New Hanover County Schools

Engaging Students, Achieving Excellence

Substitute Handbook

August 1, 2019

Department of Human Resources
Kimberly Cox, Substitute Program Manager
6410 Carolina Beach Road
Wilmington, NC 28412
910-254-4345 or kim.cox@nhcs.net

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Board of Education

(Click on image/name for more information.)

Lisa Estep
Chair
lisa.estep@nhcs.net

David L. Wortman
Vice Chair
david.wortman@nhcs.net

Stefanie Adams
stefanie.adams@nhcs.net

Nelson Beaulieu
nelson.beaulieu@nhcs.net

Judy Justice
judy.justice@nhcs.net

Jeannette S. Nichols
jeannette.nichols@nhcs.net

Bill Rivenbark
bill.rivenbark@nhcs.net

Contact all Board of Education Members - *boardmembersemail@nhcs.net*

Administrative Assistant to the New
Hanover County Board of Education:

Tabitha Adams

Email: tabitha.adams@nhcs.net
Fax: 910-254-4350

Board of Education Center
1805 S. 13th Street, Wilmington, NC 28401

Dear Substitute Teachers:

Welcome to New Hanover County Schools (NHCS) as a substitute teacher! Whether you are a certified or non-certified substitute employee, we value your contributions and are excited to have you as part of our organization. You are vital to the daily efficiency and operation of our school classrooms. When a regular employee is absent, you bridge the gap as an invaluable part of our team.

The mission of New Hanover County Schools, in collaboration with our parents and the community, is to strive to provide children an opportunity for a superior education in a safe and positive learning environment where they are prepared with the skills to succeed. We trust that you will embrace our mission, as our most precious resources are placed in your care.

This handbook will explain our procedures, assist you in becoming a successful substitute, and answer some of the questions you may have about substituting with NHCS. As a substitute, you are a great asset to our district as you work together with our teachers and staff to provide an invaluable service for our system. By substituting, you help us maintain an educational environment of respect, kindness, and compassion for our students. We want your time with NHCS to be beneficial to our organization and students, as well as rewarding for you.

We trust that your substitute experience will be professionally fulfilling to you and educationally profitable to our students. We need strong substitutes who will take on the responsibility to ensure the educational process is not interrupted at our schools. All of our substitute employees provide services daily that impact the educational environment of our schools. Although you are a temporary, at will employee, your efforts to provide continuity in the regular employee's absence is extremely important and appreciated.

Thank you for your time, creativity and enthusiasm required to work in an environment where excellence is an expectation.

Best Regards,

Kimberly Cox

Kimberly Cox
Substitute Program Manager
New Hanover County Schools

Welcome to the
NHCS TEAM

MISSION, VISION, GOALS

MISSION

The mission of New Hanover County Schools, in collaboration with our parents and the community, is to strive to provide children with an opportunity for a superior education in a safe and positive learning environment where they are prepared with the skills to succeed.

"Engaging Students, Achieving Excellence"

VISION

The vision of the New Hanover County Schools system is to:

- Continue to deliver high-quality education to all students in New Hanover County Schools. These expectations shall be supported by improved test scores;

- Provide and maintain a safe, respectful, and secure learning environment where citizenship is valued.

- Strengthen family, community and business partnerships through mutual collaboration and communication.

- Recruit and retain diverse highly-qualified employees that implement and support district goals to ensure academic excellence for all students.

- Improve access to high quality and relevant Career & Technical Courses, which prepare students for lifelong learning and employment through the development of adaptable skills and knowledge.

GOALS

Goals shall be established annually.

Approved: 02/06/90 Revised: 11/07/95, 01/10/06, 09/02/08, 11/01/11, 09/02/14, 06/06/17 Reviewed: 08/01/17

New Hanover County Public Schools, Wilmington, North Carolina

EMPLOYEE CODE OF ETHICS AND STANDARDS OF CONDUCT

New Hanover County School employees hold positions of public trust and serve as role models for students. Through ethical behavior, system employees promote a vision of high expectations and continuous improvement for themselves as well as for students. Employees' conduct should be as such to protect their integrity and/or reputation and that of the school system. Employees shall be responsible for the integrity and consequences of their own actions. Employees engaging in any activity concerning the school system, particularly in relationships with students, parents, other employees, the public, vendors, and suppliers must exhibit the highest standards of honesty, integrity, and fairness and must follow all applicable Policies of the New Hanover County Board of Education.

All employees shall perform their jobs in a competent and ethical manner without violating the public trust, applicable law, policies, and regulations. They shall not knowingly be a party to or condone any illegal or improper activity. They shall promote equal employment opportunities, and in doing so, oppose any discrimination, harassment or other unfair practices. They shall not, directly or indirectly, seek or accept personal gain which would influence, or appear to influence, the conduct of their official duties. They shall not directly or indirectly use or threaten to use any official authority or influence in any manner that tends to discourage, restrain, interfere, coerce, or discriminate against any subordinate who in good faith reports, discloses, divulges, or otherwise brings to the attention of the administration, the Board of Education and/or the State Board of Education, or any other public agency authorized to take remedial action, any facts, information or grievance issue relative to actual or suspected violation of any law or policy regulating the duties of persons, organizations or groups serving the school system.

Social networking sites focus on building lines of communication between people who share similar interests and activities or who are interested in exploring the interests and activities of others. Most sites are internet based and typically provide e-mail, photograph, and instant messaging services. Though such sites are becoming engrained in the social fabric of our society, the Board believes few reasons exist for teachers, school administrators and all other employees to communicate with students on personally administered pages of social networking sites.

The Board also believes that numerous other preferred mediums of communication exist for teachers, administrators and all other employees to use to communicate with students rather than the use of social networking sites and that communication between employees and students should be appropriate in nature and shall follow all policies and ethical standards established for the proper communication between an employee and a student. Therefore, teachers, administrators and all other employees should not communicate directly with currently enrolled students on personally administered pages of social networking sites, unless the student is the employee's child, stepchild, grandchild, sibling, cousin, niece or nephew or unless the interaction is approved by the principal for educational reasons.. The Superintendent or designee may limit social media interactions and communications between teachers, administrators, and all other employees, and currently enrolled students, when the Superintendent or designee believes such action is warranted.

It is neither practical nor possible to delineate all of the situations that could fall within the guidelines of this Policy; however, all professional employees shall follow the standards of professional conduct listed in both the Code of Ethics for North Carolina Educators and The Standards of Professional Conduct for North Carolina Educators. The absence of law, policy, regulation or practice does not relieve an employee from the responsibility to exercise the highest ethical standards at all times.

All employees shall adhere to the standards of conduct contained within this Policy. Failure to follow the standards shall subject the employee to investigation and possible disciplinary action by the administration, the Board of Education and/or the State Board of Education, up to and including dismissal. The willful breach of the standards established by this Policy, the Code of Ethics for North Carolina Educators or The Standards of Professional Conduct for North Carolina Educators, may subject a teacher or licensed employee to license suspension or revocation.

In compliance with federal laws, New Hanover 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.

LEGAL REFS: Code of Ethics for North Carolina Educators The Standards of Professional Conduct for North Carolina Educators CROSS REF: Policy 6084 Employee Conflict of Interest

ADOPTED: 03/03/98
REVISED: 08/02/11, 10/01/13

New Hanover County Public Schools, Wilmington, North Carolina

EQUAL OPPORTUNITY EMPLOYMENT

The New Hanover County Board of Education believes in the dignity and worth of all people and their work. To this end, the Board will ensure that all applicants for employment and all current employees are employed, assigned, supervised, promoted, compensated, or terminated in full compliance with state and federal equal opportunity statutes. No applicant for employment or current employee will experience 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.

Every available opportunity will be taken in order to assure that applicants for positions are selected solely on the basis of their own qualifications, merit and ability.

The policy does not extend any rights beyond those granted by state and federal law.

Legal Reference: Title VII, Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; American Disabilities Act, 1991

Current practice codified 1986
Adopted: 04/14/87
Revised: 04/09/91
Revised: 11/09/10

DRUG FREE WORKPLACE

It is the policy of the New Hanover County Board of Education that a drug-free workplace shall be maintained at all times. The Board prohibits the manufacture, distribution, dispensing, possession, or use of alcohol, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroids, alcohol, counterfeit substances or any other controlled substance as defined in Chapter 90, Article 5 of the Controlled Substances Act schedules I through V of section 202 of the Controlled Substances Act or any other controlled substances, as defined by the North Carolina General Statutes Chapter 90, Article 5, while on New Hanover County Public School's property, including buses and any other school system operated vehicles and/or while attending any school activity, function or event either on or off the school grounds.

Employees convicted of any criminal drug statute violation shall notify their principal or supervisor immediately. The principal or supervisor shall immediately notify the Director of Human Resources.

Information about drug and alcohol rehabilitation services is available through the Employee Assistance Program (EAP) and other resources. Employees who voluntarily seek services shall be assured that applicable standards of confidentiality will be observed.

Violation of this Policy will subject an employee to personnel action which could result in nonrenewal or termination of employment with the school system or the requirement that the employee participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved by the Board. Information concerning available counseling, rehabilitation and re-entry programs will be provided to employees.

The provisions of this Policy will not apply if a drug is being taken as prescribed by a physician.

Each employee shall be notified of this Policy through the Division of Human Resources.

In compliance with federal laws, New Hanover 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.

LEGAL REFS: NCGS §20-138.2B, NCGS §115C-36, NCGS Chapter 90, Article 5

Approved: 10/02/90
Revised: 07/12/11

New Hanover County Public Schools, Wilmington, North Carolina

USE OF TOBACCO OR NICOTINE PROHIBITED BY ADULTS

The New Hanover County Board of Education believes the use of tobacco or nicotine in any form is harmful to one's health and is a potential safety hazard in a public facility. The Board further believes adults working in the school environment should be positive role models for students and must not use tobacco or nicotine. Therefore, the New Hanover County Schools and all related properties are tobacco and nicotine free.

School employees, volunteers and visitors may not at any time use or display tobacco or nicotine-containing products, including but not limited to electronic cigarettes (e-cigarettes), on school premises or at any school-sponsored events, both indoor and outdoor, and both off and on school system property. The prohibition of the display of tobacco or nicotine products shall not extend to a display that has a legitimate instructional or pedagogical purpose.

Employees, volunteers and visitors may not at any time display or use any tobacco or nicotine containing product in school system vehicles.

No employee, volunteer or visitor shall be permitted under any circumstances to use tobacco or nicotine products in any indoor or outdoor facility or vehicle owned by, leased by or contracted for the New Hanover County Schools.

The Board is committed to creating safe, orderly, clean and inviting schools for all students and staff. The Board also supports state laws that prohibit the selling or distribution of tobacco or nicotine-containing products to minors and federal law prohibiting smoking in all school buildings.

For purposes of this Policy, "tobacco product" is defined to include cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco, tobacco products, or any facsimile thereof. "Tobacco use" includes smoking, chewing, dipping, or any other use of tobacco products.

This Policy shall not be interpreted to prohibit the lawful possession or use of prescription medicine or the possession or use of over-the-counter products designed and used to stop nicotine addiction.

 In compliance with federal laws, New Hanover 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.

LEGAL REF: NCGS §115C-407
CROSS REF: Policy 8430 Use and Possession of Tobacco Or Nicotine By Students

Adopted: 12/02/86
Revised: 10/02/90, 04/06/93, 05/04/93, 11/20/02, 02/03/03, 06/07/11, 04/01/14

New Hanover County Public Schools, Wilmington, NC

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND BULLYING BY OFFICIALS, EMPLOYEES, VOLUNTEERS AND VISITORS

The Board believes that all employees, students and their parents/families should be free of discrimination, harassment and bullying as part of a safe, orderly, caring, and inviting, working and learning environment. The Board expressly prohibits discrimination, harassment or bullying of students, employees and their parents/families, by Board members, employees, volunteers and visitors.

Any violation of this Policy is considered a serious violation and appropriate action will be taken in response to a violation.

A.   APPLICATION OF POLICY

This Policy will apply in the following circumstances:

1.   While in any school building or on any school system premises before, during, or after school hours.

2.   While on any bus or other vehicle as part of any school activity.

3.   While waiting at any bus stop.

4.   During any school function, extracurricular activity or school sponsored function.

5.   When subject to the authority of school personnel.

6.   During any time, at any place or using any method of communication, including but not limited to electronic communications, when the behavior has a direct and immediate effect on maintaining order and discipline in the school or at a school related activity.

B.   DEFINITIONS

For purposes of this Policy, the following definitions will apply:

1.   **"Discrimination"**, means any act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category, such as race, ethnicity, gender, pregnancy, religion, age, or disability. Discrimination may be intentional or unintentional.

2.   **"Harassment" or "Bullying"**, means acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, including race, ethnicity, ancestry, color, national origin, gender, socio-economic status, academic status, gender identity, physical appearance, sexual orientation, pregnancy, religion, age, mental, physical, developmental or sensory disability, or by an association with a person who has or is perceived to have one or more of these characteristics, and which constitute a pattern of gestures or written, electronic or verbal communications or any physical act or any threatening communication that takes place on school property, at any school sponsored function, on a school bus, or in connection with any of the other circumstances listed in section A of this Policy, and that:

a.   Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or

b.   Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. As used in this Policy, the term "hostile environment" means that the victim

subjectively views the conduct as bullying or harassment and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassment. Harassing or bullying behavior may include in appropriate circumstances and consistent with the definition above, but is not necessarily limited to: threats, epithets, derogatory comments or slurs, lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons; or

c. Meets the definition of "sexual harassment" below.

Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying.

3. **"Sexual Harassment"**, as used in this Policy, is conduct of a sexual nature, which occurs in the following circumstances:

a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress, or completion of a school-related activity; or

b. Submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual, or in the case of a student, submission to or rejection of such conduct is used in evaluating the individual's performance within a course of study or other school-related activity; or

c. Such conduct is sufficiently severe, persistent or pervasive so that it has the purpose or effect of substantially interfering with an employee's work or performance or a student's educational performance; substantially limiting a student's ability to participate in or benefit from an educational program or environment, or creating an abusive, intimidating, hostile, or offensive work or educational environment. The terms "abusive environment", "intimidating environment" and "offensive environment", as used in this Policy, mean that the victim subjectively views the conduct as sexual harassment and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is sexual harassment.

Sexual harassment may occur between members of the same sex or members of the opposite sex. Examples of sexually harassing conduct may include, but are not limited to the following:

a. Deliberate, unwelcome touching of a sexual nature or that takes on sexual connotations.

b. Suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats.

c. Continued or repeated offensive and unwanted sexual flirtations, advances, propositions or pressure for sexual activity.

d. Continued, repeated and unwanted verbal remarks about an individual's body.

e. Sexually degrading words used toward an individual or to describe an individual or the display of sexually suggestive objects or pictures.

f. The use of personal or school electronic communications to convey sexually inappropriate words, pictures or images.

1. **"Visitor(s)"** include persons, agencies, vendors, contractors and organizations doing business with or performing services for the school system.

It is possible for discrimination, harassment or bullying to occur at various levels including but not limited to: between co-workers, between supervisors and subordinates, between employees and students, or imposed by non-employees, including volunteers or visitors on employees and/or students or their families. Harassment or bullying may also be between students (refer to Policy 8307, Prohibition Against Harassment And Bullying By Students).

C.   DISCRIMINATION, HARASSMENT OR BULLYING COMPLAINT PROCEDURES

Complaints and investigations of discrimination, harassment or bullying, may be initiated and will be investigated using the procedures outlined below. (For complaints and investigations of harassment or bullying by students, refer to Policy 8307, Prohibition Against Harassment And Bullying By Students).

1. Employees who believe or suspect that a student or employee has been discriminated against, harassed or bullied in violation of this Policy, shall report such information to the person set forth in paragraph C. 9. below using the *Discrimination, Harassment, or Bullying Reporting Form* ("Reporting Form"). All other persons are encouraged to and should report suspected violations of this Policy to as set forth in paragraph C. 9. below. Persons other than employees are not required to use the Reporting Form, but are encouraged to do so. A complaint or report of discrimination, harassment or bullying may be made anonymously, except that employees must sign the Reporting Form; however, neither the person reporting, the alleged victim nor witnesses can be promised confidentiality at the onset of an investigation due to the fact that it cannot be predicted what information will be discovered or if a hearing may result from the ultimate outcome of the investigation.

2. *Discrimination Harassment or Bullying Reporting Forms* may be obtained in the school's main (front) office, counselors' office and other locations determined by the school. A student may request assistance from a staff member to complete the Reporting Form if the student wishes.

3. *Discrimination, Harassment, or Bullying Reporting Forms* may also be obtained electronically from the school system's website, or the school's website.

4. *Discrimination, Harassment, or Bullying Reporting Forms* will be included in the beginning of the year packets for students and their parents/guardians.

5. Once a Reporting Form or other report is received, the appropriate investigating person, will initiate an investigation using the *Discrimination, Harassment or Bullying Incident Investigation Form* within two school days after receipt of a complaint or as timely as reasonably possible. The Board recognizes that some complaints may be addressed informally through such methods as conferences, or mediation, and the Board encourages the use of such procedures to the extent possible. If an informal process is used, the appropriate investigating person must notify the complainant that he or she has the option to request formal procedures at any time and must make a copy of this policy and other relevant policies available to the complainant. In those circumstances in which informal procedures fail or are inappropriate, or in which the complainant requests formal procedures, the procedures in paragraph C. 7 will apply. If the alleged victim is an employee who requests formal procedures, the procedures and timelines of the Grievance Procedure For Employees, Policy 6450, shall be followed in addition to the procedures in this Policy.

6. The person in charge of the investigation will notify the alleged victim, or if the alleged victim is a student, the parents/guardians of the alleged victim and alleged offender of the complaint.

7. The person in charge of a formal investigation will conduct a thorough investigation and will prepare a written report detailing the results of the investigation, and if appropriate, apply consequences and/or remedial actions. If the Division of Human Resources is not conducting the investigation, it will be consulted regarding any consequences or remedial action. (See paragraph C. 5. above for procedures to resolve complaints informally, when appropriate).

8. If it is determined that this Policy was violated, separate conferences with the victim, or the victim's parents/guardian if the victim is a student, and the offender will occur within two weeks after the investigation has been completed to determine whether the discrimination, harassment or bullying has continued and whether additional consequences and/or remediation need to be implemented. These conferences may occur as a part of the counseling intervention. The Principal or Principal's designee will determine which school staff will conduct these conferences if the offender worked at a school; otherwise the Director of Human Resources, Superintendent, Superintendent's designee or Board Chairman shall make such determination, as appropriate. This paragraph C. 8. shall not apply to employees who are on suspension or have been dismissed, or to volunteers or visitors who are no longer allowed on school premises.

9. In the following situations, the Reporting Form or other report or complaint shall be submitted to the person indicated below, who shall initiate and complete the investigation:

If the Person Accused is:	Submit Reporting Form or Complaint to:
School Principal	Director of Human Resources
Director of Human Resources	Assistant Superintendent for Human Resources
Assistant Superintendent for Human Resources	Superintendent
Superintendent	Board Chairperson and Board Attorney
Board Member other than Chairperson	Board Chairperson and Board Attorney
Board Chairperson	Board Attorney and Superintendent
Employee, Volunteer or Visitor at a school	School Principal
All other persons	Immediate Supervisor, who shall forward the complaint to the Director of Human Resources

D. PREVENTION, INTERVENTION, REMEDIATION, AND CONSEQUENCES

The Board recognizes that the prohibition of discrimination, harassment, bullying and wrongful reprisal and retaliation against individuals who report such acts, as well as subsequent and standard consequences and remedial actions, cannot be effective as prevention and intervention methods unless they are included as a part of a whole-school prevention/intervention program.

1. Prevention will include:

    a. Annual professional development for administrators and staff to review classroom management strategies to reduce negative behaviors.

    b. Classroom guidance lessons.

    c. Anti-discrimination, anti-bullying and anti-harassment programs.

2. Intervention/Remediation will include:

    a. Annual professional development to review policy and procedures for reporting discrimination, harassment and bullying.

    b. Education/intervention for the offenders exhibiting discrimination, harassing or bullying behaviors will include teaching replacement behaviors, empathy, tolerance and sensitivity to diversity.

    c. A continuum of interventions to prevent the discrimination, harassing or bullying behavior from continuing to occur.

    d. Utilizing Human Resources staff members to provide additional assistance.

Consequences and remedial actions for officials, employees, volunteers or visitors committing acts of discrimination, harassment or bullying in violation of this Policy, and for persons engaged in prohibited reprisal or retaliation should be consistently and fairly applied after an appropriate investigation has determined that such an offense has occurred. The following is a list of consequences and remedial actions and is presented in no particular order, nor does it limit the imposition of other or additional disciplinary or remedial actions.

1. Standard Consequences and remedial actions:

    a. Verbal warning.

    b. Apology.

    c. Written reprimand.

    d. Personal growth plan.

    e. Suspension without pay.

    f. Dismissal.

    g. Request to leave school system grounds and/or prohibition from returning to school grounds.

E.   NON-RETALIATION

The Board prohibits reprisal or retaliation against any person who reports an act of discrimination, harassment or bullying, as long as the person did not know or have reason to believe that the report was false. The consequence and appropriate remedial action for a person who engages in wrongful reprisal or retaliation shall be determined by the appropriate administrator, after consideration of the nature and circumstances of the act, in accordance with applicable federal, state or local laws, policies and regulations.

F.   TRAINING AND PROGRAMS

The Superintendent shall designate an employee(s) to participate in training by the Department of Public Instruction pertaining to anti-discrimination anti-harassment and anti-bullying.   The designee will provide leadership and training in the school system regarding this Policy and state requirements.

As funds are available, the Board will provide additional training for officials, employees, volunteers and visitors regarding the Board's policy on discrimination, harassment and bullying and will create programs to address these issues. The Superintendent will ensure that any training or programs provided will include indentifying groups that may be the target of discrimination, harassment or bullying, identifying places at which such behavior may occur, including within school buildings, at school bus stops, via the internet, etc., and providing clear examples of behavior that constitutes discrimination, harassment or bullying.

G.   NOTICE

The Superintendent is responsible for providing effective notice to students, parents/guardians, employees, visitors and volunteers of the procedures for reporting and investigating complaints of discrimination, harassment or bullying. The dissemination of such information may be completed using the following techniques, as well as through others that may not be listed:

1.   Student handbooks at the beginning of the school year.

2.   School system website.

3.   School websites.

4.   Local media.

5.   Brochures or handbooks.

6.   Employee manuals.

H.   COORDINATORS

The Superintendent or designee will publish the names, addresses and phone numbers of the "Title IX Coordinator" (for sex discrimination), "Section 504 Coordinator" (for discrimination on the basis of disability) and the "ADA Coordinator" (also for discrimination on the basis of disability) in a manner intended to ensure that employees, applicants, students, parents/guardians and other individuals who participate in the school system's program are aware of the coordinators.   The purpose of the coordinator positions is to provide additional protection of nondiscrimination, non-harassment and non-bullying rights. The coordinator either must (1) implement a resolution to discrimination, harassment or bullying complaint, to the extent a resolution can be reached and the coordinator has the authority to implement corrective action or (2) notify the Superintendent that intervention by other school officials is required to resolve the situation.

I.   RECORDS AND REPORTING

The Superintendent or his or her designee shall maintain confidential records of complaints or reports of discrimination, harassment and bullying which identify the names of any individuals accused and the resolution of such reports or complaints.   The Superintendent also shall maintain records of training, corrective action or other steps taken by the system to help provide an environment free of discrimination, harassment and bullying.

The Superintendent shall report to the State Board of Education all verified cases of discrimination, harassment or bullying. The report will be made through the Discipline Data Collection Report or through other means required by the State Board.

J.   DIVERSITY PROGRAMS

The Board is committed to promoting the worth and dignity of all individuals regardless of race, ethnicity, ancestry, color, religion, national origin, gender, socio-economic status, gender identity, physical appearance, sexual orientation, age or mental, physical, developmental, or sensory disability. The Board directs the Superintendent to establish training and other programs to help eliminate discrimination, harassment and bullying and to foster an environment of understanding and respect for all individuals.

K.   EVALUATIONS

The Superintendent is required to evaluate the effectiveness of efforts to correct or prevent discrimination, harassment and bullying and will share these evaluations periodically with the Board.

L.   CIVIL LIABILITY

This Policy is intended to provide guidance as to disciplinary action that shall or may be taken by the Board or administration for violations of this Policy. This Policy is not intended to, and shall not provide a basis for a civil cause of action or damages against the Board, its Board members, agents or employees, in favor of a victim of discrimination, harassment or bullying. Any cause of action or right to damages in favor of a victim of discrimination, harassment or bullying shall be as specified by applicable federal and/or state law.

Adopted: 3/2/10

LEGAL REFS: Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et. seq., 34 CFR. pt.100; Title VII of the Civil Rights Act of 1964, 42 USC. 2000e et. seq., 29 CFR pt. 1604; Title IX of the Education Amendments of 1972, 20 USC §1681 et. seq., 34 CFR pt. 106; Age Discrimination in Employment Act of 1967, 29 USC 621 et. seq.; The Rehabilitation Act of 1973, 29 USC 705(20), 794, 34 CFR pt. 104; Americans With Disabilities Act, 42 USC 12101 et. seq., 34 CFR pt. 35; Revised Sexual Harassment Guidance: Harassment of Students by School Employees, other Students, or Third Parties, US Department of Education, Office for Civil Rights (2001); Racial Incidents and Harassment Against Students at Educational Institutions, Investigative Guidance, US Department of Education, Office for Civil Rights (1994); Oncale v. Sundowner Offshore Services, 523 US 75 (1998); GS 115C-335.5, -407.9 through 407.12, -126-16; State Board of Education Policy HRS-A-007.

CROSS REF: Prohibition Against Harassment And Bullying By Students (Policy 8307); Grievance Procedure For Employees (Policy 6450).

New Hanover County Schools, Wilmington, North Carolina

STAFF/VOLUNTEER AGREEMENT FORM
ACCEPTABLE USE OF PERSONALLY OWNED DEVICES
BRING YOUR OWN DEVICE (BYOD)

Staff members/volunteers who wish to use a personally owned electronic device within the New Hanover County School District must read and sign this agreement and submit it to the school.

1. Staff members/volunteers take full responsibility for their device and keep it with themselves at all times. NHCS shall not be liable for the loss, damage, misuse or theft of any personally owned device brought to school.

2. Staff members/volunteers are responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.

3. The school reserves the right to inspect a personal device if there is reason to believe a violation has occurred against Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.

4. Staff members/volunteers shall not **plug** their personally owned device into the NHCS network at any time.

5. Current virus protection is recommended on devices that utilize the guest wireless network.

6. Staff members/volunteers shall use the district's wireless guest network. **Use of 3G & 4G wireless connections are not allowed when using personal devices with students.**

7. New Hanover County Schools recommend that personal devices not have credit card information entered into them. The school/district shall not be responsible for any financial information that is accessible on a personal device.

RETURN PERMISSION FORM TO THE SCHOOL

Staff Member/Volunteer Name _____

Staff Member/Volunteer Signature_____

I understand and will abide by the Acceptable Use of Personally Owned Devices (BYOD) Policy. I further understand that violation of any Board policies, administrative procedures, schools rules and/or the guidelines listed above may result in the loss of network and/or device privileges as well as other disciplinary action.

DRESS CODE POLICY

- In July of 2015, the New Hanover County Board of Education revised Policy 6435 which establishes a code of professional dress for all employees effective the beginning of the 2015/16 school year. The purpose of the policy is to ensure that all employees dress professionally and appropriately relative to their specific job duties and responsibilities and that an employee's dress does not disrupt classroom or learning activities. Further, the policy states that all teachers and teacher support personnel are expected to project a professional image that sets positive dress and grooming examples for students and will adhere to standards of dress and appearance that are compatible with an effective learning environment.

- While defining professional dress can be a challenging and subjective matter, the policy prohibits an employee from presenting an unprofessional appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive, obscene, or which endangers the health or safety of the students or others.

- The policy requires supervisors and school administrators to interpret and enforce these rules. Any employee in violation of this policy will be asked by his or her supervisor or principal to obtain appropriate clothing or take steps to meet the requirements of the policy. Repeated problems with an employee's inappropriate dress or appearance may result in disciplinary action, up to and including dismissal.

- Reasonable accommodations shall be made for those employees who, because of a sincerely held religious belief, cultural heritage, or medical reason, request in writing a waiver of a particular part of this policy for dress or appearance.

- School based personnel shall follow this policy on all days students are in attendance. The principal may designate one day per month when reasonable modifications to this policy may be made. The principal will determine the appropriate dress to be worn on designated days or on work days students are not in attendance. All other personnel shall follow the policy on all work days unless directed differently by their supervisor.

- Physical education teachers and coaches should wear the appropriate athletic attire necessary to meet the requirements of their job responsibilities and a warm up or sweat suit when not actively teaching physical education classes or coaching.

Examples of attire considered inappropriate for school employees include but are not limited to:

1. Jewelry affixed to an employee's nose, tongue, cheek, lip or eyebrow

2. Clothing or lack of clothing that is provocative, revealing, indecent, vulgar, or obscene

3. Low necklines, bare midriffs and excessively tight clothing

4. Clothing which promotes alcoholic beverages, tobacco, or the use of controlled substances by words or symbols

5. Clothing which contains profanity, nudity, depicts violence, or is sexual in nature by words or symbols

6. Sandals with flip flop style strap (Flip Flops®/ Jellies®/ Rainbows®) or bedroom shoes/slippers

7. Tank tops or spaghetti strap tops

8. Undergarments worn as an outer garment or any see-through clothing that reveals an undergarment

9. Hats, visors, sunglasses, sweatbands, and bandannas (may be worn outside but must be removed when inside the workplace)

10. T-shirts or athletic wear

11. Denim jeans, leggings as pants

12. Shorts

13. Ear gauges

14. Any item of clothing or jewelry that creates a disruption of the school environment/learning activities, or that poses a threat to the safety and well-being of students or staff

15. Visible tattoos on neck, head or face

Frequently Asked Questions:

1. **May I wear denim jeans on any student day other than the principal's monthly designated "dress down" or "spirit day" or denim that is a color other than blue?**

No, the policy is very specific that employees are not to wear denim including denim in colors other than blue or blue jeans, designer denim pants or dress denim pants. The policy does allow employees to wear denim skirts or dresses as long as they are professional in nature.

2. **May I wear leather sandals?**

Yes, employees may wear leather sandals with a strap which crosses over the foot and a defined heel. The supervisor or principal will have final say in whether or not a specific sandal is appropriate for professional wear.

3. **May I wear a "polo shirt" or collared shirt on any student day other than the principal's monthly designated "dress down" or "spirit day"?**

Yes, collared shirts that are short sleeve or long sleeve such as "golf shirts", "polo shirts", and short sleeve button up shirts either with or without a school logo, are considered professional dress
.

4. **May I wear mid-calf capri or cropped pants instead of full length pants?**

Yes, capri or cropped pants are acceptable. Form fitting spandex, leggings worn as pants, shorts (of any type) or pants that rise above the knee when seated are not acceptable.

5. **How short, low-cut, tight or unbuttoned does a skirt, blouse or other apparel have to be before it is considered unprofessional?**

If the supervisor or principal decides an employee's skirt, blouse, shirt or other apparel is disruptive or inappropriate for the work or learning environment, the employee will be asked to change into appropriate clothing.

6. **Is a tongue ring acceptable?**

No jewelry of any type affixed or pierced though the nose, tongue, cheek, lip, or eyebrow is acceptable. Earrings are acceptable, however, they should not be distracting or place the wearer in danger of harm.

7. **Why do we have a dress code?**

We believe that by emphasizing a professional demeanor and modeling high standards of personal conduct within our schools, we create an effective and positive learning environment.

Substitute Expectations & Guidelines

1. Work a minimum of FOUR days per month. Subbing must be on a continuing basis. An extended lapse in employment will result in being removed from the sub system and re-application will be necessary.

2. **You are asked to enter your unavailability dates in the sub system as non-work days so that the system can work as efficiently as possible.** This helps us cover jobs faster.

3. You may not cancel one job to take another job. This is unprofessional and leaves the school in a bind.

4. **If you have to cancel, you are asked to contact the school as soon as possible. If cancelling one hour or less before the job starts, you are asked to contact the sub office - 254-4345.**

5. Maintain a high level of ethical behavior and confidentiality of information.

6. Follow the teachers' lesson plan exactly as written. If you have questions, ask a neighboring teacher or administration.

7. Substitutes could be asked to cover other classes during planning periods. **Subs do not get a planning period.** First period planning does not mean you arrive late or leave early if there is a fourth period planning.

8. Sometimes it is possible that the school may ask you to cover another class other than the one that you accepted through the sub system. If you choose to leave and not work in the class needed, you will not be paid. As a substitute, you will need to be flexible and willing to help where you are needed.

9. Do not wear headphones or ear buds while monitoring students.

10. Do not yell or use inappropriate or demeaning language with the students.

11. **Do not take any photographs or videos of students at any school you are subbing in.**

12. Do not grab, pull or put your hands on any student. However, there may be occasions in the special education classroom when the substitute will be needed to physically assist a student, <u>but only as trained by school staff</u>. Examples of this may be: supporting a wheelchair-bound student from the wheelchair to another seat or to the toilet; supporting a physically unstable student across the classroom by bracing their arm for stability; assisting the student with daily living tasks of feeding (not tube-feeding), cleaning hands/face, toileting, etc. These scenarios are more likely when the sub assignment is for longer periods of time, rather than just a day

13. No cell phone use in the classroom or when monitoring students.

14. Have voicemail available on your phone. When a person from the school tries to call you, they need to be able to leave a message.

15. Arrive early to allow time to review lesson plans.

16. Check in through the office by signing in and creating your badge on the Ident-A-Kid computer. You will also sign the sub sign-in sheet.

17. Greet and be pleasant to staff and students.

18. Monitor and assist the students continually.

19. Make sure you take attendance and for each class if required.

20. Unless specifically trained through intensive professional development outside of the classroom, substitutes should not use physical restraint or perform medical tasks (catheterization, medical feeding, medication administration, etc).

21. Work either 3.75 or 7.50 hours for a teacher.

22. Work either 4.0 or 8.00 for a teacher assistant.

23. Regardless of the job you accepted, you will be placed where you are needed once you arrive at the school. The school knows their students and the needs they have. You will need to be flexible.

24. Leave only after school is dismissed.

25. Do not take it upon yourself to contact a parent regarding student behavior. This should be done by the teacher or administration.

26. Do not speak about a students' behavior and other confidential matters to anyone in the community.

27. Keep your phone number and email up to date in the AESOP Sub System.

28. Familiarize yourself with the policies of NHCS. You may find this at http://www.nhcs.net/policies/policymanual.htm

29. When you no longer can substitute for NHCS, we request that you submit a resignation via email or letter to the substitute program manager.

30. Complete and submit the re-application form that is sent out on-line via a google document on or around June 10 each year. Form submission must be before July 31.

Preferred Requests

- Administrators can add you (substitutes) to a "preferred" list for their school.

- Preferred subs demonstrate they are an asset to the school by providing students an instructionally sound experience in a safe and positive learning environment.

- Preferred subs are called first for jobs at that school.

- Teachers can also add you to their "favorite five" list. This means that you will be notified immediately when that teacher creates an absence. Teachers can have up to five subs on their list.

Favorite Five

Salary and Pay Procedures

- Substitutes are paid monthly in accordance with salary schedules set yearly by the School Board. Payroll is pulled from the AESOP Sub System so it is important that your jobs are entered correctly when using this system.

- Direct Deposit will begin the first pay period.

- If your classification changes to a higher rate, you must contact our Substitute Office to ensure the higher rate is documented and approved. All changes to direct deposit and questions concerning pay should be directed to our payroll department, 910-254-4322, Monday-Friday 8am-4:00pm.

  Procedure if you have a discrepancy with your paycheck

- First verify that the day you should have been paid for is supposed to be on this paycheck by viewing the pay schedule below.

- If the date falls within that pay period, contact Trudy Ludwiczak in the payroll department at 910-254-4322

Pay Dates 2019-2020

Pay Period	Pay Date	# of Days	Absence Date Range and Timesheet Date Range
2	AUG 31		JULY 14 – AUG 10
3	SEPT 28	20	AUG 11 – SEPT 7
4	OCT 31	23	SEPT 8 – OCT 12
5	NOV 30	22	OCT 13 – NOV 9
6	DEC 31	21	NOV 10 – DEC 07
7	JAN 31	23	DEC 8 – JAN 11
8	FEB 28	20	JAN 12 – FEB 8
9	MAR 29	21	FEB 9 – MAR 8
10	APR 30	22	MAR 9 – APR 5
11	MAY 31	20	APR 6 – MAY 10
12	JUNE 28	SUB PAY ONLY	MAY 11 – JUNE 7

*YR schools and the early colleges are paid on a separate check. These will **not** be added with traditional schools. View Early College High School pay schedule on the New Hanover County Schools website

Salary Rates

- **$103.00** Daily rate for a substitute who has a clear active or expired Teaching License from NC or any other state and Interns who hold a pending completion letter. A person who has a provisional license that has expired does not qualify.

- **$80.00** Daily rate for a substitute who has completed the Effective Teacher Training Program as evidenced by an "award of completion".

- **$80.00** Daily rate for any substitute working for a Teacher Assistant (licensed or ETT).

- **$40.00** Daily rate for a substitute working for an after-school employee. Specialized training is required before you are eligible. Please **Do Not** accept an after-school job if you cannot be on time.

Long Term Substitutes

- Must be on the New Hanover County active substitute list.
- Must hold an active NC teaching certificate in the appropriate content area.
- The principal of the school will make the recommendation.
- The long term assignment must be for 4 weeks (20 days) or more.
- The long term assignment must be approved by the Human Resources Department.

Approved Long Term Substitutes are paid on the state teacher salary scale A-0 which is currently $3500.00 per month. However, Long Term Substitutes are not eligible for benefits including sick leave, holiday pay, vacation pay, etc. Those days (sick, holiday, vacation) will be deducted on a monthly basis when incurred. (Approved dates are tentative and subject to change).

How to View Checks in the Employee Portal

Employee checks can be viewed on the website http://www.nhcs.net

For assistance with Employee Portal, email Tonice Brewer at **tonice.brewer@nhcs.net**
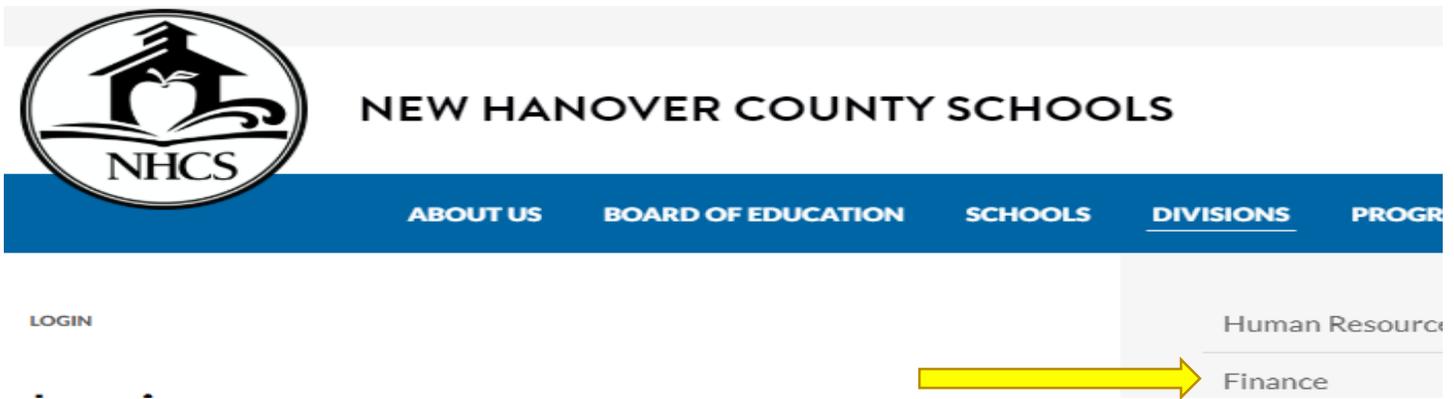
First time users must register. Click on "Register with Employee Portal" and the screen below will appear.

Home > User Maintenance > Register

Please complete the information below.

First Name:
Last Name:
SSN:
User Name:
E-mail:
Password:
Confirm Password:

Register   Cancel

Complete information and click "Register". The personal information you enter will be compared to NHCS payroll data. If this information matches, you may register. If there's an error, "*" will be displayed next to the incorrect field. Passwords must include at least one non-numeric and non-alpha character. Examples: ! @ # $ % ^ & *   When registered, return to Log In and enter your User Name and Password you just created.

Forgot Password?

To reset your password and unlock your account, click "Forgot Password?" Enter your User Name and click continue. A temporary password will be emailed to your personal email account. Follow directions in the email. Copy and paste (or enter manually) the temporary password into the Password field. Enter your User Name and click Log In. A new screen will appear that contains your User Name. Copy and paste your temporary password into the Old Password field. Then create and enter your new password in the New Password field. Re-enter your new password in the "Confirm New Password". Click "Change Password", Once "Password successfully changed" appears, click "Return" and you should now be able to access your information.

View Paychecks   Once logged in, click on EMPLOYEE DATA to view your check history or W2.

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Work Schedule

- Your substitute assignments will reflect the needs of the instructional employee. You will be paid for a full day – 8.0 for TA or 7.50 for Teacher; or a half day – 4.0 or 3.75. Half days are paid at half your daily rate.

- You are to report to the administrative office of the school to which you have been assigned according to the time recorded by Aesop. Substitutes are expected to know the reporting time for assignments and to report promptly.

- When you are called the morning of the job but it's too late to arrive on time, we ask that you report to work within one hour of accepting the job. If you are unable to report within an hour of accepting the job, do not accept the job. If you do accept the job, please call the school to confirm your job and then give them an estimated time of arrival.

- **Subbing must be on a continuing basis averaging a minimum of four days per month**. An extended lapse in employment will result in being removed from the substitute system and re-application will be necessary.

- **Hours limited for subs.** Effective January 1, 2014, substitutes are limited to working a maximum of 129 hours a month. Which equals 16 or 17 days depending on if you sub for teacher or TA during the month.

- The number of hours (129) is based on calendar month, not payroll dates.

Always enter your unavailability dates in the sub system. Any day that you are unable to work, you will be required to enter these dates into the Aesop Substitute system as a NON-Work Day and the system will bypass your name when calling out for jobs page 50 . **Declining or not answering phone calls could result in being removed from the system.** Entering your unavailability dates in the system would eliminate those unwanted calls.
Notify Aesop at least one hour prior to the start time of any cancellation. If a one hour notice is not possible, contact the substitute helpdesk at 910-254-4345.

When you pre-accept a job directly from a teacher, make sure to remind the teacher to enter the absence in AESOP and assign you as their sub. Be sure to check the website to ensure the teacher has entered the job correctly with you assigned as the substitute. Teachers are human and can make mistakes entering jobs into the system.

Remember: The substitute who has accepted the job with the system is the owner of that job. If two subs show up for the same job, the sub that is not listed in the system will be asked to leave, even though you may have pre-arranged the job with the teacher.

 If you have been notified about an assignment in advance and realize you are unable to report at the designated time, you are expected to notify the Sub Operator 254-4345 and the school's contact person listed on page.   This will enable the school's administration to provide the students with continuous supervision. A one (1) hour notice is required to cancel a job on the sub system.

Dr. John A. Welmers, Jr.
Assistant Superintendent
Human Resources

Heather M. Listebarger
Benefits Supervisor
Human Resources

New Hanover County Schools
Reach, Equip, Achieve

MEMORANDUM

To: All Employees

From: Heather Listebarger

Date: September 23, 2013

RE: Patient Protection and Affordable Care Act

The Patient Protection and Affordable Care Act (PPACA) was signed into Federal law in March 2010. Also known as Healthcare Reform, it was created to improve affordable medical coverage access for all Americans.

Under the PPACA, employers are required to provide the Marketplace Notice to employees with information about the health coverage options available through the Marketplace. Attached you will find this required legal notice.

The Marketplace will open as of October 1, 2013. For additional information, please visit https://www.healthcare.gov/.

Please be aware that the Marketplace Notice IS NOT RELATED to the State Health Plan's upcoming Annual Enrollment. The Marketplace Notice is a required Federal legal notice.

Substitute Teacher Tips

In the Classroom

1. Check to see if lesson plans are on the desk or have been uploaded to AESOP with the absence.
2. If you cannot locate plans, or don't understand the plans, ask a neighboring teacher or administrator.
3. Check to make sure you have what is needed to take attendance. Attendance must be taken.
4. Seating chart, if any.
5. Other notes regarding specific needs of students, etc.
6. Any special procedures in that classroom (it is important that you consistently apply the practices of the regular teacher).

When Students Arrive

- ✓ Meet and greet the students at the classroom door. Be sure that they enter the room in an orderly manner. This could set the tone for the day.
- ✓ Introduce yourself to the class: Write your name on the board. Don't use your first name.
- ✓ Establish your authority as their teacher for the day. Let the students know your expectations. A positive, but firm attitude will help to make your day successful.
- ✓ Take attendance near the beginning of the day (or period).
- ✓ If a seating chart is provided, make sure that students are in their assigned seat. Changing seats and names is a favorite trick of some students. Announce the names of students you will be reporting as absent. This may straighten out any seating/attendance discrepancies.

Classroom Techniques

- ✓ Follow the teacher's lesson plans as they are written. If you find it necessary to deviate, be sure to leave a note for the teacher with that information.
- ✓ It is a good idea to have some plans and activities of your own which can be used as a fill in just in case the class finishes the planned material before the time ends. Other teachers in the same grade level or subject area can be helpful if you need additional help.
- ✓ Use clear, consistent instructions in directing every activity.
- ✓ Whenever possible, the students' understanding of processes and concepts previously introduced should be emphasized, rather than the introduction of new materials. This is especially true in one-day assignments.
- ✓ Make sure to leave the teacher notes on how your day went and any specific information he/she needs to be made aware of.

Substitute Teacher Tips continued

Additional Guidelines

- Many times teachers keep personal items in their room/desk. Please do not utilize these items for your own personal use or allow students access to them.
- Leave the classroom and teacher desk neat or like you found it.
- Keep all assigned students under your supervision at all times.
- Substitutes are expected to cover non-teaching duties, such as lunch duty, car-line duty, hall duty, etc., which have been assigned to the teacher.
- Be careful and not share personal information about a student. Any necessary discussion should be confined to authorized school personnel in private.
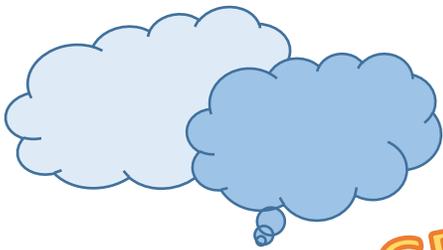
Make it a GREAT day! You may be the only bright spot in a child's day

Lesson Plans

Good Job!

SUBSTITUTE MANAGEMENT SYSTEM

Formerly known and called   AESOP

Substitute Information to Access the Substitute System (Aesop)

▶ You will have two sets of passwords. One to use for just the telephone and one to use for the website. Your Phone passwords are below.

▶ You will create your own passwords for the website.

▶ Telephone log in
Username = 10 digit phone number (includes area code)
PIN = 1212 (this can be changed)
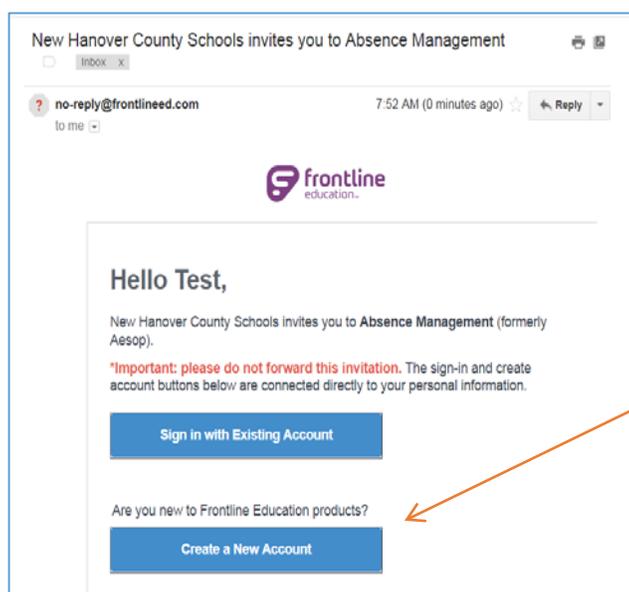
You will receive an email from NO REPLY Frontlineed.com to "Create a New Account" with AESOP. This will activate your account and will allow you to create a log in to use for the AESOP website. Be sure to click "**Create New Account**". Do not click Sign in with Existing Account.

The Username should be at least one letter but four characters total.
Examples: snhc or s123

frontline
education™

Welcome Test!
to Absence Management (formerly Aesop)

New Hanover County Schools
Create an Account

First Name

Test

Last Name

User

Username

Your username must have at least:
✔ 1 alphabet character
✔ 4 characters

Password

Show

Email Address

☐ I accept the terms and conditions.

Create Your Account

The Password should be eight characters with at least one letter and one number or special character.
Examples: Subuser1, subuser!, s2544345

Once you have created your web log-in, you will be able to log into the website (www.aesoponline.com). Your "home screen" should look like the example below.
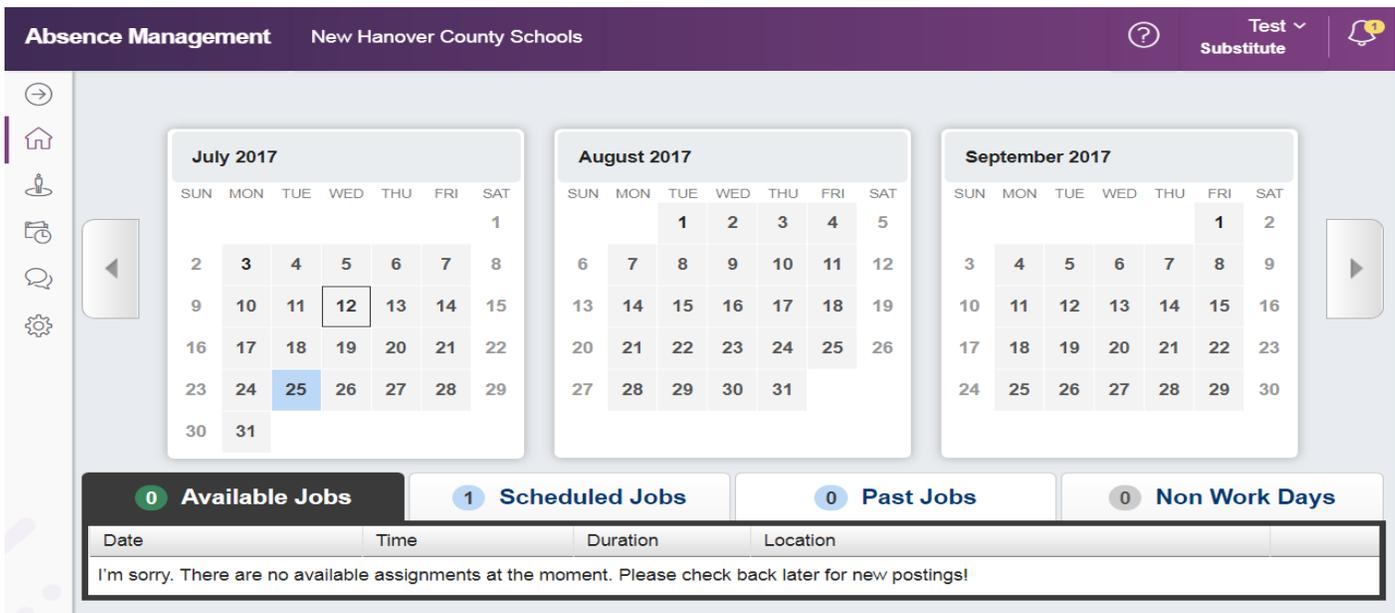
To learn how to use the website, click the ? at the top right of your screen, then click Frontline Support.   You may also refer to the notes included in this section.
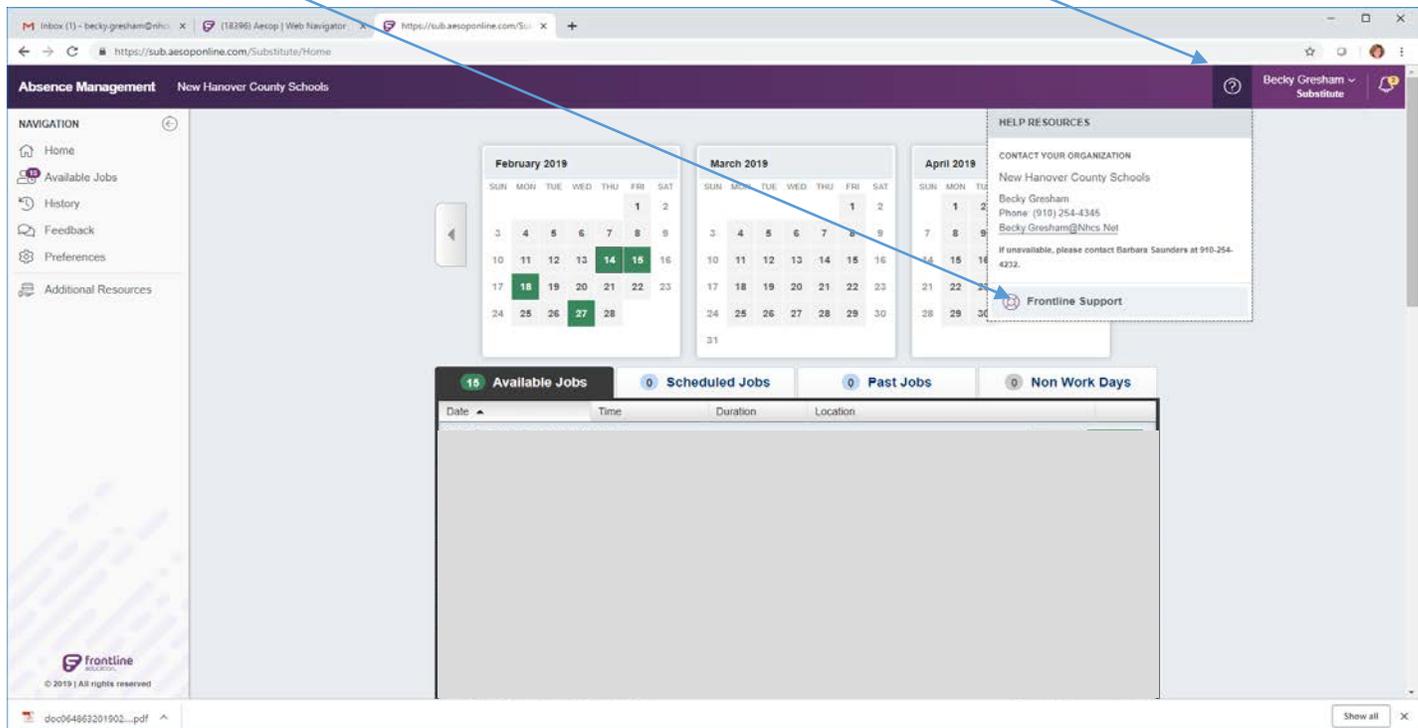
After you click Frontline Support, it is recommended that you start with "Getting Started" and watch the Basic video and then the Advanced video to learn all that you can do with this substitute system (accepting jobs, changing locations, etc.).

There are Four different ways to access Aesop.
- On the web - http://www.aesoponline.com
- On the mobile website - http://m.aesoponline.com (Smart Phone Users)
- On the phone: 1-800-942-3767   (remember your ID = 10 digit phone and PIN = 1212)
- You may also download the Frontline App called Jobulator (there is a fee for this app when you log in to register on the website at www.jobulator.com). It is a good tool to get jobs fast.

A few notes about Aesop:

- If you hang up or don't answer your phone when Aesop tries to call you for a job, it will not call you for another job for 90 minutes. This really disrupts our early morning calling and prevents us from filling those jobs. Please answer your phone. You can reject the job if you do not want it.

- Aesop will only start calling out on jobs two days before the job starts, so if an absence is entered into the system a week or two in advance, the system will not call you until two days before the job starts if the absence remains unfilled.

- The call times are 4:00 – 10:00 p.m. and 6:00 a.m. until two hours past the start time of the job for the morning of.

- It is best to be pro-active and search for jobs on the website or by calling.

- You must work four days per month to remain active in our sub system.

- Your profile is set with all schools listed. To remove schools, you will need to log into the Aesop website and remove those schools that you don't want through preferences. Instructions are on

> Please contact Kimberly Cox with any questions.
> 910-254-4345
> kim.cox@nhcs.net

More information about the Substitute Home Page

Your application home page provides access to all your important information. These options include district notifications, job opportunities, upcoming assignments, and much more!

Notifications

Once you log in, you may first be presented with notifications from the system, and there are two types of notifications you can receive.

→ Web Alerts

These alerts are created by your district for substitutes to see. They will contain important information that may be useful to you.

Once you have read the alerts, you can click the **Dismiss** button to move on. These Web Alerts can be revisited at any time within the application.

Important Notifications	✕
High Victoria County School District	posted on Friday, March 28, 2018
All substitute are to report to the Main Office before going to their assigned classroom.	
Medium Victoria County School District	posted on Friday, March 28, 2018
Please review the dress code policy in your substitute handbook before arriving at your assignment. Thank You!	
	Dismiss

→ Confirmations

You will occasionally receive notifications that require a confirmation. The example below informs the substitute that she was assigned a job. These notifications are very important and must be confirmed before you can move on to your home page.

You were assigned to this job on Tuesday, April 10, 2018 11:40 AM.				
Date	Time	Duration	Location	
Barker, Bob ▤ Report to: Main Office				CONFIRMATION #304129827
Mon, 4/23/2018	11:00 AM - 6:00 PM	ⓘ Full Day	Victoria County School District Victoria County Community Schools	📞 📍

Previous	✓ Confirm

Home Page

Once you dismiss or confirm your notifications (when applicable), you can view your home page.

→ Side Navigation

Your side navigation lists available job opportunities, work history, feedback, and system preferences.
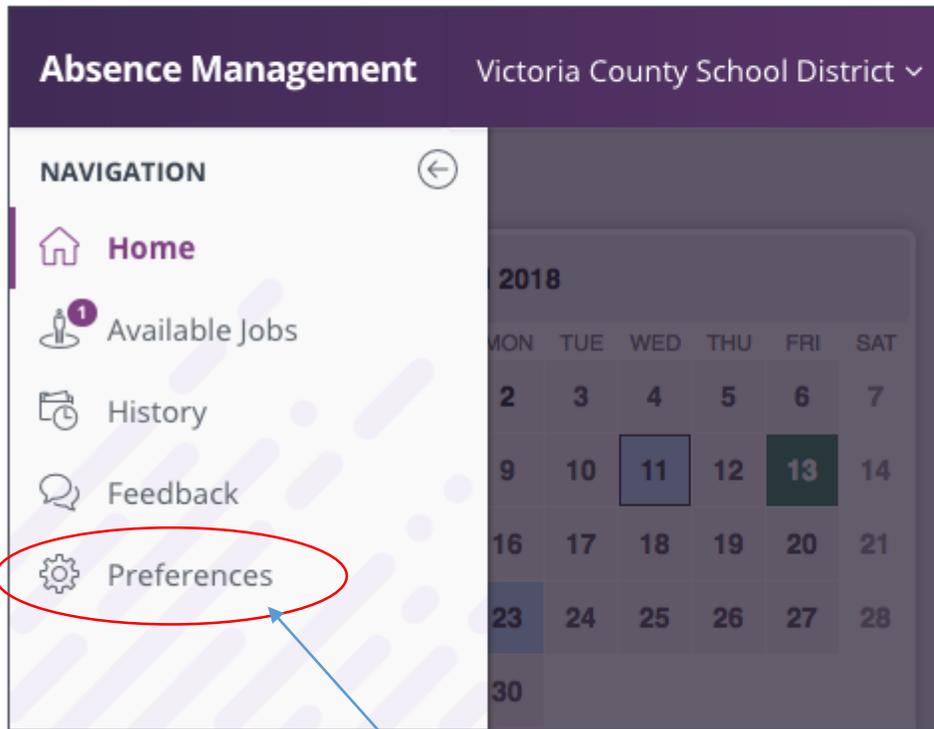
Available Jobs: View the number of currently available jobs via this side navigation or within the green circle on the home page. This option will bring you to the "Available Jobs" tab where you will see a list of the jobs that are ready for you to accept.

History: View the number of previous jobs completed within the past 60, 90, or 120 days and jobs completed during the current or previous school year. You can also search with a custom date range.

Feedback: Leave feedback for jobs completed or view recently provided feedback.

Preferences: View account options that include Personal Information, PIN changes, Preferred Schools, Call Times, and a District List.

Calendar

The calendar provides an overview of your scheduled and available jobs, and it is color coded to indicate the different types of days.
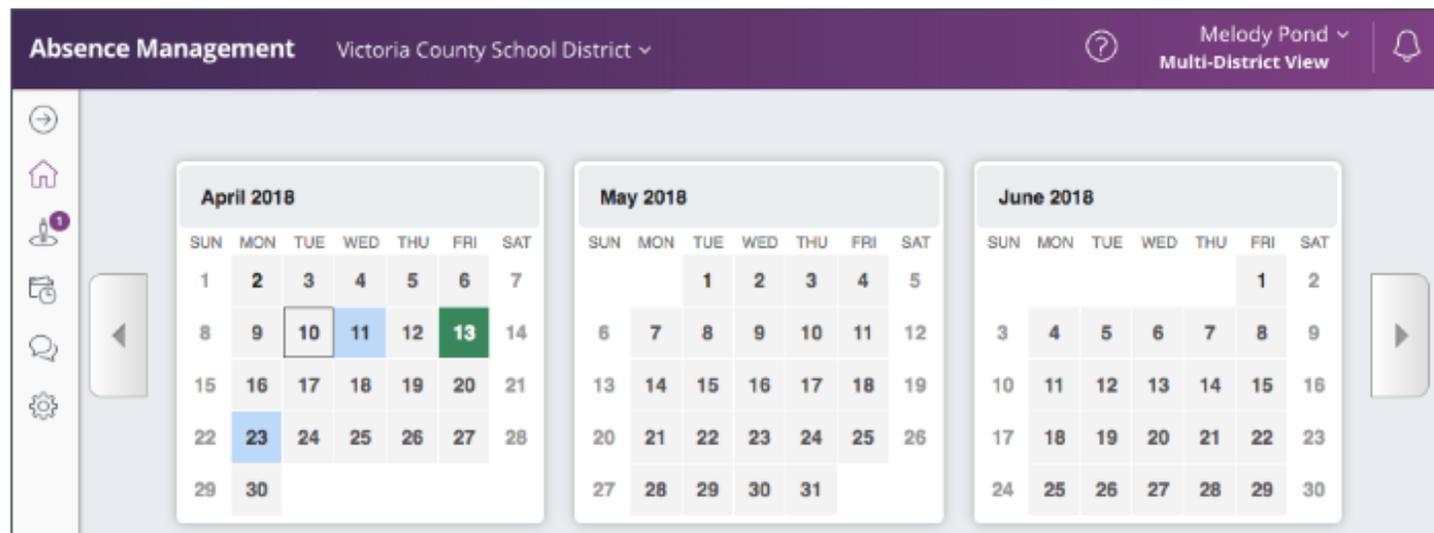
Black Box: A black box around a date represents that it is the current day.

Blue Box: A blue box represents a past or scheduled job.

Green Box: A green box indicates an available job.

Gray Box: A gray box indicates a Non-Work Day.

Use the back and forward arrows on either side of the calendar to view previous or future days.

Calendar continued

You can also click on an individual day within the calendar to view details for that specific date. If there is an available job, you can accept or reject it directly from the pop-up!

Jobs Tabs

Locate your "Jobs" tabs directly beneath the calendar. These tabs allow you to quickly review your job-related details.

Available Jobs: This tab lists your currently available jobs and includes the option to reject or accept the position. The number on the tab represents how many available jobs there are.

Scheduled Jobs: This tab shows the currently scheduled jobs you have already accepted and includes the option to cancel a job, if needed. The number on the tab represents the number of currently scheduled jobs.

Past Jobs: The "Past Jobs" tab brings up your job history for the past 30 days. The number on the tab represents the number of jobs in the last 30 days.

Non Work Days: This tab shows you your upcoming Non-Work Days as well as Non-Work days from the past 30 days. You can also create Non-Work Days from here. The number on the tab represents upcoming Non-Work Days and Non-Work Days from up to 30 days in the past.

All available jobs will be listed in date order under the available jobs tab.

Accessing AESOP on the Phone

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

When You Call into Absence Management

ID=10 digit phone # PIN = 1212 unless you changed it

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the absence management system, you can:
- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

> Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:
- Listen to available jobs – **Press 1**
- Prevent absence management from calling again today – **Press 2**
- Prevent absence management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The absence management system will list the job details, and you will have the opportunity to accept or reject the job.

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Viewing & Managing Scheduled Jobs

To view a list of your currently scheduled jobs in absence management, click the **Scheduled Jobs** tab on your home page. The tab will have a number on it indicating how many currently-scheduled jobs you have at this time.

When you click this tab, your scheduled jobs will be listed in the main window. The details of each job will be displayed including the name and title of the employee, the time of the absence, the duration, and the location of the job. Your confirmation number will also be listed here. The phone and map icons can be accessed on this page as well.

Viewing & Managing Jobs continued

Email the Employee

If you have been given the permission to email employees, you may see a blue envelope icon in the job info.

Clicking this icon will open up the email client on your computer with the employee's email address already typed in.

Attachments

To view the attachment, click the paperclip icon.

This will open a pop-up window with the attachment(s) listed. Click the **attachment icon** to open it up.
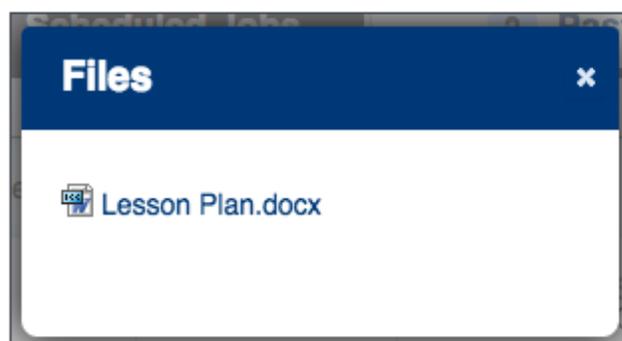
Cancelling a Job -Make sure you also let the school know if it is the day of.

Cancelling a Job

Depending on the permissions given to you in absence management, you may be able to cancel a job after you have accepted it. Not all absences will have the option to cancel. As an example, if a job is too close to its start time, absence management may not allow you to cancel it. If you do have the ability to cancel a job, you will see a red **Cancel** button.

Banner, Robert Physics Professor ✉ 📎 Report to: Main Office				CONFIRMATION #258396806	**✕ Cancel**
Thu, 5/11/2017	6:00 AM - 3:00 PM	ⓞ Full Day	Victoria County School District Victoria County Community Schools		📞 📍

When you click the Cancel button, you will see a pop-up window asking you if you are sure you want to cancel the absence. Choose a cancellation reason from the dropdown box provided. Then, click **Yes, Cancel Job** to confirm.
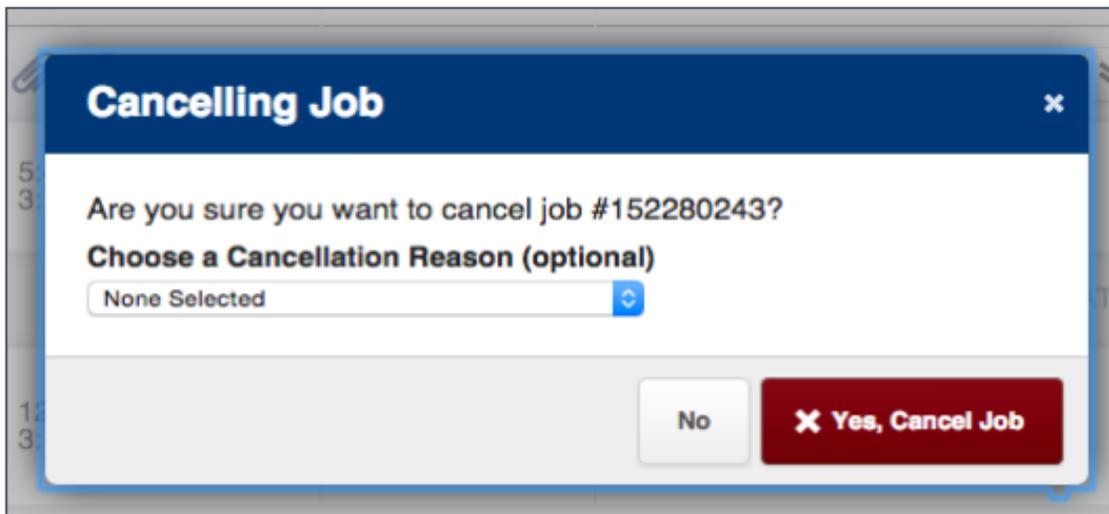
Cancelling Job   ✕

Are you sure you want to cancel job #152280243?
Choose a Cancellation Reason (optional)

None Selected ▾

No   **✕ Yes, Cancel Job**

DO NOT cancel a job just to take a job at another school

If you must cancel a job, <u>you have up until 1 hour before the start time of the job</u>. Please call the school to let them know.

Adding NON Work Days VERY IMPORTANT

If you have days or partial days when you are not able to substitute, you can create "Non-Work Days" so the absence management system will not offer you jobs on those days. Click the **Non-Work Days** tab to view your non-work days and to create new ones. The tab will have a number on it indicating how many Non-Work Days you have scheduled.

6 Available Jobs	3 Scheduled Jobs	5 Past Jobs	2 Non Work Days

This list shows non-work days for the past 30 days. View more by clicking the History tab | | | ⊕ Add Non-Work Day

Date	Time	Reason	
Fri, 4/11/2014	All Day		✖ Remove
Fri, 4/25/2014	All Day		✖ Remove

To create a new Non-Work Day click the **Add Non-Work Day** button. This will bring up a window where you can enter your Non-Work Day info.

Add Non-Work Day ✖

Date 4/1/2014 📅

Repeat ☐

From [   ] ☑ All Day

to [   ]

Reason [   ]

Cancel   Save

To create a single Non-Work Day...

- **Date** - Type the date into the box or use the calendar icon to select the date.
- **From/to** - Enter the start and end times for when you can't work. You must un-check the "All Day" box to edit the times.
- **Reason** - Enter the reason for your non-work day. This info is not required.

Repeating Non-Work Days

You can also create a Non-Work Day that will repeat. For example, maybe you can't work on Tuesdays for the entire month. When creating the Non-Work Day, click the check box for "Repeat" (shown below).
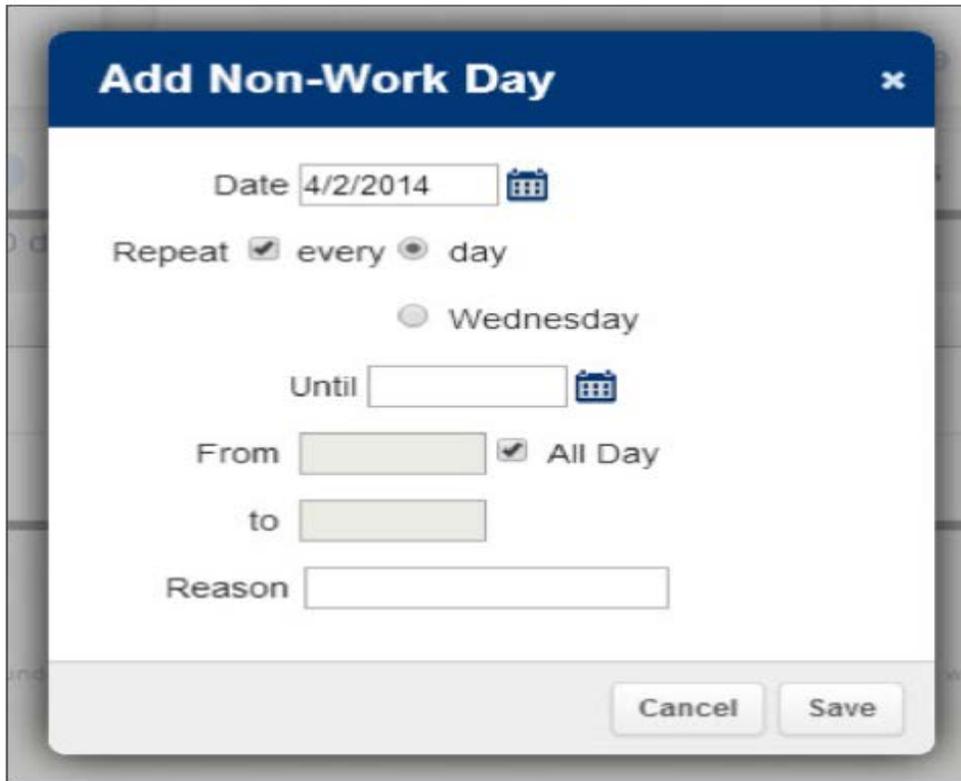
Then, mark the circle for Tuesday, put in the end date you want this to repeat until, and click the **Save** button to save the repeating Non-Work Day.

Removing a NON Work Day

In your "Non-Work Days" tab, you will see a Remove button for any Non-Work Days that are still in the future. Click the **Remove** button for the specific Non-Work Day you want to remove.

You will receive a confirmation pop-up. Click **Remove** to confirm (or if you would like to close the window without removing the Non-Work Day, click Cancel).

Setting and Changing your CALL TIMES

We strongly discourage changing or turning off your call times as this could result in jobs not being filled.

By default, absence management calls you for jobs during the time period set up by your school district. You can customize these times or turn off calling altogether.

If you wish to edit your options, simply click the **Preferences** tab on the home page.

NHCS Call Times are: 6:00 a.m. And 4:00 p.m. – 10:00 p.m.
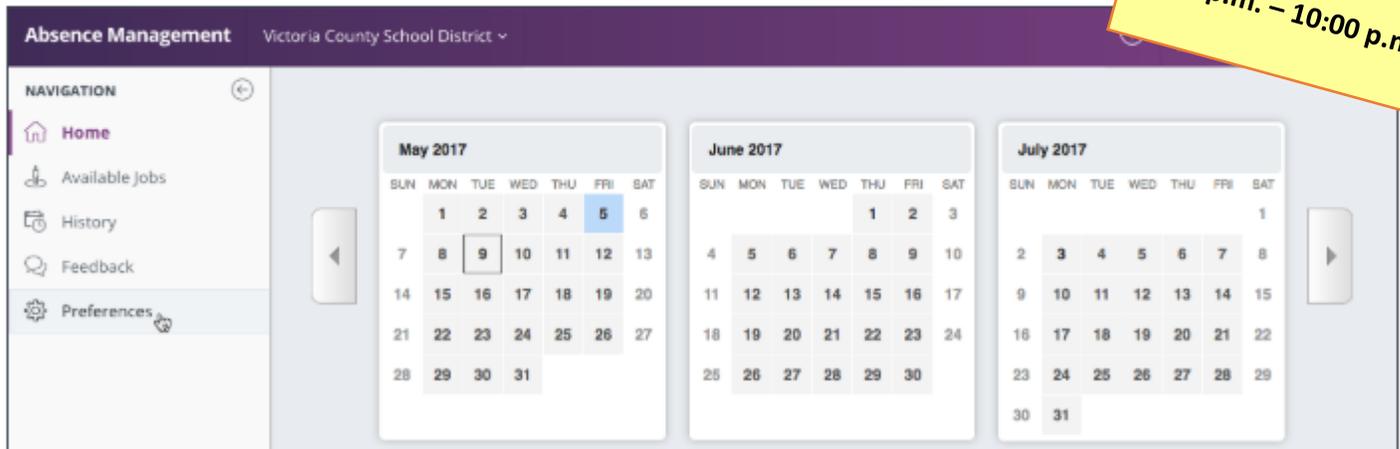
Now, click the **Call Times** option in the "Preferences Menu."

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Call times for Victoria County School District							
Morning							
	No Calls	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	No Calls
Evening							
	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	No Calls	No Calls
My Preferences							
	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times
	Edit	Edit	Edit	Edit	Edit	Edit	Edit

Absence management displays your district's default morning and evening call times. Click the **Edit** button to change your call time settings and edit each day as needed.

Setting up Call Times continued

Call Times — Victoria County School District

Accept phone calls for available jobs? ● Yes ○ No

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Call times for Victoria County School District						
			Morning			
No Calls	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	No Calls
			Evening			
4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	No Calls	No Calls
My Preferences						
District Call Times	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times
Edit	Edit	Edit	Edit	Edit	Edit	Edit

Your Call Time Preferences for Sunday ✕

District Call Times

Morning: 5:30 AM to 12:00 PM

Evening: 4:00 PM to 10:00 PM

My Preferences

○ Don't Call Me

● Call me during the district call times

○ Call me between [＿＿＿＿] and [＿＿＿＿]

[Cancel]   [Apply To All]   [Apply only to Sunday]

- **Don't Call Me** - Choose this option for absence management to not call on the selected weekday.
- **Call me during the district call times** - Make this selection to return call times to the district's default setting.
- **Call me between** - Enter the earliest and latest times absence management can send a call notification.

Once you pick your settings, you have two options:

- **Apply to All** - This setting applies these particular settings to every day of the week.
- **Apply only to** - This option only applies your settings to the selected workday.

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Turning OFF calling

This is HIGHLY discouraged because it does not allow jobs to be filled each day.

The system provides two additional call time options in the top right corner of the page. You can either continue to accept incoming calls or disable the feature.
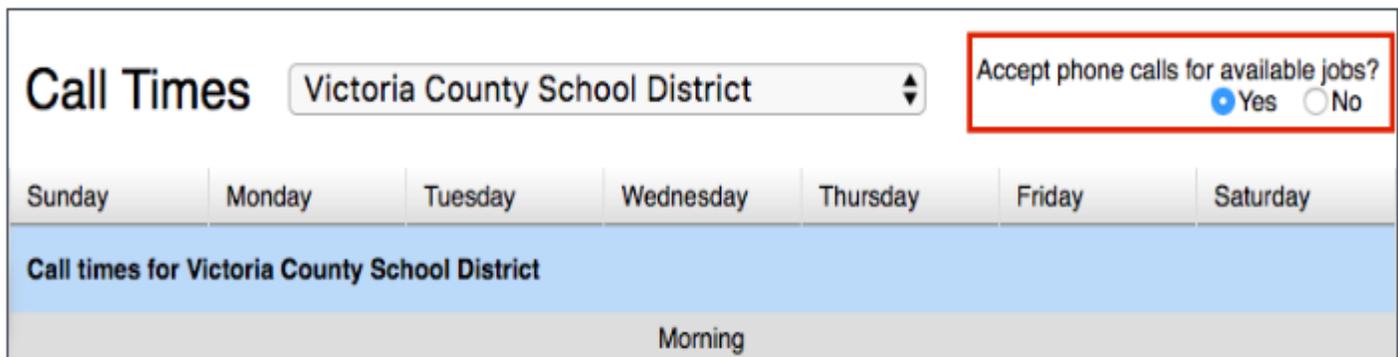
Call Times	Victoria County School District ⬍	Accept phone calls for available jobs? ◉ Yes ○ No
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Call times for Victoria County School District

Morning

Determine your preferences and select the "No" option if you wish to completely turn off calls from absence management.

A pop-up box will appear. click **OK** in the confirmation box to confirm this change.
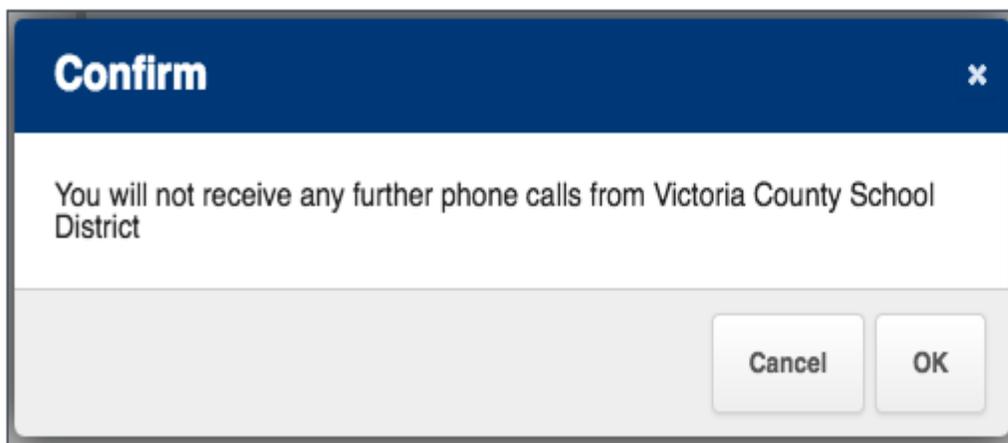
Confirm ✕

You will not receive any further phone calls from Victoria County School District

Cancel   OK

This action causes absence management to no longer call with job offers but you can still search for jobs online.

Setting up PREFERRED Schools

You can create a preference list within your absence management application to identify the locations where you do and do not want to work.

⭐ New substitutes will see jobs at all schools by default. You do *not* have to make any changes if you wish to maintain full visibility.

To view the "Preferred Schools" list, click **Preferences** in the side navigation.

Then, locate and select **Schools** in the side bar.

The "Schools" section includes two options at the top of the page. The first option will allow you to select all the locations where you wish to see assignments. The second list indicates the places where you do *not* want to see jobs. Click the radio button to alternate between these two lists.

You can now add or remove the necessary locations.

Preferred Schools continued

In the example below, the substitute does not want to see jobs from elementary schools.

Schools

○ Show me assignments at the schools selected below.
○ I don't want to see assignments at the schools selected below.

Select | All | None

☑ Victoria County Community Schools
    ☑ Administration Building
    ☑ Beacon School
    ☐ VC Elementary Schools
        ☐ Coal Hill School
        ☐ Columbia Elementary School
        ☐ Duquesne Elementary School
        ☐ Jaspers Elementary School
    ☑ VC High Schools
        ☑ Hamner High School
        ☑ Vanderbilt High School
        ☑ Williams High School
    ☑ VC Middle Schools
        ☑ Dell Middle School
        ☑ Walker Middle School

Once you are finished, click **Save** to record your changes.

Viewing your Job History

In absence management, you will have the ability to view the details of your job history any time you want.

Past Jobs

If you want a quick view of the jobs you have worked in the past 30 days, you can see that right on your home page under the "Past Jobs" tab. On the tab, there will be a number indicating the number of jobs you have had in the past 30 days.

History Tab

If you would like to go further than 30 days into your job history, you can click the **History** tab in the side navigation.
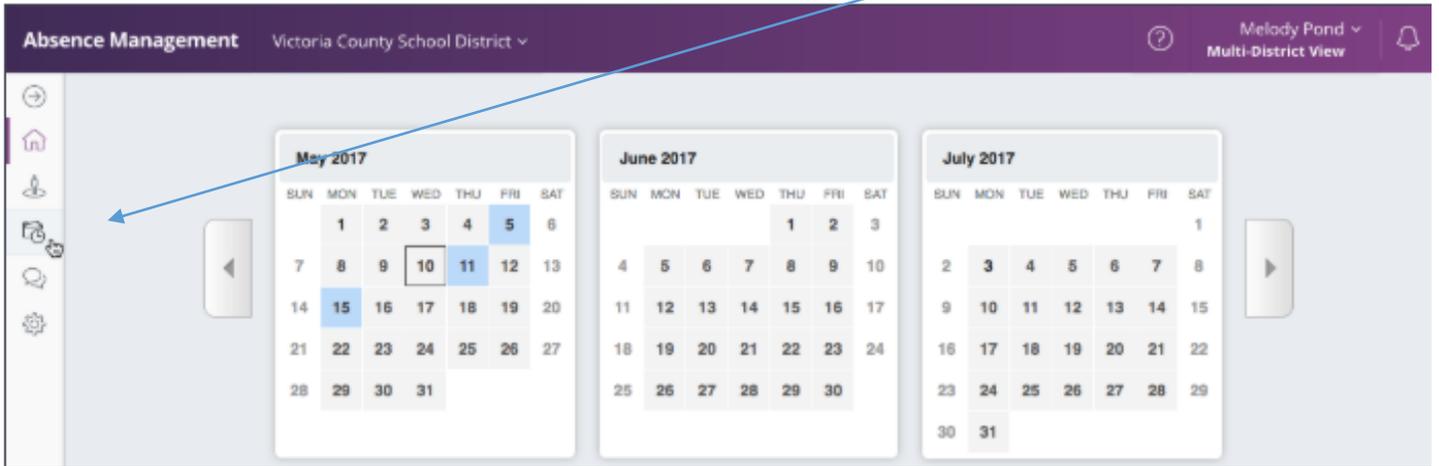
This will open your job history and default to showing you the last 60 days. You can pick from the set date ranges at the top of the report or choose a custom date range to view.
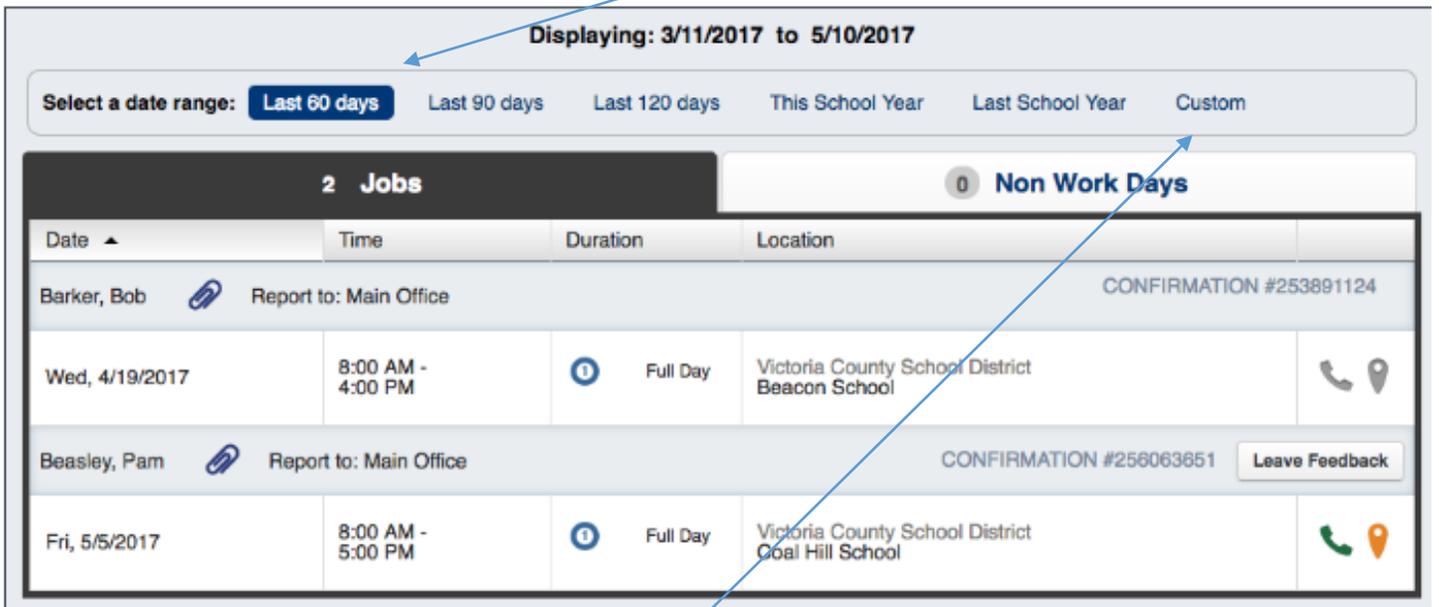
To create a custom date range, click the **Custom** option. A date range selector will pop up. Enter your custom date range and click the **Go** button to bring up the jobs for that range.

Frequently Asked Questions

1. **Do I wait for the system to call me for jobs**?

No. The only time the system will call you is if it is one or two days before or morning of for unfilled absences. You will need to be pro-active and log into the website at www.aesoponline.com to find jobs. Enter your username and password you created. Any available jobs will be listed on your main page. You will need to check often. You will only see jobs at those schools you have selected as preferred schools.

2. **What if I show up for a job assignment and someone else is there for the same job?**

The sub that has the job assigned to them in AESOP will get to stay and work, no exceptions. If you pre-arrange a job with a teacher, it is important that you tell that teacher to assign you in the system and also important that you double check to make sure it is done. If the job is not entered you have an opportunity before the job starts to contact that teacher.

3. **I accepted a job in AESOP and received a confirmation, but when I arrived at the school I was told it was cancelled. What should I do?**

Please do not leave the school. Contact the sub office immediately – 254-4345. You should have received an email regarding the cancellation. If you did not, as a courtesy, we will pay you for ½ day. However, you must stay and do other duties as assigned. If the school does not have any work for you, there may be another job at another school. If you decline to go to the other school you will not be paid.

4. **I accepted a job after the job already started. What do I do?**

You are required to report to work <u>within one hour of accepting the job</u>. Call the school to confirm the job and give them an estimated time of your arrival. Be sure to write down the name of the person you spoke with in case there is a problem.

5. **I accepted a job, but when I got to the school I was told it was cancelled. The school informed me they tried to call me several times with no success. What do I do?**

If the school tried to call you several times and has no success in reaching you, you will not be compensated for this job. We will assist you in finding another job. Please call the sub office at 910-254-4345.

6. **I reported to work and the school asked me to work another assignment and not the one I accepted. Am I required to work in this position?**

On occasion, schools run into an emergency and will need you to cover in a different position. If you choose not to work in the new position, you can leave but will not be paid. Please try to be flexible.

7. **I did not get paid for days I worked. What do I do?**

First, verify that the day you worked is included in the pay period. If it is, then contact Trudy in payroll at 254-4322

8. **I am going on vacation. How do I let the system know?**

Log in and enter the dates in the Non Work Days tab. See page 50 for instructions.

9. I misplaced my username and password for the website. How do I locate that?

Go into the AESOP website (www.aesoponline.com) and click either I forgot my username or I forgot my password. The system will prompt you further.

10. I misplaced my ID and PIN for the phone system. What do I do?

Your user ID is your 10 digit phone number. Your pin number can be located by clicking on the gear icon (preferences) and then personal. Information is in the top right corner.

11. May I leave the school during the day for lunch?

Before you leave campus for lunch, you will need to obtain approval from the principal or designee. Normally subs do not leave campus.

12. Can I sub in my child or grandchild's classroom?

This is at the discretion of the individual school.

13. The teacher I am subbing for has a planning period. What do I do?

Subs do not receive a planning period. You will need to report to the office to see if there is anything you need to cover.

14. If I have to cancel a job, what do I do?

You have one hour before the job starts to cancel the job yourself. You can do this online by logging into the website. Click on the Scheduled Jobs tab. Select the job you wish to cancel and click the red cancel button. OR you may call 1-800-942-3767, enter your ID and pin then press option 2. Follow the prompts.
If you need to cancel the job and it is less than one hour before the start time, you will need to contact the school and the sub office at 254-4345. PLEASE DO NOT LEAVE A MESSAGE. BE SURE THAT YOU TALK TO SOMEONE TO LET THEM KNOW.

15. If it is an emergency and the contact at the sub office is unavailable, who do I call/contact?

Please call 910-254-4232 or call 910-254-4200

16. Is there a need for subs during the summer?

Yes. We have seven year-round schools that are open. Codington, Eaton, Sunset Park, Freeman, Snipes and Lake Forest. Please see the Year-Round Calendar that is included on page 64. These schools must be listed on your preferred list to receive calls and see jobs.

17. There is a job posted but it is <u>LESS than</u> 3 hours. Am I paid ½ day for that?
If you see a job in AESOP that is less than 3 hours, you will need to contact the school and inquire or the sub office to make sure it is not a mistake.

New Hanover County Schools [2019-2020]

New Hanover County Schools & Contact Information

NOTE: Italic and color = Year Round School

Name	Secretary/Payroll	Principal	Address	Phone
Alderman Elementary	Deb Brown	Kate Tayloe	2025 Independence Boulevard	(910) 350-2031
Anderson Elementary	Kathy Richardson	Krista Holland	455 Halyburton Memorial Parkway	(910) 798-3311
Ashley High	Karen Atkins	Patrick McCarty	555 Halyburton Memorial Parkway	(910) 790-2360
Bellamy Elementary	Ann Mohilan	John Kilpatrick	70 Sanders Road	(910) 350-2039
Blair Elementary	Cindy Stephenson	Rebecca Higgins-Opgrand	416 Edgewater Club Road	(910) 350-2045
Bradley Creek Elementary	Kimberly Gardner	Dr. Lauren Kefalonitis	6211 Greenville Loop Road	(910) 350-2051
Career Readiness Academy at Mosley	Susan Kelso	Adrian Pearson	3702 Princess Place Drive	(910) 251-6161
Carolina Beach Elementary	Susan Raymond	Deanne Leake	400 South 4th Street	(910) 458-4340
Castle Hayne Elementary	Lisa Todd	Sam Highsmith	3925 Roger Haynes Road	(910) 602-4970
Codington Elementary	Gail Eldridge	Graham Elmore	4321 Carolina Beach Road	(910) 790-2236
College Park Elementary	Bonnie Jackson	Maria Madison	5301 Sidbury Road	(910) 350-2058
College Road Early Childhood Center	Bridgette Garner	Rachel Greer	4905 South College Road	(910) 350-7860
Eaton Elementary	Jennifer Dean	Heather Byers	6701 Gordon Road	(910) 397-1544
Forest Hills Global	Wendy Nicholson	Boni Hall	602 Colonial Drive	(910) 251-6190
Freeman Elementary	Kim Knowles	Dionne Sturdivant	2601 Princess Place Drive	(910) 251-6011
Hoggard High	Cheryl Davis	Mary Paul Beall	4305 Shipyard Boulevard	(910) 350-2072
Holly Shelter Middle	Brenda Hall	Jayne Kiker	3921 Roger Haynes Drive	(910) 602-4046
Holly Tree Elementary	Argie Brown	Laura Holliday	3020 Web Trace	(910) 790-2250
Howe Pre-K Center	Lisa Boyd	Christianne May	1020 Meares Street	(910) 251-6195
Internl School at Gregory - K-5	Valerie McGill	Leigh Ann Lampley	1106 Ann Street	(910) 251-6185
Internl School at Gregory - 6 - 8	Valerie McGill	Leigh Ann Lampley	1106 Ann Street	(910) 251-6185
Isaac Bear High	Renee Theophilos	Dr. Steve Sullivan	630 Macmillan Avenue	(910) 350-1387
J.C. Roe Suspension Center	Christy Harris	Glen Locklear	2875 Worth Drive	(910) 395-4472
Johnson Pre-K	Kathryn Lewis	Karen McCarty	1100 McRae Street	(910) 251-6155
Lake Forest Academy	Aaron Robich	Debbie Stout	1802 South 15th Street	(910) 772-2515
Laney High	Patricia Barfield	Sharon Doushmarm	2700 North College Road	(910) 350-2089
Mary C. Williams	Angela Gaines	Amy Oots	801 Silver Lake Road	(910) 350-2150
Murray Middle	Wendy Bradshaw	Phillip Sutton	655 Halyburton Memorial Parkway	(910) 790-2363
Murrayville Elementary	Sherri Quate	Tim Dominowski	225 Mabee Way	(910) 790-5067
Myrtle Grove Middle School	Tammi Crain	Cyndy Bliss	901 Piner Road	(910) 350-2100
New Hanover High	Kim Cox	Dr. Rob Morgan	1307 Market Street	(910) 251-6100
Noble Middle	Susan Croom	Wade Smith	6520 Market Street	(910) 350-2112
Ogden Elementary	Lynn Stauble	Tammy Bruestle	3637 Middle Sound Loop Road	(910) 686-6464
Parsley Elementary	Linda Kirby	Dr. Robin Hamilton	3518 Masonboro Loop Road	(910) 790-2355
Pine Valley Elementary	Sandra Osborne	Sam Kantrowitz	440 John S. Mosby Drive	(910) 350-2121
Roland-Grise Middle	Regina Sciortino	Charlie Broadfoot	4412 Lake Avenue	(910) 350-2136
SEA Tech	Amy Hubbard	Dr. Edith Skipper	4500 Blue Clay Road	(910) 362-7882
Snipes Elementary	Shelley Lennon	Rachel Manning	2150 Chestnut Street	(910) 251-6175
Sunset Park Elementary	Patricia Pearsell	Diego Lehocky	613 Alabama Avenue	(910) 815-6948
Trask Middle	Monica Boyce	Dr. Margaret Rollison	2900 North College Road	(910) 350-2142
Williston Middle	Diane Carmine	Ronal Villines	401 South 10th Street	(910) 815-6906
Wilmington Early College High	Tina Wallace	Regina Wooten	4500 Blue Clay Road	(910) 362-7789
Winter Park Elementary	Kathy Elliott	Paul Slovik	204 South MacMillian Avenue	(910) 350-2159
Wrightsboro Elementary	Karen Strawn	Delores Overby	2716 Castle Hayne Road	(910) 815-6909
Wrightsville Beach Elementary	Jennifer Pridgen	Jackson Norvill	220 Coral Drive	(910) 256-3171

2019-2020 Traditional Calendar

New Hanover County Schools — Engaging Students, Achieving Excellence

Approved 12/12/18

July 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	(27)	28
29	30					

October 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	{7}	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	[9]	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	{31}	

February 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	(27)	28	29

March 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	{17}	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	[13]	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

June 2020

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	{18}	19	20
21	22	23	24	25	26	27
28	29	30				

AUGUST
- 21 .... Undesignated Teacher Workdays
- 22-23 .... Designated Teacher Workdays
- 26 .... Undesignated Teacher Workday
- 27 .... First Day of School
- 27-29 .... Staggered Enrollment

SEPTEMBER
- 2 .... Labor Day
- 27 .... Interim Reports

OCTOBER
- 31 .... End of Grading Period

NOVEMBER
- 1 .... Designated Teacher workday
- 7 .... Report Cards
- 11 .... Veterans Day Holiday
- 27 .... Vacation Day
- 28-29 .... Thanksgiving Holidays

DECEMBER
- 9 .... Interim Reports
- 20 ..... Half Day for Students, Half Day Staff Development
- 23 .... Vacation Day
- 24-26 .... Christmas Holidays
- 27-31 .... Vacation Days

JANUARY
- 1 .... New Year's Day Holiday
- 2-3 .... Undesignated Teacher Workdays
- 20 .... Martin Luther King, Jr. Holiday
- 24 .... End of Grading Period
- 27 .... Undesignated Teacher Workday
- 31 .... Report Cards

FEBRUARY
- 21 .... Designated Teacher Workday
- 27 .... Interim Reports

MARCH
- 3 .... Election Day/Undesignated Teacher Workday

APRIL
- 3 .... End of Grading Period
- 6-13 .... Spring Break
- 10 .... Good Friday Holiday
- 17 .... Report Cards

MAY
- 13 .... Interim Reports
- 25 .... Memorial Day Holiday

JUNE
- 11 .Last Day&Half Day for Students, End of Grading Period
- 12 .... Designated Teacher Workday
- 13 .... Traditional High School Graduation
- 15 .... Designated Teacher Workday
- 16 .... Undesignated Teacher Workdays
- 18 .... Report Cards Mailed

Legend
- First/Last Day of School
- Undesignated Teacher Workday
- Designated Teacher Workday
- Holiday
- Vacation Day
- Half Day for Students
- ( ) Interim Reports
- { } Report Cards
- Staggered Enrollment

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2019-2020 Year-round Calendar

New Hanover County Schools — Engaging Students, Achieving Excellence

Approved 12/12/18

July 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	(21)	22	23	24
25	26	27	28	29	30	31

September 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	[17]	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	[13]	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	{ 9 }	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020

S	M	T	W	T	F	S
						1
2	3	4	(5)	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	{23}	24	25
26	27	28	29	30		

May 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	[13]	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

June 2020

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY
- 4 .... July 4th Holiday Observed
- 11-12 .... Undesignated Teacher Workdays
- 15 .... Designated Teacher Workday
- 16 .... Undesignated Teacher Workday
- 17 .... First Day of School
- 18-19 .... Staggered Enrollment

AUGUST
- 21 .... Interim Reports
- 23 .... Designated Teacher Workday

SEPTEMBER
- 2 .... Labor Day Holiday
- 20 .... End of Grading Period
- 20 .... Half Day for Students/Staff Development
- 23-30 .... Intersession

OCTOBER
- 1-10 .... Intersession
- 11 .... Undesignated Teacher Workday
- 17 .... Report Cards
- 25 .... Half Day for Students, Half Day Staff Development

NOVEMBER
- 11 .... Veterans Day Holiday
- 13 .... Interim Reports
- 27 .... Vacation Day
- 28-29 .... Thanksgiving Day Holidays

DECEMBER
- 13 .... Half Day for Students, Staff Dev, End of Grading Period
- 16 .... Undesignated Workday
- 17-20 .... Intersession
- 23 .... Vacation Day
- 24-26 .... Christmas Holiday
- 27-31 .... Vacation Days

JANUARY
- 1 .... New Year's Day Holiday
- 2-3 .... Intersession
- 6 .... Undesignated Teacher Workday
- 9 .... Report Cards
- 20 .... Martin Luther King, Jr. Holiday

FEBRUARY
- 5 .... Interim Reports
- 21 .... Half Day for Students/Half Day Staff Development

MARCH
- 3 .... Election Day/Undesignated Teacher Workday
- 20 .... End of Grading Period
- 23-31 .... Intersession

APRIL
- 1-3 .... Intersession
- 6-13 .... Spring Break
- 10 .... Good Friday Holiday
- 13 .... Vacation Day
- 23 .... Report Cards

MAY
- 13 .... Interim Reports
- 25 .... Memorial Day Holiday

JUNE
- 13 .... Traditional High School Graduation
- 11 .... Last Day & Half Day for Students
- 11 .... End of Grading Period
- 12 .... Designated Teacher Workday
- 15-17 .... Undesignated Teacher Workday
- 16 .... Report Cards Mailed

Legend
- 🟣 First/Last Day of School
- 🟡 Undesignated Teacher Workday
- 🟥 Designated Teacher Workday
- 🔷 Holiday
- 🔴 Vacation Day
- 🟩 Half Day for Students
- ( ) Interim Reports
- { } Report Cards
- 🟪 Staggered Enrollment
- 🔵 Intersession

July 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2019-2020

Approved 12/12/18

New Hanover County Schools
Engaging Students, Achieving Excellence

Restart Year-Round Calendar
Freeman & Snipes

JULY
4 .... July 4th Holiday Observed
25-26 .... Undesignated Teacher Workday
29 .... Designated Workday
30-31 .... PD/Planning

AUGUST
1 .... First Day of School
1-2 .... Staggered Enrollment
23 .... Designated Teacher Workday
28 .... Interim Reports

SEPTEMBER
2 .... Labor Day Holiday
27 .... End Of Grading Period
30 .... Intersession

OCTOBER
1-11 .... Intersession
15 .... Report Cards
25 .... PD/Planning

NOVEMBER
11 .... Veterans Day Holiday
13 .... Interim Reports
27 .... Vacation Day
28-29 .... Thanksgiving Day Holidays

DECEMBER
18 .... End of Grading Period
19-20 .... Intersession
23 .... Vacation Day
24-26 .... Christmas Holiday
27-31 .... Vacation Days

JANUARY
1 .... New Year's Day Holiday
2 .... Undesignated Teacher Workday
3-6 .... PD/Planning
8 .... Report Cards
20 .... Martin Luther King, Jr. Holiday

FEBRUARY
5 .... Interim Reports
21 .... PD/Planning

MARCH
3 .... Election Day/Undesignated Teacher Workday
12 .... End of Grading Period
13 .... Undesignated Teacher Workday
17 .... Report Cards
27-30 .... Intersession

April
1-3 .... Intersession
6-9 .... Spring Break
10 .... Good Friday Holiday
13 .... Vacation Day

MAY
13 .... Interim Reports
25 .... Memorial Day Holiday

JUNE
11 .... Last Day & Half Day for Students
11 .... End of Grading Period
12 .... Designated Teacher Workday
15 .... Undesignated Teacher Workday
16 .... Report Cards Mailed

Legend:
- ● First/Last Day of School
- ● Undesignated Teacher Workday
- ■ Designated Teacher Workday
- ◆ Holiday
- ● Vacation Day
- ■ Half Day for Students
- ( ) Interim Reports
- { } Report Cards
- ● Intersession
- ⬡ Staggered Enrollment
- PD ⬡

January 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	{8}	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020

S	M	T	W	T	F	S
						1
2	3	4	[5]	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	{17}	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	[13]	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

June 2020

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	{16}	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2019-2020
New Hanover County Schools
Engaging Students, Achieving Excellence
Approved 12/12/18

Pre-K Calendar

July 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	[15]	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020

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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	[19]	20	21	22
23	24	25	26	27	28	29

March 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	[29]	30

June 2020

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

AUGUST
21-.................................Undesignated Teacher Workday
22-23...............................Designated Teacher Workdays
26.....................................Undesignated Teacher Workday
27.....................................Designated Teacher Workday
28-30...Home Visits

SEPTEMBER
2.....................................Labor Day Holiday
3-5.................................Staggered Enrollment
6.....................................First Day for Students

OCTOBER

NOVEMBER
1.....................................Designated Teacher Workday
11.....................................Veterans Day Holiday
15......End of Fall Assessment Period/TS Gold Checkpoints
18-22.................................Fall Family Conferences
27.....................................Vacation Day
28-29.................................Thanksgiving Holidays

DECEMBER
20.....................................Designated Teacher Workday
23.....................................Vacation Day
24-25.................................Christmas Holidays
27-31.................................Vacation Days

JANUARY
1 ....New Year's Day Holiday
2-3.................................Undesignated Teacher Workday
20.....................................Martin Luther King, Jr. Holiday
27.....................................Undesignated Teacher Workday

FEBRUARY
19..End of Winter Assessment Period/TS Gold Checkpoints
20-21 ....Home Visits

MARCH
3.............Election Day/Undesignated Teacher Workday

APRIL
6--13.................................Spring Break
10.................................Good Friday Holiday

MAY
21.................................End of Year Spring Family Conferences
25.................................Memorial Day Holiday
29..End of Spring Assessment Period/TS Gold Checkpoints

JUNE
1-3.................................End of Year Spring Family Conferences
10.................................Last Day for Students
11-14.................................Designated Teacher Workdays
16.................................Undesignated Teacher Workday

Legend:
- First/Last Day of School
- Undesignated Teacher Workday
- Designated Teacher Workday
- Vacation Day
- Half Day for Students
- ( ) Gold Checkpoints
- Holiday
- Staggered Enrollment
- Home Visits

2019-2020 SEA-TECH

New Hanover County Schools — *Engaging Students, Achieving Excellence*

Approved 12/12/18

July 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

S	M	T	W	T	F	S
1	2	3	4	{5}	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	{15}	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	[8]	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020

S	M	T	W	T	F	S
			1	2	3	4
5	{6}	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020

S	M	T	W	T	F	S
						1
2	3	4	(5)	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020

S	M	T	W	T	F	S
1	2	3	4	{5}	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	[8]	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	[14]	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

June 2020

S	M	T	W	T	F	S
	{1}	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

AUGUST
1-6.................................Designated Teacher Workday
7.................................... First Day of School

SEPTEMBER
2.................................Labor Day Holiday
5.................................Interim Reports

OCTOBER
4.................................Undesignated Teacher Workday
8.................................End of the Grading Period
15.................................Report Cards
25.................................Half Day for Students

NOVEMBER
8.................................Interim Reports
11.................................Veterans Day Holiday
27.................................Undesignated Teacher Workday
28-29.................................Thanksgiving Holidays

DECEMBER
13.................................End of the Grading Period
16-18.................................Undesignated Teacher Workday
19-23.................................Vacation Days
24-26.................................Christmas Holidays
27-31.................................Vacation Days

JANUARY
1.................................New Year's Day Holiday
2.................................Undesignated Teacher Workday
6.................................Report Cards
20.................................Martin Luther King, Jr. Holiday

FEBRUARY
5.................................Interim Reports
14.................................Undesignated Teacher Workday
28.................................End of the Grading Period

MARCH
5.................................Report Cards
9.................................Undesignated Teacher Workday
10-13.................................Spring Break

APRIL
3.................................Undesignated Teacher Workday
8.................................Interim Reports
10.................................Good Friday Holiday

MAY
14.................................Interim Reports
25.................................Memorial Day Holiday
26.................................End of the Grading Period
26.................................Last Day for Sudents
27.................................Designated Teacher Workday

JUNE
1.................................Report Cards via US Mail

Legend:

- ● First/Last Day of School
- ● Undesignated Teacher Workday
- ■ Designated Teacher Workday
- ◆ Holiday
- ● Vacation Day
- ■ Half Day for Students
- ( ) Interim Reports
- { } Report Cards

2019-2020 WECHS Calendar
New Hanover County Schools — Engaging Students, Achieving Excellence
Approved 12/12/18

July 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

S	M	T	W	T	F	S
1	2	3	4	5	(6)	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	(15)	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	[13]	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST
1-2..........Undesignated Teacher Workday
5-6..........Designated Teacher Workday
7.................First Day of School
23..........Half Day for Students, Half Day Staff Development

SEPTEMBER
2.................Labor Day Holiday
6.................Interim Reports

OCTOBER
4.................Undesignated Teacher Workday
8.................End Of Grading Period
15.................Report Cards
25.........Half Day for Students, Half Day Staff Development

NOVEMBER
11.................Veterans Day Holiday
13.................Interim Reports
27.................Vacation Day
28-29................Thanksgiving Day Holidays

DECEMBER
19.................End of Grading Period
20.................Undesignated Workday
23.................Vacation Days
24-26.................Christmas Holidays
27-31.................Vacation Days

JANUARY
1.................New Year's Day Holiday
2.................Designated Teacher Workday
3.................Report Cards
20.................Martin Luther King, Jr. Holiday

FEBRUARY
4.................Interim Reports
14.................Designated Teacher Workday

MARCH
6.................Designated Teacher Workday
11.................End of Grading Period
13.................Report Cards

APRIL
2.................Interim Reports
3.................Undesignated Workday
6-13.................Spring Break
10.................Good Friday Holiday

MAY
21.................End of Grading Period
21.................Last Day and Half Day for Students
22.................Designated Teacher Workday
23.................Graduation
25.................Memorial Day Holiday
26-27.................Undesignated Workday

JUNE
8.................Report Cards Mailed

January 2020

S	M	T	W	T	F	S
			1	2	{3}	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020

S	M	T	W	T	F	S
						1
2	3	(4)	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	{13}	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020

S	M	T	W	T	F	S
			1	(2)	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

June 2020

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	{8}	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Legend
- First/Last Day of School
- Undesignated Teacher Workday
- Designated Teacher Workday
- Holiday
- Vacation Day
- Half Day for Students
- ( ) Interim Reports
- | | Report Cards

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2019-2020 IBECHS Calendar

New Hanover County Schools
Engaging Students, Achieving Excellence

Approved 12/12/18

July 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

S	M	T	W	T	F	S
1	2	3	4	(5)	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	(7)	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020

S	M	T	W	T	F	S
			1	2	3	4
5	{6}	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020

S	M	T	W	T	F	S
						1
2	3	4	(5)	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	{12}	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	(22)	23	24	25
26	27	28	29	30		

May 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	(29)	30

June 2020

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY
31.....................Undesignated Teacher Workdays

AUGUST
1-.........................Undesignated Teacher Workday
2-5.........................Designated Teacher Workday
6.....................................First Day of School

SEPTEMBER
2.....................................Labor Day Holiday
5...Interim Reports

OCTOBER
7.........................End of the Grading Period
15...Report Cards

NOVEMBER
1.....................Designated Teacher Workday
7...Interim Reports
11.........................Veterans Day Holiday
27.....................Undesignated Teacher Workday
28-29.........................Thanksgiving Holidays

DECEMBER
18.........................End of Grading Period
19.....................Undesignated Teacher Workday
20-23...................................Vacation Days
24-26....................... Christmas Holidays
27-31...................................Vacation Days

JANUARY
1.....................New Year's Day Holiday
2.....................Undesignated Teacher Workday
6...Report Cards
20.....................Martin Luther King, Jr. Holiday

FEBRUARY
5...Interim Reports
21.....................Designated Teacher Workday

MARCH
3.........................End of Grading Period
12...Report Cards

APRIL
6-13.....................................Spring Break
10.....................Good Friday Holiday
22...Interim Reports

MAY
20.........................End of Grading Period
20.....................Last Day and Half Day for Students
21.....................Designated Teacher Workday
21.....................................Graduation
22.....................Undesignated Teacher Workday
25.....................Memorial Day Holiday
26.....................Undesignated Teacher Workday
29.........................Report Cards via US Mail

- ● First/Last Day of School
- ● Undesignated Teacher Workday
- ■ Designated Teacher Workday
- ◆ Holiday
- ● Vacation Day
- ■ Half Day for Students
- ( ) Interim Reports
- | | Report Cards