

Craven County Schools Human Resources
Policy Review and Orientation Acknowledgement for the 2023-2024 School Year
Substitutes
Revised 7/6/2023

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

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

_____ **Workday and Overtime - 7500:** I have read the Craven County Schools *Workday and Overtime Policy*.

_____ **Leave - 7510:** I have read the Craven County Schools *Leave Policy*.

_____ **Excessive Absenteeism - 7515:** I have read the Craven County Schools *Excessive Absenteeism Policy*.

_____ **Smoking and Tobacco - 5026/7250:** I have read the Craven County Schools *Smoking and Tobacco Products Policy*.

_____ **Drug-Free and Alcohol-Free Workplace - 7240:** I have read the Craven County Schools *Drug Free Workplace Policy*.

_____ **Employee Dress and Appearance - 7340:** I have read the Craven County Schools *Employee Dress and Appearance Policy*.

_____ **Responding to Concerns - 1742/5060:** I have read the Craven County Schools *Responding to Concerns Policy*.

_____ **Student and Parent Grievance Procedure - 1740/4010:** I have read the Craven County Schools *Student and Parent Grievance Policy*.

_____ **Discrimination and Harassment Prohibited by Federal Law - 1710/4020/7230:** I have read the Craven County Schools *Discrimination and Harassment Prohibited by Federal Law Policy*.

_____ **Discrimination and Harassment Prohibited in the Workplace - 7232:** I have read the Craven County Schools *Discrimination and Harassment Prohibited in the Workplace Policy*.

_____ **Prohibition Against Retaliation - 1760/7280:** I have read the Craven County Schools *Prohibition Against Retaliation Policy*.

_____ **Technology Responsible Use - 3225/4312/7320:** I have read the Craven County Schools *Employees Acceptable Use Policy*.

_____ **School Volunteers - 5015:** I have read the Craven County Schools *School Volunteer Policy*.

_____ **Occupational Exposure to Bloodborne Pathogens - 7260:** I have read the Craven County Schools *Bloodborne Pathogens Policy*.

_____ **Communicable Disease - 7262:** I have read the Craven County Schools *Communicable Disease Policy*.

_____ **Student Health Services - 6120:** I have read the Craven County Schools *Student Health Services Policy*.

_____ **Concussion and Head Injury - 4270/6145:** I have read the Craven County Schools *Concussion and Head Injury Policy*.

_____ **Administering Medicines to Students - 6125:** I have read the Craven County Schools *Administering Medicines to Students Policy*.

_____ **School Trips - 3320:** I have read the Craven County Schools *School Trips Policy*.

_____ **Employee Use of Social Media- 7335:** I have read the Craven County Schools *Employee Use of Social Media Policy*.

_____ **Staff Responsibilities - 7300:** I have read the Craven County Schools *Staff Responsibilities Policy*.

_____ **Grievance Procedure for Employees – 1750/7220:** I have read the Craven County Schools' *Grievance Procedure for Employees Policy*.

_____ **Duty to Report Child Abuse and Neglect:** I am aware of NCGS 7B-301.

(Employee Name-Printed)

(Employee Signature)

(Work site)

(Date)