



WATAUGA BOARD OF EDUCATION

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

WATAUGA COUNTY BOARD OF EDUCATION MEETING

AGENDA

September 13, 2021

5:30 P.M.

- | | | | |
|------|-----|---|--|
| 5:30 | 1. | CALL TO ORDER | Board Chair |
| 5:32 | 2. | CLOSED SESSION | |
| | | A. Approval of Minutes | |
| | | B. 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) | |
| 5:00 | 3. | OPEN SESSION CALL TO ORDER/WELCOME/MOMENT OF SILENCE | Board Chair |
| 6:05 | 4. | DISCUSSION AND ADJUSTMENT OF AGENDA | Board Chair |
| 6:08 | 5. | SUPERINTENDENT’S REPORT | Dr. Scott Elliott |
| 6:13 | 6. | STUDENTS’ REPORT | Ms. Isabella Sibaja
Ms. Mia Shanely |
| 6:18 | 7. | PUBLIC RECOGNITION | |
| | | A. Presentation to Watauga County Schools | Mr. Matt Snyder
Dr. Michael Behrent |
| 6:23 | 8. | COVID UPDATE | Dr. Scott Elliott |
| 6:38 | 9. | CONSENT AGENDA | |
| | | A. Approval of the Minutes for 8/9/2021 | Dr. Scott Elliott |
| | | B. Field Trip Requests | |
| | | C. Declaration of Surplus | |
| | | D. Policy regarding the use of face coverings by employees and students | |
| | | E. Personnel Report | |
| 6:53 | 10. | UPDATE ON VALLE CRUCIS SCHOOL PLANNING | Dr. Scott Elliott |
| 7:03 | 11. | WATAUGA VIRTUAL ACADEMY | Ms. Tamara Stamey |

----BREAK----

7:25 12. POLICIES: SUBSTANTIVE FOR SECOND READ

Dr. Wayne Eberle

3610 Counseling Program
4125 Homeless Students
4400 Attendance
6120 Student Health Services
6125 Administering Medicines to Students
7800 Professional and Staff Development

7:20 13. PUBLIC COMMENT

Board Chair

7:30 14. BOARD OPERATIONS

Board Chair

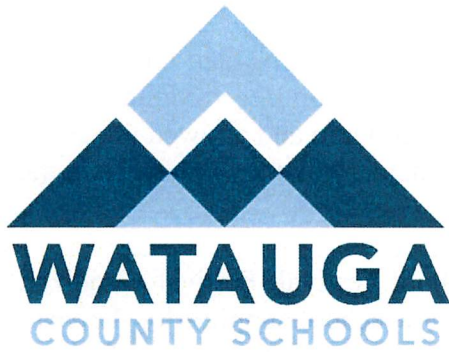
7:40 15. BOARD COMMENTS

Board Chair

7:50 16. ADJOURNMENT

Board Chair

17. MISCELLANEOUS INFORMATION



WATAUGA COUNTY BOARD OF EDUCATION

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

MINUTES OF THE BOARD OF EDUCATION MEETING

DATE: August 9, 2021

TIME: 5:30 PM

PLACE: Margaret E. Gragg Educational Center

PRESENT: Gary Childers, Jay Fenwick, Marshall Ashcraft, Steve Combs, Jason Cornett, Dr. Scott Elliott, Superintendent, Dr. Stephen Martin, Assistant Superintendent, Mr. John Henning, Board Attorney

CALL TO ORDER

Dr. Gary Childers, Board Chair, called the meeting to order at 5:30 PM. He asked for a motion to go into closed session. Marshall Ashcraft moved to enter closed session and Jason Cornett seconded the motion. The vote to approve was unanimous.

A motion was made at 6:07 by Steve Combs and seconded Jason Cornett to reenter open session. The vote to enter open session was unanimous.

WELCOME/MOMENT OF SILENCE

Dr. Childers welcomed those attending the meeting. He began with a request to observe a moment of silence.

DISCUSSION AND ADJUSTMENT OF AGENDA

Dr. Elliott asked to move the COVID update item 9 to number 7 and noted an addendum to the Personnel report. Jason Cornett moved to approve the change and Marshall Ashcraft seconded. The vote to approve was unanimous.

SUPERINTENDENTS REPORT

Dr. Elliott welcomed Dr. Childers and the board members. He welcomed Attorney, John Henning, Commissioner John Welch, Ms. Jennifer Greene of AppHealthCare, School Nurse Shelly Klutz, and School Resource Officer Seth Morrison in addition to the staff members, parents and guests.

He thanked the district leadership team, consisting of principals, assistant principals, and directors, for an excellent day during the annual summer leadership retreat the previous week. He noted their discussion of recent research on organizational resilience and reflections on experiences during the previous school year. In keeping with the theme Strong Together, the day was ended by compiling 100 gift bags of treats, drinks, and thank you cards for the Blowing Rock Police department, Boone Police department, and Watauga County Sheriff's Office.

Dr. Elliott commended director of transportation, Jeff Lyons, and bus mechanic, Nathan Jernigan, for coming to the aid of a fellow school system whose Activity bus was disabled on Beech Mountain. On what was to be the last Friday off for the summer, they repaired the fuel pump and allowed the group to arrive safely at their destination. He read an excerpt from a complimentary thank you note from the team sponsor.

Dr. Elliott thanked all who participated in the two-day Back 2 School Festival. Festival organizer, Kendra Sink reported that 1,366 children were able to get all their new school supplies for the year. He thanked Nurse Shelly and community partners for coordinating a vaccine clinic at the festival, which provided vaccines to 56 people, the highest number in recent clinic events. He thanked Dr. Fenwick for sharing a West Virginia grant providing \$10,000 to support the Festival.

CONSENT AGENDA

The Consent Agenda was presented as follows:

- A. Approval of Minutes July 29, 2021
- B. Policies: Technical Changes
 - 1500 Board Policies
 - 3620 Extracurricular Activities and Student Organizations
 - 4200/7270 School Safety
 - 4240/7312 Child Abuse and Related Threats to Child Safety
 - 5000 Schools and the Community
- C. Personnel Report and Addendum

Jason Cornett moved to approve the consent agenda items A through C. Marshall Ashcraft seconded the motion. Following discussion, the vote to approve was unanimous.

Dr. Elliott noted that included the Consent Agenda, Human Resources had filled 76 positions from about 650 applicants that summer.

COVID UPDATE

Dr. Elliott shared several documents, which included the School Attorney's "Advisor", and AppHealthCare weekly situation report. He stated that vaccination rates were increasing, particularly among school age children. Watauga County was rated second in the state for vaccinated school age children. He shared that there had been a few clusters, and a large number of people in quarantine. Five active cases had resulted in 35 others in quarantine. He said that the news was not as encouraging as it had been two weeks ago. He noted that statewide, cases of school age youth now represented 20% of all cases, whereas in the fall of 2020 they represented 10%. He shared that the day after the July 29th meeting, the CDC and DHHS recommended masking for vaccinated individuals and all students inside schools. He shared that this year, fewer mitigation recommendations were in the DHHS toolkit. Precautions which would continue were: sanitizing, cleaning and disinfecting, purchase of additional tables at the high school to allow more distancing. He felt that good plans and protocols were in place, and emphasized the priority to have students in school and not in remote learning. He stated that previous car-rider screening had not identified student illness, and that parents worked hard to screen and monitor kids. Sports guidelines were issued by the high school athletic association. Operational decisions were left to Boards. Campbell Shatley had prepared a guide with options for the Board to discuss. He shared that there was a pilot-program which would provide random screening for students and staff as a part of the layered mitigation strategy. He noted indications that the delta variant moved through populations more quickly.

Dr. Childers reiterated the two motions, which were approved at the July 29th meeting, and that part of that decision was to revisit any change in the community COVID trends. Following Dr. Elliott's presentation and discussion, Steve Combs stated, "Due to the growing rate of transmission and the increased contagiousness of the Delta variant, including recent examples of cases and quarantines among school aged children here in our community, and to minimize transmission of the virus and unnecessary quarantines of students and staff..

I move that we require indoor masking for all teachers, staff, students, volunteers, and visitors when inside any school-owned facilities and vehicles, regardless of vaccination status. Exceptions would be made for employees who are in their offices, classrooms, or school owned vehicles while alone or only with members of their own households. Face coverings will be strongly encouraged but optional for middle and high school athletes during practice and competition, and reserve the right to direct staff to further restrict this flexibility for athletics if conditions warrant." The motion would be effective on Tuesday, August 10th, and would be reviewed when the board deemed that community conditions warrant a change. The motion was seconded by Jason Cornett. Mr. Ashcraft stressed that this is a public health issue and this decision, which he supports, would help to protect the health of the public at large. Mr. Combs explained his change of opinion from two weeks prior was due to changing conditions in the community. Dr. Fenwick stated his appreciation for Mr. Ashcraft's comments and his support of the motion. Mr. Cornett acknowledged the weight of restriction of choice, but feels that this is an appropriate decision at this time. Dr. Childers echoed his appreciation for the motion and the Board's appreciation for all of the recommendations due to conditions in Watauga County at that time. He stressed that the decisions of the Board are made prioritizing the best interest of the children and the community. The vote to approve the motion was unanimous. Dr. Childers invited anyone who chose to speak to remain for public comment later in the meeting.

STRATEGIC PLAN UPDATE

The vision statement emphasizes the goal that Watauga County Schools is the best place to learn and work in North Carolina. The goals provide opportunities for students to be prepared to succeed and be successful in life after graduation. The science of reading will be stressed. Beginning as freshmen, opportunities exist to earn college credits during high school as dually-enrolled students. Updating curriculum and courses of study provide well-trained students for needed employment positions. Standardized testing is de-emphasized. Creative and flexible learning and career and technical education is stressed. GEARUP focuses on preparedness for, and opportunities after, graduation. High quality staff have provided excellent teachers for our students. Federal stimulus money has supported additional Teacher Assistants who increase student learning opportunities. Funding for a new Valle Crucis School is a facility goal. Funding for Day Treatment for students who need mental health intervention and for elementary and middle school students has been obtained, including the ASC Center at the high school level and a pilot program for middle school. Funding has supplied 10 nurses, including a roving nurse to help support contact tracing, and other health support in all schools. Dr. Elliott emphasized the temporary nature of the Federal COVID funds, but were valuable during the time of great need.

VALLE CRUCIS PROJECT UPDATE

Dr. Elliott showed some color palettes and images, which showed ideas for material, textures and colors. There were photos of outdoor spaces and gardens, which emphasized a light and healthy, modern and functional design in harmony with the community. Drawings showed queuing for parking and traffic flow as well as mitigation of school traffic on public roads. Other items discussed were additional space for pre-K and green space closer to the school building, incorporating play space. The gym would be a middle school size gym. The cafeteria space would be on the northern side of the building with outdoor seating and gardens. Planning for band room, support-staff offices, and nurses facilities were being considered. They were exploring a second curb-cut for service and emergency vehicles. Future items considered would be mechanicals, fire suppression systems, massing of areas, roof types, and height. The school would be 75-76,000 square feet, similar to the size of Cove Creek School. Mr. Ashcraft asked for consideration for storm water and permeable surfaces. Dr. Elliott noted mindfulness of water run-off. All elements should work together to create a space to enhance learning and provide a good fit into the community.

The Board took a break to receive questions from individuals and provide answers at 7:28PM and reconvened at 7:40 PM.

POLICIES: SUBSTANTIVE FOR FIRST READ

3610 Counseling Program
 4125 Homeless Students
 4400 Attendance
 6120 Student Health Services
 6125 Administering Medicines to Students
 7800 Professional and Staff Development

Dr. Eberle presented the above listed policies, which were discussed and would be presented for second read at the September meeting.

PUBLIC COMMENT

Thirteen citizens registered for public comment at the August 2021 meeting, and four removed their names following the COVID update during the meeting. They were:

Mira Rai Waits – Thanked the Board for revisiting the decision to have optional masks, and was relieved. She believed it would minimize quarantines and protect in-person learning. She thanked the Board for their thoughtfulness and care.

Emily Sheffield - left prior to comment

Emily Smith – She would have liked the previous decision to have been maintained. Her research indicated staph infections due to masks, difficulties for children with speech impediments, inability to see facial expressions, and learning difficulty due to hearing reduction.

Laura England – left prior to comment

Annie Woodford – Thanked the Board for following science, for their service, and their compassion for children. She feels lucky to be in Watauga County, and for the care of the Board's running of the school system.

Rebecca Whitter – left prior to comment

Sarah Donovan – Expressed gratitude to the Board for supporting the recommendations by CDC, and AAP

Susan Lappan – left prior to comment

Sarah Bauler – Thanked the Board. She teaches global perspectives. She equated vaccines to seatbelts, and masks to airbags as safety strategies.

BOARD OPERATIONS

There were no statements for Board Operations at the August meeting.

BOARD COMMENTS

Marshall Ashcraft wanted to see if there was a way to, as a Board, promote advocacy for certain programs. Mr. Henning stated the School Board Association lobbies on behalf of certain educational initiatives and advocacy. Dr. Childers spoke about some programs such as broadband expansion and Elevate Watauga, for Birth to 3-year-old advocacy. Dr. Fenwick inquired about community action committees. Dr. Elliott said the Board's ability to make resolutions in support of initiatives often affected change and legislation. Dr. Elliott and Mr. Henning cautioned that the Board's interest should be to support the schools but not support politically motivated activities. Dr. Elliott spoke about positive change that had come about in legislation due to the county commission's advocacy. These topics should directly benefit students and schools.

ADJOURNMENT

Steve Combs moved to adjourn, which was seconded by Jay Fenwick. The Board unanimously approved the motion at 8:24 PM.

Dr. Gary L. Childers, Board 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) Danielle Gainey School: Mabel

Cell phone number: (828) 434-5221 Grade(s): 5/6 Number of students: 33

Departure date: April ~~2022~~ 26, 2022 Return date: April ~~2022~~ 28, 2022

Departure time: 5:00 am Return time: 8:00 pm

Educational purpose:

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

Space Camp, Huntsville, AL; Possible stops for food and bathroom

Purpose of trip and how it relates to the curriculum: Students get the opportunity to travel out of state and experience fun activities related to the 6th grade science curriculum (6.E.1).

Supervision and Safety:

Names of all school staff chaperones: Danielle Gainey / Madison Parrish

Names of all non-school chaperones: Parents of 5th/6th graders

All chaperones have a background check completed: Yes

Sponsoring teacher initials: DD

Are all site(s) accessible to students with disabilities? X yes ___ no How will students with disabilities be accommodated for site access and transportation? the bus will have access along with the site

Sponsoring Teacher Initials DD (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) TBD

(If applicable, bus request form must be attached)

Driver/s: TBD Round trip mileage: 762 # of buses needed: _____

Total cost per student \$ TBD Source of funds: fundraising / student payment

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

Approval/Signatures:

Sponsoring teacher signature: Danielle Gairney Date: 8 / 24 / 21

Principal approval: Ellen Hansen Date: 8 / 26 / 21

Required signatures if applicable:

Transportation Director approval: _____ Date: ____ / ____ / ____

Superintendent approval: _____ Date: ____ / ____ / ____

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) Lauren Harkey, Annie Johnson, Jeanie Hicks School: Mabel
Cell phone number: 828-964-5238 Grade(s): K, 1st, 4th Number of students: 50
Departure time/date: 9/30/21 7:00 am Return time/date: 9/30/21 6:00 pm

Educational purpose:

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

NC Zoo Asheville, NC

Purpose of trip and how it relates to the curriculum: Study about animal habitats
and adaptations for animals located in
other areas.

Supervision and Safety:

Names of all school staff chaperones: Lauren Harkey, Judy Carmichael,
Annie Johnson, Morgan Rothrock, Jeanie Hicks, Kindra
Chambers (ST)

Names of all non-school chaperones: TBD

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

Sponsoring Teacher Initials NYP (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) STI

(If applicable, bus request form must be attached)

Driver/s: _____ Round trip mileage: _____ # of buses needed: _____

Total cost per student \$ _____ Source of funds: _____

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

Approval/Signatures:

Sponsoring teacher signature: Janie Hicks Date: 8 / 25 / 21

Principal approval: Elin Reuben Date: 8 / 26 / 21

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 8 / 1 / 21

Superintendent approval: _____ Date: _____ / _____ / _____

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) Olivia Tarnowski School: WHS

Cell phone number: 828-903-0178 Grade(s): 9-12 Number of students: 20

Departure time/date: Feb. 1, 2022 afternoon Return time/date: Feb. 5, 2022 morning

Educational purpose:

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

Orlando, FL: Universal Studios & Walt Disney World
Conference Venue: Universal's Cabana Bay Beach Resort

Purpose of trip and how it relates to the curriculum: The DECA Sports and Entertainment Marketing Conference provides students with the opportunity to learn from conference speakers that are dynamic professionals who experience the industry on a daily basis. Florida sports executives along with Universal Studios marketing executives share their career paths, tips for success, and behind the scenes information. The conference reinforces concepts taught in the marketing classes offered at WHS and helps students prepare for DECA competitions.

Supervision and Safety:

Names of all school staff chaperones: Olivia Tarnowski - the other chaperone is to be determined based on availability

Names of all non-school chaperones: N/A

All chaperones have a background check completed:

Sponsoring teacher initials: OT

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

accommodated for site access and transportation? All locations are accessible for students with disabilities.

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) plane (personal transportation to and from the airport)

Name of charter bus company (if checked above) _____

(If applicable, bus request form must be attached)

Driver/s: _____ Round trip mileage: _____ # of buses needed: _____

Total cost per student \$ 800 - \$1000 Source of funds: personal

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

Approval/Signatures:

Sponsoring teacher signature: [Signature] Date: 8 / 13 / 21

Principal approval: [Signature] Date: 8 / 18 / 21

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 9 / 1 / 21

Superintendent approval: _____ Date: _____ / _____ / _____

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) Olivia Tarnowski School: WHS

Cell phone number: 928-903-0178 Grade(s): 9-12 Number of students: approx. 80

Departure time/date: Feb. 23, 2022 evening Return time/date: Feb. 26, 2022 evening

Educational purpose:

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

Greensboro, NC : Koury Convention Center

Purpose of trip and how it relates to the curriculum: The North Carolina Career Development Conference is NC DECA's state competition. WHS DECA students will compete against other DECA students from across the state in a wide variety of competitive events. To attend this competition, students must have attended our District Competition and must meet other criteria outlined in our WHS DECA Bylaws.

Supervision and Safety:

Names of all school staff chaperones: Olivia Tarnowski - other chaperones are to be determined based on amount needed and availability

Names of all non-school chaperones: _____

All chaperones have a background check completed:

Sponsoring teacher initials: OT

Are all site(s) accessible to students with disabilities? ☒ yes ☐ no How will students with disabilities be accommodated for site access and transportation? All locations are accessible for students with disabilities.

Sponsoring Teacher Initials N/A (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: TBD Round trip mileage: 116.6 # of buses needed: 2-3
Total cost per student \$ 200 - \$250 Source of funds: personal \$ from DECA members
OT funds for transportation

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

Approval/Signatures:

Sponsoring teacher signature: Danica Gonski Date: 8 / 13 / 21
Principal approval: [Signature] Date: 8 / 18 / 21

Required signatures if applicable:

Transportation Director approval: _____ Date: ____ / ____ / ____

Superintendent approval: _____ Date: ____ / ____ / ____

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) Olivia TARNOWSKI School: WHS

Cell phone number: 920-943-0178 Grade(s): 9-12 Number of students: 5 - 20

Departure time/date: April 23, 2022 Return time/date: April 26, 2022

Educational purpose:

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

Atlanta, Georgia

Purpose of trip and how it relates to the curriculum: The DECA International Career Development Conference is the highest level of competition for all DECA members. ICDC allows thousands of high school students, advisors, businesspeople, and alumni to gather together to develop knowledge and skills for college and careers. To qualify to attend ICDC students must place first through fifth in their competitive events at our NC DECA Career Development Conference.

Supervision and Safety:

Names of all school staff chaperones: Olivia TARNOWSKI - other chaperones are to be determined based on amount needed and availability

Names of all non-school chaperones: _____

All chaperones have a background check completed: _____ Sponsoring teacher initials: OT

Are all site(s) accessible to students with disabilities? ☒ yes ☐ no How will students with disabilities be accommodated for site access and transportation? All locations are accessible for students with disabilities.

Sponsoring Teacher Initials N/A (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: TBD Round trip mileage: TBD # of buses needed: N/A

Total cost per student \$ 800 - 81000 Source of funds: personal, DECA, CTE funds

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

Approval/Signatures:

Sponsoring teacher signature: Quinn Tannousi Date: 8 / 13 / 21

Principal approval: [Signature] Date: 8 / 18 / 21

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 9 / 1 / 21

Superintendent approval: _____ Date: ____ / ____ / ____

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

Declaration of Surplus Items - September 2021

Date Approved:

Bethel

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
28442	1	Doc Camera- Ziggi HD- IPEVO		1
100741	1	Window A/C- Model 0625617		1
No Tag #	1	Planar PE1900		1
	1	Teachers Desk	1	
	4		1	3

Blowing Rock

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
200780	1	Proj- NP400 XGA 2600		1
	1		0	1

Cove Creek

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
800657	1	e-Reader Kindle		1
800806	1	Kindle Cove 10th		1
800824	1	e-Reader Kindle		1
800823	1	e-Reader Kindle		1
800656	1	e-Reader Kindle		1
800805	1	Kindle Cove 10th		1
800988	1	e-Reader Kindle		1
800346	1	Doc Camera 330 Smart		1
800646	1	Proj - LJ 1200 Series		1

	9		0	9
--	---	--	---	---

Green Valley

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
35990	1	Access Point- Cisco AP460S12C		1
	1		0	1

Hardin Park

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
25187	1	Proj- Epson Powerlite 98		1
28474	1	Doc Camera- Ziggie HD- IPEVO		1
500619	1	Swingling- Cross cut shredder		1
	3		0	3

Mabel

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
28411	1	Proj- Espson LCD		1
600065	1	SmartBoard 680		1
	2		0	2

Parkway

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
27871	1	Proj- Epson Powerlite 98		1
28054	1	Computer Cart	1	
28055	1	Computer Cart	1	
28052	1	Computer Cart	1	
28053	1	Computer Cart	1	

903609	1	Dell CPU-Precision T3500		1
902935	1	Dell CPU-Precision T3500		1
903608	1	Dell CPU-Precision T3500		1
700080	1	HP Compaq DC 7900		1
700029	1	HP Compaq DC 7900		1
	1	Dell Monitor		1
	1	Dell Monitor		1
28054	1	Lrg Computer Cart	1	
28055	1	Lrg Computer Cart	1	
28052	1	Lrg Computer Cart	1	
28053	1	Lrg Computer Cart	1	
903609	1	Dell Precision T3500		1
902935	1	Dell Precision T3500		1
903608	1	Dell Precision T3500		1
700086	1	Doc Camera-Elmo		1
<hr/>				
20			8	12

Watauga High School

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
903193	1	Proj - Powerlite 460		1
985	1	HP Compaq 8300		1
<hr/>				
2			0	2

Technology Department

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

25137	1	Tablet - iPad 2		1
	1		0	1

Child Nutrition

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
No Tag #	1	Hobart Floor Mixer	1	
	1		1	0



WATAUGA COUNTY BOARD OF EDUCATION

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

On August 30, 2021, Governor Cooper signed Session Law 2021-130 (Senate Bill 654). The law, called “An Act to Provide Relief to Public Schools in Response to the Coronavirus Disease 2019 (COVID-19) Pandemic,” includes the following provision:

Effective immediately, all school boards must:

1. “Adopt a policy regarding the use of face coverings by employees and students.”; and
2. “Vote at least once a month on whether the face covering policy should be modified.”

Pursuant to this requirement, the policy of the Watauga County Board of Education is to direct the Superintendent of Schools to implement and enforce the decision of the Board as adopted by unanimous vote on August 26, 2021.

The policy of the board is as follows:

The Board will require indoor masking for all teachers, staff, students, volunteers, and visitors when inside any school owned facilities and vehicles, regardless of vaccination status. Exceptions will be made for employees and students while eating and socially distanced; and, for employees who are in their offices, classrooms, or school owned vehicles while alone or only with members of their own households. Face coverings will be strongly encouraged but optional for middle and high school athletes during practice and competition. The Superintendent may further restrict this flexibility for athletes if necessary to protect students.

This shall be the policy of the Watauga County Board of Education until amended or rescinded by a vote of the Board during an open session.

Guidance and counseling programs are provided by the school system with the ultimate aim of improving student performance by implementing strategies and activities that support and maximize student learning; helping students to grow in their personal and social development; and providing a foundation for acquiring the skills that enable students to graduate career and college ready and prepared to be lifelong learners. make a successful transition from school to the world of work. The principal of each school, in consultation with the student services director, shall develop a counseling program that is data-driven and meets the objectives of the State Board of Education's comprehensive school counseling program curriculum and the academic, career, and social/emotional developmental needs of the student population at that school. The program will include individual and group counseling, classroom presentations, academic advising, career development services, consultation, parent education, and other responsive services.

In addition, the counseling program will incorporate the following specific elements.

~~School counselors and other guiding adults in middle and high schools shall provide guidance and information to students about high school course selections and requirements prior to ninth grade in order to inform them about the requirements for college entry, including accelerated preparation for college entry. School counselors shall encourage ninth grade students to complete these requirements in less than four years if feasible and appropriate.~~

A. INVOLVEMENT OF PARENTS AND OTHERS

The counseling program is the shared responsibility of teachers, counselors, parents and community members, and should operate with the collaboration of all individuals involved in educating students, including those who assist children with special needs or students who are at risk of dropping out of school or not meeting performance expectations. Input from parents and students should be sought in accordance with the school's parental involvement plan for involvement of the community in school programs.(See policy 4002, Parental Involvement.)

Each year, the principal or designee shall inform parents of the guidance and counseling services available to students. Parents will be notified of the right to opt their students out of participation in certain group academic or career guidance or personal or social counseling services of a generic nature.~~All school personnel must follow the Parental Involvement Plan (see policy 4002), in regard to parental notification and permission for counseling programs. In addition, school personnel shall annually provide all students in Grades 9 through 12 with information on the manner in which a parent may lawfully abandon a newborn baby with a responsible person, in accordance with G.S. 7B-500.~~

B. PROVISION OF COUNSELING SERVICES

Counseling services may be provided on an individual basis or in small or large groups. ~~School counselors may refer students who have extensive needs or needs that go beyond~~

~~the purpose of the counseling program to community resources.~~

~~Students may seek counseling or be referred by staff or parents. School officials and teachers may recommend a counseling program to help a student meet standards of conduct and academic performance established by the board and school system administrators. If students have extensive needs or needs that go beyond the purpose of the counseling program, school counselors may refer them to community resources. Any staff member who is aware that a student is contemplating suicide or is otherwise suffering from an emotional or psychological crisis must immediately notify the counseling program in accordance with any rules established by the superintendent or principal. Any counselor or other staff member who knows or has cause to suspect child abuse, neglect, dependency or death as a result of maltreatment must report the information as provided in policy 4240/7312, Child Abuse and Related Threats to Child Safety, and as required by law.~~

Counseling programs are most effective when voluntarily entered into by a student. ~~School officials and teachers may recommend a counseling program to help a student meet standards of conduct and academic performance established by the Watauga County Board of Education (the "board") and school system. However,~~ Students will not be required to attend individual or small group counseling sessions to address identified significant personal issues unless agreement has been reached with the parent and student in a behavior contract, an intervention plan or, for special education students, an individualized education plan. (See student behavior policies (4300 series), policy 3420, Student Promotion and Accountability, and policy 3520, Special Education Programs/Rights of Students with Disabilities.)

C. ACADEMIC ADVISING

School counselors and other guiding adults in middle and high schools shall support equitable access to opportunities and rigorous and relevant curricula for all students. Prior to the ninth grade, students will be informed about the course requirements for regular and accelerated college entry. School counselors shall encourage ninth grade students to complete the requirements for college entry in less than four years, if feasible and appropriate.

D. NOTIFICATION OF SAFE SURRENDER LAW

School personnel shall annually provide all students in grades 9 through 12 with information on the manner in which a parent may lawfully abandon a newborn baby with a responsible person, in accordance with G.S. 7B-500.

E. EMPLOYEE MANDATORY REPORTING

Any staff member who is aware that a student is contemplating suicide or is otherwise suffering from an emotional or psychological crisis must immediately notify the counseling program in accordance with any rules established by the superintendent or

principal.

Any counselor or other staff member who knows or has cause to suspect maltreatment of a child must report the information as provided in policy 4240/7312, Child Abuse and Related Threats to Child Safety, and as required by law.

F. CONFIDENTIALITY

Information obtained in a session with a counselor may be privileged and protected from disclosure as provided by law. A counselor cannot be required to testify concerning privileged information unless, as provided by G.S. 8-53.4, the student waives the privilege or the court compels testimony as necessary to the proper administration of justice. The school counselor privilege does not, however, exempt the counselor from reporting child abuse as required by law and policy 4240/7312 ~~G.S. 7B-301~~.

Any notation made by a counselor for his or her own use is a confidential document and is neither a public record nor a part of the student's record. Such confidential documents do not have to be shared with parents or others except as required by law. Any document prepared by a counselor that is shared or intended to be shared with other staff is considered an educational record of the student and is available to the parent or eligible student in accordance with policy 4700, Student Records.

Legal References: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; G.S. 7B-301, -500; 8-53.4; 110-105.4; 115C-12, -47, -400, -401; State Board of Education Policies GRAD-006, SCOS-011

Cross References: Parental Involvement (policy 4002), Goals and Objectives of the Educational Program (policy 3000), Student Promotion and Accountability (policy 3420), Special Education Programs/Rights of Students with Disabilities (policy 3520), Child Abuse and Related Threats to Child Safety (policy 4240/7312), Student Behavior Policies (4300 series), Student Records (policy 4700)

Adopted: August 3, 2015

Replaces: Board policy 5.05.56, Safe Surrender of a Newborn

Revised: August 14, 2017 (Legal references only); August 12, 2020 (Legal references only);

As required by the North Carolina Constitution and North Carolina law, the Watauga County Board of Education (the “board”) is committed to providing a free public school education to all children who are legally entitled to enroll in the school system. In accordance with the McKinney-Vento Homeless Assistance Act and the North Carolina State Plan for Educating Homeless Children, the board will make reasonable efforts to identify homeless children and youth of school age located within the area served by the school system, encourage their enrollment, and eliminate barriers to their receiving an education that may exist in school system policies or practices. Based on individual need, homeless students will be provided services available to all students, such as preschool, free or reduced price school meals, services for English learners, special education, career and technical education (CTE), academically or intellectually gifted (AIG) services, and before- and after-school care.

The provisions of this policy will supersede any and all conflicting provisions in board policies that address the areas discussed in this policy.

A. DEFINITION OF HOMELESS STUDENTS

Homeless students are children and youth who lack a fixed, regular, and adequate nighttime residence. The term “homeless student” will also be deemed to include the term “unaccompanied youth,” which includes a youth who is not in the physical custody of a parent or guardian. Homeless children and youth include those students who are as follows:

1. sharing the house of other persons due to loss of housing, economic hardship or a similar reason;
2. living in motels, hotels, transient trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
3. living in emergency or transitional shelters;
4. abandoned in hospitals;
5. living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
6. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
7. living in a migratory situation that qualifies as homeless because the child lacks a fixed, regular and adequate nighttime residence.

B. ENROLLMENT, ASSIGNMENT, AND TRANSPORTATION OF HOMELESS STUDENTS**1. Enrollment****a. Eligibility**

Notwithstanding the enrollment eligibility requirements established by the board elsewhere in policy, school personnel shall immediately enroll homeless students even if they do not have proof of residency, school and immunization records, birth certificates, or other documents; have missed application or enrollment deadlines during a period of homelessness; have outstanding fees; or are not accompanied by an adult. The homeless liaison shall assist the students and parents or guardians in securing appropriate records or otherwise meeting enrollment requirements.

b. Records

Homeless students transferring into the school system may provide cumulative and other records directly to school system personnel. The superintendent or designee shall not require that such records be forwarded from another school system before the student may enroll. However, school personnel shall immediately request the official records from the previous school.

Information regarding a child or youth's homeless situation must be treated as a student record and protected accordingly. See policy 4700, Student Records.

2. Assignment

A homeless student (or the student's parent or guardian) may request to attend (1) his or her school of origin or (2) any public school that other students living in the same attendance area are eligible to attend. The school of origin is defined as the school the student attended before losing permanent housing or the school in which the student was last enrolled, including a preschool. When a student completes the final grade level served by the school of origin, the school of origin includes the designated receiving school at the next grade level for all feeder schools. Unless, not in the student's best interest, a homeless student who continues attending the school of origin will remain enrolled in the school of origin for the entire time the student is homeless and until the end of any academic year in which the student moves into permanent housing.

The superintendent shall designate the Director of Student Assignment or other appropriate personnel to decide, in consultation with the homeless liaison, which school a homeless student will attend. The decision must be based upon consideration of student-centered factors related to the student's best interest, including factors concerning the impact of mobility on achievement, education, health, and safety of homeless students, giving priority to the request of the student's parent or guardian or the unaccompanied youth. The superintendent's designee must presume that keeping the student in the school of origin is in the student's best interest unless contradicted by the student's parent or guardian or the unaccompanied youth.

If the superintendent's designee determines that it is not in the student's best interest to attend the school of origin or the school requested by the parent or guardian or unaccompanied youth, he or she must provide a written explanation of the reasons for the determination to the parent or guardian or unaccompanied youth, along with information regarding the right to appeal the placement decision as described in Section D, below.

3. Transportation

The board of education will provide homeless students with transportation services comparable to those of other students. In addition, at the parent or guardian's request (or at the request of the homeless liaison for unaccompanied youth), the board will provide transportation services to/from the school of origin. The superintendent or designee and the homeless liaison shall coordinate homeless students' transportation needs, based on the child's best interest. In situations in which a student attends school in this system but his or her temporary housing is in another system (or vice versa), the superintendent or designee shall work with the other system to share the cost and/or responsibility for transportation. If an agreement cannot be reached between the systems, the cost of such transportation will be divided evenly.

If a homeless student becomes permanently housed and chooses to remain in his or her school of origin, the board will provide transportation to the student for the remainder of the school year.

C. ELIGIBILITY FOR TITLE I SERVICES

Homeless students are automatically eligible for Title I services. The homeless liaison and the Title I director shall collaborate to identify the needs of homeless students.

D. DISPUTE RESOLUTION PROCESS

A parent, guardian, or unaccompanied youth who disagrees with a decision of school officials with regard to eligibility, school selection, or enrollment of a student who is homeless (hereinafter, referred to as a "complainant") may appeal the decision to the

school system's homeless liaison in accordance with this section upon registering or attempting to register the child or youth at the school in which enrollment is sought.

Any employee who is aware that an unaccompanied youth or a parent or guardian of a homeless student is dissatisfied with a decision of school officials with regard to eligibility, school selection, or enrollment should immediately refer that individual to the school system's liaison for homeless students.

As used in this section, "school days" means days when students are scheduled to be in attendance.

1. Notice, Stay Put, and Informal Resolution

Upon learning of a complainant's disagreement with a decision of school officials, the homeless liaison shall take the following actions.

- a. The homeless liaison shall arrange to have the student immediately admitted to the school in which enrollment is sought (either the school of origin or the school located in the attendance zone of the student's temporary residence) if enrollment is at issue. Once enrolled, the student must receive all services for which he or she is eligible and must be allowed to participate fully in school activities, pending resolution of the dispute.
- b. ~~Immediately, but not later than~~ Within one school day ~~after~~ of learning of the complainant's disagreement, the homeless liaison shall provide the complainant a copy of the school system's uniform statement of rights and procedures that is written in a language, manner, and form the complainant can understand, to the extent the school system deems practicable, to the extent practicable, in a language that the complainant can understand. The written statement must include all of the following:
 - 1) contact information, including telephone number, e-mail address, and physical address of the homeless liaison and of the State Coordinator for homeless education, with a brief description of their roles;
 - 2) notice that, within two school days of the school's decision, the complainant has the right to notify the homeless liaison that the complainant intends to appeal the decision;
 - 3) an explanation of the appeal procedure, including the timeline and process for making the initial appeal and for pursuing a subsequent appeal to the superintendent and board, as provided by this policy;

- 4) a ~~simple~~ complaint form that a complainant can understand, complete, and submit to the homeless liaison to initiate the dispute resolution process and to pursue any subsequent appeals to the superintendent and board;
 - 5) notice that the board of education or a designated panel of the board will make the final decision on behalf of the school system;
 - 6) notice of the right to appeal, or request an extension of time to appeal, the final decision of the school system to the State Coordinator within three school days of receipt of the final decision ~~and the option to request an extension from the State Coordinator, along with a step by step description of how to file the appeal;~~
 - 7) notice of the right to enroll immediately in the school located in the assignment area of the student's temporary residence or remain in the school of origin with transportation provided by the school system pending resolution of the dispute, if such transportation is requested by the parent, guardian, or homeless liaison on behalf of the youth;
 - 8) notice that ~~immediate~~ the right to enrollment includes the right to fully participate ~~in~~ in all school activities;
 - 9) notice of the right to obtain assistance of advocates or attorneys; and
 - 10) notice of the right to provide supporting written or oral documentation during the appeals process.
- c. The homeless liaison shall attempt to informally resolve the matter. Complainants are encouraged to attempt informal resolution through discussion with the homeless liaison when possible.
 - d. If informal resolution is unsuccessful, the homeless liaison shall inform the complainant of the right to appeal the matter by initiating the dispute resolution process provided in subsection D.2, below.
 - e. If the complaint initiates the dispute resolution process, the homeless liaison shall expedite the process so that a final decision in the dispute is reached within 15 school days or 30 calendar days, whichever is less.

2. Steps in the Dispute Resolution Process and Related Timelines

a. Homeless Liaison Review

- i. If informal resolution of a complaint is unsuccessful, the complainant may initiate the dispute resolution process by making a formal appeal to the homeless liaison, either directly or through the principal of the school in which enrollment is sought. The appeal must be presented within five school days of the decision giving rise to the complaint unless the homeless liaison agrees to an extension of up to five additional school days for good cause.
- ii. The appeal may be made orally or in writing on the designated complaint form. If the complainant makes an oral appeal, the homeless liaison shall complete the written complaint form on the complainant's behalf without delay.
- iii. The complaint should include the date of the filing, a description of the disputed action pertaining to eligibility, school selection, or enrollment, the name of the person(s) involved and a description of the relief requested. The complainant must be informed of the right to provide supporting written or oral documentation and to seek the assistance of an advocate or attorney.
- iv. No more than two school days after the complainant initiates the dispute resolution process, the local liaison shall (1) inform the superintendent, other appropriate school officials participating in the dispute resolution process, and the State Coordinator of the dispute immediately after the parent, guardian, or unaccompanied youth has initiated the dispute resolution process and (2) provide a written decision, including the reasons for the decision, to the complainant and the superintendent.
- ~~v. Within two school days after receiving the formal complaint, the homeless liaison shall provide a written decision, including the reasons for the decision, to the complainant and the superintendent.~~

b. Appeal to the Superintendent of the Liaison's Decision

- i. Within two school days of receiving the liaison's decision, the complainant may appeal the decision to the superintendent orally or in writing using the form designated for this purpose. Oral appeals must be made to the homeless liaison, who shall commit the appeal to writing on the designated form. The homeless liaison shall ensure that the superintendent receives copies of the written complaint and the response of the liaison.

- ii. The superintendent or designee shall schedule a conference with the complainant to discuss the complaint.
 - iii. Within four school days of receiving the appeal, the superintendent or designee shall provide a written decision to the complainant including a statement of the reasons for the decision.
- c. Appeal to the Board of the Superintendent's Decision
- i. If the complainant is dissatisfied with the superintendent's decision, he or she may file an appeal with the board of education within two days.
 - ii. The appeal may be filed orally or in writing using the form designated for this purpose. Oral appeals must be made to the homeless liaison, who shall commit the appeal to writing on the designated form.
 - iii. The board or a panel of at least two board members acting on behalf of the board will ~~hear~~render a decision on the appeal. The board or board panel will provide the complainant with a written decision within five school days of receiving the appeal. In unusual circumstances the board or board panel may extend this time but will avoid exceeding the lesser of (1) 15 school days from when the complaint was received or (2) 30 calendar days from when the complaint was received
 - iv. The board or board panel's decision will constitute the final decision of the school system for purposes of the complaint's right to appeal to the State Coordinator.
 - v. If the matter under appeal is a school assignment, a board panel decision will be a recommendation that must be submitted to the full board for a final determination as required by state law and policy 4150, School Assignment. However, in order to ensure an expedited appeals process for students who are homeless, the recommendation of the board panel shall be considered the final decision of the board for purposes of appeal to the State Coordinator if a final determination by the full board reasonably cannot be accomplished by the deadline described in the previous paragraph.
 - vi. The written statement of the final decision will include the name and contact information of the State Coordinator for homeless education and will describe the appeal rights to the State Coordinator. If the matter under appeal is a school assignment and

the appeal was not heard by the full board, the written decision will also note that review of the matter by the full board as required by state law is pending.

d. Appeal to the State Coordinator of the Board's Decision

If the complainant is dissatisfied with the decision of the board or board panel, he or she may file an oral or written appeal with the State Coordinator for homeless education within three school days of receiving the board or panel's decision or within the period of any extension granted. The State Coordinator will issue a final decision on the complaint. The appeal must include:

- i. the name of the complainant and, physical address if available, his or her physical address, e-mail address, and telephone number of the complainant;
- ii. the relationship or connection of the person to the child in question;
- iii. the name of the school system and the ~~specific~~ school in question;
- iv. the federal requirement alleged to have been violated;
- v. how the requirement is alleged to have been violated; and
- vi. the relief the person is seeking.

Within three school days following a request from the State Coordinator, the homeless liaison shall provide the record of complaint, a copy of the board or panel's decision, and any other ~~supporting~~ documents necessary to complete the record.

E. HOMELESS LIAISON

The superintendent or designee shall appoint and train a school employee to serve as the homeless liaison. In addition to the duties specifically assigned elsewhere in this policy, the homeless liaison's duties shall include, but not be limited to, the following:

1. ensuring that school personnel identify homeless children and youth;
2. ensuring school/preschool enrollment of and opportunities for academic success for homeless children and youth;
3. ensuring that homeless families and children have access to and receive educational services for which they are eligible;

4. ensuring that homeless families and children receive referrals to healthcare, dental, mental health and substance abuse, housing, and other appropriate services;
5. informing parents or guardians and any unaccompanied youth of available transportation services and helping to coordinate such services;
6. ensuring that public notice of the educational rights of homeless students is disseminated in locations frequented by parents or guardians and unaccompanied youth;
7. informing parents or guardians of educational and related opportunities available to their children and ensuring that parents or guardians have meaningful opportunities to participate in their children's educations;
8. communicating the dispute resolution process to parents, guardians, and unaccompanied youth experiencing homelessness;
9. helping to mediate enrollment disputes, including ensuring that a homeless child or youth is enrolled immediately pending final resolution of the dispute;
10. developing a uniform written notice that explains to parents, guardians, and unaccompanied youth their rights and the process for appealing a decision of school officials, as required by subsection D.1.b of this policy. The notice must be written in a simple and understandable format and translated to other languages as needed and practicable;
11. ensuring that when parents, students, and unaccompanied youth initiate the dispute resolution process, all parties comply with the dispute resolution policy and that parents, students, and unaccompanied youth are provided with the information listed in subsection D.1.b of this policy;
12. informing unaccompanied youth of their status as independent students and assisting in verifying such status for the purposes of the Free Application for Federal Student Aid;
13. ensuring that school personnel providing services to homeless students receive professional development and other support;
14. working with school personnel, the student, parents or guardians, and/or other agencies to obtain critical enrollment records, including immunization and medical records, in a timely manner; and
15. working with the superintendent or designee to identify board policies or procedures that might serve as a barrier to enrollment of homeless students,

including those related to immunization records, medical records, uniforms or dress codes, school fees, and school admission.

Legal References: McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, *et seq.*; *Non-Regulatory Guidance on Education for Homeless Children and Youths Program*, U.S. Department of Education (July 2016); G.S. 115C-366(a2), -369; 16 N.C.A.C. 6H .01124, .0115, .0116; State Board of Education Policies SBOP-020, SPLN-000

Cross References: Immunization and Health Requirements for School Admission (policy 4110), Domicile or Residence Requirements (policy 4120), Discretionary Admission (policy 4130), School Assignment (policy 4150), Student Records (policy 4700)

Adopted: July 14, 2014

Revised: November 13, 2017; April 8, 2019;

Replaces: Policy 5.02.70, Homeless Students

Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school.

Parents and legal guardians are responsible for ensuring that students attend and remain at school daily. School administrators shall communicate attendance expectations to parents and guardians and work with students and their families to overcome barriers to attendance.

A. ATTENDANCE RECORDS

School officials shall keep accurate records of attendance, including accurate attendance records in each class. Students will be considered in attendance if present at least half of the instructional day on-site in the school or at a place other than the school attending an authorized school-related activity. To be in attendance during remote instruction days, students must: (1) complete their daily assignments, either online or offline; and/or (2) have a daily check-in through two-way communication with (a) the homeroom teacher for grades K-5 or (b) for all other grade levels, each course teacher as scheduled. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

B. LATE ARRIVALS AND EARLY DEPARTURES

Students are expected to be at school on time and to remain at school until dismissed. During the school day, students are expected to be present at the scheduled starting time for each class and to remain until the class ends.

When a student must be late to school or leave school early, a written excuse signed by a parent or guardian should be presented upon the student's arrival at school. Tardies or early departures may be excused for any of the reasons listed below in Section C.

Any disciplinary consequences for unexcused tardiness or unexcused early departures from school or class will 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 such offenses. Consequences may not exceed a short-term suspension of two days.

B.C. LAWFULLY EXCUSED ABSENCES

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. Absences due to extended illnesses may also require a statement from a physician/health care practitioner. An absence may be lawfully excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the local health officer or State Board of Health;
3. death in the immediate family;
4. medical or dental appointment;
5. attendance at the proceedings of a court or administrative tribunal if the student is party to the action or participation under subpoena as a witness in a court proceeding;
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent or legal guardian;
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal;
8. pregnancy and related conditions or parenting, when medically necessary; or
9. a minimum of two days each academic year for visitation with the student's parent or legal guardian if the student is not identified as at risk of academic failure because of unexcused absences and the student's parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

~~In the case of excused absences, short term out of school suspensions, and absences under G.S. 130A-440 (for failure to submit a school health assessment form within 30 days of entering school) the student will be permitted to make up his or her work. (See also policies 4110, Immunization and Health Requirements for School Admission, and 4351, Short-Term Suspension.) The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.~~

G.D. SCHOOL-RELATED ACTIVITIES

While recognizing the importance of classroom learning, the board also acknowledges that out-of-classroom, school-related activities can provide students with valuable experiences not available in the classroom setting. All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school:

1. field trips sponsored by the school;
2. job shadows and other work-based learning opportunities, as described in G.S. 115C-47(34a);
3. school-initiated and -scheduled activities;
4. athletic events that require early dismissal from school; and
5. Career and Technical Education student organization activities approved in advance by the principal; and
6. In addition, students participating in disciplinary techniques categorized as in-school suspensions will not be counted as absent.

~~Assignments missed for these reasons are eligible for makeup by the student. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.~~

E. MAKEUP WORK

In the case of excused absences, short-term out-of-school suspensions, and absences under G.S. 130A-440 (for failure to submit a school health assessment form within 30 days of entering school), the student will be permitted to make up his or her missed work. (See also policies 4110, Immunization and Health Requirements for School Admission, and 4351, Short-Term Suspension.) Assignments missed due to participation in school-related activities also are eligible for makeup by the student. The teacher shall determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

D.F. EXCESSIVE UNEXCUSED ABSENCES

~~Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class. Students who are excessively tardy to school or class may be subjected to additional disciplinary actions.~~

The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive, unexcused absences. ~~Students may be suspended for up to two days for truancy.~~

~~Any school disciplinary consequences for unexcused absences will 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 such offenses. Consequences may not exceed a short-term suspension of two days.~~

G. CHRONIC ABSENTEEISM

Because class attendance and participation are critical elements of the educational process, any absences, whether excused or unexcused, can have a negative impact on a student's academic achievement. Regular attendance must be prioritized within each school and encouraged throughout the community. School administrators shall monitor and analyze attendance data to develop and implement strategies for reducing chronic absenteeism. Such strategies should involve engaging students and parents, recognizing good and improved attendance, providing early outreach to families of students missing school, and identifying and addressing barriers to attendance.

~~The principal or committee shall review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work. A committee may recommend to the principal and the principal may make any of the following determinations:~~

- ~~1. the student will not receive a passing grade for the semester;~~
- ~~2. the student's grade will be reduced;~~
- ~~3. the student will receive the grade otherwise earned; or~~
- ~~4. the student will be given additional time to complete the missed work before a determination of the appropriate grade is made.~~

H. SPECIAL CIRCUMSTANCES

1. Students with Chronic Health Problems

No penalties will be imposed for

~~Students with excused absences due to documented chronic health problems, are exempt from this policy.~~

2. Students Experiencing Homelessness

~~In addition, f~~For students experiencing homelessness (see board policy 4125, Homeless Students), school officials must consider issues related to the student's homelessness, such as a change of caregivers or nighttime residence, before taking disciplinary action or imposing other barriers to school attendance based on excessive absences or tardies.

3. Attendance Requirements for Extracurricular Activities

Absences may impact eligibility for participation in extracurricular activities. Principals shall inform students and parents of the applicable attendance standards for the various types of extracurricular activities, including interscholastic athletics. See also policy 3620, Extracurricular Activities and Student Organizations.

Legal References: McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, *et seq.*; G.S. 115C-47, -84.2, -288(a), -375.5, -378 to -383, -390.2(d), -390.2(l), -390.5, -407.5; 130A-440; 16 N.C.A.C. 6E .0102, .0103, .0106; State Board of Education Policies ATND-000, -003, NCAC-007

Cross References: Extracurricular Activities and Student Organizations (policy 3620), Education for Pregnant and Parenting Students (policy 4023), Children of Military Families (policy 4050), Immunization and Health Requirements for School Admission (policy 4110), Homeless Students (policy 4125), Student Behavior Policies (policy 4300), Short-Term Suspension (policy 4351)

Other Resources: NC DPI Multi-Tiered System of Support Implementation Guide, available at <https://www.livebinders.com/play/play/2052295?tabid=180c26e7-0236-1ff0-3f53-291910458e28#anchor>

Adopted: February 9, 2015

Revised: March 14, 2016; August 14, 2017 (Legal references only); August 13, 2018; June 8, 2020;

Replaces: Policy 5.02.20, Attendance Requirements

A. STUDENT HEALTH SERVICES GENERALLY

The Watauga County Board of Education (the “board”) will provide health services to students as required by law. School employees may administer ~~drugs or medication~~ prescribed by a ~~doctor~~ health care practitioner only upon the written request of the parents; give emergency health care when reasonably apparent circumstances indicate that any delay would seriously worsen the physical condition or endanger the life of the student; and perform any other first aid or lifesaving technique in which training has been provided to school employees.

A registered nurse will be available to provide assessment, care planning, and ongoing evaluation of students with special health care service needs in the school setting.

The superintendent may develop procedures or delegate the development of procedures to each school principal for providing these health services and meeting the board requirements listed below.

1. The principal shall determine at the beginning of each school year prior to the beginning of classes, and thereafter as circumstances require, which employees will be selected to participate in the health services program. The principal shall inform his or her staff about which health services duties are delegated to which employees.
2. A school nurse, with the assistance of other personnel as appropriate, will prepare an individual health plan for each student with special health care needs. This plan will identify the student’s medical needs, the person responsible for monitoring the child’s medical needs during the school day, and other information necessary to ensure the child’s medical needs are appropriately addressed during all school-related activities.
3. When a student’s special health care needs include an increased risk of a medical emergency, a school nurse, with the assistance of other personnel as appropriate, will prepare an emergency health care plan to address this risk. This plan will identify the type of risk involved, the symptoms that indicate a potential medical emergency, and the important actions that should be taken and avoided by school personnel in the event of a medical emergency.
4. Any employee designated to provide health care services must receive appropriate training.
5. Health manuals prepared by the governing state agencies must be followed in developing appropriate procedures and for determining which tasks must be performed by registered nurses.
6. Procedures must be consistent with all related board policies, including policy 4230, Communicable Diseases – Students, and policy 6125, Administering Medicines to Students.

7. Procedures must be consistent with state and federal law for students with disabilities, including the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The *Policies Governing Services for Children with Disabilities* will be followed, as applicable.
8. Procedures must be consistent with guidelines adopted by the State Board of Education under G.S. 115C-12(31) to serve students with diabetes, including developing and implementing individual diabetes care plans for such students and providing information and training to school personnel to appropriately support and assist such students, in accordance with their individual diabetes care plans.
9. Written information maintained by the school or 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 (FERPA) and state confidentiality laws. Any employee who violates the confidentiality of the records may be subject to disciplinary action.
10. School personnel must obtain parental consent for medical services as required by law. Parents will be notified of their rights in accordance with policy 4002, Parental Involvement.
11. Health professionals will be consulted in the development of health services. Opportunities also will be provided for input from staff, parents, and students on the health services provided.

B. SCHOOL SYSTEM MENTAL HEALTH PLAN

The superintendent shall develop a school-based mental health plan that includes a mental health training program and suicide risk referral protocol that satisfies the requirements of State Board of Education Policy SHLT-003. The superintendent shall submit the plan to the board for approval and direct implementation of the plan within all applicable deadlines.

By September 15 of each year, the superintendent shall report to the Department of Public Instruction on (1) the content of the school system's mental health plan, including the mental health training program and suicide risk referral protocol, and (2) the school system's prior school year compliance with the requirements of State Board of Education Policy SHLT-003. The board will review the components of the school system's mental health plan at least every five years, starting August 1, 2025, and will update the mental health plan in accordance with any updated requirements provided by the State Board of Education.

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. 115C-12(12), -12(31), -36, -307(c), -375.1, -375.3, -376.5; 16 N.C.A.C. 6D.0402; 21 N.C.A.C. 36-.0221, .0224; *Policies Governing Services for Children with Disabilities*, State Board of Education Policies ~~NCAC-015~~, EXCP-000, SHLT-003

Cross References: Parental Involvement (policy 4002), Communicable Diseases – Students (policy 4230), Student Records (policy 4700), Administering Medicines to Students (policy 6125)

Adopted: April 11, 2016

Revised: August 14, 2017 and April 9, 2018 and January 13, 2020 (Legal references only);

Replaces: Board policy 5.03.30, Student Health Services

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.~~directions for how and when the medicine is to be given.~~ 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 accompanying 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 References/Resources: *North Carolina School Health Program Manual* (N.C. Dept. of Health and Human Services, Div. of Public Health, School Health Unit, ~~2020~~^{6th}-ed. 2014), available at <https://publichealth.nc.gov/wch/cy/schoolnurses/manual.htm>
<https://www2.ncdhhs.gov/dph/wch/lhd/manuals.htm>

Adopted: April 11, 2016

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

Replaces: Board policy 5.03.10, Medication Administration

The Watauga County Board of Education (the “board”) believes a strong relationship exists between the quality of education provided to students and the competency and training of all personnel employed by the school system. The board places a high priority on securing the most competent personnel available and, once they are employed, providing them with opportunities for professional growth and development throughout their careers. The goal of professional and staff development programs and opportunities for licensed professional employees and support staff is to improve the instructional program and create a safe learning environment for all students by improving and expanding the skills of the professional staff and support personnel.

A. PROFESSIONAL AND STAFF DEVELOPMENT

The superintendent shall provide ongoing development opportunities for licensed and support staff and shall require participation by such personnel as appropriate. The superintendent shall seek input from employees when developing system-wide programs. The principal shall seek input from school personnel when planning professional and staff development programs for his or her school.

Professional and staff development shall include all topics required by law or board policy, including but not limited to: (1) the effective delivery of the required curriculum as required by G.S. 115C-81.45(d) and -81.20(f); (2) a program of technology-related professional development as required by policy 3220, Technology in the Educational Program; and (3) a mental health training program, which includes all components in even-numbered years, a two-hour child sexual abuse and sex trafficking education and awareness training program for teachers, instructional support personnel, principals, and assistant principals in grades K-12, as required by G.S. 115C-375.20G.S. 115C-376.5(d), 6 and State Board of Education Policy SHLT-0037 (see policies 4240/7312, Child Abuse and Related Threats to Child Safety, and 6120, Student Health Services).

B. SELF-IMPROVEMENT

Licensed employees are expected to engage in self-directed activities to improve their professional skills. These employees are encouraged to seek information and training through professional development programs as well as other opportunities in order to meet this responsibility.

C. PLANS FOR GROWTH AND IMPROVEMENT

Supervisors and principals also may require licensed employees to enter into plans, including mandatory improvement plans established by state law and individual, monitored and/or directed growth plans established by the State Board of Education, for professional growth and improving performance. (See policy 7811, Plans for Growth and Improvement of Licensed Employees.) A performance improvement plan could involve participation in a professional development program or encompass a variety of strategies that are related to professional growth or improving performance.

D. PAYMENT OF COSTS

The school system will consider paying reasonable costs, within budget limits, for any courses, workshops, seminars, conferences, in-service training sessions or other sessions an employee is required to attend by the local administration. The employee must seek prior approval for payments.

The school system will not bear the responsibility of the cost of training taken solely for the purposes of licensure renewal.

Legal References: Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; G.S. 115C-81.20(f), -81.45(d), -333, -333.1, -375.20; State Board of Education Policies EVAL-004, SHLT-003

Cross References: Grievance Procedure for Employees (policy 7220), Technology in the Educational Program (policy 3220), Child Abuse and Related Threats to Child Safety (policy 4240/7312), Student Health Services (policy 6120), Plans for Growth and Improvement of Licensed Employees (policy 7811)

Adopted: May 11, 2015

Revised: August 14, 2017 and March 15, 2018 (Legal references only); November 9, 2020;