

Johnston County Public Schools
2025-2026 Policy Awareness Checklist

Employees will be asked to submit their electronic signature, affirming that they have read the following information and policies of the Johnston County Board of Education. School employees will be provided the electronic attestation form by their supervisor at the beginning of each school year. During the school year, the attestation form can be found by visiting our website.

While the bulleted list below does not include all policies of the Johnston County Board of Education, I understand that it is my responsibility to review, understand, and adhere to all JCPS Board of Education policies. These documents can be accessed by navigating to the [school system website](#) and then clicking on Menu/Board of Education/School Board Policies or by clicking the following link. [JCPS School Board Policies](#)

Please review each of the following:

- [Johnston County Public Schools Employee Handbook](#)
- [JCPS Safety and Operations Manual](#)
- [JCPS Title IX Training](#)
- [Sexual Harassment in the Workplace](#)
- Staff Responsibilities [Policy 7300](#)
- Code of Ethics and Standards of Conduct [Policy 7305](#)
- State Code of Ethics for North Carolina Educators [Policy EVAL-014](#)
- NC Standards of Conduct for Professional Educators [Policy EVAL-035](#)
- [NC Testing Code of Ethics](#)
- Employee Conduct with Students-Staff -Student Relations [Policy 4040/7310](#)
- Employee Use of Social Media [Policy 7335](#)
- Technology Responsible Use / Employee Acceptable Use of Electronic Resources
[Policy 3225/4312/7320](#) and [Policy 3225/4312/7320-R\(2\)](#)
- Internet Safety [Policy 3226/4205](#) and [3226/4205-R](#)
- Unauthorized Taping or Recording in the School Environment [Policy 7317](#)
- Participation in Political Activities [Policy 7720](#)
- School Safety and Supervision of Students [Policy 1510/4200/7270](#)
- Authority of School Personnel [Policy 4301](#), [4301-R](#), [4301-E](#)
- School Plan for Management of Student Behavior [Policy 4302](#)
- Emergency Care for Students [Policy 6120-R](#), [6120-E\(1\)](#), [6120-E\(2\)](#)
- Concussion and Head Injury [Policy 4270/6145](#)
- Drug-Free and Alcohol-Free Workplace (Including CBD Products) [Policy 7240](#)
- Smoking and Tobacco Products [Policy 5026/7250](#)
- Employee Dress and Appearance [Policy 7340](#)
- Employee Attendance [Policy 7500](#)
- Job Abandonment [Policy 7900](#)
- Criminal Records Check [Policy 7105](#)
- I understand that Johnston County Public Schools conducts ongoing criminal records checks and motor vehicle records checks on all employees. I also understand that I must notify the Head of Human Resources immediately if I am charged with or convicted of a criminal offense (including entering a plea of guilty or nolo contendere) except minor traffic violations. Note: "Driving While Impaired" is not considered a minor traffic violation and must be reported.
- Workday and Overtime- Fair Labor Standards Act Compliance [Policy 7500](#)
- Prohibition Against Retaliation [Policy 1760/7280](#)
- Duty to Report Personal Criminal Charges [Policy 7300](#)

- Duty to Report Child Abuse and Crimes Against Children [Policy 4240/7312](#)
- Required for all New Certified Employees: [School Mental Health Training per SHLT-003 and Child Sexual Abuse and Sex Trafficking Education and Awareness Training Modules](#)
- Required for all Returning Certified Employees: [Child Sexual Abuse and Sex Trafficking Education and Awareness Training Module](#). Returning certified employees will scroll down on the linked document and only complete the last training listed.
- Reporting Information to the Principal and External Agencies [Policy 7301](#)
- Copyrighted Materials [Policy 3230/7330](#) and [3230/7330-R\(1\)](#)
- Prior Approval of Digital Media Broadcast and Parent Permission [Policy 3230/7330-E\(1\)](#), [E\(2\)](#)
- Confidential Information [Policy 2125/7315](#)
- Employee Conflict of Interest [Policy 7730](#)
- Communicable Disease [Policy 7262](#)
- Safety and Student Transportation Services-Bus Driver Responsibilities [Policy 6305](#), [Policy 6315](#)

[2025-2025 Policy Awareness Sign-Off](#)

Revised - July 2025