



Employee Handbook

Asheboro City Schools
P.O. Box 1103
Asheboro, NC 27204
P: 336-625-5104 | F: 336-625-9238

www.asheboro.k12.nc.us

Updated July 2026

Table of Contents

Asheboro City Schools	1
Table of Contents	2
Our Vision	4
Our Mission	4
ACS Strategic Plan	4
Beginning Teacher Support Program (BTSP)	5
Benefits	5
Bloodborne Pathogens	6
Conflict of Interest	6
Copyright	6
Discrimination and Harassment Prohibited by Federal Law	7
Drug-Free & Alcohol-Free Workplace	7
Employee Assistance Program (EAP)	7
Employee Dress Code	7
Employee Grievance	8
Employee Recognition	8
Employee Resource Guide	8
Employee Use of Social Media	8
Employment Status	9
Evaluation of Performance	9
Extracurricular Activities/Non-Instructional Duties	10
Inclement Weather	10
Insurance	11
Internet/Technology Use	12
Leave	12
Licensure	14
License Renewal and CEU Credits	14
Longevity	14
Money Collection by Employees	15
Payroll	15
Personnel Files	15
Political Activity	15
Professional Development	16
Resignation, Retirement, Separation from Employment	16
Retirement System/Benefits	17
Salary	17
School Safety	18
Smoking and Tobacco Products	18

Staff Responsibilities	19
Staff-Student Relations	19
Student Information	19
Substitutes	19
Teacher - Statutory Duties	20
Teacher - Grounds for Dismissal	20
Title IX	21
Vector Solutions Training Modules	21
Workday and Overtime	21
Index of Board of Education Policies	21

This Employee Handbook is made available electronically to all employees of Asheboro City Schools to provide information and notification about laws and policies affecting their employment. Items are listed in alphabetical order according to the “Table of Contents” provided. As outlined in Board Policy 7300, Staff Responsibilities, include but are not limited to being familiar with and complying with all Board policies.

Many items contain a reference to Board of Education policy, North Carolina General Statute, or the Employee Salary and Benefits Manual. [The Asheboro City Board of Education Policy Manual](#) may be found on the Asheboro City Schools website.

The Employee Salary and Benefits Manual is available at [Benefits and Employment Policy Manual | NC DPI](#).

Questions regarding the information contained in this handbook should be addressed to the Human Resource office.

Asheboro City Schools does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The Title IX Coordinator has been designated to handle inquiries regarding the non-discrimination policies.

Our Vision

Asheboro City Schools engages students in educational experiences and opportunities that elevate lifelong learning, cultivates exceptional thinkers, and empowers students to design their own futures.

Our Mission

Every student will have equitable access to engaging learning that transforms life outcomes and prepares them to be collaborative, competitive, and successful in our global world.

ACS Strategic Plan

GOAL 1: Belonging

Asheboro City Schools will create a supportive environment where every student and staff member is known, valued, and empowered to succeed.

GOAL 2: Consistency

Asheboro City Schools will ensure all students experience high-quality, grade-level instruction every day in every classroom.

GOAL 3: Coherence

Asheboro City Schools will align systems, resources, and priorities to create a clear and unified direction for teaching, learning, and operations.

This strategic plan reflects Asheboro City Schools' commitment to ensuring that every student has access to high-quality learning experiences within a supportive and aligned system. By focusing on Belonging, Consistency, and Coherence, the district will strengthen outcomes for all students while building a culture of trust, collaboration, and continuous improvement. To learn more about the Strategic Plan, visit the [ACS website](#).

Beginning Teacher Support Program (BTSP)

Asheboro City Schools Beginning Teacher Support Program provides a new teacher orientation, followed by a three-year induction period. New Teacher Orientation is designed to help residency and initially licensed teachers acquire knowledge and support in: classroom management, curriculum and instruction, and professionalism.

- Each BT, including each late hire BT, is provided an orientation to Asheboro City Schools services and professional learning opportunities within two weeks of the teacher's first day of work to learn about state and local boards of education missions, goals, policies, benefits, and ACS system procedures.
- Mentors provide school-based support for BT-1s, BT-2s, and BT-3s in partnership with the school Instructional Facilitator (IF) and/or Multiclassroom Leader (MCL). A mentor's primary responsibilities include providing orientation, logistical assistance, instructional guidance, emotional support, and ongoing encouragement to help beginning teachers grow professionally and improve student learning. The school's IF or MCL also provides professional learning tailored to the specific needs of beginning teachers at the school.
- Each BT is supported by a team that includes, at a minimum, the principal, a Lead Mentor, BT Coordinator, and the Chief Human Resource and Support Services Officer. At K-8 schools, the IF or MCL also serves as an additional member of the support team.
- Beginning Teacher resources are available on the [ACS Beginning Teacher Google Site](#) and BT Shared Google Drive.

Benefits

The following benefits are available, depending on employee status:

- Compensation – See Salary
- Local Salary Supplement – See Salary
- Longevity – See Longevity
- Extended Sick Leave – See Leave
- Family Medical Leave Act – See Leave
- Holiday Leave – See Leave
- Parental Leave – See Leave
- Personal Leave – See Leave
- Sick Leave – See Leave
- Annual/Vacation Leave – See Leave
- Voluntary Shared Leave – See Leave
- Beginning Teacher Support – See BTSP
- Health Insurance – See Insurance
- Dental Insurance – See Insurance
- Disability Insurance – See Insurance
- Worker's Compensation – See Insurance
- Retirement – See Retirement
- Death Benefit – See Retirement

Bloodborne Pathogens

Employees should be aware of the Universal Precautions for Body Fluid and Bloodborne Pathogens. Employees should avoid contact with blood or other body fluids or should wear gloves when coming into contact with blood or body fluids.

The Universal Precaution is: in cases of accident or emergency, any person's blood and body fluid should be handled as if infectious. "Infectious" means that a virus can get into your body if you are exposed to it. Exposure occurs through the mucous membranes (examples are eyes or mouth) or an opening in the skin's surface (such as a cut or puncture wound).

An employee who suspects that he/she has a blood or body fluid exposure should contact a School Nurse. In the case that a School Nurse is not available, the employee should contact Human Resources.

For more information, see Board of Education Policy 7260 – Occupational Exposure to Bloodborne Pathogens.

Conflict of Interest

Employees are expected to avoid engaging in any conduct that creates, or gives the appearance of creating a conflict of interest with job responsibilities with the school district. Possible conflicts of interest related to financial interests or receipt of gifts is specifically addressed in Board policy, along with specifics related to Non-School Employment.

For more information, see Board Policy 7730 – Employee Conflict of Interest.

Copyright

Employees of Asheboro City Schools shall not infringe on the property rights of copyright owners. Employees and students are prohibited from use or duplication of copyright materials, unless approved by the "fair use" standard sanctioned by the United States Congress.

The "fair use" standard under Federal law is provided in Board of Education Policy 3230/7330 – Copyright Compliance.

Discrimination and Harassment Prohibited by Federal Law

Asheboro City Schools acknowledges the dignity and worth of all employees and strives to create a safe, orderly, caring and inviting work environment. ACS will not tolerate any form of unlawful discrimination or harassment in any of its educational or employment activities or programs.

For specific definitions of these prohibited behaviors see Board of Education Policies 1710/4020/7230 – Discrimination and Harassment Prohibited by Federal Law. An employee with a complaint related to discrimination or harassment should follow the procedures as outlined in Board of Education Policies 1710/4020/7230.

Drug-Free & Alcohol-Free Workplace

It is the policy of the Asheboro City Board of Education that a drug-free and alcohol-free workplace will be maintained. Employees are prohibited from using or being under the influence of drugs and/or alcohol while acting in the course and scope of the employee's duties. Violation of the policy will subject an employee to personnel action.

For more information, see Board Policy 7240 – Drug-Free and Alcohol-Free Workplace.

Employee Assistance Program (EAP)

Asheboro City Schools cares about the well-being of staff and has partnered with MYgroup to provide an employee assistance program. This company sponsored benefit provides you with support and resources you need to address personal or work-related concerns. More information is available by logging into the Staff Intranet and selecting Employee Assistance Program or call 800-633-3353 if you need immediate assistance.

Employee Dress Code

Employee dress and appearance is important to the school system's climate and should be professional, and enhance rather than detract from that climate. Employee dress shall be appropriate as noted in Board of Education Policy 7340 – Employee Dress and Appearance.

Employee Grievance

It is the policy of the board, in keeping with the ultimate goal of serving the educational welfare of children, to develop and practice reasonable and effective methods of resolving difficulties that may arise among employees. The intent is to reduce potential areas of grievances and to establish and maintain recognized channels of communications between staff and administration. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems that arise from time to time and affect employees.

See Policy 1750/7220 – Grievance Procedure for Employees for more information.

Employee Recognition

As a means of celebrating our successes and rewarding exemplary performance, Asheboro City Schools offers the following employee recognitions:

- Asheboro City Schools Teacher of the Year
- Apple of Excellence Award to an outstanding first-year teacher
- Linda Russell Cranford Lasting Impact Award
- Other content specific recognitions for EC, Math, CTE, ML, Science, and NBCT
- Longevity (for specific employee categories) according to years of service to the State of North Carolina

Employee Resource Guide

This is an Asheboro City Schools document created specifically for employees with answers to many questions that may arise in and out of the classroom, including an organizational chart. You may find this document on the ACS Intranet by signing into your “Staff Login” located on our main Asheboro City Schools website.

Employee Use of Social Media

School employees may engage in the use of social media during their personal time. Employees who use social media for personal purposes must be mindful that they are responsible for their public conduct even when not acting in their capacities as school system employees.

For more information on the use of social media and the expectation of professionalism, see Board Policy 7335- Employee Use of Social Media.

Employment Status

Teachers – Non-Career; Determination of Contract Length

A new or renewed contract will be for a term of one school year for teachers who have been employed by the board as a teacher for less than three consecutive years. For teachers who have been employed by the board as a teacher for three or more consecutive years and who are in good standing, a new or renewed contract will be for a term of two school years. After a teacher has completed a two-year contract, subsequent contracts will be for a term of four school years if the teacher is in good standing at the time of the contract offer. See Board Policy 7410, Teacher Contracts, for definition of good standing. If renewed, a contract for a teacher who is not in good standing may be for a term of one year only.

Teachers – Career

Teachers who earned Career Status prior to July 1, 2013 will continue to hold career status while employed by Asheboro City Schools. Career status provides specific due process protections during the demotion and/or dismissal process.

Classified – At Will

Classified employees work in positions that do not require a professional license. Employees who are not required to have contracts or professional licenses are at-will employees. At-will employees serve at the pleasure of the local board of education and cannot be dismissed or demoted for illegal reasons.

For more information, see Section 14.5 of the Benefits Manual at <https://www.dpi.nc.gov/documents/district-humanresources/benefits-and-employment-policy-manual>

Evaluation of Performance

The evaluation system describes an employee's performance and is a critical aspect of professional growth and assistance. The evaluation system is designed so that exemplary performance, as well as deficiencies in performance, is clearly identified.

Employees will be evaluated according to the instruments approved by the State for non-career teachers, career teachers, and classified personnel. Also permitted for use in performance evaluation are informal observations, conferences, review of lesson plans and grade books,

interactions with the employee, performance growth plans, and any other accurate indications of performance.

For more information, see Board of Education Policy 7810 – Evaluation of Licensed Employees and 7815 – Evaluation of Non-Licensed Employees.

Extracurricular Activities/Non-Instructional Duties

In order to carry out the responsibilities of the school system, teachers and other staff members must perform certain non-instructional and extracurricular duties. The principal has the authority to assign extracurricular and non-instructional duties as necessary to conduct the business of the school, in accordance with Board of Education Policy 7405 – Extracurricular and Non-instructional Duties.

Teachers with initial certification and teachers with twenty-seven (27) or more years of experience are not to be assigned extracurricular activities unless they request the assignments in writing.

Non-instructional duties required of teachers are to be distributed equitably among employees.

Inclement Weather

When inclement weather affects whether or not school will be in session, the Superintendent will make every effort to announce decisions by 6:15 a.m.

On a day that 10-month employees have the option to report for a workday, the following options are available to the employee:

- Report to work
- Take accumulated vacation leave
- Take accumulated personal leave (teachers only)
- Take leave without pay
- Use compensatory leave already accumulated (classified employees only)
- or,
- Make up the time missed

Note:

- If a classified (non-exempt) employee elects to make up the time, it must be mutually-agreed upon between the employee and the supervisor and should be in the same week, or a week when the employee has not physically worked 40 hours.
- For certified staff, days may be made up on Saturdays or on days following the last teacher workday of the school year, through June 30, with supervisor approval.

- Regardless of the closing decision, 11-month or 12-month employees may choose to report to work or take annual leave.

Insurance

Health

The State Teachers' and Employees' Health Plan provides eligible employees with hospital and medical coverage. Plan options are available, and employee premiums may vary based on the plan selected and any applicable health care credits. Employees may also purchase coverage for eligible spouses and dependents.

For more information, visit [NC State Health Plan](#)

Dental

Asheboro City Schools pays the base premium for individual dental coverage for eligible permanent full-time employees who elect to enroll. Employees may also purchase coverage for eligible spouses and dependents. Information about dental coverage and other optional benefits is available at [Asheboro City Schools • Pierce Group Benefits](#)

Disability

The Disability Income Plan provides short-term and long-term disability benefits to eligible permanent employees who participate in the Teachers' and State Employees' Retirement System and meet applicable state service requirements. Additional information about the Disability Plan is available from the Retirement System at [Disability Retirement | My NC Retirement](#)

Worker's Compensation

All public school employees are covered under the North Carolina Workers' Compensation Act. Employees who sustain a work-related injury or contract an occupational disease in the course of their employment may be eligible for medical benefits, wage replacement, or other benefits as provided by state law.

Employees must report any work-related injury or illness to the Human Resources Office as soon as possible after the incident occurs. Prompt reporting helps ensure timely processing of claims and may affect the administration of benefits.

The information in this handbook is intended as a general overview of employee benefits. Official plan documents determine eligibility, coverage, and benefits. If there is a discrepancy between this handbook and the plan documents, the plan documents will take precedence.

Internet/Technology Use

District technology resources, including internet access, are provided to support instruction, the North Carolina Standard Course of Study, and the educational mission of the district. Employees are expected to use these resources responsibly and in accordance with all applicable Board of Education policies and administrative procedures.

School personnel are responsible for supervising students' use of district technology resources and helping ensure that students use the internet safely, appropriately, and for educational purposes. Staff should take reasonable steps to prevent unauthorized or inappropriate access to online content and services, consistent with district policies and applicable law.

Protecting the security and integrity of district technology systems is a shared responsibility. Employees must not attempt to bypass security measures, disrupt network operations, access systems without authorization, or upload, create, or distribute malicious software or other harmful content.

Only software and applications that have been approved by the district's Technology Department may be installed on district-owned devices. Employees should not install software or applications without prior authorization.

For additional information, refer to Board Policy 3225/4312/7320 – Technology Acceptable Use.

Leave

Extended Sick Leave

Extended Sick Leave is available to classroom teachers and media specialists who require substitutes if they are absent due to their own personal illness or injury in excess of their accumulated sick leave and vacation leave. Up to 20 days of Extended Sick Leave may be granted during a school year at the request of the principal. Employees on Extended Sick Leave earn full salary less \$50 per day.

Extended Sick Leave is covered in Section 4.2 of the Benefits Manual, available at [NCDPI Benefits Manual](#)

Family Medical Leave Act (FMLA)

FMLA is federal legislation that provides eligible employees with family and medical leave with or without pay (based on available leave) for up to 12 weeks for:

- a) the birth or adoption of a child;
- b) the care of a spouse, son, daughter, or parent who has a serious medical condition; or,
- c) the employee's own serious medical condition.

The law also provides job protection to eligible employees for up to one calendar year. See Section 8.2 of the Benefits Manual – [NCDPI Benefits Manual](#)

Holiday Leave

Full-time, 10-month employees earn Holiday Leave 11 days per year. Full-time, 12-month employees earn one additional day of Holiday Leave for the July 4th holiday. Holiday Leave is designated annually in the Asheboro City Schools district calendar.

Paid Parental Leave

Effective for all births as of July 1, 2023. Qualifying employees may receive Paid Parental Leave when the employee becomes a parent to a child under the age of 18 years by birth, adoption or placement in foster care.

Up to 8 weeks of paid leave after giving birth to a child; or
Up to 4 weeks of paid leave after any other qualifying event.

For more details and greater understanding of the rules, please contact Human Resources.

Sick Leave

Permanent full-time and part-time employees who are working, or are on paid leave for one-half or more of the workdays in a monthly pay period, earn Sick Leave at the rate of one day per month. Eligible permanent part-time employees earn Sick Leave equal to their percentage of full-time employment.

Sick Leave may be granted for reasons listed in Section 4.1 of the Benefits Manual. See [NCDPI Benefits Manual](#)

Sick Leave may be accumulated and upon retirement, accrued Sick Leave may be applied toward creditable state service. If an employee separates from service prior to retirement, Sick Leave will be held for 60 months.

Annual Leave

Permanent full-time and part-time employees earn Annual Leave (also known as vacation leave). To earn Annual Leave, an employee must be working or on paid leave during one-half or more of the workdays in a monthly pay period.

Annual Leave may be granted according to Section 3.1 of the Benefits Manual. See [NCDPI Benefits Manual](#)

On June 30th of each year, accumulated days of Vacation Leave in excess of 30 are converted to Sick Leave.

Voluntary Shared Leave

This leave is intended to provide economic relief for employees who face financial hardship due to a prolonged absence caused by a serious medical condition. Voluntary Shared Leave is applicable when an employee does not have accumulated leave to cover absences from work. Permanent full-time and part-time employees are eligible to receive donated leave with the approval of the Superintendent or designee.

More information about Voluntary Shared Leave is available in Section 4.3 of the Benefits Manual - [NCDPI Benefits Manual](#)

Licensure

A professional employee must hold at all times a valid North Carolina license appropriate to the position for which he/she is employed. Licensure is the responsibility of the individual, not the school district. Failure to maintain a valid license is a basis for dismissal. The online license system can be accessed at [NCDPI Online Licensure System](#). If you need assistance with your license, please reach out to Human Resources.

For more information, see Board Policy 7130 – Licensure.

License Renewal and CEU Credits

For staff with a Continuing License the renewal credit requirements are the following:

Grades K-5	Grades 6-12	Administrators	Student Services Personnel (school counselor, media, school social work, school psychology)
3 Content Area	4 Content Area	4 Executive's Role	4 Content Area
3 Literacy 2 General	4 General	4 General	4 General

One credit equals 10 hours of professional development

Longevity

Permanent full-time or part-time (20 hours per week or more) employees (excluding teachers and instructional support) receive annual longevity payments after completing 10 years of qualifying State service. Longevity payments are made not later than the end of the month following a person's anniversary date.

For more information, see Section 13.1 of the Benefits Manual – [NCDPI Benefits Manual](#)

Money Collection by Employees

All monies collected or received by an employee of the school district will be deposited daily in accordance with Board of Education Policy 8325 – Daily Deposits.

Payroll

All 10-month employees will be employed for 215 days per year. By law, the initial pay date for teachers shall be no later than August 31 and shall include a full monthly payment. Teachers and non-certified employees will be paid on the end-of-month payroll.

All permanent employees will be required to be paid by Direct Deposit. Payroll deductions are available to assist employees in managing their financial affairs and meet State and Federal requirements. A list of payroll deductions approved by the Board of Education is located in Board Policy 7620/8515 – Payroll Deductions. Inquiries about payroll should be made to the Finance Office.

Personnel Files

As required by North Carolina General Statute 115-C, personnel files must be maintained for all employees. Personnel files are housed in the administrative offices of Asheboro City Schools. Evaluations, commendations, complaints, or suggestions for correction or improvement are maintained, as are application forms, employee's academic records, professional licenses, and other pertinent records or reports.

An employee has the right to inspect his/her file, provided that three days' notice is given to the Human Resources office. All personnel information that is classified as public records may be disclosed in accordance with applicable laws. An employee who feels that information in the personnel file is invalid, irrelevant, or outdated, may petition the Board of Education to remove the information.

For more information, see Board of Education Policy 7820 – Personnel Files.

Political Activity

The employee's right of citizenship will not be infringed upon due to employment with Asheboro City Schools; however, Board of Education Policy places limits on the effect of political activity on employment. These political activities will not:

1. Take place during school time;
2. Involve school monies or materials; or,

3. Make use of an official school position to encourage or coerce students or other employees of the district to support in any way a political party, candidate, or issue.

For more information, see Board Policy 7720 – Employee Political Activities.

Professional Development

Professional development is essential to help employees gain the skills and knowledge needed to meet State standards related to improving student performance. There exists a strong relationship between continued professional development and improved quality of instruction. Quality professional development opportunities will be provided by Asheboro City Schools and schools will consider professional development to be an integral part of their School Continuous Improvement Plans.

Certified employees are responsible for completing professional development needed to renew his/her teaching license.

Procedures related to approval, enrollment, and posting of credit related to professional development are provided in Board Policy 1610/7800 – Professional and Staff Development. Absences for professional development require the prior approval of the immediate supervisor.

Resignation, Retirement, Separation from Employment

Resignation

Employees who intend to resign for any reason should indicate their plans in writing to their immediate supervisor. The notice of intent to resign should be presented at as early a date as possible. Employees should complete the Resignation/Retirement Form to include the purpose, an effective date, and a signature.

By Board policy, resignations by a certified employee at any time other than the end of the school year require a 30-day notice or otherwise approval of the Superintendent. Resignations by non-certified employees are requested to include a 30-day notice whenever possible.

See Board Policy 7900 – Resignation.

Retirement

An employee who anticipates retirement should notify the Finance Office and Human Resource Office at least 120 days prior to the intended retirement date. A 120 day notice ensures the employee and the Retirement System have adequate time to process all necessary paperwork.

Less than 120 days' notice may result in a delay of the retiree's first payment and/or health insurance transition.

See Board Policy 7910 – Retirement.

Separation from Employment

Prior to leaving employment, employees are encouraged to contact the Finance Office to discuss decisions related to salary, benefits, and retirement.

Retirement System/Benefits

Permanent full-time employees are covered by the North Carolina Teachers' and State Employees' Retirement System. Employees contribute six percent of their salary and employers contribute 24.04% of employee wages to the Retirement System. (Employer contribution is subject to change annually.)

Employees who are involuntarily terminated or resign after five or more years of membership may withdraw their retirement contributions, plus any statutory interest earned. Employees who voluntarily resign with less than five years of membership may withdraw only the funds contributed by the individual.

Death Benefit: Designated beneficiaries are entitled to receive a lump sum payment equal to the employee contributions plus interest in the member's account at the time of death. In addition, members are covered by a death benefit if death occurs while in active service.

To contact the Retirement System, see MyNCRetirement | My NC Retirement.

Salary

Employees are paid according to State Salary Schedules based on licensure, years of experience, and degrees held. Salary information is available at <http://www.dpi.state.nc.us/fbs/finance/salary/>

Local Supplement

In addition to salary from the State, a local salary supplement is provided by Asheboro City Schools. Local supplements are provided as follows:

- 7.5% of salary -- Licensed employees paid on Bachelor's scale
- 9.5% of salary -- Licensed EC classroom teachers paid on Bachelor's scale
- 8.5% of salary -- Licensed employees paid on Master's scale
- 10.5% of salary -- Licensed EC classroom teachers paid on Master's scale
- 4.5% of salary -- Non-certified employees

Lead Mentor Teacher Pay

Trained mentor teachers assigned to provide support to an initially-licensed teacher may be eligible for compensation at a rate of \$100 per month for 10 months.

National Board Certification

As approved by the State, certification by the National Board of Professional Teaching Standards (NBPTS) may result in a 12% salary increase.

For more information about National Board Certification, see or contact Chandra Manning at cmanning@asheboro.k12.nc.us. You may also review information at <http://www.ncpublicschools.org/nationalboardcertification/>.

School Safety

Safe schools are critical to creating an environment where students can learn. All employees share in the responsibility to create and maintain safe schools. As a result, all employees are expected to:

- Supervise students while in the care and custody of the school system
- Take reasonable precautions to assure the safety of students before, during, and after school
- Care for school buildings and grounds to prevent unsafe conditions and to identify any potential hazards
- Understand and act according to the School Risk Management Plan (SRMP) at the school site
- Report domestic issues/concerns to their immediate supervisor, including, but not limited to, filing a 50B against their spouse or significant other

Smoking and Tobacco Products

Asheboro City Schools is committed to maintaining a 100% tobacco and nicotine-free learning and work environment. To promote the health, safety, and well-being of students, employees, and visitors, the use of all tobacco products, electronic cigarettes (e-cigarettes), vaping devices, and other nicotine delivery systems is prohibited on all district property, in district vehicles, and at school-sponsored events.

This prohibition applies to all employees, students, visitors, contractors, and other individuals on school property or participating in school-sponsored activities. It does not apply to instructional materials or displays that serve a legitimate educational purpose and are used in accordance with the approved curriculum.

For more information, see Board Policy – 7250 Smoking and Tobacco Products.

Staff Responsibilities

For students to succeed, all staff members must approach their responsibilities conscientiously, always remembering that the ultimate responsibility of Asheboro City Schools is to create the opportunity and environment where students can learn. These specific responsibilities include, but are not limited to, being familiar with and complying with all Board policies.

Employees shall notify Human Resources if they are arrested for, charged with or convicted of a criminal offense (including entering a plea of guilty or nolo contendere) other than a minor traffic violation (i.e. speeding, parking or a lesser violation). Additional notification requirements are outlined in this policy.

Specific responsibilities are listed in Board of Education Policy 7300 – Staff Responsibilities.

Staff-Student Relations

Employees have the responsibility to provide an atmosphere conducive to learning and are expected to model the behavior expectations of students. Employees are prohibited from dating, courting or entering into a romantic or sexual relationship with any student enrolled in the school district regardless of the student's age. Additionally, there are prohibitions and/or restrictions on electronic communications with students one-to-one.

For more information, see Board of Education Policy 4040/7310 – Staff-Student Relations.

Student Information

Employees have an absolute duty to maintain the confidentiality of records as required by law. By nature, employees are exposed to confidential information which should be repeated or discussed with only those who have a right to it.

Only directory information may be released as described in Board of Education Policy 4700 – Student Records. No other information may be released to any party without parent permission or proper legal authority. Violations will result in disciplinary action.

Substitutes

Asheboro City Schools partners with Edustaff to manage substitutes. For more information, go to ACS [Vacancies](#).

Teacher - Statutory Duties

The duties of a teacher are explicitly stated in North Carolina General Statute 115C-307.

Those include:

- To provide order and discipline
- To provide for the general well-being of students
- To provide some medical care to students
- To teach the students
- To enter into the Superintendent's plans for professional growth
- To discourage nonattendance
- To make required reports; and
- To take care of school buildings

Teacher - Grounds for Dismissal

Career status teachers may be dismissed or demoted as noted in North Carolina General Statute 115C-325. The 15 grounds for dismissal identified in State law follow:

- Inadequate performance
- Neglect of duty
- Failure to fulfill the statutory duties of a teacher
- Insubordination
- Failure to comply with reasonable requirements of the Board
- Immorality
- Habitual or excessive use of alcohol or non-medical use of drugs
- Conviction of a felony or crime involving moral turpitude
- False application information
- Employee's physical or mental incapacity
- Failure to keep a certificate (license) current
- Any reason that is cause for revocation of a teaching certificate (license)
- Failure to repay money owed to the State
- Advocating the overthrow of the government
- Reduction in force

Non-career status teachers who do not meet performance or other standards of the Board, the standards of state law or the State Board of Education, or the terms of the employment contract may be subject to demotion or dismissal, as provided in policy 7930, Professional Employees: Demotion and Dismissal, or to nonrenewal, as provided in policy 7950, Non-Career Status Teachers: Nonrenewal.

Title IX

Federal law that protects people from discrimination based on sex in education programs or activities that received federal financial assistance. Title IX states: no person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. Please refer to Policy 1720/4030/7235 Title IX Nondiscrimination on the Basis of Sex for more information. All staff are mandatory reporters of Title IX violations.

Vector Solutions Training Modules

Asheboro City Schools uses Vector Solutions as the training platform for various trainings. For example: Bloodborne Pathogen Exposure/Prevention, Child Abuse, Human Trafficking, Student Mental Health Awareness, and many others.

Workday and Overtime

The length of the day for employees varies for certified and non-certified staff. For certified (licensed) staff, the workday will be a minimum of eight hours and will continue until professional responsibilities are completed. Non-certified staff members are subject to the Federal law, Fair Labor Standards Act. Employees may work more than 40 hours in a work week only with the approval of the immediate supervisor. Work permitted in excess of 40 hours in a work week may be compensated by one and one-half hour of compensatory time.

For more information, see Board Policy 7500 – Workday and Overtime.

Index of Board of Education Policies

All Board of Education Policies are located online at [Board Policies](#).

<u>Item</u>	<u>Policy</u>
Bloodborne Pathogens	7260 – Occupational Exposure to Bloodborne Pathogens
Conflict of Interest	7730 – Employee Conflict of Interest
Copyright	3230/7330 – Copyright Compliance
Drug-Free and Alcohol-Free Workplace	7240 – Drug-Free and Alcohol-Free Workplace
Employee Dress Code	7340 – Employee Dress and Appearance
Employee Grievance	1750/7220 – Grievance Procedure for Employees
Employee Use of Social Media	7335 Employee Use of Social Media
Evaluation of Performance	7810 – Evaluation of Licensed Employees 7815 – Evaluation of Non-Licensed Employees
Internet Use	3225/4312/7320 – Technology Acceptable Use
Licensure	7130 – Licensure
Money Collected by Employees	8325 – Daily Deposits
Payroll	7620/8515 – Payroll Deductions
Personnel Files	7820 – Personnel Files
Political Activity	7720 – Employee Political Activities
Professional Development	1610/7800 – Professional and Staff Development
Resignation, Retirement, Separation from Employment	7900 – Resignation 7910 – Retirement
Discrimination, Harassment and Bullying	1710/4020/7230 – Discrimination and Harassment Prohibited by Federal Law
Grievance Procedure for Employees	1750/7220 – Grievance Procedure for Employees
Title IX Nondiscrimination on the Basis of Sex	1720/4030/7235 – Title IX Nondiscrimination the Basis of Sex
Title IX Prohibited Conduct and Reporting Process	1725/4035/7236 – Prohibited Conduct and Reporting Process
Title IX Sexual Harassment Grievance Process	1726/4036/7237 – Title IX Sexual Harassment Grievance Process
Smoking and Tobacco Products	7250 – Smoking and Tobacco Products
Staff Responsibilities includes reporting criminal arrests, charges, or convictions.	7300 – Staff Responsibilities
Staff-Student Relations	4040/7310 – Staff-Student Relations
Teacher Contracts	7410 – Teacher Contracts

<u>Item</u>	<u>Policy</u>
Teacher, Grounds for Dismissal	7930 – Professional Employees: Demotion and Dismissal 7950 – Non-Career Status Teachers: Non-renewal
Workday and Overtime	7500 – Workday and Overtime