; Equal Employment Opportunity Commission's "Final Amendment Guidelines on Discrimination Because of Sex"; Title IX of the Education Amendments of 1972

Adopted: June 5, 2000

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8336
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PROHIBITED RELATIONSHIPS WITH STUDENTS

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All employees of the Pamlico County Board of Education, other than student employees, are prohibited from dating, courting or entering into a romantic or sexual relationship with any student who is enrolled in the Pamlico County Schools, regardless of the student's age or consent. Employees engaging in such inappropriate conduct will be subject to disciplinary action, up to and including dismissal.

Any employee who has reason to believe that another employee is inappropriately involved with a student, as described above, shall report this information to the Assistant Superintendent for Administrative Services. An employee who fails to make such a report when he has a reasonable belief that an inappropriate relationship exists, may be subject to disciplinary action.

Legal Reference: G.S. 115C-47, -308
Adopted: June 5, 2000

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8400

SCHOOLS AND THE PUBLIC

8400

Since public support is a necessity for the optimum performance of public schools, all administrators shall encourage and foster public interest and participation in the schools and the school program.

Legal Research: G.S. 115C-47

Adopted: June 5, 2000

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8410

GIFTS TO SCHOOLS

8410

Any offer of gifts to a school or schools or to the school system shall be studied by the Superintendent, who shall then submit a summary of the findings to the Board for action.

Legal Research: G.S. 115C-47

Adopted: June 5, 2000

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8411

AWARDS AND SCHOLARSHIPS

8411

The acceptance of any awards or scholarships in the name of any school or to be associated with any school shall be required to conform with the non-discrimination requirements as set forth by law and governmental regulation.

Legal Reference: Title IX of Education Amendments of 1972, as amended; Titles VI and VII of the Civil Rights Act of 1964, as amended

Adopted: June 5, 2000

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Any non-school material intended for distribution in the schools shall be screened carefully by the principal and proper approval determined before distribution is allowed.

8420.1 No political campaign material shall be distributed in schools either to students or employees or be placed in employee mailboxes or on school grounds during school time or at school events; except that, at schools used as polling places on election days, candidates may place posters on school property and campaign workers may offer prospective voters printed campaign material in accordance with the restrictions imposed on those activities by law and the respective boards of elections.

8420.2 Permission shall not be given for the distribution of special interest or special promotion types of material or publications among students or employees or through the use of employees' mailboxes or on school grounds during the school day or at school events, except by authority of the Superintendent. This section does not apply to on-going and properly-approved school or school system promotions or affairs. Use of employee mailboxes and bulletin boards is governed by Board Policy 3251/4251.

Legal Reference: G.S. 115C-36, -47; U.S. Constitution, Amendment I
Adopted: June 5, 2000

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Directory listings of employees, senior classes, and any other student groups shall not be furnished to any private, commercial, religious or other type of promotional organization without the approval of the Superintendent.

Legal Reference: G.S. 115C-36, -47, -402
Adopted: June 5, 2000

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All administrators shall be responsible for knowing the proper places to route various complaints that may be brought concerning the schools, the school program or school operation.

Legal Reference: G.S. 115C-47

Adopted: June 5, 2000

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8500

SCHOOL-COMMUNITY RELATIONS

8500

All administrators shall support and promote a continuous effort toward maintaining good school-community relations.

Legal Reference: G.S. 115C-47

Adopted: June 5, 2000

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8511

PUBLIC'S RIGHT TO KNOW

8511

The public's right to know shall be respected by all administrators, and each shall follow established procedures for making appropriate information available to the public.

Legal Reference: G.S. 115C-3, -47, -319 through -321, -384, -402; Ch. 132

Adopted: June 5, 2000

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8512

SCHOOL-SPONSORED INFORMATION MEDIA

8512

School-sponsored papers and other programs should make a positive contribution to the school's public information program. To this end, the administration shall assume responsibility for such activities.

Legal Reference: G.S. 115C-47

Adopted: June 5, 2000

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8513

NEWS MEDIA RELATIONS

8513

The Administration shall be responsible for the promotion of positive relations with news media.

8513.1 A school year is marked by a number of occasions which are worthy of news releases.

8513.2 News conferences and interviews shall be held on appropriate occasions.

8513.3 The provision of speakers for worthy groups affords an excellent opportunity for good school-community relations and shall be encouraged.

Legal Reference: G.S. 115C-47

Adopted: June 5, 2000

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8514

**STUDENTS MAY FOSTER SCHOOL -
COMMUNITY RELATIONS**

8514

School students may engage in the promotion of good school-community relations and appropriate activities for such promotion are encouraged. However, administrators shall not allow students or their instructional time to be improperly used in such programs.

Legal Research: G.S. 115C-36, -47

Adopted: June 5, 2000

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8520

STAFF-COMMUNITY RELATIONS

8520

A significant resource for improving the effectiveness of the educational program is contained in good staff-community relations. The administration shall urge and assist the staff in endeavors to represent the cause of the school system and public education generally in the community.

- 8520.1 Appropriate staff participation in community activities, including public appearances, shall be encouraged and supported.
- 8520.2 Parents and other citizens shall be encouraged to visit schools to observe them in operation.
- 8520.3 Parent conferences with staff members should be by appointment to assure the avoidance of schedule conflicts.
- 8520.4 A teacher or other staff member is encouraged to visit the home of any student when a home visit is considered in the best interest of the student.

Legal Reference: G.S. 115C-47, -307
Adopted: June 5, 2000

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8540

PARENT ORGANIZATIONS

8540

The Board recognizes that such organizations as PTO, booster clubs and other parent organizations perform a valuable service to the schools, and the Board expects that all appropriate school personnel shall perform accordingly.

- 8540.1 It shall be the duty of the Superintendent and respective principals to represent the best interests of the Board, school system and schools in the functioning of such organizations.
- 8540.2 Each parent organization or booster club which is involved with school activities or school students should develop and establish a constitution and bylaws setting forth the purposes of the organization and the general rules and procedures by which it shall operate.

8540.3 Such organizations as PTO and booster clubs shall secure the advice and approval of the principal of any school before planning any function in which students, while under the jurisdiction of the school system, are to participate.

8540 PARENT ORGANIZATIONS (cont.) 8540

8540.4 A parent organization shall secure the prior advice and approval of the principal before planning any fund-raising activity intended to benefit a school program; and, at that time, the principal shall be expected to suggest needs of the school, including those not requiring fund raising, that are conducive to the active involvement of significant numbers of interested parents in meaningful service to the school and its students.

8540.5 Each parent organization shall establish its own system for handling and dispensing its funds; however, all sections of Board Policy must be followed when expenditures are for school activities use or when funds are to be raised through the use of school students, buildings or grounds.

8540.6 Any item purchased by such organizations for school or school activity use shall be the property of the Pamlico County Schools, and the principal shall be required to give prior approval of any such item to be purchased. The item purchased shall be kept and maintained for the use for which it was obtained.

Legal Reference: G.S. 115C-40, -47

Adopted: June 5, 2000

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8545 SCHOOL IMPROVEMENT TEAMS - ELECTION OF PARENTS 8545

The Pamlico County Board of Education recognizes that, under G.S. 115C-105.27, each school must have a School Improvement Team (SIT) composed of “the principal of each school, representatives of the assistant principals, instructional personnel, instructional support personnel, and teacher assistants assigned to the school building, and parents of children enrolled in the school” The purposes and objectives of the SITs shall be as specified in G.S. 115C-105.27.

G.S. 115C-105.27 contains specific requirements regarding the selection of parent-members for the SITs. Specifically, parent-members must be elected from among parents of children enrolled in the school, and must reflect “the racial and socioeconomic composition of the students enrolled in that school”

Legal Reference: G.S. 115C-105.27

Adopted: June 5, 2000

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8550

RESEARCH

8550

The Board sees a need from time to time to cooperate with individuals and agencies wishing to conduct research in the system insofar as the proposed research is likely to result in improved services to students without detracting from the primary mission of the school. The Superintendent shall review requests from individuals and/or agencies for any research project and shall report to the Board each instance in which approval of a research study is granted.

Legal Reference: G.S. 115C-47, -230

Adopted: June 5, 2000

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8560

CONSUMPTION OF ALCOHOLIC BEVERAGES

8560

The possession or consumption of alcoholic beverages, including beer, malt liquor and wine, is not permitted on property owned or occupied by the Pamlico County Board of Education. Any person who possesses or consumes any such beverage on school property will be asked to leave the school property immediately and, if he fails to do so, will be arrested and prosecuted for criminal trespass, disorderly conduct or such other charges as may be appropriate. This policy is in addition to and does not modify in any way the Code of Student Conduct adopted by the Pamlico County Board of Education.

Legal Reference: G.S. 18B-103, -301; 115C-40, -47

Adopted: June 5, 2000

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The Board recognizes the value of good relations with other education agencies. Therefore, the administration shall encourage the appropriate use of and participation in the programs of such agencies.

Legal Reference: G.S. 115C-47

Adopted: June 5, 2000

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8700

USE OF SCHOOL SERVICES RESTRICTED

8700

The administration shall be responsible for the restricted use of the following school services, which are intended for official school use only:

- A. Publicly-owned vehicles
- B. Courier service
- C. School telephones
- D. Postage meter or postage stamps
- E. Copying equipment
- F. Computer equipment

The Superintendent is authorized to approve reciprocal arrangements for the temporary sharing of equipment with other governmental agencies.

Legal Reference: G.S. 115C-40, -47

Adopted: June 5, 2000

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8710

ALTERATIONS OF FACILITIES OR EQUIPMENT

8710

Alterations of facilities or equipment of the school system, including installation of personal equipment requiring wiring, carpentry, plumbing or other changes, shall be allowed only upon the approval of the Superintendent's Office.

Legal Reference: G.S. 115C-40, -47, -276

Adopted: June 5, 2000

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8800

DATA MANAGEMENT

8800

The Superintendent shall be responsible for the establishment and maintenance of a data management program for the school system.

Legal Reference: G.S. 115C-47, -438

Adopted: June 5, 2000

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8801

ADMINISTRATIVE RECORDS/REPORTS

8801

The Superintendent shall assume the responsibility of maintaining detailed accurate records in accordance with North Carolina General Statutes.

Each school principal, along with the school treasurer who is approved annually by the Board, shall be responsible for keeping accurate and detailed financial records in accordance with North Carolina General Statutes.

Legal Reference: G.S. 115C-12, -47, -276, -288, -301, -307, -438, -451

Adopted: June 5, 2000

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