

WATAUGA BOARD OF EDUCATION

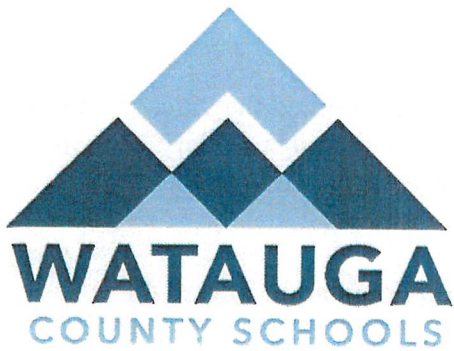
Margaret E. Gragg Educational Center
175 Pioneer Trail Boone, NC 28607
(828) 264-7190

WATAUGA COUNTY BOARD OF EDUCATION MEETING AGENDA June 28, 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) | |
| 6:00 | 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. | PUBLIC RECOGNITION | Dr. Scott Elliott |
| | | A. Servant’s Heart Award | |
| 6:18 | 7. | CONSENT AGENDA | |
| | | A. Approval of Minutes for 5/10/2021 | Dr. Scott Elliott |
| | | B. Budget Amendment #5 | |
| | | C. Recommendation for Banking Services | |
| | | D. Surplus Report Approval | |
| | | E. Approval of the Resolution Urging the State to fulfill its Constitutional Duty to Provide Every Child Access to a Sound Basic Education | |
| | | F. Approval of Beverage contracts for School Nutrition | |
| | | G. Field Trip requests | |
| | | H. Approval of Student Fees | |

- I. Policies: Technical Changes
 - 4002 Parent Involvement
 - 3102 Online Instruction
 - 3230/7330 Copyright Compliance
 - 3470/4305 Alternative Learning Programs/Schools
 - 3640/5130 Student Voter Registration and Preregistration
 - 4050 Children of Military Families
 - 4270/6145 Concussion and Head Injury
 - 4700 Student Records
 - 5030 Community Use of facilities
 - 5070/7350 Public Records-Retention, Release and Disposition
 - 5071/7351 Electronically Stored Information Retention
 - 5210 Distribution and Display of non-School Material
- J. Personnel Report

- | | | | |
|----------------------|------------|---|----------------------|
| 6:28 | 8. | CAREER AND TECHNICAL EDUCATION OVERVIEW | Ms. Tierra Stark |
| 6:38 | 9. | TECHNOLOGY UPDATE | Dr. Allison Schleede |
| 7:05 | 10. | UPDATE ON VALLE CRUCIS SCHOOL PLANNING | Dr. Scott Elliott |
| ----BREAK---- | | | |
| 7:15 | 11. | POLICIES: SUBSTANTIVE FOR FIRST READ | Dr. Wayne Eberle |
| | | 3460 Graduation Requirements
6320 Use of Student Transportation Services
8310 Annual Independent Audit
8341 Limited Claim Settlement
7720 Employee Political Activity | |
| 7:35 | 12. | POLICIES: SUBSTANTIVE FOR SECOND READ | Dr. Wayne Eberle |
| | | 7220 Grievance Procedures for Employees | |
| 7:45 | 13. | PUBLIC COMMENT | Board Chair |
| 7:50 | 14. | BOARD OPERATIONS | Board Chair |
| 7:55 | 15. | BOARD COMMENTS | Board Chair |
| 8:00 | 16. | CLOSED SESSION | Board Chair |
| 8:30 | 17. | OPEN SESSION | Board Chair |
| 8:35 | 18. | ADJOURNMENT | Board Chair |
| | 19. | 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: May 10, 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. Steve Combs moved to enter closed session and Jason Cornett seconded the motion. The vote to approve was unanimous.

A motion was made at 6:10 by Jason Cornett and seconded by Jay Fenwick 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, especially in remembrance of the officers and the Ligon family who were lost in the tragedy of the previous week in the Boone community, and in memory of William Mast several years ago. Following the observation, he asked that we recognize the achievements of the teachers during this year and the Teacher of the Year, Misty Hyler.

DISCUSSION AND ADJUSTMENT OF AGENDA

Dr. Elliott noted the addition of a personnel addendum to the agenda.

SUPERINTENDENTS REPORT

Dr. Elliott welcomed Dr. Childers and the board members. He welcomed the student representatives, Ms. Lawson, and Ms. Sibaja. He welcomed the Board's attorney, Mr. John Henning.

He acknowledged the tragic events of the April 28th and all the many ways the loss of lives in our community have impacted the Watauga County Schools (WCS) family. He extended condolences to the families of Sgt. Chris Ward and Deputy Logan Fox, including their many family members who are in WCS schools, their former teachers, and their many friends and loved ones. He acknowledged the Community Day of Remembrance in honor of the lives that were lost and those who were touched by this tragedy.

Dr. Elliott congratulated all of the school Teachers of the Year. He highlighted the video produced by Garrett Price, honoring them. He noted that on May 7th, the newest Watauga County Schools Teacher of the Year, Ms. Misty Hyler, from Hardin Park School was surprised with the announcement.

He spoke of the significant contributions of the Watauga Education Foundation toward the graduates and graduation ceremony this year.

He noted that the Watauga High School (WHS) Class of 2021 will be celebrated as they graduate on Friday, May 28 at 5 PM in the WHS stadium. He extended the invitation to the Board to attend the ceremony.

He thanked Ms. Lawson for her leadership as a student advisor to the board of education, and for all the many ways she had exhibited leadership during her time in school. He noted his gratitude for her articulate advocacy for the students, and congratulated her on her graduation.

STUDENTS' REPORT

Ms. Isabella Sibaja and Ms. Haleigh Lawson shared that Pioneer Ambassadors have been helping facilitate tours to approximately 227 rising 9th graders and their families.

Pioneer Ambassadors and staff members have completed 16 bridge meetings with rising 9th graders across the K-8 schools. These meetings give current 8th graders a general understanding of the high school and what they can expect. These meetings also featured question and answer sessions with the Pioneer Ambassadors. WHS hosted a COVID friendly prom. It took place in the gym, and featured a catered dinner from the Best Cellar, music and yard games. Cap and gown distribution for seniors had begun the previous week. Seniors were now in the process of returning to their home K-8 schools to be celebrated in parades through the student-lined halls. During the previous week, at the WHS baseball game, baseball caps with Sargent Chris Ward and Deputy Logan Fox's badge numbers were sold at the concession stand. All proceeds went to benefit the families of the fallen officers. Watauga High Schools SRO, Officer Morrison, threw the first pitch at the varsity game and all officers were invited to attend the game.

CONSENT AGENDA

- A. Approval of Minutes for 4/12/2021
- B. Budget Amendment #4
- C. Lottery application
- D. School Nutrition Bids and Contracts
- E. Field Trip requests
- F. Personnel Report

Steve Combs moved to approve the consent agenda items A through F. Marshall Ashcraft seconded the motion. Mr. Ashcraft commended the Human Resources department on the number of interviews and hiring decisions made. Dr. Childers asked the Board to make suggestions on the Budget process. Dr. Fenwick commended the Human Resources department as well. Dr. Fenwick noted his appreciation of the hard work of the School Nutrition Department and the complexity of the nutrition bid process. He highlighted the existence of the warehouse for food storage. Following discussion, the vote to approve was unanimous.

STRATEGIC PLAN OVERVIEW

Dr. Elliott spoke about the WCS Strategic Plan, which has been in place as an updateable tool for several years. This plan was developed during the first Teacher Leadership Conference. Teachers and district leadership created a strategic plan that could be articulated on a single page. The Plan has been referenced many times during the past year, but Dr. Elliott felt that it was time to reflect on any changes that need to be made as WCS has evolved. The Plan is found on the District Website, and goal specific information is provided along with strategies to achieve, as well as the most recent indicators of successes. The indicators all have historical perspective. Dr. Eberle updates the Plan as often as new information is available. It focusses on Students, Teachers and Facilities.

Dr. Childers noted that the strategic plan encompasses all of the culture and focus of WCS. Mr. Combs speculated that now is a good time to reassess our position and goals. Mr. Combs wanted to make certain that WCS remains focused on action and communication. Dr. Fenwick noted that the strategic plan had remained a useful guidance tool for five years. He suggested that some tactical activity could be added to the strategic goals. For example, he noted that Pre-K has been added to each elementary school and that was a tactic toward achieving goals. He mentioned the intentional effort to improve math skills by utilizing the iReady platform. He stated that strategies to manage COVID had been adding nurses, increasing counseling efforts, and grant acquisition. He suggested that foreign language in K-8 schools would be a goal. Breaking ground on Hardin Park in 2027 would also be a goal.

Dr. Elliott spoke about how Leadership assesses the use of tools to achieve the long-term and overarching vision. He felt that all of the ideas presented by the board were useful for discussion as the steering committee reconvenes to study the Plan. Mr. Ashcraft mentioned that the absence of priorities within the plan and stressed the importance of prioritization.

VALLE CRUCIS PROJECT UPDATE

Dr. Elliott shared that the timeline has WCS in the “programing phase” of the Valle Crucis project. Following last month’s visioning activity, 10-12 staff members including Dr. Elliott and Dr. Childers went on tours of newly built schools to determine features which could be incorporated into Valle Crucis. Abundant open-ness, airy-ness, and light- natural and LED were favored features. Roll-down blinds in the windows were useful. Storage features were important as well as flexible spaces. He noted that mental health is aided by the light and airy-ness and is beneficial to feelings of safety. He noted the use of Industrial Psychology in creating large spaces. Locked vestibules provide entry safety. Media Centers with glass walls, perforated panels, bookshelves on wheels, public spaces separated from learning spaces, and segregated traffic flow to public areas were noted features. They liked cafeterias, where high ceilings exist in the dining space, and are separate from serving and food preparation spaces. Storage space and bathrooms within the cafeteria could also be used by the after school program. Access to out-of-doors, outdoor learning spaces, abundant storage, and flexible spaces were valued. The building would be 70,000 square feet for 450 students. Eve Szentesi will meet with Dr. Elliott in the following week. To Dr. Fenwick’s question about duplicating a building on the Valle Crucis site, Dr. Elliott stated that the tours were largely to gain stylistic ideas.

POLICIES: SUBSTANTIVE FOR SECOND READ**7220 Employee Grievance Procedures**

The policy was discussed with input by Attorney, John Henning and addressing Dr. Fenwick’s specific concerns that due process could be served by either the grievant or Superintendent or Board Member should it occur. Policy 7220 will have additional language changes and be brought before the board in June for approval.

PUBLIC COMMENT

There were no public comments at the May 2021 meeting.

BOARD OPERATIONS

Dr. Elliott mentioned that on Thursday, any Board members who could attend the meeting with the County Commissioners would be welcomed and appreciated.

BOARD COMMENTS

Dr. Fenwick commented about the Wake Forest Physicians Assistant's program housed at ASU and noted Tierra Stark's assistance in the K-12 program through HOSA to prepare students for medical careers. Dr. Fenwick also spoke about policies. He worked with graduate students in relief programs during the pandemic for feeding programs, and hiring of health staff. Tours of school facilities had helped him to discern needs and vision for the budget process. He enjoyed being in the schools and experiencing the different culture of each.

He thanked the Board for allowing him to be on the Teacher of the Year Selection committee. He was empowered in his profession and invigorated to teach and review the information with his own students.

He enjoyed participation in Spring Law conference with focus on many topics including the Leandro case and policies currently in the legislature.

Marshall Ashcraft echoed Dr. Fenwick's sentiments about the Spring Law conference.

Dr. Childers noted the privilege that it was for him to attend the school tours in Edneyville. He mentioned that he appreciated the compassion and concern of Dr. Elliott for the greater community while navigating his responsibilities as Superintendent.

CLOSED SESSION

Marshall Ashcraft moved to re-enter closed session for the purposes of a personnel discussion which was seconded by Steve Combs. The vote was unanimous.

At 9:57, Marshall Ashcraft moved to re-enter open session which was seconded by Steve Combs. The motion was unanimously approved.

OPEN SESSION AND ADJOURNMENT

Jay Fenwick moved to adjourn, which Jason Cornett seconded. The Board unanimously approved the motion at 9:58 PM.

Dr. Gary L. Childers, Board Chair

Dr. Scott Elliott, Superintendent



WATAUGA COUNTY BOARD OF EDUCATION

Margaret E. Gragg Education Center
175 Pioneer Trail, Boone, NC 28607

MEMORANDUM

TO: Dr. Scott Elliott, Superintendent
Members, Watauga County Board of Education

FROM: Ly Marze, Finance Officer

DATE: June 28, 2021

RE: 2020-21 Budget Amendment #5

Attached is Budget Amendment #5 that changes totals in Watauga County Schools 2020-21 adopted budget.

After approval of this Budget Amendment, the budget for all funds will appear as follows:

<u>Fund</u>	<u>Adopted Budget</u>	<u>Amendments</u>	<u>Amended Budget</u>
Local Current Expense	\$ 14,187,099	\$ 30,000	\$ 14,217,099
State Public School	32,649,081	288,267	32,937,348
Federal Grants	2,137,133	9,969,985	12,107,118
School Nutrition	1,466,500	240,487	1,706,987
Extended Learning Centers	517,725	0	517,725
Capital Outlay	2,331,759	0	2,331,759
Special Revenue	481,602	2,174,000	2,655,602
Total	\$ 53,770,899	\$ 12,702,739	\$ 66,473,638

Watauga County Schools
BUDGET AMENDMENT #5
June 28, 2021

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2021.

BA #5-1 Explanation:

This amendment is to budget state transfers and additional state allotment dollars as reflected in DPI revisions #57-65.

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
1.5110.003.162	Non-Instructional Support	2,820
1.5110.009.184	Benefits/Longevity and Annual Leave	90,000
1.5110.045.180	Teacher Legislated Bonus	165,000
1.5110.130.412	State Textbooks	(96,780)
1.5110.131.413	Textbooks and Digital Resources	127,227
Total Appropriations		288,267

Revenues:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
1.3100	State Allocation	385,047
1.3211.130	State Textbooks	(96,780)
Total Revenues		288,267

BA #5-2 Explanation:

This amendment is to budget for expenses paid from local and state funds for the School Nutrition program.

Appropriations:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
4.5110.076.529.000.008	Cafeteria Upgrades-Lottery	(55,000)
4.8400.076.715	Transfer to School Nutrition (Capital Outlay)	55,000
1.6200.002.113	State Salary/Benefits Expense	(150,000)
1.8400.002.715	Transfer to School Nutrition (State)	150,000
2.6622.802.181.810.104	School Nutrition Supplements	(35,487)
2.8400.802.715	Transfer to School Nutrition (Current Expense)	35,487
5.7200.035.461	School Nutrition Capital Outlay Expense	55,000
5.7200.035.113	School Nutrition Salary/Benefits Expense	150,000
5.7200.035.181	School Nutrition Supplements Expense	35,487
Total Appropriations		240,487

Revenues:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
5.4924	Transfer from Capital Outlay	55,000
5.4921	Transfer from State Funds	150,000
5.4922	Transfer from Current Expense	35,487
Total Revenues		240,487

**Watauga County Schools
BUDGET AMENDMENT #5
June 28, 2021**

BA #5-3 Explanation:

This amendment is to budget special revenue funds.

Appropriations:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
8.5210.305.142	Exceptional Children Program	700,000
8.6401.861.418	1:1 District Technology	100,000
8.5110.311.113	Gear Up Grant	274,000
8.6570.802.511	Valle Crucis Land Purchase & Studies	1,100,000
Total Appropriations		2,174,000

Revenues:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
8.3700.305	Medicaid Receipts	700,000
8.4490.815	Misc. Revenue-1:1 Receipts	100,000
8.3700.311	Gear Up Grant w/ASU	274,000
8.4910	Fund Balance Appropriated	1,100,000
Total Revenues		2,174,000

BA #5-4 Explanation:

This amendment is to budget for state legislated PreK and After School Child Care bonuses.

Appropriations:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
2.5110.429.180	PreK Bonus	13,000
2.7100.429.180	After School Child Care Bonus	17,000
Total Appropriations		30,000

Revenues:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
2.3200	State DSS Staff Bonus	30,000
Total Revenues		30,000

Watauga County Schools
BUDGET AMENDMENT #5
June 28, 2021

BA #5-5 Explanation:

The following amendment is to finalize all federal budgets for 2020-21.

Appropriations:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
3.8200.017.399	Program Improvement	5,955.00
3.8200.049.399	PreSchool Handicapped	17,448.55
3.8200.050.399	Title I	41,384.16
3.8200.060.399	IDEA Title VI-B	29,909.36
3.8200.082.399	SIP Grant	17,529.44
3.8200.103.399	Improving Teacher Quality	18,117.47
3.8200.104.399	Language Acquisition	5,472.99
3.8200.108.399	Student Support & Academic Enrichment	2,460.65
3.8200.111.399	Language Acquisition - Significant Increase	62.00
3.8200.114.399	Children w/Special Needs - Risk Pool	140,730.00
3.8200.115.399	ESEA School Improvement	2,390.01
3.8200.118.399	Special Needs Targeted / PBIS Grant	184,959.07
3.8200.119.399	PreSchool Targeted Assistance	6,000.00
3.8200.163.399	CARES Act - ESSER I K-12 Emergency Relief	675,263.00
3.8200.165.399	CARES Act - ESSER I Digital Curricula	33,463.00
3.8200.166.399	CARES Act - ESSER I Canvas	14,328.00
3.8200.167.399	CARES Act - ESSER I EC Grant	38,760.00
3.8200.169.399	GEER - Student Services	143,777.00
3.8200.170.399	GEER - Supplemental Services	53,001.00
3.8200.171.399	CRRSA - ESSER II K-12 Emergency Relief	2,635,390.00
3.8200.181.399	ARP - ESSER III K-12 Emergency Relief	5,903,584.00

Total Appropriations **9,969,984.70**

Revenues:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
3.3600.017	Program Improvement	5,955.00
3.3600.049	PreSchool Handicapped	17,448.55
3.3600.050	Title I	41,384.16
3.3600.060	IDEA Title VI-B	29,909.36
3.3600.082	SIP Grant	17,529.44
3.3600.103	Improving Teacher Quality	18,117.47
3.3600.104	Language Acquisition	5,472.99
3.3600.108	Student Support & Academic Enrichment	2,460.65
3.3600.111	Language Acquisition - Significant Increase	62.00
3.3600.114	Children w/Special Needs - Risk Pool	140,730.00
3.3600.115	ESEA School Improvement	2,390.01
3.3600.118	Special Needs Targeted / PBIS Grant	184,959.07
3.3600.119	PreSchool Targeted Assistance	6,000.00
3.3600.163	CARES Act - ESSER I K-12 Emergency Relief	675,263.00
3.3600.165	CARES Act - ESSER I Digital Curricula	33,463.00
3.3600.166	CARES Act - ESSER I Canvas	14,328.00
3.3600.167	CARES Act - ESSER I EC Grant	38,760.00
3.3600.169	GEER - Student Services	143,777.00
3.3600.170	GEER - Supplemental Services	53,001.00
3.3600.171	CRRSA - ESSER II K-12 Emergency Relief	2,635,390.00
3.3600.181	ARP - ESSER III K-12 Emergency Relief	5,903,584.00

Total Revenues **9,969,984.70**



WATAUGA COUNTY BOARD OF EDUCATION

Margaret E. Gragg Education Center
175 Pioneer Trail, Boone, NC 28607

TO: Dr. Scott Elliott, Superintendent
Members, Watauga County Board of Education

FROM: Ly Marze, Finance Officer

DATE: June 28, 2021

RE: Recommendation of bid

Background Information:

The Watauga County Board of Education adopted policy 8320, "Depositories", on February 8, 2016, which allows for the solicitations of bids for a provider of banking services for the Board.

The Finance Officer released a Request for Proposal for bids to be submitted and received by 12:00 p.m. on Friday, May 14, 2021.

The Board received three proposals from local financial institutions. An ad-hoc committee of the Finance Officer, Finance Assistant, and a School Bookkeeper reviewed the proposals and the selection was based on the quoted earnings credit rate, schedule of fees, provided services, and references.

Consideration:

It is recommended for the Board to name First National Bank as the official depository effective July 1, 2021 and ending June 30, 2026.

Declaration of Surplus Items - April 2021

Date Approved:

Bethel

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
100903	1	Ice Maker		1
	4	Tables	4	
	5		4	1

Blowing Rock

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
200413	1	Sanitaire Carpet Cleaning Machine		1
34565	1	Viewsonic Interactive Flat Panel		1
	2		0	2

Green Valley

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
28117	1	AP330		1
28405	1	AP330		1
28834	1	AP330		1
	3		0	3

Hardin Park

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
28594	1	Wireless AP1130		1
501152	1	Volley Ball Standards (polls)	1	
	2		1	1

Parkway

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
410871	1	Elmo Doc Camera		1
28578	1	Dell Optiplex 755		1
	2	Rolling TV carts	2	
700026	1	HP Compaq desktop		1
700284	1	Elmo Doc Camera		1
700488	1	Flip Video Camera		1
	2	Dell Monitors		2
	9		2	7

Valle Crucis

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
28498	1	Lenovo ThinkPad Chromebook		1
	1		0	1

Watauga High School

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
28408	1	Wireless AP170		1
902974	1	26 Inch tool chest	1	
906200	1	Engine Stand	1	
	1	One box of obsolete auto eng tools	1	
906112	1	Engine Stand	1	
	1	Atech GM troubleshooting trainer #1	1	
906201	1	Engine Stand	1	
	1	Atech GM troubleshooting trainer #1	1	
906202	1	Engine Stand	1	
903318	1	Giant Scat Brand sand blaster	1	
	<u>10</u>		<u>9</u>	<u>1</u>

Technology Department

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
904617	1	iPad Mini 2	1	
600227	1	APC Smart UPS 750 battery backup	1	
700108	1	NEC Projector		1
	1	Dell Monitor		1
904399	1	Epson Powerlite 460 Projector		1
	1	APC Smart UPS 1500		1
903539	1	APC Smart UPS 1000		1
50413	1	APC Smart UPS 750		1
50604	1	APC Smart UPS 1500		1
904634	1	Dell Optiplex 755		1
903540	1	APC Smart UPS 1500		1
902874	1	Cisco Catalyst 3560G 24 Port Switch	1	
800846	1	HP Ultralim docking station		1
50507	1	Cisco Catalyst 3560G 48 Port Switch	1	
	<u>14</u>		<u>4</u>	<u>10</u>

Declaration of Surplus Items - May 2021

Date Approved:

Bethel

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
100209	1	Burgundy Leather Armchair		1
	1		0	1

Cove Creek

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
800430	1	Prtr-LJ4240n		1
700088	1	Doc Cam - TT-02s		1
800651	1	Cam FinePix A610		1
33504	1	Proj Powerlite 108		1
28551	1	Laptop Chrome 2 - 16/4GB		1
800179	1	CPU-GX380 Optiplex	1	
800180	1	CPU- GX380 Optiplex	1	
800170	1	CPU-GX 380 Optiplex	1	
800168	1	CPU - GX380 Optiplex	1	
800853	1	CPU - GX380 Optiplex	1	
800854	1	XE500C12 Chromebook		1
800163	1	Optiplex GX 380	1	
800039	1	Prtr-LJ P4014N		1
800126	1	Doc Cam-TT-02RX		1
800653	1	Cam FinePix A610		1
800147	1	Proj NP410		1
28497	1	Laptop ThinkPad 11e Chromebook 20DU		1
800166	1	CPU - GX380 Optiplex	1	
800225	1	CPU- GX 380 Optiplex	1	
800834	1	CPU - GX 380 Optiplex	1	
800851	1	CPU - GX380 Optiplex	1	
800184	1	CPU - GX380 Optiplex	1	
800160	1	Optiplex GX 380	1	
800364	1	Prtr-LJ 4000tn		1
80033	1	Doc Cam-TT-02s		1
800652	1	Cam FinePix A610		1
NA	1	Dell Monitor AS501		1
800165	1	CPU - GX380 Optiplex	1	
800182	1	CPU - GX380 Optiplex	1	
800169	1	CPU - GX380 Optiplex	1	
800172	1	CPU - GX380 Optiplex	1	
800226	1	Optiplex GX380	1	
5328	1	Mobile Media Stand	1	
800659	1	Cam FinePix S3000		1

800198	1	Scanner Doc - Canoscan 8400F flatbed	1	
NA	1	Dell Monitor AS501		1
800167	1	CPU - GX380 Optiplex		1
800852	1	CPU - GX380 Optiplex	1	
800850	1	CPU - GX380 Optiplex	1	
800071	1	Compaq DC 7900		1
800083	1	HP Compaq DC7900	1	
800118	1	Doc Cam - TT02RX		1
801026	1	Cam Zoom 76AiAF		1
28806	1	Proj Brightlink 595Wi		1
28538	1	Laptop Chromebook 2955U/CB1C13		1
800178	1	CPU - GX380 Optiplex	1	
800162	1	CPU - GX380 Optiplex	1	
800173	1	CPU - GX380 Optiplex	1	
	48		25	23

Green Valley

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
28744	1	Epson Powerlite 98H Projector		1
	1		0	1

Mabel

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
28605	1	Samsung Chromebook XE500C12		1
	1		0	1

Valle Crucis

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
33314	1	Lenovo 100e Chromebook		1
31702	1	Lenovo N23 Chromebook		1
300088	1	NEC NP400 projector		1
	3		0	3

Watauga High School

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
500446	1	Dell Precision T7600		1
28450	1	Epson Brightlink 595wi Projector		1
34822	1	Kajeet Bus Hotspot	1	
	1	Hill-Rom Advanta Hospital bed		1
	1	Hill-Rom Advanta Hospital bed	1	
	1	Hill-Rom Advanta Hospital bed	1	
33725	1	100e N3350 Chromebook		1
32967	1	HP Probook 430 G3		1
29118	1	HP Probook 430 G3		1
29136	1	HP Probook 420 G3		1

29144	1	HP Probook 430 G3		1
906146	1	Dell Precision T1500		1
34821	1	Kajeet bus hotspot	1	
	1	Nobilis Desktop PC		1
34820	1	Kajeet Bus Hotspot	1	
	<u>15</u>		<u>5</u>	<u>10</u>

Central Office

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
25053	1	AP330		1
28248	1	AP330		1
	<u>2</u>		<u>0</u>	<u>2</u>

Declaration of Surplus Items - June 2020

Date Approved:

Bethel

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
100729	1	Laptop Docking Station	1	
100209	1	Burgundy leather armchair		1
100728	1	Dell Laptop	1	
100606	1	Dell Optiplex 755	1	
050134	1	Dell Optiplex 745	1	
100652	1	Dell Optiplex 745	1	
100651	1	Dell Optiplex 745	1	
	<u>7</u>		<u>6</u>	<u>1</u>

Blowing Rock

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
28114	1	Wireless AP330		1
28406	1	Wireless AP330		1
28109	1	Wireless AP330		1
28110	1	Wireless AP330		1
200808	1	Smart Board - No Pen Tray	1	
		Sanitaire Wet Vacuum Floor		
200413	1	Cleaner		1
	<u>6</u>		<u>1</u>	<u>5</u>

Cove Creek

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
800412	1	Prtr-LJ 2300n		1
28610	1	Samsung XE500C12 Chromebook		1
800157	1	Prtr-LJ P1606dn	1	
800665	1	CPU-GX380 Optiplex		1
800183	1	CPU_GX380 Optiplex		1
800666	1	CPU-GX380 Optiplex		1
800849	1	CPU-GX380 Optiplex		1
800665	1	CPU-GX380 Optiplex		1
800230	1	CPU-GX380 Optiplex		1
800227	1	CPU-GX380 Optiplex		1
800237	1	Prtr-Stylus NX530	1	
801027	1	Cam-Easyshare CD40		1
27888	1	Tablet-iPad 2 16GB		1
27897	1	Tablet-iPad 2 16GB		1
27894	1	Tablet-iPad 2 16GB		1
27881	1	Tablet-iPad 2 16GB		1
26451	1	Tablet-iPad 2 16GB		1
27896	1	Tablet-iPad 2 16GB		1

27880	1	Tablet-iPad 2 16GB		1
27893	1	Tablet-iPad 2 16GB		1
28848	1	Tablet-iPad 4 16GB-MD513LL/A		1
27886	1	Tablet-iPad 2 16GB		1
26450	1	Tablet-iPad 2 16GB		1
27884	1	Tablet-iPad 2 16GB		1
800206	1	Tablet-iPad 4 32GB		1
800210	1	Tablet-iPad 4 32GB		1
800209	1	Tablet-iPad 4 32GB		1
800204	1	Tablet-iPad 4 32GB		1
<u>28</u>			<u>2</u>	<u>26</u>

Green Valley

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
400006	1	Amp		1
28545	1	Samsung Chromebook		1
600987	1	chromebook		1
28542	1	chromebook		1
903500	1	chromebook		1
600981	1	chromebook		1
400428	1	Dell 755 Optiplex	1	
no tag	1	HP Compaq	1	
401088	1	3D Printer		1
400199	1	Smartboard		1
400446	1	Chromebook		1
600977	1	chromebook		1
600973	1	chromebook		1
400448	1	chromebook		1
50032	1	Dell 755 Optiplex	1	
40063	1	HP Compaq	1	
400675	1	Smartboard		1
903493	1	chromebook		1
600989	1	chromebook		1
600983	1	chromebook		1
400445	1	chromebook		1
25737	1	Dell Optiplex 755	1	
400168	1	HP Compaq	1	
8085	1	Smartboard		1
600992	1	chromebook		1
28544	1	chromebook		1
600984	1	chromebook		1
600994	1	chromebook		1
80359	1	Speaker Amp		1
400167	1	HP Compaq	1	

400565	1	Smartboard		1
401085	1	chromebook		1
28546	1	chromebook		1
600985	1	chromebook		1
400449	1	chromebook		1
28572	1	Dell Optiplex 755	1	
200889	1	ELMO Doc camera		1
27916	1	iPad	1	
27907	1	iPad	1	
27921	1	iPad	1	
80252	1	lpad	1	
80265	1	iPad	1	
600972	1	chromebook	1	
400454	1	chromebook		1
400086	1	chromebooj		1
400451	1	chromebook		1
28051	1	computer chart	1	
28048	1	computer cart	1	
80362	1	iPad	1	
600865	1	IPAD	1	
27915	1	lpad	1	
400413	1	iPad	1	
80253	1	ipad	1	
80246	1	iPad	1	
80248	1	iPad	1	
600978	1	chromebook		1
400453	1	chromebook	1	
400455	1	chromebook		1
400457	1	chromebook		1
28050	1	computer cart	1	
80361	1	IPAD	1	
25617	1	IPAD	1	
27922	1	iPad	1	
80250	1	iPad	1	
80263	1	iPad	1	
80245	1	iPad	1	
80259	1	iPad	1	
400447	1	chromebook		1
400450	1	chromebook		1
400082	1	chromebook		1
400456	1	chromebook		1
400566	1	computer cart	1	
80363	1	IPAD	1	

80089	1	IPAD	1		
400414	1	iPad	1		
27917	1	iPad	1		
80257	1	iPad	1		
80267	1	iPad	1		
600986	1	chromebook		1	
600993	1	chromebook		1	
400452	1	chromebook	1		
400083	1	chromebook		1	
28816	1	chromebook		1	
400409	1	computer cart	1		
80364	1	IPAD	1		
27912	1	iPad	1		
27898	1	iPad	1		
80260	1	iPad	1		
80255	1	iPad	1		
903508	1	iPad		1	
400458	1	chromebook		1	
400087	1	chromebook		1	
28049	1	computer cart	1		
80360	1	IPAD	1		
	<u>94</u>		<u>48</u>	<u>46</u>	

Hardin Park

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
28616	1	Samsung 500C Chromebook	1	
28614	1	Samsung 500C Chromebook	1	
28623	1	Samsung 500C Chromebook	1	
500407	1	Earthwalk Computer Cart		1
40621	1	Califone 5270 Cassette Recorder	1	
501122	1	Apex DVD Player	1	
501133	1	i Omega CD-RW	1	
28613	1	Samsung 500C Chromebook	1	
28621	1	Samsung 500C Chromebook	1	
500318	1	Elmo Document Camera TT-02 Rx		1
322-1263				
and		Beseler Vu-Lyte II Opaque		
20894	2	Projector		2
500663	1	Philips VHS/DVD Combo Player	1	
501132	1	i Omega CD-RW	1	
28619	1	Samsung 500C Chromebook	1	
28618	1	Samsung 500C Chromebook	1	
51293	1	Kenwood Handheld Radio		1
500874	1	Magnavox VHS/DVD Player	1	

N/A	1	LG DVD-RAM Recorder	1	
322-18425	1	Panasonic Video Camera AC Adapter		1
28622	1	Samsung 500C Chromebook	1	
28617	1	Samsung 500C Chromebook	1	
322-17291	1	Califone 5270 Cassette Recorder	1	
500675	1	Sony VHS/DVD Combo Player	1	
500775	1	Emerson VHS/DVD Combo Player	1	
N/A	1	Durabrand CD/Tape Player	1	
28624	1	Samsung 500C Chromebook	1	
28621	1	Samsung 500C Chromebook	1	
		Califone 5272AV Cassette Recorder		
N/A	1	Recorder	1	
500802	1	Philips DVD Player	1	
N/A	1	Philips DVD Player	1	
	31		25	6

Mabel

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
600063	1	Smartboard 680		1
28558	1	Samsung XE500C12 Chromebook	1	
324-883	1	TI-81 ViewScreen		1
	1	AVerkey3- Video converter	1	
600690	1	Smartboard 680		1
10504	1	Telex MagnaByte		1
28558	1	Samsung XE500C		1
601158	1	Lenovo Thinkpad	1	
28821	1	Lenovo N22 Chromebook	1	
28823	1	Lenovo N22 Chromebook	1	
28820	1	Lenovo N22 Chromebook	1	
28822	1	Lenovo N22 Chromebook	1	
28819	1	Lenovo N22 Chromebook	1	
32025	1	Lenovo N23 Chromebook	1	
32004	1	Lenovo N23 Chromebook	1	
32013	1	Lenovo N23 Chromebook	1	
32011	1	Lenovo N23 Chromebook	1	
32033	1	Lenovo N23 Chromebook	1	
32043	1	Lenovo N23 Chromebook	1	
600966	1	Dell Optiplex 755	1	
	20		15	5

Parkway

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
700311	1	TI-83 Plus		1

700688	1	TI-83 Plus	1
28635	1	Samsung Chromebook	1
28636	1	Samsung Chromebook	1
700308	1	TI-83 Plus	1
700692	1	TI-83 Plus	1
28634	1	Samsung Chromebook	1
700324	1	TI-83 Plus	1
700713	1	TI-83 Plus	1
28631	1	Samsung Chromebook	1
700693	1	TI-83 Plus	1
700703	1	TI-83 Plus	1
28637	1	Samsung Chromebook	1
700712	1	TI-83 Plus	1
28632	1	Samsung Chromebook	1
700040	1	HP Compaq desktop	1
700077	1	HP Compaq Desktop	1
700075	1	HP Compaq	1
700069	1	HP Compaq Desktop	1
700071	1	HP Compaq	1
700028	1	HP Compaq Desktop	1
700081	1	HP Compaq desktop	1
700846	1	Ultra Flip Video Camera	1
700848	1	Ultra Flip Video Camera	1
700847	1	Ultra Flip Video Camera	1
25			0 25

Valle Crucis

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
25089	1	Wireless AP330		1
28111	1	Wireless AP330		1
100593	1	Apple iPad		1
28596	1	Asus chromebook		1
300949	1	Dell chromebook		1
300023	1	Compaq dc7900		1
300017	1	compaq dc7900		1
301309	1	Lenovo N22 chromebook		1
600264	1	Kodak EasyShare C613 camera		1
300758	1	window air cond		1
300665	1	window air cond		1
300517	1	window air cond		1
12			0	12

Watauga High School

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
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900628	1	Epson Powerlite 460 Projector		1
903607	1	Dell Precision T3500		1
905520	1	Samsung portable DVD		1
900334	1	Dell Precision T3500		1
903571	1	Samsung DVD/VCR		1
905681	1	NEC Flat panel monitor		1
903595	1	Dell Precision T3500		1
31271	1	Lenovo N23 Chromebook		1
28248	1	Aerohive AP 330		1
28592	1	iPad		1
500463	1	iPad		1
600867	1	iPad		1
	<u>12</u>		<u>0</u>	<u>12</u>

Technology Department

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
300535	1	Dell Optiplex 755 Desktop		1
400425	1	Dell Optiplex 755 Desktop		1
28458	1	Epson Brightlight 595 Projector		1
	<u>3</u>		<u>0</u>	<u>3</u>

Transportation Department

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
50004	1	Ford F250 #7004	1	
50842	1	2003 Ford F250	1	
	<u>2</u>		<u>2</u>	<u>0</u>

Resolution Urging the State to Fulfill its Constitutional Duty to Provide Every Child Access to a Sound Basic Education

WHEREAS, for more than 25 years, North Carolina lawmakers from both parties have failed to meet their constitutional obligation to provide all children in the state with a sound basic education;

WHEREAS, far too many students, particularly students of color, students from economically-disadvantaged families, students with disabilities, English learners, and rural students have been denied the opportunities promised to them under the North Carolina Constitution,

WHEREAS, the State Constitution and North Carolina General Statutes place the responsibility to fund a public school system that provides every child in the state with access to a sound basic education with the State of North Carolina, both the executive and legislative branches;

WHEREAS, adequate educational opportunities cannot realistically be provided without adequate education funding;

WHEREAS, on March 15, the State submitted to the court a long-term comprehensive remedial plan (“Leandro Plan”) detailing specific steps State leaders must enact to remedy the ongoing constitutional violations in our public school system and ensure that all students have access to the education they are owed under the State Constitution;

WHEREAS, the Leandro Plan represents the bare minimum of the steps State leaders must take to fulfill their constitutional duties and is not a menu from which policymakers may select their preferred initiatives;

WHEREAS, Governor Cooper’s Budget Recommendations for 2021-23 demonstrate that the Leandro Plan can be fully implemented within existing State resources;

WHEREAS, district leaders, including school board members, stand ready to direct additional State resources to the students and schools with the greatest needs, such that all children have an equal opportunity to realize their full potential;

WHEREAS, receiving a quality education is paramount to catalyzing the full growth and self-actualization of students, families, communities, and our State as a whole;

THEREFORE, be it resolved that the _____ Board of Education/County Commissioners request(s) that the North Carolina General Assembly fully enact the policy and funding reforms included in the Leandro Plan to ensure that all North Carolina students have access to a sound basic education by the 2028 school year.

Adopted by the _____ Board of Education/County Commissioners this ____ day of _____, 2021.



WATAUGA COUNTY BOARD OF EDUCATION

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

June 7, 2021

Beverage Products (Water, Juice, Isotonic) New Bid Award

Sealed bids for beverage products, including water, juice and isotonic beverages, were received and opened by the Mountain Purchasing Cooperative on Monday, May 17th, 2021 at 1:00 pm. The purchasing cooperative consists of Ashe, Avery, Wilkes and Watauga Counties for the beverage bid. This bid was requested for high schools in the cooperative only.

Bid packets were requested from Dr. Pepper Bottling of West Jefferson, Pepsi Bottling Ventures and Coca-Cola Bottling. Dr. Pepper Bottling of West Jefferson and Pepsi Bottling Ventures were the only potential vendors who returned a bid packet.

After full review and analysis of the bid documents provided by Dr. Pepper Bottling of West Jefferson and Pepsi Bottling Ventures the preliminary bid award was granted to Dr. Pepper Bottling of West Jefferson. Final bid award is recommended to Dr. Pepper Bottling of West Jefferson based on their completion of the bid packet documents, availability of items requested on the bid solicitation and the decline to bid by other potential vendors. Of the 12 items requested on the bid document, Dr. Pepper Bottling of West Jefferson gave pricing and availability confirmation on eight (8) of the items. Pepsi Bottling Ventures gave pricing and availability confirmation on five (5) of the requested items.

Dr. Pepper has supplied beverages to the schools in the Mountain Purchasing Cooperative for many years. The ordering and delivery model followed by Dr. Pepper and their level of service has been superior. Dr. Pepper Bottling of West Jefferson has always provided exceptional products and been an above average business partner.

Attached is the official bid spreadsheet from Dr. Pepper Bottling of West Jefferson and Pepsi Bottling Ventures as well as the new bid analysis and total bid cost for Watauga County Schools on the products bid by Dr. Pepper Bottling of West Jefferson.

Thank you,

Monica C. Bolick
Director of School Nutrition

Official Bid Spreadsheet
2021-2022 BEVERAGES BID HIGH SCHOOL ONLY
Mountain Purchasing Cooperative
(Ashe, Avery, Watauga & Wilkes County Schools)

Dr. Pepper

Product Description: <u>ISOTONIC</u> ALL PRODUCT CONTAINERS MUST BE CANS, OR PLASTIC. NO GLASS BOTTLES ALLOWED.	Estimated Usage in Cases	Vendor Units per Case	Case Cost	Unit Cost
FLAVORED WATER BRANDS, SIZES AND FLAVORS AVAILABLE: <u>12^{oz} - Polar Seltzer - Black Cherry</u> <u>Orange - Vanilla, Cranberry - Lime,</u> <u>Lime, Original, Raspberry - Lime</u>	800	24	8.50	35¢
ISOTONIC BEVERAGES BRANDS, SIZES AND FLAVORS AVAILABLE: <u>16^{oz} Propel - Variety</u> <u>20^{oz} Gatorade Zero - Glacier</u> <u>Cherry, Orange, Lemon-Lime (Variety)</u>	50	24 24	17.00 18.50	71¢ 77¢
DIET SODA - 12oz. Cans Note: BRANDS AND FLAVORS AVAILABLE: - All Diet <u>Dr. Pepper, Mt Dew, Sunkist,</u> <u>Cheerwine, Ginger-Ale-Canada Dry,</u> <u>A&W Rootbeer, 7up, RC, Diet-Rite</u>	5568	24	8.00	33¢
DIET SODA - 20 oz. Bottles - All Diet Note: PREFERRED FLAVORS: <u>DIET MOUNTAIN DEW, AND DIET DR. PEPPER</u> BRANDS AND FLAVORS AVAILABLE: <u>Mt Dew, Dr. Pepper, Cheerwine,</u> <u>7up, RC, Sunkist, A&W Rootbeer</u> <u>Canada Dry Ginger-Ale, Country-Time</u> <u>Lemonade</u>	2632	24	13.00	54¢
CAFFEINATED "Gen Z" BEVERAGE Note: MOUNTAIN DEW KICKSTART or EQUIVALENT BRANDS, SIZES AND FLAVORS AVAILABLE: <u>12^{oz} Mountain Dew Kickstart</u> <u>Orange and Grape</u>	4808	18	16.25	90¢

USDA Requirements: (Isotonic/Low and No-Calorie Beverages (High School Only) are defined as beverages with or without caffeine and /or carbonation or calorie-free flavored water.) **"Lower Calorie"** requirements: Maximum 40 calories/8 fl. Oz, Maximum 60 calories/12 fl. Oz. (Equivalent to 5 calories per fl. oz.) **"No Calorie"** requirements: Less than 5 calories/8 fl. oz., Maximum 10 calories/20 fl. oz.

Official Bid Spreadsheet
2021-2022 BEVERAGES BID HIGH SCHOOL ONLY
Mountain Purchasing Cooperative
(Ashe, Avery, Watauga & Wilkes County Schools)

Dr. Pepper

Product Description <u>JUICE</u> ALL PRODUCT CONTAINERS MUST BE PAPER, CANS, OR PLASTIC. NO GLASS BOTTLES ALLOWED.	Estimated Usage in Cases	Vendor Units Per Case	Case Cost	Unit Cost
100% Fruit and/or vegetable juices (4oz) BRANDS AND FLAVORS AVAILABLE: <hr/> <div style="text-align: center;">N/A</div> <hr/> <hr/>	50			
100% Fruit and/or vegetable juices (8oz) BRANDS AND FLAVORS AVAILABLE: <hr/> <div style="text-align: center;">N/A</div> <hr/> <hr/>				
100% Fruit and/or vegetable juices (10oz) BRANDS AND FLAVORS AVAILABLE: <hr/> <div style="text-align: center;">N/A</div> <hr/> <hr/>				
100% Fruit and/or vegetable juices (12oz) BRANDS AND FLAVORS AVAILABLE: <hr/> <div style="text-align: center;">N/A</div> <hr/> <hr/>				

USDA Requirements for 100% fruit or vegetable juice, with or without carbonation:

Elementary School: 8 fl. oz. maximum size

Middle School: 12 fl. oz. maximum size

High School: 12 fl. oz. maximum size

USDA Requirements for Diluted Juice: 100% fruit or vegetable juice diluted with water, with or without carbonation and with NO ADDED SWEETENERS:

Elementary School: 8 fl. oz. maximum size

Middle School: 12 fl. oz. maximum size

High School: 12 fl. oz. maximum size

Official Bid Spreadsheet
2021-2022 BEVERAGES BID HIGH SCHOOL ONLY
Mountain Purchasing Cooperative
(Ashe, Avery, Watauga & Wilkes County Schools)

Dr. Pepper

Product Description UNFLAVORED WATER ALL PRODUCT CONTAINERS MUST BE CANS, OR PLASTIC. NO GLASS BOTTLES ALLOWED.	Estimated Usage in Cases	Vendor Units Per Case	Case Cost	Unit Cost
WATER, plain Natural Spring PREFERRED, 16.9 fl. oz. No Additives or other than naturally occurring minerals. Good quality plastic bottle, no sports top, packaged in a disposable corrugated cardboard or shrink wrapped case. BRANDS AVAILABLE: <u><i>Zen Water</i></u> <u><i>Core Water</i></u> <u><i>Crystal Geyser</i></u>	650			
		<i>24</i>	<i>15.00</i>	<i>63¢</i>
		<i>24</i>	<i>18.50</i>	<i>77¢</i>
		<i>36</i>	<i>6.75</i>	<i>19¢</i>
WATER, plain Natural Spring PREFERRED, 20 fl. oz. No Additives or other than naturally occurring minerals Good quality plastic bottle, no sports top, packaged in a disposable corrugated cardboard or shrink wrapped case. BRANDS AVAILABLE: <u><i>Deja Blue</i></u> <u><i>High Country</i></u> <u><i>Blue Mist</i></u>	1600			
		<i>24</i>	<i>6.75</i>	<i>28¢</i>
		<i>24</i>	<i>9.00</i>	<i>38¢</i>
		<i>24</i>	<i>6.75</i>	<i>28¢</i>
OPTIONAL BID ITEM IF AVAILABLE: WATER, plain Natural Spring PREFERRED, 8 fl. oz. No Additives or other than naturally occurring minerals. Good quality plastic bottle, no sports top, packaged in a disposable corrugated cardboard or shrink wrapped case. BRANDS AVAILABLE: <u><i>Crystal Geyser 70ct</i></u>				
		<i>70</i>	<i>11.75</i>	<i>17¢</i>

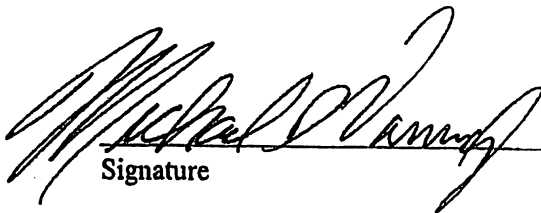
USDA Requirements for Water: Plain, with or without carbonation: NO SIZE LIMITS

**Official Bid Spreadsheet
2021-2022 BEVERAGES BID HIGH SCHOOL ONLY
Mountain Purchasing Cooperative
(Ashe, Avery, Watauga & Wilkes County Schools)**

Specifications for all Items:

All items and flavors bid must meet the USDA Smart Snacks in Schools requirements, which includes:

CATEGORY	ELEMENTARY	MIDDLE	HIGH
PLAIN OR CARBONATED WATER	ANY SIZE	ANY SIZE	ANY SIZE
100% FRUIT or VEGETABLE JUICE (plain or carbonated) with no added sweeteners	≤8oz	≤12oz	≤12oz
NO CALORIE BEVERAGES, FLAVORED and /or CARBONATED BEVERAGES <5 calories per 8oz, or ≤10 calories per 20oz	NOT PERMITTED	NOT PERMITTED	≤20oz
LOW CALORIE BEVERAGES, FLAVORED and/or CARBONATED BEVERAGES ≤40 calories per 8oz, or ≤60 calories per 12oz	NOT PERMITTED	NOT PERMITTED	≤12oz


Signature

5-13-21
Date

Dr. Pepper Bottling of WS
Company

Official Bid Spreadsheet
2021-2022 BEVERAGES BID HIGH SCHOOL ONLY
Mountain Purchasing Cooperative
(Ashe, Avery, Watauga & Wilkes County Schools)

Pepsi

Product Description: ISOTONIC ALL PRODUCT CONTAINERS MUST BE CANS, OR PLASTIC. NO GLASS BOTTLES ALLOWED.	Estimated Usage In Cases	Vendor Units per Case	Case Cost	Unit Cost
FLAVORED WATER BRANDS, SIZES AND FLAVORS AVAILABLE: <hr/> <hr/> <hr/>	800			
ISOTONIC BEVERAGES BRANDS, SIZES AND FLAVORS AVAILABLE: Gatorade/Gatorade Zero (12 ounce)- Fruit Punch, Grape, Glacier Freeze Gatorade Zero (20 ounce)- Glacier Cherry, Glacier Freeze	50	24- 12oz 24- 20oz	\$13.60 \$17.00	.57 .71
DIET SODA – 12oz. Cans Note: BRANDS AND FLAVORS AVAILABLE:	5568			
DIET SODA – 20 oz. Bottles <u>Note:</u> <u>PREFERRED FLAVORS:</u> <u>DIET MOUNTAIN DEW, AND DIET DR. PEPPER</u> BRANDS AND FLAVORS AVAILABLE: Pepsi Zero, Wild Cherry Pepsi Zero, Diet Pepsi, Wild Cherry Pepsi Zero, Diet Dew (Wilkes County), Mountain Dew Zero (Wilkes County), Diet Dr. Pepper (Wilkes County), Dr. Pepper Zero	2632	24	\$9.75	.41
CAFFEINATED "Gen Z" BEVERAGE Note: <u>MOUNTAIN DEW KICKSTART or EQUIVALENT</u> BRANDS, SIZES AND FLAVORS AVAILABLE: <hr/> <hr/> <hr/>	4808			

Pepsi

Official Bid Spreadsheet
2021-2022 BEVERAGES BID HIGH SCHOOL ONLY
Mountain Purchasing Cooperative
(Ashe, Avery, Watauga & Wilkes County Schools)

USDA Requirements: (Isotonic/Low and No-Calorie Beverages (High School Only) are defined as beverages with or without caffeine and /or carbonation or calorie-free flavored water.) **"Lower Calorie"** requirements: Maximum 40 calories/8 fl. Oz, Maximum 60 calories/12 fl. Oz. (Equivalent to 5 calories per fl. oz.) **"No Calorie"** requirements: Less than 5 calories/8 fl. oz., Maximum 10 calories/20 fl. oz.

Product Description <u>JUICE</u> ALL PRODUCT CONTAINERS MUST BE PAPER, C NO GLASS BOTTLES ALLOWED.	Estimated Usage in Cases	Vendor Units Per Case	Case Cost	Unit Cost
100% Fruit and/or vegetable juices (4oz) BRANDS AND FLAVORS AVAILABLE: _____ _____ _____	50			
100% Fruit and/or vegetable juices (8oz) BRANDS AND FLAVORS AVAILABLE: _____ _____ _____				
100% Fruit and/or vegetable juices (10oz) BRANDS AND FLAVORS AVAILABLE: Dole Orange Juice, Dole Fruit Punch, Dole Apple Naked Juice Mighty Mango, Naked Juice Strawberry Banana, Naked Juice Green Machine, Naked Juice Berry Blast		24 8	\$14.30 \$11.00	.60 \$1.38
100% Fruit and/or vegetable juices (12oz) BRANDS AND FLAVORS AVAILABLE: _____ _____ _____				

Official Bid Spreadsheet
2021-2022 BEVERAGES BID HIGH SCHOOL ONLY
Mountain Purchasing Cooperative
(Ashe, Avery, Watauga & Wilkes County Schools)

Pepsi

USDA Requirements for 100% fruit or vegetable juice, with or without carbonation:

Elementary School: 8 fl. oz. maximum size

Middle School: 12 fl. oz. maximum size

High School: 12 fl. oz. maximum size

USDA Requirements for Diluted Juice: 100% fruit or vegetable juice diluted with water, with or without carbonation and with NO ADDED SWEETENERS:

Elementary School: 8 fl. oz. maximum size

Middle School: 12 fl. oz. maximum size

High School: 12 fl. oz. maximum size

Product Description UNFLAVORED WATER ALL PRODUCT CONTAINERS MUST BE CANS, OR PLASTIC. NO GLASS BOTTLES ALLOWED.	Estimated Usage in Cases	Vendor Units Per Case	Case Cost	Unit Cost
WATER, plain Natural Spring PREFERRED, 16.9 fl. oz. No Additives or other than naturally occurring minerals. Good quality plastic bottle, no sports top, packaged in a disposable corrugated cardboard or shrink wrapped case. BRANDS AVAILABLE: Aquafina	650	24	\$5.50	.23
WATER, plain Natural Spring PREFERRED, 20 fl. oz. No Additives or other than naturally occurring minerals Good quality plastic bottle, no sports top, packaged in a disposable corrugated cardboard or shrink wrapped case. BRANDS AVAILABLE: Aquafina	1600	24	\$7.25	.30

Official Bid Spreadsheet
2021-2022 BEVERAGES BID HIGH SCHOOL ONLY
Mountain Purchasing Cooperative
(Ashe, Avery, Watauga & Wilkes County Schools)


Pepsi

OPTIONAL BID ITEM IF AVAILABLE: WATER, plain Natural Spring PREFERRED, 8 fl. oz. No Additives or other than naturally occurring minerals. Good quality plastic bottle, no sports top, packaged in a disposable corrugated cardboard or shrink wrapped case. BRANDS AVAILABLE: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>				
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USDA Requirements for Water: Plain, with or without carbonation: NO SIZE LIMITS Specifications for all Items:

All items and flavors bid must meet the USDA Smart Snacks in Schools requirements, which includes:

CATEGORY	ELEMENTARY	MIDDLE	HIGH
PLAIN OR CARBONATED WATER	ANY SIZE	ANY SIZE	ANY SIZE
100% FRUIT or VEGETABLE JUICE (plain or carbonated) with no added sweeteners	≤8oz	≤12oz	≤12oz
NO CALORIE BEVERAGES, FLAVORED and /or CARBONATED BEVERAGES ≤5 calories per 8oz, or ≤10 calories per 20oz	NOT PERMITTED	NOT PERMITTED	≤20oz
LOW CALORIE BEVERAGES, FLAVORED and/or CARBONATED BEVERAGES ≤40 calories per 8oz, or ≤60 calories per 12oz	NOT PERMITTED	NOT PERMITTED	≤12oz


 Signature

5/4/2021
 Date

PEPSI BOTTLE VENTURES
 Company

BEVERAGE BID ANALYSIS 2021-2022
High Schools Only

VENDOR: Dr. Pepper Bottling of West Jefferson

PRODUCT DESCRIPTION	OZ PER UNIT	VENDOR UNITS PER CASE	CASE COST	UNIT COST	COST PER OZ	REQUESTED USAGE (Entire Co-op)	TOTAL USAGE COST	NOTES:
FLAVORED WATER	16	24	\$17.00	\$0.71	\$0.0443	0	\$0.00	Propel Variety Pack. Flavors Include: Grape, Kiwi Strawberry, Mixed Berry Excluded from bid analysis - Pepsi did not bid
ISOTONIC BEVERAGES	20	24	\$18.50	\$0.77	\$0.0385	50	\$925.00	Gatorade Zero Flavors Include: Glacier Cherry, Orange, Lemon-Lime
DIET SODA 12OZ CANS	12	24	\$8.00	\$0.33	\$0.0278	0	\$0.00	Flavors Include: Diet Dr. Pepper, Diet Mtn. Dew, Diet Sunkist, Diet Cheerwine, Diet Canada Dry, Diet A&W Rootbeer, Diet 7-up, Diet RC Cola, Diet Rite Excluded from bid analysis - Pepsi did not bid
DIET SODA 20OZ BOTTLES	20	24	\$13.00	\$0.54	\$0.0271	2632	\$34,216.00	Flavors Include: Diet Mtn. Dew, Diet Dr. Pepper, Diet Cheerwine, Diet 7-up, Diet RC Cola, Diet Sunkist, Diet A&W Rootbeer, Diet Canada Dry, Diet Country Time Lemonade
CAFFEINATED GEN Z BEVERAGE	12	18	\$16.25	\$0.90	\$0.0000	0	\$0.00	Kickstart Flavors Include: Grape & Orange Excluded from bid analysis - Pepsi did not bid
100% FRUIT/VEGETABLE JUICE 4OZ	4	0		\$0.00	\$0.0000	No bid	#VALUE!	N/A DO NOT CARRY-Excluded from bid analysis
100% FRUIT/VEGETABLE JUICE 8OZ	8	0		\$0.00	\$0.0000	No bid	#VALUE!	N/A DO NOT CARRY-Excluded from bid analysis
100% FRUIT/VEGETABLE JUICE 10OZ	10	0		\$0.00	\$0.0000	No bid	#VALUE!	N/A DO NOT CARRY-Excluded from bid analysis
100% FRUIT/VEGETABLE JUICE 12OZ	12	0		\$0.00	\$0.0000	No bid	#VALUE!	N/A DO NOT CARRY-Excluded from bid analysis
WATER PLAIN, NATURAL SPRING 16.9OZ	16.9	36	\$6.75	\$0.19	\$0.0111	650	\$4,387.50	Brand: Crystal Geyser
WATER PLAIN, NATURAL SPRING 20OZ	20	24	\$6.75	\$0.28	\$0.0141	1600	\$10,800.00	Brand: Deja Blue
WATER PLAIN, 8OZ	8	70	\$11.75	\$0.17	\$0.0000	0	\$0.00	Brand: Crystal Geyser Excluded from bid analysis - Pepsi did not bid
TOTAL BOTTOM LINE:				\$1.78	\$0.09		\$50,328.50	Includes entire co-op

*Dr. Pepper did not bid on 4 out of 12 items requested

VENDOR: PEPSI Bottling Ventures

PRODUCT DESCRIPTION	OZ PER UNIT	VENDOR UNITS PER CASE	CASE COST	UNIT COST	COST PER OZ	REQUESTED USAGE (Entire Co-op)	TOTAL USAGE COST	NOTES:
FLAVORED WATER	0	0		#DIV/0!	#DIV/0!	No bid	#VALUE!	N/A DO NOT CARRY-Excluded from bid analysis
ISOTONIC BEVERAGES	20	24	\$17.00	\$0.71	\$0.0354	50	\$850.00	Flavors Include: Glacier Cherry, Glacier Freeze
DIET SODA 12OZ CANS	0	0		#DIV/0!	#DIV/0!	No bid	#VALUE!	N/A DO NOT CARRY-Excluded from bid analysis
DIET SODA 20OZ BOTTLES	20	24	\$9.75	\$0.41	\$0.0203	2632	\$25,662.00	Flavors Include: Pepsi Zero, Wild Cherry Pepsi Zero, Diet Pepsi, Diet Mtn. Dew (Wilkes Co. only), Mtn. Dew Zero (Wilkes Co. only), Diet Dr. Pepper (Wilkes Co. only), Dr. Pepper Zero
CAFFEINATED GEN Z BEVERAGE	0	0		#DIV/0!	#DIV/0!	No bid	#VALUE!	N/A DO NOT CARRY-Excluded from bid analysis
100% FRUIT/VEGETABLE JUICE 4OZ	4	0		#DIV/0!	#DIV/0!	No bid	#VALUE!	N/A DO NOT CARRY-Excluded from bid analysis
100% FRUIT/VEGETABLE JUICE 8OZ	8	0		#DIV/0!	#DIV/0!	No bid	#VALUE!	N/A DO NOT CARRY-Excluded from bid analysis
100% FRUIT/VEGETABLE JUICE 10OZ	10	24	\$14.30	\$0.60	\$0.0596	0	\$0.00	Flavors Include: Dole Orange, Dole Fruit Punch, Dole Apple Excluded from bid analysis - Dr. Pepper did not bid
100% FRUIT/VEGETABLE JUICE 12OZ	12	0		\$0.00	\$0.0000	No bid	#VALUE!	N/A DO NOT CARRY-Excluded from bid analysis
WATER PLAIN, NATURAL SPRING 16.9OZ	16.9	24	\$5.50	\$0.23	\$0.0136	650	\$3,575.00	Brand: Aquafina
WATER PLAIN, NATURAL SPRING 20OZ	20	24	\$7.25	\$0.30	\$0.0151	1600	\$11,600.00	Brand: Aquafina
WATER PLAIN, 8OZ	8	0		\$0.00	\$0.0000	No bid	#VALUE!	N/A DO NOT CARRY-Excluded from bid analysis
TOTAL BOTTOM LINE:				\$1.65	\$0.08		\$41,687.00	Includes entire co-op

*Pepsi did not bid on 7 out of 12 items requested

VENDOR: Coca-Cola (No Show/No Bid Returned)

Beverage Bid Estimated Cost - Watauga High School

Product Description**	2018/19*		Bid Case		TOTAL	
	Usage (Units)	Bid Cost (per case)	Pack Qty	Individual Unit Cost	PRODUCT COST	
Flavored Water (Polar Seltzer) 12 oz. cans	348	\$ 8.50	24	\$ 0.35	\$	123.25
Flavored Water (Propel) 16 oz. bottles	1,548	\$ 17.00	24	\$ 0.71	\$	1,096.50
Isotonic Beverages (Gatorade) 20 oz. bottles	600	\$ 18.50	24	\$ 0.77	\$	462.50
Diet Soda (variety) 12 oz. cans	696	\$ 8.00	24	\$ 0.33	\$	232.00
Diet Soda (variety) 20 oz. bottles	7,896	\$ 13.00	24	\$ 0.54	\$	4,277.00
Caffeinated "Gen Z" Beverages (Kickstart) 12 oz. cans	7,212	\$ 16.25	18	\$ 0.90	\$	6,510.83
Water, Spring (Deja Blue) 20 oz. bottle	1,920	\$ 6.75	24	\$ 0.28	\$	540.00
Water, Specialty (CORE) 16.9 oz. bottle	816	\$ 18.50	24	\$ 0.77	\$	629.00
						\$ 13,871.08

* 2018/19 usage selected due to full year of sales prior to COVID pandemic

**Past item sales and potential future items listed including those not used for bid analysis



WATAUGA COUNTY BOARD OF EDUCATION

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

June 7, 2021

Vending Services (Snacks & Beverages) New Proposal Award

Sealed Proposals for vended snack and beverage products were received and opened by the Mountain Purchasing Cooperative on Monday, May 17th, 2021 at 2:00 pm. The purchasing cooperative consists of Ashe, Avery, Wilkes and Watauga Counties for the vending proposal.

Proposal packets were requested from Triangle Vending, High County Vending, and Canteen Vending (Compass). Triangle Vending was the only potential vendor who returned a proposal packet.

After full review and analysis of the proposal documents presented by Triangle Vending, the preliminary proposal award was granted to Triangle Vending. Final proposal award is recommended to Triangle Vending based on completion of the proposal documents and the decline to propose by other potential vendors.

Triangle Vending has provided vending services to Watauga County Schools for many years. The service provided by Triangle has been exceptional and should continue to be for the upcoming school year.

Attached is the official proposal spreadsheet from Triangle Vending. Retail prices on snack and beverage items are estimated and will be set per the direction of each district's School Nutrition Director and to match the margins set for like items sold inside the school cafeteria. In Watauga County, vending is only offered at Watauga High School.

Thank you,

Monica C. Bolick
Director of School Nutrition

Vended Snacks Proposal

Mountain Purchasing Cooperative – Proposal Response Form

Please respond fully, completely and appropriately to each item and request for information or proposal on this form.

Name of Vendor: Triangle Vending & Water
 Mailing Address: PO Box 110
 City: W. Jefferson State: NC Zip: 28694
 Telephone: 336-246-6681 FAX: 336-246-6681 Email: trivend@yahoo.com
 Name of Contact Person: Michael Vandy Title: Owner

A. Scope of Proposal. Please indicate below which of the following types or categories of snacks (and brands or flavors) you are offering to provide to Mountain Purchasing Cooperative. You may add additional items if you wish. For each item offered please supply (ATTACHMENT A), the nutritional & ingredient label of the product along with the Smart Snacks Product Calculator results. All products must meet USDA "All Foods Sold in Schools" Standards (attached to RFP).

Category of Snacks	Yes	No	Brands and flavors (use additional sheets as needed)
Snack Crackers	X		
Baked Chips/Pretzels	X		
Sweet Rolls/Pastries/Snack Cakes	X		
Granola Bars/Trail Mix/Nuts	X		
Candy Items	X		
Beef Jerky	X		
No or Low Calorie Beverages	X		
Other Items	X		

See Attached
Files

B. Vending Commission. What commission do you offer to pay Mountain Purchasing Cooperative based on sales from vending machines/a la carte sales? What retail price do you propose to charge? What volume estimate (in cases) is your proposal based upon?

Category of Snacks	Est. Usage	Commission	Case Price/Pack Size	Retail Price per Item
Snack Crackers	7,000	20 %	\$	\$
Baked Chips/Pretzels	20,000	20 %	\$	\$
Sweet Rolls/Pastries/Snack Cakes	10,000	20 %	\$	\$
Granola Bars/Trail Mix/Nuts	3,000	20 %	\$	\$
Candy Items	4,000	20 %	\$	\$
Beef Jerky	8,000	20 %	\$	\$
Other Items	10,000	20 %	\$	\$
No or Low Calorie Beverages	20,000	25.20 %	\$	\$

See
Attached
File

C. Please list below any other snack vending merchandise, services and/or equipment the vendor will offer to the schools within the Mountain Purchasing Cooperative

Merchandise: Products, Racks, & Displays as needed / Requested
 Service: Delivery as needed, up to 3 times per week
 Equipment: Provide any/all equipment as needed / required
 Other: Timers / Validators & Nutritional Info / Labels as required

B. Supplies and Equipment Consideration

	Yes/No
A. Vending Machines. Will you provide and service in a timely manner the vending machines required by the specifications at no cost to Mountain Purchasing Cooperative?	Yes
B. Vending Machine Operation. Will you ensure that all vending machines are equipped with electronic timers? And, will you ensure that all vending machines are capable of providing an accurate reading of sales, per item sold and time sold?	Yes
Vended Snack Proposal for 2018-2019 Based on Estimated Usage (Profit based on commission to MPC)	\$

Please place the proposal in a sealed envelope marked on the outside of the envelope as follows:

"Vending Proposal"
 Proposal Opening: May 7, 2018 2:00pm
 Name of Vendor:
 Address:
 Contact Person:
 Title:
 Telephone Number:

Signature:

Title:

Date:

5-13-2021

Owner

Retail prices will be set to match "across the line" retail prices @ each dist. \uparrow

beverage additions to the product line

											Vending
PRODUCT	SERV SIZE	CALORIES	SODIUM	SUGAR	TOTAL FAT	SATURAT F	TRANS FAT	Co-Op Case Cost	Qty Per Case	Estimate RETAIL	Commission
Kelloggs Nutrigrain Strawberry Bar	1 Bar 37g	120	125mg	11g	3g	0.5g	0g	\$46.00	96	\$ 1.25	20%
Kelloggs Nutrigrain Blueberry Bar	1 Bar 37g	120	110mg	12g	3g	0.5g	0g	\$46.00	96	\$ 1.25	20%
Kelloggs Cinnamon Frosted Pop Tart	1 Bar 50g	180	190mg	15g	3g	1g	0g	\$65.65	120	\$ 1.25	20%
Kelloggs Strawberry Frosted Pop Tart	1 Bar 50g	180	180mg	15g	2.5g	1g	0g	\$65.65	12	\$ 1.25	20%
Kelloggs Rice Krispies Treats Whole Grain	1 Bar 40g	160	120mg	10g	4g	1g	0g	\$53.29	80	\$ 1.50	20%
General Mills Cinnamon Toast Cereal Bar	1 Bar 35g	150	115mg	8g	3g	0.5g	0g	\$43.13	96	\$ 1.25	20%
General Mills Chex Strawberry Yogurt	1 Bag 29g	120	55mg	6g	3g	1g	0g	\$32.45	60	\$ 1.50	20%
General Mills Trix Cereal Bar	1 Bar 40g	150	105mg	9g	3g	0.5g	0g	\$43.13	96	\$ 1.25	20%
Lance Peanuts	1 Pkg 31.9g	200	150mg	0g	15g	2.5g	0g	\$22.50	100	\$ 1.25	20%
Kar's Almonds Roasted Salted	1 Pkg 28g	170	95mg	1g	16g	1g	0g	\$61.64	100	\$ 1.25	20%
Kar's Original Trail Mix	1 Pkg 28g	200	0mg	10g	13g	1.5g	0g	\$33.98	72	\$ 1.25	20%
Kar's Cashews Roasted Salted	1 Pkg 28g	160	80mg	1g	14g	2.5g	0g	\$60.96	100	\$ 1.25	20%
Kar's Cranberry Almond Delight	1 Pkg 28g	150	65mg	6g	11g	1.5g	0g	\$48.35	100	\$ 1.25	20%
Nature Valley Peanut Granola Bar	1 Bar 42.53g	190	180mg	11g	7g	0g	0g	\$83.23	168	\$ 1.25	20%
Nature Valley Oats n Honey Granola Bar	1 Bar 42.53g	190	160mg	12g	6g	0.5g	0g	\$83.23	168	\$ 1.25	20%
Herr's Baked Original Chip	1 Pkg 28.40g	120	180mg	2g	2g	0g	0g	\$14.59	30	\$ 1.00	20%
Welch's Fruit Snack, Berries n Cherries	1 Pkg 43g	130	20mg	15g	0g	0g	0g	\$77.00	144	\$ 1.50	20%
Welch's Fruit Snack, Mixed Fuit	1 Pkg 43g	130	20mg	15g	0g	0g	0g	\$77.00	144	\$ 1.50	20%
Welch's Fruit Snack, Strawberry	2 Pkg 43g	130	20mg	15g	0g	0g		\$77.00	144	\$ 1.50	20%
Frito Lay Dorito's Spicy Sweet Chili RF	1 Pkg 28.3g	130	180mg	1g	5g	0.5g	0g	\$31.68	72	\$ 1.00	20%
Frito Lay Dorito's Nacho Cheese RF	1 Pkg 28.3g	130	200mg	0g	5g	0.5g	0g	\$31.68	72	\$ 1.00	20%
Frito Lay Baked BBQ Chips	1 Pkg 28g	110	170mg	3g	2.5g	0g	0g	\$26.40	60	\$ 1.00	20%
Frito Lay Dorito's Cool Ranch RF	1 Pkg 28g	130	160mg	1g	5g	1g	0g	\$31.66	72	\$ 1.00	20%
Lay's Baked Crispy	2 Pkg 28g	131	160mg	1g	5g	1g		\$26.40	60	\$ 1.00	20%
60Sunshine Cheeze It Backed Snack	1 Pkg 28g	130	200mg	0g	4.5g	1g	0g	\$20.48	60	\$ 1.00	20%
Good Natured Baked Veg, Crisps Ranch	1 Pkg 28.4g	110	190mg	3g	2g	0g	0g	\$9.60	30	\$ 1.00	20%
Funyuns Onion Flavored Rings	1Pkg 21.26g	100	125mg	1g	3.5g	0.5g	0g	\$38.00	104	\$ 1.00	20%

PRODUCT	SERV SIZE	CALORIES	SODIUM	SUGAR	TOTAL FAT	SATURATED	TRANS FAT	Case Cost	Qty Per Case	RETAIL	Commission
Boulder Baked Hot Fries	1Pkg 28.40g	110	190mg	1g	3.5g	0.5g	0g	\$30.00	72	\$ 1.00	20%
Boulder Baked Cheese Fries	1Pkg 28.40g	110	200mg	1g	3.5g	0.5g	0g	\$30.00	72	\$ 1.00	20%
Kelloggs Whole Grain Chocolate Chip	1 Pkg 45.08g	190	150mg	14g	5g	2g	0g	\$48.30	80	\$ 1.50	20%
Frito Lay Fantastic Flaming Hot	1 Pkg 28.30g	120	200mg	1g	5g	1g	0g	\$45.76	104	\$ 1.25	20%
Frito Lay Fantastic Chilli Cheese	1 Pkg 28.3 g	130	200mg	0g	5g	1g	0g	\$45.76	104	\$ 1.25	20%
Jack Link's Original Beef Jerky	1 Pkg 24g	100	200mg	0	2	1g	0g	\$78.77	48	\$ 2.50	20%
Jack Link's Peppered	2 Pkg 24g	101	200mg	0	2	1g	0g	\$78.77	48	\$ 2.50	20%
Jack Link's Terriayaki	3 Pkg 24g	102	200mg	0	2	1g	0g	\$78.77	48	\$ 2.50	20%
Diet 20oz Beverages Variety	20oz	0	50mg	0	0	0	0g	\$17.00	24	\$ 1.50	25%
Diet 12oz Cans Variety	12oz	0	25mg	0	0	0	0g	\$10.40	24	\$ 1.00	25%

*25% Commision on all Drinks through Triangle machines.

*20% Commision on all Snack products through Triangle machines.

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) Andy Eggers School: HARDEN PARK
Cell phone number: 828 773 3041 Grade(s): 8th Number of students: Approx. 90
Departure date: April 11th 2022 Return date: 6:00 AM
Departure time: April 15th 2022 Return time: 3:00 PM

Educational purpose:

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

Wilmington / Carolina Beach, NC : Attached is an itinerary from our last trip.
We will visit most of the same places and have most of the same activities

Purpose of trip and how it relates to the curriculum: Students will explore historical
landmarks & museums related to NC History. Students will participate
in hands on scientific activities relating to North Carolina
ecological system.

Students will visit areas such as, but not limited to: NC Museum of Natural Science &
History, Fort Fisher, USS NC Battleship, NC Aquarium, Fort Caswell, Oak Island
Lighthouse, etc...

Supervision and Safety:

Names of all school staff chaperones: Andy Eggers, Amy Peterson, Adam Pyles, Victoria Stapleton,
Alex Vines, Chad Saffersone, Phil Norman, Disa Herring, and other possible
staff members.

Names of all non-school chaperones: N/A

THE HISTORY OF THE UNITED STATES

The history of the United States is a story of a people who have grown from a small colony of settlers to a great nation. The story begins with the first settlers who came to the New World in search of a better life. They found a land of opportunity, but also a land of hardship. The settlers had to learn to live with the elements and to work the land. They also had to learn to live with each other. The story of the United States is a story of the struggle for freedom and the pursuit of the American dream.

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W.A.

All chaperones have a background check completed: yes Sponsoring teacher initials: ARE

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

accommodated for site access and transportation? All sites are accessible. The Oak Island house

is an exception. The history & importance of the lighthouse will be provided on ground level.

Sponsoring Teacher Initials ARE (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) Black Tre Charter

(If applicable, bus request form must be attached)

Driver/s: Unknown at this time Round trip mileage: Approx 750 # of buses needed: 2
provided by bus company

Total cost per student \$ 400-425 Source of funds: Students, Fundraisers, Scholarships

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

Approval/Signatures:

Sponsoring teacher signature: [Signature] Date: 6 / 1 / 21

Principal approval: [Signature] Date: 6 / 1 / 2021

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 6 / 8 / 2021

Superintendent approval: [Signature] Date: 6 / 8 / 21

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

1. *Phragmites australis* (Cav.) Trin. ex Steud.

most likely that our children are able to learn from the experience.

Learning the techniques of the "new" scientific method, the "new" scientific method is a practical skill, not a theory.

...die ich als "Brot" bezeichnet habe.

[illegible]

10-10-1964

18. The following is a list of the names of the persons who have been named in the above report as having been interviewed by the Special Agent in Charge, New York, on the above date:

[illegible]

2021-2022 Student Fees

Grades	1:1 Technology Fee	School Fee	Total
K-2	\$0	\$8	\$8
3-5	\$7	\$8	\$15
6-8	\$17	\$8	\$25
9-12	\$20	\$15	\$35

The 1:1 Technology Fee covers Accidental Damage Policy which will provide coverage to repair, rebuild, or replace the damaged Mobile Computing Device with another of like kind and quality, whichever is less. If multiple instances of damage, occurring at different times during the school year, there will be a tiered deductible due for each claim. The following costs will be assessed for accidental damage:

- 1st instance - \$0
- 2nd instance - \$50
- 3rd instance - \$75
- 4th instance - \$100 and disciplinary action will be taken
- Lost/excessively damaged device - \$250
- Lost/damaged power cord - \$35

The Watauga County Board of Education (the “board”) recognizes the critical role of parents in the education of their children and in the schools. The board directs school administrators to develop programs that will promote and support parental involvement in student learning and achievement at school and at home and encourage successful progress toward graduation. Each parent is encouraged to learn about the educational program, the educational goals and objectives of the school system, and his or her own child’s progress. The board also encourages parents to participate in activities designed by school personnel to involve them, such as parent conferences, in order to encourage effective communication.

The board directs each principal or designee to develop a parental involvement plan as a part of the school improvement plan. This plan must include, at a minimum, efforts that meet the requirements established in this policy. In addition, the plan must include ways to enhance parental involvement in the following areas:

1. meaningful two-way communication between home and school;
2. promotion of responsible parenting;
3. involvement of parents and guardians in student learning;
4. promotion of volunteering;
5. involvement of parents and guardians in school decisions that affect children and families;
6. parental training;
7. community collaboration; and
8. promotion of student health awareness.

This policy applies to the parents, legal guardians, and legal custodians of students who are under 18 years old and are not married.

A. PARENT COMMUNICATION AND CONFERENCES

The board encourages school personnel to have regular contact with parents for commendation as well as for notification of concerns. Principals or designees shall plan for periodic communication with parents. Teachers are responsible for scheduling conferences with parents.

The principal or designee shall strive, through oral or written communication or other means, to include the parents of students identified as at-risk in the implementation and review of academic and/or behavioral interventions for their children, in accordance with policy 3405, Students at Risk of Academic Failure.

The principal or designee shall provide the parent of each student in kindergarten, first, or second grade with written notification of the student's reading progress. The notice will be provided three times a year, following each benchmark assessment and will include: (1) assessment results, (2) whether the child may not reach reading proficiency by the end of third grade, and (3) instructional support activities for use at home.

The board encourages the superintendent to work with local business leaders, including the local chambers of commerce, to encourage employers to adopt as part of their stated personnel policies time for employees who are parents or guardians to attend conferences with their child's teachers.

B. PARENTAL NOTIFICATION

Each principal or designee of a Title I school shall effectively notify parents of all parental rights and other required information regarding Title I schools and programs, in accordance with federal law. Parents of students in Title I schools shall receive a copy of the system-wide Title I parent and family engagement policy (policy 3560) and the school-wide parent involvement plan.

In addition, annually every building principal or designee shall effectively notify parents of the following:

1. parental rights related to student records (see policy 4700, Student Records);
2. parental rights related to student surveys (see policy 4720, Surveys of Students);
3. the approximate dates of any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered and scheduled in advance by the school administration, and (c) not necessary to protect the immediate health and safety of students;
4. the schedule of pesticide use on school property and their right to request notification of nonscheduled pesticide use (see policy 9205, Pest Management);
5. student behavior policies, the Code of Student Conduct, and school standards and rules (see policies in the 4300 series);
6. the permissible use of seclusion and restraint in the schools (see regulation 4302-R, Rules for Use of Seclusion and Restraint in Schools);
7. policy 4329/7311, Bullying and Harassing Behavior Prohibited;
8. policy 4010, Student and Parent Grievance Procedure;
9. the dates of the system-wide and state-mandated tests that students will be required

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- to take during that school year, how the results from the tests will be used, and whether each test is required by the State Board of Education or by the local board;
10. grading practices that will be followed at the school and, for parents of high school students, the method of computing the grade point averages that will be used for determining class rank (see policies 3400, Evaluation of Student Progress and 3450, Class Rankings);
 11. available opportunities and the enrollment process for students to take advanced courses and information explaining the value of taking advanced courses;
 12. if applicable, that their child will be provided advanced learning opportunities in mathematics or will be placed in an advanced mathematics course;
 13. a clear and concise explanation of the North Carolina testing and accountability system that includes all information required by federal law;
 14. a report containing information about the school system and each school, including, but not limited to:
 - a. the following information both in the aggregate and disaggregated by category: student achievement, graduation rates, performance on other school quality and/or student success indicators, the progress of students toward meeting long-term goals established by the state, student performance on measures of school climate and safety, and, as available, the rate of enrollment in post-secondary education;
 - b. the performance of the school system on academic assessments as compared to the state as a whole and the performance of each school on academic assessments as compared to the state and school system as a whole;
 - c. the percentage and number of students who are
 - i. assessed,
 - ii. assessed using alternate assessments,
 - iii. involved in preschool and accelerated coursework programs, and
 - iv. English learners achieving proficiency;
 - d. the per pupil expenditures of federal, state, and local funds; and
 - e. teacher qualifications
 15. the grade earned by the school on the most recent annual report card issued for it by the State Board of Education if the grade was a D or F;
 16. supportive services available to students, including guidance, counseling, and health services (see policy 3610, Counseling Program);

17. information about meningococcal meningitis and influenza, including the causes, symptoms, and vaccines, how the diseases are spread, and places where parents and guardians may obtain additional information and vaccinations for their children;
18. for parents of students in grades 5 through 12, information about cervical cancer, cervical dysplasia, and human papillomavirus, including the causes and symptoms of these diseases, how they are transmitted, how they may be prevented by vaccination, including the benefits and possible side effects of vaccination, and places parents and guardians may obtain additional information and vaccinations for their children;
19. how to reach school officials in emergency situations during non-school hours;
20. information about and an application form for free and reduced price meals and/or free milk (see policy 6225, Free and Reduced Price Food Services);
21. information about the school breakfast program;
22. information about the availability and location of free summer food service program meals for students when school is not in session;
23. for parents of children with disabilities, procedural safeguards (see also policy 4022/7231, Nondiscrimination on the Basis of Disabilities);
24. information on the availability of the asbestos management plan and planned or in-progress inspections, re-inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities;
25. education rights of homeless students (see policy 4125, Homeless Students);
26. the content and implementation of the local school wellness policy (see policy 6140, Student Wellness);
27. their right to take four hours of unpaid leave from their jobs every year in order to volunteer in their child's school as stated in G.S. 95-28.3 (see policy 5015, School Volunteers);
28. that the school system does not discriminate on the basis of race, color, national origin, sex, disability, or age, and that the school system provides processes for resolving discrimination and harassment complaints (see policies 4020/7230, Discrimination and Harassment Prohibited by Federal Law, 1720/4030/7235, Title IX Nondiscrimination on the Basis of Sex, and 4022/7231, Nondiscrimination on the Basis of Disabilities);
29. that the school system provides equal access to its facilities, programs, and

activities to the Boy Scouts and other designated youth groups (see policy 4020/7230, Discrimination and Harassment Prohibited by Federal Law); and

30. the availability of and the process for requesting a waiver or reduction of student fees (see policy 4600, Student Fees).

C. OPPORTUNITIES TO WITHHOLD CONSENT/OPT OUT

As a part of the annual notification described above, parents will be effectively notified that they may opt out of any of the following:

1. release of student directory information about their child for school purposes or to outside organizations (see policy 4700, Student Records);
2. release of their child's name, address, and telephone listing to military recruiters or institutions of higher education (see policy 4700, Student Records);
3. their child's participation in curricula related to (a) prevention of sexually transmitted diseases, including HIV/AIDS; (b) avoidance of out-of-wedlock pregnancy; or (c) reproductive health and safety education, as provided in policy 3540, Comprehensive Health Education Program. A copy of the materials that will be used in these curricula will be available in the school media center during the school year and at other times that the media center is available to the public. To meet any review periods required by law, materials also may be made available for review in the central office;
4. their child's participation in academic or career guidance or personal or social counseling services of a generic nature offered to groups of students (e.g., peer relations strategies offered to all sixth graders). However, parental notification and permission are not required for: (a) short-duration academic, career, personal, or social guidance and counseling and crisis intervention that is needed to maintain order, discipline, or a productive learning environment; (b) student-initiated individual or group counseling targeted at a student's specific concerns or needs; and (c) counseling if child abuse or neglect is suspected (see policies 3610, Counseling Program, and 4240/7312, Child Abuse and Related Threats to Child Safety);
5. their child's participation in non-Department of Education-funded surveys concerning protected topics (see policy 4720, Surveys of Students);
6. their child's participation in any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance; (b) administered and scheduled in advance by the school administration; and (c) not necessary to protect the immediate health and safety of students;
7. the collection, disclosure, or use of their child's personal information for marketing

purposes (see policy 4720, Surveys of Students); and

8. release of their child's free and reduced-price meal information to State Medicaid or State children's health insurance program (SCHIP).

Any parent or legal guardian who wishes to opt out/withhold consent must do so in writing after receiving notice. Otherwise, consent to the programs or activities is presumed. After the annual notification, the school is not required to provide further notice to the parent or legal guardian as to the manner in which student directory information is used, the curriculum is provided, or guidance programs are made available.

D. PARENTAL PERMISSION REQUIRED

Written parental permission is required prior to the following activities:

1. the administration of medications to students by employees of the school system (see policy 6125, Administering Medicines to Students);
2. the release of student records that are not considered directory information, unless the release is allowed or required by law (see policy 4700, Student Records);
3. off-campus trips;
4. students' participation in high-impact or high-risk sports or extracurricular activities, such as football or mountain climbing (see policy 4220, Student Insurance Program);
5. all decisions or actions as required by the IDEA with regard to providing special education or related services to students with disabilities (see policy 3520, Special Education Programs/Rights of Students with Disabilities);
6. certain health services, as required by law;
7. participation in a mental health assessment or mental health services under circumstances prescribed by federal law;
8. students' participation in programs or services that provide information about where to obtain contraceptives or abortion referral services;
9. students' participation in surveys funded by the Department of Education that are conducted concerning protected topics (see policy 4720, Surveys of Students);
10. disclosure of students' free and reduced price lunch eligibility information or eligibility status; and

11. students' independent access to the Internet, as described in policy 3225/4312/7320, Technology Responsible Use.

Legal References: Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Asbestos Hazard Emergency Response Act, 15 U.S.C. 2641, *et seq.*; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. 108.9; Elementary and Secondary Education Act, as amended, 20 U.S.C. 6301 *et seq.*, 34 C.F.R. pt. 200; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, 34 C.F.R. pt. 99; Individuals with Disabilities Education Act, 20 U.S.C. 1400, *et seq.*; McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, *et seq.*; National School Lunch Program, 42 U.S.C. 1751 *et seq.*, 7 C.F.R. 210.12, 7 C.F.R. pt. 245; Protection of Pupil Rights Amendment, 20 U.S.C. 1232h, 34 C.F.R. pt. 98; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, 34 C.F.R. pt. 100; Title IX of the Education Amendments Act of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; 20 U.S.C. 7908; G.S. 90-21.1; 95-28.3; 115C-47(47), -47(51), -47(54), -47(58), -81.25, -81.30, -81.36, -105.41, -109.1, -174.26(d), -307(c), -375.4, -390.2, -391.1, -407.16; 16 N.C.A.C. 6D .0307; State Board of Education Policies KNEC-002, PRNT-000, TEST-001

Cross References: Title I Parent and Family Engagement (policy 3560), Discrimination and Harassment Prohibited by Federal Law (policy 4020/7230), Title IX Nondiscrimination on the Basis of Sex (policy 1720/4030/7235), Nondiscrimination on the Basis of Disabilities (policy 4022/7231), Student and Parent Grievance Procedure (policy 4010), Technology Responsible Use (policy 3225/4312/7320), Evaluation of Student Progress (policy 3400), Students at Risk of Academic Failure (policy 3405), Class Rankings (policy 3450), Special Education Programs/Rights of Students with Disabilities (policy 3520), Comprehensive Health Education Program (policy 3540), Counseling Program (policy 3610), Homeless Students (policy 4125), Student Insurance Program (policy 4220), Child Abuse and Related Threats to Child Safety (policy 4240/7312), Student Behavior Policies (4300 series), Rules for Use of Seclusion and Restraint in Schools (regulation 4302-R), Bullying and Harassing Behavior Prohibited (policy 4329/7311), Student Fees (policy 4600), Student Records (policy 4700), Surveys of Students (policy 4720), School Volunteers (policy 5015), Registered Sex Offenders (policy 5022), Administering Medicines to Students (policy 6125), Student Wellness (policy 6140), Free and Reduced Price Meal Services (policy 6225), Pest Management (policy 9205)

Adopted: July 14, 2014

Replaces: Policy 2.04.60, Parental Involvement (in part)

~~Revised: January 11, 2021 (Legal references only);~~

Revised: January 11, 2016; February 13, 2017; February 12, 2018, November 13, 2018; February 10, 2020; August 12, 2020 January 11, 2021 and (Legal references only)

A. ONLINE INSTRUCTION GENERALLY

The Watauga County Board of Education (the “board”) recognizes that online instruction is a valuable tool for affording students extended educational options. The board will provide opportunities for students to participate in online instruction to the extent that it is academically and financially prudent.

School ~~guidance~~ school counselors shall advise students on North Carolina Virtual Public School courses and other online courses available for credit. Enrollment in an online for credit course will count toward satisfying board requirements related to minimum instructional days, seat time policies, student attendance, and athletic and/or extracurricular obligations.

A student, with the principal’s prior approval, may enroll in an online course with assistance from the school e-learning advisor. The principal shall designate a certified staff member at the school to serve as e-learning advisor, who will be responsible for coordinating the enrollment of students in online courses, monitoring students’ progress in those courses, and supervising any required testing. In addition, the principal shall ensure that the e-learning advisor implements a plan for supporting credit recovery students throughout the semester.

The superintendent shall develop regulations consistent with State Board of Education requirements and this policy for students enrolling in online instruction.

B. REMOTE LEARNING

When warranted by exigent circumstances and where authorized by law, schools may conduct classes remotely for all or part of a school year. Board policies remain in effect during periods of remote learning, except that the board reserves the right to deviate from any policy when adherence is impossible or impractical under the circumstances and the deviation is not inconsistent with law. To the extent practicable or when required by law, affected employees, students, and parents or guardians will be notified of the change in advance.

Legal References: G.S. 115C-238.85; State Board of Education Policy CCRE-001

Cross References: Dual Enrollment (policy 3101)

Adopted: August 3, 2015

Revised: August 14, 2017, February 12, 2018 and January 13, 2020 (Legal references only); August 12, 2020 (Legal references only); March 8, 2021;

The Watauga County Board of Education (the “board”) recognizes and supports the limitations on unauthorized duplication and use of copyrighted materials. The board does not condone any infringement on the property rights of copyright owners.

Employees, students and visitors are prohibited from the use or duplication of any copyright materials not allowed by copyright law, fair use guidelines sanctioned by Congress, licenses or contractual agreements. Willful or serious violations also are considered to be in violation of expected standards of behavior for employees and students and may result in disciplinary action in accordance with board policy. Each year employees and students will be reminded of their responsibilities to enforce and adhere to copyright laws.

A. FAIR USE

1. Unless allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to copying copyrighted material. Fair use is based on the following standards:
 - a. the purpose and character of the use;
 - b. the nature of the copyrighted work;
 - c. the amount of and the substantiality of the portion used in relation to the copyrighted work as a whole; and
 - d. the effect of the use upon the potential market for, or value of, the copyrighted work.
2. The superintendent or designee shall provide information and training to personnel and students, as appropriate, on the fair use of copyrighted materials, including in the following circumstances:
 - a. single and multiple copying for instructional purposes;
 - b. copying for performances and displays;
 - c. off-air recording of copyrighted programs;
 - d. use of “for home use only” videotapes or DVDs;
 - e. computer software;
 - f. copyrighted materials on the Internet and online databases;
 - g. reproduction and loan of copyrighted materials by school media centers;

and

- h. preparation of educational multimedia projects using portions of copyrighted works.

B. BUDGET

The budget recommended by the superintendent to the board must include sufficient funds for purchasing copyrighted materials as a necessary budget expense.

Legal References: 17 U.S.C. 101, 102, 106, 107, 108, 110, 117

Cross References: Technology in the Educational Program (policy 3220), Technology Responsible Use (policy 3225/4312/7320), Integrity and Civility (policy 4310), Network Security (policy 6524), Staff Responsibilities (policy 7300), Budget Planning and Adoption (policy 8100)

Adopted: May 11, 2015

Replaces: Policy 3.08.20, Copyright Law

Revised: June 11, 2018

ALTERNATIVE LEARNING PROGRAMS

Policy Code: **3470/4305**

A. PURPOSES

The Watauga County Board of Education (the “board”) is committed to the goal of providing a safe and orderly learning environment in each school. The educational program, school student behavior management plans, school improvement plans, and numerous other strategies identified in board policy, are intended to create such an environment and to help each student be a successful and contributing member of the school community. As used in this policy and context, an alternative learning program or school may serve as the site to: (1) deliver educational services required by G.S. 115C-390.9 or -390.10 to a student who is serving a long-term or 365-day suspension; (2) provide concentrated support for students at risk of academic failure; and/or (3) deliver educational and other services to students who are or may be disruptive to a safe and orderly learning environment in the regular educational setting.

B. STANDARDS FOR ALTERNATIVE LEARNING PROGRAMS/SCHOOLS

Prior to implementing a new alternative learning program, the board will develop a program proposal that is consistent with the State Board of Education standards for alternative learning programs. The board then will submit the proposal to the State Board for its review. After the proposal has been reviewed by the State Board, the board will consider any recommendations from the State Board to modify the proposal before implementing the alternative learning program.

The board will review on a regular basis whether the school system’s alternative learning programs comply with State Board standards.

C. TRANSFER TO ALTERNATIVE LEARNING PROGRAMS OR SCHOOLS

1. Basis for Transfer

Students generally are assigned to a school based on attendance area. However, as provided by law, the board may assign any student to a school outside of his or her attendance area in order for the student to attend a specialized school or for any other reason the board, in its sole discretion, deems sufficient. In all cases, the assignment or transfer of a student with a disability will comply with applicable federal and/or state requirements for students with disabilities.

Students may be transferred to an alternative learning program on a voluntary or

involuntary basis under any of the following circumstances.

- a. the student's parent or guardian and the principal agree, and a multi-disciplinary team agrees, that the transfer would be in the best interest of the student and the efficient administration of the public schools;
- b. the student has been recommended for long-term suspension or expulsion;
- c. the student poses a significant disruption to the educational environment in the regular educational setting due to continuing social/behavioral problems;
- d. the student is at risk of dropping out or not meeting standards for promotion due to academic, developmental, and/or behavioral problems, and resources in addition to or different from those available in the regular educational setting are needed to address the issue;
- e. the student is a clear threat to the safety of other students or personnel; or
- f. the student has been charged with a felony or with any crime that allegedly endangered the safety of others, and it is reasonably foreseeable that the student's continued presence will significantly disrupt the regular educational environment.

The board encourages parental involvement in decisions regarding the child's education and in identifying effective options for addressing concerns regarding the child's behavior or academic performance.

2. Responsibilities of Personnel at Referring School

In addition to any other procedures required by this policy, prior to referring a student to an alternative learning program, the principal of the referring school must:

- a. document the procedures that were used to identify the student as being at risk of academic failure or as being disruptive or disorderly;
- b. provide the reasons for referring the student to an alternative learning program; and
- c. provide to the alternative learning program all relevant student records, including anecdotal information.

3. Referral

- a. Students who are recommended for long-term suspension or expulsion and who receive due process through the disciplinary process for violations of the Code of Student Conduct do not require additional referral procedures prior to transfer.
- b. Prior to a transfer in circumstances where a student is experiencing academic or developmental difficulties or continuing social/behavioral problems, the principal or school-based committee of the referring school shall document the student's behavior and academic performance and efforts to assist the student in the regular educational environment. School administrators are encouraged to meet with the student's parents to try to reach a consensus on how to address the student's difficulties at school.
- c. In all cases where a basis for transfer exists, other than where the student has received due process pursuant to a recommendation for long-term suspension or expulsion, the principal must recommend to the superintendent that the student be transferred to an alternative setting. The principal must provide in writing: (1) an explanation of the student's behavior or academic performance that is at issue; (2) documentation or a summary of the documentation of the efforts to assist the student in the student's regular educational setting, if applicable; and (3) documentation of the circumstances that support an involuntary transfer.

A copy of the recommendation and other documentation must be provided to the parents by certified mail or in person. The parent may request an informal meeting with the superintendent to discuss the transfer. The superintendent has the authority to determine who may be present at the meeting.

If the superintendent approves the transfer, the principal of the regular educational setting and the principal of the alternative setting shall make all necessary arrangements.

The parent may appeal the superintendent's decision to the board. The board will hear the appeal in closed session and will follow its procedures as provided in policy 2500, Hearings Before the Board. During the period of the appeal, the student may be transferred to the alternative learning program.

4. Responsibilities of School Personnel at the Alternative Learning Program

Once a student is placed in an alternative learning program, the appropriate school

personnel of the program must meet to review the student's records and any other documentation forwarded by the referring school. Based on these records and any input provided by the parent or guardian concerning the student's needs, the personnel at the alternative program shall determine the support services and intervention strategies that are recommended for the student.

If a student who is subject to G.S. 14-208.18 is assigned to an alternative school, the student must be supervised by school personnel at all times.

5. Assignment of Student with Disabilities to Alternative Programs/Schools

Students who receive services under the Individuals with Disabilities Education Act (IDEA) are entitled to all of the processes and protections pursuant to the IDEA. All additional requirements specific to the assignment of students with disabilities to an alternative program established by State Board of Education policy shall be observed.

D. APPEALS PROCESS

If the student's transfer is the result of an IEP team decision for a student with a disability, parents or guardians who are dissatisfied with the decision must comply with the due process procedures set forth in *Procedures Governing Policies and Services for Children with Disabilities*, as adopted by the State Board of Education.

In all other cases, within three business days of receiving written notice of the decision to assign the student to an alternative program, the parent or guardian may appeal the decision in writing to the superintendent, who shall review the documentation and render a decision within five business days, absent extraordinary circumstances that require additional response time. Parents and guardians who are dissatisfied with the superintendent's decision may appeal to the board. The board will hear the appeal in closed session and will follow its procedures as provided in policy 2500, Hearings Before the Board. During the period of the appeal, the student may be transferred to the alternative learning program, except as prohibited by the IDEA.

E. ADMINISTRATIVE ASSIGNMENTS

1. Assignment During a Long-Term or 365-Day Suspension

Any student who receives a long-term or 365-day suspension must be offered alternative education services unless the superintendent provides a significant or important reason for declining to offer such services. Alternative education services include, but are not limited to, the alternative programs established in this policy in accordance with G.S. 115C-105.47A.

2. Assignment of Student Sex Offenders

The board may decide, pursuant to G.S. 115C-390.11(a)(2), to assign a student who is subject to G.S. 14-208.18 to an alternative learning program.

F. TRANSITION FROM ALTERNATIVE LEARNING PROGRAMS

In most instances, the goal of the alternative learning program is to return the student to the regular educational setting with the skills necessary to succeed in that environment as soon as practicable. The personnel of the alternative learning program and those of the regular educational setting shall work together to help create a successful transition for the student.

If the student is not or will not be returned to the regular educational setting, the alternative learning program will assist in the student's transition to other educational settings, including other programs offered by the school system or a community college or vocational school.

G. ASSIGNMENT OF PROFESSIONAL PERSONNEL TO ALTERNATIVE LEARNING PROGRAMS

When assigning professional personnel to an alternative learning program, the superintendent shall consider the experience and evaluation ratings of the professional employee who may be assigned to the program. As school system resources allow, the superintendent shall strive to avoid assigning to an alternative program less experienced professional personnel or professional personnel who have received unfavorable evaluations. Additionally, all school personnel at alternative learning programs should receive training so that students enrolled in such programs or schools receive appropriate educational services.

H. EVALUATION OF ALTERNATIVE LEARNING PROGRAMS

1. State Accountability

The board will determine annually how each alternative learning program will participate in the State Alternative Schools' Accountability Model. The superintendent shall provide for this information to be reported to the North Carolina Department of Public Instruction by August 1 of each year.

2. Information to be Reported to the Board of Education

Each year, the board will evaluate each alternative learning program based upon reports provided by the superintendent and any other information the board wishes to consider.

Legal References: G.S. 14-208.18; 115C-47(32a), -105.27, -105.47A, -105.48, -276(r), -288, -367, -369, -390.7, -390.9, -390.10, -390.11; 16 N.C.A.C. 6G .0314; State Board of Education

Policy ALTP-002, GCS-Q-001, GCS-Q-002; *Policies and Procedures for Alternative Learning Programs and Schools* (NC Dept. of Public Instruction), available at <https://www.dpi.nc.gov/students-families/enhanced-opportunities/alternative-learning-programs#development,-implementation,-and-operations>

Cross References: Parental Involvement (policy 1310/4002), Hearings Before the Board (policy 2500), School Improvement Plan (policy 3430), Conflict Resolution (policy 3431), Student Sex Offenders (policy 4260), School Plan for Management of Student Behavior (policy 4302), Student Discipline Records (policy 4345), Long-Term Suspension, 365-Day Suspension, Expulsion (policy 4353), Assignments/Reassignments/Transfers (policy 7440)

Adopted: January 15, 2018

Revised: April 8, 2019; August 12, 2020 and _____ (Legal references only)

STUDENT VOTER REGISTRATION AND PREREGISTRATION

Policy Code: 3640/5130

The Watauga County Board of Education (the “board”) is committed to securing the future of democracy by preparing young people to be educated, engaged voters. Further, the board is committed to working in collaboration with the local board of elections to encourage students who are sixteen years of age or older to register or preregister to vote as permitted by North Carolina law.

In keeping with this commitment, the board directs the superintendent to establish a committee of high school social studies teachers and other appropriate school personnel to collaborate with the local board of elections to facilitate and encourage voter registration and preregistration at all high schools in the school system.

The principal of each high school shall make the application forms described in G.S. 163-82.3~~163A-862~~ available to all students and others who are eligible to register or preregister to vote.

Legal References: G.S. 115C-47(59), ~~81.45(e)(1)(b)~~; 163~~—82.1, -82.3, -82.23A-860, -862, -888~~
NAACP v. McCrory, 831 F.3d 204 (4th Cir. 2016)

Cross References: Citizenship and Character Education (policy 3530)

Adopted: September 14, 2015

Revised: December 11, 2017; March 15, 2018 (Legal references only); June 11, 2018;
(Legal references only)

The Watauga County Board of Education (the “board”) recognizes the unique circumstances faced by children of military families who are often required to transfer to a new school system because their parents or guardians have a new military assignment. The board also recognizes that children whose immediate family members are deployed by the military may be at increased risk of emotional, psychological, or other harm. The board is committed to supporting these children in the school system and undertaking to serve their unique needs.

A. IDENTIFICATION OF MILITARY-CONNECTED STUDENTS

Each principal shall annually identify all military-connected students enrolled in the school and shall develop a means for serving their unique needs. For purposes of this section, a military-connected student is defined as a student who has a parent, step-parent, sibling, or any other person who resides in the same household serving in the active or reserve components of the Army, Navy, Air Force, Marine Corps, Coast Guard, or National Guard.

The identification of military-connected students is not a public record subject to public records law.

B. COMPLIANCE WITH THE INTERSTATE COMPACT ON EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN

In order to promote flexibility and cooperation among the school system, parents and guardians, and children of military families, to promote the children’s well-being, and to assist these children in achieving educational success in their new schools, the superintendent shall adopt procedures necessary to ensure compliance with the Interstate Compact on Educational Opportunity for Military Children (hereinafter “Compact”) and to educate employees about the unique needs of children of military families.

1. Definitions

The following definitions apply to all policies and procedures adopted in compliance with the Compact.

a. Active Duty

Active duty is full-time duty status in the active uniformed service of the United States, including members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. 12301 *et seq.* and 10 U.S.C. 12401 *et seq.*

b. Children of Military Families

Children of military families are school-aged children, enrolled in kindergarten through twelfth grade, in the household of an active duty member.

c. Deployment

Deployment is the period one month prior to the service members' departure from their home station on military orders through six months after their return to their home station.

d. Education Records

Education records are those official records, files and data directly related to a student and maintained by the school or school system, including but not limited to records encompassing all the material kept in the student's cumulative folder, such as general identifying data, records of attendance and of academic work completed, records of achievement and results of evaluative tests, health data, disciplinary status, test protocols, and individualized education programs.

e. Extracurricular Activities

Extracurricular activities are voluntary activities sponsored by the school or school system or an organization sanctioned by the school system. Extracurricular activities include, but are not limited to, preparation for and involvement in public performances, contests, athletic competitions, demonstrations, displays, and club activities.

f. Member State

A member state is a state that has enacted the Compact.

g. Non-Member State

A non-member state is a state that has not enacted the Compact.

h. Receiving State

The receiving state is the state to which a child of a military family is sent, brought, or caused to be sent or brought.

i. Rule

A rule is a written statement by the Interstate Commission promulgated pursuant to Article XII of the Compact that is of general applicability, implements, interprets or prescribes a policy or provision of the Compact,

or an organizational, procedural, or practice requirement of the Interstate Commission, and has the force and effect of rules promulgated under the Administrative Procedures Act as found in Chapter 150B of the North Carolina General Statutes, and includes the amendment, repeal, or suspension of an existing rule.

j. Sending State

The sending state is the state from which a child of a military family is sent, brought, or caused to be sent or brought.

k. Student

The student is the child of a military family for whom the school system receives public funding and who is formally enrolled in kindergarten through twelfth grade.

l. Transition

The transition is (1) the formal and physical process of transferring from school to school or (2) the period of time in which a student moves from one school in the sending state to another school in the receiving state.

m. Uniformed Services

The uniformed services are the Army, Navy, Air Force, Marine Corps, and Coast Guard, as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration and the Public Health Services.

n. Veteran

A veteran is a person who served in the uniformed services and who was discharged or released therefrom under conditions other than dishonorable.

2. Those to Whom Adopted Policies and Procedures Apply

Policies and procedures that are adopted to comply with the Compact apply to the children of:

- a. active duty members of the uniformed services as defined in section A of this policy, including members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. 12301 *et seq.* and 10 U.S.C. 12401 *et seq.*;

- b. members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one year after medical discharge or retirement; and
 - c. members of uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one year after death.
3. Those to Whom Adopted Policies and Procedures Do Not Apply

The policies and procedures adopted to comply with the Compact do not apply to the children of:

- a. inactive members of the National Guard and Military Reserves;
- b. members of the uniformed services now retired, except as provided in section B of this policy; and
- c. veterans of the uniform services, except as provided in section B of this policy, and other U.S. Department of Defense personnel and other federal agency civilians and contract employees not defined as active duty members of the uniformed services.

Legal References: G.S. 115C-12(18)(f), -288(m), -407.5

Cross References: Student Promotion and Accountability (policy 3420), Graduation Requirements (policy 3460), Extracurricular Activities and Student Organizations (policy 3620), Immunization and Health Requirements for School Admission (policy 4110), Domicile or Residence Requirements (policy 4120), Assignment to Classes (policy 4155), Attendance (policy 4400), Student Records (policy 4700)

Adopted: February 9, 2015

Revised:

The Watauga County Board of Education (the “board”) recognizes that concussions and other head injuries may be serious and potentially life threatening and that such injuries may result in serious consequences later in life if managed improperly. The board is committed to practices that reduce the potential for short-term or long-term effects from such injuries. In support of this commitment, the board directs school employees to comply with the concussion safety requirements for interscholastic athletic competition established by G.S. 115C-12(23) as amended in the Gfeller-Waller Concussion Awareness Act of 2011, and to implement and follow all concussion safety requirements set forth in State Board of Education rules and policies. The superintendent or designee shall develop plans consistent with state requirements and shall implement and monitor compliance with this policy. The superintendent is authorized to investigate the use of baseline testing for student-athletes and require that student-athletes undergo such testing prior to their participation in any interscholastic athletic competition.

A. DEFINITION OF CONCUSSION

A concussion is a traumatic brain injury caused by a direct or indirect impact to the head that results in disruption of normal brain function, which may or may not result in a loss of consciousness.

B. CONCUSSION EDUCATION VIDEO FOR HIGH SCHOOL STUDENT-ATHLETES

Per North Carolina High School Athletic Association rules, all high school student-athletes and parents of high school student-athletes must view the CrashCourse concussion education video prior to each sport season.

C. SCHOOL HEAD INJURY INFORMATION SHEET

Each year, all coaches, school nurses, athletic directors, first responders, volunteers, student-athletes, and parents of student-athletes must be provided with a concussion and head injury information sheet that meets the requirements of the State Board. Before any student, school employee, volunteer, or first responder will be allowed to participate in interscholastic athletic activities, including tryouts, practices, or competitions, he or she must sign the head injury information sheet and return it to the coach. Parents also must sign the sheet and return it to the coach before their children may participate in any interscholastic athletic activity. The principal of each school shall ensure that a complete and accurate record of the returned signed sheets is maintained in accordance with law and State Board policy.

D. REMOVAL FROM AND RETURN TO PLAY

Any student-athlete who is exhibiting signs or symptoms consistent with a concussion must be removed from athletic activity immediately. Further, the student-athlete must not be allowed to return to play or practice that day or on any subsequent day until he or she has been evaluated and has received written clearance for participation that complies with the requirements of G.S. 115C-12(23) and any other applicable law or State Board policy.

E. RETURN TO LEARNING

The superintendent or designee shall develop a plan that meets all the requirements of the State Board of Education for addressing the needs of students in grades pre-K through 12 who suffer concussions. The superintendent or designee shall also arrange for information and professional development to be provided annually to all teachers and other school personnel on return-to-learn issues and other concerns related to concussion and brain injuries. Parents and students must be offered the opportunity annually to provide information related to any head injury or concussion the student may have incurred during the past year on the health history and emergency medical information update form.

F. EMERGENCY ACTION PLANS

Each principal or designee shall develop a venue-specific emergency action plan to respond to serious medical injuries and acute medical conditions in which the condition of the injured student may deteriorate rapidly. All such plans must include a delineation of roles, methods of communication, available emergency equipment, and a plan for emergency transport. The plans must be (1) in writing, (2) reviewed by an athletic trainer who is licensed in North Carolina, (3) approved by the principal if developed by a designee, (4) distributed, posted, reviewed, and rehearsed in accordance with G.S. 115C-12(23), and (5) compliant with any other requirements of state law and State Board policy.

G. ATHLETIC TRAINERS AND FIRST RESPONDERS

Each high school principal shall designate at least one licensed athletic trainer or first responder who meets the requirements of state law and State Board of Education policy. The principal shall monitor each athletic trainer's or first responder's compliance with the duties assigned to the position by the State Board and any additional duties assigned by the superintendent or designee, including, but not limited to, attendance at football games and practices and compliance with all applicable training and certification requirements.

To the extent funding and resources are available, the superintendent shall work toward having a licensed athletic trainer or first responder available for all school practices and games of all high school and middle school sports.

H. RECORD KEEPING

The superintendent shall require each principal to maintain complete and accurate records

of actions taken in his or her school to comply with this policy and applicable legal authority. Records shall include accounts of any education or training as may be required by law or State Board of Education policy.

The superintendent's annual report to the board on compliance with laws and policies related to student wellness shall include a report on the system's compliance with laws and policies related to concussions and head injuries. (See Section G of policy 6140, Student Wellness.)

Legal References: G.S. 115C-12(23); S.L. 2011-147; Article 34 Chapter 90; 16 N.C.A.C. 6E .0206; State Board of Education Policies ~~ATHL-000~~, ATHL-003, SHLT-001; N.C. High School Athletic Association Handbook, available at <https://www.nchsaa.org/students-and-parents/rulesand-regulations>

Cross References: Student Wellness (policy 6140)

Other Resources: Matthew Gfeller Sport-Related TBI Research Center at UNC website <http://tbicenter.unc.edu>; *Report to the North Carolina General Assembly: Study of Sports Injuries at Middle School and High School Levels*, N.C. Department of Public Instruction (2011), available at <http://www.ncleg.net/documentsites/committees/JLEOC/Reports%20Received/Archives/2011%20Reports%20Received/Study%20of%20Sports%20Injuries%20at%20Middle%20and%20High%20School%20Levels.pdf>

Adopted: November 10, 2014

Revised: January 28, 2016; August 14, 2017; January 13, 2020 (Legal references only); October 5, 2020; _____ (Legal references only)

All student records must be current and maintained with appropriate measures of security and confidentiality. The principal is responsible for complying with all legal requirements pertaining to the maintenance, review, and release of student records retained at the school. For purposes of this policy “student records” or “student education records” are those records, files, documents, and other materials that contain information directly related to the student that are maintained by the school system or by a party acting for the school system.

A. ANNUAL NOTIFICATION OF RIGHTS

The superintendent or designee shall provide eligible students and parents with annual notification of their rights under the Family Educational Rights and Privacy Act (FERPA). The notice must contain all information required by federal law and regulations, including the following:

1. the right to inspect and review the student’s education records and the procedure for exercising this right;
2. the right to request amendment of the student’s education records that the parent or eligible student believes to be inaccurate, misleading, or in violation of the student’s privacy rights; and the procedure for exercising this right;
3. the right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent;
4. the type of information designated as directory information and the right to opt out of release of directory information;
5. that the school system releases records to other institutions that have requested the information and in which the student seeks or intends to enroll;
6. the right to opt out of releasing the student’s name, address, and phone number to military recruiters or institutions of higher education that request such information;
7. a specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if a school official discloses or intends to disclose personally identifiable information to school officials without consent;
8. notification if the school system uses contractors, consultants, volunteers, or similar persons as school officials to perform certain school system services and functions that it would otherwise perform itself; and

9. the right to file complaints with the Family Policy Compliance Office in the U.S. Department of Education.

School officials are not required to individually notify parents or eligible students of their rights but must provide the notice in a manner reasonably likely to inform the parents and eligible students of their rights. Effective notice must be provided to parents or eligible students with disabilities or those whose primary or home language is not English.

B. DEFINITION OF PARENT AND ELIGIBLE STUDENT

1. Parent

For purposes of this policy, the term “parent” includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. If the parents of a student are separated or divorced, both parents have the right to access the student’s records as provided in this policy, unless the school system has been provided with evidence that there is a court order, state statute, or other legally binding document that specifically revokes these rights.

2. Eligible Student

For purposes of this policy, an eligible student is a student who has reached 18 years of age or is attending an institution of postsecondary education. The rights afforded to parents under this policy transfer to an eligible student. However, parents may still have access to the records as long as the student is claimed as a dependent by the parent for federal income tax purposes. An eligible student who desires to prevent access to records by his or her parents must furnish to the principal information verifying that the student is not a dependent of his or her parents. If a parent of a student who is at least 18 and no longer attending a school within the system wishes to inspect and review the student’s records, he or she must provide information verifying that the student is a dependent for federal income tax purposes.

A student under age 18 may have access to student records only upon the consent of his or her parents.

C. CLASSIFICATION AND MAINTENANCE OF RECORDS

1. Student Education Records

Student education records may be separated into several categories, including, but not limited to, the following.

a. Cumulative Records

The cumulative record is the official record for each student. The

cumulative record includes student identification information, such as the student's name, address (or a homeless student's living situation), sex, race, birthplace, and birth date; family data including the parents' names, addresses, work and home telephone numbers, and places of employment; academic work completed; grades; standardized test scores; health screenings and immunization documentation; attendance records; withdrawal and reentry records; discipline records; honors and activities; class rank; date of graduation; and follow-up records.

b. Discipline Records

Student discipline records are part of the student's official record and must be maintained and reviewed pursuant to policy 4345, Student Discipline Records. Discipline records must be expunged and forwarded pursuant to the requirements of law and the procedures of policy 4345.

c. Records of Students with Disabilities

Students with recognized disabilities must be accorded all rights in regard to their records as provided by state and federal law, including the Individuals with Disabilities Education Act and policy 3520, Special Education Programs/Rights of Students with Disabilities. Records for a student identified as a student with a disability are considered part of the student's official records and must be maintained in accordance with all appropriate federal and state regulations. Access to these records will be restricted to personnel having specific responsibility in this area. A list of all approved personnel having access to these restricted files will be updated as needed, and a current, dated list will be posted in the student records location.

d. Records Received from the Department of Social Services

The Department of Social Services may disclose confidential information to the school system in order to protect a juvenile from abuse or neglect. Any confidential information disclosed under these circumstances must remain confidential and may only be redisclosed for purposes directly connected with carrying out the school system's mandated educational responsibilities.

e. Juvenile Records

Juvenile records include documentation or information regarding students who are under the jurisdiction of the juvenile court. These records may be received from local law enforcement and/or other local agencies authorized to share information concerning juveniles in accordance with G.S. 7B-3100. These records also may include notice from the sheriff to the Watauga

County Board of Education (the “board”) that a student has been required to register with the sheriff because the student has been found to be a danger to the community under G.S. Chapter 14, Part 4. Such documents must not be a part of a student’s official records but must be maintained by the principal in a safe, locked storage area that is separate from the student’s other records. The principal shall not make a copy of such documents under any circumstances.

Juvenile records will be used only to protect the safety of or to improve the educational opportunities for the student or others. The principal may share juvenile records with individuals who have (a) direct guidance, teaching, or supervisory responsibility for the student and (b) a specific need to know in order to protect the safety of the student and others. Persons provided access to juvenile records must indicate in writing that they have read the document(s) and agree to maintain confidentiality of the records.

The principal or designee must destroy juvenile documents if he or she receives notification that a court no longer has jurisdiction over the student or if the court grants the student’s petition for expunction of the records. The principal or designee shall destroy all other information received from an examination of juvenile records when he or she finds that the information is no longer needed to protect the safety of or to improve the educational opportunities for the student or others. If the student graduates, withdraws from school, transfers to another school, is suspended for the remainder of the school year, or is expelled, the principal shall return all documents not destroyed to the juvenile court counselor. If the student is transferring, the principal shall provide the juvenile court counselor with the name and address of the school to which the student is transferring.

f. Other Student Records

School system personnel may also keep other student records but must review such records annually and destroy them in accordance with Section K of this policy.

2. Records Not Considered Education Records (Sole Possession, Employment, and Law Enforcement Records)

Student education records do not include, and release of information under this policy does not apply to:

- a. records made by teachers, counselors, and administrators that are in the sole possession of the maker thereof and that are not accessible or revealed to any other person except a substitute;
- b. employment records of student employees if those records relate

exclusively to the student in his or her capacity as an employee and are not made available for any other use; and

- c. records created by a law enforcement unit of the school system if created for a law enforcement purpose and maintained solely by the law enforcement unit of the school system. However, a law enforcement record containing information that was obtained from a student's confidential file or other education record must be treated as an education record and may be released only in accordance with this policy.

D. RECORDS OF STUDENTS PARTICIPATING IN THE NORTH CAROLINA ADDRESS CONFIDENTIALITY PROGRAM

Students or parents enrolled in the North Carolina Address Confidentiality Program (NCACP) must provide a valid NCACP authorization card to the school principal if they wish to keep their home address confidential. The school system will maintain a confidential record of the actual home address for admission and assignment purposes only and will not release that address except as provided by law. With the exception of such specially-maintained records, student records will include only the substitute address provided by the NCACP and not the actual home address of any students or parents for whom a valid NCACP authorization card is on file.

When transferring the record of a student participating in the North Carolina Address Confidentiality Program to a school outside of the system, the transferring school may send the files to the Address Confidentiality Program participant (parent or guardian) via the substitute address provided by the Address Confidentiality Program.

E. RECORDS OF MISSING CHILDREN

Upon notification by a law enforcement agency or the North Carolina Center for Missing Persons of the disappearance of a child who is currently or was previously enrolled in the school, school officials shall flag the record of that child. If the missing child's record is requested by another school system, the principal shall provide notice of the request to the superintendent and the agency that notified the school that the child was missing. The principal shall provide the agency with a copy of any written request for information concerning the missing child's record.

Any information received indicating that a student transferring into the system is a missing child must be reported promptly to the superintendent and the North Carolina Center for Missing Persons.

F. RECORDS OF MILITARY CHILDREN

School administrators shall comply with any regulations pertaining to the records of military children developed by the Interstate Commission on Educational Opportunity for Military Children.

In addition, children of military families, as defined by policy 4050, Children of Military Families, are entitled to the following.

1. For Students Leaving the School System

In the event that official education records cannot be released to the parents of military children who are transferring away from the school system, the custodian of records shall prepare and furnish to the parent a complete set of unofficial education records containing uniform information as determined by the Interstate Commission.

When a request for a student's official record is received from the student's new school, school officials shall process and furnish the official records to the student's new school within 10 days or within such time as is reasonably determined by the Interstate Commission.

2. For Students Enrolling in the School System

Upon receiving an unofficial education record from the student's previous school, school administrators shall enroll the student and place him or her in classes as quickly as possible based on the information in the unofficial records, pending validation by the official records.

Simultaneous with the enrollment and conditional placement of the student, school administrators shall request the student's official record from his or her previous school.

G. REVIEW, RELEASE OF RECORDS TO PARENT OR ELIGIBLE STUDENT

1. Review by Parent or Eligible Student

A parent or eligible student may access the student's education records upon proper request. The principal or guidance office personnel of the student's school shall schedule an appointment as soon as possible but no later than 45 days after the request by the parent or eligible student. The parent or eligible student may formally review the student's complete education records only in the presence of the principal or a designee competent to explain the records. School personnel shall not destroy any education records if there is an outstanding request to inspect or review the records.

2. Review of Video or Audio Recordings and Photographs

a. Parent's Right to Review

Upon request, a parent or eligible student may inspect and review a video or audio recording or photograph that is determined to be an education record of the student. Individuals acting on behalf of a parent or eligible child, such as advocates or attorneys, will not be permitted to review a video or audio recording or photo unless accompanied by the parent or eligible student.

b. Status as Education Record

A video or audio recording or photo will be deemed an education record of the student if it is directly related to the student and is maintained by the school system or its agent, as provided by law. A photo, video, or audio recording (such as a surveillance video), that is created and maintained by a law enforcement unit for a law enforcement purpose, is not an education record; however, a copy of such photo, video, or audio recording provided to the school for disciplinary or other school purposes may be an education record if it is directly related to a student and is maintained by the school system.

c. Records of More Than One Student

If the recording or photo is an education record of multiple students, the school system shall make reasonable efforts to redact or segregate out the portions of the recording or photo directly related to other students before providing the parent or eligible student access, provided doing so would not destroy the meaning of the record. If redaction or segregation of the recording or photo cannot reasonably be accomplished or would destroy the meaning of the record, then the parent of each student to whom the recording or photo directly relates or such eligible students themselves shall be permitted to access the entire record.

d. Copies of Recordings and Photos

A copy of a video or audio recording or photo will be provided to a parent or eligible student only (1) if circumstances effectively prevent the parent or eligible student from exercising the right to inspect the recording or photo, such as when the parent no longer lives within commuting distance of the school system; (2) when directed by a court order or subpoena; or (3) when otherwise required by law.

3. Request to Amend the Education Record

A parent or eligible student has the right to challenge an item in the student education record believed to be inaccurate, misleading, or otherwise in violation of

the student's privacy rights. The principal shall examine a request to amend a student record item and respond in writing to the person who challenges the item. Subsequent steps, if necessary, will follow the student grievance procedures as provided in policy 4010, Student and Parent Grievance Procedure. If the final decision is that the information in the record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the principal shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school system.

H. RELEASE OR DISCLOSURE OF RECORDS TO OTHERS

Before releasing or disclosing education records as permitted by law, school officials shall use reasonable methods to identify and authenticate the identity of the party to whom the records are disclosed.

1. Release/Disclosure With Parental Consent

School officials shall obtain written permission from a parent or eligible student before releasing or disclosing student records that contain personally identifiable information, except in circumstances where the school system is authorized by law to release the records without such permission. The written permission must specify the records to be released, the purpose of the release, and the party(ies) to whom they are to be released.

2. Release/Disclosure Without Parental Consent

School system officials shall promptly release student records when a student transfers to another school. The records custodian may release or disclose records with personally identifiable information without parental permission to the extent permitted by law, including to other school officials who have a legitimate educational interest in the records.

Personally identifiable information from a student's record may be released or disclosed to someone other than a parent or eligible student without prior written consent of the parent or eligible student only as specifically provided by federal law. Except as otherwise permitted by federal law, when personally identifiable information from a student's record is released or disclosed to someone other than a parent or eligible student without their written consent, the party to whom the information is released must agree not to disclose the information to any other party without the prior written consent of the parent or eligible student.

The superintendent shall employ reasonable methods to ensure that teachers and other school officials obtain access only to those education records in which they have legitimate educational interests.

3. Release of Directory Information

Permission of the parent or eligible student is not required for the release of information that is designated as directory information by the board, provided that the parent or eligible student has been given proper notice and an opportunity to opt out. (See policy 4002, Parental Involvement.)

a. The board designates the following student record information as directory information:

- (1) name;
- (2) address;
- (3) telephone listing;
- (4) electronic mail address;
- (5) photograph or digital image, including still or video images of a student engaged in ordinary school activities;
- (6) date and place of birth;
- (7) participation in officially recognized activities and sports;
- (8) weight and height of members of athletic teams;
- (9) dates of attendance;
- (10) grade level;
- (11) diplomas (including endorsements earned), industry credentials/certifications, and awards received; and
- (12) most recent previous school or education institution attended by the student.

b. The telephone number and actual address of a student who is or whose parent is a participant in the North Carolina Address Confidentiality Program is not considered directory information and will not be released, except as required by law.

c. Information about a homeless student's living situation is not considered directory information and will not be released.

d. As required by law, the names, addresses, and telephone numbers of secondary school students shall be released, upon request, to military

recruiters or institutions of higher learning, whether or not such information is designated directory information by the school system. Students or their parents, however, may request that the student's name, address, and telephone number not be released without prior written parental consent. School officials shall notify parents of the option to make a request and shall comply with any requests made.

e. All requests for directory information must be submitted to the superintendent or designee for approval. The superintendent is directed to establish regulations regarding the release of directory information. At a minimum, the regulations must:

- (1) specify the types of organizations that are eligible to receive directory information and for what purposes;
- (2) provide for equal disclosure to organizations that are similar in purpose; and
- (3) authorize access to directory information to recruiters of military forces of the state or United States for the purpose of informing students of educational and career opportunities available in the military to the same extent that such information is made available to persons or organizations that inform students of occupational or educational options.

4. Records of Students with Disabilities

Students with recognized disabilities must be accorded all rights in regard to their records as provided by state and federal law, including the Individuals with Disabilities Education Act.

5. Disclosure of De-Identified Information

Education records may be released without consent of the parent or eligible student if all personally identifiable information has been removed. Personally identifiable information includes both direct and indirect identifiers that, alone or in combination, would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

Unless specifically permitted by law, records that have been de-identified must not be released without the consent of the parent or eligible student if school officials reasonably believe that the person requesting the information knows the identity of the student to whom the education record relates.

I. WITHHOLDING RECORDS

School system administrators shall not withhold records upon a valid request by a parent, eligible student, or school to which the student is transferring for any reason, including in order to collect fines assessed to the parent or student.

J. RECORD OF ACCESS AND DISCLOSURE

The principal or designee shall maintain a record in each student's file indicating all persons who have requested or received personally identifiable information from a student's record and the legitimate reason(s) for requesting or obtaining the information. This requirement does not apply to requests by or disclosure to parents, eligible students, school officials, parties seeking directory information, a party seeking or receiving the records under a court order or subpoena that prohibits disclosure, or those individuals with written parental consent.

K. DESTRUCTION OF STUDENT RECORDS

To the extent required by law, school officials shall maintain student records in accordance with the applicable records retention and disposition schedule(s) issued by the North Carolina Department of Natural and Cultural Resources. After notifying parents, school officials may destroy student records when the records are no longer needed to provide educational services to the student or to protect the safety of the student or others. School officials must destroy student records if the parent or eligible student requests their destruction and if such records are no longer needed to provide educational services to the student or to protect the safety of the student or others. School officials shall not destroy student records if there is an outstanding request to inspect the particular records.

L. LONGITUDINAL DATA SYSTEM

School system administrators will comply with the data requirements and implementation schedule for the North Carolina Longitudinal Data System (NCLDS) and will transfer designated student record data to the system in accordance with the NCLDS data security and safeguarding plan and all other requirements of state law, provided that doing so does not conflict with the requirements of FERPA.

Legal References: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, h, 34 C.F.R. pt. 99; Individuals with Disabilities Education Act, 20 U.S.C. 1411 *et seq.*; Elementary and Secondary Education Act, 20 U.S.C. 7908; McKinney-Vento Homeless Assistance Act, 42 U.S.C. 111431 *et seq.*; G.S. 7B-302, -3100, -3101; 14-208.29; 115C-47(26), -109.3, -402, -403, -404, -407.5; 116E-6; *Records Retention and Disposition Schedule for Local Education Agencies*, N.C. Department of Natural and Cultural Resources (1999), available at <https://archives.ncdcr.gov/documents/local-education-agenciesschedule>; ~~<https://archives.ncdcr.gov/government/retention-schedules/local-government-schedules#localschedules>~~; *General Records Schedule for Local Government Agencies*, N.C. Department of Natural and Cultural Resources (2019), available at <https://archives.ncdcr.gov/government/retention-schedules/local-government-schedules/generalrecords-schedule-local-government>

~~<https://archives.ncdcr.gov/documents/general-records-schedule-local-government-agencies>~~

Cross References: Parental Involvement (policy 4002), Student and Parent Grievance Procedure (policy 4010), Special Education Programs/Rights of Students with Disabilities (policy 3520), Children of Military Families (policy 4050), Homeless Students (policy 4125), North Carolina Address Confidentiality Program (policy 4250/5075/7316), Disciplinary Action for Exceptional Children/Students with Disabilities (policy 4307), Student Discipline Records (policy 4345), Confidentiality of Personal Identifying Information (policy 4705/7825), Surveys of Students (policy 4720), Public Records – Retention, Release, and Disposition (policy 5070/7350)

Adopted: January 12, 2015

Replaces: Policy 5.06.20, Maintenance of Student Records

Revised: January 28, 2016; November 13, 2017; June 11, 2018; September 9, 2019; June 8, 2020;
(Legal references only)

The Watauga County Board of Education may make school facilities available for non-school use when such use does not interfere with the instructional program of the schools. All use of school buildings and facilities, other than by the school or school affiliated groups, requires an approved contract for use of school facilities.

The superintendent is authorized to develop a list of school facilities available for community use. Among the types of facilities that may be available for community use are auditoriums, athletic fields, dining areas, kitchens, designated classrooms, gymnasiums, media centers and playgrounds.

A. GENERAL PRINCIPLES

The use of school facilities by community groups should be consistent with the educational program and the goals and objectives of the board and school system. Use of school facilities will not be approved for activities that do any of the following:

1. violate federal, state or local laws;
2. violate board of education policies or regulations;
3. advocate violence;
4. may damage school buildings, grounds or equipment; or
5. conflict with school activities.

B. PRIORITY IN USE

The priority for use of school facilities will be based on the following categories.

1. Use by the school, including the after school program, provided that, subject to any applicable federal and state legal requirements, special consideration may be given to government and non-profit use in case of emergencies due to flooding, fire, or other disaster situations
2. In accordance with G.S. ~~163-129~~^{163A-1046}, use as a polling place on election days
3. School affiliated groups such as PTA/PTO organizations, booster clubs, the Watauga Education Foundation, and student clubs, including organizations permitted to meet under the Equal Access Act
4. In accordance with G.S. 115C-527, use by political parties for the express purpose of annual or biennial precinct meetings and county or district conventions
5. Use for youth athletics or youth development activities, including but not limited to

summer camps, in which no admission fees are charged, provided that such use is exclusively or primarily for youth residing in Watauga County, and education related use by local Chambers of Commerce

6. Non-commercial use by local government, non-profit agencies, religious or political groups (including political parties when meeting for purposes other than precinct meetings or county or district conventions), and Watauga County residents and organizations
7. Use for commercial purposes, provided that school facilities may not be used to promote or sell any products or services except those with a major emphasis on education

C. FEES FOR USE

No rental fees will apply for category 1-5 uses as described above. However, fees for custodial, kitchen, and security personnel, may be charged to category 1-5 users at the discretion of the principal, subject to the fee schedule approved by the board. Fees for technical personnel or other specialized assistance may be charged at the discretion of the principal subject to the approval of the superintendent or superintendent designee.

Rental and other fees will apply for category 6 and 7 uses according to the fee schedule approved by the board per regulation 5030-R for K-8 schools and the separate fee schedule approved by the board for Watauga High School.

All groups within the same user category will be charged for facility use according to the uniform fee structure.

All rental and personnel fees shall be paid by check made out to the Watauga County Schools and collected by the principal/designee. Neither the school nor any user of school facilities shall make any direct payment to school personnel; all such payments are the exclusive responsibility of the Finance Department.

D. REQUESTS FOR USE OF FACILITIES

An eligible individual or group that wishes to apply for permission to use a school facility must submit a written application to the principal of the school in which the facility is located. Application forms will be available in the school administrative office.

E. ADDITIONAL RULES GOVERNING USE OF SCHOOL FACILITIES

1. Regulations for Use of Facilities

The superintendent shall develop regulations consistent with this policy. The regulations will include an application process and provisions regarding fees, prohibited conduct and other issues deemed appropriate by the superintendent. A copy of the regulations will be provided to all applicants with the facilities use application form.

2. Compliance with Laws and Policies

In addition to the regulations established by the superintendent, users of school facilities must comply with all federal, state and local laws and all rules established by the board, the superintendent or designee, and the principal.

3. Concession Rights Reserved to Schools

For any athletic tournament or other public event, the principal may require that the school or a school affiliated group be granted exclusive right to concession sales, or that the user pay the school up to 15% of gross revenues from concession sales at the event in addition to any other fees. Payments for concessions may be made directly to the school, or to the PTO/PTA or other school-affiliated group operating on behalf of the school. These revenues may be used for any school related purpose approved by the principal.

4. Non-Discrimination Notice

Discrimination on the basis of race, color, national origin, sex, disability or age is prohibited in the use of school facilities as in all school system activities and programs.

5. Opening and Closing of Buildings

Buildings may be opened and closed only by assigned employees of the school system or specific persons approved in advance by the principal.

A user's violation of the provisions of this policy or any applicable regulation is grounds for suspending the user's privilege to use school facilities for a period of time deemed appropriate by the principal, subject to the review of the superintendent and the board of education.

F. DAMAGES AND LIABILITY INSURANCE

Users of school facilities are responsible for all damage to school facilities, property or equipment that occurs while the facility is being used by the group, regardless of who caused the damage. Users also are responsible for the conduct of all persons involved in the users' activities while on school property.

All user groups except school-affiliated groups must furnish a certificate of insurance for general liability coverage with a total coverage of \$1,000,000 for each claim made. Alternatively, the superintendent or principal may require the user group to execute a waiver of liability that states that no liability will be attached to the board of education or the Watauga County Schools, individually or collectively, for personal injury or personal property damage by reason of use of the school property.

G. TERM AND ACCEPTANCE OF LEASE

The superintendent is authorized to enter into agreements with community groups for the lease of school property for terms of one year or less. All such leases must be reviewed and approved in advance by the board attorney. The superintendent shall inform the board of the execution of any lease at its next regularly scheduled meeting. Leases may be renewed following the same process.

Absent unusual circumstances, leases will not be granted for a term longer than one year. A lease for more than one year must be approved in advance by the board. Long-term exclusive leases are subject to the provisions of policy 9400, Sale, Disposal and Lease of Board-Owned Real Property.

H. LIMITATION OF ROUTINE USE

To ensure equitable access to school facilities by the community, the use of a major school facility such as a gym, auditorium, cafeteria, or media center by the same group (other than a school affiliated group) will be limited to three occasions per week for no more than four consecutive weeks, provided that this limitation shall not prohibit the use of school facilities for summer camps approved by the principal. Use for up to eight additional weeks may be approved at the discretion of the superintendent, after which any continued regular use requires the approval of the board.

Principals will inform the superintendent of any requests for facility use that cannot be approved because of conflicting long term use approved by the superintendent or the board.

I. USE OF OUTDOOR SCHOOL FACILITIES BY THE GENERAL PUBLIC

Outdoor property and facilities of the school system will be open to limited use by members of the general public in accordance with rules to be established by the superintendent or designee. Public use will be permitted only to the extent that it 1) is not inconsistent with the proper preservation and care of the outdoor school property; 2) does not interfere with the safe and efficient operation of the schools and school activities; and 3) does not conflict with use by any community group operating under a facility use agreement described in this policy. The superintendent is authorized to establish all terms, conditions, and rules necessary to regulate the use of outdoor facilities by members of the general public consistent with these requirements.

J. REVIEW OF DECISIONS CONCERNING USE OF SCHOOL FACILITIES

Any person or organization may request a review of any decision made by a school employee pursuant to this policy in accordance with policy 4010, Student and Parent Grievance Procedure.

Legal References: Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Equal Access Act, 20 U.S.C. 4071-4074, 28 C.F.R. pt. 36; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. pt. 108; 36 U.S.C. 20101 *et seq.*; G.S. 14-269.2; Community Schools Act, G.S. 115C-203 to -209.1; 115C-524, -527; 160A-274; ; 163-129163A-1046

Cross References: Prohibition Against Discrimination, Harassment and Bullying (policy 4021/7230), Student and Parent Grievance Procedure (policy 4010), Prohibition of Drugs and Alcohol (policy 5025), Smoking and Tobacco Products (policy 5026/7250), Weapons and Explosives Prohibited (policy 5027/7275), Sale, Disposal and Lease of Board-Owned Real Property (policy 9400)

Adopted: February 8, 2016

Revised: May 9, 2016; June 13, 2016; July 10, 2017; June 11, 2018; November 13, 2018;
(Legal references only)

Replaces: Policy 2.05.20, Community Use of School Facilities and policy 2.05.25, Community Use of Watauga High School Facilities

PUBLIC RECORDS – RETENTION, RELEASE, AND DISPOSITION

Policy Code: **5070/7350**

The Watauga County Board of Education (the “board”) is committed to providing access to public records and public information. All employees shall comply with the public records law and this policy.

A. PUBLIC RECORD DEFINED

Any record, in any form, that is made or received by the board or its employees in connection with the transaction of public business is a public record that must be made available to the public, unless such record is protected from disclosure by federal or state law or is otherwise exempted from the public records law, G.S. 132-1 through 132-9. (See policy 5071/7351, Electronically Stored Information Retention, for specific information regarding public records in electronic form.)

Though the school improvement plan is a public record, the school safety components of the plan are not public records subject to public records law. Schematic diagrams, as described in G.S. 115C-105.53 and -105.54, and emergency response information, as described in G.S. 115C-47(40) and 105.54, are also not considered public records subject to public records law.

The official records of students are not public records subject to inspection and examination. (For additional information regarding the release of information about students, see policy 4700, Student Records.) Further, any written material containing the identifiable scores of individual students on any test taken pursuant to the state testing program described in Chapter 115C, Article 10A of the North Carolina General Statutes is not a public record. Any test that is developed, adopted, or provided as part of the state testing program is not a public record until the State Board of Education designates that the test is released.

Any report received from the Teachers’ and State Employees’ Retirement System pursuant to G.S. 135-8(f)(2)(f) is not a public record and will be treated as confidential.

Information in school system employee personnel files is protected from disclosure in accordance with G.S. 115C-319, except that the following employee information is public record.

1. Name.
2. Age.
3. The date of original employment or appointment.

4. The terms of any past or current contract by which the employee is employed, whether written or oral, to the extent that the board has the written contract or a record of the oral contract in its possession.
5. Current position.
6. Title.
7. Current salary (includes pay, benefits, incentives, bonuses, deferred compensation, and all other forms of compensation paid to the employee).
8. The date and amount of each increase or decrease in salary with the board.
9. The date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with the board.
10. The date and general description of the reasons for each promotion with the board.
11. The date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the board. If the disciplinary action was a dismissal, a copy of the written notice of the final decision of the board setting forth the specific acts or omissions that are the basis of the dismissal.
12. The office or station to which the employee is currently assigned.

The name of a participant in the North Carolina Address Confidentiality Program is not a public record and must be redacted from any records released. As necessary, school personnel may combine public and confidential records to meet the business needs of the system. However, if a record contains confidential information as well as public information, school officials must provide the requested public record with the confidential information removed or redacted.

B. DESIGNATION OF RECORDS OFFICER

The superintendent shall designate a records officer or otherwise ensure that the duties of a records officer are met.

1. Duties of the Records Officer

The duties of the records officer include the following:

- a. determining whether records are public or confidential by law, with assistance from the local board attorney as necessary;
- b. determining the most cost-effective means of storing and retrieving public records that include confidential information;

- c. providing training, consultation, and guidelines to school officials who respond to or are otherwise involved in public records requests;
- d. determining the actual cost of providing copies of public records in various forms, such as paper or electronic media, in which the school system is capable of providing the records;
- e. determining the cost of a request for copies of public records when a special service charge is applicable or when the school system is voluntarily creating or compiling a record as a service to the requester; and
- f. reviewing appeals of any denial of a request for public records.

2. Other Duties

A designated electronic records officer, or other employee(s) as determined by the superintendent shall review all electronic data-processing systems created by the school system or being considered for acquisition through lease, purchase, or other means, to ensure they are designed and maintained in a manner that:

- a. will not impede the school system's ability to permit public inspection and examination of public records; and
- b. provides a means of obtaining copies of such records.

C. REQUESTS FOR PUBLIC RECORDS

All requests for examining or obtaining copies of public records should be in writing or recorded by school system personnel. This policy, administrative guidelines, information on the actual cost of producing public records, information on how to reach the records officer, information about how to appeal a denial of a public records request, and information regarding any computer database indexes must be made available to individuals requesting public records.

Public records must be released in accordance with the law. Any denial of a public records request must be made in writing and must include the basis for the denial. The superintendent or designee may issue additional guidelines consistent with this policy to further clarify the process for requesting public records.

D. FEES FOR COPIES OF PUBLIC RECORDS

Persons requesting copies of public records will be charged any applicable fees as determined by the records officer (see subsections B.1.d and B.1.e above). The school system shall not charge any fees for separating confidential information that is commingled with public records.

E. ELECTRONIC MAIL LISTS

A school employee may be authorized by the superintendent or designee to maintain an electronic mail list of individual subscribers. Such a list may be used only: (1) for the purpose for which the subscribers subscribed to it; (2) to notify subscribers of an emergency to public health or public safety; or (3) in the event of deletion of the list, to notify subscribers of the existence of any similar lists. Although such electronic mail lists of individual subscribers shall be available for public inspection in either printed or electronic format to the extent permitted by law, school officials shall not provide anyone with copies of such lists. Release for public inspection of any subscriber list must be consistent with the Family Education Rights and Privacy Act (FERPA) if the list contains personally identifiable information from student education records. See policy 4700, Student Records. School officials shall redact any and all personally identifiable information in these subscriber lists before making them available for public inspection.

F. DESTRUCTION OF PUBLIC RECORDS

To the extent required by law, school personnel shall maintain public records in accordance with the applicable records retention and disposition schedule(s) issued by the North Carolina Department of Natural and Cultural Resources. The superintendent may establish regulations for the destruction of records in accordance with the approved schedules.

Legal References: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; G.S. 14-113.8(6); 115C-47(40), -105.27(a2), -105.53, -105.54, -109.3, -174.13, -319 to -321, -402; 132-1 to -9; 135-8(f)(2)(f); *Records Retention and Disposition Schedule for Local Education Agencies*, N.C. Department of Natural and Cultural Resources (1999), available at <https://archives.ncdcr.gov/documents/local-education-agenciesschedule>
~~<https://archives.ncdcr.gov/government/retention-schedules/local-government-schedules/#localschedules>~~; *General Records Schedule for Local Government Agencies*, N.C. Department of Natural and Cultural Resources (2019), available at <https://archives.ncdcr.gov/government/retention-schedules/local-government-schedules/generalrecords-schedule-local-government>
~~<https://archives.ncdcr.gov/documents/general-records-schedule-local-government-agencies>~~

Cross References: Use of Personal Technology to Conduct School Business (policy 3228/7323), North Carolina Address Confidentiality Program (policy 4250/5075/7316), Student Records (policy 4700), Confidentiality of Personal Identifying Information (policy 4705/7825), News Media Relations (policy 5040), Electronically Stored Information Retention (policy 5071/7351), Personnel Files (policy 7820)

Adopted: June 8, 2015

Revised: January 28, 2016; September 10, 2018; February 10, 2020; March 8, 2021; _____ (Legal references only)

ELECTRONICALLY STORED INFORMATION RETENTION

Policy Code:

5071/7351

Public record-keeping requirements and federal and state law require that the Watauga County school system properly manage its electronically stored information ("ESI"). To the extent required by law, school personnel shall maintain ESI in accordance with this policy and/or the applicable Records Retention and Disposition Schedule(s) ("Schedule") issued by the North Carolina Department of Natural and Cultural Resources.

School business-related ESI sent and/or received by an employee using a personal technology device or account is subject to this policy:

A. SYSTEM-WIDE E-MAIL RETENTION AND EMPLOYEE RESPONSIBILITY FOR ESI

All e-mails produced and received using the school system email system are the property of the school system and will automatically be retained by the school system for a minimum of three years. In some cases, business-related e-mails must be retained longer, according to the Schedule, and individual employees are required to review the Schedule and save such e-mails, in hard copy or electronic format, for the applicable time period. For ESI other than e-mail, each employee shall retain such records, in hard copy or electronic format, for the time period required by the Schedule.

B. LITIGATION HOLDS FOR ESI

The school system will have an ESI team. The ESI team is a designated group of individuals who implement and monitor litigation holds, which are directives not to destroy ESI that might be relevant to a pending or imminent legal proceeding. The ESI team must include a designated school administrator, the school board attorney and a member from the technology department. In the case of a litigation hold, the ESI team shall direct employees and the technology department, as necessary, to suspend the normal disposition procedure for all related records.

C. INSPECTION OF ESI

Any requests for ESI records should be made in writing and will be reviewed by the records officer (see policy 5070/7350, Public Records – Retention, Release and Disposition), in consultation with the school board attorney if needed, and released in accordance with North Carolina public records laws.

D. DELEGATED AUTHORITY

The Watauga County Board of Education delegates to the superintendent or designees the right to implement and enforce additional procedures or directives relating to ESI retention consistent with this policy.

Legal References: Fed. R. Civ. P. 16, 26, 33, 37, 45; North Carolina Public Records Act, G.S. 132; *E-Mail as a Public Record in North Carolina: A Policy for Its Retention and Disposition*, N.C. Department of Natural and Cultural Resources (2009), available at <https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines>; *Records Retention and Disposition Schedule for Local Education Agencies*, N.C. Department of Natural and Cultural Resources (1999), available at- <https://archives.ncdcr.gov/documents/local-education-agenciesschedule> ~~<https://archives.ncdcr.gov/government/retention-schedules/local-government-schedules#localschedules>~~; *General Records Schedule for Local Government Agencies*, N.C. Department of Natural and Cultural Resources (2019), available at <https://archives.ncdcr.gov/government/retention-schedules/local-government-schedules/generalrecords-schedule-local-government>

~~<https://archives.ncdcr.gov/documents/general-records-schedule-local-government-agencies>~~

Cross References: Public Records – Retention, Release and Disposition (policy 5070/7350)

Adopted: June 8, 2015

Replaces: Policy 3.10.10, Electronic Stored Information Retention

Revised: January 28, 2016; June 11, 2018 (Legal references only); February 10, 2020

DISTRIBUTION AND DISPLAY OF NON-SCHOOL MATERIAL

Policy Code:

5210

Students and the educational program must be the focus of the school system. In order to maintain an educational environment conducive to learning and to minimize intrusions upon instructional time, distribution and display of non-school material will be limited in accordance with this policy and policy 5240, Advertising in the Schools. School officials shall screen and approve the distribution or display of non-school material (as defined in Section F of this policy) on school property.

This policy applies to the distribution and display of non-school material by students and school-related groups (as defined in Section F of this policy) and by governmental agencies, educational institutions, and non-profit entities as permitted in Section C below. Except as provided in Section A below, this policy will not be construed as applying to or prohibiting the display of compliant political signs permitted by G.S. 136-32.

A. DISPLAY OF COMPLIANT POLITICAL SIGNS IN THE RIGHT-OF-WAY DURING DESIGNATED PERIODS

Any person may display compliant political signs in the right-of-way of the state highway system or in municipal street rights-of-way in accordance with the standards established in G.S. 136-32, even if such right-of-way constitutes school grounds. Compliant political signs may be displayed in such right-of-way from 30 days before the first day of “one-stop” early voting to 10 days after the primary or election day. School officials may remove and dispose of any political sign remaining in the right-of-way more than 40 days after the primary or election day. School officials shall observe any different rules established by applicable local ordinance for placement and removal of political signs on municipal street rights-of-way.

School officials shall not remove any political sign lawfully placed except as provided in this section but may request the Department of Transportation to remove a sign that is not in compliance with G.S. 136-32.

B. DISTRIBUTION AND DISPLAY BY STUDENTS

Students wishing to distribute or display on campus any publication, leaflet or other written material that is not school-sponsored must submit the publication or material to the principal for review prior to distribution. The principal shall prohibit distribution or display when the publication or material contains speech that is prohibited as specified in Section D below but otherwise shall not discriminate on the basis of viewpoint in granting or denying a student permission to distribute or display non-school publications or materials. Materials approved by the principal for distribution by students may only be distributed during non-instructional time in common areas (outside of classrooms). If permission to distribute or display a publication or material is denied, the student may request review of the principal’s decision as specified in Section E below.

C. DISTRIBUTION AND DISPLAY BY NON-STUDENTS

1. Distribution and display of “school-sponsored or curriculum-related publications and materials” as defined in Section F are permitted during the school day, on school grounds and at school activities.
2. Distribution and display of publications and materials from school-related groups that have received prior approval of the superintendent or designee pursuant to the standards in Section D below and the standards for review of the decision in Section E below are permitted at reasonable times and places as designated by the superintendent or designee. The term “school-related group” is defined in Section F. The school system shall not discriminate on the basis of viewpoint in granting or denying permitted school-related groups permission to distribute or display non-school material.
3. The following agencies and organizations are permitted to distribute or display educational information or information about programs and activities of interest to students:
 - a. local, state and federal government agencies and departments;
 - b. organizations that offer educational, recreational, cultural or character development activities or programs for school-aged children, including but not limited to scouts, YMCA or YWCA, organized youth sport leagues, etc.;
 - c. school/business partnerships or incentive programs that directly enhance or support the school’s educational program; and
 - d. community colleges, universities, and other non-profit institutions of higher education.

All publications and materials that one of the permitted agencies or organizations would like to distribute or display must be submitted to the superintendent or designee for approval prior to distribution or display. Approval for distribution or display will be granted pursuant to the standards in Section D below and the standards for review of decisions in Section E below. If approved, the publications and materials will be distributed or displayed at reasonable times and places as designated by the superintendent or designee.

4. The school system shall not discriminate on the basis of viewpoint in granting or denying permitted agencies and organizations permission to distribute or display non-school materials.

5. The superintendent is authorized to adopt regulations regarding approval forms, how many times a year groups may distribute or display publications or materials, delivery and bundling requirements, etc.
6. Nothing in this policy will be construed to create a public forum that would allow non-students unrestricted access to school property for the purpose of distributing or displaying publications or materials.

D. DISTRIBUTION AND DISPLAY STANDARDS FOR NON-SCHOOL MATERIALS

School officials shall apply the following standards to approve the distribution or display of all non-school material by individuals or groups authorized by this policy on school property:

1. While materials will not be screened for viewpoint, the reviewer shall prohibit the distribution or display of any publication or material that (a) is vulgar, indecent or obscene; (b) contains libelous statements, personal attacks or abusive language such as language defaming a person's character, race, religion, ethnic origin, gender, family status, or disability; (c) causes or clearly threatens to cause a material and substantial disruption of a school activity; (d) encourages the commission of unlawful acts or the violation of lawful school regulations; (e) is inappropriate considering the age of the students in the school; (f) contains information that is inaccurate, misleading or false; or (g) advertises any product or service not permitted to minors by law.

The superintendent's designee shall notify the superintendent before approving or prohibiting distribution or display of any publications or materials that raise a question as to whether a specific action by school officials might violate the Establishment of Religion Clause, the Free Exercise of Religion Clause, or the free speech rights guaranteed by the First Amendment of the U.S. Constitution. The superintendent may consult with the board attorney as necessary to determine the legally appropriate course of action.

2. The distribution of non-school material must not have any significant effect on instructional time.
3. Only the following non-school material may be distributed directly to students:
 - a. Approved information about instructional opportunities (arts classes, youth athletics, summer camps, scouting, tutoring, etc.)
 - b. Approved information from local government agencies about public health and safety issues clearly relevant to WCS students; "Local government agencies" shall mean county and municipal organizations based in Watauga County.

4. Approved non-school materials other than those identified in item (3) above may be displayed in schools and/or made available for pick up in central location(s) approved by the principal.
5. The limitations of sections C-3 and C-4 shall not be construed to prohibit distribution of non-school materials by students as permitted by Section A. of this policy.
6. Display or distribution of materials concerning the same or substantially similar programs or events from the same organization shall be limited to twice per school year.
7. School system e-mail and websites shall not be used to announce, distribute, or display non-school materials and information except for a) professional development opportunities approved by the WCS Chief Academic Officer or designee, and b) information about services offered to WCS personnel from approved benefit providers.
8. Non-school materials distributed or displayed to students must be clearly identified as non-school materials.

In order to minimize disruption to the learning environment, political campaign materials may not be distributed to students or employees (including through employee mailboxes and e-mail) or made available on school grounds during school time or at school events. However, on election days, posters and printed materials are permitted for viewing and distribution to the public at school buildings used as polling places in accordance with state law and board of elections requirements.

This provision does not prohibit a teacher from using political literature or campaign material for instructional purposes. However, any teacher using these materials for instruction shall not use his or her position to promote a particular candidate, party or position on a specific issue. The teacher also shall attempt to use a variety of materials that represent balanced and diverse viewpoints on the political spectrum.

E. PROCEDURES FOR REQUESTING DISTRIBUTION OR DISPLAY OF NON-SCHOOL MATERIALS

1. Any individual or organization wishing to distribute or display non-school-sponsored publications or materials must first submit for approval a copy of the publication or material to the superintendent or designee at least three school days in advance of the distribution or display time.
2. Within five school days, the superintendent or designee shall review the request and render a decision. In the event permission to distribute or display the material is denied or restricted, the individual submitting the request will be informed of the reasons for the denial or restriction.

3. Any request denied or restricted by the superintendent or designee may be appealed in writing to the board of education. The board will review the request at its next regularly scheduled meeting. As appropriate, the superintendent or the board will consult with the board attorney concerning a request to distribute or display non-school literature.
4. Permission or denial of permission to distribute or display material does not imply approval or disapproval of its contents by school system administrators, the school board or the individual reviewing the material submitted.

F. DEFINITIONS

The following terms used in this policy are defined as follows:

1. Obscene: Any speech or work that the average person, applying contemporary community standards (as opposed to “national standards”), would find, taken as a whole, appeals to prurient interest; or that depicts or describes, in a patently offensive way, sexual conduct specifically defined by applicable law; and that, taken as a whole, lacks serious literary, artistic, political or scientific value.
2. Libelous Statement: Libelous statements are false and unprivileged statements about a specific person that injure that person’s reputation in the community.
3. Non-School Material: Non-school material includes any publication or other written information that is not a school-sponsored or curriculum-related publication or material.
4. Material and Substantial Disruption: A material and substantial disruption is any conduct that for any reason, including inappropriateness of time, place or type of behavior, significantly interferes with school functions, classroom instruction, or the rights of other students or school employees. Examples of material and substantial disruption include, but are not limited to, demonstrations, destruction of property, injury to students or other persons, shouting or boisterous conduct, and anything that significantly distracts students from instruction or prevents school personnel from performing their educational responsibilities.
5. School-Sponsored or Curriculum-Related Publications and Materials: School-related materials or publications are: (a) materials published by the school system for distribution (i.e. school calendars, menus, school newsletters, etc.); (b) materials that are approved by school officials and related to activities or events that are officially sponsored by the school (i.e. announcements for sports teams, clubs, field trips, school plays and concerts); or (c) materials that are directly related to instruction.
6. School-Related Group: School-related groups are organizations formed to support the school in an area of recognized need, such as the PTA, the PTO, the Watauga

Education Foundation, teachers' and principals' organizations, and booster clubs.

The superintendent shall adopt regulations as necessary to ensure that this policy is implemented throughout the school system.

Legal References: U.S. Const. amend. I; *Peck v. Upshur*, 155 F.3d 274 (1998); G.S. 115C-36, -47; 136-32; 163-~~129A~~-1046; 163A-~~1134~~

Cross References: Collections and Solicitations (policy 5220), Advertising in the Schools (policy 5240)

Adopted: February 8, 2016

Replaces: Policy 2.04.70, Distribution of Non-School Sponsored Materials (as applicable)

Revised: February 10, 2020; _____ (Legal references only)

**2021-2022 LOCAL APPLICATION
FOR CAREER AND TECHNICAL EDUCATION (CTE)*
STATE/FEDERAL FUNDING
FINAL SUBMISSION FOR OVERALL APPROVAL**

All programs, services and activities administered through this local application will be in accord with the CTE assurances listed in Part VI of the local application. The development of this application for state/federal funding for secondary career and technical education was coordinated by the director for career and technical education. This plan and the programs, services and activities offered are in accord with State and Federal guidelines. The information, data, and certifications included are accurate to the best of our knowledge and belief. The Assurances in Part VI will be carried out.

This application, when completed and approved by the local board of education, finance officer, and the superintendent of schools, becomes an agreement between the local board of education and the State Board of Education. This application is a necessary part of the State Board of Education's accountability to the General Assembly of North Carolina and the United States Department of Education.

WATAUGA

Local Education Agency

950

LEA Number

Date

APPROVED BY:

Superintendent:

Name

Signature

Finance Officer:

Name

Signature

Board of Education Chairperson:

Name of Chairperson

Signature

PREPARED BY:

Director, Career and Technical Education

Tierra Stark

Name

Signature

**Career and Technical Education is the administrative name which encompasses vocational and technical education in North Carolina. For the purposes of this plan, these terms are synonymous.*

The Watauga County Board of Education (the “board”) recognizes the importance of setting rigorous graduation requirements to help ensure that students are receiving an education that will prepare them to be career and college ready and productive members of society.

In order to graduate from high school, students must meet the following requirements:

1. successful completion of all course unit requirements as described in Section A; and
2. successful completion of cardiopulmonary resuscitation instruction and pass a skills test.; and
3. successful completion of all other requirements mandated by the board, as provided in this policy.

The principal shall ensure that students and parents are aware of all graduation requirements. ~~Guidance~~ School counseling program staff shall assist students in selecting their high school courses to ensure that students are taking all of the required units and selecting electives consistent with their post-graduation plans. For students who have transferred to the school system during high school or who, for other reasons, have completed course work outside of the school system, the principal shall determine what course work will be applied as credit toward graduation. The principal shall consider the requirements of the Interstate Compact on Educational Opportunity for Military Children (G.S. 115C-407.5) and the requirements of subsection C.3 of this policy in determining the graduation requirements for children of military families.

A. COURSE UNITS REQUIRED

All students must fulfill the course unit requirements of the Future-Ready Core Course of Study, unless they are approved for the Future-Ready Occupational Course of Study. The table in subsection A.1 below lists the course unit requirements for the Future-Ready Core Course of Study applicable to students who entered ninth grade for the first time during the 2013-14 school year or thereafter. Students who entered the ninth grade for the first time before the 2013-14 school year should consult their school counselor to determine applicable course unit requirements for graduation.

In accordance with policy 3101, Dual Enrollment, and State Board of Education requirements, students may earn high school credit for college courses completed. In addition, students may earn credit for certain high school courses in the Future-Ready Core Course of Study completed while in middle school, as authorized by the State Board of Education. Students also have the opportunity to meet course unit requirements without completing the regular period of classroom instruction by demonstrating mastery of the course material in accordance with policy 3420, Student Promotion and Accountability, and State Board of Education requirements. Watauga High School students may earn one or two units of credit upon successful completion of a course, depending on how the course

is offered.

All awards of high school course credit must be consistent with State Board of Education requirements. Any inconsistency between board policy and State Board graduation requirements will be resolved by following the State Board requirements. While the board endeavors to keep its policy up to date with current State Board of Education graduation requirements, students should verify current requirements with their guidance school counselors when planning course schedules or making other decisions based on graduation requirements. Watauga High School students may graduate and receive a high school diploma when a combination of the following state and local requirements are met:

1. Future-Ready Core Course of Study Credits Required for Students Entering Ninth Grade for the First Time before 2020-2021 ~~in 2013-2014 and Thereafter~~

Courses Required*	State Requirements/ Local Requirements
English	4 sequential (English I, II, III, and IV)
Mathematics	4 (NC Math 1, 2, and 3 and a fourth math course aligned with the student's post-high school plans.)** (A principal may exempt a student from this math sequence. Exempt students will be required to pass NC Math 1 and 2 and two other application-based math courses or selected CTE courses, as identified on the NC DPI math options chart.)***
Science	3 (a physical science course, Biology, and earth/environmental science)
Social Studies	4 (including American History: Founding Principles, Civics and Economics; American History Parts I and II; and World History)****
Health/P.E.	1 beginning for the Class of 2025/ 2- one in Health; one in P.E. for Class of 2021-Class of 2024
Electives	6 (2 electives must be any combination of Career and Technical Education, Arts Education, or World Language; 4 must be from one of the following: Career and Technical Education, J.R.O.T.C., Arts Education, or any other subject area or cross-disciplinary course. A four-course concentration is recommended.)*****
Total Credits	22***** beginning with the Class of 2025 23 for Class of 2021- Class of 2024

* Certain International Baccalaureate (IB), Advanced Placement (AP), and Cambridge International Examination (CIE) courses will satisfy specific graduation requirements. See SBE Policy GRAD-008.

** Students entering ninth grade for the first time prior to the 2014-15 school year have alternate math course options. See SBE Policy GRAD-004.

*** Students seeking to complete minimum course requirements for UNC universities must complete four mathematics courses, including a fourth math course with Math 3 as a prerequisite. The math options chart is available at <http://maccss.ncdpi.wikispaces.net/file/view/Math%20Options%20Chart%209.5.2014.pdf/522504358/Math%20Options%20Chart%209.5.2014.pdf>

**** American History: Founding Principles, Civics and Economics must follow the North

Carolina Standard Course of Study (NCSCOS) in its entirety and may not be satisfied by an AP/IB/CIE course, dual enrollment, or any other course that does not fully address the NCSCOS. See SBE Policy GRAD-004.

***** Students seeking to complete minimum course requirements for UNC universities must complete two credits of a single world language.

*****Students may earn course credit for the successful completion of courses through a university, community college, or distance learning. (See Watauga County Board of Education Policy 3101: Dual Enrollment and Policy 3102: Online Instruction)

2. Future-Ready Occupational Course of Study Credits Required (only available to certain students with disabilities who have an IEP)

Courses Required	State Requirements/ Local Requirements
English	4 (including English I, II, III, and IV)
Mathematics	3 (including Introduction to Math, NC Math I, and Financial Management)
Science	2 (including Applied Science and Biology)
Social Studies	2 (including American History: Founding Principles, Civics and Economics; and American History I or American History II)
Health/P.E.	1 beginning for the Class of 2025/ 2- one in Health; one in P.E. for Class of 2021-Class of 2024
Career/Technical	4 (Career/Technical Education electives)
Occupational Preparation	6 (including Occupational Preparation I, II, III, and IV, which require 150 hours of school-based training, 225 hours of community-based training, and 225 hours of paid employment*)
Electives	0
Other Requirements	<ul style="list-style-type: none"> • Completion of IEP objectives • Career Portfolio
Total Credits	22** beginning with the Class of 2025 23 for Class of 2021- Class of 2024

* Paid employment is the expectation; however, when paid employment is not available, 225 hours of unpaid vocational training, unpaid internship experience, paid employment at community rehabilitation facilities, and volunteer and/or community service hours may substitute for 225 hours of paid employment.

**Students may earn course credit for the successful completion of courses through a university, community college, or distance learning. (See Watauga County Board of Education Policy 3101: Dual Enrollment and Policy 3102: Online Instruction)

B. HIGH SCHOOL FINAL EXAMS AND END-OF-COURSE TESTING

High school students must take all end-of-course (EOC) tests and Career and Technical Education (CTE) State Assessments required by the State Board of Education and pursuant to policy 3410, Testing and Assessment Program. Students shall attain passing scores on exit standards adopted by the North Carolina State Board of Education and administered

by Watauga County Schools.

C. SPECIAL CIRCUMSTANCES

The board adopts the following policies with regard to graduation.

1. Honor Graduates

Honor graduates may be designated by principals on the basis of criteria established by the superintendent. Recognition of honor graduates may be included in graduation programs.

2. Students with Disabilities

Graduation requirements must be applied to students with disabilities to the extent required by state and federal law and State Board policy.

3. Children of Military Families

In order to facilitate the on-time graduation of children of military families, the board adopts the following policy provisions for students to whom the Interstate Compact on Educational Opportunity for Military Children applies.

a. Waiver Requirements

Specific course work required for graduation will be waived if similar course work has been satisfactorily completed in another school system. If a waiver is not granted, school administrators shall provide the student with reasonable justification for the denial. If a waiver is not granted to a student who would qualify to graduate from the sending school, the superintendent or designee shall provide the student with an alternative means of acquiring the required course work so that the student may graduate on time.

b. Testing Requirements for Graduation

The superintendent shall accept the following in lieu of any local testing requirements for graduation: (1) the end-of-course exams required for graduation from the sending state; (2) national norm-referenced achievement tests; or (3) alternative testing. If these alternatives are not feasible for a student who has transferred in his or her senior year, subsection c below will apply.

c. Transfers During Senior Year

If a child of a military family who has transferred at the beginning of or during his or her senior year is ineligible to graduate from the school system

after all of the alternatives listed above have been considered and the student meets the graduation requirements at his or her sending school, then school officials from the school system shall collaborate with the sending school system to ensure that the student will receive a diploma from the sending board of education.

4. Early Graduation

Graduation prior to that of one's class may be permitted on the basis of criteria approved by the board upon recommendation by the superintendent.

5. Graduation Certificates, Transcripts, and Participation

Graduation certificates will be awarded to eligible students in accordance with the standards set forth in State Board policy.

Transcripts may be issued to all students receiving a diploma or certificate. The transcript shall provide all information required by State Board of Education policy GRAD-009 and/or other State Board policies as appropriate.

Participation in graduation and baccalaureate ceremonies is optional. Students who have completed all graduation requirements, have paid all fees, and have the approved graduation attire and diploma may participate in graduation exercises.

Exceptional Children who have satisfactorily completed the course of study prescribed in their Individual Education Plans are eligible to participate in graduation exercises.

6. Diploma Endorsements

Students have the opportunity to earn one or more of the following diploma endorsements identifying a particular area of focused study: (1) Career Endorsement, (2) College Endorsement (two options), (3) North Carolina Academic Scholars Endorsement, and/or (4) a Global Languages Endorsement. No endorsement is required to receive a diploma.

7. Grade Replacement

Students are permitted to repeat a course for credit when they have failed a course. Students are permitted to repeat a passed course for grade replacement. The repeated course must be a seated class taken during the normal school day and must be taken within one year of initial completion of the course in question.

Legal References: G.S. 115C-12(40), 47, -81.25(c)(10)(c), -81.45(d)(1), -174.11, -276, -288, -407.5; GS 116-11(10a); 16 N.C.A.C. 6D .0309; State Board of Education Policies CCRE-001, GRAD-004, GRAD-007, GRAD-008, GRAD-009, GRAD-010, TEST-003

Cross References: Goals and Objectives of the Educational Program (policy 3000), Dual Enrollment (policy 3101), Online Instruction (policy 3102), Testing and Assessment Program (policy 3410), Student Promotion and Accountability (policy 3420), Citizenship and Character Education (policy 3530), Children of Military Families (policy 4050)

Adopted: September 14, 2015

Revised: November 9, 2015; October 10, 2016; August 14, 2017; June 11, 2018; September 10, 2018; October 5, 2020; March 8, 2021

Replaces: Policy 4.04.50, Exit Documents at Graduation; policy 4.04.70, Graduation Requirements; policy 4.03.35 Accountability Standards (in part)

Student transportation services will be made available in a manner consistent with the board goals set out in policy 6300, Goals of Student Transportation Services.

A. SCHOOL SYSTEM TRANSPORTATION SERVICES

The first priority of the school system transportation services is to provide eligible students transportation to and from school. The school system may make other transportation services available as funding permits and in accordance with legal requirements, Watauga County Board of Education (the “board”) policy, and the following standards.

1. Yellow school buses may be used for instructional programs directly related to the curriculum when the trip and use of the bus are approved in accordance with board policy.
2. Yellow school buses may be used only for purposes expressly allowed by G.S. 115C-242.
3. Yellow school buses may not be used for athletic activities or extracurricular activities.
4. Activity buses and other vehicles meeting federal safety standards may be used for travel to athletic activities and travel to other approved school-related activities. In addition to students receiving regular school bus safety training, safety instruction will be provided to students traveling on activity buses or commercial buses, as needed.
5. The board encourages the superintendent and principals to provide transportation services to enable students at risk of not meeting promotion standards to take advantage of additional or enhanced opportunities for learning.

B. SPECIAL USE OF SCHOOL BUSES

The board may authorize special uses of yellow school buses as provided by G.S. 115C-242 and 115C-254 and of activity buses and yellow school buses as provided by G.S. 115C-243 and 115C-247. The board may also authorize the special use of activity buses for the purposes described in G.S. 66-58(c)(9b).

The superintendent shall present to the board any requests for special uses and the statutory support for allowing such authorization.

C. TRANSPORTATION FOR STUDENTS WITH DISABILITIES

A student who is identified as having a disability following procedures in the North

Carolina *Policies Governing Services for Children with Disabilities* will be provided with transportation services as required by law. When the school system's transportation services are unable to provide transportation for a student with a disability, the board may contract with public or private carriers to provide this service, pursuant to policy 6340, Transportation Service/Vehicle Contracts.

Legal References: Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*; 49 U.S.C. 30125, 30165; G.S. 66-58(c)(9a) and (9b); 115C-239, -242, -243, -247, -254; 16 N.C.A.C. 6B .0111; *Policies Governing Services for Children with Disabilities*, State Board of Education Policy EXCP-000; State Board of Education policyies TRAN-000, -006; Memorandum to All Superintendents from Eddie M. Speas, Jr., Special Deputy Attorney General, January 14, 1988, available at <http://www.ncsba.org/wp-content/uploads/2017/03/AG-Memo-1988.pdf>

Cross References: School Trips (policy 3320), Goals of Student Transportation Services (policy 6300), Safety and Student Transportation Services (policy 6305), Drivers and Vehicles (6315), Transportation Service/Vehicle Contracts (policy 6340)

Adopted: April 11, 2016

Replaces: Policy 2.06, Transportation

Revised: January 15, 2018;

The accounts of the school system and the individual schools will be audited as soon as possible after the close of each fiscal year by an independent, qualified auditor. The auditor will be selected by the Watauga County Board of Education (the "board"), and the terms and conditions will be specified in a written contract that complies with the requirements of 20 N.C.A.C. 03.0502(c). The auditor will report directly to the board.

The superintendent shall assist the board in providing for an annual independent audit that meets all requirements as provided by G.S. 115C-447 and any other relevant statute. All employees and agents of the school system having custody of public money or responsibility for keeping records of public financial or fiscal affairs shall produce all books and records requested by the auditor and provide any information relating to fiscal affairs requested by the auditor. Any employee who fails to cooperate may be subject to disciplinary action, up to and including dismissal, and also may be found guilty of criminal conduct.

The board will receive the report and opinion of the auditor and will arrange for the auditor to present to the board the audited financial statements, compliance reports, if any, and other information as specified in the audit contract. The presentation must be in an official meeting in open session, held as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary of the Local Government Commission.

Legal References: G.S. 115C-447; 20 N.C.A.C. 03.0502

Cross References: Professional Employees: Demotion and Dismissal (policy 7930), Classified Personnel: Suspension and Dismissal (policy 7940)

Adopted: February 8, 2016

Replaces: Policy 6.01, Audits

Revised:

A. APPLICABILITY TO CERTAIN CLAIMS

On occasion, the Watauga County Board of Education (the “board”) is presented with claims against the board from students, parents or other citizens for injuries to person or property sustained while on a board property or at a school-sponsored event. The board adopts this policy in order that it may consider and process all such claims in a fair and equitable manner, taking into consideration the economic resources available to the board.

The board will only consider claims under this policy when the applicable insurance agreement and/or coverage agreement, if any, does not provide for the consideration, settlement and/or adjustment of claims prior to legal action being filed by the claimant in a court of competent jurisdiction. Upon the filing of a complaint, the board will immediately refer all claims to the appropriate insurance company or coverage provider for appropriate action.

B. PROCEDURE FOR FILING CLAIM

All claims must be made to the superintendent in writing and must include a detailed account of how the injury occurred, whether board employees were involved, and the amount of damages suffered by the claimant. The claimant should include all supporting documentation and any other information he or she believes is relevant. The superintendent or designee shall investigate the incident and, if necessary, provide supplemental information to the board.

After receiving the claim, the board, in consultation with its attorney, will determine whether to pay the claim, deny the claim or make an offer to settle the claim.

C. SETTLEMENT

The resolution of claims requires the exercise of discretion by the board. Therefore, to treat similarly situated claimants (claimants who are alike in all relevant respects) alike, the board will be consistent in its settlement practices by using the factors listed below to evaluate all claims. The board recognizes, however, that separate claimants often will be dissimilar with respect to one or more of the relevant factors, so the final decision regarding each claim will be based upon the specific circumstances. All factors need not be given equal weight and no one factor will be controlling. In determining whether to settle a claim prior to the filing of a legal action, the board will consider the factors listed below. Before any final decision is reached, the board attorney shall ensure that these factors were considered by the board in arriving at its final decision.

- ~~1. Whether there is a reasonable possibility that the potential defense costs to be paid by the board, including an estimate of personnel time and school system resources, will exceed the amount for which the case can be settled.~~

2.1. Whether there was a negligent act or omission by an employee or agent of the board. ~~The extent to which an employee's actions or omissions may have caused, or contributed to, an injury.~~

2. Whether an employee or agent of the board intentionally caused an injury.

3. Whether an employee or agent of the board violated any board policies.

4. ~~Whether there are any affirmative~~ What, if any, defenses are available to the board in the event of litigation and the viability of those defenses based upon the facts known at the time of settlement consideration. ~~However, the board will not assert or consider the availability of Sovereign/Governmental Immunity for any pre-litigation claim.~~

5. The claimant's likelihood of success in litigation.

6. The likely costs of defending the case.

3-7. The administrative burden and disruption that litigation would likely cause.

4-8. Whether the demand is within the retention or deductible level for monetary payments pursuant to any applicable insurance or liability coverage agreement and whether there is, or is likely to be, coverage under such agreements, if known.

9. Goodwill on behalf of the citizens of the school community.

10. The best use of public funds in an effective manner.

~~Each claim will be evaluated based upon the specific circumstances. All factors need not be given equal weight, and no one factor will be controlling.~~

The payment of any claim will be subject to the claimant's execution of a full release of liability in favor of the board, its employees and its agents. The release ~~will~~must be on a form approved by the board attorney.

By considering whether to settle a claim, the board does not waive any affirmative defenses available to it or its employees, including but not limited to the defenses of governmental, sovereign, qualified or public official immunity, or contributory negligence. The board may assert these defenses should the claimant choose to file a lawsuit.

Legal References: Clayton v. Branson, 170 N.C. App. 438 (2005); Dobrowolska v. City of Greensboro, 138 N.C. App. 1 (2000)

Adopted: February 8, 2016

Replaces: Policy 1.10, Limited Claim Settlement

Revised:

As an individual, each employee of a local board of education retains all the rights and obligations of citizenship provided in the Constitution and laws of the State of North Carolina and the Constitution and laws of the United States of America. Employment or volunteer service with the school system does not preclude an individual from participating in political activities, such as The employee's right of citizenship, involving registering, discussing political issues, and voting, campaigning for candidates or issues, running for or serving in public office, attending political events, and contributing funds to partisan groups or candidates, and participating on a committee or board that seeks to serve the welfare of the community, will not be infringed upon due to employment by the school system.

These political activities must not:

1. take place during work hours~~school time~~ and/or while on duty while performing official services as an employee of the board of education;
2. involve school system funds~~monies~~, materials, or resources; or
3. make use of an official school position to encourage or to coerce students, ~~or other employees, or others of the system~~ to support in any way ~~or oppose~~ a political party, candidate, or issue.

No employee of a local board of education shall:

1. Actively participate in managing a political campaign, campaign for political office, or otherwise engage in political activity while on duty or within any period during which he or she is expected to perform services for which the employee receives compensation from a local board of education.
2. Use the authority of his or her position, or utilize public funds, supplies, equipment, or vehicles to secure support for or oppose any candidate, party, or issue in an election involving candidates for office or party nominations, or affect the results thereof.
3. Utilize public funds, supplies, equipment, or vehicles for partisan purposes, political purposes, or to engage in advocating for or against issues of local, State, or federal policy.

No member of a local board of education or employee of the local board of education exercising supervisory authority shall make, issue, or enforce any rule or policy the effect of which is to interfere with the right of any employee of the local board of education as an individual to engage in political activity while not on duty or at times during which he or she is not performing services for which the employee receives compensation from the local board.

As specified in policy 1360, Official School Spokesperson, the chairperson of the board or

designee and the superintendent or designee are the official spokespersons for the school system. Employees, when exercising their rights as citizens, should take steps to ensure that their personal political activities or opinions are not erroneously attributed to the school board or the school system.

This policy should not be construed as prohibiting the impartial study and discussion of political or other controversial issues in the classroom setting. However, employees must be mindful of their responsibility to deliver the curriculum of the school system and may not present their personal political views to students in the classroom or when otherwise engaged in the instruction of students.

Legal References: G.S. 115C-47(18) Legal References: U.S. Const. amend. I; G.S. 115C-46.1, -47(18); Boring v. Buncombe County Bd. of Educ., 136 F.3d 364 (4th Cir. 1998); Lee v. York County Sch. Div., 484 F.3d 687 (4th Cir. 2007)

Cross References: Official School Spokesperson (policy 1360)

Adopted: January 11, 2016; January 9, 2017

Replaces: Policy 3.07.10, Political Activities

Revised:

It is the policy of the Watauga County Board of Education (the “board”), in keeping with the ultimate goal of serving the educational welfare of children, to develop and practice reasonable and effective methods of resolving difficulties that may arise among employees. The intent is to reduce potential areas of grievances and to establish and maintain recognized channels of communications between staff and administration. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems that arise from time to time and affect employees.

A. INFORMAL RESOLUTION

It is desirable for an employee and his or her immediate supervisor to resolve problems through free and informal communication. When informal procedures fail or are inappropriate or when the employee requests formal procedures, a grievance will be processed pursuant to the steps set forth in this policy.

B. DEFINITIONS

1. Days

Days are the working days, exclusive of Saturdays, Sundays, vacation days or holidays, as set forth in the aggrieved employee’s employment calendar. In counting days, the first day will be the first full working day following receipt of the grievance. When a grievance is submitted on or after May 1, time limits will consist of all weekdays (Monday – Friday) so that the matter may be resolved before the close of the school term or as soon thereafter as possible.

2. Final Administrative Decision

A final administrative decision is a decision of a school employee from which no further appeal to a school administrator is available.

3. Grievance

A grievance is a formal written claim by an employee regarding specific decision(s) made by another employee and alleging that such decision(s) have adversely affected the person making the claim. A grievance may include, but is not limited to, the following allegations:

- a. that there has been a violation, misapplication or misinterpretation of state or federal law or regulations, school board policy or administrative procedure;
- b. that an employee’s employment status or the terms or conditions of his or

her employment have been adversely affected; or

- c. that there exists a physical condition that jeopardizes an employee's health or safety or that interferes with an employee's ability to discharge his or her responsibilities properly and effectively.

The term "grievance" does not apply to any matter for which the method of review is prescribed by law, for which there is a more specific board policy providing a process for addressing the concern, or upon which the board of education is without authority to act.

4. Grievant

The grievant is the employee(s) making the claim.

5. Parties in Interest

"Parties in interest" refers to the grievant and the person against whom the grievance is filed.

C. TIMELINESS OF PROCESS

Failure by a school system official at any step to communicate a decision within the specified time limit will permit the grievant to appeal the grievance to the next step unless the official has notified the grievant of the delay and the reason for the delay, such as the complexity of the investigation or report. The official shall make reasonable efforts to keep the grievant apprised of progress being made during any period of delay. Delays may not impermissibly interfere with the exercise of the grievant's legal rights.

Failure by the grievant at any step to appeal a grievance to the next step within the specified time limit will be considered acceptance of the decision at that step, unless the grievant has notified the appropriate school system official of a delay and the reason for the delay and the official has consented in writing to the delay.

D. GENERAL REQUIREMENTS

1. At all times during the grievance process, all parties in interest and their representatives must conduct themselves in a professional manner, including respecting the confidentiality of personnel matters.
2. The board or an employee of the school system will take no reprisals of any kind against any party in interest or other employee on account of his or her participation in a grievance filed and decided pursuant to this policy.
3. Each decision will be in writing, setting forth the decision and reasons therefore,

and will be transmitted promptly to all parties in interest.

4. All meetings and hearings conducted pursuant to this policy will be private.
5. The board and administration will consider requests to hear grievances from a group of grievants but have the discretion to hear and respond to grievants individually.
6. The board and administration will cooperate with the grievant and representative in the investigation of any grievance and will furnish the grievant or representative information pertinent to the grievance without cost to the grievant or the employee against whom the grievance is filed.
7. The grievant may have a representative, including an attorney, at any stage of the grievance. However, if the grievant intends to be represented by legal counsel, he or she must notify the appropriate school official in advance so that school personnel also will have the opportunity to be represented by legal counsel.
8. Should, in the judgment of the superintendent or designee, the investigation or processing of any grievance require the absence of the grievant and/or representative from regular work assignments, such absences will be excused without loss of pay or benefits.

E. PROCESS FOR GRIEVANCE

1. Filing a Grievance
 - a. A grievance must be filed as soon as possible but no longer than 30 days after disclosure or discovery of the facts giving rise to the grievance. For a grievance submitted after 30 days that claims a violation, misapplication or misinterpretation of state or federal law, the superintendent or designee shall determine whether the grievance will be investigated after considering factors such as the reason for the delay; the extent of the delay; the effect of the delay on the ability of the school system to investigate and respond to the complaint; and whether the investigation of the complaint is necessary to meet any legal obligations. However, employees should recognize that delays in filing a grievance may significantly impair the ability of the school system to investigate and respond effectively to such complaints.
 - b. All grievances must be in writing, and the written statement of grievance must remain the same throughout all steps of the grievance procedure. The written grievance must include the following information: (1) the name of the school system employee or other individual whose decision or action is at issue; (2) the specific decision(s), action(s) or physical condition at issue; (3) any local board policy, state or federal law, state or federal regulation or State Board of Education policy or procedure that the grievant believes has

been misapplied, misinterpreted or violated; and (4) the specific resolution desired. If there is not a specific decision, action or physical condition at issue or no concern that federal or state law, federal or state regulation, State Board of Education policy or procedure, or board policy or procedure has been misapplied, misinterpreted or violated, then the procedure established in policy 5060, Responding to Complaints, is appropriate, and the principal or immediate supervisor shall address the concern following that policy.

- c. The employee(s) shall present the grievance in writing to his or her immediate supervisor or the supervisor's designee, unless the grievance alleges that a state or federal law has been misapplied, misinterpreted or violated, in which case the grievance may be presented instead to the human resources director (or to the superintendent if the employee's supervisor is the human resources director). The person receiving the grievance hereinafter will be referred to as "official." Any grievance against the superintendent should be filed directly with the board and in accordance with subsection E.4, below.

2. Response by Official

- a. The official shall arrange for a grievance file number to be assigned by the personnel office.
- b. In the event the official determines at the outset that review by the official is inappropriate, the official shall forward the formal grievance to the superintendent who will investigate and respond as provided below in subsection E.3.
- c. The official shall meet with the grievant at a mutually agreed-upon time within five days after receipt of the grievance.
- d. The official shall conduct any investigation of the facts necessary before rendering a decision.
- e. The official shall provide the grievant with a written response to the grievance within 10 days after the meeting.

3. Response by Superintendent

- a. If the grievant is dissatisfied with the official's response, the grievant may appeal in writing the decision to the superintendent for review by the superintendent or designee within five days of receipt of the official's response.
- b. The superintendent or designee shall arrange for a meeting with the grievant to take place within five days of the receipt of the appeal.

- c. The superintendent or designee shall conduct any investigation necessary before arriving at a decision. The superintendent or designee shall provide the grievant with a written decision within 10 days after the meeting with the grievant.

4. Appeal to the Board

If the grievant has alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or board policy or procedure or has alleged that a specific decision of a school official adversely affects the grievant's employment status or the terms or conditions of his or her employment, the grievant shall have a right to appeal a final administrative decision to the board of education (see subsection E.4.a, Mandatory Appeals, below). If the grievant has not alleged such specific violations, he or she may request a board hearing, which the board may grant at its discretion (see subsection E.4.b, Discretionary Appeals, below).

- a. Mandatory Appeals

- 1) If the grievant is not satisfied with the superintendent's response (or, if the grievance is against the superintendent, the superintendent's acts or omissions to act) and has alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local board policy or procedure or has alleged that a specific decision of a school official adversely affects the grievant's employment status or the terms or conditions of his or her employment, the grievant may appeal in writing the decision to the board within 10 days of receiving the superintendent's response.
- 2) A hearing will be conducted pursuant to the policy for Hearings Before the Board.
- 3) The board will provide a final written decision within 30 days of receiving the appeal unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

- b. Discretionary Appeals

- 1) If the grievant is not satisfied with the superintendent's response (or, if the grievance is against the superintendent, the superintendent's acts or omissions to act) but has not alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local board policy or procedure or has not alleged that a specific decision of a school official adversely

affects the grievant's employment status or the terms or conditions of his or her employment, the grievant may submit to the superintendent a written request for a hearing before the board of education within 10 days of receiving the superintendent's response.

- 2) If the full board will be meeting within two weeks of the request for a hearing, the board will decide at that time whether to grant a hearing. Otherwise, the board chairperson, in consultation with the board attorney may ~~will~~ appoint an up to three-person Board of Education panel to review the request and determine whether to (1) deny the appeal; (2) review the superintendent's decision on the written record only; or (3) grant a hearing. The panel will report the decision to the board. The board may modify the decision of the panel upon majority vote at a board meeting.
- 3) If the board denies the appeal, the decision of the superintendent will be final and the grievant will be notified within five days of the board's decision.
- 4) If the board decides to grant a hearing, the hearing will be conducted pursuant to the policy for Hearing before the Board.
- 5) The board will provide a final written decision within 30 days of the decision to grant an appeal, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

F. RECORDS

Appropriate records will be maintained in accordance with state and federal law.

Legal References: G.S. 115C-45(c); 126-16

Cross References: Responding to Complaints (policy 5060), Hearings Before the Board (policy 1600).

Adopted: February 9, 2015

Replaces: Policy 3.06.10, Grievance Procedure- Certified Personnel and Policy 3.06.20, Grievance Procedure- Classified Personnel

Revised:

Student/Parent Mobile Computing Device Handbook

Watauga County Schools

2021-2022

Contents

Overview/Introduction	3
WCS Learning Goals	3
Deployment	4
Mobile Computing Device Loan	4
<i>Terms of Loan</i>	4
<i>Loss or Theft</i>	5
<i>Damage</i>	5
<i>Repossession</i>	6
<i>Appropriation</i>	6
<i>Modification to the One to One Program</i>	6
Lost or Stolen Device Procedure Flowchart	7
Expectation of Privacy for Student Mobile Computing Devices	8
General Use of the Mobile Computing Device	9
<i>Login Procedures</i>	9
<i>Email</i>	10
<i>Online user accounts</i>	10
<i>Usage Guidelines to avoid Repetitive Stress Injuries (Ergonomics)</i>	10
General Care of the Mobile Computing Device	11
<i>Cleaning Your Mobile Computing Device</i>	12
<i>General Security</i>	12
Internet Access/Filtering	13
Copyright	13
Empowered Use Guidelines	14
Parent Expectations	

WATAUGA COUNTY SCHOOLS
Student/Parent Mobile Computing Device Handbook
August 2021

Overview/Introduction

Watauga County Schools (WCS) is committed to preparing students to be successful citizens in a global economy. Within the Global Learning Communities, WCS has implemented a Mobile Computing Device program for one-to-one computing. Now in its twelfth year, the one-to-one initiative in WCS continues to immerse our students into a technology-rich instructional environment to help ensure that our graduates are prepared for the workplace and life. Each school has an Instructional Technology Facilitator (ITF) on campus to assist students and staff with technology needs.

Students and parents must have an understanding of the procedures and policies for this program to be successful. Please read and sign the following student and parent guidelines/agreement. The signed Mobile Computing Device and Responsible Use Agreements establish a contract for the rules and responsibilities agreed to by the parties involved in the Mobile Computing Device program (i.e. WCS, the student, and the parents/guardians).

WCS Learning Goals

- Promote student learning beyond the classroom.
- Prepare students to be safe, responsible, and innovative digital citizens.
- Engage students in solving real-world problems by collaborating, communicating, creating and critically thinking within a global learning community.
- Enable students to be responsible for their own learning.
- Support faculty in the development of interdisciplinary, project-based learning environments.

Deployment

Parent(s)/guardian(s) will be informed by letter, email, and/or a phone message, of the location, date, and time of the mandatory one-to-one logistics. The parent and student must sign the Agreement in order for the student to be issued a Mobile Computing Device.

- A. Prior to students being issued a Mobile Computing Device:
 1. Parent/guardian must attend an orientation/meeting (mandatory for freshmen and new students at WHS and all students at K-8 schools)
 2. Parent/guardian and student must sign Student/Parent Mobile Computing Device Agreement and WCS Responsible Use Policy
 3. WCS must receive payment of student fee (includes the Mobile Computing Device fee)
 - Grades K-2 - \$8
 - Grades 3-5 - \$15
 - Grades 6-8 - \$25
 - Grades 9-12 - \$35
- B. WCS will send a report of all model, asset and serial numbers of student Mobile Computing Devices to local pawn shops and law enforcement agencies to assist in the event of loss or theft.

Note: As Watauga County Schools is providing a Mobile Computing Device for each student in Watauga County Schools, grades K-12, in order to meet the educational needs of the students, personal Mobile Computing Devices will not be permitted for use on the school network.

Mobile Computing Device Loan

Terms of Loan

1. WCS will issue a Mobile Computing Device to each student upon completion of the requirements listed in the ***Deployment*** section above, (Item A).
2. The Mobile Computing Device is either leased or owned by Watauga County Schools. A student's right of possession and use is limited to and conditioned upon full and complete compliance with the Board Policy - Technology Responsible Use policy code #3225/4312/7320, Internet Safety policy code #3226/4205, and other Guidelines as outlined in the Student/Parent Mobile Computing Device Handbook.
3. If a student violates the policies and guidelines outlined in the Student/Parent Mobile Computing Device Handbook and/or the Technology Responsible Use policy, including intentional damage, he/she may be subject to loss of privilege, disciplinary action and/or legal action.
4. A student's possession of the Mobile Computing Device terminates no later than the last day of the school year unless there is a reason for earlier termination by the District (including but not limited to, drop-out, expulsion, or transfer).
5. The Mobile Computing Devices will be covered by an Accidental Damage Policy as explained under the section titled "***Damage.***"
6. If a Mobile Computing Device is damaged, every effort will be made to repair the device in a timely manner. Loaner devices may be provided in exceptional circumstances.

Loss or Theft

Theft is determined by a police report documenting forced entry to a secured place containing the Mobile Computing Device or forcibly taking the Mobile Computing Device in any way from a student. Missing devices should be reported to the School Resource Officer, who will determine if the Mobile Computing Device was stolen. The burden is on the student to truthfully report the computer theft and articulate the details for the police report.

1. Insurance is included, as part of the student fee, to reduce the cost/liability in the event of theft.
2. In the event of theft, a replacement fee of up to \$250 will be assessed to the student/parent. The amount of the fee will be determined using the Lost or Stolen Device Procedure flowchart (included on page 6). We encourage parents to claim this theft on their home or vehicle insurance, if applicable. If a personal insurance policy will reimburse the value of a stolen device, the family must notify the school so they can be billed for the reimbursement amount.
3. WCS will coordinate with the SRO (or local law enforcement) to alert pawn shops and area law enforcement agencies of lost or stolen Mobile Computing Devices.

Loss is defined as a Mobile Computing Device reported missing by a student while it was left unattended or in an unsecured/unsupervised location. The burden is on the student to truthfully report the computer loss and articulate the details for the administrative report.

1. Lost Mobile Computing Devices must be reported to a school administrator and the WCS Student Help Desk no later than 48 hours after the device is noticed to be missing.
2. The student or parent/guardian will be responsible for the total cost of the Mobile Computing Device in the event the lost Mobile Computing Device is not found. Loss is not covered by insurance. The purchase price and insured value, of the Mobile Computing Device is \$250, which is the maximum cost a parent/guardian would be responsible for.

Damage

1. WCS will provide *Accidental Damage Protection* for student Mobile Computing Devices.
2. The *Accidental Damage Policy* will provide coverage to repair, rebuild or replace the damaged Mobile Computing Device with another of like kind and quality, whichever is less.
3. If there are multiple instances of damage, occurring at different times during the school year, there will be a tiered deductible due for each insurance claim. When additional claims are made by the same student for damages, the following tiered costs will be assessed:
 - a. 1st instance = \$0
 - b. 2nd instance = \$50
 - c. 3rd instance = \$75
 - d. 4th instance = \$100 and disciplinary action will be taken
 - e. Lost/excessively damaged device = \$250
 - f. Lost/damaged power cord \$35

4. The student and/or the student's parent/guardian shall be responsible for compensating the school district for any losses, costs or damages that are not covered by the *Accidental Damage Policy*. The student and/or parent/guardian is liable for replacement(s) costs resulting from intentional damage and/or neglect as outlined in this document.
5. If unapproved changes or software installs are made to the Mobile Computing Device, the Mobile Computing Device will be re-imaged/reset to its original configuration and the student may be subject to disciplinary action.

Repossession

WCS reserves the right to repossess the Mobile Computing Device at any time if the student does not fully comply with all terms of this agreement. Computers left unattended will be turned in to the WCS Help Desk or appropriate building personnel.

Appropriation

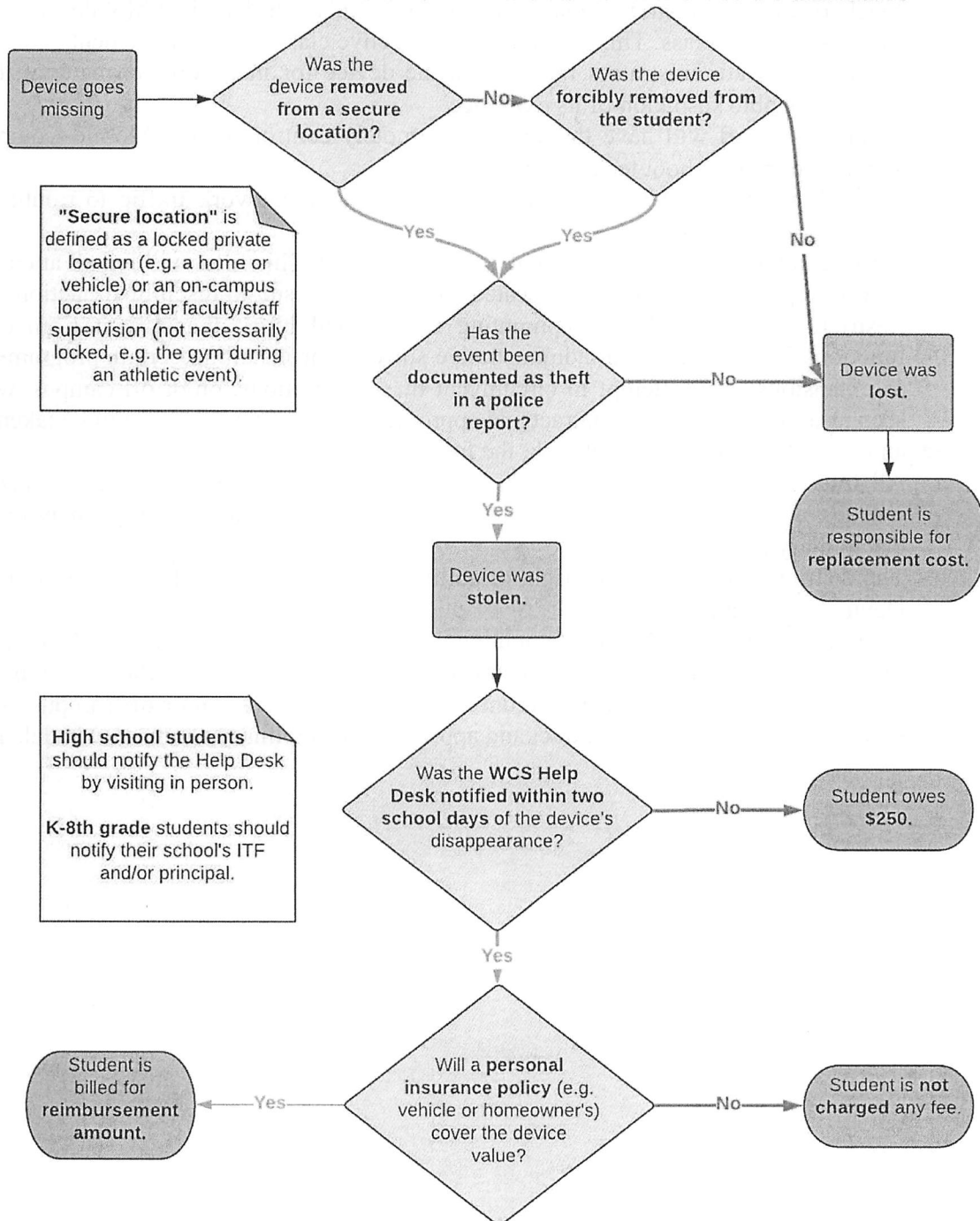
Failure to return the property at the designated times and/or the continued use of it for non-related school purposes may be considered unlawful appropriation of Watauga County School's property subject to legal action.

Modification to the One to One Program

Watauga County Schools reserves the right to revoke or modify the program or its terms at any time.



Lost or Stolen Device Procedure: Fee Assessment



This flowchart represents the procedure outlined on page five of the Watauga County Schools *Student/Parent Mobile Computing Device Handbook*, which is available on the district website.

Expectation of Privacy for Student Mobile Computing Devices

1. The Mobile Computing Devices are considered property of Watauga County Schools and are not subject to the same privacy expectations as private property. However, there is a limited expectation of privacy afforded to the student Mobile Computing Devices when taken off a WCS campus.
2. While connected to the WCS network (on our school campuses), WCS has the right to monitor the Mobile Computing Devices in the following ways:
 - a. Teachers and administrators may remotely view and control student Mobile Computing Devices while in class. This is required for effective classroom management.
 - b. Teachers and administrators may search the device for inappropriate material if they have reasonable suspicion of its existence.
 - c. Technology staff will have the ability to remotely control student Mobile Computing Devices to troubleshoot technical issues.
 - d. Technology staff will have the ability to monitor all network traffic to troubleshoot network issues.
 - e. All Internet traffic will pass through the content filter. This filter will log all attempts to access inappropriate material. Repeated attempts will result in disciplinary action.
 - f. Restrictions on the Mobile Computing Device will block the student from certain functions such as accessing administrative software or installing certain programs/apps or extensions. Any attempt to circumvent these restrictions, on or off campus, will be seen as a violation of this contract and appropriate disciplinary action will be taken.
3. While not connected to the WCS network, the following will apply:
 - a. All Internet traffic will pass through a local copy of the WCS content filter. This filter will log all attempts to access inappropriate material. Repeated attempts may result in disciplinary action.
 - b. The district will not have the right or ability to remotely access the Mobile Computing Device's web camera.
 - c. Restrictions on the Mobile Computing Device will block the student from certain functions such as accessing administrative software or installing certain programs/apps or extensions. Any attempt to circumvent these restrictions, on or off campus, will be seen as a violation of this contract and appropriate disciplinary action may be taken.

General Use of the Mobile Computing Device

1. Each 6-12th grade student is required to bring his/her Mobile Computing Device to school each day, transported in the school-issued protective case/sleeve, with a fully charged battery. Each K-5th grade student will keep their device at school unless a specific learning activity requires it to be sent home as requested by the teacher or if a remote learning day is anticipated. In this situation, the device must be transported in the school-issued protective case/sleeve. Students will not be given the use of a loaner Mobile Computing Device if he/she leaves his/her Device at home or fails to charge the Device. Students leaving Mobile Computing Devices at home will be required to complete assignments using alternate means (as determined by the teacher).
2. A small area for downloading/accessing files is provided on the Mobile Computing Device. If a Mobile Computing Device is experiencing a technical issue, it is likely to be reimaged/reset, which will destroy all local data that is not backed up.
3. Students should be mindful not to cause a tripping hazard when it is necessary to plug in their Mobile Computing Devices both at home and school.
4. Mobile Computing Devices are not allowed on overnight trips or field trips without the express written approval of the lead chaperone and/or teacher and the parent/guardian.
5. The use of the Internet at school is a privilege, not a right, and inappropriate use may result in suspension/termination of user privileges.
6. Student Mobile Computing Devices will be subject to routine monitoring by teachers, administrators, and technology staff as described in the "*Expectation of Privacy...*" section. While off campus, parental monitoring is highly recommended.
7. Periodic Mobile Computing Device checks will be conducted during the school year, inspecting for physical damage and/or loss. Students/parents may be billed for repairs throughout the school year in accordance with the procedures described in the "*Mobile Computing Device Loan*" section, subsection "*Damage.*"

Login Procedures

1. Students will log in to the WCS network by using their assigned username and password whether using the device on a WCS campus or at home.
2. Do not share passwords. Students are responsible for anything done using their login information, regardless of the actual user of the Device.

Email

1. WCS will provide email accounts to students through Google Apps.
2. Students will abide by all email guidelines as outlined in the WCS Board Policy – Technology Responsible Use #3225/4312/7320.

Online user accounts

Students may be asked to create age-appropriate online user accounts, (e.g. Quizlet, flipgrid) for educational purposes only. Teachers will be responsible for supervising the use of these accounts during instructional time. Parents/guardians will be notified of the use of such accounts either within the course syllabus at the beginning of each semester or through other means deemed appropriate and timely by the teacher and/or administrator.

Usage Guidelines to avoid Repetitive Stress Injuries (Ergonomics)

Ergonomics is defined as the science of making things fit people instead of asking people to fit things. Ergonomics uses knowledge from anatomy, mechanics, physiology and psychology to utilize human energy most effectively. Please read the following guidelines to promote safe, comfortable and efficient use of the student Mobile Computing Device.

1. The school-issued protective case/sleeve is designed to carry the MCD either separately or in a student's backpack.
2. Use a pillow, folded blanket or towel to raise the seat high enough so that your elbows are bent at about 90 degrees and hands and wrists are in a neutral posture. If the chair is not high enough or the work surface is not low enough, place the Mobile Computing Device on your lap, but make sure your knees are level with your hips.
3. Reduce pressure on your neck by tucking in your chin to view the monitor rather than bending your neck down. If possible, lower your eyes instead of bending your head forward to see the screen.
4. Make sure the screen is adjusted to minimize glare.
5. Take frequent mini breaks and change your work posture often. For example, place the Mobile Computing Device in your lap to achieve better wrist position for approximately 30 minutes. Then, switch and place the Mobile Computing Device on a table to achieve better neck position.
6. The arm support and padding of work surfaces is also important when working at a table or desk with hard leading edges. Use a pillow or folded towel as a wrist rest or arm support while typing.
7. If seated in a chair that does not provide adequate lumbar support, use a rolled up towel or small pillow as a lumbar support device.

General Care of the Mobile Computing Device

1. Students are responsible for the Mobile Computing Device they have been issued. Mobile Computing Devices in need of repair must be reported to the WCS Help Desk. Failure to report damage by the next school day may result in disciplinary action.
2. Guidelines to follow:
 - a. Always close the lid before moving and/or transporting your Mobile Computing Device, taking care not to close the lid on objects inside it.
 - b. For prolonged periods of inactivity, you should shut down the Device completely before closing the lid in order to conserve the battery.
 - c. Please be aware that overloading a student's backpack will cause damage. Please store the Mobile Computing Device in a separate section of the backpack, using the school-issued protective case/sleeve to store the device inside a student backpack. Textbooks, notebooks, binders, etc. should not be in the same section of the backpack as the Mobile Computing Device itself. Never sit or place any object on the backpack.
 - d. When using the Mobile Computing Device, keep it on a flat, solid surface so that air can circulate. For example, using a Mobile Computing Device while it is directly on a bed or carpet can cause damage due to overheating.
 - e. Liquids, food and other debris can damage the Mobile Computing Device. You should avoid eating or drinking while using the Mobile Computing Device. DO NOT keep food or food wrappers in the Mobile Computing Device bag.
 - f. Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. In particular, avoid picking up the Mobile Computing Device by the screen. K-1st grade devices have a touch screen which is to be touched with fingers or a stylus.
 - g. Dimming the LCD brightness of your screen will extend the battery run time. For help, consult your teacher, technician or technology specialist.
 - h. Never attempt repair or reconfiguration of the Mobile Computing Device. Under no circumstances are you to attempt to open or tamper with the internal components of the Mobile Computing Device. Nor should you remove any screws; doing so will render the warranty void and may result in disciplinary action.
 - i. Take care when inserting cords, cables and other removable storage devices to avoid damage to the Mobile Computing Device ports.
 - j. Do not expose your Mobile Computing Device to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Mobile Computing Device.
 - k. Keep your Mobile Computing Device away from magnetic fields, which can erase or corrupt your data. This includes but is not limited to large speakers, amplifiers, transformers, and old style television sets.

Cleaning Your Mobile Computing Device

Routine maintenance on Mobile Computing Devices will be done by the school technology support personnel. However, students are encouraged to perform simple cleaning procedures as outlined below:

1. Always disconnect the Mobile Computing Device from the power outlet before cleaning.
2. Never use liquids directly on the Mobile Computing Device screen or keyboard.
3. Clean the screen with soft, lightly dampened, lint free cloth or use anti-static screen cleaners or wipes.
4. Wash hands frequently when using the Mobile Computing Device to avoid buildup on the touch pad. Grease and dirt can cause the cursor to jump around on the screen
5. Clean the touch pad with a lightly dampened cloth.

General Security

1. Never leave your Mobile Computing Device unattended or unsecured. Mobile Computing Devices should be secured in a designated storage facility or a secured locker. Unsupervised Mobile Computing Devices will be confiscated by staff, and disciplinary actions may be taken.
2. Each Mobile Computing Device has several identifying labels (i.e., WCS asset number and serial number). Under no circumstances are you to modify or destroy these labels.

Internet Access/Filtering

1. As required by the Children's Internet Protection Act, a current content filtering solution is maintained by the district for school use on this Mobile Computing Device. This is a "good faith" effort to block all inappropriate content, but the district cannot guarantee that access to all inappropriate sites will be blocked because no content filter is 100% effective. It is the responsibility of the user and parent/guardian to follow guidelines for appropriate use of the network and the Internet. WCS will not be responsible for any problems suffered while on the network or the Internet. Use of any information obtained through the Internet is at the user's own risk.
2. A local copy of the district content Internet filter will continue to filter content outside the WCS network (e.g. when the student is connected to a home wireless network). It is the responsibility of the user and parent/guardian to follow guidelines for appropriate use of the Internet. WCS will not be responsible for any problems suffered while on the Internet. Use of any information obtained through the Internet is at the user's own risk.
3. Attempting to disable or circumvent Watauga County Schools' Internet content filter and firewall, including using or attempting to use proxies to access sites that would otherwise be restricted, is not permitted and may result in disciplinary action.

Copyright

Compliance with federal copyright law is expected of all. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and Web information), graphics, art, photographs, music, and software are examples of types of works protected by copyright. Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law. Utilizing sites selling written papers, book reports, and other student work or any act of plagiarism is not permitted.

Empowered Use Guidelines¹

By providing technology to students, Watauga County Schools empowers them to create, collaborate, communicate, and think critically as citizens in a rapidly changing global society. To this end, we encourage students to engage in the following behaviors when using their technology:

1. Be responsible with your WCS-issued device and the WCS network.

- a. Use only your own WCS-issued device on the WCS network.
- b. Take your device to your school's ITF and/or the WHS Help Desk if it is in need of repairs.
- c. Use your device in the same condition it was issued to you. Leave the case and internal parts intact, carry the device in its protective case/sleeve, and please don't decorate the device itself with stickers or other markings.
- d. Use the district network as it is configured (e.g. access authorized resources, log in using your own credentials, work within the content filter and/or firewall).
- e. Avoid activities that could cause network congestion (e.g. streaming high-quality audio or video).
- f. In general, use your WCS-issued device and the WCS network for legal, school-appropriate activity.

2. Be respectful of yourself and others by demonstrating strong digital citizenship.

- a. Properly cite all digital resources, and honor copyright and Creative Commons licensing.
- b. Engage in positive conversations online; seek to listen, understand, and build a strong digital school community.
- c. Use only the username(s) and password(s) issued specifically to you by WCS.
- d. If you ever encounter digital content that concerns you or makes you uncomfortable, speak to a teacher or another adult in your school for help.

3. Be empowered to use technology for great things.

- a. Communicate clearly and respectfully to share your thoughts, expand your knowledge, and generate new ideas.
- b. Think critically about all information you encounter online, and seek out corroborating evidence and contrasting viewpoints to build fully-informed viewpoints.
- c. Collaborate with fellow learners – whether in Watauga County or around the globe – to teach, learn, and create together.
- d. Create new, unique, awe-inspiring work – writing, video, music, visual art, or whatever else you can imagine – to show the world what you know and are capable of.

¹ Inspired by and adapted from McLeod, S. (2014, March 21). Instead of an AUP, how about an EUP (Empowered Use Policy)? Retrieved May 09, 2017, from <http://dangerouslyirrelevant.org/2014/03/instead-of-an-aup-how-about-an-eup-empowered-use-policy.html>

Parent Expectations

1. This is an exciting learning opportunity for your student(s). Participate with them as they learn to use this instructional tool to enhance their educational experience.
2. While the school system does provide Internet content filtering for the security of your student, there is no substitute for parental supervision when using the Mobile Computing Device. Parents are ultimately responsible for monitoring student use of the Mobile Computing Device and Internet at home.
3. Parents should review the Watauga County Technology Responsible Use policy and the Mobile Computing Device Handbook with their child to ensure they are familiar with and adhere to these policies and guidelines.
4. Parents should ensure that repairs, loss, theft and/or damages are reported to the WHS Help Desk no later than the next school day.
5. Parents should review the Watauga County Technology Responsible Use policy and the Mobile Computing Device Handbook with their child.
6. Use of the Mobile Computing Device by other family members is not allowed. Parents/legal guardians may use the Mobile Computing Devices to assist their child who is assigned the Mobile Computing Device with homework and school assignments or to learn what their student is doing with this instructional tool. The Mobile Computing Devices may not be used by other family members for personal or business use.
7. Parents are responsible for ensuring the return of the Mobile Computing Device and all accessories at the end of the current school year or before the student withdraws from school.

NOTE: Students who are 18 years or older or who are legally deemed an emancipated minor are considered adult students and assume a legal, ethical and financial obligations related to using the Mobile Computing Device.

Watauga County Schools One-to-One Mobile Computing Device Initiative

Student Mobile Computing Device Agreement

THIS FORM IS TO BE COMPLETED BY THE **PARENT AND STUDENT**. PLEASE PRINT ALL INFORMATION.

Student Last Name	Student First Name	Student Middle Name	Student Grade
Parent/Guardian Last Name	Parent/Guardian First Name	Student ID #	
Home Phone	Work Phone	Cell Phone	Other Phone

I, the Watauga County Schools (WCS) student named above, have read (or have had read to me) WCS Technology Responsible Use policy (#3225/4312/7320). My signature below indicates I understand and will abide by this policy and the procedures and guidelines in the WCS Student/Parent Mobile Computing Device Handbook at all times. I understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

- ✓ I understand the Mobile Computing Device ("Device") is property of Watauga County Schools and is assigned to me.
- ✓ I will use my assigned Device appropriately for school purposes.
- ✓ I will care for my assigned Device and not leave it unsupervised in unsecured locations.
- ✓ I will be responsible for all damage or loss to my assigned Device caused by neglect or abuse.
- ✓ I will report the loss or theft of my assigned Device as outlined in the Student/Parent Mobile Computing Device Handbook.
- ✓ I will not loan my assigned Device to another individual.
- ✓ I will charge my assigned Device before each school day.
- ✓ I will not disassemble or attempt any repairs on my assigned Device.
- ✓ I will carry my assigned Device in its school-issued protective sleeve/case.
- ✓ I will not place stickers, drawings, markers, etc. on my assigned Device.
- ✓ I will not deface the serial number/asset number stickers on my assigned Device.
- ✓ I agree to return my assigned Device, power cord, and other accessories in working condition.
- ✓ I understand I may be criminally charged if my assigned Device is not returned at the designated time.

Student Signature	Date
Parent Signature	Date

Parent / Guardian Agreement for Student Use of Mobile Computing Device

THIS FORM IS TO BE COMPLETED BY THE **PARENT/GUARDIAN**. PLEASE PRINT ALL INFORMATION.

I, the parent/guardian of the student named below, hereby give permission for my child to use the Mobile Computing Device and network resources provided by Watauga County Schools. I have read (or have had read to me) Watauga County Schools' Technology Responsible Use policy (#3225/4312/7320) and the WCS Student/Parent Mobile Computing Device Handbook. I understand the Mobile Computing Device is property of Watauga County Schools and is assigned to my student for learning purposes only.

I understand that network/Internet access is intended for educational purposes. Watauga County Schools, in accordance with federal law and WCS Board Policy #3226/4205, provides technology protection measures (i.e. network filtering) to restrict my child's access to questionable materials. If my student uses the Mobile Computing Device at home, I accept responsibility for my child's Internet activity during home use of the Device.

I understand parents/guardians/adult students will file a police report in case of theft/vandalism and will be responsible for insurance deductible in the event of accidental damage.

- 1st instance = \$0
- 2nd instance = \$50
- 3rd instance = \$75
- 4th instance = \$100 and disciplinary action will be taken
- Lost device/excessive damage = \$250
- Lost/damaged power cord = \$35

Student Name *(please print)*

Parent/Guardian Name *(please print)*

Parent/Guardian Signature _____

Date _____

Student Responsible Use Policy Assent and Equipment Receipt / Return Log

[illegible]

Watauga County Schools One-to-One Mobile Computing Device Initiative

Parent / Guardian Agreement for Student Use of Mobile Computing Device

THIS FORM IS TO BE COMPLETED BY THE **PARENT/GUARDIAN**. PLEASE PRINT ALL INFORMATION.

I, the parent/guardian of the student named below, hereby give permission for my child to use the Mobile Computing Device and network resources provided by Watauga County Schools. I have read (or have had read to me) Watauga County Schools' Technology Responsible Use policy (#3225/4312/7320) and the WCS Student/Parent Mobile Computing Device Handbook. I understand the Mobile Computing Device is property of Watauga County Schools and is assigned to my student for learning purposes only.

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- 3rd instance = \$75
- 4th instance = \$100 and disciplinary action will be taken
- Lost device/excessive damage = \$250
- Lost/damaged power cord = \$35

Student Name *(please print)*

Parent/Guardian Name *(please print)*

Parent/Guardian Signature

Date

Student Responsible Use Policy Assent and Equipment Receipt / Return Log

		9th	10th	11th	12th
Device Asset #					
Device Serial #					
RUP Assent	<i>Init.</i>				
	<i>Date</i>				
Equip. Issued	<i>Init.</i>				
	<i>Date</i>				
Equip. Ret'd	<i>Init.</i>				
	<i>Date</i>				

WCS MTAC members 2021-2022

Meetings for the 2021-22 school year will take place from 3:45-5:00 pm on:

Monday, September 20, 2021

Monday, November 29, 2021

Monday, March 21, 2022

School	Name	Role	Term Expires
Bethel	Michelle Griffin	Instructional Technology Facilitator	2023
	Alex Keehn	6-8 Teacher	2023
Blowing Rock	Luke Dellinger	PE Teacher	2022
	Ann Marie Tapio	6-8 Teacher	2022
	Carol Critcher	Media Coordinator	2023
Cove Creek	Michael Furr	6-8 Teacher	2022
	Jamie Oxentine	Instructional Technology Facilitator	2023
Green Valley	Audrey Mikkola	3-5 Teacher	2023
	Sierra Jackson	3-5 Teacher	2023
Hardin Park	Meghan Scott	K-2 Teacher	2023
	Barbara Myers	3-5 Teacher	2023
Mabel	Nick Westveer	Instructional Technology Facilitator	2022
	Amanda Ward	Media Coordinator	2023
Parkway	Owen Gray	Media Coordinator	2023
	Daniel Machon	Kindergarten	2022
	Annie Carter	3-5 Teacher	2022
	Jenny Phillips	Instructional Technology Facilitator	2023
Valle Crucis	Dr. Bonnie Smith	Principal	2023
	Sherri Hale	Instructional Technology Facilitator	2023

Watauga High School	Laura Carson	Instructional Technology Facilitator	Permanent
	Kevin Shaw	Science Teacher	2023
Central Office- Technology	Alison Schleede	Technology Director	Permanent
	Jarrett Whiteside	WAN Engineer	Permanent
	Chris Hutelmyer	Technician	Permanent
	Logan Absher	Technician	Permanent
	Leslie Lawrence	Technician	Permanent
Central Office - Instr. Services	Tamara Stamey	Chief Academic Officer	Permanent
	Meredith Jones	Director of Middle Grades Education	Permanent
	Dr. Betsy Furr	Director of Instructional Support Services	Permanent
	Sarah Cardwell	LMS and Blended Learning Coordinator	Permanent
Central Office-Superintendent	Dr. Scott Elliott	Superintendent	Permanent (ex-officio)
Central Office Finance Department	Ly Marze	Finance Officer	2022
Central Office Assistive Technology Team	Tanya Priest	Speech Language Pathologist	2023
Board of Education	Dr. Jay Fenwick	BOE Member	Permanent
Parent Representatives	Keana Triplett	Parent	2023
	Jessica Guggenheimer	Parent	2022
Student Representatives	Gwendolyn Anderson	WHS Student	2023
	Logan Irving	WHS Student	2022

Watauga County Schools

2021-2022 Calendar Committee

Member Name	Representative School/ Area
Dr. Wayne M. Eberle II- Chair	Central Office
Dr. Stephen Martin- Co-Chair	Central Office
Pam Shirley	Central Office- After School
Marshall Ashcraft*	Board of Education
Kim Dunnagan	Bethel
Anne Sukow	Bethel
Allyson McFalls	Blowing Rock
Sue Walker	Blowing Rock
Lindsey Gough	Cove Creek
Amy Warren	Cove Creek
Audrey Mikkola*	Green Valley
Michele Lee	Green Valley
Susan Milhaupt	Hardin Park
Claudine Lovins	Hardin Park
Amy Thomas	Mabel
Pace Cooper	Mabel
Kari Riddle*	Parkway
Charlena Townsend	Parkway
Natasha Lyons	Valle Crucis
Melanie Randolph	Valle Crucis
Kim Shockey	Parent Rep (VC)
Dr. Chris Blanton	Watauga High School
Laurie Nixon	Watauga High School

*** Denotes members in year 1 of Calendar Committee service**

ELEMENTARY CURRICULUM COMMITTEE 2021-2022

SCHOOL	AREA	MEMBER	TERM EXPIRATION
Bethel	3-8	Anne Sukow	2022
	K-2	Bridget McKinney	2024
Blowing Rock	K-2	Tonya Hamby Ward	2023
	3-5	Susan Trew	2022
	6-8	Liz Tinch	2024
Cove Creek	K-5	Hope Combs	2024
	6-8	Carly Pugh	2022
Green Valley	3-8	Calista Giles	2024
	K-2	Heather Ward	2022
Hardin Park	K-2	Olga Fairbanks	2022
	3-5	Barbara Myers	2023
	6-8	Adam Pyles	2024
Mabel	K-5	Madison Parrish	2024
	6-8	Rose Costiloe	2022
Parkway	K-2	Lindsay Jackson	2023
	3-5	Annie Carter	2024
	6-8	Susan Hemric	2022

Valle Crucis	K-2	Sabrina Eudy	2024
	3-5	Mary Ruth Hagaman	2022
	6-8	Mitchell Wright	2023
Principal Representative		Patty Buckner	2022
K-8 AIG		Shane Tarzaken	2022
K-8 ARTS		Jeanie Hawkins	2023
K-8 CTE		Claudine Lovins	2024
K-8 EC		Susan Copeland	2022
K-8 ESL		Jack Hellenbrand	2023
K-8 ITF/Media Specialist		Jamie Oxentine	2024
K-8 PE		Amy Thomas	2022
K-8 Reading Specialist		Shelly Campbell	2023
CO Representatives	Director of Accountability	Dr Wayne Eberle	
	Director of K-3 Curriculum	Tamara Stamey	
	Director of 4-8 Curriculum	Meredith Jones	
Ex-Officio	BOE	Marshall Ashcraft	
	Supt.	Dr. Scott Elliott	

Meeting Dates for 2021-2022:

Sept 16th, Nov 18th, Feb 17th, April 14th