

Policy Committee Agenda

November 20, 2023
5:00 - 6:00 PM
Assembly Room

Type of Meeting: Lee County Schools Board Policy Committee

Attendees: All Policy Committee Members

Revision Key: Additions - double underline
Deletions - ~~strikethrough~~
NCSBA - **red**
General Statute Changes - **yellow**
Lee County Schools Changes - **blue**

AGENDA TOPICS

Welcome and Call to Order Chris Gaster, Chair
Approval of November 20, 2023 Agenda.....Chris Gaster, Chair
Approval of October 17, 2023 Minutes.....Chris Gaster, Chair

POLICIES FOR REVIEW

Returning Policy:

Policy 4318 Use of Wireless Communication.....Dr. Chris Dossenbach
Policy 3400 Evaluation of Student Progress and Final Exams.....Dr. Chris Dossenbach

Proposed Policy Revision:

Policy 6315 Drivers.....Dr. Trysha Mazzola

Proposed New Policy Adoption:

Policy 7501 Excessive Absenteeism.....Stacie Eggers

REQUIRED POLICY REVISIONS

(Required means either (1) the provisions are required by law to be addressed in policy or (2) the modifications must be made to ensure the policy reflects current law.)

Policy 4040/7310 Staff-Student Relations.....Dr. Trysha Mazzola

Policy 4240/7312 Child Abuse and Related Threats to Child Safety.....Dr. Trysha Mazzola

POLICY COMMITTEE AGENDA

Policy 7510 Leave.....Dr. Trysha Mazzola
Policy 7232 Discrimination and Harassment in the Workplace.....Dr. Trysha Mazzola
Policy 4342 Student Searches.....Dr. Trysha Mazzola

REGULATIONS AND FORMS

Information Only:

Updated Regulation:

Administrative Regulation Code 4150-R(1) Year Round Schools(s)Dr. Trysha Mazzola

New Regulation:

Administrative Regulation Code 4210-R Dismissal Precautions for Release Of Students
During the School Day.....Dr. Trysha Mazzola

New Regulation:

Administrative Regulation Code 7501-R Employee Attendance.....Dr. Trysha Mazzola

New Forms:

Administrative Regulation Code 6315-F1 LCS Commercial Drivers License Protocol
.....Stacie Eggers

Administrative Regulation Code 6315-F2 LCS Commercial Drivers License Protocol
(Substitute Drivers).....Stacie Eggers

Adjourn.....Chris Gaster, Chair

Next Policy Committee Meeting
January 16, 2023
5:00 PM
Assembly Room
Heins Educational Building

**Lee County Board of Education
Policy Committee Meeting
Assembly Room, Basement
Heins Education Building
October 17, 2023
5pm**

Members Present:

Chris Gaster-Lee County Board of Education member; Chairman-Policy Committee
Sandra Bowen-Lee County Board of Education Member; Policy Committee member

Dr. Chris Dossenbach-Interim Superintendent

Stacie Eggers-Assistant Superintendent of Operations

Dr. Lisa Duffey-Executive Director of Student Services

Kelly Jones-Chief Finance Officer

Trysha Mazzola-Mental Health Coordinator and Policy Advisor

Sal Cosimo, Executive Director of Human Resources

Elayne Monjar-AP, SanLee Middle School

Jenee Peace-AP, Lee County High School

Susan P. Britt-Administrative Assistant

Members Present Remotely:

Stephen Rawson-Board Attorney

Chairman Gaster called the meeting to order.

Approval of 10/17/2023 Agenda-Dr. Dossenbach requested that Policy 2130-Board Member Compensation, Expenses, and Travel be added to the agenda. The amended agenda was approved.

Approval of 9/19/2023 Minutes-The 9/19/2023 minutes were approved.

Policies for Review

Policy feedback to be reviewed at the request of the Policy Committee:

Policy 4318-Use of Wireless Communication and Other Electronic Devices-After discussion, Policy 4318 was referred to Administration to use the current Lee County Schools Policy 4318 and Granville County Schools policy to develop a new policy and present at the November 20, 2023, Policy Committee meeting.

Policy for Committee Review:

Policy 3400-Evaluation of Student Progress and Final Exams-After discussion, Policy 3400 was referred to Administration to implement the exam exception option and present at the November 20, 2023, Policy Committee meeting.

Policy 2130-Board Member Compensation, Expenses, and Travel-After discussion, Policy 2130 was referred to Administration to develop a new policy and present to the Board for discussion under New Business at the November 7, 2023, Board meeting.

The next Policy Committee meeting is scheduled for Monday, November 20, 2023, 5pm, Assembly Room, HEB.

There being no further business, Policy Committee Member Bowen adjourned the meeting.

Policy Code: 4318 Use of Wireless Communication and Other Electronic Devices

The board recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property as long as such devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by local school rules or school personnel. Wireless communication and other electronic devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios, electronic games, laser pointers, cameras, video cameras ~~and similar devices~~, tablets, wireless and corded earbuds/headphones and similar devices. Internet-enabled smartwatches are considered wireless communication devices when used for messaging or accessing the internet.

Procedures for enforcement of this policy have been developed for administrators.

A. Authorized Use

Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes provided that they supervise the students during such use. Electronic devices may be used by students for instructional purposes with the permission and under the personal supervision of the teacher within the classroom.

High Schools:

Students may not use cell phones or other wireless communication devices during the instructional day, except during their assigned lunch period, and between classes. The instructional day is defined as the time from the first bell to begin school and the last bell to dismiss school.

Principals are hereby authorized to ban all student portable electronic devices from their campuses for any legitimate reason, including on days during which statewide, end of grade, end of course, online end of state or course, or other similar testing will be conducted. Such bans do not include the use of electronic devices by students with disabilities to access the educational program

Elementary and Middle Schools:

Cell phones and other wireless communication devices may not be used during the instructional day. The instructional day is defined as the time from the first bell to begin school and the last bell to dismiss school.

Although generally use is permitted during non-instructional hours, use of cellular phones and other wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses. In addition, elementary and middle school students who participate in after-school programs are prohibited from using wireless communication devices for the duration of such programming.

B. Consequences for Unauthorized Use

School employees may immediately confiscate any wireless communication devices that are on, used, displayed or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student's parent or guardian.

The disciplinary consequences for violations of this policy shall be consistent with Section D of policy 4300, Code of Student Conduct. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violation of this policy.

The following factors should be considered when determining appropriate consequences whether the wireless communication device was used: (1) to reproduce images of tests, obtain unauthorized access to school information or assist students in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation or school rule; and (2) to bully or harass other students; (3) to send illicit text messages; (4) to take and/or send illicit photographs; ~~or~~ (5) [engage in the selling or use of any drugs or alcohol; or](#) (6) in any other manner that would make more severe disciplinary consequences appropriate.

[Failure to comply with a request to turn over such devices will be disciplined as a separate or additional violation of Policy 4315.](#)

C. Search of Wireless Communication Devices

In accordance with policy 4342, Student Searches, a student's wireless communication device and its contents, including, but not limited to text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, board policy, the Code of Student Conduct or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction. [If there is any reason to believe the device contains illicit or illegal material, the information will be provided to law enforcement.](#)

D. Liability

Students are personally and solely responsible for the security of their wireless communication devices. The school district is not responsible for the theft, loss or damage of a cellular phone or any other personal wireless communication device.

Legal References: [G.S. 115C-36](#), [-390.2](#)

Cross References: Code of Student Conduct (policy 4300), Disruptive Behavior (policy 4315), Student Searches (policy 4342)

Issued: June 30, 2010

Revised: July 19, 2011; [October 23, 2023](#)

Lee County Schools

Policy Code: 3400 Evaluation of Student Progress and Final Exams

An evaluation system of students' academic performance is necessary to help ensure that all students are succeeding within the framework of the educational goals and objectives of the board. The board believes that the formal issuance of student evaluations on a regular basis promotes continuous assessment of a student's performance; informs the student, his or her parents or guardians, and the school counselor about the student's performance and progress; and provides a system of notice which allows intervention strategies to be implemented if necessary to improve the student's performance. The board encourages teachers and principals to pursue innovative methods of evaluating progress.

A. ESTABLISHING A GRADING SYSTEM

The superintendent or designee shall establish an evaluation system for assessing an individual student's academic achievement and progress relative to benchmarks set for students at that instructional level. The evaluation system should provide for regular communication with parents so that they may be informed and involved in their child's education. In creating an evaluation system, the board requires that:

1. Parents or guardians be informed regularly, and at least four times a year, as to the progress their children are making in school.
2. Parents or guardians shall be alerted and conferred with as soon as possible when a child's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
3. At comparable levels, the school district shall strive for consistency in grading and reporting except when inappropriate for certain classes or certain students.
4. When grades are given, the school staff shall take particular care to explain the meaning of marks and symbols to parents.

B. TEACHER SUBSTANTIATION OF GRADES

Teachers shall evaluate student performance and keep accurate records in order to substantiate a grade or assessment given in a course. Teachers shall give sufficient tests and written or other work to substantiate the grade given a student and shall keep such grades in a grade book.

C. FINAL EXAMINATIONS

The board requires that specific final examinations be given in all classes as required. State assessments and CTE tests shall serve as the final examination in designated courses. In grades nine through twelve Examinations will count 20% of the final grade in all courses. No student shall be required to take more than two examinations in one

day. ~~VoCATS test will be considered the final exam for all CTE courses. VoCATS scores will be normalized using the DPI normalizer for each course. The student will be provided a normalized score for the exam grade. Parents will be provided the raw score and normalized score. The raw score will be utilized to determine articulation credit as defined by the North Carolina High School to Community College Agreement, Revised January 2005.~~

D. FINAL ASSESSMENT/EXAMINATION EXEMPTIONS

~~The board permits students to exempt exams in courses for which a State End-of-Course, or VoCATS, or Common Exam test has not been developed pursuant to the following requirements:~~

- ~~1. Students with grade A may be exempt from exams if they have had no more than 3 absences per course.~~
- ~~2. Students with grade B may be exempt from exams if they have had no more than 2 absences per course.~~
- ~~3. Students with grade C may be exempt from exams if they have had no more than 1 absence per course.~~

The board wishes to reward high academic achievement by exempting qualifying students in grades nine through twelve from taking final assessment/examination according to the following criteria:

1. Students may be exempted from taking the final assessment/examination in each class for which the following conditions are met:

a. The student (a) earns at least an "A" average (90) in a particular course, (b) maintains three or fewer absences for the semester, (c) maintains three or fewer tardies for the semester, and (d) receives no suspensions during the semester.

b. The student (a) earns at least a "B" average (80) in a particular course, (b) maintains two or fewer absences for the semester, (c) maintains three or fewer tardies for the semester, and (d) receives no suspensions during the semester.

c. The student (a) earns at least a "C" average (70) in a particular course, (b) maintains one or no absences for the semester, (c) maintains three or fewer tardies for the semester, and (d) receives no suspensions during the semester.

2. No students may be exempt from any final assessment or examination that is required by the North Carolina Department of Public Instruction (NCDPI), which include but are not limited to End-of-Course (EOC) tests and Career Technical Education (CTE) tests.

3. Exemption is optional. If a qualifying student wishes to take a final assessment/examination from which he/she is exempt, the student may do so. The final assessment/examination grade for a student qualifying for exemption will be used only if it improves the student's grade in the course.

4. The final grade of a student opting not to take the final assessment/examination will be computed based on the tests and course work completed during that term.

5. At least two days before the final assessment/examination period, teachers must notify students who qualify for an exam exemption. A qualifying student must notify the teacher of whether they intend to take the final assessment/examination at least one day prior to the examination.

6. Students who qualify for final assessment/examination exemptions are expected to continue to attend classes and complete all assignments.

ED. VIOLATIONS OF BEHAVIOR STANDARDS

Academic grades should not be lowered because of poor conduct. Behavior problems on the part of the student should be reflected in his or her conduct grade.

FE. REPORT CARDS AND OTHER COMMUNICATION CONCERNING STUDENT GRADES

Each school shall report a pupil's progress to the students and to his/her parents. The report shall be clear, concise and accurate, and shall provide a basis of understanding among teachers, parents and students. The superintendent or his/her designee shall develop or select a form to report the academic progress of students. Reports shall be made to parents at the end of each nine week grading period on a date designated on the school calendar.

An Individualized Education Plan ("IEP") progress report may be used as a report card for some exceptional students when deemed appropriate and permitted by law. The IEP progress report may be used in conjunction with or as a part of the regular grading scale.

Teachers should use the space for comments on report cards to write meaningful remarks and to request conferences with the parents. In addition, the board requires a progress report at the mid-change of a grading period. A copy of the progress report shall be sent to the parent and one retained for the teacher's file.

GF. PROCESS FOR CHANGING GRADES

The principal shall not change a grade without the teacher's consent, except in the most extenuating circumstances. To demonstrate extenuating circumstances, the principal must show that the grade given by the teacher was unfair.

Legal References: [G.S. 115C-47, -81](#)

Cross References: Parental Involvement (policy 1310/4002), Goals and Objectives of the Educational Program (policy 3000)

Adopted: May 11, 1992

Revised: December 11, 2000; December 12, 2006; August 11, 2009; December 5, 2011; April 9, 2013; June 3, 2014; [October 23, 2023](#)

Lee County Schools

Policy Code: 6315 Drivers

Safety is of paramount concern in the transportation of students and others. The superintendent shall require each principal to select, train and assign bus drivers in accordance with qualifications prescribed by the State Board of Education. Consistent with the board's goals for student safety, all drivers involved in transporting students or operating any vehicle in the course of carrying out their employment duties must comply with policy 6305, Safety and Student Transportation Services, and the following board requirements, as applicable.

A. School Bus and Activity Bus Drivers

School bus and activity bus drivers must:

1. possess required licenses and all other qualifications required by law;
2. undergo and follow all training required by law governing school bus and activity bus passenger safety;
3. not operate a school or activity bus on a public street, highway, or public vehicular area while using a mobile telephone or related technology while the bus is in motion, unless such use is for the sole purpose of communicating in an emergency situation;
4. use the North Carolina crossing signal required by the State Board of Education to communicate to students when it is safe to cross the street to board the bus and when it is safe to cross the street after exiting the bus;
5. report to the principal any misconduct that is in violation of any of the student behavior policies in the 4300 series or school rules;
6. use reasonable judgment in the operation of the buses;
7. submit to the principal any records required by the state when such records are due;
8. make reasonable efforts to maintain good order of the students being transported;
9. not permit any person to ride who is not assigned to the bus or has not received express permission of the principal or other designated official;
10. promptly report to the principal or other designated official any defect or other concern regarding the safety of the school bus, activity bus, or other vehicle operated by the school system;

11. report to the principal or other designated official by the next work day any moving violation citations received while operating any motor vehicle, whether on or off duty.

12. promptly report to the principal or other designated official all accidents that occurred while driving a school vehicle; and

12. comply with the requirements of policy 7241, Drug and Alcohol Testing of Commercial Motor Vehicle Operators.

B. Other Drivers

Other drivers who transport students, including volunteer drivers, and drivers who operate a vehicle for other purposes in the course of carrying out their employment duties, must:

1. possess required licenses and all other qualifications required by law;
2. report to the principal by the next working day any moving violation citations received while operating any motor vehicle, whether on or off duty; and
3. carry insurance if operating a privately owned vehicle.

If the board requires a school social worker to increase his or her private automobile liability coverage and/or to add a business use rider in order to transport students in his or her private vehicle, the social worker will be reimbursed for the additional premium charged and/or for the increased liability limits of the added rider.

C. Guidelines for Transporting Students in Automobiles

To ensure the safety of both students and staff all school personnel must observe the following guidelines when transporting students in automobiles:

1. In any situation when a school administrator needs to transport a student home, the administrator must make arrangements to have another adult in the car. Preferably this should be a Lee County School employee. This applies to transporting either a male or female student.
2. In driver education courses, a minimum of two students must be present in order for a teacher to transport the students. Teachers will not transport solitary students. In emergency situations, a second adult, possibly a parent/relative or preferably a Lee County School employee, could ride in the car with the driver education teacher and the solitary student.

3. Lee County School personnel who agree to transport students in other situations must make arrangement to have another adult in the car. Preferably this should be a Lee County Schools employee of the opposite sex.
4. Under no circumstances is it advisable for individual school employees to transport solitary students in a car.

The responsibility to follow these guidelines belongs to all Lee County School personnel. One of the best ways to deal with sexual harassment charges is to avoid situations in which these charges could occur.

The superintendent or designee shall make copies of this policy and other related policies available to drivers.

Legal References: G.S. 20-7(f)(2), -137.4, -218; 115C-47(25a), -241, -242, -244 to -246, -248, -251, -317.1; 16 N.C.A.C. 6B.0111; State Board of Education Policy TRAN-010; *North Carolina School Bus Drivers Handout*, Department of Transportation, Division of Motor Vehicles, available at <https://www.ncdot.gov/dmv/license-id/driver-licenses/new-drivers/Documents/school-bus-handbook.pdf>

Cross References: Student Behavior Policies (4300 series), Safety and Student Transportation Services (policy 6305), Drug and Alcohol Testing of Commercial Motor Vehicle Operators (policy 7241), Insurance (policy 8340)

Issued: October 9, 2000

Revised: January 9, 2017; February 11, 2008; March 13, 2012; December 8, 2016; June 13, 2017; November 27, 2018; November 5, 2019; May 11, 2021; July 18, 2023

Lee County Schools

Policy Code: 7501 Employee Attendance

The Board of Education recognizes the vital importance of having a high attendance rate among school personnel in order to provide consistent services and instruction to students. Punctual and regular attendance is an essential responsibility of each employee of Lee County Schools, and essential to the efficient operation of the School District. Absenteeism and tardiness affect the smooth operations of services necessary to the education process.

If an employee's absence and/or tardiness exceed Lee County Schools' standards, supervisors will address the excessive absenteeism/tardiness which may include documentation of the excessive absenteeism/tardiness being placed in the employee's personnel file and additional disciplinary actions.

A. ATTENDANCE STANDARDS

Employees are expected to report to work as scheduled, with minimal absenteeism and/or tardiness.

While employees may, on occasion, need to be away from work due to reasons of illness, injury or death in the immediate family, it is the responsibility of each employee to exercise good judgment to ensure his/her attendance and punctuality meets Lee County School standards.

Similarly, there may be occasions when the employee may report late to work. Employees should make every effort to report to work on time and ready to begin his/her work at the scheduled start time. All employees are expected to act as role models with regard to attendance and punctuality for students and their fellow employees. Excessive, habitual and unauthorized employee absenteeism result in a system that is ineffective, inefficient and not conducive to student success.

Additional absences beyond the employee's entitled legal leave may be granted if such an allowance is determined to be in the best interest of the school system. However, the additional leave taken will be considered by the school system when annually assessing the employee's job performance.

B. PERFORMANCE EVALUATION

Any leave taken beyond the amount to which the employee is entitled under state and federal laws and regulations will be considered in assessing the employee's performance. To the extent permitted by law, the school system may consider chronic absences which do not exceed an employee's legal leave amount in assessing the employee's job performance.

An employee's attendance record shall be reviewed and evaluated during the employee's annual evaluation.

C. EXCESSIVE LEAVE ABSENCES

Employees shall comply with all applicable procedures and instructions when absent. Absences in excess of the entitled legal leave may result in disciplinary actions. To the extent permitted by law, an employee absents without approval or authorization, or who fails to comply with all applicable procedures and instructions, shall be subject to disciplinary actions.

The superintendent may develop regulations to further implement this provision.

Legal References: [§115C-302.1](#); [§115C-316](#); [§115C-336](#); [§115C-336.1](#)

Cross References:

Adopted:

Lee County Schools

Policy Code: 4040/7310 Staff-Student Relations

The board expects all employees to maintain the highest professional, moral, and ethical standards in their interactions with students. Employees are required to provide an atmosphere conducive to learning through consistently and fairly applied discipline and established and maintained professional boundaries. Employees are expected to motivate each student to perform to his or her capacity while modeling the behavior expected of students in staff-student relationships. Students shall treat the staff with respect.

The interactions and relationships between staff and students must be based upon cooperation, mutual respect, and an understanding of the appropriate boundaries between adults and students inside and outside of the educational setting. Employees are expected to demonstrate good judgment and to avoid the appearance of impropriety in their interactions with students. Employees must consult their supervisor any time they suspect or are unsure whether conduct is inappropriate or otherwise constitutes a violation of this or other board policy.

For the purposes of this policy, the terms “staff” and “employees” include independent contractors and school resource officers, and volunteers, but do not include student employees or student volunteers.

A. Romantic Relationships and Sexual Contact Prohibited

All employees are prohibited from dating, courting or entering into a romantic relationship or having sexual contact with any student enrolled in the school district regardless of the student’s age. Employees engaging in such inappropriate conduct shall be subject to disciplinary action up to and including dismissal, and may be subject to criminal action as provided in [G.S. 14-202.4](#) and [14-27.32](#). Further, school district personnel shall provide no assistance to an employee in finding another job, beyond the routine transmittal of personnel or administrative files, if the employee engaged in sexual misconduct with a minor or a student in violation of the law.

B. Restrictions on Electronic Communications

1. In accordance with policy 7335, Employee Use of Social Media, employees are prohibited from communicating with current students through non-school-controlled social media without parental permission except to the extent that the employee and student have an appropriate relationship which originated outside of the school setting. Any communication through social media authorized under policy 7335 must meet the professional standards established in this policy and must otherwise be consistent with law and all other board policy.

The exception to this policy is that all other or any other electronic communication (that is not school sponsored) with students shall be in group form (whether it is text, email, or any other social platform). Group form (for the purpose of this policy) is defined as including an immediate supervisor. This communication must include the immediate supervisor of the staff member sending the text electronic communication correspondence. For example, the teacher must include the department chair/grade chair; the coach must include the athletic director; the athletic director must include the assistant principal/principal, the principal must include the assistant superintendent/superintendent, etc. Parental consent must be obtained by the staff member either at the beginning of the school year/semester, or beginning of the athletic season before an electronic communication can take place. Before an electronic communication can take place, parental consent shall be obtained by the staff member and/or the coach either at the beginning of the school year, the beginning of the semester and at the beginning of athletic participation.

Employees shall not post identifiable images of a student or student's family on a personal social media site without permission from the student and the student's parent or legal guardian. Employees may post such images on a school-controlled social media site only with prior permission of the employee's supervisor and in accordance with the requirements of federal and state privacy laws and policy 4700, Student Records.

Staff members who are running school supported social media platforms need to do one of the following options:

- a. Allow an immediate supervisor to be an administrator on the site.
 - b. Give an immediate supervisor their login and password information.
2. Instant messages will be treated as a form of communication through social media subject to the terms of policy 7335 and subsection B.1 above, regardless of whether the messaging service is actually provided through a social media service or otherwise.
3. Employees are prohibited from engaging in other forms of one-to-one electronic communications (e.g., voice, voice mail, email, texting, and photo or video transmission) with students without written prior approval of the employee's supervisor and the student's parent. This rule shall not apply; however, when one or more of the following circumstances exist:
 - a. The communication (1) is for an educational purpose, (2) is conducted through a school system-provided platform which archives all such communications for a period of at least three years (this requirement does not apply to telephone or voice mail

communications), or is conducted via an electronic video-conferencing platform (e.g., Zoom, Webex, Google Meet) that has been approved by the superintendent or designee for instructional use, and (3) occurs after the employee has given prior notice to his or her supervisor or designee that such communications will occur and when they will occur;

b. The communication serves an educational purpose and is simultaneously copied or transmitted to the employee's supervisor or designee and, upon request, to the parent or guardian;

c. The communication derives from a relationship or association outside of the school setting and occurs with the consent of the parent or guardian; provided such communication does not otherwise violate this or other board policy.

Any one-to-one electronic communication permitted by this subsection must meet the professional standards established in this policy and must otherwise be consistent with law and all other board policies.

4. It is duty of every employee to notify his or her supervisor of any unsolicited one-to-one communication, in any form, electronic or otherwise, received from a student when the communication lacks a clear educational purpose. School counselors, social workers, and psychologists are excluded from this requirement only to the extent that it conflicts with their professional duties and their professional Code of Ethics.

5. Violations of this section will be considered unprofessional behavior subject to discipline, up to and including dismissal. Factors that may be relevant to unauthorized communications with students include, but are not limited to:

a. the content, frequency, subject, and timing of the communication(s):

b. whether the communication(s) was appropriate to the student's age and maturity level;

c. whether the communication(s) could reasonably be viewed as a solicitation of sexual contact or the courting of a romantic relationship, including sexual grooming;

d. whether there was an attempt to conceal the communication(s) from the employee's supervisor and/or the student's parent or guardian;

e. Whether the communication(s) created a disruption of the educational environment; and

f. Whether the communication(s) harmed the student in any manner.

C. Reporting Inappropriate Conduct

1. Reporting by Employees

Any employee who has reason to believe any of the following shall immediately report that information to the superintendent or designee:

- a. That another employee is involved in a romantic or other inappropriate relationship or has had sexual contact with a student;
- b. That another employee has engaged in other behavior, prohibited by this policy; or
- c. That the employee has witnessed behavior by another employee that has the appearance of impropriety, whether or not the behavior may have a valid purpose.

Any employee who fails to inform the superintendent or designee as provided in this section may be subject to disciplinary action, up to and including dismissal.

2. Reporting by Students

Any student who believes that he or she or another student has been subject to misconduct that violates this policy should immediately report the situation to the principal, school counselor, or the Title IX coordinator designated in policy 1720/4030/7235, Title IX Nondiscrimination on the Basis of Sex.

3. Report of Criminal Misconduct

Any principal who has reason to believe that a student has been the victim of criminal conduct shall immediately report the incident in accordance with policy 4335, Criminal Behavior.

4. Report to State ~~Superintendent of Public Instruction~~ Board of Education

Any administrator, including the superintendent, a deputy/associate/assistant superintendent, a personnel administrator, or a principal, who knows ~~or~~ has reason to believe or has actual notice of a complaint that a licensed employee has engaged in misconduct resulting in dismissal, disciplinary action, or resignation shall report the misconduct to the State Board of Education within five days of dismissal, determination of disciplinary action, or acceptance of resignation. If the employee resigns within 30 days of a complaint for misconduct or during an ongoing investigation of a complaint,

~~the misconduct is presumed to have resulted in the resignation. For purposed of this subsection, "misconduct" is conduct that would justify automatic revocation of the employee's license pursuant to G.S. 115C-270.35(b) or the infliction of physical injury against a child other than by accident or in self-defense. involves physical or sexual abuse of a child shall report that information to the State Superintendent of Public Instruction within five working days of any disciplinary action, dismissal, or resignation based on the conduct. For purposes of this subsection, physical abuse is the infliction of physical injury other than by accidental means or in self-defense, and sexual abuse is the commission of any sexual act upon a student or causing a student to commit a sexual act regardless of consent the age of the student.~~ Failure to report such misconduct is a felony and may result in the suspension or revocation of an administrator's license by the State Board of Education.

This reporting requirement applies in addition to any duty to report suspected child abuse in accordance with state law and policy 4240/7312, Child Abuse and Related Threats to Child, as applicable.

Legal References: Elementary and Secondary Education Act, [20 U.S.C. 7926](#); Title IX of the Education Amendments of 1972, [20 U.S.C. 1681 et seq.](#), [34 C.F.R. pt. 106](#); [G.S. 14-27.32](#), [-202.4](#); [115C-47\(18\)](#), [-270.35\(b\)](#), [-326.20](#); [16 N.C.A.C. 6C.0372](#), [.0373](#), [.0601](#), [.0602](#); State Board of Education Policy [EVAL-014](#)

Cross References: Governing Principle – Title IX Nondiscrimination on the Basis of Sex (policy 1720/4030/7235), Title IX Sexual Harassment – Prohibited Conduct and Reporting Process (policy 1725/4035/7236, Title IX Sexual Harassment Grievance Process (policy 1726/4036/7237), Student and Parent Grievance procedure (policy 1740/4010), Child Abuse and Threats to Child Safety (policy 4240/7312), Bullying and Harassing Behavior Prohibited (policy 4329/7311), Criminal Behavior (policy 4335), School Volunteers (policy 5015), Staff Responsibilities and Ethics (policy 7300), Employee Use of Social media (policy 7335)

Issued: October 9, 2000

Revised: October 14, 2008; March 9, 2010; April 12, 2016; December 13, 2016; June 13, 2017; June 9, 2020; August 11, 2020; December 8, 2020; June 8, 2021; June 13, 2023; October 18, 2023

Lee County Schools

Policy Code: 4240/7312 Child Abuse and Related Threats to Child Safety

The board is concerned with the health, safety, and welfare of all children and recognizes the legal and ethical obligations that school employees, contractors, and volunteers have to report known or suspected maltreatment of children. North Carolina has two separate systems that mandate reports of suspected child abuse, neglect, dependency, or maltreatment and a third system for mandated reporting of certain crimes against juveniles to local law enforcement.

When a parent or other caretaker is suspected to have caused a child to be abused, neglected, or dependent, this information must be reported to the county child welfare agency. Suspected human trafficking, involuntary servitude, and sexual servitude of a child and death of a child as a result of maltreatment are special forms of child abuse under law and must be reported to the county child welfare agency, regardless of the relationship between the victim and the perpetrator. By contrast, suspected child maltreatment by a caregiver in a child care facility, including in a licensed preschool classroom or other licensed classroom or program operated by the school system, must be reported to the Department of Health and Human Services (DHHS), Division of Child Development and Early Education (DCDEE). When the source of the harm or threat of harm to the child is uncertain, a report should be made to the county child welfare agency and DCDEE.

In addition, state law mandates reports to local law enforcement when a child is a victim of certain violent offenses, sexual offenses, or misdemeanor child abuse. An adult who knows or reasonably should have known of any of these offenses inflicted upon a child, must report that information immediately.

The board of education supports all employees who in good faith make a report under North Carolina's mandated reporting laws.

The superintendent shall develop any necessary procedures for making a report or otherwise implementing this policy.

A. Duty to Report Certain Crimes Against Children to Local Law Enforcement

A school employee, contractor, or volunteer is legally required to report to local law enforcement when the employee or volunteer knows or reasonably should know that a child has been a victim of any of the following crimes;

1. a sexual offense (which for purposes of this policy, the board interprets to mean any offense that relates to inappropriate sexual conduct with or involving a child);
2. an offense that inflicts serious bodily injury or serious physical injury upon the child by non-accidental means;

3. an attempt, solicitation, or conspiracy to commit either offense described above, or aiding and abetting either offense; or

4. misdemeanor child abuse, which occurs when a parent or any other person providing care or supervision to a child who is under the age of sixteen (1) inflicts or allows to be inflicted physical injury to the child by non-accidental means or (2) creates or allows a substantial risk of physical injury to the child by non-accidental means.

Compliance with this reporting requirement does not relieve the employee or volunteer from his or her duty to report pursuant to Sections B and C of this policy. The employee, contractor, or volunteer also shall immediately report the case to the principal.

A school employee, contractor, or volunteer is immune by statute from any state, civil, and/or criminal liability when making a report in good faith under this Section. An employee who fails to report or who prevents another person from making a report is subject to disciplinary action by the school system and civil and criminal action under the law. A volunteer or contractor who fails to report or prevents another person from making a report may be restricted from school property or lose the privilege of volunteering for or contracting with the school system and is subject to civil and criminal action under the law.

B. Duty to Report Child Abuse, Neglect, Dependency, or Death as a Result of Maltreatment to the County Child Welfare Agency

A school employee, contractor, or volunteer who knows or has cause to suspect that (1) a parent, guardian, custodian, or caretaker of a child has caused the child to be abused, neglected, or dependent or (2) that a child has died as a result of maltreatment or been a victim of human trafficking, involuntary servitude, or sexual servitude by any person, is legally required to report the case to the Director of the Lee County Department of Social Services or his/her designee. The employee, contractor, or volunteer also will immediately report the case to the principal. The board of education supports all employees who in good faith make a report of suspected child abuse, neglect, dependency or death as a result of maltreatment.

Any doubt about reporting a suspected situation shall be resolved in favor of reporting and the report shall be made immediately. A school employee, contractor, or volunteer is immune by statute from any civil and/or criminal liability when making a report in good faith under this Section. An employee who fails to report or who prevents another person from making a report is subject to disciplinary action by the school system or civil or criminal action under the law. A volunteer or contractor who fails to report or prevents another person from making a report may be restricted from school property or lose the privilege of

volunteering for or contracting with the school system and is subject to civil and criminal action under the law.

C. To Report Child Maltreatment in a Child Care Facility to the Division of Child Development and Early Education

A school employee, contractor, or volunteer who has cause to suspect that a child in a child care facility has been maltreated by a caregiver or has died as a result of maltreatment occurring in a child care facility is legally required to report the case to DCDEE.

A “child care facility” includes any DHHS licensed classroom or program operated by the school system, including for example, licensed pre-school or Title 1 classrooms, licensed afterschool programs, and licensed developmental day programs.

Any doubt about reporting a suspected situation or uncertainty whether the child’s care is being provided in a child care facility must be resolved in favor of reporting, and the report should be made immediately.

An employee making a report to DCDEE also shall immediately report the case to the principal. If the suspected maltreatment occurred in a licensed preschool classroom or other licensed classroom or program operated by board, the principal shall immediately notify the superintendent of the suspected maltreatment. No reprisals of any kind may be taken against an employee who makes a good faith report of child maltreatment occurring in any licensed preschool classroom or other licensed classroom or program operated by the board.

An employee who fails to make a report as required by law and this policy may be subject to disciplinary action by the school system. In addition, if the employee works in a licensed preschool classroom or other licensed classroom or program operated by the board, failure to report maltreatment of a child in the program or classroom may itself constitute child maltreatment and result in the employee being placed on the state child maltreatment registry. A volunteer or contractor who fails to report or prevents another person from making a report may be restricted from school property or lose the privilege of volunteering for or contracting with the school system.

D. Duty to Report Licensed Employees to the State Board or Education Superintendent or Public Instruction

In addition to the other reporting requirements of this policy, any administrator who knows ~~or~~ has reason to believe or has actual notice of a complaint that a licensed employee has engaged in misconduct resulting in dismissal, disciplinary action, or resignation ~~conduct that would justify automatic revocation of the~~

~~employee's license pursuant to B. S. 115C-270.35(b) or involves physical or sexual abuse of a child~~ shall report that information to the State ~~Superintendent of Public Instruction~~Board of Education in accordance with subsection C.4 of policy 4040/7310, Staff-Student Relations. For purposes of this section, "misconduct" is conduct that would justify automatic revocation of the employee's license pursuant to G.S. 115C-270.35(b) or the infliction of physical injury against a child other than by accident or in self-defense.

E. Cooperation with State and Local Agencies

1. The principal may establish a contact person in the school to act as a liaison with state agencies charged with investigating reports made pursuant to this policy.
2. Employees shall cooperate fully with agency personnel conducting an investigation of suspected child abuse, neglect, dependency, death as a result of maltreatment, or maltreatment occurring in a child care facility. Employees shall permit the child to be interviewed by social services on school campuses during school hours and shall provide social services with confidential information, so long as the disclosure does not violate state or federal law. Any confidential information disclosed by the department of social services to employees will remain confidential and will only be re-disclosed for purposes directly connected with carrying out the responsibilities of the school district or the employee.
3. In a case under the jurisdiction of local law enforcement in which the child's parent, guardian, or custodian is suspected of wrongdoing, employees shall permit the child to be interviewed by local law enforcement on school campuses during school hours. Otherwise, permission from the parent, guardian, or custodian must be obtained before the child may be interviewed by local law enforcement on school campus during school hours.
4. In the case of suspected abuse, neglect, dependency, or death due to maltreatment under the jurisdiction of social services, employees shall permit the child to be interviewed by social services on school campuses during school hours.
5. In a case by a caregiver in a child care facility, permission from the parent must be obtained before the child may be interviewed on school campus during school hours.
6. Employees shall provide confidential information to agency personnel, so long as the disclosure does not violate state or federal law.
7. Any confidential information disclosed by the investigating agency to employees must remain confidential and may be re-disclosed only for

purposes directly connected with carrying out the responsibilities of the school system or the employee.

F. Sharing Information with Other Agencies

Upon request and to the extent permitted by law, school district officials will share with other agencies designated in [G.S. 7B-3100\(a\)](#), information that is relevant to (1) any assessment by the department of social services of a report of child abuse, neglect, dependency or death as a result of maltreatment; (2) the provision or arrangement of protective services in a child abuse, neglect or dependency case by the department of social services; or (3) any case in which a petition is filed alleging that a juvenile is abused, neglected, dependent, undisciplined or delinquent. School district officials and the designated agencies must continue to share such information until the protective services case is closed by the department of social services or, if a petition is filed, until the juvenile is no longer subject to the jurisdiction of juvenile court.

G. Child Sexual Abuse and Sex Trafficking Training Program

The Lee County School system will provide an annual child sexual abuse and sex trafficking education and awareness training program for teachers, instructional support personnel, principals, and assistant principals. The program will include training related to best practices from the field of prevention, the grooming process of sexual predators, the warning signs of sexual abuse and sex trafficking, how to intervene when sexual abuse or sex trafficking, and available resources for assistance. Designated school personnel shall participate in such training as required by law and board policy.

H. Child Abuse and Neglect Information and Resources for Students

In accordance with [G.S. 115C-47\(65\)](#) and State Board of Education Policy [SHLT-003](#), the school system will provide information on child abuse and neglect, including age-appropriate information on sexual abuse, to students in grades 6 through 12. Such information will be provided in the form of (a) document given to all students in grades 6 through 12 at the beginning of each school year and (2) a display posted in visible, high-traffic areas throughout each secondary school.

In addition to the requirements of this policy, any administrator who knows or has reason to believe that a licensed employee has engaged in conduct that would justify automatic revocation of the employee's license pursuant to [G.S. 115C-270.35\(b\)](#) or involves physical or sexual abuse of a child shall report that information to the State Superintendent of Public Instruction in accordance with subsection C.4 of policy 4040/7410, Staff-Student Relations.

Legal References: Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#); [G.S. 7B-101](#), [-301](#), [-302](#), [-309](#), [-3100](#); [8-53.4](#); [14-208.6](#), [318.2](#), [-318.4](#), [-318.6](#); [110-90.2](#), -

[105.3](#), [-105.4](#), [-105.5](#); [115C 47\(65\)](#), [-270.35\(b\)](#), [-326.20](#), [-375.20](#), [-400](#), [-402](#); [126-5](#); [16 N.C.A.C. 6C.0373](#); [16 N.C.A.C. 6D.0403](#); State Board of Education [SHLT-003](#)

Cross References: Professional and Staff Development (policy 1610/7800), Staff-Student Relations (policy 4040/7310), Student Records (policy 4700)

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Lee County Schools

Policy Code: 7510 Leave

The board of education believes that it is important for employees to have leave available to attend to personal, civic and professional matters as well as to meet family commitments. This need for leave is to be balanced with the need to provide an effective instructional program for students. No employee may be discharged, demoted or otherwise subjected to adverse employment action for taking leave in accordance with board policies and administrative procedures. However, failure of an employee to report to work at the expiration of a leave of absence shall be considered a resignation except in extraordinary circumstances or if an extension has been requested and granted.

The board grants to eligible employees the following types of leave: (1) holiday leave; (2) annual vacation leave; (3) sick leave; (4) personal leave; (5) educational/professional leave; (6) civil responsibility leave; (7) parental/child involvement leave; (8) compensatory leave; (9) workers' compensation leave; (10) military leave; and (11) other leave as allowed by state board policy. All requests for leave, with or without pay, must be addressed in accordance with state and federal law, as well as policies promulgated by the State Board of Education, including those specified in the most current edition of the *North Carolina Public Schools Benefits and Employment Policy Manual*, available at: <https://www.dpi.nc.gov/districts-schools/districts-schools-support/district-human-capital/employee-policy>.

In addition to applicable laws and regulations, this board policy applies to leave requests. The information in this policy is intended to supplement, not replace, the requirements of law and the State Board of Education. In the event that changes to state or federal law or regulation conflict with current State Board or local board policies, the board intends that its leave practices be modified to the extent necessary to comply with current law until such time as conforming changes to State Board and/or local board policy are made.

The superintendent shall develop any necessary administrative procedures and make them available to employees upon request.

Temporary Requirement Related to COVID-19

In order to secure the health and safety of school system students and employees during the COVID-19 pandemic, employees who test positive for COVID-19 or, have COVID-19 symptoms, shall not return to work until they meet the criteria set forth in the most recent guidance from the North Carolina Department of Health and Human Services. This temporary requirement shall remain in effect for as long as the state guidance remains in effect

A. Minimum Leave Time

An employee, who does not require a substitute, may take any type of leave in increments of hours unless otherwise specified in this policy. Those who require a substitute will be required to take leave in half or whole days.

B. Continuous Leave of More than Ten Days

An employee must comply with the notice and verification requirements as provided in policy 7520, Family and Medical Leave, for continuous leave of more than 10 days if: (1) the leave also is eligible for leave under the Family and Medical Leave Act (FMLA), defined in policy 7520; and (2) the leave is designated as FMLA-eligible at the time it is taken or as soon as is feasible thereafter. See policy 7520, Family and Medical Leave.

C. Sick Leave

The superintendent or designee may require a statement from a medical doctor or other acceptable proof that the employee was unable to work due to illness or injury. Employees who anticipate using sick leave should inform their immediate supervisor in advance, so that arrangements may be made to reassign the employee's duties during the period of absence.

D. Paid Parental Leave

An employee shall provide his or her supervisor and the assistant superintendent of human resources with 10 weeks' advance written notice of the intent to take paid parental leave when it is reasonably possible to do so. If 10 weeks' advanced written notice is not reasonably possible, the employee must provide as much notice as is reasonable under the circumstances.

DE. Personal Leave

Personal leave must be used in half or whole day units. Personal leave may be used only upon the authorization of the teacher's immediate supervisor and in accordance with legal requirements and procedures established by the superintendent.

EF. Vacation Leave

Vacation may be taken only upon the authorization of the employee's immediate supervisor and in accordance with legal requirements and procedures established by the superintendent. To promote the efficient operation of the schools, the superintendent may designate certain periods during the non-academic year as preferred vacation periods for 12-month employees.

FG. Civil Responsibility Leave

No deduction shall be made from the salary of an employee who is absent from work to serve on a jury, to attend court in connection with his or her official duties, or to attend court under a subpoena or court order. The employee is entitled to keep any fees provided for jury duty, but may not receive witness fees in addition to regular salary. Attendance in court as plaintiffs or defendants for personal matters does not entitle the employee to civil responsibility leave.

GH. Professional Leave

The board believes that there is a great value to the individual and to the school system for personnel to participate in appropriate professional meetings, conferences and similar activities. To this end, teachers are allowed up to ten days of leave each year for professional purposes. The superintendent or designee will approve in advance absences for professional purposes that require expenditure of school district funds or that are in excess of one-half day absences. The employee's immediate supervisor shall approve other professional leave.

HI. Exchange Teaching

Upon recommendation of the superintendent, the board may grant to career teachers a leave of absence of not more than two (2) semesters for exchange teaching. While engaged in an exchange of teaching service, the career teacher will be paid the same salary as he/she would have received in his or her regular assignment. The career teacher must agree to return to the service of the board for a period of at least one year following the period of exchange. Upon return to service, the career teacher will be assigned to the same duties or those of a similar nature as were performed prior to the beginning of the leave.

IJ. Religious Leave

An employee may be allowed to be absent from school with pay to observe his/her bona fide religious holiday for a maximum of two days within any one school year, provided the employee works on another day for the amount of time for which the absence has been excused and that such requested leave days are not already scheduled as vacation days or holidays in the school calendar. The employee and his or her principal or immediate supervisor will agree upon the make-up date for religious leave.

JK. Community Responsibility Leave

Upon approval of the supervisor, full or part-time employees may be granted leave to represent the school or administrative unit at community functions, such as the funeral of a school child or his or her parent. Employees absent for these reasons shall retain full salary during the time absent.

KL. Compensatory Leave

Because professional employees are expected to fulfill all job duties, compensatory leave should apply only in extraordinary circumstances.

Employees who are not exempt from the provisions of the Fair Labor Standards Act may accrue compensatory time (comp time) as described in policy 7500, Workday and Overtime. Supervisors will arrange for employees to take comp time within one pay period following the time it is earned, if possible; however, the superintendent or designee may exempt certain employees or categories of employees from this requirement when deemed necessary for the proper administration of the school district.

All employees must obtain approval from his or her immediate supervisors before taking compensatory leave.

LM. Leave to Teach at a Charter, Regional, or Lab School

Leave of absence to teach for one year at a charter, regional, or lab school will be granted to a teacher upon timely written request to the board. The request must be provided at least 45 days before the teacher would otherwise have to report for duty if it is the initial year of the charter/regional/lab school's initial year of operation. The teacher may return to work in the school system in accordance with the provisions of applicable state.

MN. Discretionary Leave of Absence Without Pay

An employee, who wishes to take leave that is not eligible for any other specific type of leave, may be granted a leave of absence without pay for a period of up to one calendar year, renewable at the discretion of the superintendent with approval from the board.

The employee is expected first to consult with his or her immediate supervisor and then to provide advance written notice 60 days if possible stating the beginning and ending dates of the desired leave of absence. The superintendent may request documentation from the employee in support of his or her request. In determining the length of the leave of absence without pay that will be approved, due and proper consideration must be given to the welfare of the students as well as the employee. The superintendent may require the employee to give notice of his or her intent to return to work at reasonable time intervals during the leave.

Once a leave of absence without pay has been requested by an employee and approved by the board, the dates are binding unless both parties agree to a change.

NO. Other Leave

Other type of leave, such as leave for observance of a bona fide religious holiday, professional leave, community responsibility leave, leave for jury duty or court attendance, elected officials leave, parental involvement in schools leave, parental leave without pay, and military leave (see policy 7530, Military Leave), will be granted in accordance with the requirements of law and State Board of Education policy.

Legal References: [G.S. 95-28.3](#); [115C-12, -36, -47, -84.2, -218.90\(a\)\(3\), -238.68\(3\), -285, -302.1, -316, -336, -336.1; 116-239.10\(4\); 126-5\(c19\), -8.6; 143B-1033; 16 NCAC 6C.0401 - .0405; .048](#) State Board of Education Policy [BENF-001](#), *North Carolina Public Schools Benefits and Employment Policy Manual* (N.C. Dept. of Public Schools Benefits and Employment Policy Manual (N.C. Dept. of Public Instruction, current version), available at <https://www.dpi.nc.gov/districts-schools/districts-schools-support/district-human-capital/employee-policy>.

Cross References: Workday and Overtime (policy 7500), Compliance with State Board of Education Employment Policies (policy 7505), Family and Medical Leave (policy 7520), Military Leave (policy 7530), Voluntary Shared Leave (policy 7540), Absences Due to Inclement Weather (policy 7550)

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Lee County Schools

Policy Code: 7232 Discrimination and Harassment in the Workplace

The board prohibits unlawful discrimination in employment based on race, color, religion, national origin, military affiliation, genetic information, sex (including pregnancy, childbirth, sexual orientation, and gender identity), age (40 or older), disability, or other unlawful grounds. Harassment is a form of unlawful employment discrimination. The board recognizes that all forms of harassment of employees or applicants are harmful behavior that negatively impacts the workplace environment.

Any employee who engages in discrimination or harassment prohibited by this policy or who contributes to the development of a hostile work environment is subject to discipline, up to and including dismissal.

A. Discrimination Prohibited

Discrimination is any act or failure to act, whether intentional or unintentional, by an employee or agent of the school system that unreasonably and unfavorably differentiates treatment of others based solely on their membership or that of an associate in a legally-protected class.

Discrimination in employment based on the characteristics listed above is prohibited in all employment-related practices, including hiring, compensation, terms, conditions, and other privileges of employment, except when sex, age, or physical requirements are essential occupational qualifications.

B. Harassment Prohibited

Harassment prohibited by this policy is unwelcome conduct based on race, color, religion, national origin, military affiliation, genetic information, age (40 or older), sex (including pregnancy, childbirth, sexual orientation, and gender identity), or disability where:

1. enduring the offensive conduct becomes a condition of continued employment; or
2. the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive, even if the complaining individual is not the intended target.

A single incident of harassment, if physically threatening or humiliating, can create a hostile work environment. The complaining individual need not be the target of the harassment.

Examples of unwelcome conduct that may violate this policy include, but are not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or

threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.

Petty slights, annoyances, simple teasing, offhand comments, or isolated incidents (unless extremely serious) are not harassment under this policy, nor are reasonable performance management actions taken to direct and control how work is performed or to monitor and give feedback on work performance. The exercise of legitimate authority administered in a professional and constructive manner is not harassment under this policy.

C. Sexual Harassment Prohibited

Sexual harassment is a particular type of workplace harassment. Sexual harassment prohibited by this policy may also violate policy 1725/4035/7236, Title IX Sexual Harassment – Prohibited Conduct and Reporting Process, and in such cases school officials must proceed in accordance with the requirements of that policy.

Prohibited sexual harassment is unwelcome conduct which is either of a sexual nature, or is directed at a person because of the person's sex (including pregnancy, childbirth, sexual orientation, and gender identity), when:

1. submission to the conduct is made either explicitly or implicitly a term or condition of a person's employment;
2. submission to or rejection of such conduct is made the basis for decisions affecting a person's employment; or
3. the conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, or verbal, nonverbal, or physical aggression, intimidation, or hostility that is based on actual or perceived gender and sexual stereotypes, sexual orientation, or gender identity. Consensual conduct between adults that is not directed at a third party is not sexual harassment.

D. Reporting Discrimination and Harassment

Applicants and employees should promptly report orally or in writing any instance of alleged or potential discrimination, including harassment, to their principal or supervisor or the senior human resources official. Upon receiving a written complaint, the principal, supervisor, or senior human resources official shall promptly investigate the written complaint and cause or recommend appropriate

corrective action if the written complaint is substantiated. Oral reports of violations may be investigated at the discretion of the school officials designated above. All reports and complaints of harassment under this policy will be investigated in a manner that protects the employee or applicant and maintains confidentiality to the greatest extent possible as permitted by law.

E. Retaliation Prohibited

The board prohibits retaliation against any person for making a report or complaint of a violation of this policy, supporting someone for reporting or intending to report a violation of this policy, or participating in the investigation of a reported violation of this policy. No reprisals will be taken by the board against a complaining party or other individual who makes a good faith report of discrimination or harassment. Any person who is found to have engaged in retaliation will be subject to discipline, up to and including dismissal. Acts of retaliation may also be subject to policy 1760/7280, Prohibition Against Retaliation.

Legal References: Age Discrimination in Employment Act of 1967, [29 U.S.C. 621 et seq.](#), [34 C.F.R. pt. 110](#); Americans with Disabilities Act, [42 U.S.C. 12101 et seq.](#), [28 C.F.R. pt. 35](#); Rehabilitation Act of 1973, [29 U.S.C. 705\(20\)](#), [794](#), [34 C.F.R. pt. 104](#); Title II of the Genetic Information Nondiscrimination Act of 2008; Title VII of the Civil Rights Act of 1964, [42 U.S.C. 2000e et seq.](#), [29 C.F.R. pt. 1604](#); Uniformed Services Employment and Reemployment Rights Act of 1994, [38 U.S.C. 4301 et seq.](#); *Bostock v Clayton County*, 590 U.S. __, 140 S. Ct. 1731 (2020); [G.S. 9-32; 50B-5.5; 95-28.1, -28.2, -241; 110-136.8; 127A-201 et seq.; 130A-148; -143-422.2; 143B-1033](#)

Cross References: Discrimination and Harassment Prohibited by Federal Law (policy 1710/4020/7230), Title IX Nondiscrimination on the Basis of Sex (policy 1720/4030/7235), Title IX Sexual Harassment – Prohibited Conduct and Reporting Process (policy 1725/4035/7236), Title IX Sexual Harassment Grievance Process (policy 1726/4036/7237), Prohibition Against Retaliation (policy 1760/7280), Recruitment and Selection of Personnel (policy 7100)

Adopted: August 11, 2020

Revised: December 8, 2020; June 8, 2021

Lee County Schools

Policy Code: 4342 Student Searches

A. AUTHORITY TO CONDUCT SEARCHES AND SEIZURES

School administrators have the authority to conduct reasonable searches and seize materials in accordance with this policy for the purpose of maintaining a safe, orderly environment and for upholding standards of conduct established by the board or school. This policy does not apply to investigations conducted by law enforcement officials or to investigations conducted exclusively for the purpose of criminal prosecution (see policy 5120, Relationship with Law Enforcement). Any school official carrying out a search or seizure is expected to be knowledgeable about the constitutional legal rights of students and the appropriate procedures for conducting the search or seizure.

A search of a student is lawful if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating a law or a school rule. A search of a student must be justified at its inception, is permissible in scope, when measures adopted are reasonably related to the objectives of the search, and the methods used to conduct the search must be narrowly tailored to be and not excessively minimally intrusive in light of the age and sex of the student and the nature of the infraction. Reasonable suspicion is not required if a student freely, voluntarily and knowingly consents and agrees to the search of his or her person or personal effects.

A student's failure to permit reasonable searches and seizures as provided in this policy shall be considered a violation of the expected standards of behavior, and appropriate consequences may be imposed.

B. PERSONAL SEARCHES

A student's person and/or personal effects (e.g., for example, purse, book bag, etc. coats or jackets, not currently being worn by the student) may be searched whenever a school authority has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating a law or school rule.

If a frisk or "pat down" search of a student's person is conducted, it must be conducted in private by a school official of the same gender and with an adult witness present, when feasible. Both the school official conducting the search and the adult witness must be the same sex as the student.

If the school official has reasonable grounds for suspecting that the student has on his or her person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. Such a search may be conducted only in private by a school official of the same gender sex as the student, with an adult witness of the same gender sex present, and only upon the prior approval of the superintendent or designee, unless the health or safety of students will be endangered by the delay that might be caused by following these procedures.

C. USE OF METAL DETECTORS

Except as provided in Section B.2, below, a metal detector may be used to search a student's person and/or personal effects. The search must be conducted by a school official. The search shall be conducted in private, when feasible.

A school official is authorized to conduct general searches of students and any other persons and their personal effects with a metal detector before the person may gain entry to the school campus or any school-sponsored extracurricular activity. The search must be conducted in accordance with procedures established by the superintendent or designee. Prior to conducting general searches, school administrators must: (1) demonstrate to the superintendent the need for general searches based upon a pattern or expectation of violence or disruption; and (2) provide written notice, if feasible, to students and parents of the school policy and/or procedures governing general searches, but not of specific times when or places where searches will be conducted.

When conducted in accordance with the standards described above and any corresponding procedures, the board authorizes the following types of general, suspicionless searches.

D. DESK AND LOCKER SEARCHES

School officials may conduct routine searches of student desks and lockers.

Student desks and lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their desks and lockers. Student desks and lockers may not be used to store illegal, unauthorized or contraband materials. Inspections of desks and lockers may be conducted by school authorities for any reason consistent with board policies or school rules at any time, without notice, without consent, and without a search warrant. A student's personal effects found in a desk or locker, such as backpacks, gym bags or purses, may be searched only pursuant to guidelines for personal searches described above.

E. SEARCHES OF STUDENT MOTOR VEHICLES

Students are permitted to park on school premises as a matter of privilege, not of right. School officials have authority to patrol student parking lots at all times to maintain safety in the parking lots. The interior of a student's motor vehicle parked on the school premises may be searched if a school official has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating a law or a school rule.

F. USE OF TRAINED DOGS IN CONDUCTING SEARCHES

With the prior approval of the superintendent, school officials may use trained dogs in inspections for illegal materials in school facilities, on school grounds and in school parking lots. All dogs must be accompanied by a qualified and authorized trainer who is responsible for the dog's actions and who is able to verify the dog's reliability and accuracy in sniffing out illegal material. Trained dogs may sniff lockers, student motor vehicles and other inanimate objects. Such inspections are not considered searches and do not require notice or consent.

Dogs may not be used for random searches of students or other persons. If a school official has reasonable suspicion that a student possesses illegal material on his or her person, a dog may sniff the air near the student. Such a search shall be conducted in private with the school official and an adult witness present, when feasible.

G. SEIZURE OF ILLEGAL OR UNAUTHORIZED MATERIALS

Articles seized during a properly-conducted search may be retained and used as evidence in disciplinary proceedings by school officials, and will be delivered to appropriate law enforcement officials.

Legal References: [U.S. Const. amend. IV](#); [G.S. 115C-47](#), [-288](#), [-307](#), [-391](#), [-391.2](#)

Cross References: School Plan for Management of Student Behavior (policy 4302) School Level Investigations (policy 4340), Relationship with Law Enforcement (policy 5120)

Issued: July 3, 2000

Revised: October 9, 2000; October 14, 2008; December 10, 2013

Lee County Schools

Regulation Code: 4150-R(1) Year-Round School(s)

Assignment of students to the year-round school(s) in Lee County will follow the guidelines listed below:

1. (K-4) are guaranteed slots based on current enrollment and receipt of an intent form during the intent form period.
2. Siblings of current students (K-2) are guaranteed slots for the next school year when an intent form is received during the intent form period.
3. Students enrolled in the NC Pre-K program at Warren Williams Pre-School are granted admission to the year-round school upon receipt of an intent form during the intent form period.
4. Number of openings will be determined (+1) according to state allotments.
5. Intent to enroll forms will be made available online to Warren Williams NC Pre-K students and current K-4 students. Parents will choose to commit to one-year enrollment at Tramway or to enroll in their home school.
6. Forms will be organized by grade level.
7. Names will be randomly selected for each grade level by way of an online lottery system.
8. Available seats will be filled, and a waiting list will be developed based on the random drawing. Parents will be notified by email and/or text by the lottery system.
9. Students who are currently enrolled at other year-round schools and have calendars which match that of LCS year-round calendar may be considered for admittance to the year-round school. Acceptance will be dependent upon classroom enrollment numbers, confirmation of year-round school enrollment in the student's present district, and all other LCS requirements being met for school entrance.
10. Parents may have two or more children applying at the same time. If one child's name is not drawn, parents will have the option to have the children on different calendars or to register all their children in the district where they reside, Exceptions: Twins share a lottery number and if their number is selected, they will take two available seats. Each twin must have their own lottery application.
11. A transportation zone will be determined and reviewed each school year by the superintendent or his/her designee(s). Bus transportation can be provided for students that live inside the Tramway Elementary School Transportation Zone. Parents that live outside of the Tramway Elementary School Transportation Zone will have to provide transportation to and from school for their student(s). Tramway Elementary School will

follow the rules and regulations set forth by the Lee County Schools Transportation Department.

Issued: April 21, 2003

Revised: November 15, 2004; September 11, 2012; February 14, 2017, November 20, 2023

Lee County Schools

Regulation Code: 4210-R Dismissal Precautions for Release of Students During the School Day

These regulations apply to the release of students to any person during the school day. Principals are encouraged to develop additional guidelines and procedures consistent with these rules to assist school employees in making sound decisions about the release of students.

No school employee may release a student into any person's custody unless authorized by the principal to do so in accordance with this regulation.

I. RELEASE PROCEDURES

A. Release to Authorized Persons

Students under the age of 18 shall be released only to the following persons:

1. either parent, unless school officials are informed that a valid and current court order, separation agreement, or parenting agreement provides otherwise and are provided a copy of such order or agreement;
2. in cases of separation or divorce, the parent who has physical custody of the student under a valid and current court order, separation agreement, or parenting agreement. See subsection I.D, below, for more information regarding custodial and non-custodial parents;
3. the student's legal guardian;
4. a contact person listed in the student's record as having authority to take the student from school as specified by the custodial parent or guardian;
5. another identifiable and verified adult to whom the custodial parent or guardian has granted permission in writing;
6. school personnel authorized by the principal or designee;
7. a law enforcement agent acting in accordance with law; and
8. authorized social services personnel.

The principal may authorize a student to be released to an adult not on this list in an extreme and unusual circumstance such as an emergency situation when school officials are unable to reach any emergency contact provided by the custodial parent/guardian.

For student safety, school officials shall not accept permission or requests to release that are given by telephone. The principal shall advise parents of this limitation.

B. Obtaining and Updating Release Authorization

1. At the time of enrollment, the parent or guardian will be asked to provide a list of people who have authority to remove the student from school and any person(s) who are denied access to the student. The parent will be informed that this information will be considered correct until the school principal or designee is notified to the contrary. If the parent indicates that the other parent should be denied access to the student, school officials should request a copy of any court order or other agreement that limits the parent's access to the student. See subsection I.D, below.

2. At the beginning of each school year, parents will be given an opportunity to update the release information by completing a form designed for this purpose or by other processes established by the superintendent. If the parent does not provide updated information by returning the form or by other means as established by the superintendent, school officials will presume that authorization information from the previous school year is still in effect.

3. The list of persons authorized by the parent to remove the student from school and any person(s) who is to be denied access shall be maintained in the student's record, along with any relevant court order or other document.

C. Verification and Check-Out Procedure

Each principal shall designate one or more school officials ("principal's designee") who are authorized to release students from school. The principal's designee shall make reasonable efforts to verify that any person appearing at a school and requesting permission to take a student from the school is properly authorized and identified before the student is released to him or her.

Students will be released from the school office only and not from any other location in the school. Under no circumstances may a student working in the school office release a student.

The principal shall design a check-out system for students who are being released during the school day. At a minimum, the following practices shall be observed for the release of students.

1. The principal's designee shall verify that the person is the student's custodial parent or guardian or is listed in the student's record as having the authority to take the student from school and has not been denied access to the student, as specified by the custodial parent or guardian.
2. If the person is not listed in the student's record, the principal's designee shall verify that the person has written permission from the parent and shall contact the parent if the authenticity of the written permission is in question. Parents should be advised that school officials may refuse the release of their child to another adult even if the parent has made a written request.
3. If there is a court order or separation or parenting agreement in the student's record, or any concerns about those documents, the designee should contact the principal immediately and should release the student only upon instruction from the principal or other supervising administrator.
4. The principal's designee shall verify the person's identity via a valid photo ID. Under no circumstance may a student be released to an adult who is not properly identified.
5. The person seeking release of the student must sign the student out, indicating they have picked up the student.

D. Custodial and Non-Custodial Parents

1. School officials shall refuse to release a student to a non-custodial parent or other person when there is a valid court order, separation agreement, or parenting agreement on file that clearly limits the custody or visitation rights of that person.
2. The custodial parent is responsible for informing school officials about any legal restrictions on custody or visitation and providing a copy of the relevant document to the principal or designee. If no official document is filed with the school, school officials may presume that both parents have the same rights to remove the student from school; however, if the principal or designee judges that the student may be harmed by releasing the student to a parent, the principal or designee shall not release the student and shall contact law enforcement, as provided in Section II, below.
3. School officials may delay the release of a student to a non-custodial parent or other person in order to communicate with the custodial parent regarding release of the student.

4. If neither parent can produce a legal document, release may be made to either parent.
5. If there is any change in documentation of custody, school officials will communicate with both parents prior to the release of the student.
6. In the case of joint custodial agreements or orders, the student may be released to either parent when the order or agreement does not clearly limit access to the student.
7. School officials should seek guidance from the Superintendent and/or board attorney if the court order, parenting agreement, or separation agreement is unclear or confusing, its authenticity is in doubt, or pages appear to be missing. However, it is not the duty of school officials to interpret or enforce a custody order, separation agreement, parenting agreement, or visitation schedule, and school personnel should avoid becoming embroiled in disputes over the meaning of such orders or agreements.

II. THREATS TO STUDENT HEALTH OR SAFETY

A. Concerns for Student Health or Safety

If the principal or principal's designee judges that the student's health or safety may be endangered by releasing the student to an authorized adult, such as when the adult appears to be intoxicated, the principal or principal's designee shall contact law enforcement and/or the department of social services as appropriate.

1. If the adult is not the student's custodial parent or guardian, the principal's designee should refuse to release the student to the adult and should contact the student's custodial parent or guardian.
2. If the adult is the student's custodial parent or guardian, the principal's designee should attempt to delay departure until another authorized person can be called to pick up the student. If the person refuses to cooperate or acts in a threatening manner, law enforcement should be contacted.
3. If the student appears apprehensive about leaving school with an authorized adult, the principal's designee should refuse to release the student and should contact the student's custodial parent or guardian. If the adult is the student's custodial parent or guardian, the principal's designee should contact the principal for immediate assistance and should delay releasing the child until receiving further instructions from the principal.

B. Unauthorized Removal of a Student

If a student is taken without permission, school personnel should:

1. contact law enforcement immediately;
2. notify the principal;
3. notify the custodial parent; and
4. comply with the record flagging requirements of [G.S. 115C-403](#) and policy 4700, Student Records, upon official notice of the child's disappearance.

Issued by the Superintendent:

Reviewed:

Revised:

Lee County Schools

Regulation Code: 7501-R Employee Attendance

A. ABSENTEEISM DEFINED

Absenteeism is any failure to report for, or remain at work as scheduled, regardless of the reason, especially when such absence is deliberate or habitual. This excludes vacation leave, personal leave, permission leave, jury duty, professional training, sick leave for bereavement, and other leave subject to prior approval.

B. EXCESSIVE ABSENCES

Absences in excess of the entitled legal leave may result in disciplinary actions. For the purposes of this policy, entitled legal leave includes sick, annual, personal, and other leave days that an employee accrues under the North Carolina Benefits Manual, as well as leave protected under the Family Medical Leave Act. Entitled leave does not include donated leave or absences where an employee does not use accrued leave (for example, absences arising from a worker's compensation or short-term disability claim).

Employees who are on workers' compensation leave concurrently with FMLA leave are encouraged, but not required, to use paid leave accrued prior to the leave to supplement their workers' compensation payments as described in the North Carolina Benefits Manual. After the FMLA-protected leave has been exhausted, the absences of employees who choose not to supplement their workers' compensation payments with accrued paid leave may be considered excessive even if they still hold accrued paid leave and may result in disciplinary actions.

Abuse of Sick Leave is the use of sick leave for reasons other than those defined in the North Carolina Benefits and Employment Manual.

Any leave taken beyond the amount to which the employee is entitled under state and federal laws and regulations will be considered in assessing the employee's performance. To the extent permitted by law, the school system may consider chronic absences which do not exceed an employee's legal leave amount in assessing the employee's job performance.

C. UNAUTHORIZED ABSENCES

To the extent permitted by law, an employee absent without approval or authorization shall be subject to disciplinary actions.

Unauthorized absences include:

1. Any absence when the employee has not provided the supervisor with reasonable notice according to established procedures prior to the employee's designated reporting time.
2. Any absence when an employee has not followed established procedures.

3. Any absence of three (3) consecutive or seven (7) cumulative days in the same school year without medical documentation, if requested.
4. Any absence of five (5) consecutive or ten (10) cumulative days in the same school year without medical documentation.
5. Any absence for which medical documentation has been required by the supervisor and the documentation has not been provided.
6. Any absence on a day that sick, personal or annual leave has been requested in advance by the employee and denied by the supervisor.
7. Any planned absence, such as jury duty leave, when the supervisor has not been informed at least two (2) business days in advance.

D. ATTENDANCE STANDARDS

Employees are expected to report to work as scheduled, with minimal absenteeism and/or tardiness. Whether the employee gave notice of the absence in advance and obtained prior approval for the absence, if required by Policy, are factors in addressing attendance issues and the consequences for excessive absences. However, the frequency and duration of the absenteeism is reflected in the employee's overall dependability expectation, and ultimately impacts the workload for peers during the period of absence.

In the event an employee is unable to report to work due to illness or for any other reason for an approved absence, s/he is expected to contact his/her supervisor or to follow call-in procedure at the earliest opportunity, so that assignment coverage arrangements can be made. Similarly, there may be occasions when the employee may report late to work. Employees should make every effort to report to work on time and ready to begin his/her work at the scheduled start time.

Lee County Schools recognizes that an employee may suffer a serious illness or a serious accidental injury that results in an extended absence from work. Employees who need an extended absence are encouraged to use sick leave, extended leave, short-term disability leave, and/or FMLA Leave, as needed, without fear of losing their job during the period of eligibility for such leave.

E. PERFORMANCE EVALUATION

An employee's attendance record shall be reviewed and evaluated based on the criteria set forth below during the employee's annual evaluation. While each circumstance will be reviewed on an individual basis, the attendance standards below will be observed throughout Lee County Schools for all employees.

F. FAILURE TO GIVE ADVANCE NOTIFICATION AND/OR REPORT

Employees who fail to report for work as scheduled or to observe the advance notification or post absence reporting procedures may be subject to disciplinary actions.

G. EXCESSIVE LEAVE ABSENCES STANDARDS

<u>Absences</u>	<u>Action(s)</u>
3 consecutive or 7 cumulative absences	Supervisor may request medical documentation
5 consecutive or 10 cumulative absences	Supervisor shall request medical documentation

H. REQUESTS FOR SCHEDULED ABSENCES/TARDIES

A scheduled absence is a planned absence, approved in advance by the employee's supervisor. This includes but is not limited to the following: vacation leave; sick leave and personal leave; military and military family leave, maternity leave; adoption leave, education leave, etc.

An unplanned or unscheduled absence is when the employee has not been given advance notice. This may include but is not limited to sick leave, personal leave and/or leaving the workplace before the end of the scheduled workday.

Written requests for scheduled absences must be made in advance to the employee's supervisor for approval in accordance with the following requirements:

1. Requests for sick leave must be submitted for approval five workdays prior to the date of the request or as soon as practicable when the need to take sick leave is not foreseeable ("as soon as practicable" generally means at least verbal notice to the employer within one or two business days of learning of the need to take sick leave).
2. Requests for personal leave must be submitted for approval five workdays prior to the date of the request.
3. Requests for vacation leave must be submitted for approval five workdays prior to the date of the request.

Request for sick, personnel or vacation leave that is not submitted within the required timeframe may be denied; however, in emergency situations shorter notice may be accepted with the supervisor's approval.

Adopted:



Lee County Schools Commercial Drivers License Protocol (Substitute Drivers):

Substitute bus drivers who hold positions that meet the requirements specified in BOE 7461:

- a. Submit all needed documentation and/or records to the North Carolina Department of Motor Vehicles (NCDMV) in a way that does not impede the Commercial Driver's License (CDL) process.
- b. Participate in and successfully complete the CDL book training class when scheduled by the Lee County Schools Transportation Department.
- c. Obtain CDL permit with P and S endorsement from North Carolina Department of Motor Vehicles (NCDMV).
- d. Obtain Pre employment Drug Screening (no cost) paperwork from the Transportation department. Submit to and test negative on initial and all subsequent (scheduled and/or random) drug screenings.
- e. Complete a DOT Physical (no cost) and bring, or scan and email, certificate to the Transportation Director, who will send it to NCDMV.
- f. Register with FMCSA clearinghouse and approve of Lee County Schools query request.
- g. Successfully complete the CDL road-work training when scheduled by the Transportation Department.
- h. Obtain CDL license with P and S from NCDMV (Schedule ASAP) after the successful completion of the CDL road work training. Notify the Director of Transportation when this requirement has been met and you have your CDL license with P and S endorsement by scan and email, a copy or your license to the Transportation Director.

Note: Failure to adhere to these specified requirements, within 1 year of employment, will be subject to disciplinary action, up to and including a recommendation for dismissal. Pursuant to Policy 7820 Personnel Files, a copy of this document will be placed in your personnel files in five (5) days.

They will be expected to drive at least 10 routes a quarter. Refusal/unable to drive 5 times removes you from the sub pool.

I have received a copy of this notification.

Name(Print)_____ Base School_____

Signature _____ Date_____

Policy Code 7461 All school level instructional assistants, custodians, and child nutrition assistants shall be required to obtain a bus license at the earliest available bus training session following initial employment date and degree to drive a school bus either as a substitute driver or as a full time driver after obtaining the bus license. This duty shall be considered an essential function of these classified positions. All employees in dual positions, if present for work, are expected to fulfill both the dual employment roles. Failure to fulfill this requirement may result in termination.

Cross References: CDL Protocol (Regulation 7461) Adopted



Lee County Schools Commercial Drivers License Protocol

Employees who hold positions that meet the requirements specified in BOE 7461 Dual Roles: Bus Drivers are required to:

- a. Submit all needed documentation and/or records to the North Carolina Department of Motor Vehicles (NCDMV) in a way that does not impede the Commercial Driver's License (CDL) process.
- b. Participate in and successfully complete the CDL book training class when scheduled by the Lee County Schools Transportation Department.
- c. Obtain CDL permit with P and S endorsement from North Carolina Department of Motor Vehicles (NCDMV).
- d. Obtain Pre employment Drug Screening (no cost) paperwork from the Transportation department. Submit to and test negative on initial and all subsequent (scheduled and/or random) drug screenings.
- e. Complete a DOT Physical (no cost) and bring, or scan and email, certificate to the Transportation Director, who will send it to NCDMV.
- f. Register with FMCSA clearinghouse and approve of Lee County Schools query request.
- g. Successfully complete the CDL road-work training when scheduled by the Transportation Department.
- h. Obtain CDL license with P and S from NCDMV (Schedule ASAP) after the successful completion of the CDL road work training. Notify the Director of Transportation when this requirement has been met and you have your CDL license with P and S endorsement by scan and email, a copy or your license to the Transportation Director.

Note: Failure to adhere to these specified requirements, within 1 year of employment, will be subject to disciplinary action, up to and including a recommendation for dismissal. Pursuant to Policy 7820 Personnel Files, a copy of this document will be placed in your personnel files in five (5) days.

Dual Role employees who take the CDL training will be reimbursed for half the cost of the CDL Permit and CDL licenses upon completion of the CDL licensing process. Please submit receipts and allow sufficient time for processing.

I have received a copy of this notification.

Name(Print)_____ Base School_____

Signature_____ Date_____

Policy Code 7461 All school level instructional assistants, custodians, and child nutrition assistants shall be required to obtain a bus license at the earliest available bus training session following initial employment date and degree to drive a school bus either as a substitute driver or as a full time driver after obtaining the bus license. This duty shall be considered an essential function of these classified positions. All employees in dual positions, if present for work, are expected to fulfill both the dual employment roles. Failure to fulfill this requirement may result in termination.

Cross References: CDL Protocol (Regulation 7461) Adopted