

**Craven County Schools Human Resources  
Substitute Policy Review and Orientation Acknowledgement  
2024-2025 School Year**

**By initialing the following policies, I agree to follow each policy and its regulations. I further understand that if I violate these policies, I will face disciplinary action in accordance with Craven County Schools' policies along with state and federal laws.**

\_\_\_\_\_ I have been provided a school site orientation which was conducted on \_\_\_\_\_.

\_\_\_\_\_ I have read the Craven County Schools Parent Involvement – 1310/4005

\_\_\_\_\_ I have read the Craven County Schools Workday and Overtime Policy. - 7500

\_\_\_\_\_ I have read the Craven County Schools Leave Policy. - 7510

\_\_\_\_\_ I have read the Craven County Schools Excessive Absenteeism Policy - 7515.

\_\_\_\_\_ I have read the Craven County Schools Smoking and Tobacco Policy - 5026/7250.

\_\_\_\_\_ I have read the Craven County Schools Drug-Free and Alcohol-Free Workplace Policy -7240.

\_\_\_\_\_ I have read the Craven County Schools Employee Dress and Appearance Policy- 7340.

\_\_\_\_\_ I have read the Craven County Schools Responding to Concerns Policy- 1742/5060

\_\_\_\_\_ I have read the Craven County Schools Student and Parent Grievance Procedure Policy - 1740/4010:

\_\_\_\_\_ I have read the Craven County Schools Discrimination and Harassment Prohibited by Federal Law Policy - 1710/4020/7230

\_\_\_\_\_ I have read the Craven County Schools Discrimination and Harassment Prohibited in the Workplace Policy- 7232.

\_\_\_\_\_ I have read the Craven County Schools Nondiscrimination on the Basis of Disabilities Policy- 1730/4022.

\_\_\_\_\_ I have read the Craven County Schools Title IX Nondiscrimination on the Basis of Sex Policy – 1720/4030/7235.

\_\_\_\_\_ I have read the Craven County Schools Title IX Sexual Harassment Prohibited Conduct and Reporting Process Policy – 1725/4035/7236.

\_\_\_\_\_ I have read the Craven County Schools Title IX Sexual Harassment Grievance Process Policy – 1726/4036/7237.

\_\_\_\_\_ I have read the Craven County Schools Prohibition Against Retaliation Policy - 1760/7280.

\_\_\_\_\_ I have read the Craven County Schools Technology Responsible Use Policy - 3225/4312/7320

\_\_\_\_\_ I have read the Craven County Schools Policy School Volunteers Policy - 5015.

\_\_\_\_\_ I have read the Craven County Occupational Exposure to Bloodborne Pathogens Policy - 7260

\_\_\_\_\_ I have read the Craven County Communicable Disease Policy - 7262

\_\_\_\_\_ I have read the Craven County Student Health Services Policy- 6120.

\_\_\_\_\_ I have read the Craven County Concussion and Head Injury Policy - 4270/6145.

\_\_\_\_\_ I have read the Craven County Administering Medicines to Students Policy - 6125

\_\_\_\_\_ I have read the Craven County School Trips Policy - 3320.

\_\_\_\_\_ I have read the Craven County Employee Use of Social-Media Policy- 7335.

\_\_\_\_\_ I have read the Craven County Staff Responsibilities Policy - 7300.

\_\_\_\_\_ I am aware of NCGS 7B-301: Report Child Abuse and Neglect.

\_\_\_\_\_ I have completed all the mandatory Annual Staff Training modules in Canvas on \_\_\_\_\_

**Substitute Signature:** \_\_\_\_\_

**Substitute Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_