

2015



2016

Winston-Salem/Forsyth County Schools
Employee Handbook

Contacts for Human Resources

Central Office Receptionist Kim Benson-Myers 727-2816

Questions about Address and Name Changes, Employment Verification, Leave Information, Photo ID Badges, Retirement

Child Nutrition, Custodial, Maintenance, Bus Drivers and Substitutes

HR Director	Pam Hensdale	748-4078
Child Nutrition, Maintenance, Transportation	Vacant	748-4078
Custodial	Bernadette Upson	727-2054
Substitutes	Yvonne Mushayamuda	727-2861
Substitute Help Desk	Alex Fox	748-3018

Schools, Psychologists, Social Workers, EC Department, Central Office

HR Director	Brenda Bourne	727-2322
Ashley – Konnoak	Vacant	727-8350
Lewisville – Whitaker	Mitzi Teague	727-8350
Middle Schools	Terri Hoke	727-2322
High Schools	Kim Pizzulo	727-2322
Psychologists,	Kim Pizzulo	727-2322
Social Workers & EC Department		
Central Office - certified	Kim Pizzulo	727-2322
Central Office - classified	Terri Hoke	727-2322

Questions about Insurance

Health, Dental and Life Insurance

Elementary Schools	Von Clemons	727-8569
Operations Division	Von Clemons	727-8569
Secondary Schools	Dawn Byerly	727-8390
Central Office	Dawn Byerly	727-8390
Flexible benefits	Susan Ashley	727-2757
State disability	Susan Ashley	727-2757
Workers Compensation	Liza Garner	727-2757
401K	Susan Ashley	727-2757

Questions about Recruitment and Training

HR Director	Paula Wilkins	748-3426
Recruitment/Training Mgr	Cydney Conger	727-2374
Assistant	Sharessa Wilkins	727-2374

Questions about Other Issues

Classified Employee Salary Rates

Kathy Furr 748-4079

Flu Shot

Pam Schmal 748-4079

Hepatitis B Vaccinations

Pam Schmal 748-4079

Job Postings

Kathy Furr 748-4079

Licensure

Elementary	Donna Hayek	727-2323
Secondary	Sherri Gilliam	727-2324

Recruitment

Cydney Conger 727-2374

Renewal Credits

Bernadette Upson 727-2054

Retirement Breakfast

Paula Wilkins 748-3426

Harassment Hotline

Ali Tomberlin 727-2509

Substitute Office

Yvonne Mushayamunda 727-2861

Alex Fox 748-3018

Sub Finder 748-3010

Summer Schools

Summer Enrichment,

ESY Program Kim Pizzulo 727-2322

Summer Academy Kim Pizzulo 727-2322

Tuition Reimbursement and Education Assistance

Pam Schmal 748-4079

Teacher of the Year

Paula Wilkins 748-3426

Contacts for Payroll

For questions regarding:

Absences
Substitute Pay
Bonuses and longevity payments
Pay Dates
Tax Deductions

Call the Payroll Department.....727-2821

Payroll Specialists: Darleen Cannon, Alison Carter, Ivadine Hester, Chris Leun, Becky Moore, Trish Mason, Cherissa Miley-James, Laurie Van Hoy

For questions regarding:

Disability pay
Life insurance
Flexible benefits
401(k) and 403(b) deductions

Call Benefits Specialists

Susan Ashley727-2757
Diane Wessell (medical and dental)727-2821

Message from the Superintendent

Thank you for your dedication to our students. Whatever your job may be — whether you are licensed or classified, in a classroom or in a support position — you are part of a team that provides a quality education to our children. I am proud to join you as part of one of the finest school systems in North Carolina.

This handbook provides general information about the school system, the benefits you are entitled to receive and expectations for employees.

This handbook is divided into two sections:

- General information about your job, your pay, your benefits, how to resolve problems, and how to advance your career. This section also contains summaries of some of the most important policies and administrative regulations that affect you as an employee. Entire policies and administrative regulations are not included in the handbook but are accessible from the WS/FCS website. Ask your principal or supervisor if there are other practices or procedures unique to your work environment that you must follow.
- A reference section (pages 23-35) with information about the school system, contact lists and schedules. The teacher and staff calendar is on the back cover.

I hope you will find this handbook helpful and will use it as a reference.

Throughout the year, you will receive communications such as emails and newsletters designed to keep you updated on current topics of importance. If you have suggestions for ways to improve our communications, please contact Alexandra Hoskins in the Office of Marketing and Communications at 727-2696 or abhoskins@wsfcs.k12.nc.us.

Our Administration Center is located at 475 Corporate Square Drive. Staff Development, the IRC, ROTC, Cable 2 and the board auditorium are in the Education Building, which is at 4801 Bethania Station Road. Directions to both are on page 29.

Best wishes for a great school year. I look forward to working with you to make this a great year for our students.



Beverly R. Emory
Beverly Emory

Superintendent of Schools

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Organization of the school system

Our school system is governed by a nine-member, elected Board of Education. The board usually meets the second and fourth Tuesday of each month for an action session. Board members' names and contact information are listed on page 30.

The daily operations of the school system are supervised by Superintendent Beverly Emory and her staff.

We are proud of our success with our students. Our schools prepare them for admission to top colleges and desirable jobs in career-tech fields. We place special emphasis on at-risk students, services for exceptional children, opportunities in the arts and overall instructional quality.

We believe ours is among the best school systems in North Carolina and hope you find it a good place to work.

Drug-free workplace

By Board of Education policy, the school system is a drug-free workplace. You must not possess, use, sell, or be under the influence of any alcoholic beverage or prohibited substance while you are at work or on duty. Prohibited substances include but are not limited to liquor, beer, wine, wine coolers and other alcoholic and mixed beverages, speed, ice, phenobarbital, LSD, quaaludes, codeine, heroin, morphine, PCP, steroids, marijuana, cocaine and crack.

You may use prescription drugs as authorized by your doctor.

Depending on the seriousness of the violation, you may receive disciplinary action ranging from a written reprimand to dismissal from your job.

You must report any conviction of a drug-related offense to your immediate supervisor within five days.

Transportation personnel who use alcohol or drugs on the job will be recommended for dismissal.

School bus drivers, activity bus drivers, driver-education teachers and some transportation employees may be tested for drugs and alcohol at any time without cause.

Employees may not operate a school vehicle or perform any safety-sensitive function within 8 hours of using alcohol or such time that alcohol or controlled substances remain in the employee's system.

Anyone who is convicted of or pleads guilty or no contest to an impaired-driving violation is subject to discipline, up to and including dismissal.

(P & AR 4116.3)

Pre-employment checks

Before you are employed, you must show proof of citizenship or valid work authorization document, and have a drug test, criminal background check and health examination.

Job status

The benefits and policies that apply to you depend on your status as classified or licensed, 215-day or 12-month, part-time or full-time, regular or temporary, at-will or contract, and instructional or non-instructional. Be sure you know your status in each category.

For questions about your eligibility for certain benefits, ask your supervisor or the Human Resources department. Contacts are listed on the inside of the front cover.

Classified or licensed?

You are licensed if your position requires that you hold a North Carolina teaching or administrative license. Teachers, assistant principals, counselors, media coordinators, principals and many other administrators are licensed.

All other positions are classified, meaning that they do not require a license and that they fall in certain classifications for salary purposes.

Most policies apply to everyone. However, certain policies in this handbook apply only to licensed employees or only to classified employees because of their different responsibilities under state law or their roles and relationship to students.

215-day or 12-month?

All employees receive the same holidays. Whether you work for 205 days, 215 days, 12 months, or somewhere in between affects when you are paid and when you can or must take annual leave.

Teachers and many other school-system employees work for 215 days. The 215-day calendar includes 180 student days, 10 holidays, 10 annual leave days and 15 professional days.

Duty-free assistants work only the 180 student days. Bus drivers and hourly food service staff have separate calendars that include 180 student days, 10 holidays and 15 annual leave days.

Food service workers also have two start-up/clean-up work days. Bus drivers have two days for staff development.

Terms of employment for the 2015-16 school year are as follows:

- Principals - 12 months
- School lead secretaries - 12 months
- Guidance counselors (one for each high school) - 12 months
- Data managers (one for each middle or high school) - 12 months

- High school registrars - 12 months
- High school assistant principals - 10 months and 19 days
- Guidance counselors (one for each middle school) - 10 months and 19 days
- Middle school assistant principals - 10 months and 14 days
- Elementary assistant principals - 10 months and 9 days
- Data managers - (elementary) 10 months and 19 days
- Curriculum coordinators - 10 months and 9 days
- School-based clerical - 10 months and four days
- Classroom teachers, media coordinators, social workers, psychologists, nurses, guidance counselors, custodians, salaried child nutrition, physical therapists, occupational therapists, therapy assistants, interpreters, home/school coordinators, media assistants, guidance clerks - 10 months
- Teacher assistants, primary reading teachers, local assistants - 205 days
- Maintenance, custodial, transportation and central office employees who work 12 months - 12 months

Check with your supervisor to determine whether your position follows the teacher calendar or another calendar and when you can take leave.

Part-time or full-time?

You are considered full-time if your regular work week is 30 or more hours. The standard work week for full-time classified employees is 40 hours per week in five eight-hour days or four 10-hour days.

You are considered part-time if you regularly work fewer than 30 hours.

If you work at least 20 hours a week, you are considered part-time/half-time or more. Regular employees in this category are eligible for vacation, dental insurance, sick leave and holiday pay on a pro rata basis. You may also join the N.C. State Health Plan at your own expense.

If you work fewer than 20 hours a week, you are not eligible for any employment benefits.

The standard work week for teachers is 38.75 hours (five days of 7 hours and 45 minutes). Each school may, however, adopt a flexible time schedule requiring teachers to spend more time at school on some days and less (a minimum of 7 hours) on other days.

Permanent or temporary?

You are a permanent employee if you work with the expectation of continued employment for an indefinite period of time.

You are a temporary employee if you work in a licensed or classified position, usually for six months or less, with no expectation of continued employment, or if you work less than 20 hours per week. Temporary employees are employed at the will and pleasure of the school system and normally are not eligible for any employment benefits.

At-will or contract?

If you are classified, you are employed at the will and pleasure of the school system. You may resign from your job at any time and may be dismissed or demoted for any reason at the discretion of the school system. If you are dismissed, you are entitled to a hearing and to find out the reason why you were dismissed.

WS/FCS reserves the right to change or modify employment policies as needed. Nothing in this handbook shall be construed as an employment contract, whether express or implied, for any at-will employee.

If you are licensed, you may be employed on a contract for a fixed term, or you may have acquired “career status” and be employed on a continuing contract. Your rights to renewal of your contract and due process procedures for dismissal, demotion or suspension are in policies 14.1, 14.2 and 14.3 of the N.C. Public Schools Benefits and Employment Policy Manual. Licensed employees may not be dismissed for any arbitrary, discriminatory, personal or political reason.

Special conditions may apply to certain situations. Check with your supervisor if you have questions about your status or eligibility for benefits.

Instructional or non-instructional?

You are instructional if you have responsibility for students in a classroom. Teachers, teacher assistants, librarians or media coordinators and school counselors who teach part of a day are instructional personnel and cannot take annual leave on student days or reserved professional days. Bus drivers are not allowed to take annual leave on student days.

All other personnel are considered non-instructional.

Re-employment

Classified employees who work less than 12 months of a year will receive a “letter of assurance” at the end of the school year that states, “Although

the budget for this next fiscal year has not been finalized and positions have not been allocated, this letter serves as notice that at this time it is the intent of the Winston-Salem/Forsyth County Schools to continue your employment for this upcoming school year.” This letter notifies employees that they may not file for unemployment because they are out of school for the summer. For more information, call Human Resources at 748-4079.

If an employee has been on educational/professional leave for less than 12 weeks, he or she will be reassigned to the same school, program, work location and position on his or her return.

An employee who has been on leave for more than 12 weeks but less than one year is entitled to the same or an equivalent position but it may not be in the same school, program, work location or position. (*P 4150.6*)

Job sharing

Job sharing allows two part-time employees to perform the work required to do one full-time job. A school may use this option to accommodate its needs.

In job-sharing situations, two employees share a position equally, with options including a split-day schedule, split-week schedule, alternating weeks and alternating instructional units. To request a job-sharing arrangement, please complete the job-sharing request form available from Human Resources and the school system’s website. (*P and AR 4115.3*)

What if it snows?

All student days missed because of snow will be made up in 2015-16. These are the rules for employees for snow days. Exceptions may be necessary.

Twelve-month employees: Twelve-month employees are expected to report to work. They may choose not to report to work due to hazardous travel conditions and take a day of annual leave, make up the day or make up lost time due to tardiness.

Instructional school-based personnel and others who work fewer than 12 months: Look for one of two announcements in the media:

WS/FC schools are closed: Do not report to work. The day will be made up on a designated makeup day, as marked by a snowflake on the calendar on the back cover of this book. Occasionally, a professional day may be designated a makeup day. In that case, the professional day will be rescheduled for a leave day later in the school year. Information on makeup days is available from supervisors, in school-system publications, and

on the school system’s website.

If the number of days missed exceeds the number of annual leave days built into the calendar, the days may be made up by adding days to the calendar at the end of the school year.

WS/FC schools are closed – Optional Workday: Most employees are expected to come to work as if the day was a professional day. A professional day later in the school year will become a student day.

Bus drivers and monitors, crossing guards and food-service workers who are paid hourly *do not* come to work on an optional workday. They will be expected to work when students make up the day.

Employees may choose not to report to work due to hazardous travel conditions and take an annual leave day or make up the day later in the year.

If you have questions about whether you are expected to work on an optional workday, please ask your supervisor or read AR 4151.7 on the WS/FCS website.

If a reserved professional day is canceled due to hazardous conditions:

Instructional personnel and other staff employed for less than 12 months do not report to work. The day will be made up or you may take a day of annual leave.

If part of a day is canceled:

If severe weather develops during the day, a decision could be made to cancel school after buses already have completed their middle school routes. Such a decision would be made before 7:30 a.m., when most bus drivers begin their elementary school routes.

If school is closed early, the day will be considered a student day and will *not* be made up. All employees will be expected to work; however, principals and supervisors will be advised if an early dismissal for weather is warranted.

If schools open on a delayed schedule:

Sometimes it becomes necessary to operate school on a one- or two-hour delay because of adverse weather conditions. On such days, teachers and other school employees are expected to report to work at the regular time, unless their school improvement team has determined a different schedule that would include working the same number of hours as a regular day. Also, the announcement to delay the opening of school may include other directions for employees to follow.

If classified employees have difficulty getting to work because of weather conditions, they should notify their supervisor that they will be arriving to work late. With their supervisor’s prior approval, employees will be allowed to make up the missed time. (*AR 4151.7*)

General responsibilities for employees

As an employee, you represent the school system. The impression you give and the statements you make influence how people think of our schools.

Your basic responsibilities are outlined in your job description. Your principal or supervisor may give you specific instructions and has the right to assign tasks as necessary. Do not hesitate to ask questions about what they expect.

Air quality in school system buildings

The school system's guidelines for indoor air quality were developed with the Forsyth County Department of Public Health and the Forsyth County Department of Environmental Health. The guidelines cover the use of furniture, carpets, wall decorations, and chemicals in school buildings. They also outline how plants and animals should be cared for in classrooms. For a complete list of the school system's indoor air quality guidelines, please see Administrative Regulation 3520.

Civility

The Board of Education has adopted a civility policy to promote mutual respect and orderly conduct among students, employees, volunteers, parents and the public. The purpose of the policy is to provide safe and harassment-free workplaces for teachers, students, administrators, staff, parents and others, and discourage hostile, threatening or profane language or actions.

The policy allows employees to end meetings or conversations if a person does not stop using profanity or demeaning language after one warning. School officials can remove someone from school grounds if his or her behavior is unacceptable. People who repeatedly show unacceptable behavior can be prohibited from coming on school grounds unless they call and make an appointment. (P 1170)

Conflicts of interest

As a public employee, you must be careful to avoid conflicts of interest. State law and board policies prohibit certain activities:

- You must not sell or have any financial interest in selling anything to the school system or any school.
- You must not make lists of employees' or students' names or addresses available to anyone who would use them for selling anything.

- If you are involved in making or administering a contract on behalf of the school system, you must not derive a direct benefit from the contract or attempt to influence others about it.
- You must not use school facilities, supplies, equipment or student labor to make or repair anything for your personal gain or to provide services to the general public. This does not prohibit renting school facilities on the same basis as the public.
- You must not use school facilities, supplies or equipment to make or repair anything for your personal use, unless you have the prior approval of your supervisor, you supply the materials and repair parts, and you work on personal projects on your own time.
- You must not, for personal gain, sell anything at school or at your work site to students or other employees.
- You must not accept gifts or things of value in return for recommending that the school system or a school buy a particular product or buy things from a particular store or person.
- You must not purchase things for your personal use through the school system's Purchasing Division or in the name of the school system or a school. An exception: teachers may buy personal computers through state contract at state contract price.
- You must not change a student's grade or test score, or offer to do so, in exchange for a service, anything of value, or money. (P 8250)

Field trips

All field trips require prior approval by your principal. Overnight or out-of-state field trips must be approved by the superintendent or an assistant superintendent.

Staff members should consider the threat condition as set by the U.S. Department of Homeland Security when planning or going on overnight or out-of-state field trips. If the department has declared that the threat of a terrorist attack is high, or orange level, school staff should seriously consider postponing or canceling overnight or out-of-town trips. If the threat level is raised to severe, or red, all overnight or out-of-town field trips should be cancelled or postponed until the condition is removed.

Students who are suspended from school or assigned to in-school suspension on the day of a field trip are not allowed to go on the trip. (P 6153)

Lunch

All full-time employees are entitled to time to eat lunch. Duty-free lunch periods are not counted in the total hours that an

employee works unless he or she is required to answer phones or perform some other duty during the lunch hour. Lunch times for most employees are staggered so that there is someone at each work location at all times.

School cafeterias are open to all school employees and offer lunch at a la carte prices. Please eat in cafeterias or designated snack areas only, not at your work area. (AR 4115.1)

Nepotism

The school system does not allow the assignment of an employee to supervise or evaluate a member of his or her immediate family.

According to the school system's policy, the immediate family includes spouses, children, stepchildren, wards, grandchildren, parents, grandparents, brothers, sisters, in-laws, uncles and aunts.

As a general rule, the school system also discourages the assignment of students to classes taught by a member of their immediate family. (Policy 4115.5)

Parking

There is no charge for parking for any school employee. Some schools issue staff parking permits. Staff parking areas are designated at each school, the Administrative Center and the Education Building.

Political activity

We encourage you to be active politically. You should increase your awareness and knowledge of political issues and candidates for public office to become a better informed citizen.

However, you may not actively campaign for a candidate while on the job or use school mail or email for political purposes. You may not use your position to coerce your subordinates or students to contribute to any political campaign. You cannot be compelled to join or support a particular political party, organization or candidate as a condition of employment by this school system. (P 1311)

Privacy of student records

Be especially careful not to discuss an individual student with anyone not authorized to know that student's record. Most information about individual students is not public, so consult your supervisor before giving out information about students or other personnel that may be considered confidential. (P 5125)

Prohibited relationships with students

Employees are prohibited from dating, courting, entering into, or grooming for a romantic or sexual relationship with a student who is enrolled in a Winston-Salem/Forsyth County school, regardless of the student's age. Employees engaging in such inappropriate conduct will be subject to disciplinary action, including dismissal.

If you believe that another employee is inappropriately involved with a student, you must report this to your principal, assistant principal, supervisor or Human Resources as soon as possible. An employee who fails to inform, as soon as possible, the principal or assistant principal, supervisor or Human Resources of a reported inappropriate relationship between an employee and a student may be subject to disciplinary action, up to and including dismissal. (*P 4116.5*)

Reporting child abuse, neglect and dependency

If a child shows signs of injury or emotional damage that could be the result of abuse or neglect, school employees are required by state law (G.S. 7B-300-312) to report suspected incidents to the Forsyth County Department of Social Services by calling 703-2287.

Additionally, the law requires the reporting of dependency. For the purposes of the reporting law, a child is dependent when the parent, guardian, or custodian is not able to provide for the child's care or supervision, and lacks an appropriate alternative child-care arrangement. Consultation with the principal, school social worker and counselor is recommended but does not supersede the law to report. (*P 5140*)

DSS will determine if your report warrants an investigation. A one-time report of neglect or dependency may not be sufficient for an investigation to take place; therefore, further incidents also should be reported. Child Protective Services at DSS will work with the family and other agencies to help overcome the problem and protect the child.

Proper use of seclusion and restraints

The Board of Education, at the direction of the N.C. General Assembly, adopted AR 4116, Regulations for Use of Seclusion and Restraints. The regulations provide employees with clear guidelines about the use of reasonable force in public schools.

The regulations and state law (N.C.G.S. 115C-391.1) lay out when it is acceptable to use reasonable force, physical restraints, mechanical restraints, seclusion, and isolation. Some may be acceptable in designated circumstances, such as when reasonably needed to maintain order, to prevent or break up a fight, for self-defense or to take away weapons or other dangerous objects.

The complete guidelines are available in the Student-Parent Handbook, the school system's website, the General Assembly's website, and the school attorney's office.

Reporting criminal charges

Employees who are charged with a crime must notify the school system; however, who is to be notified depends on the nature of the charges.

If you are charged with a crime by a student or parent, you should notify your principal or supervisor as soon as possible. The principal or supervisor will notify law enforcement and the appropriate assistant superintendent will investigate the allegations. If it is determined that you are innocent of the charges, they may recommend that the school attorney defend you at no charge to you. If they believe that you may be guilty of the charges, they may recommend appropriate disciplinary action, up to and including dismissal. (*P 4148*)

All employees must report any criminal arrests, charges, convictions, guilty pleas, pleas of no contest, prayers for judgment continued, or deferred prosecutions to Human Resources. Employees are not required to report traffic offenses unless they are felonies or involve driving under the influence of alcohol or drugs, or if they operate a school-system vehicle. Human Resources must be notified within five days after an employee receives notice of the charge.

Failure to disclose within five days a criminal arrest, charge or disposition that is later discovered will result in discipline, up to suspension. If a verified criminal history check or another source shows that an employee failed to disclose a criminal charge or disposition, then the employee may be terminated.

The Human Resources department may conduct criminal history checks on current employees. (*P 4114.3*)

Reporting harassment

The school system does not tolerate harassment based on an employee's race, national origin, religion, age, gender or disability.

Sexual harassment includes any unwelcome sexual advances, requests for sexual

favours, and any other verbal or physical conduct of a sexual nature between a superior and a subordinate, between peers, or between an employee and a student when it interferes with job performance, creates an intimidating, hostile or offensive working environment, or affects employment opportunities or benefits.

Other harassment includes any act that creates an intimidating, hostile or offensive work environment, interferes with an individual's job performance, or adversely affects an individual's employment opportunities. This applies to such behavior whether it is by fellow employees, a supervisor or manager, or an outside vendor or consultant.

If you believe you have been harassed, report your complaint to your principal, supervisor or Human Resources. Your complaint will be investigated and the results will be reported back to you. Reports should be made as soon as possible so that quick action can be taken.

Likewise, if you witness behavior you believe to be sexual harassment, you are required to report it to your principal, supervisor or Human Resources. If the allegations are true, an appropriate remedy will be recommended, which may include the demotion or dismissal of the offending employee. If the allegations are found to be not true, you will receive an explanation. You may appeal that determination to the appropriate assistant superintendent. (*P 4116.5*)

Reporting improper activities

Under North Carolina law, you are encouraged to report to your principal, department head or superintendent if you have evidence of activity by any school employee that violates a state or federal law, is fraudulent, involves the misappropriation of resources or endangers public health or safety. If you report such activity in good faith, you cannot be dismissed, demoted or subjected to any form of discrimination for having made the report. You may also call 1-336-703-4193, a toll-free and anonymous way to report safety concerns. (*AR 4116.12*)

Safety

Safety is important for everyone. You can help prevent injury to yourself and others by observing general safety rules:

- Avoid accidents by removing hazards.
- Report any unsafe condition or lack of safety equipment to your supervisor immediately.
- If you are involved in or witness an accident, report it to your supervisor immediately.

Tobacco Free Schools

School employees, volunteers and visitors are prohibited from using tobacco products at any time in any building, facility, or vehicle owned, leased, rented or chartered by the school system, on any school grounds and property, including athletic fields and parking lots, owned, leased, rented or chartered by the school system, or at any school-sponsored or school-related event on-campus or off-campus. This prohibition applies even when such persons are on school grounds as visitors or spectators. (*P & AR 1331*)

Surveys of students and employees

Employees must give their consent before participating in research conducted by an outside agency or individual. Employees may be required to participate in research conducted by the school system to assess the effectiveness of its programs or services.

Employees or school system interns who are fulfilling the requirements of a college course or degree must have approval from the Research and Evaluation Department to conduct research studies involving students or staff.

Parents have the right to inspect research surveys or studies to be conducted by third parties. The school system will not release students' names or addresses unless parents are notified in advance and in writing.

No student will be required to participate in a research study or survey if his or her parent objects. For more information, see Policy and AR 1326.

Use of school mail & fax

School mail may not be used to distribute advertisements for commercial enterprises, campaign literature for a political candidate or for entirely personal correspondence. The honor system will be used to enforce this regulation. If it is determined that a communication violates regulations, the employee sending or receiving the communication will be reminded of this regulation and may be reprimanded or disciplined.

Fax machines are intended for conducting school system business. In general, they should not be used for personal business on a regular basis.

Fax machines should not be used to communicate indecent language, pictures or symbols or to disparage anyone's religion, gender, age, national or ethnic origin or disability.

As a general rule, student record information that is confidential under the Family Educational Rights and Privacy Act and personnel records that are confidential under state law should not be sent by fax unless sent in a secure manner.

The school system reserves the right to read all messages created, received or sent over its fax machines. (*AR 1111*)

Internet, email and texting

All Internet users are expected to behave legally, responsibly and ethically when using the Internet. Unacceptable uses of the Internet include: violating copyright laws or plagiarism; illegally copying software; accessing confidential records without authorization; publishing, accessing or sending profane or obscene material; communicating threats; or using another person's password without permission.

Employees should not use chat rooms for social conversations while at work. For more information about inappropriate uses of the Internet, see Administrative Regulation 6161.1

Email is intended for conducting school system business and as a general rule should not be used for personal business on a regular basis. The confidentiality of email should not be assumed. Winston-Salem/Forsyth County Schools has a right to review any email sent over its system. Also, confidential student records or personnel information should not be sent by email unless in a secure manner.

The Board of Education recognizes valid reasons for communicating with students outside of the WS/FCS email system exist, such as addressing students receiving ESL or LEP services and their parents or communicating weather-related cancellations or schedule changes to athletic captains or band and chorus section leaders. But it is strongly recommended that all employees communicate primarily with non-family member students via the WS/FCS email and Internet systems.

Employees and volunteers should not text individual students. They should only send group texts to high and middle school students with parent permission through a group texting website. They should keep a record of all texts they send. (*AR 1111*)

Use of school-system property

Property belonging to Winston-Salem/Forsyth County Schools must be used carefully and responsibly. Remember,

your taxes helped pay for all of the equipment you use. Wasteful or improper use of school equipment and materials may be cause for dismissal from your job.

If you fail to use reasonable care in the protection of school property, you may be held financially responsible for its loss or damage.

Use of school-system vehicles

If you drive a vehicle in the course of your job, you are covered by our liability insurance in addition to your personal insurance. It doesn't matter whether the vehicle belongs to you or the school system.

If you are driving a school system vehicle larger than a van or pickup truck, you may need a **commercial driver's license (CDL)**. You may also need certain endorsements. Check with your principal or supervisor.

If any driver's license is required for your job, you must report to your immediate supervisor, within 5 days, any traffic violation for which you are cited **even if it occurs on your own time and in your own vehicle**. You must also notify your supervisor immediately if your license is suspended, revoked or cancelled.

If your job requires you to transport students or work in certain safety-sensitive areas, you are subject to random testing for drug and alcohol use. (*P 4116.3*)

Pay day

Generally, all teachers and 12-month employees will be paid on the last banking day of the month. Ten-month employees other than teachers will be paid on the 16th of each month (or the last banking day before the 16th if the 16th falls on a weekend or a banking holiday). Your school's financial secretary is notified whenever there are updates to our payroll distribution schedule.

Your pay will be deposited in your account by the morning of your pay date. Internal Revenue Service (IRS) regulations prohibit the distribution of payroll checks before the official pay date.

Direct Deposit

All employees, including substitutes and temporary employees, are required to use direct deposit. You may choose to deposit your pay automatically to any financial institution, local or out of town. Direct deposit statements are available online through the E-Docs system, located on the WS/FCS homepage under the Employees tab.

Supplements

Teachers and all other licensed employees receive a local supplement, based on their license rating. Local supplements for classified employees are built into the regular check.

Twelve-month optional pay

The school system offers all 10-month permanent employees the option of spreading their salaries over 12 months. Ten-month teachers will receive their first paychecks on Aug. 31 and on the last weekday of each month; non-teachers who work a 10-month schedule will receive their pay on the 16th of each month. Ten-month employees who wish to receive their pay over 12 months must choose to do so by the first day of school. To select the 12-month option, access the WS/FCS home page, select “Financial Services” in Departments, and click on the “Choose your installment pay option.” The 12-month election may be canceled at any time and any withheld pay is returned to the employee.

Any applicable health and dental insurance deductions for those who have chosen 12 installments also will be withheld from all 12 salary payments. Life insurance deductions are only withheld from non-installment salary payments.

The State Employees’ Credit Union and other area banks offer an alternative called the “summer pay option” that allows employees to decide how much to withhold from each monthly payroll check. These banks then pay back two equal payments during the summer. Under this arrangement you may earn interest on the withheld amounts, and unlike the state’s plan, you may choose to start this account at any time during the school year.

School calendar and pay issues

Due to the requirements of the school calendar law, the paycheck that teachers receive at the end of August will cover a full month’s salary even though teachers have not yet completed their first month of work. This “prepaid status” will continue throughout the school year, meaning that teachers who leave the school system during the year may find that they owe their employer for any “unearned” income they have received. To avoid this situation, be sure to let your building’s financial secretary know well in advance if you are expecting a break in your employment for any reason.

Longevity pay

Non-certified and administrative employees receive longevity pay once a year in the pay periods following their anniversary dates, at the following rates:

10-14 years of state service	1.50%
15-19 years of state service	2.25%
20-24 years of state service	3.25%
25 or more years of state service....	4.50%

Substitute pay

Substitute teachers are paid \$105 a day if they are certified, \$85 if they are not certified but have completed Effective Teacher Training, or \$80 a day if they are not certified.

When a teacher takes a day of personal leave or extended sick leave, state law requires \$50 to be deducted from the teacher’s check if a substitute is hired. There is no pay deduction for sick leave. Teachers who use personal leave on teacher workdays shall receive full salary.

Deductions

Deductions will automatically be made from your pay for FICA taxes and state and federal income taxes. If you are eligible for membership in the retirement system, you will also have 6 percent deducted for retirement, which is sheltered from state and federal income taxes.

Payroll deductions also will be made if you select family medical or dental insurance, additional life insurance, automobile or homeowner’s insurance, or any flexible benefits.

You may choose to have deductions such as United Way, Arts Council and College Fund (formerly UNCF) contributions taken from your pay.

You may choose to have an amount deducted for regular contributions to a 401(k) or 457 retirement savings plan, tax-sheltered annuities, a State Employees Credit Union account or loan repayment.

Your wages may be garnished and deductions made from your check for delinquent taxes, court-ordered payments, defaulted student loans or Chapter 13 bankruptcy, as required by law.

Health insurance

All full-time employees are eligible for health insurance through the N.C. State Health Plan.

The plan offers the choice of three different options. The three options — the Enhanced 80/20 Plan, the Traditional 70/30 Plan and the Consumer-Directed Health Plan — allow you to pay different rates for health care coverage. Basically, the more you pay per month, the less you pay in copayments, deductibles and

How tax-sheltering works to save you money

Tax-sheltering is a way of increasing your spendable income. By having payments deducted from your paycheck before state, federal or Social Security taxes, you reduce your taxable income and the effective cost of the benefit.

The amount you save will range from about 28 percent to 42 percent depending on your tax bracket. These amounts are not only tax-deferred, but also are permanently sheltered from taxes.

Tax-sheltering of these benefits may not be as beneficial if you are nearing retirement age because it reduces the compensation on which your Social Security benefits are calculated.

For most employees, however, the reduction in Social Security income is negligible compared to the tax benefits you can receive now. If this concerns you, use some of your current tax savings to increase other retirement savings plans such as a tax-deferred annuity or 401(k) investment.

All tax-sheltered benefits are subject to annual limits. Please check with your tax adviser if you are sheltering more than 20 percent of your paycheck.

coinsurance.

If you enroll in the Traditional 70/30 Plan, the school system will pay all of the premium cost of your coverage under the State Health Plan. If you enroll in the Enhanced 80/20 Plan, your monthly premiums will range from \$13.56 to \$63.56, depending on your participation in three wellness activities (selecting a primary care physician, completing an online health assessment and attesting that you do not smoke). If you enroll in the Consumer-Directed Health Plan, your monthly premiums will range from \$0 to \$40, depending on your completion of the same three wellness activities. Under any of the plans, you may also purchase coverage for qualified dependents. Premiums are deducted from your paycheck and are tax-sheltered unless you elect otherwise. **NOTE:** monthly premium costs are based on 12 months of employment per year. Monthly premiums will be higher for 10-month employees. Premium rates are subject to change by General Assembly action.

If you are employed on a regular part-

time basis for half-time or more, you may participate in the group plan by paying the full cost of coverage. Part-time employees who meet certain eligibility criteria may also be able to purchase coverage under the Affordable Care Act Health Exchange. Please see <http://healthcare.gov> for information about available coverage and specific eligibility requirements.

Links to more specific information, including rates and fact sheets, can be found at the State Health Plan's website, www.statehealthplan.state.nc.us. The website will also list in-network health care providers and rate calculators to help you assess your options. You also can call the State Health Plan at 1-888-234-2416 for more information.

Dental insurance

All full-time regular employees may enroll in the dental insurance plan. The school system pays for individual coverage, and you may purchase coverage for qualified dependents through payroll deduction. Premiums are tax-sheltered unless you elect otherwise.

Dental insurance covers basic and prosthodontic care, but not orthodontia (braces).

Part-time employees who work 20 or more hours per week may enroll in the dental plan. The system pays half of the employee-only coverage. The employee pays the other half and full premiums for dependent coverage.

Disability insurance

A disability income plan is provided by the state at no cost for full-time regular employees. To be eligible for short-term benefits, you must have one year of contributing service to the Retirement System when the disability begins and must be disabled more than 60 consecutive calendar days. The plan will provide 50 percent of your basic salary, up to \$3,000 a month, for one year.

If you have five years of service with the school system, you are eligible for long-term benefits after the short-term benefits expire. Long-term benefits are 65 percent of your basic monthly salary, up to \$3,900, reduced by the benefits you may be receiving from other plans. Benefits are payable until the disability ceases or you are eligible for full retirement benefits. (*State Policy Manual, P 4.5*)

Workers' compensation

All employees are covered under workers' compensation laws. Payment is provided for medical expenses and partial income, at no cost to you, if you are accidentally injured or contract an occupational disease in the course and scope of your

employment.

It's your responsibility to claim compensation. Report any occupational injuries or illnesses to your supervisor and lead secretary immediately. If medical attention is necessary, you will need to go to PrimeCare Occupational Medicine. (*AR 4144*)

If you are injured in an episode of violence, you may be paid your full salary during the period of disability for up to one year. It is your responsibility to file for episode of violence compensation. (*AR 4116.1*)

Life insurance

The Board of Education provides all full-time regular employees with term life insurance coverage from \$15,000 to \$50,000 depending on their job classification. There is no cost for this level of insurance.

Employees may purchase additional term life insurance. They must pay the premium for the additional coverage through payroll deduction. By IRS regulations, these premiums cannot be tax-sheltered.

Employees also may purchase insurance coverage for spouses and children using payroll deduction. (*Policy 4144.1*)

Flexible benefits

The school system's Flexible Benefits Plan includes six insurance plans (cancer catastrophic/intensive care, accident/sickness, critical illness, hospital income) for which premiums can be tax-sheltered, and two reimbursement accounts that allow you to tax-shelter the unreimbursed medical expenses and the dependent care expenses you plan to incur.

These are optional benefits that you may choose. The school system does not pay any of the costs of these benefits, but you get group rates on the insurance plans and tax-sheltering of the salary deductions.

Eligibility for the plan

Unlike most benefits, which are available only to full-time regular employees, these benefits are available to you if you are a regular employee who works 20 hours a week or more.

Elements of the plan

There are several elements to the Flexible Benefits Plan:

- Cancer/specified-diseases insurance to supplement your health insurance. Premiums are tax-sheltered.
- Critical-illness insurance to preserve your lifestyle in times of critical need.
- Disability income insurance designed

to supplement the state disability plan. Premiums are tax-sheltered.

- Hospital income helps bridge the gap in costs your health insurance does not cover.
- Vision care helps with the cost of eye exams, glasses and other expenses.
- Tax-sheltering of the family or dependent premiums you pay for dental insurance (automatic unless otherwise requested).
- A flexible spending account that allows you to set aside tax-sheltered funds to reimburse yourself for the medical expenses you and your family have that are not paid by insurance.
- A flexible spending account that allows you to set aside tax-sheltered funds to reimburse yourself for the costs of child or dependent care.
- *New benefit:* supplemental health insurance for qualified retired military personnel and their spouses. It's offered by Tricare.

The information on these plans is provided to each new employee by Colonial Life and Accident Insurance Company, which administers the Flexible Benefits Plan. Please note that life insurance is not part of this flexible benefits package.

Cancer catastrophic/Intensive Care

The plan pays you directly if you develop cancer or are hospitalized for certain specified diseases. It is not coordinated with your health insurance, but it can help you with expenses that may not be covered. It is not intended to replace your medical insurance, but to give you additional funds in certain instances. A rider is available to cover additional costs of intensive care services.

- The plan covers only a limited number of illnesses. Heart disease, kidney disease and stroke are among the catastrophic medical conditions **not** covered.
- Your doctor or hospital should not file claims with Colonial Life for this coverage. You should file the forms directly with Colonial Life showing how much you were charged, even if other insurance actually paid it.
- The wellness benefit may encourage you to have regular cancer tests.

Disability income insurance

The plan coordinates with the Teachers and State Employees Retirement System Disability Income Plan (DIP). It provides almost immediate benefits to partially offset the 60-day waiting period for DIP and to provide some benefits to first-year

employees who are not eligible for DIP. Benefits are greater during the first 90 days and decrease when DIP begins to assist you.

Benefits last for as long as two years after the onset of disability. If a hospital stay is required, additional hospital confinement benefits are paid. The plan also pays a medical fee benefit for accidental injury, even if no disability absence from work occurs.

If you tax-shelter the premiums through payroll deduction for the Disability Income Plan, the IRS requires that most benefits you receive under that plan be fully taxable. If you do not want the benefits to be taxable, you can have the plan set up as a bank draft, but you forfeit the tax-sheltering of the premiums. Any taxable benefit received will be reflected on your W-2 forms.

Dependent coverage is available at reduced levels of benefits.

Vision Care Insurance

Vision Care Insurance offers a complete range of vision-care providers, including ophthalmologists, optometrists and opticians. For information on vision care insurance and to review plan benefits, go to www.superiorvision.com.

Dependent care reimbursement plan

If you have a child under the age of 13 or another dependent (such as an invalid parent or older handicapped child) for whom you pay for care so that you and your spouse can be employed, you can tax-shelter some or all of your expenses.

- The person cared for must be claimed by you as a dependent on your income tax return.
- If you use this plan, you cannot claim the same expenses as credits on your

- To change your beneficiary, add a dependent, add or delete a spouse, or change your name because of marriage or divorce, call for an appointment with the Human Resources Department to come in and complete the necessary forms.
- An opportunity is provided each year for you to change your health and dental insurance. If you want to add additional family members, there may be penalties or a waiting period for certain conditions.
- The Flexible Benefits enrollment period is in the fall.
- You may add life insurance at any time, but you may need to provide evidence of insurability.

income tax returns. For most people, tax-sheltering under this Flexible Benefits Plan will save more money than the tax credits. The back of the *Choices* brochure has a work sheet for comparing these savings.

- Note the “Use It or Lose It” IRS rule. Any amount left in the account at the end of the plan year is forfeited. If you leave the school system, you can continue to draw from your account balance throughout the plan year.
- The maximum contribution in a plan year is \$5,000 for married (filing jointly) employees or single parents and \$2,500 for married (filing separately) employees. There is a \$10 per month minimum contribution.
- You may change your contributions during the plan year only if there are certain family status changes that have a direct effect on your needs. Our plan will allow only reducing or eliminating your contributions within 30 days of the death of your spouse or dependent and/or increasing an existing contribution but not starting a new account in case of the birth or adoption of a child. You can get information and forms from the payroll office.
- You may adjust for other family status changes during the open enrollment period each year.
- **You must re-enroll for this benefit each year if you wish to continue it.**
- **You must have the funds in your account balance before you can be reimbursed.** You may accumulate bills for day care expenses incurred and claim for them when the funds are in your account.

Critical Illness Insurance

This policy pays benefits in addition to any health or major medical benefits you receive. You can choose the amount of benefit coverage, from \$5,000 to \$1000,000.

Covered critical illnesses include heart attack, stroke, major organ transplant, end state renal failure, and, at a lesser amount, coronary artery bypass surgery. There is a health screening benefit of \$50 per calendar year to help prevent the onset of critical illnesses.

Since the premiums are tax sheltered, most benefits received from this policy would be taxable income. The premium rates are based on age at issue date and tobacco use, and will not increase with age. Coverage amounts reduce by 50 percent when you reach age 75. Coverage is available for you and your spouse. See the Colonial representative at your school or work site for more information.



- State Employee Salary and Benefits Information:
<http://www.ncpublicschools.org/work4ncschools/salary/>
- N.C. State Health Plan: <http://www.shpnc.org>
- Teachers and State Employees' Retirement System:
<http://www.myncretirement.com>

Hospital Income

This benefit allows you to bridge the gap in costs your health insurance does not cover. The wellness benefit pays \$50 for some wellness tests.

It also offers outpatient surgical procedure benefits, hospital confinement benefits, rehabilitation unit benefits, and waiver of premium benefits.

Benefits are paid directly to you, unless you specify otherwise. Your benefits are paid regardless of any other coverage you may have with any other insurance companies. There is no lifetime maximum to the benefits, and if you change jobs or leave your employer, you can take your coverage with you with no increase to the premiums.

Medical reimbursement plan

This benefit allows you to tax-shelter some or all of your unreimbursed medical expenses, including co-payments, deductibles, and payments for items or services not covered by health insurance (such as orthodontia or routine exams).

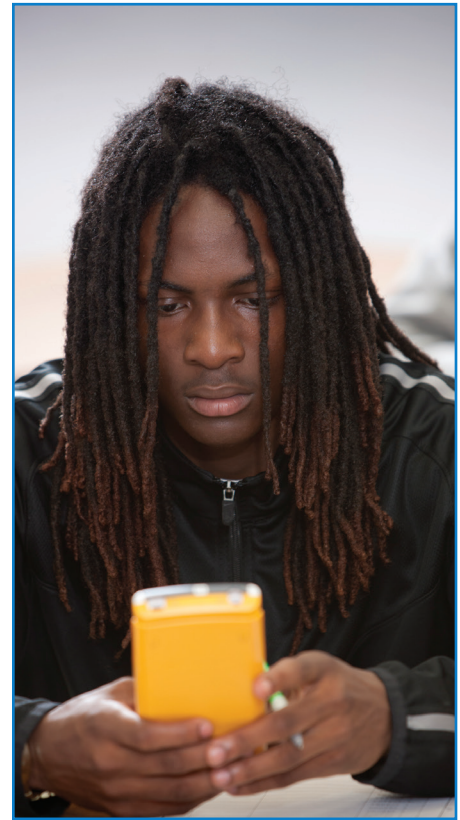
- You can check your plan balance at any time by calling 1-888-868-3539, ext. 0.
- If you use this plan, you cannot claim the same expenses as itemized deductions on your income tax returns. Because medical expenses must exceed a percentage of your income before you can deduct them, this plan should save you much more.
- If you leave the school system, you cannot continue to draw from your account balance throughout the plan year unless you choose to continue funding your account with after-tax dollars. (Note that this differs from the dependent care reimbursement plan.)
- You have 90 days after the end of the plan year to file for expenses incurred during the year.
- This plan has a high potential for saving you taxes, but it also carries a high risk under the “Use It or Lose It” rule. Any amount left in the account at the end of the plan year is forfeited. To be safe, contribute only for costs you know you will incur.
- The maximum contribution in a plan year is \$2,500. There is a \$5 per month minimum contribution.
- Only certain changes are allowed within the plan year: you may reduce

or eliminate your contributions within 30 days of the death of your spouse or dependent, and you may increase an existing contribution but not start a new account in case of the birth or adoption of a child. You can get information and forms for changes from the payroll office.

- You may adjust for other family status changes during the open enrollment period each year.
- You can use this plan for expenses of your family members even if you are not electing family coverage under your health insurance plan.
- **You must re-enroll for this benefit each year to continue it.**
- You may draw up to the total you have committed to contribute during the year at any time, even if the funds have not yet been deducted from your paycheck. You may have a negative balance in this account at any time before the end of the year. This is different from the dependent care reimbursement plan.
- Because some medical expenses such as orthodontia and eyeglasses are generally not covered by insurance, you can use this plan to tax-shelter nonreimbursable costs. Such expenses are usually easy to predict.
- After-tax health insurance premiums paid by you or your spouse are **not** reimbursable under this plan. Health insurance premiums you pay through payroll deduction are already tax-sheltered unless you elect otherwise.

Other information about reimbursement accounts

- Claim forms for reimbursement accounts are simple to complete. Generally, a copy of a paid invoice, receipt, or your health benefits claim statement must be attached to justify the reimbursement. You must first pay for these expenses and not be eligible for reimbursement by an insurance plan before claiming reimbursement from your spending account.
- “Flex cards” that work like credit cards are available. You may pay your bill with the card, and the money will come out of your flexible spending account.
- Claim reimbursement checks will be issued by Ameriflex. Automatic deposit of these checks is possible, but you must contact Ameriflex to set up direct deposit.



BUS Stop

Businesses United for Schools – BUS Stop – is an incentive program created by the school system and the Winston-Salem Chamber of Commerce. Participating businesses offer incentives and discounts to school-system employees and display the BUS Stop logo. For details and up-to-date listings of participating businesses, visit the Chamber’s Web site, www.winstonsalem.com/education-programs/busstop/.

Call United Way 2-1-1

This is a free and confidential information and referral service available in Forsyth and Guilford counties through the 211 phone number. Representatives are available 24 hours a day to help callers contact health or human service organizations. You also can call 888-892-1162.

The 2-1-1 database also can be accessed online at www.nc211.org.

Duty-free lunch

Each school receives money to provide at least two duty-free lunch periods per week to each teacher to provide a break from active supervision of students. Teachers may, however, choose to remain with their students. (*P & AR 4115.1*)

Flu vaccinations

Winston-Salem/Forsyth County Schools annually participates in a program that provides flu vaccinations free of charge to all employees who are covered under the State Health Plan.

The flu vaccine is offered several times each fall. You should receive it once a year. The dates, times and locations for the clinics will be posted on the school system's website and emailed to employees.

If you have questions about the vaccines, please contact your physician. If you would like more information, please contact Human Resources at 748-4079.

Miscellaneous benefits

Employees often receive special rates or membership privileges through other organizations, such as the YMCA and YWCA. Tickets are sometimes available for Wake Forest University athletic events, Greensboro Coliseum events, Carowinds or other events. Check your email for offers sent to you from WS/FCS.

Reimbursement for damages

If your personal property, like your car or eyeglasses, is damaged because you are assaulted while performing your duties or because of malicious acts on a school campus, you will be reimbursed for the reasonable cost of the damage not covered by insurance, up to \$500. Contact the legal department for information (727-2509 or actomberlin@wsfcs.k12.nc.us).

Retirement Reception

Near the end of every school year, Winston-Salem/Forsyth County Schools hosts a Retirement Reception for those employees retiring throughout the current school year. The superintendent and members of the Board of Education present each retiree with a gift honoring them for their years of service with the school system.

For more information about the retirement banquet, please contact Human Resources at 748-4079.

State Employees' Credit Union

All regular employees and their family members are eligible to join the State Employees' Credit Union. Services include loans, savings and checking accounts. You may have deductions made from your paycheck for savings or loan payments. A \$25 minimum deposit is required for membership. Contact the local SECU office at 134 S. Stratford Road (722-9292).

Student tuition

School-system employees who live outside of Forsyth County may send their children to Winston-Salem/Forsyth County Schools without paying tuition after one full year of full-time or part-time employment. (*AR 5117.1*)

Teacher of the Year program

The mission of the Winston-Salem/Forsyth County Teacher of the Year Program is to promote the profession and recognize the teachers who implement the "best practices" within classrooms in Forsyth County.

Individuals who are chosen to represent their school as Teacher of the Year advance to compete with other schools in our region.

Previous winners of the Forsyth County Teacher of the Year award include:

- 2015-16 – Charity Sutphin, Parkland IB High (Pictured below)
- 2014-15 – Amy Pantano, Kernersville Elementary
- 2013-14 – Patty DeWitt, Kernersville Elementary
- 2012-13 – Kim Abrams, Jefferson Middle
- 2011-12 – Iris Mudd, Northwest Middle
- 2010-11 – Heather King, West Forsyth Middle
- 2009-10 – Ana Posada, Mineral Springs Middle
- 2008-09 – Amy Maxey, West Forsyth High
- 2007-08 – Carol Earnhardt, Glenn High
- 2006-07 – Jennifer Fuller, Ibrahim Elementary

For more information about the Teacher of the Year program, please call Human Resources at 748-4079.



Benefits Package

Benefit	Eligibility (see Code)	Notes
Health Insurance	F/T, P/T\$	
Traditional Basic 70/30 Plan		Employee covered at no cost, may purchase for dependents
Enhanced 80/20 Plan		Employee covered at \$13.56 to \$63.56/month, may purchase for dependents
Consumer-Directed Health Plan		Employee covered at \$0 to \$40/month, may purchase for dependents
Dental Insurance	F/T plus retirees P/T ½ \$	Employee covered at no cost, may purchase for dependents.* This is a local benefit.
Term Life Insurance	F/T only	Up to \$50,000, depending on job classification. May purchase up to \$350,000 additional.
Retirement	F/T only	WS/FCS contributes a percentage of salary as mandated by the General Assembly; employee pays 6%.*
Social Security + Medicare	All	WS/FCS contributes 7.65% of salary; employee pays 7.65%.
Disability Income Plan	F/T only	After one year of service for short-term benefits; five years for long-term benefits.
Workers' Compensation	All	No cost to employee.
Unemployment Insurance	All	No cost to employee.
Longevity Pay	F/T, P/T	After 10 years of service.
Supplemental Retirement Income Plan 401(k)	F/T only	Optional; employee invests funds.°
Tax-Deferred Annuities (TDA)	All	Optional; employee invests funds.°
457 Deferred Compensation Plan	All	Optional; employee invests funds°
Cancer/Catastrophic Illness Insurance	F/T, P/T	Optional; employee pays full premium.*
Critical Illness Insurance	F/T, P/T	Optional; employee pays full premium.*
Disability Income Insurance	F/T, P/T	Optional; employee pays full premium.*
Intensive Care Insurance	F/T, P/T	Optional; employee pays full premium.*
Hospital Income	F/T, P/T	Optional: employee pays full premium.*
Automobile/Homeowners Insurance	F/T, P/T	Optional; employee pays at group rates.
Medical Reimbursement Plan	F/T, P/T	Optional; employee sets aside funds.*
Dependent Care Reimbursement Plan	F/T, P/T	Optional; employee sets aside funds.*
Vision Care Insurance	F/T, P/T	Optional; employees pay full premium*
Tricare Supplemental Benefits	F/T, P/T	Optional; employees pay full premium*
Holidays	F/T, P/T	11 or 12 a year (10 or 11 in 10 months).
Annual Leave	F/T, P/T	1.167 to 2.167 days per month, depending on length of service; can accumulate to 30 days.
Sick Leave	F/T, P/T	1 day per month; can accumulate indefinitely. Can use for family or personal illness, death in immediate family.
Personal Leave	F/T, P/T Teachers only	2 days per year; can accumulate up to 5 days.

Miscellaneous: Free Parking, Direct Deposit of Pay, State Employees' Credit Union, Reduced Rates at YMCA and YWCA.



* Premiums or funds for reimbursement account are deducted before FICA, state and federal taxes.

° Funds are deducted before state and federal taxes but are taxable upon withdrawal (after age 59½ or with penalties).

F/T=Full time, regular employees ; P/T=Part time, regular employees over 20 hours a week P/T\$ = Part time employees pay full premium

Tuition reimbursement

Due to the uncertainty of the budget at the time of printing, we are unable to publish any information about tuition reimbursement. Please visit <http://wsfcs.k12.nc.us/educationassistance> for updated information. You also can call Human Resources at 748-4079.

Retirement

There is no mandatory retirement age. You and the school system save for retirement and contribute to Social Security:

- Six cents of each dollar you earn is deducted from your paycheck and set aside for your retirement. Such contributions by you are tax-deferred until you retire or make a withdrawal.
- The school system also contributes a percentage of each dollar you earn to your retirement fund. That percentage is determined each year by the General Assembly.

If you leave the school system, you may withdraw the money you contributed in a lump sum payment, plus interest in some cases, but less tax and penalties.

After one year of service, if you die while employed by the school system, your beneficiary will be paid a sum equal to the salary you earned in the last calendar year of work (not to exceed \$50,000 or less than \$25,000), in addition to the amount you have paid into the retirement system.

You may retire with unreduced retirement benefits at age 65 with five years of membership, at age 60 with 25 years of credit, or at any age with 30 years of credit. You may retire with reduced benefits after age 50 and 20 years of credit, or at age 60 with five years of membership.

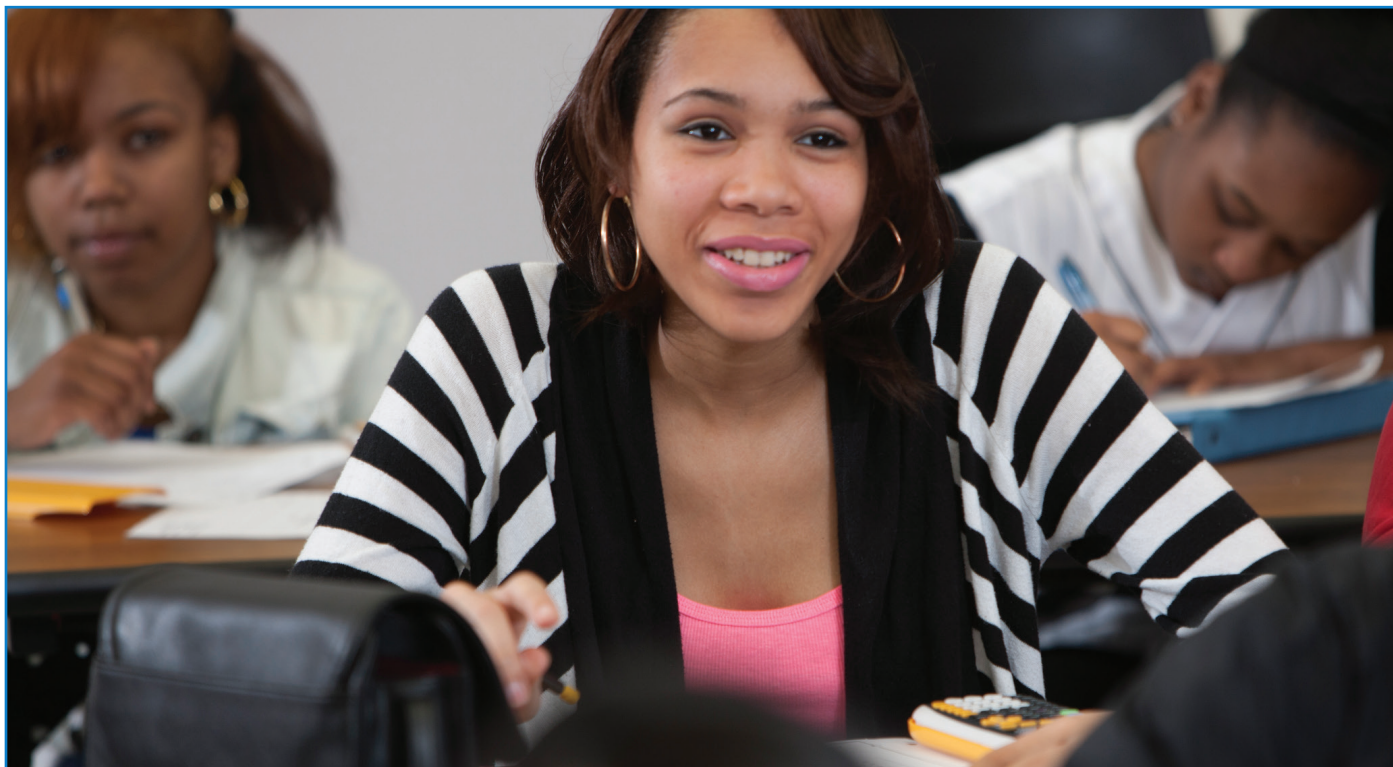
Most or all of your retirement benefits are taxable income when you receive them. Retirement benefits of employees vested as of 8/12/89 may be sheltered from state income taxes.

If you were first hired before Oct. 1, 2006, and retire with five or more years of State System membership service, the state will pay for your individual health insurance coverage. If you were first hired on or after Oct. 1, 2006, in order to receive individual coverage at no cost, you must retire with 20 or more years of retirement service credit; if you have 10 but less than 20 years of retirement service credit you will have to pay 50 percent of the cost for your coverage, and with five but less than 10 years, you will have to pay the full cost for your coverage. In all cases, you must pay the full cost of dependent coverage, if elected.

Social Security

All employees of the school system are covered by Social Security. You may retire at age 65 to 67 (depending on your birth date) with full benefits or elect to retire earlier with reduced benefits. Social Security also provides payments to you if you are disabled, and to your dependents if you should die or become disabled.

Contributions to Social Security cannot be withdrawn. Additional information is available at Social Security offices.



Supplemental retirement benefits

As a school system employee, you are eligible for three additional ways to save for retirement through payroll deductions. All are identified by the Internal Revenue Code sections that authorize them: the 401(k) Supplemental Retirement Income Plan and 403(b) tax deferred (sheltered) annuities (TDA/TSA) and 457 Deferred Compensation.

All plans allow you to invest funds from your pay before state and federal taxes. Depending on your tax bracket, this gives you from 2 percent to 35 percent more money to invest and on which to earn interest or dividends.

The money becomes taxable only when you withdraw it. Since you are likely to be in a lower tax bracket when you retire, you will probably pay lower taxes and your funds will have compounded without being reduced for taxes in the meantime.

<u>401(k)</u>	<u>TSA/TDA - 403(b)</u>	<u>457</u>
<ul style="list-style-type: none"> • Plan is sponsored by the Retirement System and administered by Prudential. • Enrollment forms and plan information are available in the payroll office. • You must be a contributing member of the Retirement System to participate. • You have a variety of investment options with great flexibility in changing investment options. • You can participate with as little as \$20 per month or with as much as 80 percent of your salary annually, not to exceed \$17,500 (2013) for employees under age 50, or \$23,000 (2013) for employees who are age 50 or older. • Prudential charges no administrative fees. • Withdrawal may begin without tax penalty upon leaving employment and attaining age 55. • More information is available at www.ncplans.prudential.com. 	<ul style="list-style-type: none"> • Plan is an insurance contract available through 5 insurance companies/financial firms. • Enrollment forms and plan information must be obtained through an agent or broker who is approved. The payroll office has a list of qualified companies, and the list also is available on the Financial Services Department's website. • Any school system employee may participate. • Many are standard interest-bearing investments, but some offer more investment options. • Minimum participation levels vary. Because of special "catch-up" provisions in tax laws, maximum participation levels can be quite high. • Fees vary and can include stiff early withdrawal fees on top of the potential tax penalties. • Withdrawal may begin without tax penalty, with some restrictions, upon attaining age 55. 	<ul style="list-style-type: none"> • Plan is sponsored by the State of North Carolina and administered by Prudential. More information is available at www.ncplans.prudential.com. • Enrollment forms must be obtained from the local representative. Plan information is available in the payroll office. • Any regular school system employee may participate. • You have a variety of investment options with much flexibility in changing investment options. • You can participate with any amount up to \$17,500 (2013) annually, or \$23,000 (2013) for employees who are age 50 or older. • An annual administrative fee of 0.35 percent on the first \$60,000 (there is no additional fee for accounts over \$60,000) is calculated daily and deducted quarterly from your balance. • Withdrawal may begin without tax penalty upon leaving employment with the state or retirement, regardless of age.

Compensatory time for classified employees

Overtime work, when properly authorized and not compensated for within the same work week, will be compensated by time off with pay at a rate of 1.5 hours of compensatory time for each hour of overtime.

The standard work week consists of seven consecutive calendar days beginning Saturdays at 12:00 a.m. and ending on Fridays at 11:59 p.m.

Court appearances

If you are a party or witness in a court case that arose from your employment with the school system, you will be granted leave with full pay to attend the proceedings.

Full-time and part-time employees who are absent for appearance in court

as plaintiffs, defendants or witnesses for personal matters, even if subpoenaed, do not receive salary payments for those days, unless they are using appropriate, approved earned leave.

However, school personnel who are responding to subpoenas for civic responsibilities, such as a witness to a crime, who are victims of a crime or who are a parent of a victim of a crime, if the victim is a minor, are eligible for paid court attendance leave.

Educational/professional leave

Under certain circumstances, you may request long-term leave without pay. Long-term leaves must be recommended by the superintendent and approved by the Board of Education. They are granted for a term of no more than one year except in extraordinary circum-

stances. Long-term leaves without pay may be granted for:

- Further education, graduate work or professional activities to enhance your skills in a field related to your position. This type of leave may not be used to explore other career opportunities.
- Travel for professional growth.

Short-term paid professional leave may be granted for up to 15 days if approved by the principal and superintendent. The leave must enhance an individual's educational knowledge or professional growth. The individual's school or department must cover the absence without employing a substitute, and the individual must agree to serve one year of employment with his or her school for each leave granted. (*P 4150.6*)

The Family and Medical Leave Act

FMLA requires covered employers to provide up to 12 weeks of unpaid, job protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative child-care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service-member during a single 12-month period. A covered service member is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness*.

**The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition."*

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under and "group health plan" on the same terms as if the

employee has continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days ad-

vance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees' requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any federal or state law prohibiting discrimination,

or supersede any State or local law or collective bargaining agreement that provides greater family or medical leave rights.

Holidays

Eligible school employees receive the same number of holidays as state employees, but not necessarily on the same days. Paid holidays are New Year's Day, Martin Luther King Jr.'s birthday, Good Friday, Memorial Day, Independence Day (12-month employees), Labor Day, Veterans Day, Thanksgiving (two days) and Christmas (two or three days).

An employee may be absent for no more than two days in a school year for bona fide religious holidays not scheduled as vacation or holidays in the school calendar. The absence must be approved in advance by the superintendent or his designees, such as the Director of Human Resources or the employee's principal or supervisor. The employee must make up the time missed. (*State Policy Manual, P 2.0*)

Jury duty

You may have temporary leave with full pay if you are called for jury duty. (*State Policy Manual, P 7.2*)

Military leave

You may have temporary leave with full pay for up to 15 days if you are called for annual training with a military reserve or National Guard unit. If you are called to active duty, you will receive leave without pay and credit for such service. If military pay is less than the employee's regular pay, the employee will receive differential pay while on active military duty. (*State Policy Manual, P 10.0*)

Parental leave for schools

If you are a parent or guardian of a school-aged child, you may take up to four hours a school year of eligible-earned leave, such as compensatory time or annual leave, to participate in your child's school activities. You must request parental leave in advance. (*State Policy Manual, P 8.3*)

Personal leave

Classroom teachers may earn two days of personal leave each year at the rate of 0.2 days per full month of employment. On June 30 each year, personal leave in excess of five days is converted to sick leave.

Personal days may be used in whole or half-day units on student or professional days, but not on state testing days, the first day teachers are required to report for the school year, on required teacher workdays, or the day before or after a holiday or scheduled vacation day, unless the request is approved by the principal. A \$50 deduction for a substitute is taken from your pay for personal leave taken on student days. State law requires the deduction even if a substitute is not actually hired. Teachers using personal leave on teacher work days shall receive full salary. Teachers can use personal leave on days reserved for schools (RS days) if they are not required to attend staff development activities.

Requests to use personal leave should be made at least five days in advance. You do not have to provide a reason for taking personal leave.

Personal leave normally is not granted on the day before or after a holiday or on required teacher workdays. (*State Policy Manual, P 5.1*)

Shared leave

Extended illness can cause financial hardship when an employee's sick leave and annual leave are exhausted. Under provisions of the State Board of Education policy, fellow employees can donate sick leave or annual leave to help, under limited circumstances.

Full- and part-time regular employees must have approval to receive donated leave for extended absence because of their own illness or one in their immediate family. They must not be receiving benefits from the Disability Income Plan.

You may donate **sick leave** only to another employee who is a member of your family (spouse, child, parent, including step-relationships, and any other dependents residing in your home) in this or another school system, a community college or N.C. state agency. You may not reduce your sick leave below one-half of what you earn in a year.

You may donate **annual leave** to any employee in this school system and to immediate family members (spouse, parents, children, brother, sister, grandparents, grandchildren and step-, half-, and in-law relationships) in other school systems, a community college or N.C. state agency. You may not reduce your annual leave below one-half of what you earn in a year.

All donated leave will be credited to

the recipient's sick leave account. (*State Policy Manual, P 4.3*)

Sick leave

Permanent employees earn one day of sick leave for each month of employment. Sick leave may be accrued indefinitely. The length of a day depends on the nature of your employment.

You may use sick leave for your own illness, injury, pregnancy or medical appointments, and for the illness or death of a member of your immediate family. Your immediate supervisor may require documentation of the reason for your absence, including if you are absent for three consecutive days, seven cumulative days during a school year, the day before or after a holiday, or the first or last 10 days of the school year.

If possible, you should notify your immediate supervisor in advance of an absence due to illness, surgery or pregnancy. If you are unable to provide advance notice of an illness, you or a member of your family must notify the supervisor as soon as possible regarding the absence. In any event, the notice must be given within seven calendar days of the beginning of the period of illness or disability. Otherwise, you may be subject to dismissal.

Teachers, bus drivers, food-service workers and other employees who require substitutes should call the substitute calling system or their supervisor before 7 p.m. the night before they will be absent so a substitute can be arranged. If that is not possible, employees should call as soon as possible and at least one hour before they are scheduled to work. Other employees should call their supervisors as soon as possible, but no more than three calendar days after the beginning of the period of illness or disability.

Failure to give advance notification and/or to 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 attendance counseling or a disciplinary proceeding up to and including termination. Failure to give advance notice, if required, and/or to call in advance for three consecutive days or seven cumulative days in a rolling 12-month period will be considered a voluntary resignation or grounds for termination. Similarly, leaving work without permission is considered neglect of duty and grounds for suspension or termination. (*P 4116.11*)

If a career teacher fails to report to work without notice for three consecutive days, it will be considered neglect of duty.

Employees who are reasonably unable to notify an immediate supervisor should advise the supervisor as soon as possible of the circumstances surrounding the failure to report for work or to report the absence.

The minimum amount of sick leave that may be taken at one time is one hour.

You will not be paid for unused sick leave when you leave the school system. When you retire, your accumulated earned sick leave is converted into retirement credits at the rate of 20 sick leave days equal to one month's service. Another month is allowed for any part of 20 days that is left over.

If you have exhausted all your earned sick leave, you may, with certain restrictions, receive an extension of sick leave for personal illness, injury or disability. Ask your supervisor or Human Resources how to apply.

Temporary or substitute employees generally do not receive sick leave benefits. (*State Policy Manual, P 4.0*)

Vacation (annual leave)

Annual vacation leave based on length of state service is as follows:

Years of State Service	Days per month of employment
Less than 5 years	1.17
5 but less than 10 years	1.42
10 but less than 15 years	1.67
15 but less than 20 years	1.92
20 years or more	2.17

Instructional personnel must take the 10 days of annual leave scheduled on the calendar. They may use any additional vacation days earned only on days reserved for schools (RS days) if they are not required to attend staff development activities.

Most non-instructional personnel can take annual leave on any day with the approval of their principal or supervisor. There are special rules for bus drivers and food-service workers. Local Policy 4150.3 and Policy gives information about when and how vacation or annual leave days may be taken.

The minimum amount of vacation which may be taken at one time is one hour. Holidays that fall during your vacation are not charged against your earned vacation.

If you have a catastrophic illness, as determined by the superintendent or

a designated committee, you may be able to use your annual leave if other options are not available.

You must generally earn vacation before you can use it; vacation days cannot be taken in advance. An exception is made for the 10 days scheduled for all instructional employees.

In general, you can carry only 30 days of accumulated annual leave beyond July 1 each year. Any amount in excess of 30 days is converted to sick leave.

You are paid for annual leave not used, up to 30 days, when you resign or retire.

Policies

You may contact the school attorney's office about school laws and policies at 727-2509. Complete policies and administrative regulations are available in the superintendent's office and at wscs.k12.nc.us Please see page 38 for instructions on accessing the policies or view the video available at bit.ly/1NnnqbP.

Employees are encouraged to review proposed policy changes and provide feedback.

Grievances

If you have a problem in your job, your first step should be to discuss it with the person involved to try to resolve it informally. In many cases, the person involved will be your immediate supervisor. It may be that you need more information to understand why a decision was made or an action was taken.

If you disagree with your supervisor's decision and are unable to resolve the issue, you may consider filing a formal grievance. However, not every decision or action taken by your immediate superior may be grieved. You may file a formal grievance if you believe that:

1. There has been a violation, misapplication or misinterpretation of a state or federal law, State Board of Education policy, state rule, school-board policy, administrative regulation, school-system procedure or local school rule that adversely affects the terms or conditions of your employment.
2. You have been subject to discrimination on the basis of race, religion, sex, national origin, age, or disability in violation of federal or state law or school-board policy.
3. There exists a condition that jeopardizes or adversely affects your mental, emotional or physical health or safety.
4. There has been a violation of the

terms or conditions of your employment or employment status; provided, however, that classified employees may appeal to the board only decisions concerning their dismissal, demotion, or suspension without pay. An employee may request and shall be entitled to receive written notice of the reasons for the dismissal, demotion, or suspension without pay. The notice shall be provided to the employee prior to any local Board of Education hearing on the issue.

Employees have no right to appeal decisions that are within the discretionary authority of the administration of Winston-Salem/Forsyth County Schools or an individual school. Unless one of the conditions previously listed applies, the board will not hear appeals regarding:

1. An employee's evaluation.
2. An employee's assignment to teach or assist in teaching a particular class, course or grade level.
3. An employee assignment or transfer to a particular school or work location.
4. An employee's assignment to or removal from an extra-duty assignment.

Filing a formal grievance requires you to state the problem in writing. Forms are available from Human Resources or the school attorney's office.

An employee must first file a formal grievance with his/her supervisor. The next step is to file an appeal with the appropriate assistant superintendent. Exceptions are if an employee, group of employees or employee organization file a grievance involving more than one work location, or if a classified employee's supervisor is the one recommending a disciplinary suspension, demotion or dismissal. Those grievances may be initially be filed with the appropriate assistant superintendent.

The final step in the grievance procedure is an appeal to a panel of the Board of Education. The hearing is based on the record. You may submit a written statement to the panel and will be allowed 15 minutes to speak, but no new evidence may be submitted unless a specific request is made and approved by the panel.

The grievance process is designed to ensure open discussion of the facts and issues and to resolve the grievance at the lowest level possible to the satisfaction of all parties. The process is available to those employed by the school system on a regular basis. It does not include substitute teachers and other temporary employees.

(P 4135.4)

School Attorney

The school attorney's office represents the school system and its employees when a claim is made for injuries suffered at school or for a violation of civil or constitutional rights. Under certain circumstances, the school attorney may also represent an employee charged with a crime in the course of employment. You can reach the school attorney's office at 727-2509.

Student injuries

If the parents of a student injured at school claim that you or the school system are responsible for the injury, you should refer them immediately to the school attorney. The school attorneys or the school system's insurance adjuster will investigate the claim. If it is denied and the injured person files a lawsuit, the school and insurance carrier's attorneys will defend any employee who has been named a party.

Civil rights

If a student, parent or other person claims that you or the school system have violated their civil or constitutional rights, you should refer them to the school attorney. In most cases, the school attorneys will advise them to file a grievance so that the dispute can be resolved at the lowest level. The school attorney will advise the staff regarding legal and policy issues raised in the complaint. If the grievance cannot be resolved and a lawsuit is filed, in most cases the school attorney or the attorney employed by the Board of Education's insurance carrier will provide legal defense.



Job openings and transfers

The school system's list of job openings is updated as needed on the Human Resources page of the school system's website at wsfcs.k12.nc.us/ employment. Generally speaking, job openings are advertised to current employees before being advertised to the public.

If you wish to transfer to a specific school or department, you may want to call the principal or supervisor to see if any openings are expected.

If you would like to transfer to another location in the school system in the same type of job or in an entry-level position, fill out a classified in-service application form or a licensed in-service application form.

You must also use this form to request consideration for a specific advertised higher-level position. This form must be on file for you to be interviewed for a job opening.

Generally you will be promoted only if you accept a position in a higher salary classification or if you move from apprentice to a higher level in your trade. If you choose to transfer to a position at a lower pay grade, your salary will be reduced by 5 percent for the first pay grade below your current pay grade and 2.5 percent for each additional pay grade reduction below your current pay grade.

Teachers and guidance counselors cannot transfer during the school year without the superintendent's permission. There is an opportunity each spring for interviews with the principals of schools to which you may wish to transfer.

Licensed employees are not eligible for transfers if they received a voluntary transfer the preceding school year, if they have less than 18 months of teaching experience in their current assignment, if they are on plans of assistance at the time intent forms are due, or if they miss the deadline that intent forms are due.

No WS/FCS district-level instructional support personnel are eligible to transfer until he or she is employed in a district-level position for at least 2 years and 6 months, unless waived by the assistant superintendent who evaluates the employee. No employees may be transferred while on a performance plan without the superintendent's approval. (*P 4115 Licensed; P 4215 Classified*)

Has your job changed?

If you are a classified employee, your job has been analyzed for a variety of factors in comparison to other jobs in the school system and in the community. The education and experience required, variety or complexity of the work, decision-making responsibility, accountability, type and nature of public contacts, and supervision are among the factors. If any of these factors has changed significantly, you may request a review of your classification.

You should discuss this first with your principal or supervisor. Your supervisor must submit a request and the reasons for it in writing to Human Resources. You will be asked to fill out a Position Description Questionnaire (PDQ) to show what your current job requires. (*AR 4230*)

Evaluations of classified employees

If you are classified, you will receive an annual evaluation by your supervisor. It is designed to help you improve your job performance.

If your job performance is not satisfactory, your supervisor may work with you to develop a plan to help you improve to an acceptable level or may recommend that your employment be terminated. (*P 4217*)

Evaluation of licensed employees

Professional Development Plan

At the beginning of the evaluation year, you will develop a new Professional Development Plan or revise your current PDP based on the most recent observations and evaluation. You and your evaluator will cooperatively select specific goals, strategies, resources, assessment strategies and target dates for completion of each goal, which will be placed on the PDP.

Evaluation Instrument

As a general rule, Winston-Salem/Forsyth County Schools uses evaluation instruments developed by the State Board of Education for licensed personnel. Local instruments may be used to supplement the state instrument or for positions for which there is no state instrument.

All licensed personnel may be evaluated at any time as deemed appropriate

by their immediate supervisor, department head or superintendent.

Employee personnel files

Only complaints less than 12 months old about an employee's work-related or professional conduct, commendations, or suggestions for improvement or correction that are signed by the maker may be placed in your personnel file.

Before any complaint, commendation or suggestion for improvement may be placed in the file, the employee must be given a copy of it as well as five days' notice in writing. Employees have the right to place in the file any explanation or denial relating to such complaint, commendation or suggestion.

The superintendent may exclude from an employee's personnel file any information that he deems to be invalid, irrelevant or outdated, or false; or a letter of complaint when there is no documentation of an attempt to resolve the issue.

Employees may petition the superintendent to remove any information from their personnel files that they believe is invalid, irrelevant or outdated, in accordance with grievance procedure Policy 4135.4.

Staff development/professional growth

You are expected to improve your skills and continue your education. The school system provides a variety of opportunities at a reasonable cost. Staff development opportunities are offered both systemwide and by your school.

- Systemwide workshops are offered by each division during some reserved staff development days on new curriculum, multicultural differences, teaching methodology, technology and other topics.
- Each school offers at least 10 hours of staff development workshops (one unit of credit) on professional days or beyond the school day designed to meet the needs identified in the school improvement plan.

North Carolina Educators' License Renewal Requirements

Employee	Number of Continuing Education Credits	Topic
All licensed educators and administrators	8.0 total renewal credits during each 5-year renewal cycle, including the requirements below	Content knowledge, content pedagogy, assessment, diverse learners, leadership, technology, and others
All licensed educators and administrators (local requirement)	1	Technology
All K – 8 classroom teachers	3	Literacy instruction
All classroom teachers and student support	3	Academic subject content area, including strategies to teach these subjects
School administrators (principals and APs)	3	Standards for school administrators in instructional, human resources and managerial leadership

SOURCE: NC State Board of Education Policy QP-A-005, para 5.10 and WS/FCS Administrative Regulation 4113, para A.2.

- The State Department of Public Instruction, the Regional Education Service Alliances, and the Piedmont Triad Educational Consortium offer workshops.
- Forsyth Technical Community College, Salem College, Wake Forest University, University of North Carolina at Greensboro, Winston-Salem State University, Appalachian State University and other surrounding colleges and universities offer courses and special programs that carry renewal credit.
- Other community agencies may offer programs that carry staff development credit.
- The N.C. Center for the Advancement of Teaching at Western Carolina University provides renewing experiences for teachers in three- to five-day sessions in nontraditional subjects. The program pays all expenses, including your substitute teacher.

License renewal

Renewing your license is your responsibility. Be sure to fill out the attendance and certificate of credit forms at the end of each workshop you attend. A list of renewal requirements is included in the table above.

You must have approval *in advance* from the staff development department in order to receive license renewal credit for any staff development other than that offered by the school system. Upon completion of the workshop or course, the official paperwork must be submitted to ensure that it is posted to your license.

You need to keep a list of workshops you have attended on your copy of your license. If you have questions about the status of your license, call Human Resources. You may check your license renewal period dates and the renewal credits recorded in our official HR database anytime by visiting the school system's website.

If you need forms or have questions about renewal credit, call Human Resources at 748-4079.

Scholarships

Several local scholarships are available to teachers for professional development and graduate study. Applications and notifications are handled by the Winston-Salem Foundation, 725-2382 and wsfoundation.org. State and national scholarships are also available.

Information about workshops and scholarship opportunities is sent to all principals. (P 4131.1)

Returning to work after retirement

To be re-employed while continuing to receive retirement benefits, you must have had at least a six-month break in service since your retirement date. You may not earn more than your maximum allowable earnings as determined by the Teachers and State Employees Retirement System, which is generally no more than half of your last annual earnings prior to retirement.



School Information

Enrollment

2013-14	53,834
2014-15	54,064

Number of schools

K-5 Elementary schools	43
6-8 Middle schools	14
9-12 High schools	15
Special Schools.....	9
Total	81

Students

43% White, 29% African-American, 22% Hispanic, 2% Asian, 4% other

Personnel (2014-15)

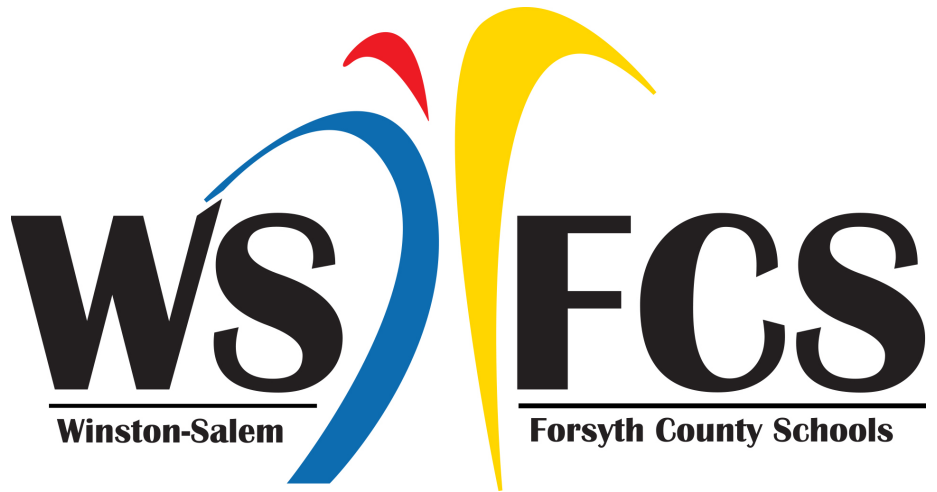
Classroom Teachers	3,753
Part-time Primary Reading Teachers.....	39
Teacher Assistants	806
Administrators/Program Managers	100
Principals.....	81
Assistant Principals	112
Guidance Counselors	153
Psychologists.....	23
Social Workers	43
Media Coordinators/ Audiovisual	68
Clerical/Secretarial.....	413
Maintenance	162
Housekeepers	215
Food Services (many part-time)	531
Transportation (many part-time)	361

2014-15 Budget..... \$543,904,229

State (\$305.1)	56.1%
Local (\$144.0)	26.5%
Federal (\$70.3)	12.9%
Other (\$24.5)	4.5%

Per pupil expenditure..... \$9,236

(excluding capital outlay and cafeterias; based on average daily membership)



Our Mission

Winston-Salem/Forsyth County Schools provides all students with educational opportunities that ensure they become responsible, productive, global citizens.

Our Vision

Winston-Salem/Forsyth County Schools fosters educational excellence as all students prepare to become successful citizens.

Our Goals

- By 2020, 90 percent of third-grade students will read on or above grade level.
- By 2018, our graduation rate will be 90 percent.
- By 2018, we will close the achievement gap between subgroups by 10 percentage points while increasing the performance of all subgroups.

Our Priorities

- Provide all schools and departments the differentiated support they need to reach the full potential of the Continuous Improvement Process to maximize student outcomes
- Train and support individuals to be strong leaders and hold them accountable for achieving district goals
- Equip staff to support struggling students
- Intentionally engage our parent and community partners in understanding, supporting, and advocating for our district goals in service of students.

In compliance with federal laws, Winston-Salem/Forsyth County Schools administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law.

Administration

Here are the most frequently called phone numbers for school information. If you have a question, call the principal, or the appropriate assistant superintendent or division director. If the number you need is not listed, please call 727-2816 and ask for help.

Chief Academic Officer

Academic Services 727-2912 **Kenneth Simington**

Assistant superintendents

Elementary Schools 727-2127 **Steve Oates**

Ashley, Bolton, Brunson, Caleb’s Creek, Cash, Children’s Center, Clemmons, Cook, Diggs-Latham, Downtown School, Easton, Elementary School Academy, Forest Park, Gibson, Griffith, Hall-Woodward, Ibrahim, Jefferson, Kernersville, Kimberley Park, Kimmel Farm, Konnoak, Lewisville, Meadowlark, Middle Fork, Mineral Springs, Moore, Morgan, North Hills, Old Richmond, Old Town, Petree, Piney Grove, Rural Hall, Sedge Garden, Sherwood Forest, Smith Farm, South Fork, Southwest, Speas, Special Children’s School, Union Cross, Vienna, Walkertown, Ward and Whitaker.

Secondary Schools 727-2870 **Carol Montague-Davis**

Middle Schools: Clemmons, East Forsyth, Flat Rock, Hanes, Jefferson, Kernersville, Lowrance, Meadowlark, Mineral Springs, Northwest, Paisley, Philo-Hill, Southeast, Walkertown and Wiley. Also homebound/hospitalized program.

High Schools: Atkins, Career Center, Carter, Carver, Early College of Forsyth, East Forsyth, Forsyth Middle College, Glenn, John F. Kennedy, Kingswood, Main Street Academy, Mount Tabor, North Forsyth, Parkland, Reagan, Reynolds, Walkertown, West Forsyth and Winston-Salem Preparatory Academy.

Operations 727-2095 **Darrell Walker**

Technology 727-8024 **Kevin Sherrill**

Other administrators

Academically Gifted	748-3426	Rebecca Young
Alternative Education	748-3375	Gwen Johnson-Green
Athletics	748-4000, ext 34292	Stan Elrod
Attorney	727-2509	Ali Tomberlin
Cable 2	727-8213	Chris Runge
Child Nutrition	771-4526	Lauren Richards
Community Involvement	728-9222	Rodessa Mitchell
Counseling	727-2912	Kenneth Simington
Driver Education	748-4000, ext 34109	Greg Gentry
Drug & Alcohol Abuse	703-6730	Kathy Jordan
Environmental Affairs	661-4999	Todd Kneller
Exceptional Children	727-2083	Sam Dempsey
Finance	727-2822	Chick Plunkett
Maintenance	661-4999	Wayne Loflin
Marketing and Communications	727-2696	Alexandra Hoskins
Human Resources	748-4079	Brenda Bourne, Pam Hensdale and Paula Wilkins
Psychological Services	727-8080	Corliss Thompson-Drew
Records (Transcripts)	727-2306	Nelda Shugart
Rental of School Facilities	727-2527	Karla Plyler
School Social Work Services	748-4008	Michael Pesce
Section 504 Compliance	727-8080, ext. 34213	Clara Chavez
Student Assignment	748-3302	Homan Atashbar
Title I	727-2210	Patsy Squire
Transportation	748-2287, ext 34701	Darrell Taylor



Directions to Schools

Elementary Schools

- AshleyAS
- Bolton.....BO
- BrunsonBR
- Caleb's CreekCK
- Cash.....CA
- Children's CenterCH
- ClemmonsCE
- Cook.....CO
- Diggs-LathamDL
- Downtown.....DO
- Easton.....EA
- Forest ParkFP
- GibsonGI
- Griffith.....GR
- Hall-WoodwardHW
- IbrahimIB
- JeffersonJE
- Kernersville.....KE
- Kimberley ParkKP
- Kimmel FarmKF
- KonnoakKO
- LewisvilleLE
- MeadowlarkME
- Middle ForkMD
- Mineral Springs.....MSE
- MooreMO
- MorganMR
- North HillsNH
- Old RichmondOR
- Old Town.....OT
- PetreePE
- Piney GrovePG
- Rural Hall.....RH
- Sedge GardenSG
- Sherwood ForestSH
- Smith Farm.....SM
- South ForkSF
- SouthwestSW
- SpeasSP
- Special Ch's SchSCS
- Union CrossUC
- ViennaVI
- WalkertownWE
- WardWA
- WhitakerWH

Middle Schools

- ClemmonsCM
- East ForsythEFM
- Flat RockFR
- Hanes.....HL
- JeffersonJM
- Kernersville.....KM
- Lowrance.....SA
- MeadowlarkMM
- Mineral Springs.....MSM
- Northwest.....NW

- PaisleyPA
- Philo-Hill.....PH
- SoutheastSE
- WalkertownWMH
- WileyWI
- W-S Prep Acad.....WSP

High Schools

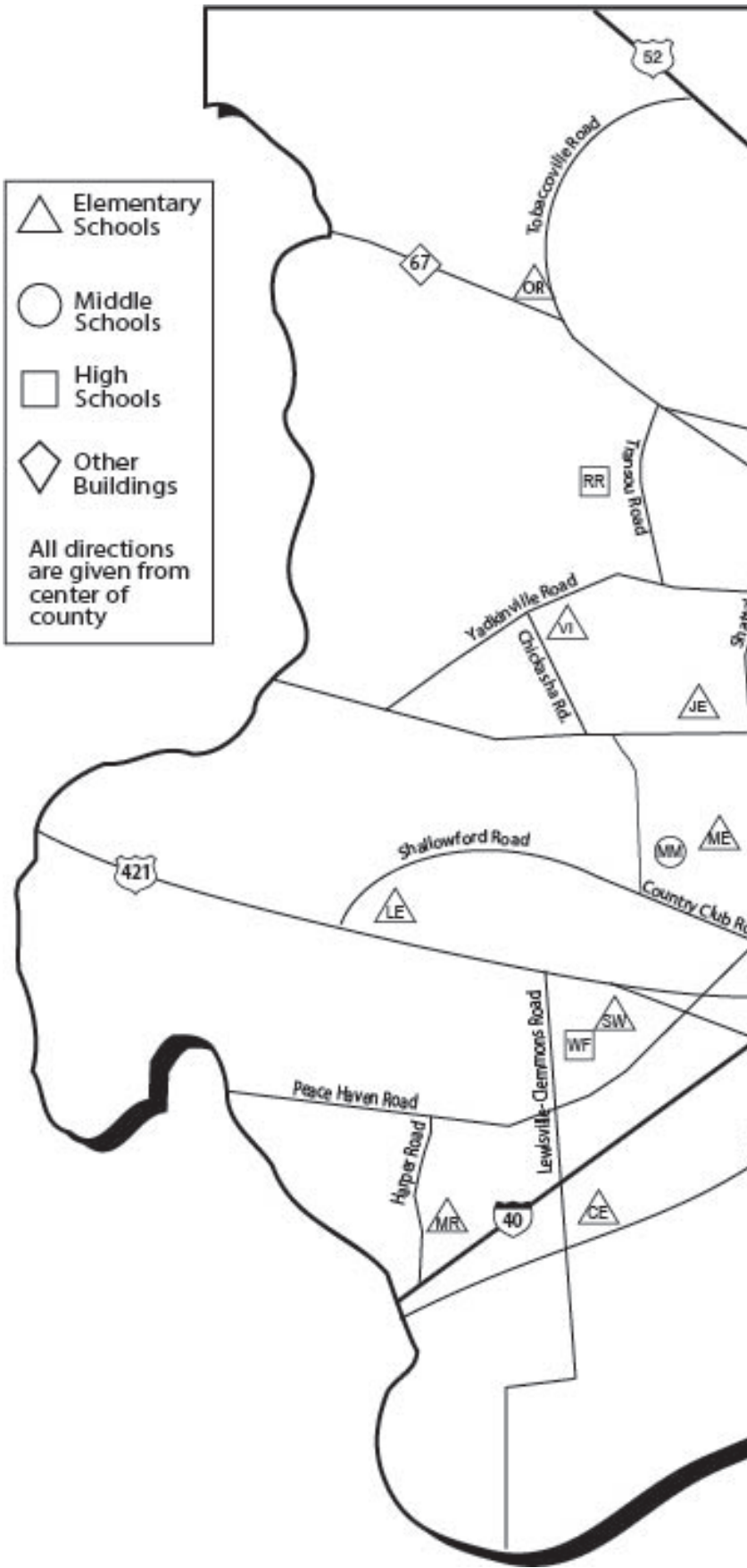
- AtkinsSA
- Career CenterCC
- Carter.....CH
- CarverCV
- Early CollegeEC
- East ForsythEF
- GlennGL
- J.F. Kennedy.....KN
- KingswoodKS
- Middle College.....MC
- Main St. Acad.....MSA
- Mount Tabor.....MT
- North ForsythNF
- ParklandPK
- Reagan.....RR
- ReynoldsRE
- WalkertownWMH
- West ForsythWF
- W-S Prep AcadWSP

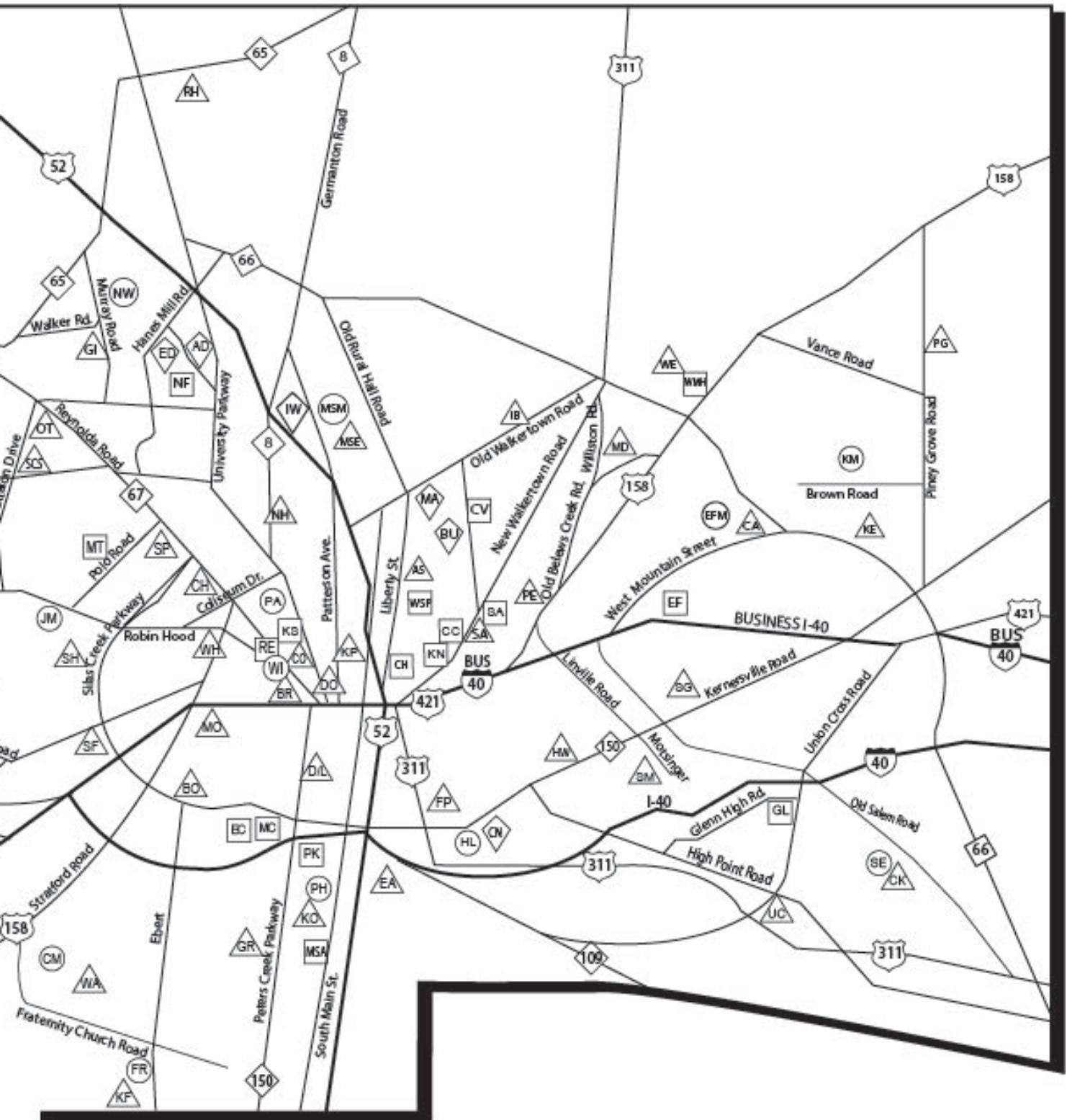
Other Buildings

- Admin CenterAD
- Education Bldg.....EB
- Child Nutrition.....CN
- IdlewildIW
- Maintenance and
TransportationMA
- State Bus Garage &
Activity BusesBU

- Elementary Schools
- Middle Schools
- High Schools
- Other Buildings

All directions are given from center of county





Winston-Salem/ Forsyth County Schools

Elementary Schools

Ashley IB Magnet (AS)

1647 Ashley School Circle 27105
 Mark Hairston703-4203
Take U.S. 52 north, to first Liberty Street exit. Turn right on Liberty; turn right at first light onto 14th Street; go six blocks to Jackson Avenue and turn left; continue to 19th Street and turn right, school is on right. Take main sidewalk into lobby; office is ahead on left at bottom of steps.

Bolton Elementary (BO)

1250 Bolton St. 27103
 Cheryl Frazier703-4247
From Business I-40, take Silas Creek Parkway south to Bolton Street exit, turn left. School is one block on left, between Forsyth Tech West Campus and Wesley Memorial Methodist Church. Follow covered walkway to office.

Brunson Elementary (BR)

155 N. Hawthorne Road 27104
 Jeff Faullin703-4206
*From Business I-40 west take Hawthorne/First Street exit, turn left at light. Go one block; turn right. Entrance is ½ block on right.
 Or from Business I-40 east, take Cloverdale Drive exit, turn left at bottom of ramp. Continue on Cloverdale through light, turn right on Hawthorne Road, then left into school. Office is on left.*

Caleb's Creek Elementary (CK)

1109 Salem Crossing, Kernersville 27284
 Judy Jones703-6757
Take I-40 east to Exit 201 for Union Cross Road. Turn left on Union Cross, then right on Old Salem Road. After about 1 mile, turn right on Teague Lane. Turn right into school.

Cash Elementary (CA)

4700 Old Hollow Road, Kernersville 27284
 Kasey Northrop703-4174
Take Business I-40 east to Linville Road exit, turn right on Linville and go to light. Turn right onto West Mountain Street. Go about three miles; turn left at light onto N.C. 66 (Old Hollow Road/Hopkins Road). Cross railroad tracks; school is on left about 300 yards from crossing. Office is on right of entrance.

Children's Center (CH)

2315 Coliseum Drive 27106
 Ted Burcaw727-2440
From Silas Creek Parkway either direction, turn onto Wake Forest Road, turn right on Reynolda Road. Turn right on Coliseum Drive. Center is ½ block on right. Office is down hallway on the left.

Clemmons Elementary (CE)

6200 Bingham Avenue, Clemmons 27012
 Wendy Brewington703-4210
Take I-40 west to Clemmons exit, turn left on Lewisville-Clemmons Road, left on Stadium Drive (beside Arby's) and right on Bingham Avenue (third street on right). Park at flagpole entrance; office is on left.

Cook Elementary (CO)

Elementary School Academy

920 11th Street N.W. 27105
 Chris Massenburb (Cook)703-4201
 Maurice Ware (ESA)703-4290
From Business I-40 exit on Broad Street, turn right. At bottom of steep hill, bear right on Thurmond Street. Follow Thurmond across Northwest Boulevard to the top of the hill. Turn right on 12th Street, then right again onto 11th Street. Office is inside front door.

Diggs-Latham Elementary (LA)

986 Hutton Street 27101
 Donna Cannon703-4102
Take Business I-40 west, exit Peters Creek Parkway south, turn left (east) on Link Road beside Mr. Barbecue. Go two blocks to end of road; turn left (north) on Hutton Street. School is 0.6 mile on left. Park in lot below school and follow sign to office.

Downtown School (DO)

601 N. Cherry Street 27101
 Janet Atkinson703-4125
From Business I-40, take Cherry Street exit; turn north on Cherry. School is on corner of Sixth and Cherry; turn right past building into parking lot. Entrance is on Cherry.

Easton Elementary (EA)

734 E. Clemmonsville Circle 27107
 Bea Jones-Veto748-4063
From U.S. 52 south, take I-40 east to exit 195 (Clemmonsville/Thomasville Road). Turn right at light. Take second left. School is on left (1½ blocks). Or from I-40 west, take exit 195 (Thomasville/Clemmonsville Road). Cross over Thomasville Rd. at light; turn left at next light (Clemmonsville Road). Turn left at the second left after the next stop light. School is on left (1½ blocks). Office is on right as you enter.

Forest Park Elementary (FP)

2019 Milford Street 27107
 Falicia Fuller703-4291
*From U.S. 52 south, take Waughtown Street exit, turn left and go to Peachtree Street. Left on Peachtree, two blocks to Marne Street, turn left, school is on right.
 Or from U.S. 52 North, take Sprague Street exit, turn right on Sprague, then left on Peachtree Street. Go three blocks turn to left on Marne Street. School is on right. Office entrance is on Milford Street.*

Gibson Elementary (GI)

2020 Walker Road 27106
 Jeff Maglio703-4212
Take U.S. 52 north, to Bethania-Rural Hall exit. Turn left, continue to Murray Road and turn left on Murray. Turn right onto Walker Road. School is directly ahead on the left.

Griffith Elementary (GR)

1385 W. Clemmonsville Road 27127
 Alesia Hilton703-4215
Take Peters Creek Parkway south, exit right on Clemmonsville Road. School is one block on right. Office is at end of long covered walkway.

Hall-Woodward Elem. (HW)

125 Nicholson Road 27107
 Celena Tribby703-4230
*From Business I-40 east, exit at U.S. 311 south/Martin Luther King Boulevard. Turn left and continue to bottom of hill past WSSU. Turn left on Reynolds Park Road. Turn left at next light on Waughtown/N.C. 150. Turn left on Nicholson Road between Pizza Hut and drug store. Office is on right as you enter.
 Or from U.S. 52, exit at Stadium Drive. If you are traveling south, turn left (north, turn right). At traffic light turn right on Martin Luther King Boulevard, etc. Or from I-40, take Clemmonsville Road exit. Turn left, continue to Waughtown Street. At stop sign turn right, continue on Waughtown, etc.*

Ibraham Elementary (IB)

5036 Old Walkertown Road 27105
 Lee Koch703-6771
From Highway 52 north, take the Liberty Street/Airport exit #111-B, merging with Liberty Street traffic. Turn at the fifth stop-light onto Old Walkertown Road. School's entrance is less than 1/3 mile on the left past the BP station. The front office is located in the middle building.

Jefferson Elementary (JE)

4000 Jefferson School Lane 27106
 Debbie McIntyre703-4215
Take Silas Creek Parkway north to Robinhood Road exit. At top of ramp turn right. Go 8/10 of a mile from the Shattalon Drive intersection. Turn right onto Jefferson School Lane.

Kernersville Elementary (KE)

512 W. Mountain St., Kernersville 27284
 Shane O'Neal703-4100
From Business I-40 east take N.C. 150 exit, turn left, continue on N.C. 150 (Main Street) to middle of town, turn left onto West Mountain Street. (Old Highway 421). The school is in fourth block on right. Office is in front building.

Kimberley Park Elem. (KP)

1701 N. Cherry Street 27105
 Amber Baker703-6731
From Business I-40, take Cherry Street exit and follow Cherry north through downtown; turn right at light on 14th Street; turn left at stop sign onto Old Cherry Street. Visitor parking is on Old Cherry adjacent to building (marked "Faculty Only"). Office: go to right around building to main entrance.

Kimmel Farm Elem. (KF)

4672 Ebert Road 27127
 Floyd Lowman703-6760
Take U.S. 52 south and exit at Clemmonsville Road. Turn right on Clemmonsville Road and travel 2 miles to Old Salisbury Road. Turn left on Old Salisbury Road, then right on Clemmonsville Road. Travel about 1 mile and take a left on Ebert Road. School will be on your right.

Konnoak Elementary (KO)

3200 Renon Road 27127
 Shelia Burnette703-4163
Take U.S. 52 south; exit on Clemmonsville Road, turn right; turn right on Konnoak Drive; turn left on Harson Street. Office is on right of main entrance.

Lewisville Elementary (LE)

150 Lucy Lane, Lewisville 27023
 Angie Choplin703-4224
Take U.S. 421 north to Lewisville exit (not Lewisville/Clemmons exit). At end of ramp, turn right, continue bearing to right. School is 0.7 mile on right. Office is inside main entrance on right.

Meadowlark Elementary (ME)

401 Meadowlark Drive 27106
 Neil Raymer703-4208
Take Silas Creek Parkway to Country Club Road. Turn right onto Country Club at top of ramp. Go several miles to Meadowlark Drive. Turn right onto Meadowlark and go about ½ mile. School is on the right.

Middle Fork Elementary (MD)

3125 Williston Road, Walkertown 27051
 Sara Cook748-4090
Take Business 40 east to U.S. 158/Reidsville Road exit. Go about two miles and turn left at fork in the road onto Old Belwevs Creek Road. Go about 1.5 miles. School is on the left at the corner of Williston Road and Old Belwevs Creek Road.

Mineral Springs Elementary (MSE)

4527 Ogburn Avenue 27105
 Debra Gladstone703-6788
Take U.S. 52 north to Akron Drive exit, go right to Ogburn Avenue; turn left. Go about 1 mile. First school on right; park in front. Office is second door on right.

Moore Magnet (MO)

451 Knollwood Street 27103
 Amanda Smith727-2680
From Business I-40, take Knollwood Street exit; turn south (from west, turn right off ramp; from east, turn left off ramp). Cross Stratford Road (second light). School is half a block on left. Office is on right through front door on the Knollwood Street level; upstairs from parking lot behind school.

Morgan Elementary (MR)

3210 Village Point Drive, Clemmons, 27012
 Mike Hayes703-4148
Take I-40 west to Exit 182. Turn right onto Harper Road, drive 3/4 mile to traffic circle, then right on Village Point Lake Drive. At next traffic circle, exit right onto Village Point Drive. School will on the right.

North Hills Elementary (NH)

340 Alspaugh Drive 27105
 Karen Roseboro703-4176
From Reynolda Road, take Polo Road east to Indiana Avenue. Turn right and then left almost immediately on Alspaugh Drive. School is on the left. Or from U.S. 52 north, take the Akron Drive exit, turn left onto Akron, then right onto Indiana Avenue. Go about 1½ miles to Alspaugh Drive.

Old Richmond Elementary (OR)

6315 Tobacoville Road, Tobacoville 27050
 Brian Brookshire703-4287
Take Reynolda Road north past Old Town Shopping Center. Continue four miles from intersection of Reynolda and Shattalon Drive. Turn right onto Tobacoville Road; school is ¼ mile on left. Office is inside front entrance.

Old Town Elementary (OT)

3930 Reynolda Road 27106
 Rusty Hall703-4283
Take Reynolda Road north past Old Town Shopping center to Shattalon Drive. The school is on left. Office is in front lobby. Or from U.S. 52 north, take University Parkway south exit; go about ½ mile, turn right onto Shattalon Drive; go 5 miles west on Shattalon through intersection of Shattalon and Reynolda Road. School is on left.

Petree Elementary (PE)

3815 Old Greensboro Road 27101
 Essie McKoy703-4141
From Business I-40 east, take U.S. 158 exit (Reidsville Road). Go to first light and turn left onto Old Greensboro Road. School is about ⅓ mile on right.

Piney Grove Elementary (PG)

1500 Piney Grove Rd., Kernersville 27284
 Bob Vorbroker703-4122
From Business I-40 east, exit U.S. 158 north, turn right on Vance Road (about ¼ mile beyond intersection of N.C. 66 & U.S. 158). Continue on Vance to stop sign, turn left on Piney Grove Road. School is ½ mile on right.

Rural Hall Elementary (RH)

275 College Street, Rural Hall 27045
 Diamond Cotton703-6789
Take U.S. 52 north to Highway 65 (Rural Hall-Bethania) exit. Turn right on N.C. 65 toward Rural Hall. Go about 2½ miles to light; continue straight one block beyond light; turn right on College Street. Enter through glass doors; office is straight ahead.

Sedge Garden Elementary (SG)

475 Sedge Garden Rd., Kernersville 27284
 Ramona Warren771-4545
From Business I-40 take Linville Road exit. Turn left, go to light at U.S. 150/Kernersville Road. Turn left and go to light at Sedge Garden Road. Turn left, school is short distance on right. Office is in new building; enter by second driveway off Sedge Garden Road.

Sherwood Forest Elem. (SH)

1055 Yorkshire Road 27106
 Jacob Lowther774-4646
Take Silas Creek Parkway north, turn left onto Yorkshire Road at first light north of Business I-40; school is on right. Office is on right as you enter.

Smith Farm Elem. (SM)

4250 Johnny Knoll Drive
 Donald Hampton703-4188
Take Business I-40 east, take the Linville Road exit. Turn left on Linville Road; travel about 2 miles to the intersection with Kernersville Road. Go straight onto Motsinger Drive and follow the road to the school.

South Fork Elementary (SF)

4332 Country Club Road 27104
 Joanel Gatling703-4231
From I-40 Business, take Silas Creek Parkway north; exit at Country Club Road. Turn right onto Country Club; school is 1½ miles on left. Office is on left as you enter.

Southwest Elementary (SW)

1631 Southwest Sch. Dr., Clemmons 27012
 Matt Dixon703-4195
Take U.S. 421 north to Lewisville/Clemmons exit, turn left (Lewisville-Clemmons Road), go about ¼ mile, turn left on Holder Road, then right on Southwest School Road. Go past bus parking lot and gym to walkway to side door; office is to left inside.

Speas Elementary (SP)

2000 W. Polo Road 27106
 Robert Ash703-4135
Take Reynolda Road north, turn left on Polo Road, stay left at fork; school is about ¼ mile on left. Enter by covered walkway to front door; office is on right.

The Special Children's School (SC)

4505 Shattalon Drive, 27106
 Sandra Gilmer703-4191
Take Reynolda Road north to Yadkinville Road. Turn left on Yadkinville, then right on Shattalon Drive. School is on the right.

Union Cross Elementary (UC)

4300 High Point Road, Kernersville 27284
 Tricia Spencer703-4233
Take U.S. 311 east to Union Cross Road, turn left off ramp to High Point Road (Old 311), turn right and right again into parking lot. Office is nearest door from parking lot.

Vienna Elementary (VI)

1975 Chickasha Road, Pfafftown 27040
 Andy Lester-Niles703-4178
Take Silas Creek Parkway north to Robinhood Road exit and turn right at top of ramp. Go to Chickasha Road, turn right on Chickasha, school is about one mile on right. Office is inside front door on Chickasha.

Walkertown Elementary (WE)

2971 Main Street, Walkertown 27051
 Trina Betha703-4252
From Business I-40 east, exit for U.S. 158 east (Walkertown). Turn left at N.C. 66. Go to second light, turn right on Main Street. School is one block on right. Office is first door on right. Or from Business I-40 West, exit at Linville Road, turn left. Go to U.S. 158, turn. Turn left at second light (N.C. 66). Proceed as above.

Ward Elementary (WA)

3775 Fraternity Church Road 27127
 Angela McHam703-4235
From the Stratford Road/Hanes Mall Boulevard intersection, take Stratford Road (U.S. 158) south toward Clemmons. Go 3.2 miles. Turn left on Fraternity Church Road. School entry is ahead at the intersection with Hope Church Road. Ward is in front.

Whitaker Elem. (WH)

2600 Buena Vista Road 27104
 Sharon Creasy703-6740
Take Business I-40, to Knollwood Street exit, turn left from west, right from east) on Knollwood to Country Club, turn left. Turn right at light onto Westview Drive, go two blocks and turn to right on Forest Drive, then left on Dartmouth Road. School faces Dartmouth; office is at corner of Buena Vista and Dartmouth.

Middle Schools

Clemmons Middle (CM)

3785 Fraternity Church Road 27127
Sandra Hunter703-4217
From the Stratford Road/Hanes Mall Boulevard intersection, take Stratford Road (U.S. 158) south toward Clemmons. Go 3.2 miles; turn left on Fraternity Church Road. School entry is ahead at the intersection with Hope Church Road.

East Forsyth Middle (EFM)

810 Bagley Drive, Kernersville 27284
Dossie Poteat703-6765
Take Business I-40 east to Linville Road exit. Turn right on Linville Road and go to light. Turn right onto West Mountain Street. Go about three miles; turn left onto Bagley Drive. East Middle is approximately 1/4 mile on left.

Flat Rock Middle (FR)

4648 Ebert Road 27127
Becky Hodges703-6762
Take U.S. 52 south and exit at Clemmonsville Road. Turn right on Clemmonsville Road and travel 2 miles to Old Salisbury Road. Turn left on Old Salisbury Road, then right on Clemmonsville Road. Travel about 1 mile and take a left on Ebert Road. School will be on your right.

Hanes Middle (HL)

2355 Pleasant Street 27107
Vacant703-4171
Take I-40 east, exit at Clemmonsville Road and turn left. Follow Clemmonsville Road to Sprague Street; turn right on Sprague Street; go past recreation center to top of hill; turn right on Pleasant Street.

Jefferson Middle (JM)

3500 Sally Kirk Road 27106
Brad Royal703-4222
Take Silas Creek Parkway north to Robinhood Road exit. At top of ramp turn right. At fifth light turn left on Norman Road and bear left onto Sally Kirk Road. Office is on right of front entrance.

Kernersville Middle (KM)

110 Brown Road Kernersville 27284
Pam Helms703-4255
*From Business I-40 east, exit at S. Main Street. Turn left at top of ramp, pass two stoplights, then bear left onto S. Cherry Street. Go to the third stoplight and turn left onto Piney Grove Road. Turn left onto Brown Road from Piney Grove to enter the school.
*From Business I-40 west, exit at N.C. 66. Go to the third stoplight and turn right onto Cherry Street. At the first stoplight, turn left onto Piney Grove Road. Turn left onto Brown Road from Piney Grove to enter the school.**

Lowrance Middle (SA)

3605 Old Greensboro Road 27101
Peggy Dickey703-4181
From Business I-40 east, take U.S. 158 exit (Reidsville Road). Go to first light and turn left on Old Greensboro Road.

Main Street Academy (MSA)

2700 S. Main Street 27127
Ronald Travis703-4185
Take Silas Creek Parkway east, turn right at light on South Main Street. School is one block on right. Or from I-40 west, take South Main Street exit, turn right at the light onto Silas Creek Parkway, then as above.

Meadowlark Middle (MM)

301 Meadowlark Dr. 27106
Joey Hearl703-4228
Take Silas Creek Parkway to Country Club Road. Turn right onto Country Club at top of ramp. Go several miles to Meadowlark Drive. Turn right onto Meadowlark and go about 1/2 mile. School is on the right.

Mineral Springs Middle (MSM)

4559 Ogburn Avenue 27105
Danyelle Parker703-6733
Take U.S. 52 north to Akron Drive exit, go right to Ogburn Avenue, turn left. Go about one mile. School is on right, corner of Ogburn and Motor Road. Office is in front entrance, down main hall on left.

Northwest Middle (NW)

5501 Murray Road 27106
Freda Smith703-4161
*Take Reynolda Road to Shattalon Drive (in front of Old Town Elementary). Turn right on Shattalon, go to second light (Murray Road), turn left. The school is about 1 1/2 miles on right. Office is in front of building.
*Or take U.S. 52 north to Bethania-Rural Hall Road exit. Turn left, go to Murray Road, turn left. School is about 1 mile on left.**

Paisley IB Magnet (PA)

1400 Grant Street 27105
Gary Cone703-4168
From Business I-40, exit at Cherry Street, go north through downtown. (Cherry Street becomes University Parkway.) Turn left at light at bottom of hill onto Northwest Boulevard. Turn right at next light onto Thurmond Street. Turn left on Gillette Street and left again on Grant Street. Office is on left inside Grant Street entrance.

Philo-Hill Magnet (PH)

410 Haverhill Street 27127
Kenyatta Bennett703-4165
Take Silas Creek Parkway south to Parkway Plaza Shopping Center. Turn right on Buchanan Street, left on Cloister Drive and right on Konnoak Street. Turn right at light on Haverhill Street and go to parking lot at end of Haverhill. Take covered walkway leading into building. Office is on right.

Southeast Middle (SE)

1200 Old Salem Road Kernersville 27284
Stephanie Gentry703-4219
From I-40 bypass, exit north onto Union Cross Road. Continue north on Union Cross for about one mile to Old Salem Road and turn right. School is on the right after crossing back over I-40 bypass.

Walkertown Middle (WMH)

5240 Sullivantown Rd., Walkertown 27051
Piper Hendrix703-4154
Take Business I-40 east to U.S. 158 (Reidsville Road) exit. Follow Reidsville Road about 5.5 miles, and then turn left onto Old Hollow Road. Go almost 1 mile, then turn right onto Main Street. Sullivantown Road will be the third right.

Wiley Middle (WI)

1400 Northwest Boulevard 27104
Lisa Bodenheimer727-2378
From Business I-40 exit at Cloverdale Avenue. Turn left off ramp, go through light at First Street to end of Cloverdale, turn left on Hawthorne Road. Go to second traffic light and turn right onto Northwest Boulevard; school is on right. Follow signs to front of building (facing Hanes Park). Office is through double doors and to the left.

Winston-Salem Preparatory Academy (WSP)

1215 N. Cameron Avenue 27101
Richard Watts703-6732
Exit from Business I-40 onto U.S. 311 north. Follow U.S. 311 (turn right at bottom of hill) about one mile to Cameron Avenue. (A traffic island divides U.S. 311 just before Cameron.) Turn left, go about four blocks; school is on right between 12th and 14th streets. Office is on main floor in center of building.

High Schools

Atkins High (SA)

3605 Old Greensboro Road 27101
Joe Childers703-6754
From Business I-40 east, take U.S. 158 exit (Reidsville Road). Go to first light and turn left on Old Greensboro Road. School is about 1/3 mile on right, next to Petree Elementary.

Career Center (CC)

910 Highland Court 27101
Chris Nichols727-8181
Take U.S. 52 north; exit at Martin Luther King Jr. Drive, turn right. Turn left on Highland Avenue; school is on left.

Carter High (CVH)

851 Highland Court 27101
Donna Horton703-4119
Take U.S. 52 north; exit at Martin Luther King Jr. Drive, turn right. Turn left on Highland Avenue; school is on left. Park in lot to right of school.

Carver High (CU)

3545 Carver School Road 27105

Travis Taylor727-2987
From U.S. 52 take Akron Drive exit. From north, turn left on Akron; from south turn right. At third light, turn left onto Liberty Street, bear right at fork onto Lansing Drive, go to stop sign, turn right on Carver School Road. School is 1.1 mile on left. Office is to left of lobby in main entrance.

Early College of Forsyth (EC)

Ardmore Building, Forsyth Technical Community College, 2100 Silas Creek Parkway 27103

Fran Cook757-3290
Take I-40 to Peters Creek Parkway exit (Exit 192). Turn left at the light onto Peters Creek Parkway. Turn left onto Silas Creek Parkway. Turn left onto Miller Street; Ardmore Building is first building on the left.

East Forsyth High (EF)

2500 W. Mountain Street Kernersville 27284

Rodney Bass703-6735
Take Business I-40 east to Linville Road exit, turn right and cross over Business I-40; turn right at light onto West Mountain Street; school is one mile on right. Go down covered walkway to the courtyard. Enter building on the left; office is on the left.

Forsyth Middle College (MC)

William Wynn734-7437

Located on the main campus of Forsyth Technical Community College.

Glenn High (GL)

1600 Union Cross Rd., Kernersville 27284

Brad Craddock771-4500
Take I-40 east to Union Cross Road exit, turn right. The school is about ½ mile on right.

John F. Kennedy High (KN)

GAP, LEAP academies
 890 E. 11th Street 27101

Sean Gaillard703-4143
Take U.S. 52 north; exit at Martin Luther King Jr. Drive, turn right. Turn left on Highland Avenue; school is on left. Park in lot to right of school. Office is inside on right.

Kingswood School (KS)

1001 Reynolda Road, 27104

Roderick Dupree703-4143
Take Business I-40 to Broad Street exit and go north. Broad Street merges with Reynolda Road; follow Reynolda north about 1,000 feet past the traffic light at Northwest Boulevard. Turn right into the entrance to Children's Home and follow signs to Kingswood.

Main Street Academy (MSA)

2700 S. Main Street 27127

Ronald Travis703-4185
Take Silas Creek Parkway east, turn right at light on South Main Street. School is one block on right. *Or from I-40 west*, take South Main Street exit, turn right at the light onto Silas Creek Parkway, then as above.

Mount Tabor High (MT)

342 Petree Road 27106

Ed Weiss703-6700
Take Silas Creek Parkway north; take Robinhood Road exit, turn right. Take Robinhood to Peacehaven Road, turn right. Cross Polo Road, then Peacehaven becomes Petree Road. Take the second entrance on the left. From the parking lot, walk down the right side of the building to the entrance. Office is down the hall to the left.

North Forsyth High (NF)

5705 Shattalon Drive 27105

Melita Wise661-4880
Take University Parkway north, turn left on Shattalon Drive. Go about one block; entrance to school is on right. Office is at front. Use entrance doors on right, main office is on right.
Or from U.S. 52 north, exit University Parkway south, turn right on Shattalon Drive, etc.

Parkland High (PK)

1600 Brewer Road 27127

Spencer Hardy771-4700
From I-40, take Peters Creek Parkway exit. Turn right on Peters Creek Parkway south to Brewer Road, turn left. School is on left. Office is on right in main entrance facing Brewer Road.

Reagan High (RR)

3750 Transou Road, Pfafftown 27040

Frank Martin703-6776
Take Reynolda Road to a slight left on Yadkinville Road. Go about 2.5 miles to Transou Road and turn right. Drive about 1 mile; the school will be on the right.

Reynolds High (RE)

301 N. Hawthorne Road 27104

Leslie Alexander703-4145
From Business I-40, exit at Cloverdale Avenue. Turn left at bottom of ramp. Go through light at First Street to end of Cloverdale, turn left on Hawthorne Road. Go through second traffic light, under railroad trestle, then bear right. School will be on right. Go through lobby, turn right at hallway; office is first door on right. Main office is on first floor of main building.

Walkertown High (WMH)

5240 Sullivantown Road, Walkertown, 27051

Jay Jones703-4151
Take Business I-40 east to U.S. 158 (Reidsville Road) exit. Follow Reidsville Road about 5.5 miles, and then turn left onto Old Hollow Road. Go almost 1 mile, then turn right onto Main Street. Sullivantown Road will be the third right.

West Forsyth High (WF)

1735 Lewisville-Clemmons Rd., Clemmons 27012

Charles McAninch712-4400
Take U.S. 421 west to Clemmons exit. Turn left; school is about 1 mile on left. Office is in front of building, third door on right as you enter.
Or take I-40 to Clemmons exit, turn right on Lewisville-Clemmons Road, school is about 2 miles on right.

Winston-Salem Preparatory Academy (WSP)

1215 N. Cameron Avenue 27101

Richard Watts, principal703-6732
Exit from Business I-40 onto U.S. 311 north. Follow U.S. 311 (turn right at bottom of hill) about one mile to Cameron Avenue. (A traffic island divides U.S. 311 just before Cameron.) Turn left, go about four blocks; school is on right between 12th and 14th streets. Office is on main floor in center of building.

Other Buildings

Administrative Offices (AD)

475 Corp. Sq. Drive 27105727-2816

Beverly Emory, Superintendent
Take U.S. 52 north to exit 115B and merge onto University Parkway. Drive over U.S. 52, then take a right on Mercantile Drive (at the Holiday Inn Select). Take the first left onto Corporate Square Drive, and the Administrative Center will be the second complex on your right.

Education Building (EB)

4801 Bethania Station Road 27105

Take U.S. 52 to exit 116 for Hanes Mill Road and go right off the exit. Drive past Sciworks. The road will turn into Bethania Station Road at a stoplight where Hanes Mill Road continues to the left; go straight at that light, and the Education Building will be the first building on your left after the apartments.

Child Nutrition (CN)

2266 Marble St. 27107771-4526

Take I-40 east to Clemmonsville-Thomasville Road (N.C. 109 south) exit, turn left at light (East Clemmonsville Road), go to Sprague Street, turn right. Building is on corner of Sprague and Marble streets.

Idlewild Distribution Warehouse (IW)

4307 Idlewild Industrial Drive748-4044

Take U.S. 52 north, exit at Patterson Avenue. Turn right off of the exit onto Patterson, then turn right onto Kapp Street. Turn left on Idlewild Industrial Drive.
From U.S. 52 south, take the Patterson Avenue exit and turn left onto Patterson. From there, follow the directions above.

Maintenance & Transportation (MA)

(Local Garage and Activity Buses)

4897 Lansing Drive 27105661-4999

Take U.S. 52 north, to Airport/Liberty Street exit, go past airport, bear right on Lansing Drive, go three blocks to location on right.

State Bus Garage (BU)

4150 Carver Rd. 27105661-4992

Take U.S. 52 north, exit right onto Liberty Street. Go past airport, bear right on Lansing Drive, go to stop sign, right again on Carver School Road. Garage is three blocks on right. Transportation trailer and bus staging area: enter on Lansing Drive just before maintenance area on right.

School opening

The first day of the 2015-16 school year is Monday, Aug. 24.

Information about individual school schedules and bus routes may be obtained from the principal's office.

School opening and closing schedules require variation in teachers' work hours and principals' office hours.

The guidelines may be adjusted to meet individual school requirements.

1. Open houses will be held on different days according to grade levels.

- Elementary schools – 5:30 p.m. to 7:30 p.m. on Thursday, Aug. 20.
- Middle schools – 5:30 p.m. to 7:30 p.m. on Tuesday, Aug. 18.
- High schools – 6:30 p.m. to 8:30 p.m. on Wednesday, Aug. 19.

2. On the first student day, the teacher workday will be adjusted to accommodate the school day for students.

3. The teacher workday is seven hours and 45 minutes. The standard work week for teachers is 38 hours and 45 minutes. Each school may adopt a schedule permitting teachers to work fewer hours, but no less than seven, on some days and more hours on others for meetings, staff development or other responsibilities. To allow for planning time, students should not arrive on campus more than 30 minutes before the day begins and should leave within 15 minutes of the end of the school day.

4. Teacher assistants and other classified employees will work an eight-hour day. Teacher assistants who supervise lunch will receive credit for that time toward the eight-hour day.

5. Assistants and other classified employees who do not supervise students during lunch will work an eight-hour day with time for lunch.

6. Beginning the first student day, school offices should open between 7 a.m. and 7:45 a.m. and close between 3:30 p.m. and 4:15 p.m. School offices should be open at least 8 1/2 hours on work days.

Professional days

The 14 professional days in each calendar are marked **Rc** or **Rs**.

Days designated **Rc** are reserved for Central Office. They are set aside for open houses, parent/teacher conferences, systemwide, level or subject area workshops, or other activities. Teachers are required to participate in activities designated for them.

Days designated **Rs** are reserved for schools, and set aside for school-based activities. Teachers are required to participate in activities designated for them on those days.

Attendance by all staff may not be required on some **Rs** days. Check with your principal.

Rs and **Rc** days are indicated on the calendars on the back covers.

Staff calendar

Rc: Reserved for Central Office

Aug. 18 (elementary schools); Aug. 19 (middle schools); Aug. 20 (high schools); Feb. 15; Apr. 11

Rs: Reserved for Schools

Aug. 17; Aug. 18 (middle/high schools); Aug. 19 (elementary/high schools); Aug. 20 (elementary/middle); Aug. 21; Oct. 26; Jan. 19; March 24; June 9-10; June 13-15

Opening and closing times

The school day for students is six hours and 30 minutes for elementary schools; and six hours and 45 minutes for middle and high schools.

Elementary Schools

Start times range from 7:45 a.m. to 8:45 a.m. Dismissal times range from 2:25 p.m. to 3:15 p.m. Visit wsfcs.k12.nc.us/belltimes for a complete list.

Middle Schools

Middle schools operate from 7:25 a.m. to 2 p.m. The exceptions are as follows:

Downtown School (6-8): 8:15 a.m. to 2:45 p.m.

Hanes: 7:40 a.m. to 2:10 p.m.

John F. Kennedy: 7:25 a.m. to 2:45 p.m.

Lowrance and Paisley: 7:55 a.m. to 2:40 p.m.

Winston-Salem Preparatory Academy: 8:10 a.m. to 3:05 p.m.

High Schools

High schools operate from 8:55 a.m. to 3:40 p.m. The exceptions are as follows:

Career Center: 8 a.m. to 3:10 p.m.

Early College: 9 a.m. to 3:20 p.m.

John F. Kennedy: 8:25 a.m. to 3:05 p.m.

Kingswood School: 7:25 a.m. to 1:55 p.m.

Main Street Academy: 7:30 a.m. to 2 p.m.

Middle College: 11 a.m. to 3:30 p.m.

Winston-Salem Preparatory Academy: 8:10 a.m. to 3:05 p.m.

End of quarters

Here are the end of quarters for schools:

Friday, Oct. 23 – End of first quarter

Friday, Jan. 15 – End of second quarter

Wednesday, March 23 – End of third quarter

Wednesday, June 8 – End of fourth quarter

Report card dates

Report cards should be sent out as quickly as possible at the end of each quarter; high school report cards take longer to finish. Reporting dates for the first three quarters will not be changed as a result of school being closed for emergencies unless unusual circumstances arise.

Elementary schools:

1st quarter: the week of Nov. 2

2nd quarter: the week of Jan. 25

3rd quarter: the week of April 11

4th quarter: one week after school ends

Middle and high schools: Nov. 4; Jan. 25; April 11; June 15

Testing schedule

State specifications affect the scheduling of all state tests. If bad weather causes our schools to use scheduled makeup days, the schedule of end-of-year tests may be changed to comply with state specifications.

For more information, please call the Division of Accountability Services at 727-2964.

READY end-of-grade science tests will be given May 22-June 5 in grades 5 and 8 and end-of-grade math and reading tests in grades 3 through 8. Other test dates are as listed. All dates are subject to change.

Tests for each grade:

Second Grade

COGAT – October

ITBS – November

Third Grade

Beginning-of-Grade Reading – September

READY EOG Assessments

Fourth Grade

READY EOG Assessments

Fifth Grade
READY EOG Assessments

Sixth Grade
READY EOG Assessments

Seventh Grade
READY EOG Assessments

Eighth Grade
READY EOG Assessments
EXPLORE – October

Ninth-12th Grades
N.C. End-of-Course Tests
– Jan. 2016, May-June 2016
at all schools

10th Grade
PLAN – October

11th Grade
PSAT – October
ACT – March

12th Grade
WorkKeys – December; February

Language Proficiency Test
WAPT upon initial entry;
ACCESS – February 2016

Parent-Teacher Association

The school system supports parent and citizen groups dedicated to the improvement of public education. We are fortunate to have a well organized and active PTA in this community, and we encourage the organization and support of a PTA or comparable group in every school.

The PTA movement in this country is based on five major objectives:

1. To promote the welfare of children and youth in home, school, community and place of worship.
2. To raise the standards of life.
3. To secure adequate laws for the care and protection of children and youth.
4. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
5. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

Amy Villanueva (president@wsfcpta.org) is the president of the Winston-Salem PTA Council for 2015-16.

The fall dinner meeting to recognize

teachers of the year will be held at 6:30 p.m. on Nov. 12 at the Village Inn in Clemmons.

The reception for Reflections winners will be held in March. The location will be determined.

The spring dinner recognizing PTA presidents, students and volunteers will be held at 6:30 p.m. on May 5 at the Village Inn in Clemmons.

The Board of Education is elected

The Board of Education is composed of nine members serving until their terms end in 2018.

The county is divided into two districts, with two members elected from District 1, four members elected from District 2, and three at-large.

Members receive compensation equal to one-half the amount paid to the county commissioners.

The board acts only when meeting in official session. A quorum of five members is necessary for the board to act. A majority of the members present and voting is required for a motion to pass. No one acts in the name of the board unless authorized by the board to do so.

The superintendent is appointed

Superintendent Beverly Emory was appointed by the board in 2013 and administers the school system in accordance with board policy and state law. She manages the budget, supervises staff members and students, and makes recommendations about the operation of the school system.

The board usually meets two times each month

The board holds an action session on the second and fourth Tuesdays of each month. Action sessions begin at 6:30 p.m. in the auditorium of the Education Building, 4801 Bethania Station Road. All meetings are open to the public except when the board is in closed session. Action sessions are televised on Cable 2, the school system's education channel.

The agenda is set before each meeting by the superintendent in consultation with the board chairman. The board may by majority vote include an item

on the agenda of the next meeting or, by a two-thirds vote, add an item to the agenda of the current meeting. An outline of key issues is posted on the school system's website and *Cable 2* before and after each meeting.

You are invited to participate

The public is invited to participate in board meetings. An agenda or "board book" will be at the media table in the back of the auditorium. The board book also is available online before each meeting.

To speak to the board, please register at the media table. Comments on agenda items are heard during the "Public Comments on Agenda Items" portion of the meeting. People who wish to speak on agenda items must sign up by 6:30 p.m.

Other comments are heard during the "Meeting Open to the Public" segment of the evening. Speakers may sign up to speak during that time period at any point during the meeting.

Please limit your remarks to three minutes. The board recorder will time each speaker.

Although the board will listen to your concerns about individual school problems, it recommends first working with teachers and principals, who can resolve most problems. If you believe that a law, policy or rule has been violated, you should use the grievance procedure established by the board. Matters that cannot be resolved at the school level should be taken to the appropriate assistant superintendent, then to the superintendent before approaching the board.



Board of Education

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Teachers' Advisory Council

The council provides an opportunity for administrators and teachers to discuss critical educational issues and systemwide concerns.

No later than September, each school faculty elects one representative and one alternate to the Teachers' Advisory Council. These representatives must have three years of teaching experience, with at least one in their present schools.

Systemwide TAC

Problems, questions and suggestions of systemwide concern that need immediate attention may be brought before the council in written form.

Items that have systemwide implication, yet are of interest to an individual school, should be submitted in writing for a written response.

Questions or concerns must be submitted in the issue bin and bear the signature of the TAC representative for the school they represent.

Every school's TAC representative should keep the faculty informed about the business of the council.

The TAC meeting schedule for the 2014-15 school year is as follows:

- Wednesday, Oct. 7, 2015 at 7:30 a.m.
- Thursday, Jan. 28, 2016 at noon
- Thursday, April 28, 2016 at noon

All meetings are held in the Education Building. The TAC's executive committee meets one week prior to develop the agenda. Each of these meetings is scheduled for 4 p.m. and is held in the superintendent's conference room.

The contact for TAC is Theo Helm (727-2696).

Classified Advisory Council

The Classified Advisory Council is a communication vehicle between classified employees and school system administration. Classified employees are not required to have a license issued by the N.C. Department of Public Instruction. The school system employs about 3,000 classified employees.

Each school and central office location selects a representative to serve on the CAC General Body. The Executive Team consists of nine individuals that act as the decision-making body for the CAC.

If you are a classified employee who has an issue that you would like to be addressed by central office administration, please submit your request to our electronic issue bin via email at cac@wsfcs.k12.nc.us or through our CAC website (located under the "employees" tab of the district website).

For more information about CAC initiatives or activities, please contact Chairperson, Kendrick Leak at kbleak@wsfcs.k12.nc.us or 703-6788.

Other organizations

All employees are encouraged to become active in employee organizations and the PTA/PTSA at the school where they work or their child's school.

Forsyth County Association of Educators (FCAE)

FCAE is an affiliate of the N.C. Association of Educators and the National Education Association. Membership is open to all employees.

Representatives from each school or division meet at 4 p.m. on the second Wednesday of each month.

President Ronda Gordon can be reached at the FCAE office at 1399 Ashleybrook Lane, Suite 130, Winston-Salem, 27103 (794-3123).

Winston-Salem/Forsyth County Retired School Personnel

RSP is a unit of North Carolina Retired Personnel, an organization which is dedicated to providing retirement with dignity, promoting quality public education, and advocating for the rights of retired and active school personnel.

Contact Carolyn Ely (725-4372).

WS/FC Association of Educational Office Professionals

The Winston-Salem/Forsyth County AEOP works to improve the quality of service rendered to the educational system for students, educators and the community. Membership is open to all clerical personnel. Contact Cheryl O'Hara, president (703-6733).

NC Public School

Maintenance Association

The association provides superior standards operating and maintaining school buildings and grounds and promotes high standards of professionalism among members.

Contact President Ken Goforth (704-639-3016).

Bus Drivers' Association

The association promotes safe, timely transportation of students and supports the betterment of schools and the general welfare of school bus drivers.

Contact President Gene Nail (765-2674).

North Carolina Pupil Transportation Association

The association works for the professional improvement of its members and to incorporate higher standards in operating and maintaining school transportation.

Membership is open to all employees of the county school bus garages and SDPI transportation personnel.

Contact Delvico Dunn, president (delvicod.dunn@cms.k12.nc.us).

Forsyth Principals' Association

FPA, open to all WS/FCS principals, works for the welfare of school children, to improve the educational opportunities for all, and to strengthen principals and their roles.

Contact Melita Wise at North Forsyth High (661-4880).

Forsyth Assistant Principals' Association (FAPA)

FAPA is open to assistant principals. It fosters professional support and development.

Contact Samantha Waring at Cash Elementary (703-4174).

North Carolina Association of School Administrators (NCASA)

NCASA is open to all central office administrators, including superintendents, associate and assistant superintendents, supervisors and directors. It provides leadership for the improvement of education and promotes public interest in schools.

Contact Dr. Larry Price, executive director (919-828-1426).

Forsyth Chapter of Professional Educators of North Carolina

The Forsyth Chapter of Professional Educators of North Carolina is an affiliate of PENC. Providing commitment, support and representation, PENC is a unified organization with a positive force for the promotion of education excellence.

Contact Leigh Walters at Wiley Magnet Middle (727-2378).

Excerpts from

Policy 4116.10: Standards of Professional Conduct

The Board of Education believes all employees should adhere to certain basic standards of professional conduct. Teachers, school administrators and all other employees shall adhere to the standards of professional conduct contained in Policy 4116.10, Standards of Professional Conduct. Failure to follow the standards in this policy shall subject the teacher or other employee to investigation and possible disciplinary, including license suspension or revocation. The rules governing suspension, demotion and dismissal are laid out in Policy 4116.11: Employee Conduct. Policy 4116.11 is available on the school system's website or can be requested from the Marketing and Communications Department or Human Resources.

- Teachers, school administrators and all other employees shall practice the professional standards of federal, state and local governing bodies appropriate to their position of employment.

- Employees shall serve as positive role models at all times for students, parents, and the community.

- Employees shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.

- Employees shall not solicit current students or parents of students to purchase equipment, supplies, or services from the teacher or other employee in a private remunerative capacity.

- Employees, volunteers and independent contractors shall treat all students with respect. Such persons

shall not commit any abusive act or sexual exploitation with, to, or in the presence of a student, whether or not that student is or has been under the care or supervision of that teacher or employee.

- Employees shall not create, maintain or knowingly appear on any pornographic website in an obscene, immoral, indecent, naked, lewd, lascivious and/or pornographic manner. Employees shall not solicit, via the Internet or other electronic means, participants for obscene, immoral, indecent, pornographic, vulgar and/or sexually offensive acts. Employees are required to adhere to the standards for Internet use contained within Board Policy and AR 6161.1.

- G. The Board of Education believes extremely limited reasons exist for teachers, school administrators and all other employees to text individual students on their personal cell phones, or to communicate and/or be friends with students on personally administered pages of social networking sites. Further, the Board of Education finds numerous preferred mediums of communication exist for teachers, school administrators and all other employees to communicate with students rather than the use of texting or social networking sites and finds communication between employees and students should be appropriate in nature and comport with WS/FCS policies and the standards of proper communication between a professional and a student. As such, it is strongly recommended that teachers, school administrators and all other employees not communicate directly with individual students via text message or list WS/FCS students as "Friends" on personally administered pages of social networking sites, unless the student is the employee's child, grandchild, sibling, cousin, niece or nephew. The Board of Education reserves the right to limit the mediums of interaction and communication between a teacher and student in the event the communication between the teacher and student warrant such. All employees and school volunteers are required to adhere to AR 1111 concerning the use of school mail, telephones, faxes and email.

- Employees, volunteers and independent contractors with access to confidential student records shall keep in confidence personally identifiable information regarding students or their family members that has

been obtained in the course of professional service, unless disclosure is required or permitted by law or professional standards, or is necessary for the personal safety of the student or others.

- Employees shall not willfully or maliciously violate the constitutional or civil rights of a student, parent/guardian, or colleague.
- Employees shall make any and all reports required by Chapter 115C of the North Carolina General Statutes, if any, by WS/FCS, or by their principal or supervisor.
- Employees and volunteers shall not be under the influence of, possess, use, or consume on school premises or at a school-sponsored activity, a controlled substance as defined by the North Carolina Controlled Substances Act, Chapter 90 of the North Carolina General Statutes, without a prescription authorizing such use; be under the influence of, possess, use, or consume an alcoholic beverage or a controlled substance on school premises or at a school-sponsored activity involving students; or sell, distribute, or otherwise furnish to, or make any action or omission implicitly condoning or allowing consumption or use of alcohol or a controlled substance by any student, except as indicated in the professional duties of administering legally prescribed medications in accordance with Board Policy 5141, N.C.G.S. § 115C-307, and/or N.C.G.S. § 115C-375.2.
- Employees shall not commit any act referred to in N.C.G.S. § 115C-332 and/or any felony under the laws of the United States or of any state.
- Employees are required to report any criminal arrests, charges, convictions, guilty pleas, pleas of no contest, prayers for judgment continued or deferred prosecutions to their supervisor within five calendar days.
- Employees are not required to report minor traffic offenses unless the employee has a job responsibility to drive a school bus or motor vehicle owned by the school system, the charge is a felony, or the charge involves driving under the influence of alcohol or drugs.

- Failure to report an arrest, charge, conviction, guilty plea, plea of no contest, prayer for judgment continued or deferred prosecution to their supervisor within five calendar days may result in discipline sanction, up to suspension without pay. If a criminal history or background check or another verified source shows an employee failed to disclose a criminal charge or disposition, the employee may be dismissed from employment.
- Employees shall not misuse public funds or property, funds of a school-related organization, or a colleague's funds. Teachers and other employees shall account for funds collected from students, colleagues, or parents/guardians. Teachers and employees shall not submit fraudulent requests for reimbursement, expenses, or pay.
- Employees shall not perform any act as an employee in a position for which licensure is required by the rules of the State Board of Education or by Chapter 115C of the North Carolina General Statutes, or by any other law or provision during any period in which the teacher's, school administrator's or other employee's license has been suspended or revoked.
- Employees shall not directly or indirectly use or threaten to use any official authority or influence in any manner that tends to discourage, restrain, interfere with, coerce, or discriminate against any subordinate or any licensee who in good faith reports, discloses, divulges, or otherwise brings to the attention of the Board of Education and/or the State Board of Education, or any other public agency authorized to take remedial action, any facts or information relative to actual or suspected violation of any law regulating the duties of persons serving in the public school system, including but not limited to these rules.



Excerpts from the

Code of Ethics for N.C. Educators

The responsibility to teach, the freedom to learn and the guarantee of equal opportunity for all are essential to the achievement of these principles. The professional educator acknowledges the worth and dignity of every person and demonstrates the pursuit of truth and devotion to excellence, acquires knowledge, and nurtures democratic citizenship. The educator exemplifies a commitment to the teaching and learning processes with accountability to the students, maintains professional growth, exercises professional judgment, and personifies integrity. The educator strives to maintain the respect and confidence of colleagues, students, parents and legal guardians, and the community, and to serve as an appropriate role model.

I. Commitment to the Student

A. Protects students from conditions within the educator's control that circumvent learning or are detrimental to the health and safety of students.

B. Maintains an appropriate relationship with students in all settings; does not encourage, solicit, or engage in a sexual or romantic relationship with students, nor touch a student in an inappropriate way for personal gratification, with intent to harm, or out of anger.

C. Evaluates students and assigns grades based upon the students' demonstrated competencies and performance.

D. Disciplines students justly and fairly and does not deliberately embarrass or humiliate them.

E. Holds in confidence information learned in professional practice except for professional reasons or in compliance with pertinent regulations or statutes.

F. Refuses to accept significant gifts, favors or additional compensation that might influence or appear to influence professional decisions or actions.

II. Commitment to the School and School System

A. Utilizes available resources to provide a classroom climate conducive to learning and to promote learning to the maximum possible extent.

B. Acknowledges the diverse views of students, parents and legal guardians, and colleagues as they shape educational goals, policies and decisions; does not proselytize for personal viewpoints outside the scope of professional practice.

C. Signs a contract in good faith and does not abandon contracted professional duties without a substantive reason.

D. Participates actively in professional decision-making processes and supports the expression of professional opinions and judgments by colleagues in decision-making processes or due-process proceedings.

E. When acting in an administrative capacity:

1. Acts fairly, consistently, and prudently in the exercise of authority with colleagues, subordinates, students and parents and legal guardians.
2. Evaluates the work of other educators using appropriate procedures and established statutes and regulations.
3. Protects the rights of others in the educational setting, and does not retaliate, coerce, or intentionally intimidate others in the exercise of rights protected by law.
4. Recommends persons for employment, promotion or transfer according to their professional qualifications, the needs and policies of the LEA, and the law.

III. Commitment to the Profession

A. Provides accurate credentials and information regarding licensure or employment and does not knowingly assist others in providing untruthful information.

B. Takes action to remedy an observed violation of this Code of Ethics and promotes understanding of the principles of professional ethics.

C. Pursues growth in profession and uses that knowledge in improving the educational opportunities, experiences and performance of students and colleagues.

Adopted by the State Board of Education, February 1998.



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Listed are most of the policies and administrative regulations for employees. They can be found on the school system's website by using the policy or regulation number. The website is wsfcs.k12.nc.us. To get to the policies, click on the "School Board Policies" link in the lefthand column of the homepage under "Quick Links." Most are listed under personnel, which can easily accessed from Microscribe's Table of Contents.

- AR 1111 Use of School Mail, Fax and E-Mail
- P 1170..... Civility
- P 1175..... Domestic Violence
- P 1311..... Political Activity in Schools
- P 1326 Research Studies and Surveys of Students by Outside Agencies and Individuals
- P1331 Smoke-Free Schools
- AR 1331 Smoke-Free Schools
- AR 1350 Guidelines on Historic Preservation
- P 2200 Site-based/Shared Decision-making
- AR2200 Guidelines for Site-based/Shared Decision-making
- AR 2431 Staff Policy Committee
- P 3513 Energy Management Conservation
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- P 4113..... Staff Development Program and Licensure Requirements
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- P 4114.1..... Health Examinations
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- AR 4114.4 . Employee and Volunteer Drivers
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- P 4116..... Staff Rights and Responsibilities Regarding Student Conduct**
- AR 4116.1 Employees Injured During Episodes of Violence**
- P 4116.3..... Drug-free Workplace
- AR 4116.3 . Procedures for Implementation of Alcohol and Drug-testing Provisions of the Drug-free Workplace Policy
- P 4116.4..... Assignment to Extra Duties for Extracurricular Activities**
- AR 4116.5 . Prohibition of Harassment, Bullying and Discrimination**
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- P 4119.1..... Retirement
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- P 4122 Substitute Teachers**
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- P 4140 Salary Administration
- AR 4140.... Salary Administration**
- P 4140.2 Dual Pay for Community or Professional Services**
- P 4141 Local Salary Supplements and Schedules**
- AR 4144 Workers' Compensation
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- P 4147 Payroll Deductions for Dues to Employee Organizations
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- P 4150.3 Annual Vacation Leave**
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- AR 4151.7 . Leaves on Days When Schools are Closed Due to Hazardous Weather Conditions, Natural Disaster or Emergencies
- P 4212.1 Orientation of Employees**
- P 4214 Classified Employees Work Schedules**
- P 4215 Reassignment, Transfer and Promotion of Classified Employees
- AR 4217.1. Evaluation of Classified Employees**
- P 4221 Growth in Job Skills for Classified Personnel
- P 4230 Compensation/Pay for Classified Employees

AR 4230 Compensation and Classification of Classified Employees: Review Procedure

P 4232 Salary Supplements for Clerical and Secretarial Office Personnel

AR 4243 Benefits for Former Classified Employees Who Are Reemployed

P 5125 Privacy of Student Records

P5131.7 Reporting Prohibited Relationships with Students and Other Criminal Acts

P 5140 Child Abuse and Neglect

AR 5141.2 . Guidelines for Managing AIDS in Schools

AR 5141.3 . Handling Body Fluids and Bloodborne Pathogens

P/AR 5141.5 Guidelines for Managing Head Lice in Schools

P 6153 Field Trips and Non-School Sponsored Tours

AR 6161.1 . Acceptable Use of Internet and Web sites

P 6161.3 Selection Standards for Supplementary Text- books & use of Other Instructional Materials

AR 6161.3 . Standards for Selection and Use of Supplementary Textbooks and Other Educational Media

AR 6161.3E1 Elementary Parent’s Permission to View Video/DVD or Movie

AR 6161.3E2 Parent’s Permission to View Video/DVD or Movie

AR 6161.3E3 Request For Administrative Approval Use of Video/DVD or Movie

AR 6161.4 . Copyright Guidelines

P 7300 Matching Funds Project Guidelines

P 8250 Conflicts of Interest

