



WATAUGA COUNTY BOARD OF EDUCATION

Margaret E. Gragg Education Center
175 Pioneer Trail Boone, NC 28607
(828) 264-7190

WATAUGA COUNTY BOARD OF EDUCATION MEETING AGENDA May 8, 2023

- | | | |
|------------------|--|-------------------------------------|
| 5:30 p.m. | 1. CALL TO ORDER | Board Chair |
| 5:32 p.m. | 2. CLOSED SESSION <ul style="list-style-type: none">A. Approval of the Minutes for 4/13/2023 and 4/18/2023B. Reportable Offenses – N.C.G.S.115C-288(g)C. Student Records - N.C.G.S.143-318.11(a)(1)D. Personnel – N.C.G.S.143-318.11(a)(6)E. Attorney-Client - N.C.G.S 143-318.11(a)(3) | Board Chair |
| 6:00 p.m. | 3. OPEN SESSION CALL TO ORDER /
MOMENT OF SILENCE | Board Chair |
| 6:03 p.m. | 4. DISCUSSION AND ADJUSTMENT OF AGENDA | Board Chair |
| 6:05 p.m. | 5. SUPERINTENDENT’S REPORT | Dr. Scott Elliott |
| 6:10 p.m. | 6. VALLE CRUCIS SCHOOL UPDATE | Dr. Scott Elliott |
| 6:13 p.m. | 7. STUDENTS’ REPORT | Ms. Mia Shanely
Ms. Ellary Smith |
| 6:18 p.m. | 8. SUPERINTENDENT SEARCH UPDATE | Board Chair |
| 6:22 p.m. | 9. PUBLIC RECOGNITION <ul style="list-style-type: none">• Watauga High School Playmakers | Meredith Jones |
| 6:27 p.m. | 10. CONSENT AGENDA <ul style="list-style-type: none">A. Approval of the Minutes for 4/18/2023 | Dr. Scott Elliott |

- B. Field Trip Requests
- C. 2023-24 School Nutrition Bid Contracts
- D. Declaration of Surplus
- E. Technical Policies for Approval
 - 4155 Assignment to Classes
 - 4334/5036/7345 Use of Unmanned Aircrafts (Drones)
 - 5028/6130/7267 Automated External Defibrillator
 - 6410 Organization of the Purchasing Function
 - 7340 Employee Dress and Appearance
 - 7650 Employee Travel and Other Expense Reimbursement
- F. Personnel Report

- | | | |
|------------------|--|------------------|
| 6:30 p.m. | 11. PUBLIC COMMENT | Board Chair |
| 6:40 p.m. | 12. POLICIES: SUBSTANTIVE FOR SECOND READ <ul style="list-style-type: none"> • 1320 Code of Ethics for School Board Members • 1323 Board Member Opportunities for Development • 3220 Technology in the Educational Program • 4130 Discretionary Admission • 4240/7312 Child Abuse and Related Threats to Child Safety • 4300 Student Behavior Policies • 6125 Administering Medicines to Students • 6140 Student Wellness • 7130 Licensure | Dr. Wayne Eberle |
| 6:50 p.m. | 13. POLICIES: SUBSTANTIVE FOR FIRST READ <ul style="list-style-type: none"> • 4023/7233 Pregnant and Parenting Students • 4310 Integrity and Civility • 5008 Automated Phone and Text Messaging • 7810 Evaluation of Licensed Employees • 7815 Evaluation of Non-Licensed Employees | Dr. Wayne Eberle |
| 7:10 p.m. | 14. CLOSED SESSION:
A. Personnel – N.C.G.S.143-318.11(a)(6) | Board Chair |
| 7:45 p.m. | 15. BOARD OPERATIONS | Board Chair |
| 7:55 p.m. | 16. BOARD COMMENTS | Board Chair |
| 8:00 p.m. | 17. ADJOURNMENT | Board Chair |
| | 18. MISCELLANEOUS INFORMATION <ul style="list-style-type: none"> • Next BOE Meeting: Proposed date of <u>06/19/2023</u> <i>(subject to change)</i> | |



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WATAUGA COUNTY BOARD OF EDUCATION MEETING

DATE: April 18th, 2023

PRESENT:

- Gary Childers, Steve Combs, Marshall Ashcraft, Jason Cornett, Jay Fenwick, *BOE Members*
- Mia Shanely and Ellary Smith, *Student Board Representatives*
- Dr. Scott Elliott, *Superintendent*
- Mr. Chris Campbell, *Board Attorney*

TIME: 6:00 p.m.

PLACE: Watauga High School Media Center

CALL TO ORDER

Jason Cornett moved at 6:23 p.m. to go into open session, Steve Combs seconded, and all Board members approved.

WELCOME/MOMENT OF SILENCE

At 6:25 p.m., Dr. Childers welcomed those attending the meeting. He began with a request to observe a moment of silence.

DISCUSSION AND ADJUSTMENT OF AGENDA

Jason Cornett made a motion to make "Student Board Representative Election" agenda item #15. Steve Combs seconded it, and it was unanimously approved.

SUPERINTENDENT'S REPORT

Dr. Elliott welcomed the Board members, Ms. Shanely and Ms. Smith, Central Services personnel, Board Attorney Mr. Chris Campbell, and the citizens and students joining the meeting.

- Dr. Elliott expressed appreciation to Dr. Blanton for accommodating the Board of Education meeting at Watauga High School due to the conflict with the completion of the roof replacement at the Central Office.
- Earlier in the month, 28 people attended CPR training as part of Pre-K licensure. This was coordinated by Director of Transportation Jeff Lyons, and the training was conducted by the School Nurses. The next training will be held on June 5th.
- *Heart of a Pioneer*: Free sports physicals will be offered to athletes on Friday, May 19th starting at 4:00 p.m. at Watauga High School.
- The last day of school will be Thursday, June 1st. Graduation will be Friday, June 2nd at 5:30 pm at the ASU Holmes Convocation Center.
- An Arbor Day ceremony will take place at Watauga High School on Friday, April 21st at 9:00 a.m. in which two trees will be planted. One will be in remembrance of Watauga High School freshman Cole Ellis, and the other one will be in memory of former Chief Academic Officer Tamara Stamey.

STUDENT REPORT

Ms. Mia Shanely and Ms. Ellary Smith spoke about a number of activities.

- In March, the Watauga High School Band, Choral, and Orchestra groups attended their respective Music Performance Assessments (MPA). Almost every competing group received "Superior" ratings.
- The Future Teachers of America Club recently attended the state conference to interact with other future teachers and learn about the education system. A "Teacher Cadets" class will be offered at Watauga High School beginning in the 2023-24 school year. The class will focus on the process and methods of teaching, child development, psychology, school board functions, and leadership.
- Watauga High School's Model United Nations Club will travel to Appalachian State University's spring conference on April 21st. Students will be working as partners to represent either the UK or Japan in the mock United Nations General Assembly, Environment Programme, Security Council, or Human Rights Council.
- On April 21st at 3:45 p.m., the Performing Arts Honors Society at WHS will host an "Open Mic" event. This is open to all high school students as an opportunity to showcase their talents.
- Prom will be Saturday, April 22nd on the campus of Appalachian State University with the theme "A Night in the City." The Interact Club recently hosted their annual prom dress shop, which is a three-day event in which high school students can pick out attire and accessories for free. It had a wonderful turnout, and there were lots of donations from the community.
- Mountain Alliance, which is a service/leadership organization in the school systems of Watauga and Avery, will be hosting a "Youth Service Day" on April 29th from 9:00 a.m. to 3:00 p.m. Watauga High School students who sign up will have the opportunity to choose a service project for organizations in the community.

SUPERINTENDENT SEARCH UPDATE

Dr. Childers shared that there were 17 applications (which were due March 1st) for Superintendent. Board members received the applications on March 6th, and seven semi-finalists were selected on March 13th. The Board members had video conferences with the semi-finalists on April 13th, and they will select finalists on April 18th in closed session.

VALLE CRUCIS SCHOOL UPDATE

Septic tanks are ready to be installed, furniture options are being reviewed, and school signage is being planned. Dr. Alison Schleede (Director of Technology) and her team have been working on many details regarding the technology design.

PUBLIC RECOGNITION

➤ Servant's Heart Award

Dr. Elliott presented the Servant's Heart Award to Mr. Floyd Benfield who he described as "always dependable, always kind and caring, and giving of himself because he really loves serving other people." Mr. Benfield began his employment with Watauga County Schools in December 2003 as a substitute teacher, and was later hired as a Parking Attendant at Watauga High School. He began working as an Exceptional Children's Teacher Assistant at Watauga High School in December 2006, and remained in this position until his retirement on April 1, 2021. The Servant's Heart Award was given on behalf of the Board of Education, Dr. Mike Marcela/Ms. Hunter Lloyd/the entire EC program, Dr. Chris Blanton, and the Watauga High School Community.

➤ Band & Orchestra State and Regional Award Recipients

Ms. Meredith Jones asked Band and Orchestra teachers to present certificates to the students who were recipients of state and regional awards.

- Ms. Lindsay Scarborough (Cove Creek) recognized:
 - Kayden Kaufman: Junior Western Regional Orchestra
- Ms. Madison Snelson (Valle Crucis) recognized:
 - Ian Biles: Western Region Jazz; All-District Band
- Mr. Will Selle (Hardin Park/WHS) recognized:
 - Amelie Fawson (WHS): Western Region Orchestra (Cello)
 - Noah Gordon (Hardin Park): NC Western Region Jazz Band
 - Jacob Hollis (WHS): Western Region Orchestra (Cello)
 - Clara Lappan (WHS): Western Region Orchestra (Cello)
 - Matias Relyea (WHS): Western Region Orchestra (Violin): *Eligible for NC Honors Orchestra in the fall.*
 - Ethan Rusher (WHS): Western Region Orchestra (Tuba): *Eligible for NC Honors Orchestra in the fall.*
 - Brayden Ward (Hardin Park): NC Junior Western Region Orchestra
- Ms. Taryn Wooten (WHS) recognized the following Watauga High students:
 - Sofia Behrend-Martinez: All-District Band (Trombone); Western Region Orchestra/Repertory Orchestra (Trombone)

- Wyatt Demster: All-District Band (Trumpet): *Eligible to audition for NC All-State Band.*
- Coy Johnson: Western Region Jazz (Baritone Saxophone)
- Samuel Rex: Western Region Jazz (Trombone)
- Ethan Rusher: Western Region Orchestra/Honors Orchestra (Tuba)
- Alexander Testori: Western Region Jazz (Alto Saxophone)

➤ **High Country MathCounts Team and Individual Recognitions**

Dr. Stephen Martin recognized:

- ★ Parkway School: Regional Team Champions and State Competitor
 - Coaches: Katie Hancock and Erica Slate
 - Students: Cole Lewis, Keith Tu, Neave Tuberty, and Grace Young
- ★ Hardin Park School: State Competitor
 - Coaches: Amber Mellon and Alex Vines
 - Students: Noah Gordon and Eric Nystrom

➤ **Retirement of Dr. Paul Holden**

The Board acknowledged that this was Dr. Paul Holden's last Board meeting, and they thanked him for his work and advocacy as the Director of Student Services.

2023-24 CURRENT EXPENSE AND CAPITAL OUTLAY BUDGET PROPOSAL

Director of Finance Ly Marze presented the 2023-24 Current Expense and Capital Outlay Budget for approval. Some major highlights in the proposed current expense budget include increasing locally paid salary supplements by 25%, investing additional funds for recruitment and retention efforts, and giving added support for teachers obtaining or retaining their National Board for Professional Teaching Standards (NBPTS) certification. There is an increase from last year in the capital budget request to help with building repairs and renovations.

Dr. Elliott went through some of the specific requests in the budget proposal, and he responded to questions from the BOE members. On April 24th, Dr. Elliott and Ms. Marze will meet with the County Manager to discuss funds. On May 4th, the Board members will meet with the County Commissioners to discuss what will be approved.

Marshall Ashcraft made a motion to approve the 2023-24 budget proposal as presented. Jason Cornett seconded the motion, and it was unanimously approved by the Board.

CONSENT AGENDA

- A. Approval of the Minutes for 3/13/2023
- B. Proclamation: Resilient and Thriving Communities Week
- C. Field Trip Requests
- D. Declaration of Surplus
- E. Budget Amendment #5
- F. Personnel Report

One amendment was made to the Personnel Report, and there was one additional field trip request form. Steve Combs moved to approve the Consent Agenda items, Marshall Ashcraft seconded, and it was unanimously approved.

BOARD RESOLUTION

Opposition to House Bill 219 “Charter School Omnibus”

This bill involves diverting funds from traditional public school systems to charter schools.

Jason Cornett made a motion to oppose House Bill 219. Marshall Ashcraft seconded the motion, and it was unanimously agreed upon by all Board members.

PUBLIC COMMENT

There were no citizens who made public comments at the April BOE meeting.

POLICIES: SUBSTANTIVE FOR FIRST READ

Dr. Wayne Eberle reviewed the following policies, which will be brought back at the May BOE meeting for a second read.

- 1320 Code of Ethics for School Board Members
- 1323 Board Member Opportunities for Development
- 3220 Technology in the Educational Program
- 4130 Discretionary Admission
- 4240/7312 Child Abuse and Related Threats to Child Safety
- 4300 Student Behavior Policies
- 6125 Administering Medicines to Students
- 6140 Student Wellness
- 7130 Licensure

STUDENT BOARD REPRESENTATIVE ELECTION

Board members held interviews for the Junior Class Student Board Representative on April 18th in closed session. Jay Fenwick made a motion for rising junior Mia Llibre to be elected for this position, and Steve Combs seconded the motion. The Board unanimously approved Mia Llibre’s appointment to this role for the 2023-24 school year. They acknowledged that while it was a hard decision to choose from among such high-quality students, they are confident that they have the right candidate.

CLOSED SESSION

At 8:05 p.m., Steve Combs made a motion to enter into closed session, Jay Fenwick seconded, and all Board members approved.

BOARD OPERATIONS/BOARD COMMENTS

There were no additional operations or comments.

OPEN SESSION/ADJOURNMENT

Steve Combs moved to return to open session and adjourn, and the motion was seconded by Jay Fenwick. The Board unanimously approved the motion at 10:22 p.m.

Dr. Gary L. Childers, *Board of Education Chair*

Dr. Scott Elliott, *Superintendent*

WATAUGA COUNTY FIELD TRIP REQUEST FORM

This request is for a: ___ day trip ___ out of state day trip ☒ overnight trip ___ overnight & out of state trip

Day trips must be submitted to the principal 15 days before the trip. Overnight trip requests must be submitted to the superintendent by the first day of each month. Overnight field trips require the prior approval of the principal, transportation director, superintendent, and Board of Education. All trips utilizing rental or charter vehicles require the prior approval of the transportation director. No employee will transport students in a personal vehicle and no employee or volunteer driver will transport students in a 12-15 passenger van. No more than five students will be transported by a school system employee or volunteer in any one vehicle other than a school bus or activity bus.

Sponsoring teacher: (Print) JOSH HONEYCUTT School: WHS
Cell phone number: 828-768-6100 Grade(s): 9-12 Number of students: 17-20
Departure time/date: 9AM July 22nd Return time/date: 2pm July 29th

Educational purpose:

Trip destination including city, state, and all places to be visited: (attach detailed itinerary as needed)

EMERALD ISLE, NC : SWANSBORO HIGH SCHOOL

Purpose of trip and how it relates to the curriculum: VARSITY TEAM CAMP FOR WHS MEN'S
SOCCER PROGRAM

Supervision and Safety:

Names of all school staff chaperones: JOSH HONEYCUTT : KEVIN YANDLER

Names of all non-school chaperones: KRISTIAN JACKSON

All chaperones have a background check completed:

Sponsoring teacher initials:

ASA

Are all site(s) accessible to students with disabilities? ☐ yes ☒ no How will students with disabilities be

accommodated for site access and transportation? NONE ARE TRAVELING W/ TEAM

Sponsoring Teacher Initials _____ (If applicable) A safety/supervision plan for high risk and/or water activities has been shared with the parents. Please attach a copy of the plan to this form if applicable.

Transportation plan:

Mode of transportation: _____ Yellow bus with wheelchair lift _____ Yellow bus without wheelchair lift
_____ Activity bus with wheelchair lift ☒ Activity bus without wheelchair lift _____ Rental car/mini-van
_____ Charter bus Other (Please explain) _____

Name of charter bus company (if checked above) _____

(If applicable, bus request form must be attached)

Driver/s: KEVIN YANTRE Round trip mileage: 1,000⁺ # of buses needed: 1

Total cost per student \$ 750 Source of funds: ATHLETES FAMILIES

The sponsoring teacher has reviewed Board policies 3320, 3320-R, and 6315: Teacher initials:

ASA

Approval/Signatures:

Sponsoring teacher signature:

[Signature]

Date: 4 / 3 / 23

Principal approval:

Date: 4 / 5 / 2023

Required signatures if applicable:

Transportation Director approval:

[Signature]

Date: 5 / 1 / 23

Superintendent approval:

[Signature]

Date: 5 / 2 / 23

Board of Education approval:

Date: / /

WATAUGA COUNTY FIELD TRIP REQUEST FORM

This request is for a: __ day trip __ out of state day trip ☒ overnight trip __ overnight & out of state trip

Day trips must be submitted to the principal 15 days before the trip. Overnight trip requests must be submitted to the superintendent by the first day of each month. Overnight field trips require the prior approval of the principal, transportation director, superintendent, and Board of Education. All trips utilizing rental or charter vehicles require the prior approval of the transportation director. No employee will transport students in a personal vehicle and no employee or volunteer driver will transport students in a 12-15 passenger van. No more than five students will be transported by a school system employee or volunteer in any one vehicle other than a school bus or activity bus.

Sponsoring teacher: (Print) Lindsay Scarborough, Judd Pinnix, Taryn Wooten, Madison Snelson School: MA, CC, VC, BE, GV, PKY Cell phone number: 828-719-9450 Grade(s): 6-8 Number of students: TBD by nomination

Departure time/date: 1:00pm, Thursday, May 11 Return time/date: 11pm, Friday, May 12

Educational purpose:

Trip destination including city, state, and all places to be visited: (attach detailed itinerary as needed) Glenn High School, Kernersville, NC, Holiday Inn Express, Kernersville, NC.

Purpose of trip and how it relates to the curriculum: Students will travel Kernersville to participate in an ensemble made up of students from several schools with all instruments in the band. They will be instructed by a guest clinician and will experience music making in a setting that is unavailable to them in their everyday classrooms. A concert will conclude the event on Friday evening.

Supervision and Safety:

Names of all school staff chaperones: Lindsay Scarborough, Taryn Wooten, Judd Pinnix, Madi Snelson

Names of all non-school chaperones: _____

All chaperones have a background check completed: Sponsoring teacher initials: _____ Are all site(s) accessible to students with disabilities? X yes ___no How will students with disabilities be accommodated for site access and transportation? _____

Sponsoring Teacher Initials _____ (If applicable) A safety/supervision plan for high risk and/or water activities has been shared with the parents. Please attach a copy of the plan to this form if applicable.

Transportation plan:

Mode of transportation: _____ Yellow bus with wheelchair lift _____ Yellow bus without wheelchair lift _____ Activity bus with wheelchair lift X Activity bus without wheelchair lift _____ Rental car/mini-van _____ Charter bus Other (Please explain) _____ **** Depending on numbers from the county, we are planning to pool resources and combine numbers for transportation and housing. This will all be determined by the number of people accepted****

Name of charter bus company (if checked above) _____ N/A _____ (If applicable, bus request form must be attached)

Driver/s: TBD Round trip mileage: c. 212 # of buses needed: 1 Total cost per student \$ TBD Source of funds: Student contributions and School Band/Orch Acct.

The sponsoring teacher has reviewed Board policies 3320, 3320-R, and 6315: Teacher initials: _____

Approval/Signatures:

Sponsoring teacher signature: *Lindsey Seabright* Date: 09 / 03 / 23

Principal approval: *Elin Reuben* Date: 04 / 01 / 23

Required signatures if applicable:

Transportation Director approval: *[Signature]* Date: 5 / 1 / 23

Superintendent approval: *[Signature]* Date: 5 / 2 / 23

Board of Education approval _____ Date: _____ / _____ / _____

WATAUGA COUNTY FIELD TRIP REQUEST FORM

This request is for a: ___ day trip ___ out of state day trip ☒ overnight trip ___ overnight & out of state trip

Day trips must be submitted to the principal 15 days before the trip. Overnight trip requests must be submitted to the superintendent by the first day of each month. Overnight field trips require the prior approval of the principal, transportation director, superintendent, and Board of Education. All trips utilizing rental or charter vehicles require the prior approval of the transportation director. No employee will transport students in a personal vehicle and no employee or volunteer driver will transport students in a 12-15 passenger van. No more than five students will be transported by a school system employee or volunteer in any one vehicle other than a school bus or activity bus.

Sponsoring teacher: (Print) Klay Anderson School: Watauga High
Cell phone number: 828-773-3799 Grade(s): 9-12 Number of students: ~ 3
Departure time/date: May 14th (am) Return time/date: May 16th (pm)

Educational purpose:

Trip destination including city, state, and all places to be visited: (attach detailed itinerary as needed)

Pinehurst NC

Purpose of trip and how it relates to the curriculum:

state golf tournament

Supervision and Safety:

Names of all school staff chaperones: Klay Anderson, Jason Phelps, Jerry Moretz

Names of all non-school chaperones: _____

All chaperones have a background check completed: _____ Sponsoring teacher initials: Kat
Are all site(s) accessible to students with disabilities? ☒ yes ☐ no How will students with disabilities be
accommodated for site access and transportation? _____

Sponsoring Teacher Initials _____ (If applicable) A safety/supervision plan for high risk and/or water activities has
been shared with the parents. Please attach a copy of the plan to this form if applicable.

Transportation plan:

Mode of transportation: _____ Yellow bus with wheelchair lift _____ Yellow bus without wheelchair lift
_____ Activity bus with wheelchair lift _____ Activity bus without wheelchair lift _____ Rental car/mini-van
_____ Charter bus Other (Please explain) school truck

Name of charter bus company (if checked above) _____

(If applicable, bus request form must be attached)

Driver/s: Klay Anderson Round trip mileage: _____ # of buses needed: _____
Total cost per student \$ ≈ \$200 Source of funds: athletics

The sponsoring teacher has reviewed Board policies 3320, 3320-R, and 6315: Teacher initials: Kat

Approval/Signatures:

Sponsoring teacher signature: Klay Anderson Date: 4 / 26 / 23
Principal approval: Adre Date: 4 / 26 / 2023

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 5 / 1 / 23
Superintendent approval: [Signature] Date: 5 / 2 / 23
Board of Education approval: _____ Date: _____ / _____ / _____



WATAUGA COUNTY BOARD OF EDUCATION

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School Nutrition Program Monica C. Bolick, Director

2023/24 School Year School Nutrition Contract Approvals

May 8, 2023

On Tuesday, April 25, 2023 sealed bids or proposals were received and opened for the following school nutrition product lines:

- Dairy Products
- High School Beverages
- Ice Cream Products
- Personal Pizza Products
- Vended Snacks

Bid packets were requested from a wide variety of vendors across all product lines on April 4, 2023. Bids and proposals were advertised in The Charlotte Observer, the IPS website and on the district website to solicit open and competitive bidding.

Additionally, one renewal for the upcoming school year is recommended. Sysco Charlotte has agreed to maintain the current delivery fixed fee and terms & conditions for the delivery of groceries, supplies and produce.

Each product line, with the exception of high school beverages, had one packet returned. New and renewal contract recommendations are detailed on the following pages.

Dairy Products

Pet Dairy was the only vendor who returned a bid packet for dairy products. It is my recommendation to award the Dairy Products bid to Pet Dairy for the 2023/24 school year.

The total cost of the bid based on estimated usage is approximately \$150,000.

High School Beverage Products

Three vendors, Coca Cola Bottling, Dr. Pepper Bottling of West Jefferson and Pepsi Bottling Ventures, returned bid packets for the high school beverage bid. High school beverages were bid as the Mountain Purchasing Cooperative along with Ashe, Avery and Wilkes County.

After full review of each vendor packet and a comprehensive bid analysis, preliminary bid award was granted to Dr. Pepper Bottling of West Jefferson. It is the recommendation of the Mountain Purchasing Cooperative to award the High School Beverages bid to Dr. Pepper Bottling of West Jefferson for the 2023/24 school year.

The total cost of the bid for Watauga County Schools based on estimated usage is approximately \$11,000.

Ice Cream Products

One vendor, Urban Sweets returned a bid packet for ice cream products. Ice cream products were bid as the Mountain Purchasing Cooperative along with Ashe, Avery and Wilkes County.

After full review and analysis of the bid documents provided by Urban Sweets, it was determined that based on product cost the bid should be rejected. All school districts in the Mountain Purchasing Cooperative currently retail their ice cream products to our students at a considerably lower rate than the cost bid by the vendor. The pricing on the bid made the product impossible for purchase and resale to our students at their offered price.

Although not ideal due to a limited product selection compliant with Smart Snack Standards, ice cream products for the 2023/24 school year in WCS will potentially be purchased using the Sysco Charlotte grocery bid pending availability.

Personal Pizza Products

Bull's Eye Brands (Smart Mouth Pizza) was the only vendor who returned a proposal packet for personal pizza products. It is my recommendation to award the Personal Pizza Products proposal to Bull's Eye Brands (Smart Mouth Pizza) for the 2023/24 school year.

The total cost of the contract based on estimated usage is approximately \$42,000.

Vended Snacks & Beverages

Triangle Vending was the only vendor who returned a proposal packet for vended snacks. Vended snacks were proposed as the Mountain Purchasing Cooperative along with Avery and Wilkes County.

It is the recommendation of the Mountain Purchasing Cooperative to award the Vended Snacks proposal to Triangle Vending for the 2023/24 school year.

Using sales history from the past year, it is projected that Watauga County Schools will receive approximately \$8,500 in vended snack commissions from Triangle Vending.

Distributor Fixed Fee Delivery (Groceries, Supplies and Produce)

It is the recommendation of the School Nutrition Department to renew our distributor fixed fee delivery bid with Sysco Charlotte for the 2023/24 school year. Sysco Charlotte currently delivers our groceries, supplies and fresh produce products.

Sysco Charlotte has agreed to maintain current delivery prices on all product categories for the 2023/24. The vendor has formed a positive working relationship with our district and continually strives to provide adequate customer service as expected by Watauga County Schools.

The original terms and conditions of the contract remain applicable.

Thank you for your consideration,



Monica C. Bolick
Director of School Nutrition

Declaration of Surplus Items - May 2023

Date Approved:

Bethel

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
100378	1	AIR CONDITIONER- WINDOW UNIT		1
	1		0	1

Blowing Rock

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
33124	1	CHROMEBOOK - 100e	1	
33106	1	CHROMEBOOK - 100e	1	
33118	1	CHROMEBOOK - 100e	1	
33104	1	CHROMEBOOK - 100e	1	
33110	1	CHROMEBOOK - 100e	1	
33102	1	CHROMEBOOK - 100e	1	
33092	1	CHROMEBOOK - 100e	1	
33115	1	CHROMEBOOK - 100e	1	
33097	1	CHROMEBOOK - 100e	1	
33107	1	CHROMEBOOK - 100e	1	
33103	1	CHROMEBOOK - 100e	1	
33119	1	CHROMEBOOK - 100e	1	
33123	1	CHROMEBOOK - 100e	1	
33091	1	CHROMEBOOK - 100e	1	
33099	1	CHROMEBOOK - 100e	1	
33105	1	CHROMEBOOK - 100e	1	
33122	1	CHROMEBOOK - 100e	1	
33127	1	CHROMEBOOK - 100e	1	
33120	1	CHROMEBOOK - 100e	1	
33098	1	CHROMEBOOK - 100e	1	
51909	1	CHROMEBOOK - 300e		1
	21		20	1

Cove Creek

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
*32972	1	PROJECTOR- POWERLITE		1
*800123	1	SMARTBOARD 680		1

*800004	1	DOC CAMERA		1
801010	1	SMARTBOARD 680		1
800139	1	SMARTBOARD 680		1
800125	1	DOC CAMERA	1	
33131	1	CHROMEBOOK - 100e	1	
33133	1	CHROMEBOOK - 100e	1	
33150	1	CHROMEBOOK - 100e	1	
33151	1	CHROMEBOOK - 100e	1	
33153	1	CHROMEBOOK - 100e	1	
33154	1	CHROMEBOOK - 100e	1	
33158	1	CHROMEBOOK - 100e	1	
33159	1	CHROMEBOOK - 100e	1	
33471	1	CHROMEBOOK - 300e		1
	11		9	2

Green Valley

Hardin Park

33361	1	CHROMEBOOK 100e	1	
33363	1	CHROMEBOOK 100e	1	
33371	1	CHROMEBOOK 100e	1	
33377	1	CHROMEBOOK 100e	1	
33385	1	CHROMEBOOK 100e	1	
33391	1	CHROMEBOOK 100e	1	
33396	1	CHROMEBOOK 100e	1	
33409	1	CHROMEBOOK 100e	1	
33412	1	CHROMEBOOK 100e	1	
33418	1	CHROMEBOOK 100e	1	
33738	1	CHROMEBOOK 100e	1	
33746	1	CHROMEBOOK 100e	1	
33818	1	CHROMEBOOK 100e	1	
28809	1	PROJECTOR-BRIGHTLINK		1
19			14	5

Mabel

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
*600025	1	PROJECTOR- NP400		1
600086	1	PROJECTOR- NEC		1
2			0	2

Parkway

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
*701361	1	RADIO		1
*700991	1	RADIO		1
*700238	1	RADIO		1
*28525	1	DOC CAMERA		1
33300	1	CHROMEBOOK 100E		1
33278	1	CHROMEBOOK 100E		1
33288	1	CHROMEBOOK 100E		1
33263	1	CHROMEBOOK 100E		1
33255	1	CHROMEBOOK 100E		1
33234	1	CHROMEBOOK 100E		1
33264	1	CHROMEBOOK 100E		1
33238	1	CHROMEBOOK 100E		1
33246	1	CHROMEBOOK 100E		1

33239	1	CHROMEBOOK 100E		1
33248	1	CHROMEBOOK 100E		1
33298	1	CHROMEBOOK 100E		1
33745	1	CHROMEBOOK 100E		1
33245	1	CHROMEBOOK 100E		1
33268	1	CHROMEBOOK 100E	1	
33269	1	CHROMEBOOK 100E	1	
33294	1	CHROMEBOOK 100E	1	
33256	1	CHROMEBOOK 100E	1	
33293	1	CHROMEBOOK 100E	1	
33247	1	CHROMEBOOK 100E	1	
33289	1	CHROMEBOOK 100E	1	
33273	1	CHROMEBOOK 100E	1	
33290	1	CHROMEBOOK 100E	1	
33244	1	CHROMEBOOK 100E	1	
33266	1	CHROMEBOOK 100E	1	
33270	1	CHROMEBOOK 100E	1	
33286	1	CHROMEBOOK 100E	1	
33242	1	CHROMEBOOK 100E	1	
33253	1	CHROMEBOOK 100E	1	
33236	1	CHROMEBOOK 100E	1	
33274	1	CHROMEBOOK 100E	1	
33251	1	CHROMEBOOK 100E	1	
33267	1	CHROMEBOOK 100E	1	
33283	1	CHROMEBOOK 100E	1	
33279	1	CHROMEBOOK 100E	1	
33284	1	CHROMEBOOK 100E	1	
33297	1	CHROMEBOOK 100E	1	
33295	1	CHROMEBOOK 100E	1	
33235	1	CHROMEBOOK 100E	1	
33277	1	CHROMEBOOK 100E	1	
33287	1	CHROMEBOOK 100E	1	
33282	1	CHROMEBOOK 100E	1	
33299	1	CHROMEBOOK 100E	1	
33276	1	CHROMEBOOK 100E	1	
33272	1	CHROMEBOOK 100E	1	
33275	1	CHROMEBOOK 100E	1	
33237	1	CHROMEBOOK 100E	1	
33243	1	CHROMEBOOK 100E	1	
33296	1	CHROMEBOOK 100E	1	

Transportation Department

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
51323	1	RADIO- MOBILE SYSTM		1
	1		0	1

Maintenance Department

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
	0		0	0

Child Nutrition

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
	0		0	0

A. GENERAL AUTHORITY

The principal has the authority to assign students to classes, subject to applicable legal requirements. The principal is encouraged to seek input from the professional staff in making these decisions. Parents may submit to the principal written requests for assignment or reassignment of their children so long as the parents provide a compelling reason for the request. The principal shall consider parental requests in assigning students to classes. Unless otherwise required by law or the special circumstances described below, the principal shall balance any individual request for assignment or reassignment against the welfare of other students and the efficient operation of the school.

B. SPECIAL CIRCUMSTANCES**1. Multiple Birth Siblings**

School officials will defer to parental preference in making the initial classroom assignment of multiple birth siblings to the extent provided in this section and applicable state law. "Multiple birth siblings" means twins, triplets, quadruplets or other siblings resulting from a multiple birth.

a. Consultative Meeting with the School Principal

The parent or guardian of multiple birth siblings who are assigned to the same grade level and school may request a consultative meeting with the principal to consider whether to initially place the siblings into the same classroom or into separate classrooms. The request must be made no later than five days before the first day of each school year or, if the students are enrolled after the school year starts, five days after their first day of attendance.

At the meeting, the parent may request either that the students be placed (1) into the same classroom; or (2) into separate classrooms. School officials may offer professional educational advice to the parent or guardian and may recommend an appropriate classroom placement for the students.

b. Initial Classroom Placement

Following the meeting, the principal shall place the students in accordance with the parent or guardian's request unless doing so would require adding an additional class at the students' grade level.

This section shall not otherwise limit the principal's authority to determine the specific classroom assignment(s) for multiple birth siblings, including

the students' assignment to a specific teacher or team.

c. Change to Initial Classroom Placement

The principal may change the initial classroom assignment of one or more multiple birth siblings in the following circumstances:

- 1) the principal, in consultation with the students' classroom teacher(s), determines at the end of the first grading period that the requested placement is disruptive to the school; or
- 2) the principal determines that one or more of the multiple birth siblings must be removed from a classroom pursuant to any Watauga County Board of Education (the "board") discipline policy, school rule and/or the Code of Student Conduct.

2. Newly Enrolled Children of Military Families

The principal shall comply with the requirements of the Interstate Compact for Military Children (G.S. 115C-407.5), G.S. 115C-407.12, and the following provisions when making class assignments for children of military families, as defined in policy 4050, Children of Military Families.

a. Course Placement

When a student transfers before or during the school year, school administrators shall initially honor placement in educational courses based on the student's enrollment in his or her sending school and/or educational assessments conducted at the sending school if the courses are offered. Course placement includes, but is not limited to, Honors, International Baccalaureate, Advanced Placement, Cambridge International Examination Courses, and career and technical education (CTE) pathways courses. Continuing the student's academic program from the previous school and promoting placement in academically and career challenging courses are primary concerns when considering the student's course placement.

b. Educational Program Placement

For a newly enrolled student, school administrators shall initially honor placement of the student in educational programs based on current educational assessments conducted at the school in the sending state or participation/placement in similar programs in the sending state. Such programs include, but are not limited to, academically or intellectually gifted (AIG) programs and English as a Second Language programs.

c. Special Education Services

In compliance with the Individuals with Disabilities Education Act, school administrators shall initially provide comparable services to a student with disabilities based on his or her current Individualized Education Program (IEP). In compliance with the requirements of Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act, school administrators shall make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, in order to provide the student with equal access to education. This accommodation does not preclude school administrators from performing subsequent evaluations to ensure appropriate placement of the student.

d. Placement Flexibility

The board authorizes and directs the superintendent and school administrators to be flexible in waiving course or program prerequisites or other preconditions for placement in courses or programs offered by the school system.

Legal References: Americans with Disabilities Act, 42 U.S.C. 12131 *et seq.*, 28 C.F.R. pt. 35; Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, 34 C.F.R. pt. 300; G.S. 115C-36, -83.74G, -288, -366.3, -366.4, -390.7, -407.5, -407.12

Cross References: Children of Military Families (policy 4050)

Adopted: July 14, 2014

Revised: July 10, 2017; May 21, 2018; March 13, 2023; {DATE}

USE OF UNMANNED AIRCRAFT (DRONES)

Policy Code: 4334/5036/7345

The Watauga County Board of Education (the “Board”) supports and encourages the use of innovative and emerging technologies, including unmanned aircraft or drones, to further the goals and objectives of the educational program. However, the Board also must consider how the use of such technologies may impact the safety, security, and privacy of people and property. Therefore, the Board authorizes some use of unmanned aircraft on school property and at school-sponsored events in accordance with the requirements of this policy and to the extent that such use is not otherwise prohibited by federal, state, or local law or regulation.

This policy applies to all students, school system employees, contractors and vendors, school visitors, and other members of the general public on school property and at school-sponsored events.

A. DEFINITIONS

For purposes of this policy, the following definitions apply.

1. An “unmanned aircraft” or “drone” is an aircraft weighing less than 55 pounds that is operated without the possibility of direct human intervention from within or on the aircraft. The Board strictly prohibits the use of an unmanned aircraft weighing more than 55 pounds on school property or at a school-sponsored event. A “toy unmanned aircraft” is an aircraft weighing less than 0.55 pounds that is operated without the possibility of direct human intervention from within or on the aircraft.
2. The “use” of an unmanned aircraft includes the launch, operation, and/or recovery of the unmanned aircraft.
3. “School property” includes any property that is owned, leased, or otherwise controlled by the Board.
4. Use of an unmanned aircraft is for a “recreational” purpose if the use is solely for personal interests or enjoyment. Use for work or business purposes or for compensation or hire is not considered to be recreational.

B. AUTHORIZED USE OF UNMANNED AIRCRAFT

The use of an unmanned aircraft on school property or at a school-sponsored event for any purpose must be approved in writing by the superintendent or designee and must comply with the requirements of this policy and all other applicable board policies, including the public use requirements of policy 5030, Community Use of Facilities, when applicable. The use of a toy unmanned aircraft does not require FAA registration and does not require the approval of the Superintendent. Such use also must comply with all federal, state, and local laws and regulations, including the most current registration, certification, permit,

safety, and other requirements established by the Federal Aviation Administration (FAA) and the North Carolina Department of Transportation (NCDOT).

The superintendent or designee may grant approval for use on a case-by-case basis with any additional requirements or restrictions deemed appropriate, including, for example, to protect the safety, security, and privacy of people and property. However, the superintendent or designee shall not approve the use of unmanned aircraft for recreational purposes on school property or at school-sponsored events during the school day or at any other time when groups of students or employees may be present outdoors.

Prior to obtaining approval from the superintendent or designee, the operator of any unmanned aircraft may be required to provide proof of insurance, including adequate liability coverage for any claims arising out of the use of an unmanned aircraft, and proof of the registration, certification, permit, and/or waiver required by the FAA and/or NCDOT to operate the unmanned aircraft for the intended purpose(s).

An unmanned aircraft used on school property or at a school-sponsored event must be operated either by or under the direct supervision of an FAA-certified drone pilot in accordance with subsection B.1, below, or by a recreational flyer in accordance with subsection B.2, below.

1. Use by or under the Direct Supervision of an FAA-Certified Drone Pilot

An FAA-certified drone pilot, or an individual under the direct supervision of an FAA-certified drone pilot, may operate an unmanned aircraft for any commercial, educational, recreational, or other school system-related purpose as approved by the superintendent or designee. To qualify as an FAA-certified drone pilot, an individual must obtain a Remote Pilot Certificate from the FAA and have the certificate easily accessible during all use.

An FAA-certified drone pilot and any individual under the direct supervision of an FAA-certified drone pilot must comply with all federal, state, and local laws and regulations, including all applicable requirements under 14 C.F.R. Part 107 ("Part 107"). In addition, if the use of an unmanned aircraft is not solely for hobby or recreational purposes, an FAA-certified drone pilot and any individual under the direct supervision of an FAA-certified drone pilot also must comply with the training and permit requirements of G.S. 63, art. 10, as applicable.

2. Use by a Recreational Flyer

A recreational flyer may operate an unmanned aircraft strictly for recreational purposes as approved by the superintendent or designee. A recreational flyer is not required to be an FAA-certified drone pilot or under the direct supervision of an FAA-certified drone pilot. However, a recreational flyer must comply with all federal, state, and local laws and regulations, including all applicable federal

requirements under the *Exception for Limited Recreational Operations of Unmanned Aircraft* (49 U.S.C. 44809).

C. UNAUTHORIZED USE OF UNMANNED AIRCRAFT

School system employees shall reasonably attempt to monitor school property and school-sponsored events for the unauthorized use of unmanned aircraft. Employees must report any known or suspected unauthorized use of an unmanned aircraft as soon as practicable to the principal or other school official responsible for supervising the school property or school-sponsored event. If the unauthorized use poses a threat to the safety, security, or privacy of people or property, the employee should attempt to intervene directly if it is possible to do so safely and effectively and ask the operator to discontinue the use. If the employee is unable to identify the individual operating the unmanned aircraft, or if the unmanned aircraft is grounded and unattended, the employee should immediately notify the principal or other school official responsible for supervising the school property or school-sponsored event.

A student or school system employee who uses an unmanned aircraft in violation of this policy will be subject to disciplinary action, up to and including suspension or expulsion for students and termination for employees. A contractor or vendor, school visitor, or other member of the general public who uses an unmanned aircraft in violation of this policy will be asked to discontinue the unauthorized use and/or asked to leave school property or the school-sponsored event in accordance with policy 5020, Visitors to the Schools.

School officials may also report the unauthorized use of an unmanned aircraft to local law enforcement and/or the FAA, as appropriate.

D. GUIDELINES FOR ALL USE OF UNMANNED AIRCRAFT

1. FAA Safety Guidelines

A student, school system employee, contractor or vendor, school visitor, or other member of the general public who is authorized by the superintendent or designee to operate an unmanned aircraft on school property or at a school-sponsored event must comply with all applicable FAA safety guidelines, including, but not limited to, the following.

a. The operator must follow FAA guidelines for registration. The unmanned aircraft, if registered, must be marked with the registration number.

a.b. No later than September 16, 2023, the unmanned aircraft must be equipped with remote identification unless flying within an FAA-recognized identification area.

b.c. The unmanned aircraft must have a maximum groundspeed of 100 mph or less.

- e.d. ~~The operator must fly the unmanned aircraft during daylight only and must keep the unmanned aircraft within his or her visual line of sight at all times.~~
- d.e. The operator must not fly the unmanned aircraft above 400 feet in uncontrolled airspace and must not fly the unmanned aircraft in controlled airspace (e.g., near airports) without FAA authorization. The operator must comply with all other FAA airspace restrictions (e.g., near military bases).
- e.f. The operator must not fly the unmanned aircraft near other aircraft and must always yield the right of way to all other aircraft, especially manned aircraft.
- f.g. ~~The operator must not fly the unmanned aircraft over people, groups of people, public events, or stadiums full of people, or near emergency response activities.~~
- g.h. The operator must not fly the unmanned aircraft under the influence of drugs or alcohol. In addition, the operator must not fly the unmanned aircraft if he or she knows or has reason to know of any other physical or mental condition that would interfere with the safe operation of the unmanned aircraft.
- h.i. The operator must not otherwise fly the unmanned aircraft in a careless or reckless manner.

2. Other Guidelines

A student, school system employee, contractor or vendor, school visitor, or other member of the general public who is authorized by the superintendent or designee to operate an unmanned aircraft on school property or at a school-sponsored event also must comply with the following guidelines established by the Board.

- a. The operator of any unmanned aircraft on school property or at a school-sponsored event must provide appropriate documentation of approval from the superintendent or designee immediately upon request by any school system employee.
- b. Students are prohibited from operating an unmanned aircraft on school property or at a school-sponsored event without appropriate faculty or other adult supervision whether or not such supervision is required under federal regulations.
- c. The superintendent or designee, as well as the principal or other school official responsible for supervising school property or a school-sponsored event, may require the operator of an unmanned aircraft to temporarily or permanently suspend further use of the unmanned aircraft on school

property or at a school-sponsored event at any time for any reason.

- d. The use of an unmanned aircraft to photograph or to record audio and/or video of the following is prohibited without the express written approval of the superintendent: (a) students, employees, visitors, or other individuals, (b) school- or school system-sponsored activities and other events, or (c) school buildings or other school system facilities. Any such photographs or other audio and/or video recordings obtained through the use of an unmanned aircraft may not be used for any marketing or other commercial purpose or otherwise distributed to a third party without the express written approval of the superintendent.
- d.e. Unmanned aircraft may not be flown over people or moving vehicles without the express written approval of the superintendent. As a precondition of receiving approval, the operator must provide the superintendent information sufficient to determine that the flight will be conducted in compliance with applicable FAA regulations.
- e.f. Any data or other information collected through the use of an unmanned aircraft may not be sold for profit.
- f.g. The use of an unmanned aircraft inside any enclosed school or other building on school property (including any school or other building under construction) or indoors at a school-sponsored event off school property is prohibited without the express written approval of the superintendent or designee.
- g.h. The use of unmanned aircraft within the physical confines of any stadium, field, arena, or other structure, including the playing area of the venue, during a North Carolina High School Athletic Association contest, including pre- and post-game activities, is prohibited.
- h.i. Any incident resulting in an injury to a person or damage to property caused by the use of an unmanned aircraft must be reported immediately or as soon as practicable thereafter to the principal or other school official responsible for supervising the school property or school-sponsored event where the incident occurred. This requirement applies whether or not the incident is also subject to the mandatory reporting requirements under federal regulations.
- i.j. Any unmanned aircraft owned by a school or the school system must be properly insured and must be scheduled (i.e., listed on the policy) and operated as required by the school system's liability coverage agreement.

The superintendent or designee may develop any additional administrative procedures or other regulations necessary to implement the requirements of this policy or to further protect the safety, security, and privacy of people and property.

Legal References: FAA Reauthorization Act of 2018, P.L. 115-254; 49 U.S.C. 44801 *et seq.*; 14 C.F.R. Part 89, Part 107; Federal Aviation Administration, Advisory Circular 91-57CB (May 31, 2019) (October 20, 2022), available at https://www.faa.gov/documentLibrary/media/Advisory_Circular/AC_91-57C_FAA_Revised.pdf; ~~https://www.faa.gov/documentLibrary/media/Advisory_Circular/AC_91-57B.pdf~~; Federal Aviation Administration, Advisory Circular 107-2A (June 21, 2016February 1, 2021), available at https://www.faa.gov/documentLibrary/media/Advisory_Circular/Editorial_Update_AC_107-2A.pdf; ~~https://www.faa.gov/uas/resources/policy_library/media/AC_107-2_AFS-1_Signed.pdf~~; G.S. 14-7.45, -280.3, -401.24, -401.25; G.S. 15A-300.1, -300.2, -300.3; G.S. 63, art. 10; G.S. 113-295; North Carolina High School Athletic Association Handbook, Policy 2.2.3(e) (2019-20202021-2022), available at <https://www.nchsaa.org/handbook> ~~<https://www.nchsaa.org/sites/default/files/attachments/2.2.3%20Facilities.pdf>~~

Cross References: Student Behavior Policies (4300 series), Visitors to the Schools (policy 5020), Community Use of Facilities (policy 5030)

Other Resources: Federal Aviation Administration, Unmanned Aircraft Systems (UAS) website, available at <https://www.faa.gov/uas/>; North Carolina Department of Transportation, Division of Aviation, Unmanned Aircraft Systems website, available at <https://www.ncdot.gov/divisions/aviation/uas/Pages/default.aspx>

Adopted: August 12, 2020

Revised: {DATE}

The Watauga County Board of Education (the “board”) is committed to providing a healthy and safe environment for its students, employees, and visitors. To provide opportunities for assistance to individuals who experience sudden cardiac arrest on school property, the board authorizes the placement of automatic external defibrillators (AEDs) in designated locations in schools and other board-owned or operated facilities and at designated events to be accessed by medical practitioners and other trained persons.

To the extent funding, staff, and training are available, the superintendent is authorized to acquire AEDs for use at designated schools and events. The superintendent is further authorized to develop a program to address access to and training, use, and maintenance of AEDs in the school system. All such AEDs and any program developed must comply with the requirements of state and federal law.

The superintendent, in consultation with medical professionals trained in cardiopulmonary resuscitation (CPR) and AED use, shall develop procedures to implement this policy. Procedures must include information regarding:

1. Medical/healthcare provider oversight: Choice of AED devices will be made in consultation with a physician licensed by the state of North Carolina. Preference will be given to machines that offer both adult and child settings. The type of AED product must be one that is approved by the United States Food and Drug Administration.
2. CPR and AED use training for anticipated responders: Training will be completed in accordance with nationally recognized training programs including those approved and provided by the American Heart Association or American Red Cross. Appropriate records of training will be maintained.
3. Coordination with the emergency medical services (EMS) system: Appropriate local EMS officials must be notified of the location and most recent placement of AEDs within a reasonable period of time of placement.
4. Appropriate device maintenance and testing.
5. Placement of AEDs.

The superintendent or designee shall report to the board on the plan for and actual use of AEDs in the school system. The superintendent shall designate a program coordinator to manage the AED program in the schools.

Nothing in this policy should be construed to require the presence or use of an AED on school property or at school sponsored events, unless otherwise required by law. The board cannot and does not guarantee that an AED or a person trained in its use will be available at any particular school site or school-sponsored event.

The board and its employees expressly reserve all immunities from civil liability which are available to them under state or federal law, including governmental immunity and the statutory immunities set forth in North Carolina General Statutes 90-21.14, 90-21.15, and 115C-375.1 and federal statute 42 U.S.C. 238q.

Legal References: G.S. 90-21.14, -21.15; 115C-375.1; 42 U.S.C. 238q

Cross References: Student Health Services (policy 6120)

Other ~~Resources~~References: *N.C. Emergency Guidelines for Schools*, (NCDPI 2009), available at <https://www.dpi.nc.gov/documents/resources/nc-emergency-guidelines>~~http://www.nchealthyschools.org/docs/school/nc-emergency-guidelines.pdf~~; Implementing an AED Program, (American Heart Association 2018~~2~~), available at <https://cpr.heart.org/-/media/CPR-Files/Training-Programs/AED-Implementation/2022-updates/AED-Guide-1.pdf>
~~http://www.heart.org/idc/groups/heart-public/@wcm/@ecc/documents/downloadable/ucm_438703.pdf~~

Adopted: February 9, 2015

Revised: {DATE}

ORGANIZATION OF THE PURCHASING FUNCTION

Policy Code:

6410

The superintendent shall organize the purchasing function in a manner intended to meet the purchasing goals of the Watauga County Board of Education (the “board”). The purchasing function includes the following responsibilities:

1. making purchases for all departments in accordance with applicable laws and regulations, including the requirements of the State Division of Purchase and Contract when applicable, board policy, the superintendent’s directives, good purchasing practices, and ethical principles;
2. establishing and enforcing a system for approving and accounting for purchases;
3. maintaining appropriate records on price quotations of supplies most frequently purchased;
4. maintaining other supplemental data to assist in making purchases at the most economical prices possible;
5. maintaining N.C. E-Procurement compliance and making purchases through the E-Procurement Service to the extent appropriate to maximize savings and efficiency in the purchasing function;
6. establishing a practical degree of standardization of equipment, supplies, and materials with sufficient flexibility to meet unique needs of schools and departments;
7. supervising the receiving of all materials, including establishing procedures to ensure received goods are properly inspected, counted, and documented;
8. maintaining lists of potential bidders for various types of materials, equipment, and supplies;
9. providing information regarding bidding opportunities to vendors;
10. providing information and service to schools and departments that wish to make purchases; and
11. maintaining current information on all applicable laws, regulations, board policies, and administrative procedures.

Legal References: G.S. 143-49, -52, -52.3; 115C-522; 147, art. 6E, art. 6G; N.C. Session Law 2003-147; N.C. Procurement Manual, Department of Administration, Division of Purchase and Contract, available at <https://files.nc.gov/ncdoa/documents/files/NC-Procurement-Manual-2022-with-TOC.pdf> <https://ncadmin.nc.gov/government-agencies/procurement/procurement-rules>

Adopted: February 8, 2016

| Revised: May 9, 2016; April 9, 2018 (Legal references only); {DATE}

The Watauga County Board of Education (the “board”) believes that the appearance and the conduct of its faculty are of supreme importance in establishing a positive image for education in the community and for presenting a good example for students. Therefore, the board affirms its expectation that all personnel will be professionally, neatly, and appropriately attired for the work to be done. An employee's dress must not disrupt or distract from the educational process and must be in accordance with health and safety standards. The superintendent shall develop and communicate to employees guidelines for appropriate dress and appearance. Such guidelines (1) must be gender-neutral; (2) may authorize the principal or department supervisors to develop specific dress or appearance requirements for each school or department; (3) may authorize exemptions from the guidelines for employees performing specialized duties that require a different form of dress; and (4) must provide a process for offering reasonable accommodations when required by law.

Administrative and supervisory personnel shall set a good example in personal appearance and good manners and shall encourage and expect employees to dress in accordance with the board's expectations. An employee's supervisor will make an initial determination of whether an employee's dress or appearance is inappropriate. In making this determination, the supervisor will consider the following factors:

1. the nature of the work;
2. whether the dress is consistent with a professional environment;
3. health and safety factors;
4. the nature of the employee's public contact and the normal expectations of outside parties with whom the employee will work;
5. the employee's interaction with students;
6. the prevailing practices of other workers in similar jobs; and
7. any properly established guidelines for dress or appearance.

If the supervisor determines that the employee's dress or appearance violates the established guidelines or is hazardous to the health or safety of the employee, fellow employees, or students, the supervisor shall counsel the employee regarding attire that is consistent with this policy and shall determine whether the employee is allowed to remain at work or must leave work to change his or her dress. Any failure to follow the supervisor's directive and/or blatant or repeated violations of this policy will subject the employee to disciplinary action, up to and including dismissal.

Legal References: Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e *et seq.*; Consolidated Appropriations Act, 2023, P.L.

| 117-328, div. II – Pregnant Workers Fairness Act; *Bostock v. Clayton County*, 590 U.S. __, 140 S. Ct. 1731 (2020); G.S. 115C-36, -47

Cross References:

Adopted: May 11, 2015

| Revised: December 13, 2021; {DATE}

EMPLOYEE TRAVEL AND OTHER EXPENSE REIMBURSEMENT

Policy Code:

7650

The Watauga County Board of Education (the “board”) may reimburse employees for reasonable and necessary travel and other expenses incurred while performing school system business. All employee requests for reimbursement for travel or other expenses are subject to this policy. The superintendent and finance officer are responsible for developing and disseminating forms for requesting travel and other expense reimbursement, for maintaining and disseminating current information concerning applicable reimbursement rates, and for establishing any procedures or regulations necessary to implement this policy.

A. EMPLOYEE RESPONSIBILITY FOR CONTROLLING TRAVEL EXPENSES

The board intends that its employees who are required to travel do so in reasonable comfort. All employees traveling on school system business are expected to exercise good judgment in distinguishing between reasonable comfort and extravagance and to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Reimbursement will not be approved for excess costs or additional expenses that are for the convenience or personal preference of the employee. Unless specifically approved by the board in advance, unauthorized expenses include, but are not limited to, alcohol or tobacco, entertainment activities (e.g., sporting events, pay TV, movies), personal services (e.g., spa, laundry), personal items (e.g., toiletries, magazines, souvenirs), supplemental insurance on rental cars, fines for traffic violations, and meals, lodging, or other expenses for spouses, children, guests, or pets. Employees are responsible for being aware of applicable reimbursement rates and any other limitations established by the superintendent or finance officer prior to travel.

B. APPROVAL FOR TRAVEL

Out-of-county travel by any employee except the superintendent must receive prior written approval of the employee’s supervisor on the designated travel authorization form. The request for approval must include an estimate of the anticipated cost of the travel and related expenses. Travel requests that exceed the amount budgeted for such purposes will be denied. The superintendent or designee shall have the authority to approve travel reimbursement from local funds in excess of state established per diem rates for lodging and meals at his/her discretion. Travel by the superintendent and board shall be approved annually using the Blanket Authorization Form.

C. REIMBURSEMENT FOR TRAVEL EXPENSES

Employees may request reimbursement of actual expenses for mileage, meals, lodging, and other business-related expenses, such as conference registration fees and parking fees, incurred on approved trips for official school system business. Travel that does not directly benefit the school system is not reimbursable.

The reimbursement rates for mileage, meals, lodging, and other travel expenses will be in accordance with those established for state employees. Reimbursements will not exceed the annual budget allocated to the respective employee or department. All reimbursements are contingent upon funds available.

All claims for reimbursement of travel expenses must (1) include a copy of the approved travel request form; (2) be in writing, itemized, and supported with original receipts, except that no receipt is required for meals that will be reimbursed at the state-approved flat rates; (3) document the official school business purpose for which the expenses were incurred; (4) include a copy of the agenda if the travel was to a conference, meeting, or similar event if meal reimbursement is being requested; (5) be signed by the employee; and (6) be approved by the employee's supervisor, or in the case of the superintendent, by the board chair. All claims must be submitted in accordance with any additional requirements, procedures, or deadlines established by the superintendent or finance officer.

In extenuating circumstances, such as when lodging is not reasonably available at the state-approved rate, authorization for reasonable costs in excess of the state-approved rates may be approved by the employee's supervisor and the superintendent or designee, or in the case of the superintendent, by the board chair.

No advance payment of travel expenses is permitted.

D. CANCELLED TRIPS

If an employee cancels a trip for which (1) trip-related expenses have been prepaid by the school system, or (2) a penalty or charge resulting from the cancellation is incurred, the employee is responsible for reimbursing the school system for all funds advanced or expended by the school system as a result of the cancellation unless otherwise approved by the superintendent or designee. Failure to reimburse the school system as required may result in disciplinary action and/or actions to recover the amounts owed.

E. MILEAGE REIMBURSEMENT FOR USE OF PERSONAL VEHICLE

Employees who use their personal vehicle to travel in the performance of their official job duties will be reimbursed at the rate for state employees for mileage incurred when traveling for job-related activities, subject to budgetary limitations. The superintendent may establish criteria for determining which employees are eligible for this mileage reimbursement. Reimbursement will not be authorized for travel between the employees' residence and the first or last scheduled stop of the day.

Mileage reimbursement requests for all employees except the superintendent must be approved by the employee's immediate supervisor and submitted as directed by the finance officer or superintendent.

F. REIMBURSEMENT OF OTHER BUSINESS EXPENSES

Employees purchasing merchandise or other items on behalf of the school system with personal funds must have prior approval of their supervisor and may be reimbursed for reasonable costs. Requests for reimbursement must follow the procedures established by the finance officer. All requests for reimbursement must be accompanied by a statement of the business purpose for the expense and a detailed receipt. Employees who are authorized to use school system procurement cards will not be reimbursed for purchases made using personal funds without prior approval of the superintendent or designee.

G. RESPONSIBILITY FOR MONITORING COMPLIANCE WITH THIS POLICY

The superintendent is responsible for monitoring employee compliance with this policy. The board chair is responsible for monitoring the superintendent's compliance with this policy.

Legal References: G.S. 115C-36, -47(21), 138-6; 2 C.F.R. 200.474

Cross References: Board Member Compensation and Expenses (policy1330)

Other ~~Resources~~References: *North Carolina Budget Manual*, Section 5 (Office of State Budget and Management), available at <https://www.osbm.nc.gov/budget/budget-manual>
<https://www.osbm.nc.gov/library>

Adopted: July 11, 2016

Replaces: Board policy 6.04, Management of Funds (in part)

Revised: {DATE}

CODE OF ETHICS FOR SCHOOL BOARD MEMBERS

Policy Code: 1320

The Watauga County Board of Education (the "board") recognizes that, collectively and individually, all members of the board must adhere to a code of ethics as required by G.S. 160A-86 and G.S. 115C-47(57).

A. BOARD MEMBER ETHICAL REQUIREMENTS

Members of the board shall strive to improve public education and to that end the following standards will guide each board member in the performance of his or her official duties:

1. the need to obey all applicable state and federal laws regarding official actions taken as a board member;
2. the need to uphold the integrity and independence of the board member's office;
3. the need to avoid impropriety in the exercise of the board's and board member's official duties;
4. the need to perform faithfully the duties of the office; and
5. the need to conduct the affairs of the board in an open and public manner, complying with all applicable laws governing open meetings and public records.

B. SPECIFIC BOARD MEMBER COMMITMENTS

In order to implement the above standards, each member of the board commits to do the following:

1. attend all regularly scheduled board meetings insofar as possible and become informed concerning the issues to be considered at those meetings;
2. endeavor to make policy decisions while always keeping in mind the objective of providing students the opportunity to receive a sound basic education and only after full discussion at publicly held board meetings;
3. attempt to make decisions only after full discussion of available facts at a public meeting, and in terms of the best interests or the educational welfare of children;
4. render all decisions based on the available facts and independent judgment and refuse to surrender that judgment to individuals or special interest groups;
5. recognize that authority rests with the whole board and that individual board members have no legal status to act for the board outside a meeting;

6. model civility and integrity to students, employees and all elements of the community by encouraging the free expression of opinion by all board members; and engaging in respectful dialogue with fellow board members on matters being considered by the board; and complying with all board policies that set expectations for conduct, regardless of whether the policies expressly require compliance by board members;
7. respect the confidentiality of information that is privileged under applicable law and refrain from unauthorized disclosure of matters discussed in closed session;
8. work with other board members to establish effective board policies and to delegate authority for the administration of the schools to the superintendent;
9. communicate to other board members and the superintendent expressions of public reaction to board policies and school programs;
10. learn about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the state and national school boards associations;
11. comply with North Carolina General Statute 115C-50 by earning the required 12 hours of training every two years;
12. comply with G.S. 160A-87 by earning two hours of ethics education within 12 months of election or appointment to the board;
13. support the employment of those persons best qualified to serve as school employees and avoid allowing personal relationships and biases to influence decision making;
14. support the regular and impartial evaluation of all personnel;
15. support school personnel in the performance of duties;
16. refrain from investigating or attempting to resolve complaints received personally, but instead direct the complainant to follow the board's complaint or grievance process to resolve concerns;
17. avoid being placed in a position of conflict of interest and refrain from using the board member's position on the board for personal or partisan gain;
18. as stated in board policy 1321, Board Member Conflict of Interest, refrain from participating in, deliberating on, voting on, or attempting to influence any person with respect to any matter pertaining to the employment with the board of the board member's spouse, including but not limited to hiring, transfer, promotion, demotion, suspension, discipline, performance evaluation, or review or

investigation of a complaint of any kind;

19. refuse to represent special interest or partisan politics or to use the schools for personal gain;
20. take no private action that will compromise the board or administration;
21. seek systematic communication between the board and the school community; and
22. remember always that a board member's first and greatest concern must be the educational welfare of the students attending the public schools.

All newly elected board members are expected to sign a code of ethics statement that includes these provisions at the organizational meeting of the board.

Legal References: G.S. 115C-36, -47(1), -47(57), -50; 160A-86, -87; *Leandro v. State*, 346 N.C. 336 (1997)

Cross References: Board Member Conflict of Interest (policy 1321), Board Member Opportunities for Development (policy 1323)

Adopted: October 12, 2015

Replaces: Board policy 1.01.10, Code of Ethics for Board of Education Members

Revised: January 28, 2016; March 8, 2021; {DATE}

BOARD MEMBER OPPORTUNITIES FOR DEVELOPMENT

Policy Code: **1323**

Watauga County Board of Education (the “board”) members are encouraged to participate in school board development activities designed for them. New board members will have the opportunity and will be encouraged to attend orientation programs for new board members sponsored by the state and national school board associations. It is the responsibility of the board to provide new board members with a thorough orientation to board policies, practices and duties.

Each board member must fulfill the legal requirement to receive a minimum of 12 hours of training every two years.

All board members must receive a minimum of two hours of ethics education within 12 months after initial election or appointment to office and again within 12 months after each subsequent election or appointment to office. This education must address the laws and principles that govern conflicts of interest and ethical standards for local government officials. The superintendent shall maintain records verifying that each board member has participated in the required ethics education. The ethics education required under this paragraph may be counted towards the 12-hour training requirement.

Unless otherwise approved by the board, such training must be provided by the following entities: the school system, the North Carolina School Boards Association, the Consortium of State School Boards Associations, ~~National School Boards Association~~, the School of Government or the Department of Public Instruction. If a board member wishes to receive training credit or be reimbursed for attending training offered by another entity, he or she must obtain prior approval from the board.

Funds for participation will be budgeted annually, and reimbursement for expenses will be made in accordance with law and applicable board policy.

Legal References: G.S. 115C-50; 160A-86, -87

Cross References: Code of Ethics for School Board Members (policy 1320)

Adopted: October 12, 2015

Revised: January 28, 2016; {DATE}

TECHNOLOGY IN THE EDUCATIONAL PROGRAM

Policy Code:

3220

In alliance with the North Carolina Digital Learning Plan, ~~state school technology goals~~, the Watauga County Board of Education (the "board") is committed to establishing and supporting effective digital teaching and learning practices supported by contemporary 21st-century information and communications technology systems to foster globally competitive, ~~healthy, and responsible~~ students prepared for modern life. The board recognizes the benefits of digital and technology-enabled and -enhanced teaching and learning resources that provide the ability to make data more accessible, personalize learning, easily customize curriculum, provide access to current information, and enable access to quality materials at a lower cost than traditional materials. To that end, the board supports classroom digital and technology-enabled and -enhanced teaching and learning resources that are aligned with the current statewide instructional standards, ~~as they become available~~. In addition, to the extent funding permits, the board will endeavor to ensure that all students have access to personal digital and technology-enabled teaching and learning devices to foster the ~~21st-century~~ skills necessary for future-ready learners.

The board expects that information and communications technologies will be integrated seamlessly across the curriculum and used to support increased student achievement, and instructional innovation, and to prepare students to be successful in college, in careers, and as globally engaged, productive citizens. ~~Such technologies will also be used to support programs and activities that promote safe schools and healthy and responsible students.~~ The curriculum committee should provide suggestions in the curriculum guides referenced in policy 3115, Curriculum and Instructional Guides, for integrating technological resources (as defined in Section A below) into the educational program. School administrators and teachers are encouraged to develop additional strategies for integrating technological resources across the curriculum and utilizing the power of technology to personalize learning and improve learning outcomes while making more efficient use of resources. The strategies should be included in the school improvement plan if they require the transfer of funds or otherwise relate to any ~~mandatory or optional~~ components of the school improvement plan.

The superintendent shall oversee development of the school system's digital teaching and learning vision as part of the school system's strategic plan and a yearly action plan that aligns to the vision, integrate digital planning to support teaching and learning needs into school system strategic planning efforts and The development and ongoing review of the vision and the action plan will include various stakeholders such as curriculum leaders, teachers, administrators, students, parents, and representatives from technology services, instructional technology, finance, and other departments as required. The action plan will include adequate data privacy protections to secure student data and will take into account the level of out-of-school Internet access for students.

The superintendent ~~may~~ shall establish relationships with businesses and seek grants and other funding sources in an effort to acquire additional technological resources for the educational program and to support continuous out-of-school Internet access for students.

A. SELECTION OF TECHNOLOGICAL RESOURCES

Technological resources are information and communications technologies including, but are not limited to, the following: (1) hardware, including both fixed and mobile technologies and devices such as desktop computers, laptops, netbooks, tablets, e-readers, smartphones, and gaming devices; (2) software, including cloud-based and web-based applications, programs, and platforms; (3) network and telecommunications systems and services; (4) Internet access; (5) multimedia equipped classrooms; (6) computer classrooms and laboratories; and (7) other existing or emerging mobile communications systems. All technological resources must be purchased and used in a manner consistent with applicable law and board policy, including laws and policies related to copyright, public records, bidding, and other purchase requirements, accessibility for students with disabilities, staff duties, and standards for student behavior.

Technological resources must meet or exceed the following standards before they may be considered for implementation.

1. Technological resources must support the current statewide instructional standards or the programs of the school system.
2. Technological resources must support the current use of learning and instructional management technologies in the school.
3. Technological resources must be compatible with the condition of the network and other infrastructure resources. The technology director shall set minimum standards for technological resources that are purchased or donated. Upgrading, hardware conditions, and similar requirements must be maintained to the highest standards.
4. There must be sufficient staff to operate and maintain the technological equipment, programs, and systems.
5. There must be adequate funds budgeted to implement and support the technological resources and to train instructional staff to use the resources to improve educational outcomes.

Procurement of technological resources should be done in collaboration with teachers and technical support staff, as appropriate. Whenever possible, a pilot period to test the resource should occur prior to full purchase.

B. DEPLOYMENT OF TECHNOLOGY TO SCHOOLS

The superintendent shall oversee the development of the school system's technology deployment and refresh plan. The plan will be designed to ensure organized, effective, ~~and efficient, and sustainable~~ means of deploying and maintaining technology resources and will establish appropriate refresh/replacement cycles.~~new information and communications technologies.~~ The superintendent shall develop procedures that outline the strategy of the technology deployment and refresh plan.

C. BRING YOUR OWN TECHNOLOGY (BYOT) INITIATIVE

The superintendent is authorized to investigate and develop a plan to allow staff and students the option to use their personal electronic devices in place of or along with their school system assigned devices. The plan should address, at a minimum, the instructional use of personal devices, compatibility requirements, access limitations or requirements, content filtering, security, and other issues as recommended by the technology director. The plan should assign personal responsibility to the user for repair and replacement of damaged or stolen devices and for any data or other charges arising from use of a personal device. The plan should require a written agreement for the use of personal technology devices from each student and staff member who wishes to participate in the BYOT initiative. The plan should ensure that students who are unable to bring in outside technology will be able to access and utilize school equipment so that no student is excluded from instruction due to lack of access to technology.

D. ELECTRONIC COMMUNICATION AND OTHER COLLABORATIVE TOOLS

The superintendent is authorized to permit instructional personnel to incorporate email, social networking sites, blogs, wikis, video sharing sites, podcasts, video conferencing, online collaborations, instant messaging, texting, virtual learning environments, and/or other forms of direct electronic communications or Web 2.0 applications for educational purposes to the extent the superintendent deems appropriate and in accordance with policy 7335, Employee Use of Social Media. The superintendent shall establish parameters and rules for use of these tools and shall require instruction for students in how to use such tools in a safe, effective, and appropriate way. Instructional personnel shall make all reasonable attempts to monitor student online activity and shall otherwise comply with the requirements of policy 3225/4312/7320, Technology Responsible Use, when using these tools.

E. TECHNOLOGY-RELATED PROFESSIONAL DEVELOPMENT

The superintendent shall plan a program of technology-enabled professional development for digital teaching and learning that prepares the instructional staff administrators, teachers, coaches, school library media coordinators, and technical support staff to~~for~~ utilizing digital tools and resources in accordance with the N.C. Digital Learning Competencies for Teachers and Administrators. Professional development shall emphasize technology integration and continuous improvement, including the use of ongoing technology-integrated online-learning activities throughout the course of study and the provision of personalized learning. Professional development shall also address the ethical, legal, and practical issues related to social networking and mobile devices in the classroom and other topics deemed necessary by the superintendent or technology director. To the extent possible, job-specific professional development opportunities should be made available, as well as professional development that is personalized to meet the needs of individual staff.

School improvement teams should identify any staff development appropriations for technology-related professional development in their school improvement plans. The superintendent and technology director should assist schools in coordinating staff development needs as provided in policy 7800, Professional and Staff Development.

Legal References: G.S. 115C-522, -528; 143B-1341; State Board of Education Policy SBOP-018

Cross References: Professional and Staff Development (policy 7800), Curriculum and Instructional Guides (policy 3115), Technology Responsible Use (policy 3225/4312/7320), Internet Safety (policy 3226/4205), Copyright Compliance (policy 3230/7330), School Improvement Plan (policy 3430), Integrity and Civility (policy 4310), Public Records – Retention, Release, and Disposition (policy 5070/7350), Network Security (policy 6524), Staff Responsibilities (policy 7300), Employee Use of Social Media (policy 7335), Gifts and Bequests (policy 8220)

Other References/Resources: North Carolina Digital Teaching and Learning Competencies for Teachers and Administrators, available at <https://www.dpi.nc.gov/districts-schools/districts-schools-support/digital-teaching-and-learning/digital-teaching-learning-standards#digital-learning-competencies-for-educators>; North Carolina State School Technology Plan (Division of Instructional Technology) (current version) The North Carolina Digital Learning Plan (2022), available at <https://www.dpi.nc.gov/districts-schools/districts-schools-support/digital-teaching-and-learning/digital-learning-initiative#:~:text=The%20North%20Carolina%20Digital%20Learning%20Plan%20describes%20the,Learning%20Initiative.%202022%20North%20Carolina%20Digital%20Learning%20Plan>

Adopted: August 3, 2015

Revised: August 14, 2017 (Legal references only); May 21, 2018; {DATE}

Replaces: Board policy 4.01.35, Media Technology and Advisory Committee

DISCRETIONARY ADMISSION

Policy Code:

4130

Enrollment in the school system generally is limited to those students who meet the domicile or residence requirements outlined in policy 4120, Domicile or Residence Requirements. However, on occasion, special circumstances may warrant a student's enrollment in a different school system. The board, in its discretion, may admit non-domiciled students into the school system and may release domiciled students to another school system in accordance with this policy.

All discretionary admissions decisions will be made in a manner that is not arbitrary, capricious, discriminatory, prohibited by state or federal law, or for personal or political reasons. The superintendent or designee shall approve or deny requests for admission to the school system for students who do not meet the domicile or residence requirements outlined in policy 4120, Domicile or Residence Requirements. Applications from residents of Watauga County will be given consideration before others.

A. ADMISSION CRITERIA

The board may choose to admit a non-domiciled student may be admitted and enrolled, at the discretion of the superintendent, only if the following conditions are met.

1. The parent, legal guardian, legal custodian, or other adult meeting the requirements of Board policy 4120, section C.6, must submit a request in writing that explains in writing why, in the opinion of the parent, legal guardian or legal custodian, the student needs to attend school in the school system. An explanation of need will be considered valid grounds for discretionary admission only if there are compelling, specific circumstances indicating that the student should attend school in the school system. may be considered when:
 - a. there are compelling, specific circumstances indicating that the student should continue his or her education in the school system (as, for example, when the student is in his or her senior year when the parent, legal guardian or legal custodian becomes domiciled outside the school system);
 - b. there is an extraordinary, compelling, specific family need (as, for example, when a parent, legal guardian or legal custodian is clearly unable to care for the child); or
 - c. another extraordinary, specific, and compelling need or hardship is demonstrated.

Any reason having to do with athletics or participation in athletics is not a valid or sufficient explanation of need.

2. The Watauga County Board of Education (the "board") must have determined that space is available in the school system and in the particular school or program in which the student seeks to enroll.

3. The student must demonstrate that he or she was in good standing in the previous school attended by that student, in terms of academics, discipline, and other measures of standing and progress in the school system. The student also must satisfy the requirements in policy 4115, Behavior Standards for Transfer Students.
4. ~~With the initial application, t~~The student must furnish a transcript and other student record data, including evidence of compliance with the North Carolina immunization requirements.
5. If the student is transferring from another school system in North Carolina, the student must submit a release approved by the board of education of the other school system from which the transfer is being made. If the student's discretionary admission request is granted, the admission will be subject to the terms and conditions agreed to in writing between the board and the board of education of the other school system.
6. If the student does not reside within the assignment area of the school the student will attend, the parent, legal guardian, or legal custodian must agree to provide transportation to and from school.
- ~~7.6.~~ If the student is asserting residency in the geographic area served by the school system, sufficient evidence, such as a copy of utility bills, must be provided ~~with the initial application, such as a copy of utility bills.~~

B. DISCRETIONARY ADMISSION DECISIONS

1. ~~Final~~Application and Decisions

Non-domiciled students who meet the admission criteria may submit a written application for discretionary admission to the superintendent or designee. The application must be accompanied by all required supporting documents, as described above in Section A. After reviewing the application and supporting documents, the superintendent or designee shall make a recommendation to the board to approve or deny the discretionary admission request. Admission may be granted based upon the information contained in the application and supporting documents. Nonresident students who are admitted based upon false or misleading information on their application will have their application voided and acceptance rescinded.

~~The board will provide~~superintendent or designee shall send a written response to an applicant within ~~10~~30 working days of receipt of the information required under this policy. Final decisions regarding discretionary admissions may be delayed until the board has determined whether space is available in the requested school. Therefore, the written response may provide either a final decision or a notification

that a final decision is pending until the board determines space availability.

2. Appeals

A final decision may be appealed to the board in accordance with the procedures of section E.5 in policy 4010, Student and Parent Grievance Procedure.

3. Renewals

For the renewal of admission in subsequent school years, the student must continue to meet all admission criteria and ~~must be~~ in good standing in terms of academics, ~~attendance, discipline~~ discipline, and other measures of standing and progress in the school system.

C. RELEASE TO ANOTHER SCHOOL SYSTEM

A student domiciled in the school system may request a release from the board to attend a school in a different school system in North Carolina. The student must have both approval of the board to release the student and approval of the receiving board of education to admit the student. The decision whether to admit the student is made under the policies of the receiving board of education.

The superintendent or designee ~~may~~ shall develop and administer a procedure to implement this policy.

Legal References: G.S. 7B, art. 35; 35A, art. 6; 50-13.1 to 13.3; 115C-231, -364 to -366.1

Cross References: Student and Parent Grievance Procedure (policy 4010), Behavior Standards for Transfer Students (policy 4115), Domicile or Residence Requirements (policy 4120), Tuition for Discretionary Admissions (policy 4135)

Adopted: April 13, 2015

Replaces: Policy 5.02.60, Tuition for Discretionary Admission (in part); {DATE}

CHILD ABUSE AND RELATED THREATS TO CHILD SAFETY

Policy Code: 4240/7312

The Watauga County Board of Education (the "board") is concerned with the health, safety, and welfare of all children and recognizes the legal and ethical obligations that school employees, contractors, and volunteers have to report known or suspected maltreatment of children. North Carolina has two separate systems that mandate reports to state authorities of suspected child abuse, neglect, dependency, or maltreatment and a third system for mandated reporting of certain crimes against juveniles to local law enforcement.

When a parent or other caretaker is suspected to have caused a child to be abused, neglected, or dependent, this information must be reported to the county child welfare agency. Suspected human trafficking, involuntary servitude, and sexual servitude of a child and death of a child as a result of maltreatment are special forms of child abuse under law and must be reported to the county child welfare agency, regardless of the relationship between the victim and the perpetrator. By contrast, suspected child maltreatment by a caregiver in a child care facility, including in a licensed preschool classroom or other licensed classroom or program operated by the school system, must be reported to the Department of Health and Human Services (DHHS), Division of Child Development and Early Education (DCDEE). When the source of the harm or threat of harm to the child is uncertain, a report should be made to both the county child welfare agency and the ~~Department of Health and Human Services, Division of Child Development and Early Education~~ DCDEE.

In addition, state law mandates reports to local law enforcement when a child is a victim of certain violent offenses, sexual offenses, or misdemeanor child abuse. An adult who knows or reasonably should have known of any of these offenses inflicted upon a child must report that information immediately.

The board supports all employees who in good faith make a report under North Carolina's mandated reporting laws.

The superintendent shall develop any necessary procedures for making a report or otherwise implementing this policy.

A. DUTY TO REPORT CERTAIN CRIMES AGAINST CHILDREN TO LOCAL LAW ENFORCEMENT

A school employee, contractor, or volunteer is legally required to report to local law enforcement when the employee or volunteer knows or reasonably should know that a child has been a victim of any of the following crimes:

1. a sexual offense (which for purposes of this policy, the board interprets to mean any offense that relates to inappropriate sexual ~~contact with~~ conduct with or involving a child);

2. an offense that inflicts serious bodily injury or serious physical injury upon the child by nonaccidental means;
3. an attempt, solicitation, or conspiracy to commit either offense described above, or aiding and abetting either offense; or
4. misdemeanor child abuse, which occurs when a parent or any other person providing care or supervision to a child who is under the age of sixteen (1) inflicts or allows to be inflicted physical injury to the child by nonaccidental means or (2) creates or allows a substantial risk of physical injury to the child by nonaccidental means.

Compliance with this reporting requirement does not relieve the employee or volunteer from his or her duty to report pursuant to Sections B and C of this policy. The employee, contractor, or volunteer also shall immediately report the case to the principal.

A school employee, contractor, or volunteer is immune by statute from any state civil and/or criminal liability when making a report in good faith under this Section. An employee who fails to report or who prevents another person from making a report is subject to disciplinary action by the school system and civil and criminal action under the law. A volunteer or contractor who fails to report or prevents another person from making a report may be restricted from school property or lose the privilege of volunteering for or contracting with the school system and is subject to civil and criminal action under the law.

B. DUTY TO REPORT CHILD ABUSE, NEGLECT, DEPENDENCY, OR DEATH AS A RESULT OF MALTREATMENT TO THE COUNTY CHILD WELFARE AGENCY

A school employee, contractor, or volunteer who knows or has cause to suspect that (1) a parent, guardian, custodian, or caretaker of a child has caused the child to be abused, neglected, or dependent, or (2) that a child has died as a result of maltreatment or been a victim of human trafficking, involuntary servitude, or sexual servitude by any person is legally required to report the case to the director of social services. The employee, contractor, or volunteer also shall immediately report the case to the principal. Any doubt about reporting a suspected situation must be resolved in favor of reporting, and the report must be made immediately.

A school employee, contractor, or volunteer is immune by statute from any civil and/or criminal liability when making a report in good faith under this Section. An employee who fails to report or who prevents another person from making a report is subject to disciplinary action by the school system and civil and criminal action under the law. A volunteer or contractor who fails to report or prevents another person from making a report may be restricted from school property or lose the privilege of volunteering for or contracting with the school system and is subject to civil and criminal action under the law.

C. DUTY TO REPORT CHILD MALTREATMENT IN A CHILD CARE FACILITY TO THE DIVISION OF CHILD DEVELOPMENT AND EARLY EDUCATION

A school employee, contractor, or volunteer who has cause to suspect that a child in a child care facility has been maltreated by a caregiver or has died as a result of maltreatment occurring in a child care facility is legally required to report the case to the Department of Health and Human Services (DHHS), Division of Child Development and Early Education (DCDEE).

A "child care facility" includes any DHHS-licensed classroom or program operated by the school system, including for example, licensed pre-school or Title I classrooms, licensed afterschool programs, and licensed developmental day programs.

Any doubt about reporting a suspected situation or uncertainty whether the child's care is being provided in a child care facility must be resolved in favor of reporting, and the report should be made immediately.

An employee making a report to DCDEE also shall immediately report the case to the principal. If the suspected maltreatment occurred in a licensed preschool classroom or other licensed classroom or program operated by board, the principal shall immediately notify the superintendent of the suspected maltreatment. No reprisals of any kind may be taken against an employee who makes a good faith report of child maltreatment occurring in any licensed preschool classroom or other licensed classroom or program operated by the board.

An employee who fails to make a report as required by law and this policy may be subject to disciplinary action by the school system. In addition, if the employee works in a licensed preschool classroom or other licensed classroom or program operated by the board, failure to report maltreatment of a child in the program or classroom may itself constitute child maltreatment and result in the employee being placed on the state child maltreatment registry. A volunteer or contractor who fails to report or prevents another person from making a report may be restricted from school property or lose the privilege of volunteering for or contracting with the school system.

D. DUTY TO REPORT LICENSED EMPLOYEES TO THE STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

In addition to the other reporting requirements of this policy, any administrator who knows or has reason to believe that a licensed employee has engaged in conduct that would justify automatic revocation of the employee's license pursuant to G.S. 115C-270.35(b) or involves physical or sexual abuse of a child shall report that information to the State Superintendent of Public Instruction in accordance with subsection C.4 of policy 4040/7310, Staff-Student Relations.

D.E. COOPERATION WITH STATE AND LOCAL AGENCIES

1. The principal may establish a contact person in the school to act as a liaison with state and local agencies charged with investigating reports made pursuant to this policy.
2. Employees shall cooperate fully with agency personnel conducting an investigation.
3. In a case under the jurisdiction of local law enforcement in which the child's parent, guardian, or custodian is suspected of wrongdoing, employees shall permit the child to be interviewed by local law enforcement on school campuses during school hours. Otherwise, permission from the parent, guardian, or custodian must be obtained before the child may be interviewed by local law enforcement on school campuses during school hours.
4. In a case under the jurisdiction of social services, employees shall permit the child to be interviewed by social services on school campuses during school hours.
5. In a case under the jurisdiction of DCDEE concerning suspected child maltreatment by a caregiver in a child care facility, permission from the parent must be obtained before the child may be interviewed on school campus during school hours.
6. Employees shall provide confidential information to agency personnel, so long as the disclosure does not violate state or federal law.
7. Any confidential information disclosed by the investigating agency to employees must remain confidential and may be redisclosed only for purposes directly connected with carrying out the responsibilities of the school system or the employee.

E.F. SHARING INFORMATION WITH OTHER AGENCIES

Upon request and to the extent permitted by law, school system officials shall share with other agencies designated in G.S. 7B-3100(a) information that is relevant to (1) any assessment by the department of social services of a report of child abuse, neglect, dependency or death as a result of maltreatment; (2) the provision or arrangement of protective services in a child abuse, neglect, or dependency case by the department of social services; or (3) any case in which a petition is filed alleging that a juvenile is abused, neglected, dependent, undisciplined, or delinquent. School system officials and the designated agencies must continue to share such information until the protective services case is closed by the department of social services or, if a petition is filed, until the juvenile is no longer subject to the jurisdiction of juvenile court.

F.G. CHILD SEXUAL ABUSE AND SEX TRAFFICKING TRAINING PROGRAM

In even numbered years, the school system will provide a child sexual abuse and sex

trafficking education and awareness training program for teachers, instructional support personnel, principals, and assistant principals. The program will include at least two hours of training related to best practices from the field of prevention, the grooming process of sexual predators, the warning signs of sexual abuse and sex trafficking, how to intervene when sexual abuse or sex trafficking is suspected or disclosed, legal responsibilities for reporting sexual abuse or sex trafficking, and available resources for assistance. Designated school personnel shall participate in such training as required by law and board policy.

H. CHILD ABUSE AND NEGLECT INFORMATION AND RESOURCES FOR STUDENTS

In accordance with G.S. 115C-47(65) and State Board of Education Policy SHLT-003, the school system will provide information on child abuse and neglect, including age-appropriate information on sexual abuse, to students in grades 6 through 12. Such information will be provided in the form of (1) a document given to all students in grades 6 through 12 at the beginning of each school year and (2) a display posted in visible, high-traffic areas throughout each secondary school.

~~The superintendent shall develop any necessary procedures for making a report pursuant to this policy, for sharing information with designated agencies, and for cooperating with agency investigations.~~

~~In addition to the requirements of this policy, any administrator who knows or has reason to believe that a licensed employee has engaged in conduct that would justify automatic revocation of the employee's license pursuant to G.S. 115C-270.35(b) or involves physical or sexual abuse of a child shall report that information to the State Superintendent of Public Instruction in accordance with subsection C.4 of policy 4040/7310, Staff-Student Relations.~~

Legal References: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; G.S. 7B-101, -301, -302, -309, -3100; 8-53.4; 14-208.6, -318.2, -318.4, -318.6; 110-90.2, -105.3, -105.4, -105.5; 115C-47(65), -270.35(b), -375.20, -400, -402; 126-5; 16 N.C.A.C. 6C.0373; 16 N.C.A.C. 6D .0403; State Board of Education Policy SHLT-003

Cross References: Professional and Staff Development (policy 7800), Staff-Student Relations (policy 4040/7310), Student Records (policy 4700)

Adopted: July 14, 2014

Revised: July 9, 2018; September 9, 2019; January 13, 2020; March 12, 2020; August 9, 2021;

All decisions related to student behavior are guided by the board's educational objective to teach responsibility and respect for cultural and ideological differences and by the Watauga County Board of Education's (the "board") commitment to creating safe, orderly, and inviting schools. Student behavior policies are provided in order to establish (1) expected standards of student behavior; (2) principles to be followed in managing student behavior; (3) consequences for prohibited behavior; and (4) required procedures for addressing misbehavior. Teachers, school-based administrators, parents, and law enforcement will be consulted when existing student behavior policies are revised or new such policies are created. Input from teachers, school-based administrators, parents, and law enforcement agencies will be considered when existing student behavior policies are revised or when new policies are created.

A. PRINCIPLES

The reasons for managing student behavior are to (1) create an orderly environment in which students can learn; (2) teach expected standards of behavior; (3) help students learn to accept the consequences of their behavior; and (4) provide students with the opportunity to develop self-control. The following principles apply in managing student behavior.

1. Student behavior management strategies will complement other efforts to create a safe, orderly, and inviting environment.
2. Positive behavioral interventions will be employed as appropriate to improve student behavior.
3. Responsibility, integrity, civility, and other standards of behavior will be integrated into the curriculum.
4. Disruptive behavior in the classroom will not be tolerated.
5. Consequences for unacceptable behavior will be designed to help a student learn to comply with rules, to be respectful, to accept responsibility for his or her behavior, and to develop self-control.
6. Strategies and consequences will be age and developmentally appropriate.

B. COMMUNICATION OF POLICIES

Board policies related to student behavior are codified mainly in the 4300 series. The superintendent shall incorporate information from such policies into a Code of Student Conduct (4300-R) that notifies students of the behavior expected of them, conduct that may subject them to discipline and the range of disciplinary measures that may be used by school officials. At the discretion of the superintendent, the Code of Student Conduct may include additional rules needed to implement the board's student behavior policies. To

elaborate further on processes for addressing student misbehavior and the use of intervention strategies and consequences, each school will create a student behavior management plan that is consistent with the law, board policies, and the Code of Student Conduct (see policy 4302, School Plan for Management of Student Behavior). The Code of Student Conduct must incorporate by reference any additional student behavior standards, prohibited conduct or disciplinary measures identified in student behavior management plans developed by individual schools. The Code of Student Conduct must not impose mandatory long-term suspension or expulsion for specific violations unless otherwise provided in state or federal law.

At the beginning of each school year, principals shall make available to each student and parent all of the following: (1) the Code of Student Conduct; (2) any board policies related to behavior that are not part of the Code of Conduct; (3) any related administrative procedures; (4) any additional discipline-related information from the school's student behavior management plan, including behavior standards, prohibited conduct, or disciplinary measures; and (5) any other school rules. This information must be available at other times upon request and must be made available to students enrolling during the school year and their parents.

For the purpose of board policies related to student behavior, all references to "parent" include a parent, a legal guardian, a legal custodian, or another caregiver adult authorized to enroll a student under policy 4120, Domicile or Residence Requirements.

C. APPLICABILITY

Students must comply with the Code of Student Conduct in the following circumstances:

1. while in any school building or on any school 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 school bus stop;
4. during any school-sponsored activity or extracurricular activity;
5. when subject to the authority of school employees; and
6. at any other place or time when the student's behavior has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

Notwithstanding the foregoing, students will not be disciplined for constitutionally protected behavior. School officials are encouraged to consult with senior administrators before regulating student expression that may be protected by the First Amendment to the U.S. Constitution.

D. CONSEQUENCES FOR VIOLATIONS

Violations of the Code of Student Conduct must be dealt with in accordance with the guidelines established in the school's behavior management plan (see policy 4302, School Plan for Management of Student Behavior).

1. Minor Violations

Minor violations of the Code of Student Conduct are those less severe infractions involving a lower degree of dangerousness and harm. Examples of minor violations include the use of inappropriate or disrespectful language, noncompliance with a staff directive, dress code violations, and minor physical altercations that do not involve a weapon or an injury. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation.

Minor violations of the Code of Student Conduct may result in disciplinary measures or responses up to and including short-term suspension. Further information regarding the procedures for short-term suspensions is provided in policy 4351, Short-Term Suspension. Other disciplinary measures or responses may include, but are not limited to, the following:

- a. parental involvement, such as conferences;
- b. isolation or time-out for short periods of time;
- c. behavior improvement agreements;
- d. instruction in conflict resolution and anger management;
- e. peer mediation;
- f. individual or small group sessions with the school counselor;
- g. academic intervention;
- h. in-school suspension;
- i. detention before and/or after school or on Saturday;
- j. community service;
- k. exclusion from graduation ceremonies;
- l. exclusion from extracurricular activities;

- m. suspension from bus privileges; and
- n. placement in an alternative school.

The student's parent is responsible for transportation that may be required to carry out a consequence. With the exception of suspension from bus privileges, if a parent is unable to provide transportation, another consequence will be substituted.

2. Serious Violations

Serious violations of the Code of Student Conduct may result in any of the consequences that may be imposed for minor violations. In addition, serious violations that threaten to substantially disrupt the educational environment may result in long-term suspension, and serious violations that threaten the safety of students, school employees, or school visitors may result in long-term suspension or expulsion. Certain violations involving firearms or explosive devices may result in a 365-day suspension. Further information regarding the standards and procedures for long-term suspensions, 365-day suspensions, and expulsions is provided in policies 4351, Short-Term Suspension, and 4353, Long-Term Suspension, 365-Day Suspension, Expulsion. (See also policy 4333, Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety, for information regarding 365-day suspensions for certain violations involving firearms or explosive devices.)

E. ENFORCEMENT

The superintendent is responsible for supervising the enforcement of the Code of Student Conduct to ensure that school disciplinary policies are uniformly and fairly applied throughout the school system and consistent with students' constitutional rights.

Legal References: U.S. Const. amend. I; *Mahanoy Area School Dist. v. B.L.*, 594 U.S. ___, 141 S. Ct. 2038 (2021); G.S. 115C-47, -276(r), -288, -307, -390.1, -390.2

Cross References: Goals and Objectives of the Educational Program (policy 3000), Counseling Program (policy 3610), Domicile or Residence Requirements (policy 4120), Student Behavior policies (4300 series)

Adopted: May 11, 2015

Revised: February 14, 2022; {DATE}

The Watauga County Board of Education (the “board”) recognizes that students may need to take medication during school hours. This may enable students to attend school, improve or maintain their health status, and/or improve their potential for learning. School personnel may administer medication prescribed by a health care practitioner upon the written request of a student’s parent. In limited circumstances, as outlined in Section C, a student may be authorized to self-administer medications. To minimize disruptions to the school day, students should take medications at home rather than at school whenever feasible. School officials may deny a request to administer any medication that could be taken at home or when, in the opinion of the superintendent or designee in consultation with school nursing personnel, other treatment options exist and the administration of the medication by school personnel would pose a substantial risk of harm to the student or others.

For purposes of this policy, all references to “parent” include parents, legal guardians, and legal custodians. In addition, for purposes of this policy, the term “health care practitioner” is limited to licensed medical professionals who are legally authorized to prescribe medications under North Carolina law, such as doctors of medicine, doctors of osteopathic medicine, physician assistants, and nurse practitioners.

Unless otherwise indicated, the terms “medication” and “medicine” include any substance intended for use in the diagnosis, cure, mitigation, treatment, or prevention of any disease. The term includes all prescription medications and all such substances available over-the-counter without a prescription, such as drugs, herbs, alternative medicines, and supplements (hereinafter “over-the-counter drugs”). The administration of any prescription or over-the-counter drug to students by school employees is prohibited except when performed in accordance with Section A. The self-administration of any prescription or over-the-counter drug by students at school is prohibited and constitutes a violation of policy 4325, Drugs and Alcohol, except in the limited circumstances described in Section C.

The administration, including by parents, school employees, or self-administration, of any substance containing cannabidiol (CBD) or tetrahydrocannabinol (THC) at school is prohibited unless ~~(1) authorized by and administered by a caregiver in accordance with G.S. 90-94.1 and G.S. 90-113.101 for the treatment of intractable epilepsy, or (2) the CBD or THC product is available by prescription only and has been approved by the U.S. Food & Drug Administration (FDA); and all requirements of this policy are met.~~

A. MEDICATION ADMINISTRATION BY SCHOOL EMPLOYEES

1. Conditions for Administering Medication

Authorized school employees may administer medication to students when all of the following conditions are met. These conditions apply to all medications, including those available over-the-counter without a prescription.

- a. **Parental Consent:** The student's parent must make a signed, written request that authorizes school personnel to administer the medication to the student.
- b. **Medication Authorization/Order:** A health care practitioner must prescribe the medication for use by the student and provide explicit written instructions for administering the medication.
- c. **Certification of Necessity:** The student's health care practitioner must certify that administration of the medication to the student during the school day is necessary to maintain and support the student's continued presence in school.
- d. **Proper Container/Labeling:** If the medication to be administered is available by prescription only, the parent must provide the medication in a pharmacy-labeled container with the child's name, the name of the medication, the exact dose to be given, the time/frequency the medication is to be given, the route of administration, the number of doses in the container, and the expiration date of the medication. If the medication is available over-the-counter, it must be provided in the original container or packaging, labeled with the student's name.
- e. **Proper Administration:** A trained school employee must administer the medication pursuant to the health care practitioner's written instructions provided to the school by the student's parent, and in accordance with professional standards.

The board of education and its employees assume no liability for complications or side effects of medication when administered in accordance with the instructions provided by the parent and health care practitioner.

2. Procedures for Administering Medications

The superintendent shall develop procedures for the implementation of this policy. These procedures and a copy of this policy must be made available to all students and parents each school year and will be posted on the Watauga County School System website. The superintendent's procedures should be developed according to the guidelines listed below.

- a. The health and welfare of the student must be of paramount concern in all decisions regarding the administration of medication.
- b. Procedures for medication administration must be consistent with recommendations of the School Health Unit of the Children & Youth Branch of the N.C. Division of Public Health, as described in the *North Carolina School Health Program Manual*.

- c. Students with special needs are to be afforded all rights provided by federal and state law as enumerated in the *Policies Governing Services for Children with Disabilities*. Students with disabilities also are to be afforded all rights provided by anti-discrimination laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
- d. Except as permitted by this policy, no student may possess, use, sell, deliver, or manufacture any drug or counterfeit drug prohibited by policy 4325, Drugs and Alcohol, nor be under the influence of any drug in violation of that policy.
- e. The board generally encourages school personnel to administer medication from a centralized location. However, in all instances, whether administered from a centralized location or multiple locations, any medications kept at school for a student must be kept in a locked and secure place. An exception to the requirement for locked storage may be made for emergency medications that must be immediately accessible. Access to controlled substances should be limited to the school nurse, school staff person authorized to administer medication, and the principal or designee.
- f. All school personnel who will be administering medications must receive appropriate training from the school nurse or other qualified health personnel that includes safety and administration procedures and documentation of the training will be available on request.
- g. Only medications clearly prescribed for the student may be administered by school personnel. At the time a parent brings a medication to school for administration, if school personnel have concerns regarding the appropriateness of the medication or dosage for a student, a confirmation should be obtained from the student's health care practitioner or another health care practitioner prior to administering the medication or allowing the student to self-administer the medication. Self-administration of a medication by a student is allowed only as specified in section C of this policy.
- h. Although efforts should be made not to disrupt instructional time, a parent has the right to administer medication to his or her child at any time while the child is on school property, unless otherwise prohibited by this policy.
- i. Written information maintained by school personnel regarding a student's medicinal and health needs is confidential. Parents and students must be accorded all rights provided by the Family Educational Rights and Privacy Act and state confidentiality laws. Any employee who violates the confidentiality of the records may be subject to disciplinary action.

3. The school principal shall designate school staff to receive appropriate training and to administer medication in the absence of the school nurse or qualified nurse substitute. The principal will keep records of medication administered, including the time and name of the person administering the medication.
4. The School Nurse will:
 - a. Administer medication according to Watauga County School Board and School Health policies, School Nurse Standards of Practice, the North Carolina Nurse Practice Act, the NC School Health Program Manual, current addition, and North Carolina law regarding administration of medication;
 - b. Maintain current knowledge of the effective use of drugs and treatments used by the school aged child and the possible side effects;
 - c. Obtain all necessary training and possess the abilities to properly administer medication and perform treatments in the school setting, to monitor potential side effects, and to properly document such.

B. EMERGENCY MEDICATION

Students who are at risk for medical emergencies, such as those with diabetes, asthma, or severe allergies, must have an emergency health care plan developed for them to address emergency administration of medication. Students must meet the requirements of subsection A.1, above, including providing authorization and instructions from the health care practitioner and written consent of the parent, in order for emergency medication to be administered by school personnel while the student is at school, at a school sponsored activity, and/or while in transit to or from school or a school-sponsored event.

C. STUDENT SELF-ADMINISTERING MEDICATIONS

The board recognizes that students with certain health conditions like diabetes or asthma, or an allergy that could result in an anaphylactic reaction, may need to possess and self-administer medication on school property in accordance with their individualized health care plan or emergency health care plan.

The board also recognizes that students with diabetes may need to possess and self-administer certain medication on school property. Students are prohibited from self-administering medication at school unless (1) the medicine has been prescribed for the treatment of diabetes, asthma or anaphylactic reactions, including insulin or a source of glucose, a prescribed asthma inhaler, or a prescribed epinephrine auto-injector; (2) the medicine is administered in accordance with the student's individualized health care plan or emergency health care plan and any relevant administrative regulations; and (3) the requirements of this section are met. "Diabetes medication" means a medication prescribed

for the treatment of diabetes and includes insulin or glucose. The superintendent shall develop procedures for the possession and self-administration of such medication by students on school property, during the school day, at school-sponsored activities, and/or while in transit to or from school or school-sponsored events.

1. Authorization to Self-Administer Medication

Before a student will be allowed to self-administer medication pursuant to this section, the student's parent must provide to the principal or designee all of the documents listed below:

- a. written authorization from the student's parent for the student to possess and self-administer the medication;
- b. a written statement from the student's health care practitioner verifying that:
 - 1) the student has diabetes or asthma, or an allergy that could result in anaphylactic reaction;
 - 2) the health care practitioner prescribed the medication for use on school property during the school day, at school-sponsored activities, or while in transit to or from school or school-sponsored events; and
 - 3) the student understands, has been instructed in self-administration of the medication, and has demonstrated the skill level necessary to use the medication and any accompanying device, and has been determined to be competent for self-administration;
- c. a written treatment plan and written emergency protocol formulated by the prescribing health care practitioner for managing the student's diabetes, asthma, or anaphylaxis episodes and for medication use by the student;
- d. a statement provided by the school system and signed by the student's parent acknowledging that the board of education and its employees and agents are not liable for injury arising from the student's possession and self-administration of the medication; and
- e. any other documents or items necessary to comply with state and federal laws.

Prior to being permitted to self-administer medication at school, the student also must demonstrate to the school nurse, or the nurse's designee, (1) the skill level necessary to use the medication and any device necessary for its administration; and (2) sufficient knowledge and maturity to be independent in the management of the medication with no oversight from school staff.

The student's parent must provide to the school backup medication that school personnel are to keep in a location to which the student has immediate access in the event the student does not have the required medication.

All information provided to the school by the student's parent must be reviewed by the school nurse and kept on file at the school in an easily accessible location. Any permission granted by the principal or designee for a student to possess and self-administer medication will be effective only for the same school for 365 calendar days. Such permission must be renewed each school year.

2. Responsibilities of the Student

A student who is authorized in accordance with this policy to carry medication for self-administration must carry the medication in the original labeled container with the student's name on the label.

3. Consequences for Improper Use

A student who uses his or her medication in a manner other than as prescribed or who permits another person to use the medication may be subject to disciplinary action pursuant to the school disciplinary policy. However, school officials shall not impose disciplinary action on the student that limits or restricts the student's immediate access to the diabetes, asthma, or anaphylactic medication.

The board does not assume any responsibility for the administration of medication to a student by the student, the student's parent, or any other person who is not authorized by this policy to administer medications to students.

Legal References: Americans with Disabilities Act, 42 U.S.C. 12134, 28 C.F.R. pt. 35; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, 34 C.F.R. pt. 300; Rehabilitation Act of 1973, 29 U.S.C. -705(20), -794, 34 C.F.R. pt. 104; G.S. ~~90-94.1, -113.101~~; 115C-36, -307(c), -375.1, -375.2, -375.2A, -375.3; *Policies Governing Services for Children with Disabilities*, State Board of Education Policy EXCP-000

Cross References: Parental Involvement (policy 4002), Drugs and Alcohol (policy 4325), Emergency Epinephrine Auto-Injector Devices (policy 5024/6127/7266)

Other Resources: *North Carolina School Health Program Manual* (N.C. Dept. of Health and Human Services, Div. of Public Health, School Health Unit, 2020), available at <https://publichealth.nc.gov/wch/cy/schoolnurses/manual.htm>

Adopted: April 11, 2016

Revised: August 14, 2017 (Legal references only); July 9, 2018; April 8, 2019; June 8, 2020;

| September 13, 2021; {DATE}

Replaces: Board policy 5.03.10, Medication Administration

The Watauga County Board of Education (the “board”) recognizes that it is important for students to maintain their physical health and receive proper nutrition in order to take advantage of educational opportunities. The board further recognizes that student wellness and proper nutrition are related to a student’s physical well-being, growth, development, and readiness to learn. The board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. As part of that commitment, the board directs the superintendent to oversee the development, implementation, and ongoing evaluation of this policy and other school system efforts to encourage students to be healthy and active, including compliance with the State Board of Education’s Healthy Active Children Policy, SHLT-000, as further described in Section F, below. The superintendent may designate a school system official to carry out this responsibility (“lead wellness official”).

The superintendent or designee shall make the most current version of this policy available to members of the school community and the public by posting it on the school system website and/or by distributing it annually through other means reasonably intended to reach the school community and public. In addition, the superintendent or designee shall provide a copy of this policy to the North Carolina Department of Public Instruction (NCDPI) when requested to do so.

A. SCHOOL HEALTH ADVISORY COUNCIL

The board will maintain a school health advisory council to help plan, update, implement, promote, and monitor this policy as well as to address other health and nutrition issues within the school system. The council serves as an advisory committee regarding student health issues and works in conjunction with the lead wellness official charged with oversight of this policy and the school system’s efforts to promote student and employee health and wellness in compliance with state and federal requirements. The council is authorized to examine related research and laws, assess student needs and the current school environment, review existing board policies and administrative regulations, collaborate with appropriate community agencies and organizations, and help raise awareness about student health issues. The council also may make policy recommendations to the board related to this policy and other policies concerning student wellness and in conjunction with the lead wellness official, shall periodically review and suggest revisions to this policy. In addition, the council may assist in the development of a plan for measuring and assessing implementation of this policy and in developing methods to inform and update the public about the content and implementation of this policy as described in Sections F and G, below.

The council will be composed of representatives from the school system, the local health department, and the community. The council must include members of each of the following groups: the school board, school system administrators, school system food service representatives, physical education teachers, school health professionals, students, parents or guardians, and the public. The council will provide information to the board about the following areas or concerns: (1) physical activity, (2) health education, (3)

employee wellness, (4) health services, (5) social and emotional climate, (6) nutrition environment and services, (7) counseling, psychological, and social services, (8) physical environment, (9) family engagement, and (10) community involvement.

The council shall provide periodic reports to the board and public regarding the status of its work. In addition, the council shall assist the lead wellness official in creating an annual report that includes the minutes of physical activity and the minutes of physical education and/or healthful living education received by students in the system each school year, as well as any other information required by the State Board of Education or NCDPI.

B. NUTRITION PROMOTION AND NUTRITION EDUCATION

The board believes that promoting student health and nutrition enhances readiness for learning and increases student achievement. The general goals of nutrition promotion and nutrition education are (1) to provide appropriate instruction for the acquisition of behaviors that contribute to a healthy lifestyle for students and (2) to teach, encourage, and support healthy eating by students.

The board will provide nutrition education within the Healthful Living Standard Course of Study and the grade level expectations outlined in the Healthful Living Essential Standards adopted by the State Board of Education. Nutrition education should be designed to provide all students with the knowledge and skills needed to lead healthy lives. Students should learn to address nutrition-related health concerns through age-appropriate nutrition education lessons and activities.

Nutrition education and promotion should extend beyond the school environment by engaging and involving families and communities. School system personnel may coordinate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition. School system personnel are to work to disseminate and promote consistent nutrition messages throughout the school system, schools, classrooms, school dining areas, homes, community, and media.

In conjunction with the school health advisory council, the board establishes the following additional specific evidence-based goals and strategies for nutrition promotion and education. The board will periodically measure and report progress toward meeting these goals.

- Teachers will integrate nutrition education into the curriculum as appropriate.
- Nutrition education will promote fruits, vegetables, whole-grain products, low-fat dairy products, healthy food preparation methods, and appropriate portion sizes.
- Nutrition and health posters, signage, and/or displays will be exhibited in the cafeteria food service and dining areas and will be rotated, updated, or changed as new or additional information is available.

- Students will have opportunities to taste foods that are low in saturated and trans fats, sodium, and added sugar.
- School personnel will strive to provide a pleasant eating experience for students and adults by adopting the following practices:
 - Student input is solicited for meal choices.
 - Nutrient analysis is available to teachers, parents, students, and health professionals when possible.
 - Adequate time to eat is provided. The recommended eating time for each child after being served is 15 minutes for breakfast and 20 minutes for lunch. School personnel will schedule enough time, lunch periods, and serving lines so students do not have to spend excessive time waiting in line.
 - Adult supervision and role modeling is available during the meal service times to encourage students to eat meals.
 - Drinking fountains will be available for students to get water at meals and throughout the day.

C. NUTRITION STANDARDS AND GUIDELINES FOR ALL FOOD AND BEVERAGES AVAILABLE AT SCHOOL

Consistent with policy 6200, Goals of School Nutrition Services, all foods available in the system's schools during the school day that are offered to students should help promote student health, reduce childhood obesity, provide a variety of nutritional meals, and promote lifelong healthy eating habits. All foods and beverages sold at school must meet the nutrition standards established in policy 6230, School Meal and Competitive Foods Standards, including the following:

1. School Lunch, Breakfast and Snack Programs

Foods provided through the National School Lunch and School Breakfast, or After School Snack Programs must comply with federal and state nutrition standards. The director of child nutrition shall ensure that school system guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law.

2. Competitive Foods

All foods sold on school campuses in areas that are accessible to students during the school day (defined as the period from midnight through 30 minutes after the dismissal bell rings) in competition with the National School Lunch or School Breakfast Programs ("competitive foods") must comply with the federal Smart

Snacks in School standards. Competitive foods include food, snacks and beverages from a la carte menus, vending machines, and outside suppliers, as well as foods or beverages sold in school stores and at fund-raisers. Vending machine sales also must comply with the requirements of G.S. 115C-264.2 and ~~Eat Smart: North Carolina's Recommended Standards for All Foods Available in Schools.~~

3. Other Foods Available on the School Campus During the School Day and After the School Day

School principals shall establish rules for foods and beverages brought from home for classroom events or parties during the school day or for extracurricular activities after the school day. The board encourages principals to establish rules that are consistent with the Smart Snacks in School standards.

Fundraising activities that involve the sale of foods and/or beverages to students during the school day (from midnight until 30 minutes after the dismissal bell rings) must comply with the Smart Snack Rules and may not be conducted until after the end of the last lunch period. See policy 6230, School Meal and Competitive Foods Standards.

School principals may establish standards for fund-raising activities conducted after the school day (beginning 31 minutes after the dismissal bell rings) that involve the sale of food and/or beverages. The board encourages alternative fundraising activities such as non-food items or physical activity.

4. Food and Beverage Marketing

Food and beverage marketing on school campuses during the school day must meet federal and state standards. In accordance with these standards, only foods and beverages that meet the Smart Snack standards (as described in subsection C.2, above) may be marketed or advertised on school campuses during the school day. To comply with this requirement, existing supplies, materials, or equipment that depict noncompliant products or logos will be replaced or removed in accordance with normal lifecycles or as otherwise would occur in the normal course of business.

D. PHYSICAL EDUCATION AND PHYSICAL ACTIVITY

1. Goals of the Physical Education Program

The goal of the physical education program is to promote lifelong physical activity and provide instruction in the skills and knowledge necessary for lifelong participation in physical activity. To address issues such as obesity, cardiovascular disease, and Type II diabetes, students enrolled in kindergarten through eighth grade must have the opportunity to participate in physical activity as part of the

system's physical education curriculum. The goal for elementary schools is to provide 150 minutes weekly of quality physical education with a certified physical education teacher. The goal for middle schools is to provide 225 minutes weekly of Healthful Living Education, divided equally between health and physical education with certified health and physical education teachers.

2. The Physical Education Course

The physical education course should be designed to foster support and guidance for being physically active, help students know and understand the value of being physically fit, and teach students the types of activities that contribute to total fitness. The course is to be taught in an environment where students can learn, practice, and receive assessment on developmentally appropriate skills and knowledge as defined in the North Carolina Healthful Living Standard Course of Study. Students should be engaged in moderate to vigorous physical activity for fifty percent or more of class time. Class for physical education should be equivalent in size to those of other academic classes.

3. Physical Activity Requirements and Goals

School personnel should strive to provide opportunities for age- and developmentally-appropriate physical activity during the day for all students so that students can learn how to maintain a physically active lifestyle. Schools must provide a minimum of 30 minutes of moderate to vigorous physical activity daily for kindergarten through eighth-grade students. Such activity may be achieved through a regular daily physical education class as described in Sections D.1 and D.2 above, or through recess, dance, classroom energizers and/or other curriculum-based physical activity programs of at least 10 minutes duration, that, when combined, total 30 minutes of daily physical activity. Principals shall work with teachers to ensure that students meet the minimum physical activity requirement. The board will periodically measure and report progress toward meeting these goals.

To ensure that students have ongoing opportunities for physical activity and maintain a positive attitude towards physical activity, structured/unstructured recess and other physical activity may not be taken away from students as a form of punishment. In addition, severe and inappropriate exercise may not be used as a form of punishment for students.

In conjunction with the school health advisory council, the board establishes the following additional specific evidence-based goals and strategies for physical activity:

- K-8 schools and the high school will provide extra-curricular activities that enable students to select from a variety of sports and other active endeavors.

- Teachers will incorporate opportunities for physical activity in the classroom when possible.
- The K-8 schools will provide annual fitness testing for students in grades 3 through 8.

E. OTHER SCHOOL-BASED ACTIVITIES TO PROMOTE WELLNESS

In addition to the standards discussed above, the board adopts the following goals for school-based activities designed to promote wellness:

1. Schools will provide a clean and safe meal environment.
2. Students will be provided adequate time to eat meals.
3. Drinking water will be available at all meal periods and throughout the school day.
4. Professional development will be provided for school system nutrition staff.
5. To the extent possible, the school system will utilize available funding and outside programs to enhance student wellness.
6. Food will not be used in the schools as a reward or punishment.
7. As appropriate, the goals of this wellness policy will be considered in planning all school-based activities.
8. Administrators, teachers, school nutrition personnel, students, parents or guardians, and community members will be encouraged to serve as positive role models to promote student wellness.
9. Teachers are encouraged to serve as role models by being physically active alongside their students during physical classroom activities.
10. Each school will annually hold a health fair to provide information supporting healthy lifestyle choices and practices.

F. IMPLEMENTATION AND REVIEW OF POLICY

1. Oversight and Monitoring of Implementation and Progress

The lead wellness official, in conjunction with the school health advisory council, shall oversee the implementation of this policy and monitor system schools,

programs, and curricula to ensure compliance with and to assess progress under this policy, related policies, and established guidelines or administrative regulations. Each principal shall be responsible for and shall report to the lead wellness official regarding compliance and measurements of progress in his or her school. Staff members responsible for programs related to student wellness also shall report to the lead wellness official regarding the status of such programs.

2. Review of Policy

The lead wellness official shall work with members of the school health advisory council to periodically review and update this policy based on the triennial assessment of the school system's compliance with the policy (see subsection F.4. below), progress toward meeting the policy goals, and other relevant factors. The lead wellness official shall document the review process and participants, and the method used to notify the school health advisory council and/or other stakeholders of their ability to participate.

3. Annual Reporting

The lead wellness official shall prepare annual written reports to the superintendent and NCDPI/State Board of Education that provide all information required by the superintendent and/or the state pertaining to the school system's efforts to comply with this policy and SBE Policy SHLT-000.

4. Triennial Assessment

Beginning with school year 2017-18, and at least once every three years thereafter, the superintendent or designee shall report to the board and public on the system's compliance with laws and policies related to student wellness, the implementation of this policy, and progress toward meeting the goals of the policy. At a minimum, the superintendent or designee shall measure and report the following:

- 1) the extent to which the individual schools are in compliance with this policy;
- 2) the extent to which the board's wellness policy compares to model local school wellness policies and meets state and federal requirements; and
- 3) a description of the progress made in attaining the goals of this policy.

The report may also include the following items:

- 4) a summary of each school's activities undertaken in support of the policy goals;
- 5) an assessment of the school environment regarding student wellness issues;
- 6) an evaluation of the school nutrition services program;
- 7) a review of all foods and beverages sold in schools for compliance with established nutrition guidelines;
- 8) a review of guidelines for foods and beverages available, but not sold, during the school day, as described in subsection c.3, above;
- 9) information provided in the report from the school health advisory council, as described in Section A, above; and
- 10) suggestions for improvement to this policy or other policies or programs.

G. PUBLIC NOTIFICATION

1. The school system will publish contact information for the lead wellness official on the school system website.
2. The lead wellness official shall assist the school health advisory council with annually informing and updating the public about this policy and its implementation and State Board Policy SHLT-000.
3. The superintendent or designee shall make public the results of the triennial assessment described in subsection F.4. of this policy.
4. All information required to be reported under this section and any additional information required by the state to be reported publicly shall be widely disseminated to students, parents, and the community in an accessible and easily understood manner, which may include by posting on the school system website.

H. RECORDKEEPING

The superintendent shall maintain records to document compliance with this policy and all federal and state requirements. These records, at a minimum, must include:

1. a written copy of this policy and any updates;
2. the most recent triennial assessment for each school;

3. documentation demonstrating:
 - a. the efforts to review and update this policy, as described in subsection F.2 of this policy;
 - b. how this policy and information about the most recent triennial assessments have been made available to the public, as described in Section G;
 - c. compliance with the annual reporting requirements of subsection F.3; and
 - d. other efforts to involve the school health advisory council and/or other community members in the implementation of or assessment of compliance with this policy.

Legal References: Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. 1751; Healthy, Hunger-Free Kids Act of 2010, P.L. 111-296; National School Lunch Act, 42 U.S.C. 1751 *et seq.*; 7 C.F.R. 210.11, 210.12, and 210.31; G.S. 115C-264.2, ~~264.3~~; 16 N.C.A.C. 6H .0104; State Board of Education Policies SHLT-000, CHNU-002, ~~*Eat Smart: North Carolina's Recommended Standards for All Foods Available in Schools*~~, N.C. Department of Health and Human Services, N.C. Division of Public Health (2004)

Cross References: Goals of Student Health Services (policy 6100), Goals of School Nutrition Services (policy 6200), School Meal and Competitive Foods Standards (policy 6230)

Adopted: June 8, 2015

Replaces: Board Policy 4.01.80, Wellness Policy

Revised: January 15, 2018; November 13, 2018; January 13, 2020 (Legal references only); July 26, 2021; {DATE}

The Watauga County Board of Education (the “board”) intends to comply fully with all licensure requirements of the Elementary and Secondary Education Act, state law, and State Board of Education policies.

A. LICENSURE AND OTHER QUALIFICATION REQUIREMENTS

1. Except as otherwise permitted by the State Board of Education or state law, a person employed in a professional educator position must hold at all times a valid North Carolina professional educator’s license appropriate to his or her position.
2. To the extent possible, all professional teaching assignments will be in the area of the professional employee’s license except as may be otherwise allowed by state and federal law and State Board policy.
3. The board may employ candidates entering the teaching profession from other fields who hold a residency license or an emergency license.
4. In extenuating circumstances when no other appropriately licensed professionals or persons who are eligible for a residency license are available to fill a position, the board may employ an individual who holds a permit to teach issued by the State Board of Education.

B. EXCEPTIONS TO LICENSURE REQUIREMENTS

1. Adjunct CTE Instructors

An unlicensed individual who meets the adjunct hiring criteria established by the State Board of Education for a specific career and technical education (CTE) career cluster may be employed as an adjunct CTE instructor for up to 20 hours per week or up to five full consecutive months of employment, provided the individual first completes preservice training and meets all other statutory requirements for serving as an adjunct instructor established by G.S. 115C-157.1.

2. Adjunct Instructors in Core Academic Subjects, Fine and Performing Arts, and Foreign Languages

In accordance with G.S. 115C-298.5, an unlicensed faculty member of a higher education institution who meets the adjunct hiring criteria established by the State Board of Education may be employed as a temporary adjunct instructor for specific core academic subjects, fine and performing arts, and foreign language courses in grades kindergarten through twelve provided the individual first completes preservice training and meets all other statutory and State Board of Education requirements.

In addition, an individual with a related bachelor's or graduate degree may be employed as a temporary adjunct instructor to teach high-school level courses in core academic subjects, fine and performing arts, and foreign language in the individual's area of specialized knowledge or work experience provided the individual first completes preservice training required under G.S. 115C-298.5(a1).

3. Interim Principals

A retired former principal or assistant principal may be employed as an interim principal for the remainder of any school year, regardless of licensure status.

4. Cherokee Language and Culture Instructors

An individual approved to teach in accordance with an MOU entered into pursuant to G.S. 115C-270.21 will be authorized to teach Cherokee language and culture classes without a license.

5. Driver Education Instructors

An individual, who is not licensed in driver education, is authorized to work as a driver education instructor if the individual holds Certified Driver Training Instructor status according to minimum standards established by State Board of Education policy DRIV-003.

C. BEGINNING TEACHER SUPPORT PROGRAM

The superintendent or designee shall develop a plan and a comprehensive program for beginning teacher support. The plan must be approved by the board and the Department of Public Instruction and kept on file for review. The plan must be aligned to the State Board of Education's beginning teacher support program standards and, when monitored must demonstrate proficiency. The school system will also participate in implementing a regionally-based annual peer review and support system.

Teachers with fewer than three years of teaching experience will be required to participate in the Beginning Teacher Support Program.

D. LICENSE CONVERSION

Teachers must meet all requirements of the State Board of Education in order to move from an initial professional license or residency license to a continuing professional license or to move from a continuing professional license to a lifetime license. ~~Licensing is a state decision and cannot be appealed at the local level. The superintendent or designee shall ensure that teachers not qualifying for continuing professional licensure are informed of the process for appealing the state decision.~~

E. LICENSE RENEWAL

Licensure renewal is the responsibility of the individual, not of the school system. Any employee who allows a license to expire must have it reinstated prior to the beginning of the next school year. A teacher whose license has expired is subject to dismissal.

The school system may offer courses, workshops, and independent study activities to help school personnel meet license renewal requirements. Any renewal activity offered must be consistent with State Board of Education policy. In addition, the superintendent or designee shall develop a procedure to determine the appropriateness of any credit offered in advance of renewal activities.

Decisions regarding the employment of teachers who fail to meet the required proficiency standard for renewal of a continuing professional license will be made in accordance with G.S. 115C-270.30(b)(4) and applicable State Board of Education requirements. The superintendent or designee shall determine the professional development required of a teacher whose continuing professional license has reverted to an initial professional license and/or has expired due to performance issues. The superintendent or designee may authorize or direct principals to prescribe professional development to such employees in accordance with the employee's demonstrated deficiencies.

Although lifetime license holders do not have to complete continuing education credits to maintain licensure, the superintendent may require them to participate in professional development opportunities as a condition of employment. (See policy 1610/7800, Professional and Staff Development.)

F. PARENTAL NOTIFICATION

At the beginning of each school year, school system officials shall notify the parents or guardians of each student attending a Title I school or participating in a Title I program of their right to request the following information about qualifications of their child's teacher: whether the teacher has met NC qualification and licensing criteria for the grade level(s) and subject area(s) in which the teacher provides instruction; whether the teacher is teaching under emergency or other provisional status through which North Carolina qualification or licensing criteria have been waived; whether the teacher is teaching in the field of discipline of his or her certification; and whether the child is provided services by a paraprofessional, and if so, the paraprofessional's qualifications.

The school system will give notice within 10 school days to the parents of children who have been assigned or, after four consecutive weeks, have been taught by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

G. EQUITABLE DISTRIBUTION OF TEACHERS

The superintendent shall assess whether low-income, minority, learning disabled, and/or

English learners are being taught by inexperienced, ineffective, or out-of-field teachers at higher rates than students who do not fall into these categories and shall develop a plan to address any such disparities. If DPI does not require such a plan of the LEA, the superintendent is not required to develop a plan under this subsection unless he or she determines that one is needed to address inequities within the school system.

Legal References: Elementary and Secondary Education Act, 20 U.S.C. 6301 *et seq.*; 34 C.F.R. 200.55-57, 200.61; G.S. 115C art. 17E; 115C-157.1, -270.15, -270.20, -270.21, -284, -295, -298.5, -325(e)(1)(m) (applicable to career status teachers), -325.4(a)(12) (applicable to non-career status teachers), -333, -333.1; State Board of Education Policies CTED-004, DRIV-003, DRIV-004, EVAL-004, EVAL-023, EVAL-034, LICN-001, LICN-005, LICN-021, LICN-022, TCED-016; *Beginning Teacher Support Program Handbook* (NCDPI), available at <https://sites.google.com/dpi.nc.gov/nceref/bt-support-program-resources>

Cross References: Professional and Staff Development (policy ~~1610~~/7800)

Adopted: February 9, 2015

Revised: September 11, 2017; May 21, 2018; March 11, 2019; September 9, 2019; May 11, 2020; February 8, 2021 and July 26, 2021 (Legal references only); December 13, 2021; {DATE}

Replaces: Policy 3.02.40, Qualifications of Certified Personnel

EDUCATION FOR PREGNANT AND PARENTING STUDENTS AND EMPLOYEES

Policy Code: 4023/7233

A. STUDENTS

The Watauga County Board of Education (the “board”) will provide all pregnant and parenting students with the same educational instruction as other students or its equivalent. Pregnant and parenting students will not be discriminated against or excluded from school or from any program, class, or extracurricular activity because they are pregnant or parenting students. School administrators shall provide assistance and support to encourage pregnant and parenting students to remain enrolled in school and graduate.

In accordance with state law, school system officials shall use, as needed, supplemental funds from the At-Risk Student Services allotment to support programs for pregnant and parenting students. Students who are pregnant or parenting will be given excused absences from school for pregnancy and related conditions for the length of time the students’ physicians find medically necessary; and for These absences include those due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent. Homework and make-up work will be made available to pregnant and parenting students to ensure that they have the opportunity to keep current with assignments and avoid losing course credit because of their absence from school, and, to the extent necessary, a homebound teacher will be assigned.

B. EMPLOYEES

The board prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions. (See also policy 7232, Discrimination and Harassment in the Workplace.) Pregnant and nursing employees will be provided accommodations as required by law.

1. Reasonable Accommodations for Pregnancy-Related Limitations

In accordance with the Pregnant Workers Fairness Act, qualifying applicants and employees with known limitations related to pregnancy, childbirth, or related medical conditions will be provided reasonable accommodations, unless the accommodation demonstrably would impose an undue hardship on the operation of the school system. No adverse action will be taken against an applicant or employee for requesting or using a reasonable accommodation.

The superintendent shall ensure that appropriate procedures are in place to implement this requirement.

2. Break Time to Express Milk

For one year after the birth of an employee's child, the employee will be provided reasonable break times to express breast milk for the child each time the employee has need to express milk. The principal at each school and the site supervisor at other school system buildings and facilities will designate a place, other than a bathroom, that the employee may use to express milk. Any designated place must be functional as a space for expressing milk, shielded from view, and free from intrusion from others.

Legal References: Consolidated Appropriations Act, P.L. 117-328, div. II - Pregnant Workers Fairness Act; Fair Labor Standards Act, as amended, 29 U.S.C. 201, et seq.; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e et seq., 29 C.F.R. pt. 1604; Title IX of the Education Amendments Act of 1972, 20 U.S.C. 1681 et seq., 34 C.F.R. pt. 106; G.S. 115C-375.5

Cross References: Title IX Nondiscrimination on the Basis of Sex (policy 1720/4030/7235), Equal Educational Opportunities (policy 4001), Attendance (policy 4400), Discrimination and Harassment in the Workplace (policy 7232)

Adopted: July 14, 2014, replaces policy 5.05.55

Revised: January 11, 2021 (Legal references only); {DATE}

All students are expected to demonstrate integrity, civility, responsibility and self-control. This expectation is directly related to the Watauga County Board of Education's (the "board") educational objectives for students to learn to be responsible for and accept the consequences of their behavior and for students to respect cultural diversity and ideological differences. Integrity, civility, responsibility, and self-control ~~also are~~ are also critical for establishing and maintaining a safe, orderly and inviting environment.

A. PROHIBITED BEHAVIOR

In addition to any standards or rules established by the schools, the following behaviors are in violation of the standards of integrity and civility and are specifically prohibited:

1. cheating, including the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work;
2. plagiarizing, including copying the language, structure, idea, and/or thought of another person or of a work produced by artificial intelligence and representing it as one's own original work;
3. violating copyright laws, including the unauthorized reproduction, duplication, and/or use of printed or electronic work, computer software, or other copyrighted material;
4. cursing or using vulgar, abusive, or demeaning language toward another person; and
5. playing abusive or dangerous tricks or otherwise subjecting a student or an employee to personal indignity.

B. CONSEQUENCES

The disciplinary consequences for violations of this policy shall be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

Legal References: 17 U.S.C. 101, 102, 106, 107, 110, 117; G.S. 115C-47, -288, -307, -390.2

Cross References: Goals and Objectives of the Educational Program (policy 3000), Copyright Compliance (policy 3230/7330), Student Behavior Policies (policy 4300)

Adopted: October 13, 2014

Revised: {DATE}

The Watauga County Board of Education recognizes the benefits of using an automated notification system. ~~Automatic telephone dialing systems ("autodialers") and short message service text messages ("text messages") can be used to communicate valuable information to students, parents, and the community regarding emergencies and other school-related matters. The superintendent and his or her designees are authorized to use system-wide and school-wide autodialers and text messages~~ an automated notification system to send pre-recorded telephone voice messages and/or text messages to members of the school community in accordance with applicable law and this policy.

A. ~~DEFINITIONS AND TERMS~~ APPLICABILITY OF POLICY

This policy applies to the use of an automated notification system by school system employees to deliver a text or an artificial or pre-recorded voice message to a set of pre-programmed telephone numbers. For purposes of this policy, an automated notification system is any automated telephone dialing and/or text messaging system or service. The term "calls" in this policy includes both telephone calls and text messages.

- ~~1. As used in this policy, "call(s)" and "autodialed call(s)" means a pre-recorded telephone message or a text message, when either is made using an automatic telephone dialing system.~~
- ~~2. "Automatic telephone dialing system" or "autodialer" means equipment which has (i) the capacity to store and produce telephone numbers to be called using a random or sequential number generator or a fixed set of numbers; and (ii) the capacity to dial such numbers.~~

B. ~~AUTHORIZED USES OF THE AUTODIALED~~ AUTOMATED NOTIFICATION SYSTEM ~~CALLS~~

School system employees officials may use an make autodialed automated notification system to make calls for emergency or informational purposes, as follows: Any such call that uses an artificial or pre-recorded voice must state the name and phone number of the school system and/or the specific school that initiated the call.

1. Emergency Calls:
 - a. An automated notification system ~~School officials may be used to call~~ parents, guardians, or school personnel when the call is incident to a bona fide emergency potentially affecting the health and safety of students and/or school personnel, such as weather closures, fire, health risks, threats, and unexcused absences;

- b. An automated notification system~~School officials~~ may be used to call other members of the school community to make emergency public safety announcements when the announcements are relevant to the called party.

2. Informational Calls

Subject to the consent requirements set forth in Section D of this policy, an automated notification system~~School officials~~ may be used to call parents, guardians, or school personnel for~~make non-emergency purposes~~calls when the calls are~~is~~ closely related to the school's educational mission, such as to provide notification of official system-wide or school-specific events or activities (e.g., parent-teacher conferences, surveys on school-related issues, immunization reminders).

When permitted by law, school officials may use the automated notification system to satisfy parental notification requirements described in policy 4002, Parental Involvement. School officials shall use means other than the automated notification system to deliver the required notices to parents who have not given consent to receive non-emergency calls or who have revoked prior consent.

C. PROHIBITED USES OF THE AUTOMATED NOTIFICATION SYSTEM

1. ~~Autodialed calls~~An automated notification system may not be used for commercial advertisement or marketing, political campaigning or promotion, ~~or~~ Before making automated calls for any other non-emergency purpose that is not closely related to the mission of the school or school system, school system employees shall obtain~~without~~ the express ~~prior~~ consent of the recipient to receive calls of that nature.
2. ~~Autodialed~~An automated notification system~~calls~~ may not be used to make calls~~made~~ for any non-emergency purpose to an individual who has notified the school that he or she does not wish to receive such calls.

D. CONSENT AND REVOCATION OF CONSENT

1. Before using an automated notification system to make~~making~~ any non-emergency ~~autodialed call~~, school ~~system employees~~personnel must have consent from the recipient to receive such calls. Consent will be deemed to have been provided in certain situations, as described in the next paragraph. Consent is not required for emergency calls.
2. By providing a wireless telephone contact number to the school system, parents, guardians, and students~~school personnel~~ are deemed to consent to receive non-

emergency calls at that number for purposes that are closely related to the school's educational mission and consistent with this policy, such as to provide notification of official system-wide or school-specific events or activities.

3. ~~Parents, guardians, and school personnel~~ Individuals may revoke prior consent to receive non-emergency calls at any time. School officials shall honor revocation requests promptly.

E. MAINTAINING CONTACT INFORMATION

To minimize the risk of calling unintended recipients, the superintendent shall require principals and supervisors to update telephone contact information ~~for parents, guardians, and employees~~ on a regular basis. Parents and guardians are encouraged to provide accurate contact information during registration and to keep their child's school informed of updated information when it changes.

F. REQUESTS FOR REMOVAL FROM CALLING LISTS

~~All automated calls~~ made using an automated notification system must include an automated voice-interactive or key-press activated opt-out method for the recipient to opt out of future non-emergency calls.

Legal References: 47 U.S.C. 227, 503; 47 C.F.R. 64.1200; In re: Rules and Regulations Implementing the Telephone Consumer Protection Act of 1991 Order on Reconsideration and Declaratory Ruling, CG Docket No. 02-278, FCC 22-100 (December 27, 2022), available at <https://docs.fcc.gov/public/attachments/FCC-22-100A1.pdf>; In re: Rules and Regulations Implementing the Telephone Consumer Protection Act of 1991 Declaratory Ruling, CG Docket No. 02-278, FCC 16-88 (Aug. 4, 2016), available at https://apps.fcc.gov/edocs_public/attachmatch/FCC-16-88A1.pdf; In re: Rules and Regulations Implementing the Telephone Consumer Protection Act of 1991 Declaratory Rule and Order, CG Docket No. 02-278, WC Docket No. 07-135, FCC 15-72 (July 10, 2015), available at https://apps.fcc.gov/edocs_public/attachmatch/FCC-15-72A1.pdf

Cross References: Parental Involvement (policy 4002), School Safety (policy 1510/4200/7270), Schools and the Community (policy 5000), Emergency Closings (policy 5050)

Adopted: December 11, 2017

Replaces: Board policy 5245, Use of Automated Messaging

Revised: {DATE}

The Watauga County Board of Education (the “board”) recognizes that an effective staff is critical to the smooth operation of the school system and to creating a learning environment in which students can succeed. The board further believes that students will not excel in performance unless those who most directly affect students, including school administrators, teachers, and other licensed professionals, excel in their performance. It is the intent of the board to employ only those licensed employees who continuously exhibit a pattern of behavior that exemplifies excellent performance.

The board places a high priority on securing the most competent personnel available and, once they are employed, in assisting them in their professional growth and development throughout their careers. An effective evaluation program that clearly describes an employee’s performance is a critical aspect of professional growth and assistance. Further, performance evaluation data is an important factor for consideration in decisions regarding continued employment. The superintendent must be able to substantiate any recommendation for continued employment with evaluation data, among other factors.

The superintendent is directed to develop and implement an effective evaluation system for licensed personnel that is consistent with State Board of Education policies. School administrators who are responsible for conducting evaluations shall comply with all state requirements with regard to the type and frequency of evaluation, including as applicable, the processes for evaluating licensed employees in schools designated as low performing. The principal, or an assistant principal in the limited circumstances authorized by law, shall evaluate teachers and may incorporate any guidelines or strategies developed by the State Board to assist in the evaluations. The principal shall provide teachers’ access to EVAAS data as required by law and shall notify teachers at least annually when the data is updated to reflect teacher performance from the previous school year. The superintendent or designee shall evaluate principals and assistant principals.

All licensed personnel must be evaluated at least annually using state-approved evaluation instruments in conformance with the processes established by the State Board in the North Carolina Educator Evaluation System for that class of personnel. Teachers with fewer than three consecutive years of experience will be evaluated annually in accordance with state law and the comprehensive evaluation cycle established in State Board Policy EVAL-004. For teachers with three or more years of experience, the abbreviated evaluation process established in State Board Policy EVAL-004 satisfies the annual evaluation requirement; however, a teacher receiving an abbreviated evaluation may request that the evaluator conduct a formal observation. In addition, in any given year, the principal may elect to use the comprehensive or standard evaluation processes set forth in State Board Policy EVAL-004 or require additional formal or informal observations to evaluate a teacher with three or more years of experience. The principal also may supplement the State Board evaluation processes for other categories of licensed personnel by requiring additional observations or other evaluation measures. The annual evaluation of principals and assistant principals must include a mid-year review.

The evaluation system must incorporate the following directives.

1. Evaluators must clearly identify exemplary performance as well as deficiencies in performance.
2. Evaluators are encouraged to use supplementary means of assessing and documenting performance in addition to the state performance standards, assessment rubrics, and evaluation instruments, including, but not limited to, additional formal observations, informal observations, conferences, reviews of lesson plans and grade books, interactions with the employee, plans of growth or improvement, and any other accurate indicators of performance.
3. Student performance and growth data will be considered as a part of the evaluation of licensed personnel, as provided in the assessment rubric for the class of employees under evaluation. For teachers, such data shall include student performance as measured by the statewide growth model for educator effectiveness or as otherwise authorized by the State Board of Education and approved by the local board.
4. Peer observations of teachers with fewer than three consecutive years of experience must be conducted as required by law using the evaluation instrument and process established by the State Board and must be considered by the school administrator in evaluating teacher performance.
5. Supervisors and principals should facilitate open communication with employees about performance expectations.
6. An employee who is unclear about how performance is being assessed or who desires additional evaluation opportunities should address these issues with his or her immediate supervisor.
7. Evaluators will be held accountable for following the evaluation system and all applicable state guidelines on the evaluation of employees.
8. Evaluation data will be submitted to the central office personnel file in accordance with state law and policy 7820, Personnel Files.
9. Evaluation data ~~will~~ may be used in making employment decisions, including decisions related to contract renewal (see policy 7410, Teacher Contracts, policy 7425, School Administrator Contracts, and policy 7950, Non-Career Status Teachers: Nonrenewal).
Evaluation data also may be used in making other employment decisions, including those related to reassignments or transfers (see policy 7440, Assignments/Reassignments/Transfers), professional and staff development (see policy 7800, Professional and Staff Development), suspension, demotion, or dismissal (see policy 7930, Professional Employees: Demotion and Dismissal), and reduction in force (see policy 7920, Reduction in Force: Teachers and School Administrators). Employment decisions may be made by the board and administrators for reasons that were not addressed through ~~regardless of whether evaluators have followed the evaluation system,~~ so long as there is a legally sufficient basis for the decisions.

10. The superintendent and all evaluators are encouraged to develop ways to recognize distinguished performance and to capitalize on the abilities of such exemplary employees in helping other employees. The superintendent and evaluators are encouraged to involve employees in developing these processes.

The superintendent shall develop any other necessary procedures and shall provide training, as necessary, to carry out the board's directives and to meet state requirements.

Legal References: G.S. 115C-47(18), -286.1, -325, -333, -333.1 -333.2; State Board of Education Policies EVAL-004 through -006, EVAL-022, EVAL-025 through-031

Cross References: Professional and Staff Development (policy 7800), Teacher Contracts (policy 7410), School Administrator Contracts (policy 7425), Assignments/Reassignments/Transfers (policy 7440), Plans for Growth and Improvement of Licensed Employees (policy 7811), Personnel Files (policy 7820), Reduction in Force: Teachers and School Administrators (policy 7920), Professional Employees: Demotion and Dismissal (policy 7930), Non-Career Status Teachers: Nonrenewal (policy 7950)

Adopted: February 8, 2016

Revised: June 13, 2016; August 14, 2017; April 9, 2018; September 12, 2022; {DATE}

Replaces: Policy 3.05.20, Evaluation of Licensed Employees

EVALUATION OF NON-LICENSED EMPLOYEES

Policy Code:

7815

The Watauga County Board of Education (the "board") attaches a high priority to securing the most competent personnel available and, once they are employed, in assisting them in their growth and development throughout their careers. Regular evaluation of non-licensed employees is encouraged. Evaluations of non-licensed employees' performance must conform to the following board directives apply to the evaluation of non-licensed employees.

1. Exemplary performance as well as deficiencies in performance should be clearly identified.
2. Supervisors and principals should facilitate open communication with employees about performance expectations.
3. An employee who is unclear about how performance is being assessed or desires additional evaluation opportunities should address these issues with his or her immediate supervisor.
4. Evaluation data will be submitted to the central office personnel file in accordance with state law and policy 7820, Personnel Files.
5. Evaluation data may be used in making employment decisions, including decisions related to promotions, reassignments, or transfers (see policy 7440, Assignments/Reassignments/Transfers), suspensions or dismissals (see policy 7940, Classified Personnel: Suspension and Dismissal), and reductions in force (see policy 7921, Classified Personnel Reduction); however, employment decisions do not require the consideration of evaluation data and may be made by the board and administrators on any basis that is not discriminatory or otherwise unlawful regardless of whether evaluators have followed the evaluation system, so long as there is a legally sufficient basis for the decisions.
6. The superintendent and all evaluators are encouraged to develop ways to recognize exemplary employees and to capitalize on the abilities of exemplary employees in helping other employees.

The superintendent shall develop any other necessary procedures and shall provide training, as necessary, to carry out these board directives. Each supervisor and/or principal shall annually complete a written evaluation on all non-licensed/classified employees under his/her supervision. The evaluation shall be used to increase job proficiency and also to determine continuing employment status. All evaluations shall be made using the prescribed process and documentation for each category of classified employee. Supervisors and/or principals may use other forms of evaluation and documentation in addition to the annual evaluation, including informal observations and conferences.

Legal References: G.S. 115C-47(18), -333.1

Cross References: Assignments/Reassignments/Transfers (policy 7440), Personnel Files (policy 7820), Classified Personnel Reduction (policy 7921), Classified Personnel: Suspension and Dismissal (policy 7940)

Adopted: January 11, 2016; September 12, 2022; {DATE}

Replaces: Policy 3.05.30, Evaluation of Non-Licensed and Classified Employees