



Employee Handbook

Vision

Empowered leaders collaboratively reaching their greatest potential every day.....every way.

Mission

We Pledge to:

- Provide Opportunities for All
- Know, Own, Live 7 Habits
- Set and Celebrate Goals

Strategic Directions

- Successful Students
- Safe and Inviting Learning and Working Environment
- 21st Century Professional
- School-Family-Community Connections
- Effective and Efficient Operations

Core Values

- Visionary Leadership
- Student-Centered Excellence
- Organizational Learning and Agility
- Valuing People
- Focus on Success
- Managing for Innovation
- Management by Fact
- Societal Responsibility
- Delivering Value and Results
- Ethics and Transparency

School Colors and Mascot

Our school colors are blue and yellow. Our school mascot is the Wildcats!

**General
Information
and
Procedures
for
Staff**

Morning Procedures

1. All teachers are expected to sign in by 7:20 a.m. in order to be in their classroom ready to greet students at 7:30 a.m.
2. All staff must enter through the front doors and sign in on the computer in the front office. This is a safety procedure to ensure we know exactly who is and who is not on campus in the event of an emergency.
3. Teachers are expected to complete their attendance prior to 9:30 a.m. This is NON-NEGOTIABLE. Delays in attendance cause reports that must be printed to be delayed and hold up others from doing their job.
4. Student Communication folders need to be checked early to note any messages the parent may have sent in or secure any money that is in the child's folder.

Policy Review

5. It is an expectation that all staff read and familiarizes themselves with the Student/Parent Handbook for Arthur W. Edwards Elementary School and the Craven County Schools Student Policies and Procedures Manual. There is important information in there that you, as a faculty member, should have knowledge of as well.
6. Teachers should set an example for students relative to conduct and dress. Remember, we are professionals and should conduct ourselves and dress as such. Please refer to the Professional Dress Code Policy 7340
 - a. Workdays: Casual dress (unless attending a professional development opportunity or meeting at the county or community level).
 - b. Field Day: Casual dress (not to include gym shorts or tank tops)
 - c. Indoor Field Trips: Professional dress (businesses, plays, museums, etc.)
 - d. Outdoor Field Trips: Casual dress with a school shirt (farm, Don Lee, Cool Springs, etc.)
 - e. Spirit Days: Participation on spirit days is appropriate (not a jean day unless specified)
 - f. Fridays: Jeans with a school shirt (unless attending a professional development opportunity or meeting at the county or community level).
7. Arthur W. Edwards Elementary School, in accordance with Craven County Schools, is a tobacco-free campus.

Class Expectations and Information

8. NO CLASS IS TO BE LEFT UNSUPERVISED DURING ANY PERIOD OF THE DAY. This is a policy of the Craven County School System.
9. Each teacher is responsible for supervising his/her students while on the playground. Active supervision should be in place at all times. At no time should students be left alone on the playground.
10. Each teacher is to see that his/her class arrives to the cafeteria on time and sits in the appropriate area. Noise level should remain at a minimum. Expectations should be taught and reinforced regularly with students regarding cafeteria behavior.
 - a. Students are expected to be silent in the serving line (unless speaking to an adult).

- b. Students are only allowed to make one trip through the serving line (to include the register area for supplies). (Teacher may want to keep extra supplies in a café caddie....to include forks, spoons, napkins, nurse's notes, pen, etc.)
 - c. Students should remain seated unless directed by an adult.
 - d. Students may only have one friend join them at the parent table.
 - e. Grade levels or classes may choose to allow students to intermingle and sit with friends on Fridays. (except on any duty-free days)
 - f. Outdoor picnic tables are first come, first serve (unless reserved)
11. Lunch will be available to students and staff. For staff, if you wish to obtain a cafeteria number, please see the Cafeteria Manager.
12. Teachers should have students set their chairs up on their desks and pick up trash, pencils, crayons, notebooks, books, etc. on the floor at the end of each day.
13. Classroom trashcans should be placed in the hall at the end of each day.
14. Each student is to have an emergency card on file in the office. Be sure that requested information is filled out in its entirety. These need to be alphabetized and in the office by the end of the first ten days. Please note the following in red ink on the child's emergency card, if applicable: If the child has custody papers, if the child has any medical alert: allergies, reactions, asthma, etc.
15. Teachers are to provide scheduled times for restroom breaks during their daily schedule. Students may go to the restroom during regular class times with a teacher issued pass only in case of an emergency. Be sure students leave the classroom at the appropriate dismissal time.
16. If a child must leave during the school day, he/she must be checked out through the Main Office. This is a Craven County School Board policy. Attendance is a state-mandated teacher responsibility and must be accurate. A child is tardy if he/she arrives to your class after the 8:00 bell. **STUDENTS MUST BE PRESENT ½ OF THE SCHOOL DAY. STUDENTS MUST REMAIN IN SCHOOL UNTIL 11:30 TO BE CONSIDERED PRESENT FOR THE DAY.**
17. Copies of memos and notices (pertaining to various activities) sent to parents and faculty members by staff members should be approved by the Principal/Assistant Principal and on file in the Front Office to help office personnel answer questions that may arise.
18. Bulletin boards are to reflect student's work, seasonal activities, or a unit of study. Please be prompt in removing all seasonal boards. All bulletin boards are to be changed before leaving for the Thanksgiving, Christmas, and Easter holidays so that we do not return to boards that are not current.
19. Homeroom teachers are required to prepare a list of students who qualify for the Principal's List or Honor Roll each grading period. Students at AWE will be listed on the Principal's List if: their average is 90 or above (in all subjects) and all conduct is satisfactory (this means all A's). Students will be listed on the Honor Roll if: their average is 80 or above with all conduct grades being satisfactory (students may have combination of A's and B's). Due dates for this information are indicated on the AWE Calendar. In order for a student to be recognized for Yearly Principal's List or Yearly Honor Roll they must meet the above, mentioned guidelines for each marking period and have not received any school suspensions for the entire year.
20. In alignment with our safety standards doors are to be locked. For energy awareness please make sure that lights and technology (projectors, elmos, etc.) are off when you are not in your classroom.

Technology Expectations

21. Each staff member is provided with an email address. It is the expectation that staff check their email on a daily basis. Administration will use email as a primary means of communication.
22. Arthur W. Edwards Elementary has an electronic calendar of events for parents and staff. Staff members are expected to check it regularly for information. The staff calendar will have details added for various events (location, participants, bus numbers, field trip drivers, etc.)
23. NO STUDENT should be allowed access to the Internet without DIRECT SUPERVISION. Failure to comply with the school and system's Acceptable Use Policy Regulation 915.020.701 may result in legal and/or disciplinary actions.
24. Each teacher is responsible for maintaining and updating their webpage on a regular basis.

Special Days

25. It is important to see staff at as many functions as possible. All staff members will be assigned duties at certain evening functions. If you have a duty station it is imperative that you are at the station at the assigned time and fulfill the duty. This is an excellent opportunity to build positive relationships with our parents and community members. Teachers will be required to sign in with administration.
26. There are days throughout the year that are designated as "S" Days. The purpose of these early dismissal days (12:00 dismissal for students) is to provide the opportunity for teachers to obtain important information relevant to their own professional growth. The staff development will begin by 12:30 and end by 4:30.
27. Early Release Days (12:00 dismissal).
 - a. Resource classes are not held on these days.
 - b. Resource team will provide Duty Free Lunch.
 - c. Alternate lunch schedule will be followed.
28. Pictures will be taken in the Fall and Spring. Fall pictures are for individuals, staff will need to have their picture taken at this session too. Spring pictures will be individual for students as well as a class group photo. All individual photos will be in proof form (Picture Proofs only need to be returned if the student is purchasing a packet.). Group pictures are always pre-sold prior to picture day.
29. Report cards will be issued to students in grades K-5 once every 12 weeks.
 - a. Report Cards due to administration one week prior to the issuance date.
30. Wednesdays are the designated meeting day for AWE employees. The first Wednesday of every month is reserved for faculty meetings and the remaining Wednesdays are for various meetings.
31. All field trips must be approved by the Principal/Assistant Principal and be of an educational nature. Such trips must be approved and arrangements finalized three weeks in advance, using the proper forms. The Assistant Principal is responsible for reserving the Activity or Yellow Bus, as well as assigning bus drivers for each trip.
32. Field Trip Day Resource Classes – Communicate with the resource team prior to the day of your scheduled field trip if your grade level will not attend resource classes for the day. If you plan to return to campus from the field trip in time to attend resource, you must be back one hour prior to your scheduled resource time.

33. During assemblies, teachers are to escort their students to the assembly and remain with the class for supervision purposes.
34. On Workdays teachers will follow the standard schedule (8:00-3:00). Lunch is from 11:30-1:00.
35. On Professional Development days (PD) teachers will follow the schedule of 8:00 – 4:30, with lunch will be from 11:30 – 1:00. (unless noted differently on a PD agenda)
36. W Days and PD Days are mandatory staff workdays. Staff children should not attend work with staff parents on these days.

Parents

37. Our school has an open door policy for parents to observe. However, conferencing should be prearranged by appointment and not interfere with instructional operations. All visitors must sign in at the Front Office.
38. Parent-teacher conferences should be held during non-instructional times (planning, before/after school). If you schedule a conference, please notify the office. After hour conferences may need to be held in the office or the teacher may have to greet the family if the office has closed.
39. Parent Phone Calls and Emails should be responded to in the same school day that they are received, but no later than 24 hours.

Student Records

40. Cumulative folders are confidential. NO STUDENT IS TO SEE OR HANDLE THESE FOLDERS. FOLDERS ARE NOT TO BE TAKEN TO THE CLASSROOM WHILE SCHOOL IS IN SESSION. Maintaining all folders for accuracy and up-to-date information is the responsibility of the teacher. Transferring of records to other schools should only be handled through the office. Folders will be inspected periodically.
41. In reviewing your student's cumulative folder, please double check for custody papers. Know who has custody of your students and help us make sure that only proper adults take the student out of the school. If a child has custody papers, please indicate that in red ink on the child's rolodex card in the office.

General School Information

42. The campus will be open to staff from 6:45 am – 5:00 pm. Any other hours need to be approved by administration.
43. XXXXXXXPlease keep the mailbox area, planning room and literacy room clean. Remove refrigerator items regularly. A cleaning schedule will be issued each year and displayed on the refrigerator doors in each planning room.
44. All teachers will receive an evaluation every year using the North Carolina School's Evaluation Process.
45. XXXXXCraven County Schools Warehouse provides general instructional supplies that teachers may need for their classroom. There is an order form that you can complete and give to the front office for order processing. A copy of this form can be found online under teacher resources.
46. XXXXXSupplementary materials are available to all teachers through Media and Title I. Please do not take these materials unless you intend to use them and do not keep them

any longer than necessary. If you have suggestions for purchasing new materials, please give such requests to our Media Coordinator.

Staff Phones and Phone Calls

47. Our school code is 250-380. Our school address is: 200 Education Lane, Havelock, NC 28532, telephone 252-444-5140. Our fax number is 252-444-5140.
48. The school telephone is provided for school business purposes only. Under no circumstances may personal long distance calls be made by staff members or other persons and charged to the school.
49. Cell phones are not to be used during instructional times. All cell phones should be turned off during staff meetings.
50. Faculty members will not receive phone calls unless it is an emergency. Calls will be forwarded to each staff member's voicemail. Please notify the office if you are expecting calls from a medical provider.

School Funds

51. XXXXXXXXXMoney is not to be left in the school overnight or unattended during the school day. It shall be the responsibility of the teacher and other school personnel to replace stolen money belonging to the school that is left unattended. It is the Craven County Board of Education policy that all money collected is to be deposited on a daily basis.
 - a. All money collected is to be turned in to the bookkeeper before 10:30 each day- NO EXCEPTIONS.
 - b. Certified staff must receipt all money collected.
52. All school bookkeeping is on the computer. All checks issued will be for the exact amount. The bookkeeper will need at least 3 days to prepare a check.

Teacher Absences

53. XXXXXXXXXTeacher lesson plans should be up to date in Google. Lesson plans should meet expectations set by cabinet. (This information will be posted in our grade level Google folder.) Information such as seating charts, attendance roster, nurse notes, disciplinary notes, etc. should also be easily accessible for the substitute.
54. Any certified staff member that will be absent for a half day or full day will need to contact the principal. Classified staff that will be absent for the half day or full day will need to contact the assistant principal. Contacts should be made between 6:15 a.m. - 6:40 a.m. and before 9:00 p.m., or at the school number between 6:50 - 7:15, unless previously arranged. Text messages are allowed as a form of contact. The administrators will respond to texts once received. If you do not receive a response in a reasonable amount of time, a call should be made to confirm your absence. All duty stations should be covered by the staff requesting to be absent.
55. Any Bus Driver that needs to be absent will need to contact Administration. Substitute drivers should be arranged as far in advance to the absence as possible.
56. All Staff requesting to take leave (for workshops, personal days, annual/bonus leave) must complete an absence report on AESOP prior to being absent. Failure to follow the process could cause delay in receiving your pay. The principal may charge LWOP (Leave Without Pay) for those not completing the necessary paperwork. Staff requesting an absence using Leave Without Pay must be submitted to the principal a minimum of 60 days in advance of the absence. The superintendent has to approve all LWOP days.

57. Any staff wishing to leave school during the school day (7:20 a.m. - 3:30 p.m.) must obtain prior permission from the Principal or Assistant Principal. Please use the computerized system in the front office to sign out and sign in upon return

Health and Wellness

58. XXXXXXOur school has a school nurse located at the Front Hall. Her hours are from 8:30-12:30 Monday-Friday. If it is necessary to send a child to the nurse, please make sure you complete a Referral Form (copies can be obtained from the front office) and send it with the child to the office.
59. From 12:30 – 3:00 Monday – Friday the front office staff will be fulfilling the needs of the Health Room (to include dispensing of medications). If it is necessary to send a child to the Health Room, please make sure you complete a Referral Form (copies can be obtained from the front office) and send it with the child to the office.
60. Teachers will need to monitor the health of their students. Thermometers will be provided to allow for checking of temperatures (if greater than 100 degrees, send the child to the office). Children with vomiting or diarrhea should be sent immediately to the front office (the front office staff will call the child's parent). If a child appears sick and the teacher is concerned, they will need to contact that child's parent.
61. Hygiene supplies are available in the Health Room
62. ALL accidents, whether student or teacher, related must be reported immediately to the Front Office.
63. If a student is injured in your classroom or while under your supervision, contact the parent immediately and complete the proper form to document that the injury occurred and the parent was notified.
64. Teachers need to be aware of students assigned to their classes who have medical problems. Please consult the health cards and the school nurse.
65. State law requires teachers and assistants to report all cases of suspected child abuse. This should be reported to the school nurse, guidance counselor, or the principal.
66. All prescription and over-the-counter (to include cough drops) medications are to be brought to the office and administered by the nurse or office staff only after a Physician's Authorization of Medication Form has been completed. These forms are kept on file in the nurse's office. Teachers are not to give medication to students unless the class is on a field trip and medication is authorized and required.

Staff Children

67. Staff children should be supervised in the afternoons. They should be in their parent's classroom or visiting another staff child in their parent's classroom. Play in the halls and moving from room to room should be limited as not to interrupt meetings and such occurring after school. The staff children should not be in the gym or on the playground without supervision.

School

Safety

Emergency Closings

Inclement Weather

Schools shall operate every day the roads and weather conditions are determined to be safe for school operations. When severe weather indicates the possibility of dangerous roads or hazardous conditions, a decision will be made by the Superintendent or designee to delay the opening of school, to postpone school for the day, or to dismiss school early during the day.

Announcements concerning postponing, delaying, or dismissing schools early shall be given by Instant Alert and to all area radio and television stations. Employees may call the Craven County Schools message line at 252-514-6300. The three general types of announcements are as follows: schools will be closed for the day, school opening will be delayed, or school will be dismissed early.

Days that are declared inclement weather days and schools are closed shall be designated as non-school days. The make-up days for students shall be the days indicated on the school calendar adopted by the Board of Education. Make-up days for employees shall be added at the end of the school calendar. Employees may elect to take a day of annual leave or make up the day at a time designated by the Board of Education.

When schools are delayed or dismissed early, all employees follow the same schedule. The Superintendent or designee reserves the right to request any classification of employees to report to work should the need develop (Principals, Transportation, Maintenance, etc.). In no case will employees of the Board of Education be required to work more than the time for which they are paid.

When school is dismissed early, the announcement will be given by Instant Alert and to all radio and television stations in the area so that parents may know when to expect their children home. All schools may not be dismissed at the same time. When the decision is made to dismiss school early, Principals shall cause the students to be moved out as quickly as possible.

Parent Notification of Cancellation or Early Dismissal

In the event that school is to be released early, an Instant Alert will be sent to parents and the local radio stations and television stations will be contacted by the Superintendent of Craven County Schools or the Principal. All students who do not ride busses would go to the Parent Center where they would be allowed to telephone home and then wait outside or in the cafeteria for their ride depending on the weather or situation.

In the event that school is cancelled or there is a delay in opening, the Superintendent of Craven County Schools or Principal will contact the local television and radio stations. If there is any question as to whether school will be cancelled or delayed, students and teachers should listen to local television/radio stations.

Tornado Drill Procedures

Tornado drills are held to prepare all students and teachers in the event there is danger of a tornado within close proximity of the school. **ABSOLUTE SILENCE** is to be maintained at all times to prevent confusion. Teachers will guide students to the designated areas. Continuous, quick, short rings of the bell will signal a tornado drill.

Students and staff should:

- Leave the room in a single file line. Move rapidly and quietly as several classes may be assigned to the same area
- Once at the designated area, students will face the nearest wall, kneel, bend over, and fold their hands over their head
- Students should be aware of the tornado-safe areas for each of their classrooms.

Fire Drill Procedures

Fire drills are held to prepare all students and teachers to leave the building as quickly as possible should any emergency situation arise. **ABSOLUTE SILENCE** is to be maintained at all times when leaving or entering the building to prevent confusion.

Teachers will guide the students out of the building to a safe location. Students should be aware of where the exit routes are in their classrooms. A fire drill will be signaled by the fire alarm and/or an announcement on the intercom. Students and staff should:

- Leave the room in a single file line. Move rapidly and quietly as several classes may use the same exit
- All classes should assemble at least sixty yards away from the building (if space allows)
- After moving a safe distance away from the building, stand in a single file line facing away from the building
- You will be signaled when it is safe to return to the building. At that time, you should enter orderly and quietly.

Employee

Benefits

Please refer to the Craven County Schools' Employee Handbook for additional information.

Sick Leave (Accrued Each Month)

Employees will earn one sick day for each month of employment. Sick leave may be granted for:

1. Periods of temporary disability caused by personal illness, injury, or other temporary disability.
2. Illness in the employee's immediate family that necessitates the employee's attendance.
3. Death in the immediate family.
4. Medical appointments.

Sick leave may be accumulated indefinitely and is transferable among local school systems, and may be transferred to a State Agency, Community College, or Technical Institute if they are willing to accept the sick leave.

Vacation Leave (Accrued Each Month)

Permanent school employees, working at least half-time, earn vacation leave. To earn vacation leave during a given month, an employee must be working or on paid leave during half or more of the workdays in that month. Part-time permanent employees working half-time or more, earn leave equal to their percentage of employment. State regulations and policies established by local school systems govern when vacation leave may be taken. Unused vacation leave may be accumulated and a maximum of 30 days carried to the next calendar year. Annual leave will be transferred when a school employee transfers among local educational agencies and may be transferred to a State Agency if the agency is willing to accept the leave; otherwise, the employee leaving the public schools will be paid for up to 30 days accumulated leave. In the case of death, the employee's estate will receive payment for any accumulated vacation leave up to 30 days. The chart below shows the number of days of vacation earned each month based on years of state service.

<u>When You Have</u> Years of Aggregate State Service	<u>You Are Granted</u> Days Per Month Earned
Less than 2 years	1.00
2 but less than 5 years	1.15
5 but less than 10 years	1.40
10 but less than 15 years	1.65
15 but less than 20 years	1.90
20 years or more	2.15

Any annual leave balances in excess of 30 days will convert to sick leave at the end of the fiscal year.

Voluntary Shared Leave

Purpose:

The purpose of voluntary shared leave is to provide economic relief for employees who, by reason of prolonged absence caused by serious medical conditions, are likely to suffer financial hardship.

Eligibility:

1. Only permanent full-time and part-time employees are eligible to receive donated leave. The limitation and leave balance for part-time employees is pro-rated according to the employee's percent of employment.
2. An employee approved for receipt of donated leave may receive annual leave from any employee in the employing school system. Annual leave and/or sick leave may be received from an immediate family member at any school system.
3. An employee who is receiving benefits from the Disability Income Plan is not eligible to receive donated leave. However, shared leave may be used during the required waiting period.
4. An employee who has a serious medical condition or is absent from work due to a family member who has a serious medical condition may apply to the Superintendent of the LEA for donated leave.
5. If a pregnancy results in an extended absence caused by a serious medical condition that will cause the employee to suffer financial hardship, donated leave may be accepted. Routine pregnancies will no longer qualify for Voluntary Shared Leave.
6. The Superintendent shall approve or disapprove all requests for receipt of donated leave.
7. For purposes of the Voluntary Shared Leave Program, transferring leave from LEA to other entities is prohibited. Leave can only be transferred within LEA's, within State Agencies, within Community Colleges, or Universities in any form or for any purpose for the Voluntary Shared Leave Program.

Application:

An employee, who, due to a serious medical condition of self or his immediate family, faces a prolonged absence from work, may apply to the Superintendent of LEA for donated leave. Determining "serious medical condition" for the purpose of Voluntary Shared Leave is a local Superintendent's decision. However, the definitions of "serious medical condition" as defined by the Family Medical Leave Act must be considered. Application may also be taken by a third person acting on the employee's behalf. The term "immediate family" as used herein means only the employee's spouse, children, parents, and any other dependent residing in the employee's household. The twenty days of extended sick leave are not to be included in the application of this policy. The application should include the following:

1. A doctor's statement should be attached to the application.
2. The application should also include an authorization of release of medical information signed by person, or parent or guardian of a child, who is suffering the medical condition. This release may also be signed by any legally authorized party.

3. A prospective recipient may make application for shared leave at such time as medical evidence is available to support the need for leave beyond the employee's available accumulated leave.
4. Sharing medical information with another LEA or other parties is prohibited. Do not share any medical information about the receiving individual with other LEAs who are eligible donors in their system. This action violates federal confidentiality laws. Only authorized individuals in the LEA of the recipient who approve the application are allowed access to medical information of the recipient. This information should be kept in a separate medical information file and clearly identified and confidential.

Donation of Leave:

1. Persons eligible to donate. Any eligible employee may donate annual leave to any employee in the same LEA. Annual leave may be donated to immediate family members in the same or another LEA. For donation of vacation leave to an immediate family member, immediate family member is defined as spouse, parents, children, brother, sister, grandparents and grandchildren, also included are the step, half, and in-law relationships. A donating employee may not donate annual in an amount in excess of the amount that could be earned in one year (July-June). Additionally, the amount donated must not reduce the donor's annual balance below one-half of what that person can earn in the year.
2. Restrictions on donation of leave.
 - a) All leave donations must be to a designated employee approved by the Superintendent for receipt of donated leave and may not be made to a pool, or bank.
 - b) All donations shall be in writing and signed by the donating employee. The employee to receive the donation of leave shall be named and the amount and type of leave donated shall be specified.
 - c) Any eligible employee may donate annual leave. A donating employee may not donate annual leave in excess of the amount that could be earned in one year (July-June).
 - d) Sick leave may be donated only to an employee who is a member of the family. The term "family" as used herein means the employee's spouse, children, parents and any other dependents residing in the employee's home. A family member may not reduce his or her sick days below one-half of what they can earn in a year.
 - e) The donating employee may not receive compensation in any form for the donation of leave. Local boards shall adopt policies stating that acceptance of remuneration for donated leave will result in dismissal.
 - f) Eligible donated leave between LEA's must be transferred. If an eligible donor requests the transfer of leave, the donating systems must transfer leave to approved recipients in other LEAs. The donating LEA has no authority or right to obtain medical information regarding the approved recipient; or to deny any eligible donor to transfer leave.

Use of Donated Leave:

1. An employee may normally receive no more than 130 workdays of donated leave, either continuously or for the same condition on a recurring basis. After 130 workdays have been used, the Superintendent may extend this limit on a month to month basis until the

- maximum number of working days occurring between the first day of use of donated leave and twelve months have been used.
2. Subject to the maximum of 130 workdays, the days the employee may use are to be limited to the period of recovery or treatment less the employee's available leave for disability at the beginning of the medical condition. The employee must exhaust all of their available leave before using donated leave.
 3. All donated leave must be used in one-half or whole day units.
 4. Holidays falling during the period of use of donated leave will be paid. Annual and sick leave will continue to be earned by the employee while he or she is using donated leave.
 5. An employee receiving pay from Worker's Compensation may use donated leave during the required waiting period and add to the compensation as provided in Section 10 of Employee Benefits Manual.

Accounting for Leave:

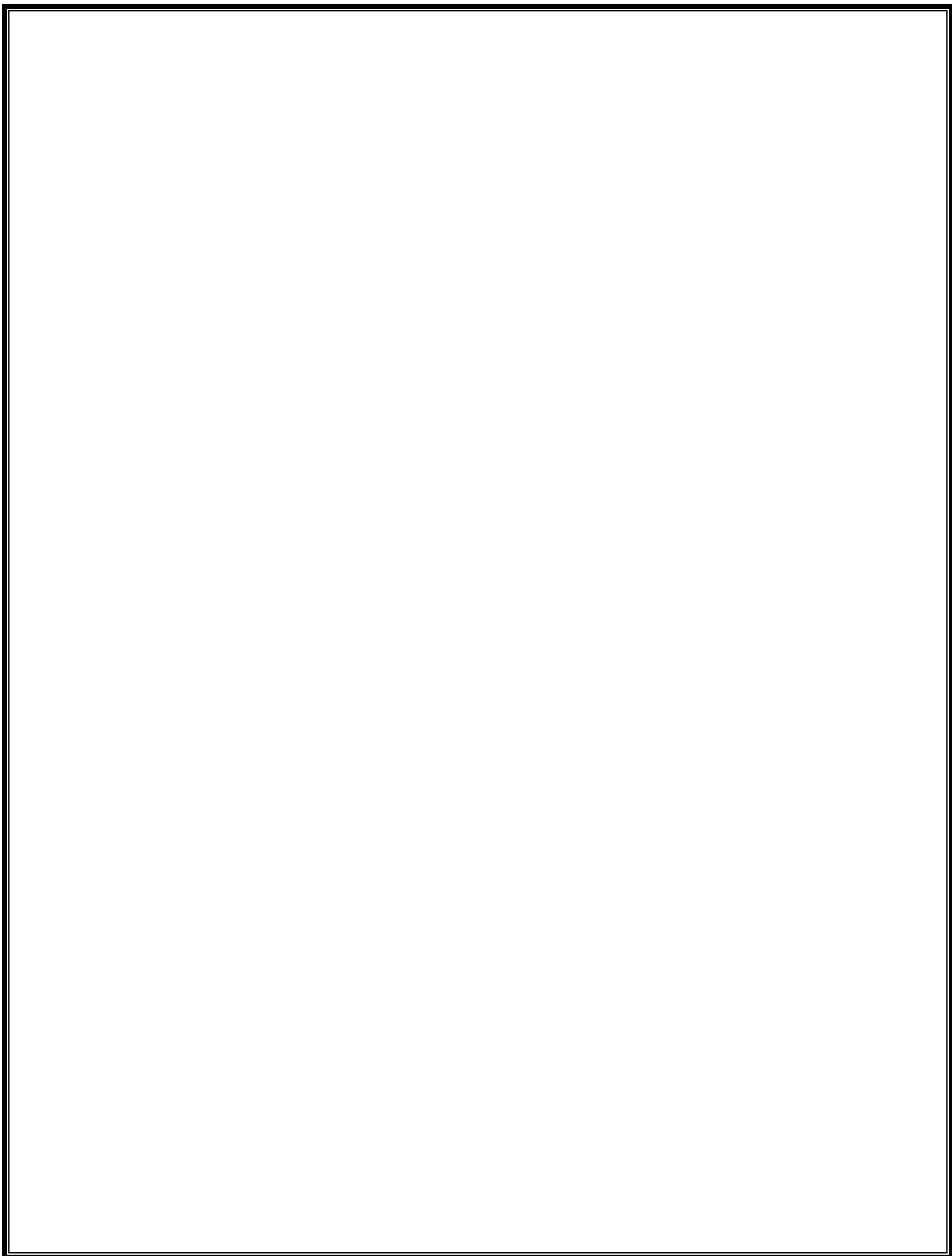
1. The donated leave is paid from the same source of funds (recipients, not donor) as is normally paid from.
2. The donor and recipient's leave balance is manually adjusted upon donating leave. For the purposes of voluntary shared leave, all leave donated will be credited to the recipient's sick leave account. This allows an employee, approved to receive voluntary shared leave, to have any donated leave added to his/her sick leave account, and thus use such leave as sick leave regardless of the type of leave that is donated (i.e., annual leave or sick leave). See Donation of Leave for restrictions on donation of leave.
3. The absence code for recording the use of donation of leave by the recipient is: Donated Shared Leave-02.

Unused Leave:

At the expiration of the medical condition, as determined by the Superintendent of the LEA, any annual leave in excess of ten (10) days will be returned on a pro rata basis to the donors. Annual leave that would have made an excess of thirty days at the end of June may not be returned.

Leave Balance:

Donated leave will not be counted in the receiving employee's account total on June 30.



Copyright

Regulations

Duplication of Copyrighted Materials

- I. General Statement and Fair Use Interpretation
 - A. The Craven County Board of Education does not sanction any illegal duplication of materials whether in audio, visual or printed form. Severe penalties are provided for unauthorized copying outside the bounds of "Fair Use." "Fair Use" applies to reproduction for such purposes as criticism, comment, new reporting, teaching, scholarship or research. "Fair Use" includes four conditions, all of which must be met, if duplicating or changing a product meets the criteria for "Fair Use." The four standards that must be complied with if the doctrine of "Fair Use" is satisfied are:
 1. The purpose and character of the use. The use must be for such purpose as face to face teaching or scholarship and must be nonprofit. "Fair Use" might allow teachers acting on their own to copy small portions of a work for the classroom but will not allow a school system or institution to do so.
 2. The nature of the copyrighted work. Copying from a consumable workbook designed for a course of study would not be considered "Fair Use."
 3. The amount used in relation to the whole. Copying the whole of a work would not be considered "Fair Use"; copying a small portion may be considered "Fair Use." Extracting a short sequence from a 16mm film may be different than using a short excerpt from a textbook, because, two minutes out of the 20-minute film may be the very essence of that production; so a quantitative test is not enough.
 4. The effect of the use upon the potential market for or value of the copyrighted work. If resulting economic loss of the copyright holder can be shown, making a single copy of certain materials would result in penalties.
 - B. Changing the form of copyright materials from one format to another is a violation of the Copyright Act (i.e., film to videotape).
 - C. Videotapes acquired for single station use may not be used in a closed circuit environment without permission of the copyright owner.
 - D. Whenever the criteria for reproducing materials through "Fair Use" cannot be met, then it is necessary to obtain written permission from the publisher. Permission to copy must include the following:
 1. Title, author, and/or editor, and edition of material to be duplicated.
 2. Exact material to be used, giving amount, page numbers, chapters and if possible, a photocopy of the materials.
 3. Number of copies to be made.
 4. Use to be made of duplicated materials.
 5. Form of distribution (classroom, newsletter, etc.)
 6. Whether or not the material is to be sold.
 7. Type of reprint (ditto, photocopy, offset, typeset)
- II. Copying Guidelines for Printed Matter
 - A. Certain kinds of documents may be copied without restriction. Published works that were never copyrighted, published works whose copyrights have expired, and US Government publications (not to include works published by others who received US Government grants or contracts) may be copied at the discretion of the user.

- B. Reproduction of copyrighted material for educational and scholarly use is permitted for purposes of criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, and is not an infringement of copyright.
- C. Guidelines for single copies for educators for scholarly research, use in teaching, or in preparing to teach include the following:
1. A chapter from a book
 2. An article from a newspaper or periodical
 3. A short story, short essay, or poem
 4. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical or newspaper
- D. These guidelines also indicate the degree of brevity that is considered acceptable for multiple copies (one copy per student). Other Fair Use conditions that must be met include spontaneity and cumulative effect.

Spontaneity is copying at the instance and inspiration of the teacher. The time between the decision to use the work for maximum teaching effectiveness and the use of the material is so close that a reply to a permission request would not be received before use.

Cumulative effect refers to the maximum application of Fair Use that may be made over a period of time.

III. Copyright Guidelines for Use of Music Materials

- A. Permissible uses:
1. Emergency copying to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies shall be substituted in due course.
 2. (a) For academic purposes other than performance. Single or multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement, or aria, but in no case more than ten percent of the whole work. The number of copies shall not exceed one copy per pupil. (b) For academic purposes, other than performance, a single copy of an entire performable unit (section, movement, aria, etc.) that is, (1) confirmed by the copyright proprietor to be out of print or (2) unavailable except in a larger work, made by or for a teacher solely for the purpose of his/her scholarly research or in preparation to teach class.
 3. Printed copies that have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist.
 4. A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.
 5. A single copy of a sound recording (such as a tape, disc or cassette of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.)

B. Prohibitions:

1. Copying to create or replace or substitute for anthologies, compilations, or collective works.
2. Copying of or from works intended to be "Consumable" in the course of study or of teaching such as workbooks, exercises, standardized test and answer sheet, and like material.
3. Copying for the purpose of performance, except as mentioned above.
4. Copying for the purpose of substituting for the purpose of music, except as above.
5. Copying without inclusion of the copyright notice which appears on the printed copy.

IV. Guidelines for Videocassette Use

A. Commercial Television Programs

1. Off-air recording guidelines apply only to non-profit educational institutions.
2. A broadcast may be recorded simultaneously with the broadcast transmission and retained for a period of 45 calendar days after the date of recording. Upon conclusion of the retention period, all off-air recordings must be erased or destroyed.
3. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities. It may be repeated once and only once when instructional reinforcement is necessary in the classrooms and similar places devoted to instruction within a single building, cluster or campus, as well as, in the homes of students during the first school days of the retention period.
4. Off-air recordings may be made only at the request of and used by individual teachers and may not be regularly recorded in anticipation of requests. No program may be recorded more than one time regardless of the number of times it is broadcast.
5. A limited number of copies may be reproduced from each recording to meet the legitimate needs of teachers under these guidelines. Each such copy shall be subject to all provisions governing the original off-air recording.
6. After the first ten consecutive school days, the only use that can be made of the recording is teacher evaluation. This evaluation is to be used to determine the likelihood of using programs in the series or in purchasing of a copy of the program.
7. Off-air recordings need not be used in their entirety. The sequence of use must follow the order of the program and the recording may not be altered.
8. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.
9. Schools are expected to establish appropriate control procedures to maintain the integrity of these guidelines.

B. School Rental of Video Tapes for Classroom Use

1. Rent video tapes in the school's name rather than in individual teacher's name.
2. Assure that the rented tape will be for instruction, not for entertainment or reward. Otherwise, use would be in violation of the copyright statute.

C. Public Broadcast Service Programs

When there is no unlimited off-air taping rights specified, the following rules apply:

1. Programs may be recorded without a prior request from a teacher and may be recorded and exhibited each time a program is broadcast.
2. Only a single copy of the program can be recorded by an educational institution and that copy cannot be duplicated.
3. The program can be retained for a total of 7 consecutive days following its broadcast, each time it is broadcast, but must be erased at the end of the 7-day period.
4. Teachers may exhibit the program as often as needed during the 7-day period.

D. Cable, Closed Circuit, Direct Broadcast Satellite and Other Broadcast Rights

Each of these broadcasting entities' guidelines vary; educational institutions wishing to exhibit, transmit, or rerecord programming in a way not spelled out in the above categories should obtain accurate information on rights for school use from the broadcasting entity.

V. Guidelines for Microcomputer Software

A. There are only two permissible instances in making "Fair Use" copies of software:

1. That such copy is created as an essential step in the utilization of the computer program in conjunction with a machine and that it is used in no other manner.
2. That such copy is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful.

B. The following "do's and don'ts" should serve as a guide for educators seeking an interpretation of copyright law.

1. Don't make a copy unless you have the permission of the producer.
2. Be skeptical of those who say, "Go ahead and copy, nobody will ever know." Get a qualified opinion if in doubt!
3. Don't believe anyone who says that the "Off-Air Guidelines" and the guidelines for books, periodicals, and music apply to microcomputer software. Computer software is very different, and no copyright guidelines have been approved by national educator-publisher negotiating committees which created the other guidelines.
4. Do buy enough software to get your job done. Buying enough will relieve the temptation to make unauthorized copies.
5. Don't load one diskette into several machines without authorization from the producer.
6. When licenses are offered by producers, buy the licenses and adhere to the limitations in the licenses. Going beyond the terms of a license is as much a violation of the law as any other unauthorized copying.
7. Don't allow computer clubs to use school facilities unless they agree in writing to adhere to the Copyright Act. By letting them stay, you share the legal liability with the club should they be apprehended (vicarious liability).
8. Have strict rules to restrict the use of any "archival copy." While the law allows one archival copy, it may not be used in the classroom. Do keep it in a restricted area out of reach of all users.

9. If you accept a preview or on-approval copy from a producer, distributor, or dealer, be responsible for ensuring that no copies are made. The Copyright Law applies to previews just as it applies to software you have already purchased.
10. Don't authorize purchases of equipment specifically designed to break protection codes which are built into most software. Possession of such equipment, since its main use is to make unauthorized copies, may be used in court as evidence against you.

VI. The Principal shall be responsible for establishing school use procedures that are in alignment with copyright guidelines and the Duplication of Copyrighted Materials policy and regulation of the Craven County Board of Education. The Principal should share with teachers, students and others a statement reflecting his/her personal respect for the copyright law and exhibit leadership that will inspire others to maintain ethical practices.