



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 April 12, 2021 5:00 P.M.

- | | | | |
|------|-----|--|---|
| 5:00 | 1. | CALL TO ORDER | Board Chair |
| 5:02 | 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) | |
| 5:00 | 3. | OPEN SESSION CALL TO ORDER | Board Chair |
| 6:03 | 4. | WELCOME/MOMENT OF SILENCE | Board Chair |
| 6:05 | 5. | DISCUSSION AND ADJUSTMENT OF AGENDA | Board Chair |
| 6:18 | 6. | SUPERINTENDENT'S REPORT | Dr. Scott Elliott |
| 6:23 | 7. | STUDENTS' REPORT | Ms. Haleigh Lawson
Ms. Isabella Sibaja |
| 6:28 | 8. | CONSENT AGENDA | |
| | | A. Approval of Minutes for 3/8/2021, 3/15/2021 | Dr. Scott Elliott |
| | | B. Field Trip Request Approval | |
| | | C. Personnel Report | |
| 6:48 | 9. | 2021-22 CURRENT EXPENSE AND CAPITAL OUTLAY BUDGET | Ms. Ly Marze |
| 7:03 | 10. | VALLE CRUCIS PROGRAM PLANNING DISCUSSION | Mr. Chad Roberson |

----BREAK----

- 8:10 11. **POLICIES: SUBSTANTIVE FOR FIRST READ** Dr. Wayne Eberle
- 4020/7230 Discrimination and Harassment Prohibited by Federal Law
7220 Grievance Procedures for Employees
7280 Prohibition Against Retaliation
4040/7310 Staff-Student Relations
7232 Discrimination and Harassment in the Workplace
7335 Employee Use of Social Media
- 8:30 12. **POLICIES: SUBSTANTIVE FOR SECOND READ** Dr. Wayne Eberle
- 4010 Student and Parent Grievance Procedure
- 8:40 13. **PUBLIC COMMENT**
- 8:45 14. **BOARD OPERATIONS** Board Chair
- 8:50 15. **BOARD COMMENTS** Board Chair
- 8:55 16. **ADJOURNMENT** Board Chair
17. **MISCELLANEOUS INFORMATION**



WATAUGA COUNTY BOARD OF EDUCATION

Margaret E. Gragg Educational Center
175 Pioneer Trail Boone, NC 28607
(828) 264-7190 (828) 264-7196

DATE: March 8, 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
John Henning, Board Attorney

CALL TO ORDER

Dr. Gary Childers, Board Chair, called the meeting to order at 5:30 PM. He asked for a motion to go into closed session. Marshall Ashcraft moved to go into closed session. Jay Fenwick seconded the motion.

A motion was made by Steve Combs 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, including members of ACIS from the James Center for Education. He began with a request to observe a moment of silence.

DISCUSSION AND ADJUSTMENT OF AGENDA

There were no adjustments to the agenda.

SUPERINTENDENTS REPORT

Dr. Elliott welcomed all administrators and guests present. He welcome the student representatives. He provided an update on the process for building the new Valle Crucis School, noting that the contract for design services had been awarded to the firm of Clark Nexsen, and that Chad Roberson of the firm, would provide an update to the board in the near future. The timeline for the project includes planning and design work to begin immediately, with construction scheduled to begin by October 2022, and construction completed by May of 2024. The design phase will include opportunities for the school staff, parents, the community, and the board of education to offer input into the programming needs and the general design of the school.

Dr, Elliott noted that the budget would be discussed by the Finance committee on March 19th and March 23rd. On April 13th, the budget would be delivered to the county. On April 19th, Dr. Elliot will meet with the County Manager to discuss the proposal, and on May 13th at 3PM, the Watauga Board of Education will meet with the Board of Commissioners to discuss the budget.

Dr. Elliott noted his pleasure that day for the Kindergarteners through second grade returning to school four per week under Plan A. On March 22nd, grades 3-5 would return four days per week. He stated that Watauga County Schools (WCS) would remain on Plan B for grades 6-12 until there are changes from DHHS, Governor, or legislature, and that WCS was at the greatest capacity allowed by law as of March 22 with current rules.

He shared that the anticipated update from the Governor was postponed until Tuesday at 2PM. He announced that the new lighting at the high school was being completed that evening. He shared his excitement about the many things happening in WCS now, and emphasized his thanks to teachers, administrators, and staff who were helping to make it happen.

STUDENTS' REPORT

Ms. Isabella Sibaja and Ms. Haleigh Lawson shared that club photos had been taken. The first football game had resulted in a win. The DECA Career Development Conference was held virtually, and while different, was a good experience. Students garnered 1st place awards in travel and tourism. Applications for the WCS Board of Education Junior Representatives had been sent out in preparation for the April interviews.

PUBLIC RECOGNITION

Dr. Elliott enthusiastically shared that Public Recognition was a highlight of board meetings, and that recognitions that evening were a return to sense of normalcy.

Boone Area Chamber of Commerce had recognized Watauga Transportation and School Nutrition departments for providing over 250,000 meals to children in the community earlier in the year. The Wade Brown Award, the oldest award from the Chamber, was presented to Monica Bolick and Jeff Lyons as representatives of those departments.

The Baker/Jones Woman of the Year award was presented to Yolanda Adams for her achievements in serving as a connector and providing resources to the Latino community and the High Country community at large through programs such as Que Pasa Appalachia, Coffee with a Cop, and the creation of a Facebook information page. She helps families navigate a wide range of systems and programs within schools and outside of the school system, and to empower them to be successful.

The Extraordinary Exceptional Educators of the Year Award was presented by Dr. Michael Marcella to Amanda Story – EC Pre-K teacher and Kelly Rush- 5th year as an EC teacher at Watauga High, who were selected by their peers.

Tamara Stamey recognized Dr. Michael Marcela for receiving the North Carolina CASE (Counsel of Administrators in Special Education) Award. This council advocates for special education students. Dr. Marcela has held many offices within the organization including President and Conference Chair.

CONSENT AGENDA

- A. Approval of Minutes for 2/8/2021, 2/22/2021
- B. Surplus Report
- C. Budget Amendment
- D. Approval of Auditing Contract
- E. Personnel Report

Dr. Scott Elliott

Marshall Ashcraft moved to approve consent agenda items A through E. Jay Fenwick seconded the motion. Following discussion of two items, the vote to approve was unanimous.

CURRICULUM REPORT

Ms. Tamara Stamey introduced the Curriculum and Instruction team. Her presentation covered: the iReady language and math platform, Multi-Tiered System of Support (MTSS), Professional Learning Communities (PLCs), high school PLTs (subject based teacher groups) where Learning by Doing and Common Formative Assessment are resources used, the Science of Reading (a body of research, not a program)– structured reading literacy, which focuses on phonics and phonemic awareness, Summer School grades K-8, to be comprised of Language (ELA), Math, Science, physical activity, transportation, and meals. In grades 9-12, transportation would be provided as well as nutrition. Summer camps will be held for at-risk students and the Extended Learning Center will have camp for balance of day. Watauga Virtual Academy (WVA) will be a separate school in 2021-2022 and administration is in search of a director. The goal is to reach students not currently enrolled. NWRESA has a tool being used and, feedback from students and parents of the Virtual Academy are helping shape plans for next year.

Ms. Stamey spoke about the iReady diagnostic screener for Math and ELA by grade level, and district-wide for grades k-8, and noted student growth from fall to winter. This is the first year that middle school has utilized this program. A comparison from this year and the previous two years for K-5 shows very similar levels of mastery throughout the same period.

COVID UPDATE

Dr. Scott Elliott, noted that Watauga County continues on a good trajectory. School Nurses of WCS were mentioned during the State School Board meeting and commended for their work. Under Plan A, transportation continues to be a challenge but has been manageable, and changes could be on the horizon. Screening procedures continue, and more students in car rider lines adds challenges. Cumulative WCS cases to date are 107 staff, and 221 students. Currently, there are 86 cases in the county and 86 monitored. ASU students are 46 of the cases. Watauga County is in the yellow level in many different measures. Binax tests are being administered with a very low rate of positivity, Vaccines will continue to be administered to the community and is having a positive affect. The CDC has issued updated recommendations for vaccinated individuals.

POLICIES: SUBSTANTIVE FOR FIRST READ

3000	Goals and Objectives of the Educational Program
3102	Online Instruction
3410	Testing and Assessment Program
3460	Graduation Requirements
3620	Extracurricular Activities and Student Organizations
4010	Student and Parent Grievance Procedure
4600	Student Fees
5070/7350	Public Records – Retention, Release, and Disposition

The above policies were discussed. Marshall Ashcraft moved to approve the policies above with the exception of 4010 on first read due to the changes being mostly technical. The motion was seconded by Steve Combs. The vote to approve the motion was unanimous. Policy 4010 will be brought for second read with changes in language at the April board meeting.

POLICIES: SUBSTANTIVE FOR SECOND READ

- 1320 Code of Ethics for School Board Members
- 1321 Board Member Conflict of Interest
- 4001 Equal Educational Opportunities
- 5060 Responding to Complaints

Dr. Wayne Eberle reviewed the policies listed above without any changes from first read. Steve Combs moved to approve the above polies as written. Marshall Ashcraft seconded the motion. The vote was unanimous to approve.

PUBLIC COMMENT

There were no public comments at the March meeting.

BOARD OPERATIONS

Marshall Ashcraft suggested moving public comment to earlier in the meeting, or as an alternative, determine if citizens were there to make comment, and make an adjustment to reflect an earlier place in the agenda.

Dr. Elliott had spoken with NCSBA attempting to determine whether or not there would be a summer policy conference. He would update as soon as he heard.

BOARD COMMENTS

Jay Fenwick reminded the Board that WCCI conference would be in April, and registration is open.

ADJOURNMENT

Steve Combs moved to adjourn, which Jay Fenwick seconded. The Board unanimously approved the motion at 8:39 PM.

Dr. Gary L. Childers, Board Chair

Dr. Scott Elliott, Superintendent



WATAUGA COUNTY BOARD OF EDUCATION

Margaret E. Gragg Educational Center
175 Pioneer Trail Boone, NC 28607
(828) 264-7190 (828) 264-7196

DATE: March 15, 2021

TIME: 7:00 PM

PLACE: Margaret E. Gragg Educational Center

PRESENT:

Gary Childers, Jay Fenwick,
Marshall Ashcraft, Steve Combs,
joining remotely - Jason Cornett
Dr. Scott Elliott, Superintendent,
Dr. Stephen Martin, Assistant
Superintendent
Chris Campbell, Board Attorney

CALL TO ORDER

Dr. Gary Childers, Board Chair, called the Special-Called meeting to order at 7:00 PM.

WELCOME/MOMENT OF SILENCE

Dr. Childers welcomed those attending the meeting including Nurse Shelly Klutz and Jennifer Greene, and began with a request to observe a moment of silence.

DISCUSSION AND ADJUSTMENT OF AGENDA

There were no adjustments to the agenda.

PUBLIC COMMENT

Dr. Childers thanked the students and community members for their comments. Nine emailed comments were distributed to board members prior to the meeting and are included in full with the meeting record. Comments were sent from: Catherine Fountain, Samantha Alexander, Julie Hunt, student-Kamryn Lavelle, Hilary Hemingway, Richard Jones, Berkeley Brown, student-Tommie Freundlich, and Mar Startari-Stegall.

COVID UPDATE

Ms. Jennifer Greene, of APPHealthCare, noted a downward trend and 85 current cases, which were mostly between the ages of 18 and 24. The positivity rate had been 4-5 percent in the previous weeks, and Watauga County was in the yellow category. Over 21% of community had been partially vaccinated, with over 10% fully vaccinated. North Carolina was currently in vaccination group four, defined as ages 16 and up with pre-existing conditions, in addition to those 65 and older, and frontline essential workers. The health department was watching for updated guidance, particularly from studies showing three feet of distancing resulting in the same case rate as six feet.

Ms. Greene said that 16 year olds and older students were eligible for the Pfizer vaccine only. By May she felt that vaccines would be open to all who wanted them. She noted that many 16 year olds and older high school students had been vaccinated as essential workers. Dr. Elliott stated that the school would help to facilitate vaccines for students when appropriate.

Dr. Childers asked Ms. Greene's opinion of the study regarding 3 feet distancing with masking and other prevention measures including vaccinations. She said that the body of evidence is being accumulated to see whether this is a valid option. Dr. Childers asked about any changes in CDC recommendations as opposed to World Health Organization's recommendation of one metre.

SCHOOL HEALTH UPDATE

Dr. Elliott introduced Lead Nurse, Shelly Klutz. Dr. Elliott also introduced Tamara Stamey, Jeff Trexler, and Dr. Chris Blanton. He noted that Watauga County Schools (WCS) was exactly one year from the day that remote instruction began for students due to the governor's orders. Dr. Elliott acknowledged that this had been a difficult year for everyone with illness and lost family members, and thanked the Board, parents, students, nurses, and teachers for hard work, flexibility, and engagement. Some students had thrived, and not lost a year.

The current operating schedule is as follows: grades PK-2 since March 5th, grades 3-5 will return March 22nd for 4 days per week. The Strong Schools tool kit had been updated that day regarding distancing and SB220. With the bill, Plan C is no longer an option but an all-virtual school can operate. Plan A or B must be offered to grades 6-12, and all 504 and IEP must be offered 4 days per week. Schools must be in compliance by April 1st.

WCS would need to submit a plan to Duke's ABC program and submit weekly primary and secondary transmission rates, with a more detailed report at end of nine weeks. Additional records regarding sports were required. To date, 108 staff and 226 students for a total of 334 had contracted the virus since August 2020. Five of eight pre-K classes, and one Kindergarten class with special circumstances had been required to quarantine.

Dr. Elliott thanked the Nurses for contact tracing, screening, setting expectations, and maintaining precautions in athletics. He reminded everyone that free rapid testing was available whenever anyone in the school needed it.

Dr. Elliott spoke about an article in New York Times where schools in Massachusetts were studied and found no statistical difference in transmission between three and six feet of distancing. In the article, Dr. Jha of Brown University, encouraged the opening of schools, while wearing masks, with ventilation, and testing when necessary. A local medical practitioner encouraged the return to school as beneficial and recommended for overall health.

Dr. Elliott thanked Mr. Lyons and the transportation team for all they did to transport students safely. He noted that schools operating under plan A may operate buses under Plan A, while screening, distancing, and masking continues. He thanked Representative Ray Pickett for his work to assist in our special circumstance of K-8 schools and transporting students.

Under plan A, more students may be considered close contacts in the case of infection and quarantined due to those guidelines. He thanked the teachers who were teaching face to face with students. With reduced distancing (6 feet versus less than 6 feet) the quarantine rules state that 14 days of quarantine are required. Close contacts are defined as within a six foot perimeter of the exposed individual.

Nurse Shelly Klutz spoke about quarantine lengths. Quarantines due to athletics have always been 14 days. Teachers may go back to 7 days if they can maintain six feet of distance. In athletics when masks were mandated, exposure was limited. She noted that pods in physical education classes kept exposure contained. Nurses ask parents for any sick children to be tested even if symptoms are not in the normal screening questions.

Some students would seek the vaccine and Nurse Klutz feels that will have an impact. Mask usage is essential. As vaccinations are acquired by parents and adults, there is less opportunity for students to contract the virus as well. Dr. Childers verified that the nurses could handle the data reporting requirements to the ABC group at Duke. She stated that the nurses were aware of the additional work and were eager to do this to return students back to school. The additional two nurses that had been provided through COVID funding had spread the load. Fewer than five students have been identified during the daily screening process. Parents had been keeping sick students at home, and proactively contacted nurses to get more information.

Hayleigh Lawson noted that several students had contacted the student representatives and shared concerns of those students. A petition had been circulated by students in opposition to the reopening, which had garnered 200 signatures by the time of the meeting. Many students wished to protect students' and teachers' health by maintaining the status quo. Student comments were both in support of reopening and against reopening due to: mental health issues, feeling unsafe, the short amount of time remaining in the school year, ability to learn in a remote setting, mental and physical health, and safety while eating.

Isabella Sibaja noted the pro and con list, which she had made and stated that she was not envious of a Board having to make a decision. She hoped that if there was a return, that there would be time for students and teachers to plan and adjust. She noted internet access issues, and that a return to school would help students have a solid ending to the year. She noted concern over students who were not eligible for the vaccine. She thought there was value in seniors having one last time to be together before graduation.

Dr. Childers said that the student representatives' lesson in leadership very hands-on. Dr. Fenwick applauded them for fielding the comments, and handling it well.

Dr. Elliott presented scenarios addressing the practical changes at the school. Time is needed to prepare for the next step. Many superintendents across North Carolina had shared with Dr. Elliott that boards were quickly meeting and moving toward Plan A. Masks, vaccines, contact tracing, sick children staying at home, testing, minimizing contacts outside of school, were all necessary to protect students and staff from infections. Dr. Elliott thanked the Board for their deliberateness in make a decision. Dr. Childers thanked Dr. Elliott and the teachers for all that they had done this year.

Each board member shared their thoughts on the many facets of the problem.

Dr. Elliott noted that there would be operational plans for handling more students, with questions regarding transportation, hallways, screening, staggered dismissal of classes, space utilization, lunch schedules, usage of outdoor spaces, and additional shorter bus routes, if necessary.

Dr. Fenwick felt strongly that teachers be fully vaccinated before students return with less distancing, and that community statistics should be monitored. While distancing requirements were reduced, or vague, Dr. Elliott assured the board that all would work toward keeping as much distancing as possible.

Following discussion, Steve Combs moved to return students grades 6-12 to Plan A, four days per week following spring break, on April 12, 2021. Marshall Ashcraft seconded the motion. Dr. Fenwick was convinced that the administration is aware and that this move can now be made. Dr. Elliott noted that in the interim, if conditions in the county changed, the Board could reconvene and alter their decision. A roll call vote was held, and the vote to approve was unanimous.

BOARD COMMENTS

There were no additional board comments at this special called meeting.

ADJOURNMENT

Marshall Ashcraft moved to adjourn, which Jay Fenwick seconded. The Board unanimously approved the motion at 9:22 PM.

Dr. Gary L. Childers, Board Chair

Dr. Scott Elliott, Superintendent

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

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

Sponsoring teacher: (Print) Jeanie Hicks & Gayle Oliver School: Mabel School

Cell phone number: 828-964-5238 Grade(s): 3rd + 4th Number of students: 35

Departure date: April 2022 Return date: April 2022

Departure time: 4:00 am Return time: 7:00 pm

Educational purpose:

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

618 Satter Path Rd.
Pine Knoll Shores, NC 28512

Purpose of trip and how it relates to the curriculum: 3rd Grade- to see different landforms
as students travel across the state of NC, study plants in
a saltwater ecosystem and to study different bodies of water.
4th grade- to see the differences in landforms and other
geographical aspects of the three regions in NC and to
study animal adaptations for living in marshes and
brackish waterways.

Supervision and Safety:

Names of all school staff chaperones: Gayle Oliver & Jeanie Hicks

Names of all non-school chaperones: To be determined

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

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

Transportation plan:

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

Name of charter bus company (if checked above) Black Tie Charters

(If applicable, bus request form must be attached)

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

Total cost per student \$ \$400.00 Source of funds: Fund Raising + Student Paid

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

Approval/Signatures:

Sponsoring teacher signature: Janie Hines Gayle A. Olin Date: 4 / 1 / 21
Principal approval: Elin Rouhen Date: 4 / 1 / 21

Required signatures if applicable:

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

Superintendent approval: _____ Date: _____ / _____ / _____

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

Parent/Guardian Field Trip Information and Consent

I. Description of Trip (an itinerary that provides the same information may be attached instead of filling out items A-E below) See section V if this is a multiple trip permission form.

- A. Date/Purpose of trip April 2022- 3rd grade-landforms, ecosystems and bodies of water; 4th grade-Regions of NC & animal adaptations
- B. Trip destination and activities planned, including an itinerary and description of potentially hazardous activities, including but not limited to swimming/wading/boating.

Sound to Sea (Pine Knoll Shores)

- C. Means of transportation Charter Bus Cost \$400/student

- D. Arrangements for student supervision (include specific details if this trip includes activities without direct supervision such as at theme parks, museums or malls; or high risk/water activities.):

Direct supervision by school staff, parent chaperones in attendance and Sound to Sea program director.

- E. Arrangements for meals during trip: Provided on site by Sound to Sea

II. Conditions for participation

- A. All school rules and policies apply for this trip. The principal and/or trip sponsor may establish additional rules as deemed necessary to protect student safety and preserve the educational value of the trip for all participants.
- B. If the student violates school rules or policies or the instructions of teachers or other chaperones in a way that warrants his/her removal from the trip, the student's parent/guardian will immediately come take the student home at their expense upon the request of the trip sponsor.
- C. In the event the trip is postponed or cancelled, a refund of fees and deposits paid in advance is not guaranteed. However, the school will refund costs for which it is reimbursed by other parties or which are not paid by the school.
- D. By signing this form, the parent/guardian consents to the trip sponsor taking or arranging any emergency medical procedures or treatment that may be required during the trip, and accepts responsibility for the costs of any such treatment.

III. Student information

- A. Special instructions for this child – allergies, swimming ability if applicable to trip, disabilities or health concerns, etc.

- B. Medications: This student does _____ does not _____ have a medical condition that requires medication on a routine basis or in case of an emergency related to that condition. *If so, please attach a completed medication administration form.*

IV. Parent/guardian Consent and Contact Information

I have read and understood all of this form. I acknowledge that my child is not covered by any insurance provided through the school system and that I am responsible for the costs of any illness or injury resulting from my child's participation on this trip. By my signature below, I acknowledge and agree to all the above terms and conditions and give consent for my child, _____, to participate in this field trip.

Signature of parent/guardian

Date

Emergency contacts: *Please provide two emergency contacts for your child*

Name: _____ Relationship to student: _____

Best daytime phone #: _____ Other phone #: _____

Name: _____ Relationship to student: _____

Best daytime phone #: _____ Other phone #: _____

V. Multi-Trip Parent/Guardian Consent and Contact Information

A teacher may elect to send one consent form home for multiple **in-county**, day trips. The information for each trip (including purpose, activities, mode of transportation, supervision, meals, and cost) must be sent home at the same time with this form. You may give consent for all, some, or none of the trips listed here by your signature on each line.

Field Trip Name/Destination	Date	Parent Signature Giving Informed Consent

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) Christina Welch School: Mabel

Cell phone number: 828-266-2043 Grade(s): 5-8 Number of students: 12

Departure date: June 28, 2021 Return date: July 2, 2021

Departure time: 8am Return time: 8pm

Educational purpose:

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

National Elementary and Junior Beta Convention
Orlando, FL

Purpose of trip and how it relates to the curriculum: _____

see attached

Supervision and Safety:

Names of all school staff chaperones: Christina Welch

Names of all non-school chaperones: _____

All chaperones have a background check completed: yes

Sponsoring teacher initials: CW

Are all site(s) accessible to students with disabilities? yes no How will students with disabilities be accommodated for site access and transportation? _____

Sponsoring Teacher Initials CW (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) transportation on their own

Name of charter bus company (if checked above) _____

(If applicable, bus request form must be attached)

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

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

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

Approval/Signatures:

Sponsoring teacher signature: Christy Welch Date: 3/4/21
Principal approval: Elia Reuben Date: 3/8/21

Required signatures if applicable:

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

Superintendent approval: _____ Date: ____/____/____

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

IT ALL BEGAN WITH BETA!

ELEMENTARY/JUNIOR NATIONAL CONVENTION

Dear Beta Parents,

This is to inform you about the National Junior/Elementary Beta Convention taking place in Orlando, FL. I have attached the schedule to this letter since the Elementary and Junior schedules are different. The county permission form is also attached. Please see the below FAQs before committing to this trip.

FAQ

What are the dates: Elementary is June 27-June 29, Junior is June 29th- June 30th

Hotel: Walt Disney World Swan and Dolphin Resort

Cost: @ \$189 a night for hotel, Registration \$25

Food: Unless we exceed the fundraising goal for the rooms, food will be at your own expense. Any amount we exceed over the cost of the rooms will be divided evenly between the students attending and put on a Disney gift card to be used for food and snacks.

Park Tickets: There are deeply discounted Universal and Disney park tickets available through the Beta Website. Please see Mrs. Welch for exact cost information. You are responsible for paying for all park tickets and they will not be ordered until they are paid in full.

Chaperones: Each Beta must have at least one parent with them at all times. This is due to the large size of the venue. You will sign in with Mrs. Welch at a designated location for your event and then sign out with Mrs. Welch. When you are not competing you are free to enjoy

the resort and parks on your own. You are ONLY under the supervision of a Mabel School Employee while you are signed into your event.

Transportation: You are responsible for your own transportation to and from Orlando, FL. Once you get to the hotel Disney has transportation that you can use for Disney parks. You will need transportation if you plan on going to Universal.

Fundraising: Once we know who is attending we will meet and discuss fundraising. Please note that ANY money that is fundraised stays with the school. Fundraising money is used to offset the ENTIRE cost of the trip and is not put toward any one student's trip cost. Think of it as we are all helping each other. If we end up not being able to attend we can put the funds toward future trips. No refunds are given for fundraisers.

How do we pay?: Registration and hotel money will need to be paid directly to the school and I will book the rooms through the School's Beta account. The first payment will be the deposit for the room. The rest of the room cost will be due by May 1st. If it is not paid by May 1st we will cancel the room.

Parent/Guardian Field Trip Information and Consent

- I. **Description of Trip** (an itinerary that provides the same information may be attached instead of filling out items A-E below) See section V if this is a multiple trip permission form.

- A. Date/Purpose of trip National Elementary and Junior Beta Convention, June 28 - July 2
- B. Trip destination and activities planned, including an itinerary and description of potentially hazardous activities, including but not limited to swimming/wading/boating.
Orlando, FL, Swan and Dolphin Resort
see attached for schedule
- C. Means of transportation on your own Cost _____
- D. Arrangements for student supervision (include specific details if this trip includes activities without direct supervision such as at theme parks, museums or malls; or high risk/water activities.):
Students are required to be with a parent at all times. They will sign in with Mrs. Welch during their competition time.
- E. Arrangements for meals during trip: on your own or if we raise enough - gift cards

II. Conditions for participation

- A. All school rules and policies apply for this trip. The principal and/or trip sponsor may establish additional rules as deemed necessary to protect student safety and preserve the educational value of the trip for all participants.
- B. If the student violates school rules or policies or the instructions of teachers or other chaperones in a way that warrants his/her removal from the trip, the student's parent/guardian will immediately come take the student home at their expense upon the request of the trip sponsor.
- C. In the event the trip is postponed or cancelled, a refund of fees and deposits paid in advance is not guaranteed. However, the school will refund costs for which it is reimbursed by other parties or which are not paid by the school.
- D. By signing this form, the parent/guardian consents to the trip sponsor taking or arranging any emergency medical procedures or treatment that may be required during the trip, and accepts responsibility for the costs of any such treatment.

III. Student information

- A. Special instructions for this child – allergies, swimming ability if applicable to trip, disabilities or health concerns, etc.

- B. Medications: This student does _____ does not _____ have a medical condition that requires medication on a routine basis or in case of an emergency related to that condition. *If so, please attach a completed medication administration form.*

IV. Parent/guardian Consent and Contact Information

I have read and understood all of this form. I acknowledge that my child is not covered by any insurance provided through the school system and that I am responsible for the costs of any illness or injury resulting from my child's participation on this trip. By my signature below, I acknowledge and agree to all the above terms and conditions and give consent for my child, _____, to participate in this field trip.

Signature of parent/guardian

Date

Emergency contacts: *Please provide two emergency contacts for your child*

Name: _____ Relationship to student: _____

Best daytime phone #: _____ Other phone #: _____

Name: _____ Relationship to student: _____

Best daytime phone #: _____ Other phone #: _____

V. Multi-Trip Parent/Guardian Consent and Contact Information

A teacher may elect to send one consent form home for multiple in-county, day trips. The information for each trip (including purpose, activities, mode of transportation, supervision, meals, and cost) must be sent home at the same time with this form. You may give consent for all, some, or none of the trips listed here by your signature on each line.

Field Trip Name/Destination	Date	Parent Signature Giving Informed Consent

LEADERSHIP CHALLENGES 2021



LEADERSHIP REPRESENTATIVE



RAPID RESPONSE



SERVICE SNAPSHOT



LEAD OUTSIDE THE BOX

NATIONAL LEADERSHIP CHALLENGES ARE FOR CLUBS THAT QUALIFIED AT A 2020-2021 REGIONAL LEADERSHIP SUMMIT. QUALIFYING CLUBS WILL BE ABLE TO REGISTER ONLINE DURING THE NATIONAL CONVENTION REGISTRATION PROCESS. TIMES FOR THE CHALLENGES ARE LISTED IN THE TENTATIVE SCHEDULE. IN ADDITION, NATIONAL LEADERSHIP REPRESENTATIVES WILL BE SELECTED THROUGH A PROCESS SIMILAR TO THAT AT THE SUMMIT. AWARDS FOR THESE CHALLENGES WILL BE PRESENTED AT A GENERAL SESSION. THE DEADLINE FOR REGISTRATION IS MAY 7, 2021.



LEADERSHIP REPRESENTATIVE

Each Regional Leadership Representative is eligible to compete for National Leadership Representative. Participation allows students to work cooperatively with fellow Betas, highlight student-leader potential and collaborate on a project onsite. Regional Leadership Representatives will serve the following year. In addition, National Leadership Representatives will also help facilitate sessions at the following year's National Convention.

COMPETITION GUIDELINES:

1. **ELIGIBILITY:** Junior Representatives must be a 4th, 5th, 6th, or 7th grade student, in good standing, officially selected at a 2020-2021 Regional Leadership Summit and must be registered for the convention by the deadline date. Senior Representatives must be a 9th, 10th, or 11th grade student, in good standing, officially selected at a 2020-2021 Regional Leadership Summit and must be registered for the convention by the deadline date.
2. The following rules and regulations should be read carefully. By submitting the Leadership Representative registration, you are agreeing to abide by these rules and regulations.
3. Three National Junior Leadership Representatives and Three National Senior Representatives will be selected at the National Junior Convention and National Senior Convention.
4. The Sponsor(s) or Executive Head of the representative's school must write a brief recommendation during the registration process.
5. If selected and later dropped from the local club or if the representative is not enrolled actively in school during the entire term, the representative forfeits the right to serve as a Leadership Representative. It is imperative for the selected representative to notify the National Office immediately if he/she is unable to serve.
6. Nominees will be given an onsite task and be evaluated on collaborative/leadership skills as well as a short interview during the National Junior Convention and the National Senior Convention.
7. Representatives must wear business casual attire to the meeting/interview.
8. National Representatives selected at the National Junior Convention and the National Senior Convention must attend the following year's National Convention to help facilitate sessions.
9. Submission of the registration is a pledge stating that he/she will attend all of the representative meetings and sessions of the convention, and will fulfill all of the duties assigned the following year. When nominated and when serving as a National Leadership Representative, he/she is obligated to attend all meetings and sessions both years. Failure to fulfill this obligation will result in the representative forfeiting his/her opportunity to compete and/or serve.

Elementary National SCHEDULE

SUNDAY, JUNE 27, 2021

5:00 PM Performing Arts - SDT Preliminaries - Times will be assigned

MONDAY, JUNE 28, 2021

8:00 AM - 3:00 PM Registration - Schools will be assigned times to pickup materials

9:00 AM - 10:30 AM National Officers Meeting

10:00 AM Marketing and Communications - Times may need to be assigned/No viewing

10:00 AM - 11:30 AM Robotics Showcase - May need heats/No viewing

10:00 AM - 11:00 AM (A-L)
11:30 AM - 12:30 PM (M-Z) Check-in Visual Arts - No viewing

10:00 AM - 11:00 AM (A-L)
11:30 AM - 12:30 PM (M-Z) Check-in: Apparel Design, Club Trading Pin, Portfolio, Service Learning Showcase, Three Dimensional Design, and Two Dimensional Design - No viewing

10:00 AM - 12:00 PM (noon) Living Literature - Times may have to be extended/May require heats/No viewing

10:30 AM - 12:00 PM (noon) Speech - Times may need to be assigned/No audience

12:30 PM - 1:00 PM Quiz Bowl Team Meeting/Oral Round (Final 8) - No audience

1:00 PM Quiz Bowl Oral Rounds (Final 8) - No audience

1:00 PM Quiz Bowl Oral Rounds (Final 8) - No audience

1:00 PM - 2:00 PM Technology - Times may need to be assigned/No viewing

1:00 PM - 2:30 PM Candidate Meeting

1:00 PM - 2:30 PM Candidate/Summer Leadership Parent Meeting

1:00 PM - 2:30 PM Engineering - May need heats/No viewing

1:00 PM - 3:00 PM Convention Invention Showcase - No viewing/May need heats/Prompt/Completed prior to convention

MONDAY, JUNE 28, 2021

1:30 PM - 3:30 PM	Performing Arts - Group Talent Preliminaries - Times will be assigned
2:00 PM	Lead Outside the Box - Times may need to be assigned/No viewing
2:00 PM	Service Snapshot - Times may need to be assigned/No viewing
3:00 PM - 5:00 PM	Meeting of the Minds - No viewing/May need heats/Prompt/Completed prior to convention
3:00 PM - 5:00 PM	Create and Animate - Times may need to be assigned/No viewing
3:30 PM - 5:00 PM	Songfest Preliminaries - Times will be assigned
4:00 PM - 6:00 PM	Reimagine, Recreate, Recycle - No viewing/May need heats/Prompt/Completed prior to convention
5:00 PM - 5:30 PM (A - L)	Pickup for Schools A - L: Visual Arts, Apparel Design, Club Trading Pin, Portfolio, Service Learning Showcase, Three Dimensional Design, and Two Dimensional Design
6:00 PM - 6:30 PM (M - Z)	Pickup for Schools M - Z: Visual Arts, Apparel Design, Club Trading Pin, Portfolio, Service Learning Showcase, Three Dimensional Design, and Two Dimensional Design
7:00 PM - 7:30 PM	Pre-Session Activities
7:30 PM	FIRST GENERAL SESSION Opening Ceremony, President and Vice President Campaign Rally, Visual Arts Awards, Performing Arts - SDT (Top 5), Voting (2 Hours)

TUESDAY, JUNE 29, 2021

9:00 AM - 9:30 AM	CLOSING CEREMONY CELEBRATION 6th-10th Awards
10:00 AM	SECOND GENERAL SESSION Installation of National Officers, Individual Awards, Songfest Finals (Top 5), Sponsor of the Year, Performing Arts - Group (Top 5), Awards Ceremony



Junior National SCHEDULE

TUESDAY, JUNE 29, 2021

8:00 AM - 3:00 PM	Registration - Schools will be assigned times to pickup materials
9:00 AM - 10:30 AM	National Officers/Leadership Rep Meeting
10:00 AM - 12:00 PM	Living Literature - Times may have to be extended/May require heats/No viewing
10:00 AM - 10:30 AM (A-F) 11:00 AM - 11:30 AM (G-L) 12:00 PM - 12:30 PM (M-R) 1:00 PM - 1:30 PM (S-Z)	Check-in: Visual Arts - No viewing
10:00 AM - 10:30 AM (A-F) 11:00 AM - 11:30 AM (G-L) 12:00 PM - 12:30 PM (M-R) 1:00 PM - 1:30 PM (S-Z)	Check-in: Apparel Design, Club Trading Pin, Portfolio, Service Learning Showcase, Three Dimensional Design, and Two Dimensional Design - No viewing
12:30 PM - 4:00 PM	Songfest Preliminaries - Times will be assigned
12:30 PM - 4:00 PM	Performing Arts - SDT Preliminaries - Times will be assigned
1:00 PM - 2:30 PM	Candidate Meeting
1:00 PM - 2:30 PM	Candidate/Summer Leadership Parent Meeting
1:00 PM - 2:30 PM	Technology - Times may need to be assigned/No viewing
1:00 PM - 3:00 PM	Convention Invention Showcase - No viewing/May need heats/Prompt/Completed prior to convention
1:00 PM - 4:00 PM	Speech - Times may need to be assigned/No audience
3:30 PM - 5:30 PM	Meeting of the Minds - No viewing/May need heats/Prompt/Completed prior to convention
5:30 PM - 6:00 PM (A-L)	Pickup for Schools A - L: Visual Arts, Apparel Design, Club Trading Pin, Portfolio, Service Learning Showcase, Three Dimensional Design, and Two Dimensional Design
6:30 PM - 7:00 PM (M-Z)	Pickup for Schools M - Z: Visual Arts, Apparel Design, Club Trading Pin, Portfolio, Service Learning Showcase, Three Dimensional Design, and Two Dimensional Design

TUESDAY, JUNE 29, 2021

7:00 PM - 7:30 PM

Pre-Session Activities

7:30 PM

FIRST GENERAL SESSION

Opening Ceremony, Sponsor of the Year, President Campaign Rally, Voting (2 Hours)

WEDNESDAY, JUNE 30, 2021

10:00 AM - 10:30 AM

Pre-Session Activities: Awards 6th-10th - Apparel Design, Club Trading Pin, Portfolio, Service Learning Showcase, Three-Dimensional Design, Two-Dimensional Design, and Visual Arts

10:30 AM

SECOND GENERAL SESSION

Secretary Campaign Rally, Performing Arts - SDT Finals (Top 5), Awards - Apparel Design, Club Trading Pin, Portfolio, Service Learning Showcase, Three-Dimensional Design, Two-Dimensional Design, Visual Arts, and Voting (2 Hours)

12:30 PM - 3:00 PM

Lead Outside the Box Leadership Expo - Times may need to be assigned/No viewing

12:30 PM - 3:00 PM

Service Snapshot Expo - Times may need to be assigned/No viewing

12:30 PM

Quiz Bowl Team Meeting/Oral Rounds (Final 8) - No audience

1:00 PM

Quiz Bowl Oral Rounds (Final 8) - No audience

1:00 PM

Quiz Bowl Oral Rounds (Final 8) - No audience

1:00 PM

Quiz Bowl Oral Rounds (Final 8) - No audience

1:00 PM - 2:30 PM

Leadership Representative Interviews
Leadership Representative Challenges

1:00 PM - 4:00 PM

Performing Arts - Group Preliminaries - Times will be assigned

3:30 PM - 5:00 PM

Engineering - May need heats/No viewing

4:00 PM - 6:00 PM

Reimagine, Recreate, Recycle - No viewing/May need heats/
Prompt/Completed prior to convention

THURSDAY, JULY 1, 2021

9:30 AM - 10:00 AM

Pre-Session Activities: Awards 6th-10th Academic Tests, Speech, Creative Writing, Poetry

10:00 AM

THIRD GENERAL SESSION

Vice President Campaign Rally, Songfest Finals (Top 5), Awards - Academic Tests, Speech, Creative Writing, Poetry, Voting (2 Hours)

12:30 PM - 1:30 PM

Marketing and Communications - Times may need to be assigned/No viewing

1:00 PM - 2:00 PM

Create and Animate - Times may need to be assigned/No viewing

1:00 PM - 3:00 PM

Robotics Showcase - May need heats/No viewing

FRIDAY, JULY 2, 2021

8:30 AM

CLOSING CEREMONY CELEBRATION

(Awards 6th-10th)

9:00 AM - 11:30 AM

FOURTH GENERAL SESSION

Installation of National Officers and Leadership Representatives, Performing Arts - Group Finals (Top 5), Awards Ceremony



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) Welch, Christina School: Mabel

Cell phone number: 828-266-2043 Grade(s): 7-10 Number of students: 35

Departure date: January 3rd Return date: January 8th

Departure time: 8:00pm Return time: 9:00am

Educational purpose:

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

Disney Youth Education Series, Orlando, FL

Purpose of trip and how it relates to the curriculum: Please see attached

Supervision and Safety:

Names of all school staff chaperones: Williams, Carmichael, Copeland, Brown, Reuben

Names of all non-school chaperones: _____

All chaperones have a background check completed:

Sponsoring teacher initials: CW

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

Sponsoring Teacher Initials CW (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 Tie

(If applicable, bus request form must be attached)

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

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

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

Approval/Signatures:

Sponsoring teacher signature: Christopher Welch Date: 3/16/21

Principal approval: Ellen Rouhen Date: 3/18/21

Required signatures if applicable:

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

Superintendent approval: _____ Date: ____/____/____

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

Parent/Guardian Field Trip Information and Consent

I. Description of Trip (an itinerary that provides the same information may be attached instead of filling out items A-E below) See section V if this is a multiple trip permission form.

- A. Date/Purpose of trip January 31st to January 8th
Disney Youth Education Series
- B. Trip destination and activities planned, including an itinerary and description of potentially hazardous activities, including but not limited to swimming/wading/boating.
Orlando, FL - Please see attached
- C. Means of transportation Charterbus cost \$600⁰⁰
- D. Arrangements for student supervision (include specific details if this trip includes activities without direct supervision such as at theme parks, museums or malls; or high risk/water activities.):
All students will be in groups of 8 with
1 chaperone per group.
- E. Arrangements for meals during trip: Students will be given
meal vouchers for each meal.

II. Conditions for participation

- A. All school rules and policies apply for this trip. The principal and/or trip sponsor may establish additional rules as deemed necessary to protect student safety and preserve the educational value of the trip for all participants.
- B. If the student violates school rules or policies or the instructions of teachers or other chaperones in a way that warrants his/her removal from the trip, the student's parent/guardian will immediately come take the student home at their expense upon the request of the trip sponsor.
- C. In the event the trip is postponed or cancelled, a refund of fees and deposits paid in advance is not guaranteed. However, the school will refund costs for which it is reimbursed by other parties or which are not paid by the school.
- D. By signing this form, the parent/guardian consents to the trip sponsor taking or arranging any emergency medical procedures or treatment that may be required during the trip, and accepts responsibility for the costs of any such treatment.

III. Student information

- A. Special instructions for this child – allergies, swimming ability if applicable to trip, disabilities or health concerns, etc.

- B. Medications: This student does _____ does not _____ have a medical condition that requires medication on a routine basis or in case of an emergency related to that condition. *If so, please attach a completed medication administration form.*

IV. Parent/guardian Consent and Contact Information

I have read and understood all of this form. I acknowledge that my child is not covered by any insurance provided through the school system and that I am responsible for the costs of any illness or injury resulting from my child's participation on this trip. By my signature below, I acknowledge and agree to all the above terms and conditions and give consent for my child, _____, to participate in this field trip.

Signature of parent/guardian

Date

Emergency contacts: Please provide two emergency contacts for your child

Name: _____ Relationship to student: _____

Best daytime phone #: _____ Other phone #: _____

Name: _____ Relationship to student: _____

Best daytime phone #: _____ Other phone #: _____

V. Multi-Trip Parent/Guardian Consent and Contact Information

A teacher may elect to send one consent form home for multiple **in-county**, day trips. The information for each trip (including purpose, activities, mode of transportation, supervision, meals, and cost) must be sent home at the same time with this form. You may give consent for all, some, or none of the trips listed here by your signature on each line.

Field Trip Name/Destination	Date	Parent Signature Giving Informed Consent



High School Disney Trip Itinerary

Monday, January 3rd, 2021 : Leave Mabel at 8pm ** Please arrive at 7:15pm - doors will open at this time for check in. You will check in with your **ROOM** leader, Welch's group check in with Williams. Meds will be checked in with the nurse at a separate table.

Tuesday, January 4th, 2021: Arrive at Pop Century Hotel (@ 8:00am) **We will email those already in FL when we are an hour out. Please be there waiting on us :)

9:00am, or earlier – Leave for Animal Kingdom

7:45 Meet at the entrance for Rivers of Light (The one near the Nemo show)

**We will leave after the show to go back to the hotel and grab our bags

10:30: LIGHTS OUT (Phones will be taken up at this time)

Wednesday, January 5th, 2021: 7:30am – Meet at the morning meeting location (will be announced once we know where our room is.

8:30am – Meet at the World Showcase entrance For the Disney Youth Series

11:30am – Finish Disney yes and enjoy Epcot

10:00pm- Lights out

Thursday, January 6th, 2021: 7:30am meet at morning meeting spot

**We will be spending the whole day at Magic Kingdom

****Special Lunch for High School only**

8:30pm – meet at Casey's Corner on Main Street to watch wishes/fireworks/etc....

Lights out at 10:30pm PHONES WILL BE TAKEN AT THIS TIME

Friday, January 7th: 7:15am Meet at the morning meeting spot WITH Bags, if your student isn't riding the bus back you will need to pick up their bags at this time.

Bus will need to be at the resort at 7am for us to load up. The bus will take us to Hollywood Studios in the morning. The bus can return to the driver's hotel until pick up that night.

7:30am: Leave for Hollywood Studios

11:00am: Parents can meet us at Muppets 3D if they wish to pick up their kids

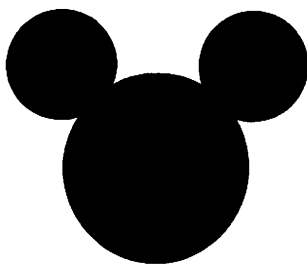
ENJOY Hollywood Studios

7:15pm: Meet at the entrance to Fantasmic!

9:00pm: Get on the CHARTER bus **All students NOT riding the bus need to be picked

Up at the park or at the park entrance

Saturday, January 8th: 9:00am Arrive at Mabel School for pick up



7th and 8th Grade Disney Trip Itinerary

Monday, January 3rd, 2021 : Leave Mabel at 8pm ** Please arrive at 7:15pm - doors will open at this time for check in. You will check in with your **ROOM** leader, Welch's group to check in with Williams. Meds will be checked in with the nurse at a separate table. Once you have checked in with your room leader please load the bus. Boys will ride in the back on the way there and the girls will ride in the back on the way back.

Tuesday, January 4th, 2021: Arrive at Pop Century Hotel (@ 8:00am) **We will email those already in FL when we are an hour out. Please be there waiting on us :)

Once the bus has dropped us off and we have unloaded they are free to leave.

9:00am, or earlier – Leave for Animal Kingdom

7:45 Meet at the entrance for Rivers of Light (The one near the Nemo show)

**We will leave after the show to go back to the hotel and grab our bags

10:30: LIGHTS OUT (Phones will be taken up at this time)

Wednesday, January 5th, 2021: 7:30am – Meet at the morning meeting location (will be announced once we know where our room is.)

8:30am – Meet at the World Showcase entrance For the Disney Youth Series

11:30am – Finish Disney YES and enjoy Epcot *Parents can meet us at the American Pavilion

**It is up to the chaperone when the group will return to the room.

Lights out at 10:30pm. Phones will be taken up at this time

Thursday, January 6th, 2021: 7:30am meet at morning meeting spot

**We will be spending the whole day at Magic Kingdom

8:30pm – meet at Casey's Corner on Main Street to watch wishes/fireworks/etc....

Lights out at 10:30pm PHONES WILL BE TAKEN AT THIS TIME

Friday, January 7th: 7:15am Meet at morning meeting spot WITH Bags, if your student isn't riding the bus back you will need to pick up their bags at this time.

Bus will need to be at the resort at 7am for us to load up. The bus will take us to Hollywood Studios in the morning. The bus can return to the driver's hotel until pick up that night.

7:30am: Leave for Disney YES program at Hollywood Studios

8:00am: Disney YES program

11:00am: Parents can meet us at Muppets 3D

ENJOY Hollywood Studios

7:15pm: Meet at the entrance to Fantasmic!

9:00pm: Get on the CHARTER bus **All students NOT riding the bus need to be picked

Up at the park or at the park entrance

Saturday, January 8th: 9:00am Arrive at Mabel School for pick up

DISNEY LEADERSHIP STRATEGIES

Designed for Students
Grades 9th-12th
Ages 14-18

Program Length
3 - 3.5 hours

Park Location
Epcot®

SYNOPSIS

Epcot® is the result of the creative leadership of a man who was perhaps one of the greatest visionaries of the 20th century—Walt Disney. This theme park is an ideal site for an examination of leadership styles and strategies that promote success in an ever changing and growing world.

Students participating in this learning experience will explore Disney's three key concepts strategy—Guest Satisfaction, Cast Excellence, and Business Results. Students will gain insights into the role of communication and effective leadership in balancing these key concepts to achieve business goals.

A select attraction sets the stage for an introduction to leadership styles. Students will explore entrepreneurial, visionary, and servant leadership styles and come to realize the path to successful leadership doesn't have a road map. Discussion and guided activities broaden students' perspective on leadership and provide for the discovery that great leaders transition between leadership styles in order to meet the needs of an organization.

Disney examples showcase Cast-centered leadership and introduce The Four Keys Basics. Essential to Disney business success, The Four Keys Basics provide students with an understanding of the relationship between organizational values, employee behavior, and a profitable bottom line.

Role-play experiences and a final activity illustrate the importance of employee recognition, training, and effective communication in creating a culture of teamwork, innovation and productivity.

A meet and greet with a *Walt Disney World®* Resort leader enables students to gain real-world insights in leading a diverse workforce.

Concluding the day's learning, students are called to action to consider how they could apply the knowledge they have gained to address a challenge they face at school. Students are inspired to take responsibility for their own success and when they see a need, make the choice to step up and leave an imprint for all who follow—just as Walt Disney did.

LEARNING OUTCOMES

After completing Disney Leadership Strategies, participants will be able to:

- ✓ Identify and define three distinct leadership styles and the primary strength of each
- ✓ Describe and analyze the relationship between Cast Excellence, Guest Satisfaction and Business Results
- ✓ Role-play and describe the benefits of effective employee training and development, and examine how it creates successful empowerment
- ✓ Demonstrate and differentiate effective and ineffective recognition and compare the value between the two
- ✓ Describe the importance of the role of communication in developing and implementing business objectives
- ✓ Demonstrate the responsibility of a leader to their team members by summarizing the role of a Walt Disney Parks and Resorts leader



WATAUGA COUNTY BOARD OF EDUCATION

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

March 26, 2021

To: Members, Watauga County Board of Education

From: Dr. Scott Elliott, Superintendent
Ms. Ly Marze, Finance Officer

Re: 2021-22 Current Expense and Capital Outlay Budget Proposal Discussion

Some assumptions:

Estimated an average 3% salary increase for all staff

Estimated increase in employer benefit rates
Retirement rate from 21.68% to 23.75%
Hospitalization rate from \$6,326 to \$6,516

Formulas used for school allotments:

School	ADM (5 th Month PMR from 2019-20)	PE Class Materials (\$150 + \$2 ADM)	Media Center Supplies (\$500 + \$4 ADM)	Instructional Needs (\$1,500 + \$26 ADM)	Furniture & Equipment (\$1,100 + \$10 ADM)
Bethel	144	\$ 438	\$ 1,076	\$ 5,244	\$ 2,540
Blowing Rock	389	928	2,056	11,614	4,990
Cove Creek	268	686	1,572	8,468	3,780
Green Valley	363	876	1,952	10,938	4,730
Hardin Park	896	1,942	4,084	24,796	10,060
Mabel	160	470	1,140	5,660	2,700
Parkway	590	1,330	2,860	16,840	7,000
Valle Crucis	356	862	1,924	10,756	4,660
Watauga High	1,441	0	6,264	38,966	15,510
Totals	4,607	\$ 7,532	\$ 22,928	\$ 133,282	\$ 55,970

Current Expense

The budget plan was developed within the context of estimated state salary increases for state-paid personnel and the additional resources needed to support the district's most important initiatives. We have been incredibly focused this year on trying to find operational savings while striving to address future needs. Some of the major current expense highlights are as follows.

Additional EC teacher and assistant for Middle School Day Treatment	\$	95,000
Reinstatement of classified salary revisions		90,000
New formula to provide support for K-8 physical education classes		7,532

Capital Outlay

The capital component of the budget reflects our commitments to providing a safe and healthy environment for students and school personnel and performing needed repairs and upkeep of the district's facilities and property. The growing need for building repairs and renovations must be addressed to ensure appropriate facilities for our students and avoid the increased costs of deferred maintenance.

The capital budget for 2021-22 is expected to be as follows.

Funding Source	Expected Allotment	Proposed Request
Lottery	\$ 300,000	\$ 300,000
Current Capital	450,000	550,000
CIP Reserves	500,000	660,000
Long Term Capital	1,500,000	TBD
Valle Crucis School	2,700,000	TBD

On page 7 in your packet, is a list of the projects to be completed for 2021-22. Some of the new requests are highlighted as follows.

Retaining Wall – Bethel \$ 50,000

The retaining wall on the corner of the building is leaning and needs to be replaced. This will require engineered drawings and some extensive work and materials to complete.

Covered Awning – Parkway \$ 20,000

A covered awning is needed to provide safe access to the building for several classrooms.

Boiler System – Hardin Park \$ 10,000

The current system is using a temporary air compressor for services which is powered off an extension cord. The hard-wired permanent air compressor has failed and needs to be replaced. The purpose of the air compressor is to assist with instrumentation and combustion by atomizing the air and preventing pressure from getting too low.

Compact Excavator – Maintenance \$ 45,000

The excavator does not require a Class A CDL to transport and can be used in tighter spaces and on sloped terrain unlike the backhoe that we currently have.

CURRENT EXPENSE FUND 2021-22						3/23/2021
DESCRIPTION		2019-20 ADOPTED BUDGET	2020-21 ADOPTED BUDGET	2021-22 PROPOSED BUDGET	CHANGE FROM PRIOR YR	PERCENT INCREASE
5100	REGULAR INSTRUCTIONAL SERVICES					
1	Salary - Local Positions	2,699,685	2,664,732	2,744,674	79,942	3.00%
2	Salary - JROTC	163,608	83,000	155,490	72,490	87.34%
3	JROTC Program Funds	15,000	10,000	10,000	-	0.00%
4	PreK Program	75,000	105,000	135,000	30,000	28.57%
5	Substitute Teacher Salaries	50,000	50,000	50,000	-	0.00%
6	Substitutes for Area Level Meetings	27,000	7,000	18,000	11,000	157.14%
7	Mentor Stipends	41,000	41,000	41,000	-	0.00%
8	District-wide Supplies/Materials	25,000	25,000	25,000	-	0.00%
9	Diagnostic Screeners/Online Intervention Resources	48,000	102,000	102,000	-	0.00%
10	New Classroom Needs	4,000	3,000	3,000	-	0.00%
11	Piano Tuning and Repairs	3,500	3,500	3,500	-	0.00%
12	Instrument Repairs	4,000	4,000	4,000	-	0.00%
13	Itinerant Teacher Travel	8,000	8,000	8,000	-	0.00%
14	Homebound Services	5,000	5,000	5,000	-	0.00%
15	Workers Compensation Insurance	75,000	75,000	75,000	-	0.00%
16	Unemployment Insurance	5,000	5,000	5,000	-	0.00%
17	Life Insurance	5,000	5,000	5,000	-	0.00%
18	Employee Assistance Program	3,500	3,500	3,500	-	0.00%
19	Disability	5,000	5,000	5,000	-	0.00%
20	Social Security	229,599	218,846	231,349	12,503	5.71%
21	Retirement Cost	576,086	607,849	702,089	94,240	15.50%
22	Hospital Insurance	460,338	455,471	469,151	13,680	3.00%
		4,528,316	4,486,898	4,800,752	313,854	6.99%
5200	SPECIAL POPULATIONS SERVICES					
23	Salary - Exceptional Children	339,927	409,927	517,225	107,298	26.17%
24	Social Security	26,004	31,359	39,568	8,208	26.17%
25	Retirement Cost	66,966	88,872	122,841	33,969	38.22%
26	Hospital Insurance	75,672	120,194	123,804	3,610	3.00%
		508,569	650,353	803,437	153,085	23.54%
5400	SCHOOL LEADERSHIP SERVICES					
27	Salary - Principals	36,254	36,254	37,342	1,088	3.00%
28	Travel - Principals	10,800	10,800	10,800	-	0.00%
29	Salary - Assistant Principals	58,748	63,584	65,491	1,908	3.00%
30	Salary - Office Personnel	510,216	510,216	525,522	15,306	3.00%
31	Longevity	3,077	3,077	3,077	-	0.00%
32	Educators Handbook	-	2,000	6,300	4,300	215.00%
33	Physical Education Supplies and Materials					
	Bethel	-	-	438	438	100.00%
	Blowing Rock	-	-	928	928	100.00%
	Cove Creek	-	-	686	686	100.00%
	Green Valley	-	-	876	876	100.00%
	Hardin Park	-	-	1,942	1,942	100.00%
	Mabel	-	-	470	470	100.00%
	Parkway	-	-	1,330	1,330	100.00%
	Valle Crucis	-	-	862	862	100.00%
	Watauga High	-	-	-	-	0.00%
34	Media Center Supplies and Materials					
	Bethel	1,080	1,076	1,076	-	0.00%
	Blowing Rock	1,952	2,056	2,056	-	0.00%
	Cove Creek	1,616	1,572	1,572	-	0.00%
	Green Valley	1,948	1,952	1,952	-	0.00%
	Hardin Park	4,076	4,084	4,084	-	0.00%
	Mabel	1,188	1,140	1,140	-	0.00%
	Parkway	2,776	2,860	2,860	-	0.00%
	Valle Crucis	1,988	1,924	1,924	-	0.00%
	Watauga High	6,032	6,264	6,264	-	0.00%

CURRENT EXPENSE FUND 2021-22						3/23/2021
DESCRIPTION		2019-20 ADOPTED BUDGET	2020-21 ADOPTED BUDGET	2021-22 PROPOSED BUDGET	CHANGE FROM PRIOR YR	PERCENT INCREASE
35	School Needs, Staff Development, and Supplies					
	Bethel	5,270	5,244	5,244	-	0.00%
	Blowing Rock	10,938	11,614	11,614	-	0.00%
	Cove Creek	8,754	8,468	8,468	-	0.00%
	Green Valley	10,912	10,938	10,938	-	0.00%
	Hardin Park	24,744	24,796	24,796	-	0.00%
	Mabel	5,972	5,660	5,660	-	0.00%
	Parkway	16,294	16,840	16,840	-	0.00%
	Valle Crucis	11,172	10,756	10,756	-	0.00%
	Watauga High	37,458	38,966	38,966	-	0.00%
36	Social Security	47,361	47,731	49,131	1,400	2.93%
37	Retirement Cost	119,834	132,927	149,965	17,038	12.82%
38	Hospital Insurance	107,202	107,542	110,772	3,230	3.00%
		1,047,662	1,070,340	1,122,143	51,802	4.84%
5500	CO-CURRICULAR SERVICES					
39	Middle School Athletics					
	Coaching Supplements	47,000	47,000	47,000	-	0.00%
	Transportation	24,000	24,000	24,000	-	0.00%
	Catastrophic Insurance	6,175	6,175	6,175	-	0.00%
	Supplies	14,000	14,000	14,000	-	0.00%
	Contract Services	16,000	16,000	16,000	-	0.00%
40	WHS Athletics					
	Coaching Supplements	115,000	115,000	115,000	-	0.00%
	Transportation	20,000	20,000	20,000	-	0.00%
	Catastrophic Insurance/NCSHAA Dues	13,300	13,000	13,000	-	0.00%
	Athletic Complex	20,000	20,000	20,000	-	0.00%
	Athletic Drug Testing	3,000	3,000	3,000	-	0.00%
41	Cultural Arts Program	15,600	-	15,800	15,800	100.00%
42	Social Security	12,393	12,393	12,393	-	0.00%
43	Retirement Cost	31,914	35,122	38,475	3,353	9.55%
		338,382	325,690	344,843	19,153	5.88%
5800	SCHOOL-BASED SUPPORT SERVICES					
44	Salary - School Nurses	79,780	79,780	82,173	2,393	3.00%
45	Salary - School Counselors	83,354	85,960	88,539	2,579	3.00%
46	Salary - Student Office /Data Manager	173,306	173,306	178,505	5,199	3.00%
47	Longevity	2,592	2,592	2,592	-	0.00%
48	WHS/ASU Assessment Center	30,000	30,000	32,000	2,000	6.67%
49	Student Assistance and Risk Assessment Program	4,000	4,000	4,000	-	0.00%
50	Mountain Alliance Partnership	9,000	9,000	9,000	-	0.00%
51	Supplies and Materials for School Nurses	1,700	1,700	1,700	-	0.00%
52	Supplies and Materials for Social Workers	500	500	1,000	500	100.00%
53	Safe Schools Program	1,000	1,000	1,000	-	0.00%
54	OSHA/Employee Safety	500	500	500	-	0.00%
55	ASU Clinical Screenings	700	700	700	-	0.00%
56	AdvanceEd Accreditation	1,000	1,000	-	(1,000)	-100.00%
57	Staff Development for Departments and Programs					
	Administrative	6,000	6,000	6,000	-	0.00%
	Countywide	10,000	10,000	10,000	-	0.00%
	National Board Academy	3,000	3,000	3,000	-	0.00%
	K-3 Staff Development	11,500	11,500	11,500	-	0.00%
	4-8 Staff Development	11,500	11,500	11,500	-	0.00%
	9-12 Staff Development	2,000	2,000	2,000	-	0.00%
	School Support/MTSS Staff Development	3,500	3,500	3,500	-	0.00%
	Instructional Support Staff Development	-	-	3,500	3,500	100.00%
	ITF/Media Staff Development	3,000	1,500	3,000	1,500	100.00%
	AIG	2,000	1,000	2,000	1,000	100.00%
	Science and Chemical Safety	1,500	-	500	500	100.00%
	School Nurses	3,000	3,000	3,000	-	0.00%

CURRENT EXPENSE FUND 2021-22		2019-20	2020-21	2021-22	CHANGE	3/23/2021
DESCRIPTION		ADOPTED	ADOPTED	PROPOSED	FROM	PERCENT
		BUDGET	BUDGET	BUDGET	PRIOR YR	INCREASE
58	Staff Development/Travel for Departments and Directors					
	Superintendent	5,000	5,000	5,000	-	0.00%
	Assistant Superintendent/Personnel	3,450	3,450	3,450	-	0.00%
	K-3 Curriculum	2,000	1,500	1,500	-	0.00%
	4-8 Curriculum	1,500	1,500	1,500	-	0.00%
	School Support/MTSS	1,500	1,500	1,500	-	0.00%
	Instructional Support	1,000	1,000	1,500	500	50.00%
	Testing	1,500	1,500	1,500	-	0.00%
	Student Services	5,100	5,100	5,100	-	0.00%
	Exceptional Children	2,000	2,000	2,000	-	0.00%
	Finance	2,800	2,800	2,800	-	0.00%
	Technology	9,000	9,000	9,000	-	0.00%
	Maintenance	7,000	7,000	7,000	-	0.00%
	Transportation	4,800	4,800	4,800	-	0.00%
	School Nutrition	3,000	3,000	1,500	(1,500)	-50.00%
	Public Relations	1,200	1,200	1,200	-	0.00%
59	Social Security	25,936	26,135	26,913	778	2.98%
60	Retirement Cost	66,789	74,067	83,555	9,488	12.81%
61	Hospital Insurance	56,754	56,934	58,644	1,710	3.00%
		648,262	650,525	679,672	29,147	4.48%
6110	CURRICULAR SUPPORT SERVICES					
62	Salary - District Personnel	257,448	257,448	265,171	7,723	3.00%
63	Social Security	19,695	19,695	20,286	591	3.00%
64	Retirement Cost	50,717	55,815	62,978	7,163	12.83%
65	Hospital Insurance	18,918	18,978	19,548	570	3.00%
		346,778	351,935	367,983	16,048	4.56%
6400	TECHNOLOGY SUPPORT SERVICES					
66	Salary - Technology and Instructional Support	246,597	243,984	251,304	7,320	3.00%
67	Longevity	2,134	1,530	1,530	-	0.00%
68	Technical Operating Contracts	150,000	150,000	150,000	-	0.00%
69	Communication Systems	45,000	45,000	45,000	-	0.00%
70	Technology Repairs, Supplies and Wiring Needs	25,000	25,000	25,000	-	0.00%
71	Visitor Management Systems	10,000	10,000	10,000	-	0.00%
72	Maintenance Agreements	30,000	30,000	30,000	-	0.00%
73	Social Security	19,028	18,782	19,342	560	2.98%
74	Retirement Cost	49,000	53,227	60,048	6,821	12.81%
75	Hospital Insurance	31,530	31,630	32,580	950	3.00%
		608,289	609,153	624,803	15,650	2.57%
6500	OPERATIONAL SUPPORT SERVICES					
76	Salary - Maintenance	625,989	610,021	628,322	18,301	3.00%
77	Salary - Transportation	58,580	62,431	64,304	1,873	3.00%
78	Longevity	10,848	9,613	9,613	-	0.00%
79	Electricity	625,000	625,000	625,000	-	0.00%
80	Heating Fuel	265,000	265,000	265,000	-	0.00%
81	Water/Sewer	45,000	45,000	45,000	-	0.00%
82	Solid Waste Services	20,000	20,000	20,000	-	0.00%

CURRENT EXPENSE FUND 2021-22						3/23/2021
DESCRIPTION		2019-20 ADOPTED BUDGET	2020-21 ADOPTED BUDGET	2021-22 PROPOSED BUDGET	CHANGE FROM PRIOR YR	PERCENT INCREASE
83	Telephone/Data - Central Office and Administrators	25,000	25,000	25,000	-	0.00%
84	Telephone/Data - Schools	140,000	140,000	100,000	(40,000)	-28.57%
85	Postage	6,000	6,000	6,000	-	0.00%
86	Maintenance Supplies	200,000	200,000	200,000	-	0.00%
87	Maintenance Fees	164,000	200,000	172,000	(28,000)	-14.00%
88	Custodial Supplies	105,000	105,000	105,000	-	0.00%
89	AHERA Inspection of Asbestos	4,000	4,000	4,000	-	0.00%
90	Elevator Maintenance	7,440	7,440	7,440	-	0.00%
91	Water System Maintenance	32,500	32,500	32,500	-	0.00%
92	Painting	40,000	20,000	30,000	10,000	50.00%
93	Transportation - Service and License Agreements	24,600	14,600	14,600	-	0.00%
94	Hazardous Waste Disposal	2,500	2,600	2,600	-	0.00%
95	Garage/Transportation Supplies	2,300	2,400	2,400	-	0.00%
96	Vehicle Repair Parts	19,900	20,700	20,700	-	0.00%
97	Gas	36,000	37,500	38,500	1,000	2.67%
98	Oil	1,100	1,100	1,100	-	0.00%
99	Tires	3,500	3,650	3,650	-	0.00%
100	License/Title Fees	3,000	3,000	3,000	-	0.00%
101	Drug Testing	5,500	5,500	5,500	-	0.00%
102	Bus Lift Maintenance	2,000	2,100	2,100	-	0.00%
103	Social Security	53,199	52,178	53,721	1,543	2.96%
104	Retirement Cost	136,997	147,872	166,782	18,910	12.79%
105	Hospital Insurance	107,202	101,216	104,256	3,040	3.00%
		2,772,156	2,771,421	2,758,087	(13,333)	-0.48%
6600	FINANCIAL AND HUMAN RESOURCE SERVICES					
106	Salary - Finance	156,672	147,917	152,355	4,438	3.00%
107	Salary - Personnel	79,104	80,262	82,670	2,408	3.00%
108	Classified Salary Revision	90,000	-	90,000	90,000	100.00%
109	Supplements					
	Certified Staff	937,876	937,876	937,876	-	0.00%
	Classified Staff	241,576	241,576	241,576	-	0.00%
	School Administrators	80,130	80,130	80,130	-	0.00%
	Directors	37,910	37,910	37,910	-	0.00%
	School Nutrition	35,487	35,487	35,487	-	0.00%
110	Finance Office Supplies	10,000	10,000	10,000	-	0.00%
111	Recruitment	13,000	10,000	13,000	3,000	30.00%
112	Employee License Renewal Fees	3,000	3,000	3,000	-	0.00%
	Pearson Exams, School Nurse Exams, etc.	-	2,500	2,500	-	0.00%
113	Workers Comp Drug Screenings	1,000	1,000	1,000	-	0.00%
114	Pre-employment Screenings	1,000	1,000	1,000	-	0.00%
115	Awards Program	10,000	10,000	10,000	-	0.00%
116	Beginning Teachers Program	4,000	4,000	4,000	-	0.00%
117	NC New Teacher Support Program	11,000	11,000	11,000	-	0.00%
118	Liability Insurance	13,500	17,500	17,500	-	0.00%
119	Vehicle Insurance	23,000	23,000	23,000	-	0.00%
120	Property Insurance	71,000	71,000	80,000	9,000	12.68%
121	Fidelity Bonds	1,500	1,500	1,500	-	0.00%
122	Social Security	120,010	119,429	119,952	524	0.44%
123	Retirement Cost	309,045	338,459	372,401	33,942	10.03%
124	Hospital Insurance	37,836	37,956	39,096	1,140	3.00%
		2,287,645	2,222,502	2,366,952	144,451	6.50%

CURRENT EXPENSE FUND 2021-22						3/23/2021
DESCRIPTION		2019-20 ADOPTED BUDGET	2020-21 ADOPTED BUDGET	2021-22 PROPOSED BUDGET	CHANGE FROM PRIOR YR	PERCENT INCREASE
6700	ACCOUNTABILITY SERVICES					
125	Supplies and Materials for Testing Department	6,000	6,000	6,000	-	0.00%
		6,000	6,000	6,000	-	0.00%
6900	POLICY, LEADERSHIP, AND PUBLIC RELATIONS SERVICES					
126	Salary - District Personnel	301,991	301,991	311,050	9,060	3.00%
127	Board of Education Staff Development	20,000	20,000	20,000	-	0.00%
128	Board of Education Compensation	23,000	23,000	23,000	-	0.00%
129	Board of Education Travel	7,500	7,500	7,500	-	0.00%
130	Legal Services	50,000	50,000	50,000	-	0.00%
131	Audit Services	44,000	40,000	40,000	-	0.00%
132	Membership Fees	60,000	60,000	60,000	-	0.00%
133	Public Relations Supplies	3,500	3,500	3,500	-	0.00%
134	Social Security	25,436	25,436	26,129	693	2.72%
135	Retirement Cost	59,492	65,472	73,874	8,403	12.83%
136	Hospital Insurance	18,918	25,304	26,064	760	3.00%
		613,836	622,202	641,117	18,916	3.04%
8100	PAYMENT TO OTHER GOVERNMENTAL UNITS					
137	Transfer to Charter Schools	481,779	420,080	469,629	49,549	11.80%
TOTAL CURRENT EXPENSE BUDGET		14,187,674	14,187,099	14,985,420	798,321	5.63%

CURRENT EXPENSE FUND 2021-22						3/23/2021	
SOURCE OF FUNDS			2019-20 ADOPTED BUDGET	2020-21 ADOPTED BUDGET	2021-22 PROPOSED BUDGET	CHANGE FROM PRIOR YR	PERCENT INCREASE
		Fines and Forfeitures	323,000	323,000	323,000	-	0.00%
		County Appropriation - General	13,193,939	13,444,019	13,956,739	512,720	3.81%
		County Appropriation - COLA Reserve	188,956	-	236,052	236,052	100.00%
		County Appropriation - Charter Schools*	481,779	420,080	469,629	49,549	11.80%
		CURRENT EXPENSE REVENUE TOTAL	14,187,674	14,187,099	14,985,420	798,321	5.63%
		Local Revenue	13,705,895	13,767,019	14,515,791		
		Allotted ADM per DPI	4,694	4,752	4,760		
		Local Revenue per ADM	2,920	2,897	3,050		
		Projected Charter School ADM	165	145	154		
		Total Budget for Charter Schools*	481,779	420,080	469,629		
			2019-20 ADOPTED BUDGET	2020-21 ADOPTED BUDGET	2021-22 PROPOSED BUDGET	CHANGE FROM PRIOR YR	PERCENT INCREASE
		Current Expense County Appropriation	13,864,674	13,864,099	14,662,420	798,321	5.76%

CAPITAL OUTLAY FUND 2021-22		3/23/2021
DESCRIPTION		2021-22 PROPOSED BUDGET
CATEGORY I		
1	Carpet & Tile Replacements	Lottery 45,000
2	Replace Kitchen/Cafeteria Equipment	Lottery 55,000
3	Gym Floor Replacements/Recoat	Lottery 20,000
4	Door Replacements	Lottery 20,000
5	Roof Maintenance	Lottery 80,000
6	Retaining Wall - Bethel	Lottery 50,000
7	Covered Awning - Parkway	Lottery 20,000
8	Boiler System - Hardin Park	Lottery 10,000
9	Mobile Unit	CIP Reserves 125,000
10	HVAC / Sewer Pumps	CIP Reserves 25,000
11	Pavement Repair/Resurface	CIP Reserves 160,000
12	Security Cameras	CIP Reserves 50,000
TOTAL CATEGORY I		660,000
CATEGORY II		
1	1:1 Devices	CIP Reserves 300,000
2	Classroom Presentation Technology	Current Capital 80,000
3	Facilities - Furniture/Equipment	Current Capital 158,000
4	Custodial Floor Equipment	Current Capital 15,000
5	Maintenance Equipment	Current Capital 8,000
6	Transportation Equipment	Current Capital 6,000
7	Compact Excavator	Current Capital 45,000
8	Band Equipment	Current Capital 15,000
9	Arts Programs	Current Capital 15,000
10	Cafeteria Tables	Current Capital 18,000
TOTAL CATEGORY II		660,000
CATEGORY III		
1	Activity Bus Replacement	Current Capital 100,000
2	Staff Vehicle Replacement	Current Capital 90,000
TOTAL CATEGORY III		190,000
CAPITAL OUTLAY BUDGET TOTAL		1,510,000

CAPITAL OUTLAY FUND 2021-22					3/23/2021	
SOURCE OF FUNDS			2020-21 ADOPTED BUDGET	2021-22 PROPOSED BUDGET	CHANGE FROM PRIOR YR	PERCENT INCREASE
NC Public School Building Lottery Fund			300,000	300,000	-	0.00%
County Appropriation			979,290	1,210,000	230,710	23.56%
CAPITAL OUTLAY TOTAL			1,279,290	1,510,000	230,710	18.03%

CURRENT EXPENSE AND CAPITAL OUTLAY FUND REVENUE 2021-22					3/23/2021
SOURCE OF FUNDS	2020-21 ADOPTED BUDGET	2021-22 PROPOSED BUDGET	CHANGE FROM PRIOR YR	PERCENT INCREASE	
Fines and Forfeitures	323,000	323,000	-	0.00%	
NC Public School Building Lottery Fund	300,000	300,000	-	0.00%	
County Appropriation	14,843,964	15,872,420	1,028,455	6.93%	
TOTAL	15,466,964	16,495,420	1,028,455	6.65%	

DISCRIMINATION AND HARASSMENT PROHIBITED BY FEDERAL LAW

Policy Code:

4020/7230

The board acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring, and inviting school environment to facilitate student learning and achievement. The board prohibits discrimination on the basis of race, sex, color, national origin, religion, disability, or age (over 40), and will provide equal access to the Boy Scouts and other designated youth groups as required by law.

The board will not tolerate any form of unlawful discrimination or harassment in any of its education activities or programs. All forms of prohibited discrimination and harassment are subject to this policy except the following, for which the board has established more specific policies.

- Discrimination and harassment on the basis of sex is addressed in policy 1720/4030/7235, Title IX Nondiscrimination on the Basis of Sex.
- Discrimination and harassment in employment is addressed in policy 7232, Discrimination and Harassment in the Workplace.

In addition, the process set out in this policy for bringing complaints does not apply to the following.

- Complaints of sexual harassment will be brought in accordance with the processes established in policies 1725/4035/7236, Title IX Sexual Harassment – Prohibited Conduct and Reporting Process, and 1726/4036/7237, Title IX Sexual Harassment Grievance Process.
- Employee allegations of discrimination or harassment will be addressed using the process established in policy 7232, Discrimination and Harassment in the Workplace.
- Allegations regarding or related to the identification, evaluation, educational placement, or free appropriate public education of a student under Section 504 or the IDEA may be raised through the system of procedural safeguards established under policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities, (for Section 504 complaints) or in accordance with the procedures described in *Parents Rights & Responsibilities in Special Education*, published by the NC Department of Public Instruction (for IDEA complaints).

The board takes seriously all reports of unlawful discrimination and harassment and directs school officials to take prompt action to investigate and remedy violations of this policy. The superintendent is responsible for providing effective notice of this policy to students, parents, and employees.

The board encourages students, visitors, and other non-employee individuals who believe that they

may have been discriminated against or harassed in violation of this policy, (including on the basis of disability, as specified in policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities), to report such conduct as soon as possible through the process provided in Section B of this policy. Employees who believe that they may have been discriminated against or harassed should report through the process provided in policy 7232, Discrimination and Harassment in the Workplace. Individuals who have witnessed or who have reliable information that another person has been subject to unlawful discrimination or harassment may report the conduct to an individual designated in Section B of this policy.

Any report made through the process established in this policy may be made anonymously, except mandatory employee reports.

A. PROHIBITED BEHAVIOR

Students, school system employees, volunteers, and visitors are expected to behave in a civil and respectful manner. The board expressly prohibits unlawful discrimination and harassment as defined below by students, employees, board members, volunteers, or visitors. "Visitors" includes parents and other family members and individuals from the community, as well as vendors, contractors, and other persons doing business with or performing services for the school system.

1. Discrimination

Discrimination is any act or failure to act, whether intentional or unintentional, by an employee or agent of the school system that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a legally-protected class so as to interfere with or limit their ability to participate in or benefit from the services, activities, or privileges offered by the school system's education program. For purposes of this policy, the legally protected classes are race, color, national origin, religion, and disability.

2. Harassment

Prohibited harassment is deliberate unwelcome conduct directed at another person or group of persons based on their membership in a legally protected class that creates a hostile environment. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a person's ability to participate in or benefit from the services, activities, or opportunities offered by the school system.

Examples of behavior that may constitute harassment include, but are not limited to, acts of disrespect, intimidation, or threats, such as verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching, or any physical interference

with normal work or movement, and visual insults, such as derogatory posters or cartoons. Harassment may occur through electronic means, such as through the Internet, email, or text message. Legitimate age-appropriate pedagogical techniques are not considered harassment.

3. Application of the Policy

This policy applies to behavior that takes place: (1) in any school building or on any school premises before, during, or after school hours; (2) on any bus or other vehicle as part of any school activity; (3) at any bus stop; (4) during any school-sponsored activity or extracurricular activity; (5) at any time or place when the individual is subject to the authority of school personnel; or (6) at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.

This policy will not be construed to allow school officials to punish student expression or speech based on undifferentiated fear or apprehension of a disturbance or out of a desire to avoid the discomfort and unpleasantness that may accompany an unpopular viewpoint.

B. REPORTING DISCRIMINATION OR HARASSMENT

1. Any person who believes that he or she has been discriminated against or harassed in violation of this policy by any student, employee, or other person under the supervision and control of the school system, or any third person who knows or suspects conduct that may constitute discrimination or harassment should inform a school official designated in Section C below. Reports also may be made anonymously through the anonymous tip line.

2. Mandatory Reporting by School Employees

Any employee who witnessed or who has reliable information or reason to believe that a student or other individual may have been discriminated against or harassed in violation of this policy must report the offense immediately to an appropriate individual designated in Section C below. Any doubt about whether particular conduct is possible discrimination or harassment under this policy or any other policy of the board must be resolved in favor of reporting the conduct.

Employees who observe an incident of harassment are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator and it is safe to do so. If an employee knows of an incident involving discrimination or harassment and the employee fails to report the conduct or take proper action or knowingly provides false information in regard to the incident, the employee will be subject to disciplinary action up to, and including, dismissal.

3. Preliminary Inquiry

School officials may make a preliminary inquiry when a report is received to understand what occurred and to determine whether further action under this policy or otherwise is necessary.

C. COMPLAINTS OF DISCRIMINATION AND HARASSMENT

1. A student, visitor, or other non-employee individual who believes he or she is the victim of unlawful discrimination or harassment in violation of this policy, or any person who has witnessed or who has reliable information that another person has been subject to unlawful discrimination or harassment under this policy, may make a formal written complaint to any of the following persons:
 - a. the principal or assistant principal of the school at which either the alleged victim or alleged perpetrator attends or is employed;
 - b. the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability; or
 - c. for claims of other forms of prohibited discrimination, the applicable civil rights coordinator as established in Section I of this policy.

If a written complaint alleges that the perpetrator is an employee, the school official receiving the complaint shall notify the senior human resources official without delay.

2. A written complaint alleging that a student has been discriminated against or harassed will be addressed in accordance with this policy.

A written complaint alleging that an employee has been discriminated against or harassed will be addressed in accordance with policy 7232, Discrimination and Harassment in the Workplace.

A written complaint alleging that person who is not a student or employee has been discriminated against or harassed will be addressed in accordance with the general process for resolving complaints provided in policy 1742/5060, Responding to Complaints, not this policy.

3. Time Period for Making a Complaint

Alleged discrimination or harassment should be reported as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the 30-day period may be investigated; however, individuals should recognize that delays in reporting may significantly impair the ability of school officials to investigate and respond to such complaints.

D. SCHOOL OFFICIALS' RESPONSE TO REPORTS AND COMPLAINTS OF DISCRIMINATION OR HARASSMENT**1. Investigation**

School officials shall investigate all formal written complaints received. Reports of discrimination or harassment that are not followed by a formal written complaint may be investigated at the discretion of school officials and may be investigated even if the alleged victim does not seek action by school officials.

- a. The principal or designee or site supervisor will be the investigator when the alleged perpetrator is a student or third party. The senior human resources official or designee will be the investigator when the alleged perpetrator is an employee. The superintendent may determine that individual circumstances warrant the assignment of a different investigator.

Notwithstanding the above designations, (1) if the alleged perpetrator is the senior human resources official, the superintendent will be the investigator, and (2) if the alleged perpetrator is the superintendent or a member of the board, the board chair shall direct the board attorney to investigate, unless the board chair determines that outside counsel should be engaged to investigate.

- b. As applicable, the investigator shall immediately notify the Section 504, ADA, or other relevant coordinator of the complaint, and, as appropriate, may request assistance from the coordinator in conducting the investigation.
- c. If the investigator, after interviewing the complaining party and/or the alleged victim and consulting with the board attorney, determines that the allegations submitted, even if factual, do not constitute discrimination or harassment as defined in this policy or policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities, school officials shall address the matter outside the scope of this policy. Information regarding the investigator's determination and the process for addressing the complaint will be provided to the complaining party.
- d. Any investigation conducted must be impartial, prompt, and thorough. The investigator shall investigate the facts and circumstances related to the allegation(s) of discrimination or harassment and give the alleged perpetrator an opportunity to respond to the allegations.

The investigator shall consider all the evidence collected, the context in which the alleged incidents occurred, the age and maturity of the parties, and any other relevant circumstances, and in consultation with the board attorney as appropriate, shall determine whether the alleged act(s) constitutes a violation of this policy, policy 1730/4022/7231,

Nondiscrimination on the Basis of Disabilities, and/or any other board policy or expected standard of student or employee behavior.

- e. The complaint and investigation will be kept confidential to the extent possible and consistent with law. Information may be shared only with individuals who need the information in order to investigate and address the complaint appropriately and those with a legal right to access the information.

2. Investigator's Findings

- a. If the investigator finds that discrimination occurred, the investigator shall take or recommend steps to address the discrimination.
- b. If the investigator finds that harassment occurred and created a hostile environment, the investigator shall assign or recommend appropriate disciplinary consequences for the perpetrator and/or take or recommend other reasonable measures to eliminate the hostile environment and prevent its recurrence.
- c. If the investigator finds that the conduct did not violate this policy but violated policy 4329/7311, Bullying and Harassing Behavior Prohibited, or another board policy or expected standard of conduct, the investigator shall assign or recommend discipline or other action appropriate to the violation.
- d. The investigator shall make a record of the evidence and findings of the investigation and the assigned or recommended discipline and/or other remedial action and provide a copy to the appropriate civil rights coordinator. If the investigator recommends a disciplinary consequence or remedial action that is beyond his or her authority, the investigator shall provide a copy of the record to the superintendent for further action.
- e. The investigator shall inform the alleged victim and alleged perpetrator of the outcome of the investigation.

3. Steps to Reasonably End Discrimination or Harassment

- a. The superintendent is responsible for taking or causing appropriate action to be taken in response to discrimination and harassment in violation of this policy. Appropriate action must include:
 - i. reasonable, timely, age-appropriate corrective action intended to end the discrimination or harassment and prevent it from recurring;
 - ii. as needed, reasonable steps to address the effects of the discrimination or harassment on the victim; and

- iii. as needed, reasonable steps to protect the victim from retaliation as a result of the complaint.
- b. Appropriate steps to end discrimination and harassment may include, but are not limited to, separating the parties, providing counseling for the parties, and/or taking disciplinary action against a perpetrator determined to have violated this policy. The superintendent may take non-punitive measures to end or prevent instances of discrimination or harassment regardless of whether any individual has been found responsible for the discrimination or harassment. The superintendent also may implement or direct the implementation of classroom-wide, school-wide, or school system-wide responses such as additional staff training, harassment prevention programs, and other measures reasonably calculated to end the behavior, eliminate a hostile environment and its effects if one has been created, and prevent recurrence of the behavior.
- c. The applicable civil rights coordinator shall encourage victims of discrimination and harassment to report any subsequent problems and may conduct follow-up inquiries as warranted to determine if there have been any new incidents of discrimination or harassment or any instances of retaliation.

E. APPEALS

1. If the alleged victim is dissatisfied with the outcome of the investigation, he or she may appeal the decision to the superintendent (unless the alleged perpetrator is the superintendent, in which case the alleged victim may appeal directly to the board in accordance with the next paragraph). The appeal must be submitted in writing within three school business days of receiving the notice of the outcome of the investigation. The superintendent may review the documents, conduct any further investigation necessary, or take any other steps the superintendent determines to be appropriate in order to respond to the complaint. The superintendent shall provide a written response within 10 days after receiving the appeal, unless further investigation is needed.
2. Student victims may appeal the superintendent's decision to the board in accordance with subsection E.5.a of policy 1740/4010, Student and Parent Grievance Procedure. Employees may appeal the superintendent's decision to the board in accordance with subsection E.4.a of policy 1750/7220, Grievance Procedure for Employees.
3. Any student or employee subject to discipline for violating this policy will be accorded all rights provided by law.

F. RETALIATION PROHIBITED

The board prohibits retaliation against any person for making a report or complaint of a violation of this policy, supporting someone for reporting or intending to report a violation of this policy, or participating in the investigation of a reported violation of this policy. No reprisals will be taken by the board against a complaining party or other individual ~~unless the person knew or had reason to believe that the complaint or report was false or knowingly provided false information~~ who makes a good faith report of discrimination or harassment. Any person who is found to have engaged in retaliation will be subject to discipline, up to and including dismissal. Acts of retaliation may also be subject to policy ~~1760/7280~~, Prohibition Against Retaliation.

G. TRAINING AND PROGRAMS

The board directs the superintendent to establish training and other programs that are designed to prevent discrimination and harassment and to foster an environment of understanding and respect for all members of the school community. Information about the prohibited conduct and complaint procedure in this policy and those in policies 1725/4035/7236, Title IX Sexual Harassment – Prohibited Conduct and Reporting Process, and 1726/4036/7237, Title IX Sexual Harassment Grievance Process, must be included in the training plan.

As funds are available, the board will provide students, employees, and volunteers who have significant contact with students with additional training regarding the board's efforts to address discrimination and harassment and will create programs to address these issues. The training or programs should (1) provide examples of behavior that constitutes discrimination or harassment; (2) teach employees to identify groups that may be the target of discrimination or harassment; and (3) train school employees to be alert to locations where such behavior may occur, including locations within school buildings, at school bus stops, on cell phones, and on the Internet.

H. RECORDS

The superintendent or designee shall maintain confidential records of complaints or reports of discrimination or harassment. The records must identify the names of all individuals accused of such offenses and the resolution of such complaints or reports. The superintendent also shall maintain records of training conducted and corrective action(s) or other steps taken by the school system to provide an environment free of discrimination and harassment.

I. CONTACTS FOR INQUIRIES

The superintendent has appointed individuals to coordinate the school system's efforts to comply with and carry out its responsibilities under federal nondiscrimination laws, including investigating any complaints communicated to school officials alleging noncompliance with those laws. Inquiries about the application of the nondiscrimination laws addressed in this policy may be referred to the designated civil rights coordinator

and/or the Assistant Secretary for Civil Rights in the Office for Civil Rights at the U.S. Department of Education.

The contact information for the designated civil rights coordinators is as follows.

- a. The Section 504 Coordinator is: Dr. Paul Holden
Office Address: 175 Pioneer Trail Boone, NC 28607
Email Address: holdenp@wataugaschools.org
Phone Number: (828) 264-7190
- b. The ADA Coordinator is: Dr. Mike Marcela
Office Address: 175 Pioneer Trail Boone, NC 28607
Email Address: marcelam@wataugaschools.org
Phone Number: (828) 264-7190
- c. The Age Discrimination Coordinator is: Dr. Paul Holden
Office Address: 175 Pioneer Trail Boone, NC 28607
Email Address: holdenp@wataugaschools.org
Phone Number: (828) 264-7190
- d. The Coordinator for Other Non-discrimination Laws is: Dr. Paul Holden
Office Address: 175 Pioneer Trail Boone, NC 28607
Email Address: holdenp@wataugaschools.org
Phone Number: (828) 264-7190

The contact information for the U.S. Department of Education Office for Civil Rights with jurisdiction over North Carolina is as follows.

4000 Maryland Ave, SW
Washington, DC 20202-1475
Telephone: 202-453-6020 TDD: 800-877-8339
FAX: 202-453-6021 Email: OCR.DC@ed.gov

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 *et seq.*, 34 C.F.R. pt. 110; Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. pt. 108; Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*; 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; *Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance*, U.S. Department of Education, Office for Civil Rights (1994), available at <https://www2.ed.gov/about/offices/list/ocr/docs/race394.html>; *Notice of Non-Discrimination*, U.S. Department of Education, Office for Civil Rights (2010); *Dear Colleague Letter* (Harassment and Bullying), U.S. Department of Education, Office for Civil Rights (2010), available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201010.pdf>; G.S. 115C-407.15 through -407.18; 126-16; State Board of Education Policy SSCH-000; *Parent Rights & Responsibilities in Special Education*, (N.C. Dept. of Public Instruction, Exceptional Children

Division), available at <https://ec.ncpublicschools.gov/parent-resources/parents-rights-handbook>

Cross References: Title IX Nondiscrimination on the Basis of Sex (policy 1720/4030/7235), Title IX Sexual Harassment – Prohibited Conduct and Reporting Process (policy 1725/4035/7236), Title IX Sexual Harassment Grievance Process (policy 1726/4036/7237), Nondiscrimination on the Basis of Disabilities (policy 1730/4022/7231), Student and Parent Grievance Procedure (policy 1740/4010), Responding to Complaints (policy 1742/5060), Grievance Procedure for Employees (policy 1750/7220), Prohibition Against Retaliation (policy 1760/7280), Hearings Before the Board (policy 2500), Staff-Student Relations (policy 4040/7310), School Plan for Management of Student Behavior (policy 4302), Bullying and Harassing Behavior Prohibited (policy 4329/7311), Visitors to the Schools (policy 5020), Community Use of Facilities (policy 5030), Discrimination and Harassment in the Workplace (policy 7232)

Adopted: August 12, 2020

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. ~~Claims of discrimination, harassment or bullying must be processed under policy 4015/7225, Discrimination, Harassment and Bullying Complaint Procedure.~~

4. Grievant

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

5. ~~Official~~

~~The official is the person hearing and responding to the grievant.~~

6.5. 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 ~~the~~ 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 in any grievance filed pursuant to this policy shall must conduct themselves in a professional manner, including respecting the confidentiality of personnel matters at all times during the investigation and hearing of the grievance.

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 ~~school system administration~~ will consider requests to hear grievances from a group of grievants; ~~but the board and officials have the discretion to hear and respond to grievants individually.~~
6. The board and administration will cooperate with the employee grievant and representative in the investigation of any grievance and will furnish the employee grievant or representative information pertinent to the grievance without cost to the grievant ~~employee~~ or the employee against whom the grievance is filed.
7. The employee 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 ~~grievant's 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 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 ~~A meeting will take place 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 ~~aggrieved employee(s)~~ 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 ~~employee(s)~~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 ~~aggrieved employee(s)~~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 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 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 will appoint a three-person 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 ~~shall~~will be maintained in accordance with state and federal law.

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

Cross References: ~~Prohibition Against Discrimination, Harassment and Bullying (policy 4021/7230), Discrimination, Harassment and Bullying Complaint Procedure (policy 4015/7225), 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:

PROHIBITION AGAINST RETALIATION

Policy Code:

7280

Board members and employees are expected to be honest and ethical in the performance of their duties and to comply with applicable federal, state, and local laws, policies, and regulations. The Watauga County Board of Education (the "board") encourages employees to report possible financial improprieties, ethical violations, and other illegal practices and intends that employees who report such matters in good faith will not be subject to retaliation or other adverse employment consequences.

School personnel have a duty to report suspected violations of any law, policy, or regulation, public policy, or an individual's ethical duties by the board of education, an individual board member, a school system employee, or an entity/person with whom the school system has a business relationship.

The employee should report the suspected violation using the process described in policy 7220, Grievance Procedure for Employees, unless a policy with a more specific reporting or complaint procedure applies or policy 4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure. Any complaint alleging a violation by the superintendent or the board should be filed with the board chair for investigation. The board chair will report the complaint to the board and the board will authorize a prompt and thorough investigation or take other action as necessary.

The board prohibits and will not tolerate any form of reprisal, retaliation or discrimination against any employee who (1) in good faith, has made or intends to make a report of wrongdoing described in this policy; or (2) has refused to carry out a directive which may constitute a violation of federal, state, or local law, policy, or regulation or poses a substantial or specific danger to public health and safety.

To be protected by this policy, employees who report violations or suspected violations must be acting in good faith based on a reasonable belief that the reported information represents an unlawful activity, policy, or practice. The protection extends to those whose allegations are made in good faith but prove to be mistaken. The board reserves the right to discipline employees who know or have reason to believe that the report is inaccurate. Further, except as otherwise required by law, the provisions of this policy apply only to those situations in which an employee brings the alleged unlawful activity, policy, or practice to the attention of school officials or the board and provides school officials or the board with a reasonable opportunity to investigate and correct the alleged unlawful activity. If necessary, school officials or the board may specify reasonable steps to protect the complaining employee from retaliation.

Each employee will receive a copy of this policy and will sign a statement verifying his or her receipt and understanding of this policy.

Legal References: Sarbanes-Oxley Act, 18 U.S.C. 1513(e); G.S. 115C-335.5; 126-5(c5), -84, -85, -86, -87, -88

Cross References: Discrimination, Harassment and Bullying Complaint Procedure (policy 4015/7225), Discrimination and Harassment Prohibited by Federal Law (policy 4020/7230).

Title IX Sexual Harassment – Prohibited Conduct and Reporting Process (policy 1725/4035/7236), Title IX Sexual Harassment Grievance Process (policy 1726/-4036/7237), Nondiscrimination on the Basis of Disabilities (policy 1730/4022/7231), Grievance Procedure for Employees (policy 7220), Code of Ethics for School Board Members (policy 1320), Board Member Conflict of Interest (policy 1321), Ethics and the Purchasing Function (policy 6401/9100), Discrimination and Harassment in the Workplace (policy 7232), Staff Responsibilities (policy 7300), Employee Conflict of Interest (policy 7730), Federal Grant Administration (policy 8305)

Adopted: February 9, 2015

Revised: July 11, 2016;

The board expects all employees to maintain the highest professional, moral, and ethical standards in their interactions with students. Employees are required to provide an atmosphere conducive to learning through consistently and fairly applied discipline and established and maintained professional boundaries. Employees are expected to motivate each student to perform to his or her capacity while modeling the behavior expected of students in staff-student relationships.

The interactions and relationships between staff and students must be based upon cooperation, mutual respect, and an understanding of the appropriate boundaries between adults and students inside and outside of the educational setting. Employees are expected to demonstrate good judgment and to avoid the appearance of impropriety in their interactions with students. Employees must consult their supervisor any time they suspect or are unsure whether conduct is inappropriate or otherwise constitutes a violation of this or other board policy.

For the purposes of this policy, the terms “staff” and “employees” include independent contractors, school safety officers, and volunteers, but do not include student employees or student volunteers.

A. ROMANTIC RELATIONSHIPS AND SEXUAL CONTACT PROHIBITED

All employees are prohibited from dating, courting, or entering into a romantic relationship or having sexual contact with any student enrolled in the school system regardless of the student’s age. Employees engaging in such inappropriate conduct will be subject to disciplinary action, up to and including dismissal, and may be subject to criminal action as provided in G.S. 14-202.4 and 14-27.32. Further, school system personnel shall provide no assistance to an employee in finding another job, beyond the routine transmittal of personnel or administrative files, if the employee engaged in sexual misconduct with a minor or a student in violation of the law.

B. RESTRICTIONS ON ELECTRONIC COMMUNICATIONS

1. In accordance with policy 7335, Employee Use of Social Media, employees are prohibited from communicating with current students through non-school-controlled social media without parental permission except to the extent that the employee and student have an appropriate relationship which originated outside of the school setting. Any communication through social media authorized under policy 7335 must meet the professional standards established in this policy and must otherwise be consistent with law and all other board policy.
2. Instant messages will be treated as a form of communication through social media subject to the terms of policy 7335 and subsection B.1 above, regardless of whether the messaging service is actually provided through a social media service or otherwise.
3. Employees are prohibited from engaging in other forms of one-to-one electronic

communications (e.g., voice, voice mail, email, texting, and photo or video transmission) with students without written prior approval of the employee's supervisor and the student's parent. This rule shall not apply, however, if one or more of the following circumstances exist:

- a. the communication (1) is for an educational purpose, (2) is conducted through a school system-provided platform which archives all such communications for a period of at least three years; (this requirement does not apply to telephone or voice mail communications), or is conducted via an electronic video-conferencing platform (e.g., Zoom, Webex, Google Meet) that has been approved by the superintendent or designee for instructional use and (3) occurs after the employee has given prior notice to his or her supervisor or designee that such communications will occur and when they will occur;
- b. the communication serves an educational purpose and is simultaneously copied or transmitted to the employee's supervisor or designee and, upon request, to the parent or guardian;
- c. the communication is necessary in a bona fide emergency, provided the communication is disclosed to the supervisor and parent or guardian as soon as reasonably possible; or
- d. the communication derives from a relationship or association outside of the school setting and occurs with the consent of the parent or guardian, provided such communication does not otherwise violate this or other board policy.

Any one-to-one electronic communication permitted by this subsection must meet the professional standards established in this policy and must otherwise be consistent with law and all other board policies.

4. It is the duty of every employee to notify his or her supervisor of any unsolicited one-to-one communication, in any form, electronic or otherwise, received from a student when the communication lacks a clear educational purpose. School counselors are excluded from this requirement only to the extent that it conflicts with their professional duties.
5. Violations of this section will be considered unprofessional behavior subject to discipline, up to and including dismissal. Factors that may be relevant to the determination of an appropriate disciplinary response to unauthorized communications with students include, but are not limited to:
 - a. the content, frequency, subject, and timing of the communication(s);
 - b. whether the communication(s) was appropriate to the student's age and

maturity level;

- c. whether the communication(s) could reasonably be viewed as a solicitation of sexual contact or the courting of a romantic relationship, including sexual grooming;
- d. whether there was an attempt to conceal the communication(s) from the employee's supervisor and/or the student's parent or guardian;
- e. whether the communication(s) created a disruption of the educational environment; and
- f. whether the communication(s) harmed the student in any manner.

C. REPORTING INAPPROPRIATE CONDUCT

1. Reporting by Employees

Any employee who has reason to believe any of the following shall immediately report that information to the superintendent or designee:

- a. that another employee is involved in a romantic or other inappropriate relationship or has had sexual contact with a student;
- b. that another employee has engaged in other behavior prohibited by this policy; or
- c. that the employee has witnessed behavior by another employee that has the appearance of impropriety, whether or not the behavior may have a valid purpose.

An employee who fails to inform the superintendent or designee as provided in this section may be subject to disciplinary action, up to and including dismissal.

2. Reporting by Students

Any student who believes that he or she or another student has been subject to misconduct that violates this policy should immediately report the situation to the principal, school counselor, or the Title IX coordinator designated in policy 1720/4030/7235, Title IX Nondiscrimination on the Basis of Sex.

3. Report of Criminal Misconduct

Any principal who has reason to believe that a student has been the victim of criminal conduct shall immediately report the incident in accordance with policy 4335, Criminal Behavior.

4. Report to State Superintendent of Public Instruction

Any administrator, including the superintendent, a deputy/associate/assistant superintendent, a personnel administrator, or a principal, who knows or has reason to believe that a licensed employee has engaged in conduct which involves physical or sexual abuse of a child shall report that information to the State Superintendent of Public Instruction within five working days of any disciplinary action, dismissal, or resignation based on the conduct. For purposes of this subsection, physical abuse is the infliction of physical injury other than by accidental means or in self-defense, and sexual abuse is the commission of any sexual act upon a child or causing a child to commit a sexual act, regardless of consent and the age of the child. Failure to report such conduct may result in the suspension or revocation of an administrator's license by the State Board of Education.

This reporting requirement applies in addition to any duty to report suspected child abuse in accordance with state law and policy 4240/7312, Child Abuse and Related Threats to Child Safety, as applicable.

Legal References: Elementary and Secondary Education Act, 20 U.S.C. 7926; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; G.S. 14-27.32, -202.4; 115C-47(18); 16 N.C.A.C. 6C .0312, .0601, .0602; State Board of Education Policies EVAL-014, LICN-007, NCAC-039

Cross References: Governing Principle – Removal of Barriers (policy 1700), Title IX Nondiscrimination on the Basis of Sex (policy 1720/4030/7235), Title IX Sexual Harassment – Prohibited Conduct and Reporting Process (policy 1725/4035/7236), Title IX Sexual Harassment Grievance Process (policy 1726/4036/7237), Student and Parent Grievance Procedure (policy 1740/4010), Child Abuse and Related Threats to Child Safety (policy 4240/7312), Bullying and Harassing Behavior Prohibited (policy 4329/7311), Criminal Behavior (policy 4335), School Volunteers (policy 5015), Staff Responsibilities (policy 7300), Employee Use of Social Media (policy 7335)

Adopted: August 12, 2020

Revised:

DISCRIMINATION AND HARASSMENT IN THE WORKPLACE

Policy Code:

7232

The board prohibits unlawful discrimination in employment based on race, color, religion, national origin, military affiliation, genetic information, sex, age (40 or older), disability, or other unlawful grounds. Harassment is a form of unlawful employment discrimination. The board recognizes that all forms of harassment of employees or applicants is harmful behavior that negatively impacts the workplace environment.

Any employee who engages in discrimination or harassment prohibited by this policy or who contributes to the development of a hostile work environment is subject to discipline, up to and including dismissal.

A. DISCRIMINATION PROHIBITED

Discrimination is any act or failure to act, whether intentional or unintentional, by an employee or agent of the school system that unreasonably and unfavorably differentiates treatment of others based solely on their membership or that of an associate in a legally-protected class.

Discrimination in employment based on the characteristics listed above is prohibited in all employment-related practices, including hiring, compensation, terms, conditions, and other privileges of employment, except when sex, age, or physical requirements are essential occupational qualifications.

B. HARASSMENT PROHIBITED

Harassment prohibited by this policy is unwelcome conduct based on race, color, religion, national origin, military affiliation, genetic information, age (40 or older), sex, or disability where:

1. enduring the offensive conduct becomes a condition of continued employment; or
2. the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive, even if the complaining individual is not the intended target.

A single incident of harassment, if physically threatening or humiliating, can create a hostile work environment. The complaining individual need not be the target of the harassment.

Examples of unwelcome conduct that may violate this policy include, but are not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.

Petty slights, annoyances, simple teasing, offhand comments, or isolated incidents (unless extremely serious) are not harassment under this policy, nor are reasonable performance management actions taken to direct and control how work is performed or to monitor and give feedback on work performance. The exercise of legitimate authority administered in a professional and constructive manner is not harassment under this policy.

C. SEXUAL HARASSMENT PROHIBITED

Sexual harassment is a particular type of workplace harassment. Sexual harassment prohibited by this policy may also violate policy 1725/4035/7236, Title IX Sexual Harassment – Prohibited Conduct and Reporting Process, and in such cases school officials must proceed in accordance with the requirements of that policy.

Prohibited sexual harassment is unwelcome conduct which is either of a sexual nature, or is directed at a person because of the person's sex, when:

1. submission to the conduct is made either explicitly or implicitly a term or condition of a person's employment;
2. submission to or rejection of such conduct is made the basis for decisions affecting a person's employment; or
3. the conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, or verbal, nonverbal, or physical aggression, intimidation, or hostility that is based on actual or perceived gender and sexual stereotypes, sexual orientation, or gender identity. Consensual conduct between adults that is not directed at a third party is not sexual harassment.

D. REPORTING DISCRIMINATION AND HARASSMENT

Applicants and employees should promptly report orally or in writing any instance of alleged or potential discrimination, including harassment, to their principal or supervisor or the senior human resources official. Upon receiving a written complaint, the principal, supervisor, or senior human resources official shall promptly investigate the written complaint and cause or recommend appropriate corrective action if the written complaint is substantiated. Oral reports of violations may be investigated at the discretion of the school officials designated above. All reports and complaints of harassment under this policy will be investigated in a manner that protects the employee or applicant and maintains confidentiality to the greatest extent possible as permitted by law.

E. RETALIATION PROHIBITED

The board prohibits retaliation against any person for making a report or complaint of a violation of this policy, supporting someone for reporting or intending to report a violation of this policy, or participating in the investigation of a reported violation of this policy. No reprisals will be taken by the board against a complaining party or other individual ~~unless the person knew or had reason to believe that the complaint or report was false or knowingly provided false information~~ who makes a good faith report of discrimination or harassment. Any person who is found to have engaged in retaliation will be subject to discipline, up to and including dismissal. Acts of retaliation may also be subject to policy 1760/7280, Prohibition Against Retaliation.

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 *et seq.*, 34 C.F.R. pt. 110; Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title II of the Genetic Information Nondiscrimination Act of 2008; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e *et seq.*, 29 C.F.R. pt. 1604; Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. 4301 *et seq.*; G.S. 143-422.2

Cross References: Discrimination and Harassment Prohibited by Federal Law (policy 1710/4020/7230), Title IX Nondiscrimination on the Basis of Sex (policy 1720/4030/7235), Title IX Sexual Harassment – Prohibited Conduct and Reporting Process (policy 1725/4035/7236), Title IX Sexual Harassment Grievance Process (policy 1726/4036/7237), Prohibition Against Retaliation (policy 1760/7280), Recruitment and Selection of Personnel (policy 7100)

Adopted: August 12, 2020

Revised:

All school employees, including student teachers and independent contractors, shall comply with this policy when using electronic social media.

For the purposes of this policy, “social media” is any form of online publication or presence that allows interactive communication, including but not limited to: personal websites, web logs (blogs), wikis, social network sites, online forums, virtual worlds, video-sharing websites, and any other social media generally available to the public or consumers that does not fall within the board’s technologies network (e.g., Web 2.0 tools, MySpace, Facebook, Twitter, LinkedIn, Flickr, Google +, YouTube). The use of video-conferencing platforms such as Zoom, Webex, and Google Meet is subject to policy 4040/7310, Staff-Student Relations.

In addition to the standards of this policy, all professional and personal use of social media by school employees shall also be in full compliance with policy 4040/7310, Staff-Student Relations.

A. PROFESSIONAL USE OF SOCIAL MEDIA

Professional use of social media means using social media to carry out the instructional objectives and/or administrative responsibilities assigned to an individual as an employee of the Watauga County Schools (WCS). All professional use of social media shall comply with the following guidelines.

1. Communication on professional social media space shall be handled in the same manner as communication in a classroom and/or workplace. The same standards required in other WCS professional settings will apply on social media.
2. Employees shall exercise caution and sound judgment and will fully comply with all applicable laws and WCS policies, including but not limited to prohibitions on the disclosure of confidential information and the use of harassing, obscene, discriminatory, defamatory or threatening language.
3. The establishment of social media sites for professional purposes shall conform to the process and standards established in 7335-R, Approval of Professional Use of Social Media.
4. No personally identifiable student information and no confidential information about students, school employees, or school system business may be posted by employees on social media.
5. Employees shall not post identifiable images of a student or student’s family without permission from the student and the student’s parent or legal guardian.
6. WCS reserves the right to direct the removal of postings and/or disable a page of professional social media sites that do not adhere to the law or do not fully align with the goals of the district.
7. Employees using social media for professional purposes have no expectation or

right of privacy with regard to their use of such media. The district will regularly monitor professional social media sites to protect the school community and the reputation of WCS.

8. School personnel that establish social media accounts for professional purposes will monitor all activity on the account to ensure consistent adherence with this policy and other applicable policies and laws.

B. PERSONAL USE OF SOCIAL MEDIA

Personal use of social media is use that is not related to the individual's responsibilities as a WCS employee. The board respects the right of employees to use social media on their personal time. As role models for the school system's students, however, employees are responsible for their public conduct even when they are not performing their job duties as employees of the school system. Employees will be held to the same professional standards in their public use of social media and other electronic communications as they are for any other public conduct. Further, school employees remain subject to applicable state and federal laws, board policies, administrative regulations, and the Code of Ethics for North Carolina Educators, even if communicating with others concerning personal and private matters. If an employee's use of social media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Employees are responsible for the content on their social media sites, including content added by the employee, the employee's friends, or members of the public who can access the employee's site, and for Web links on the employee's site. Employees shall take reasonable precautions, such as using available security settings, to restrict students from viewing their personal information on social media and to prevent students from accessing materials that are not age-appropriate.

The board permits brief and infrequent personal use so long as it does not interfere with the timely and efficient performance of the employee's duties and is not otherwise prohibited by board policy or procedure.

Employees shall observe the following principles in their personal use of social media:

1. Employees shall not post confidential information about students, employees, or school system business, and shall not post identifiable images of a student or student's family without permission from the student and the student's parent or legal guardian
2. Employees shall not accept current students as "friends" or "followers" or otherwise connect with students on social media sites, unless the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting.
3. Employees shall not knowingly allow students access to their personal social media

sites that discuss or portray sex, nudity, alcohol, drug use, or other behaviors that would be inappropriate to discuss with a student at school, or which use profane, obscene, indecent, lewd, vulgar, or sexually offensive language, graphics, or other communication .

4. Employees may not knowingly grant students access to any portions of their personal social media sites that are not accessible to the general public, unless the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting.
5. Employees shall be professional in all Internet postings related to or referencing the school system, students, and other employees.
6. Employees shall not use profane, pornographic, obscene, indecent, lewd, vulgar, or sexually offensive language, pictures or graphics or other communication that could reasonably be anticipated to cause a substantial disruption to the school environment.
7. Employees shall not use the school system's logo, other copyrighted material of the system, or a school system e-mail address in connection with personal social media.
8. Employees shall not use Internet postings to libel or defame the board, individual board members, students, or other school employees.
9. Employees shall not use Internet postings to harass, bully, or intimidate other employees or students in violation of policies 4020/7030, Discrimination and Harassment Prohibited by Federal Law, 1725/4035/7236, Title IX Sexual Harassment – Prohibited Conduct and Reporting Process, 4329/7311, Bullying and Harassing Behavior Prohibited, and 7232, Discrimination and Harassment in the Workplace~~4021/7230, Prohibition Against Discrimination, Harassment, and Bullying~~, or state and federal laws.
10. Employees shall not post content that negatively impacts their ability to perform their jobs, the smooth and orderly flow of work or delivery of services to students or school personnel, or which harms the goodwill and reputation of students, school personnel, the school system, or the community at large.

C. CONSEQUENCES

School system personnel shall monitor online activities of employees who access the Internet using school technological resources. Additionally, WCS personnel may periodically conduct public Internet searches to determine if an employee has engaged in conduct that violates this policy. Any employee who has been found by the superintendent to have violated this policy may be subject to disciplinary action, up to and including dismissal.

The superintendent shall establish and communicate to employees guidelines that are consistent with this policy.

Legal References: U.S. Const. amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 *et seq.*; 20 U.S.C. 6777; G.S. 115C-325(e) (applicable to career status teachers), -325.4 (applicable to non-career status teachers); 16 N.C.A.C. 6C .0601, .0602; State Board of Education Policy EVAL-014

Cross References: Discrimination and Harassment Prohibited by Federal Law (policy 4020/7230), Title IX Sexual Harassment – Prohibited Conduct and Reporting Process (policy 1725/4035/7236), Prohibition Against Discrimination, Harassment, and Bullying (policy 4021/7230), Technology in the Educational Program (policy 3220), Technology Responsible Use (policy 3225/4312/7320), Web Page Development (policy 3227/7322), Copyright Compliance (policy 3230/7330), Staff-Student Relations (policy 4040/7310), Bullying and Harassing Behavior Prohibited (policy 4329/7311), Student Records (policy 4700), Discrimination and Harassment in the Workplace (policy 7232), Staff Responsibilities (policy 7300)

Adopted: July 13, 2015

Revised: August 14, 2017 and May 21, 2018 (Legal references only);

Replaces (in part): Policy 4.02.50, Responsible Use for Access to Networked Info Resources

STUDENT AND PARENT GRIEVANCE PROCEDURE

Policy Code:

4010

A. OPTIONS FOR RESOLVING COMPLAINTS

The Watauga County Board of Education (the “board”) strives to resolve concerns and complaints of students and parents whenever possible. To this end, the board has provided opportunities for students and parents to express their concerns through processes established in board policies. Policy 5060, Responding to Complaints, identifies these different processes, including a mechanism for resolving complaints in an informal manner.

While the board encourages resolutions of complaints through informal means, it recognizes that, at times, a formal process may be necessary for certain types of complaints or if the informal process did not produce satisfactory results. This policy provides a complaint procedure that may be used as described below.

Any parent or student who has questions about the options for proceeding with a complaint or concern may contact the principal or superintendent for further information and copies of all applicable board policies.

B. DEFINITIONS

1. Days

Days are working days, exclusive of Saturdays, Sundays, vacation days, or holidays, as set forth in the school calendar. In counting days, the first day will be the first full working day following the receipt of the grievance. 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 complaint regarding specific decisions made by school personnel that alleges that such decisions have adversely affected the person making the complaint. A grievance includes, but is not limited to, circumstances such as when a student or parent believes that board policy or law has been misapplied, misinterpreted, or violated. The term “grievance” does not include 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 is without authority to act.

4. Grievant

The grievant is the parent, student or group of parents or students submitting the grievance.

5. Parent

All references to parent include a student's parent, legal guardian, legal custodian, or another caregiver adult authorized to enroll a student under policy 4120, Domicile or Residence Requirements.

C. TIMELINESS OF PROCESS

The number of days indicated at each step of the grievance process should be considered a maximum, and every effort should be made to expedite the 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 that interfere with the exercise of the grievant's legal rights are not permitted.

Failure by the grievant at any step of the process to appeal a grievance to the next step within the specified time limit will be considered acceptance of the decision at the current 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. No reprisals of any kind will be taken by the board or by an employee of the school system against any grievant or other student or employee because of his or her participation in a grievance filed and decided pursuant to this policy.
2. All meetings and hearings conducted pursuant to this policy will be private.
3. The board and school system officials will consider requests to hear grievances from a group of grievants, but the board and officials have the discretion to hear and respond to grievants individually.
4. 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. At any

meeting or hearing during the grievance process, a student grievant may be accompanied by a parent as well as a representative.

E. PROCESS FOR GRIEVANCE

1. Filing a Grievance

- a. Whenever a student or parent believes that he or she has been adversely affected by a decision of a school employee, the student or parent may file a grievance as provided in this policy.
- b. A grievance must be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the grievance. For a grievance submitted after the 30 day period 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, students and parents 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.
- c. A student or parent who has a grievance must provide the following information in writing to the principal: (1) the name of the school system employee or other individual whose decision or action is at issue; (2) the specific decision(s) or action(s) at issue; (3) any board policy, state or federal law, state or federal regulation, or State Board of Education policy or procedure that the parent or student believes has been misapplied, misinterpreted or violated; and (4) the specific resolution desired. If there is not a specific decision or action at issue and no concern that state or federal law has been misapplied, misinterpreted or violated, then the procedure established in policy 5060 is appropriate, and the principal shall address the concern following that policy.
- d. Even if the principal is the employee whose decision or action is at issue, the student or parent must submit the grievance first to the principal in order for the principal to address the issue within the formal process. If, however, the grievance claims that a state or federal law has been misapplied, misinterpreted or violated, the student or parent may submit the grievance directly to the superintendent or designee.
- e. If a student or parent wants to initiate a formal grievance regarding a decision by the superintendent that directly and specifically affects the student or parent, the general process described in this policy will be used,

except that the grievance will be submitted to the human resources director, who shall forward the grievance to the board chairperson.

2. Investigation

- a. The principal shall schedule and hold a meeting with the grievant within five school days after the grievance has been filed with the principal. Pursuant to D.4. of this policy, at any meeting or hearing during the grievance process, a student grievant may be accompanied by a parent as well as a representative.
- b. The principal shall conduct any investigation of the facts necessary before rendering a decision.

3. Response by Principal

- a. The principal shall provide a written response to the grievance within 10 days of meeting with the grievant. The response will include the principal's decision regarding resolution of the grievance and the basis for the decision. In responding, the principal may not disclose information about other students or employees that is considered confidential by law.
- b. A copy of the grievance and the principal's response will be filed with the superintendent.

4. Response by Superintendent

- a. If the grievant is dissatisfied with the principal's decision, the grievant may appeal the decision to the superintendent. The appeal must be made in writing within five days of receiving the principal's decision.
- b. The superintendent may review the written documents and respond or the superintendent may schedule and hold a conference with the grievant, principal and any other individuals the superintendent determines to be appropriate within five school days after receiving the appeal. Pursuant to D.4. of this policy, at any meeting or hearing during the grievance process, a student grievant may be accompanied by a parent as well as a representative.
- c. The superintendent shall provide a written response within 10 days after receiving the appeal. In responding, the superintendent may not disclose information about other students or employees that is considered confidential by law.

5. 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 local board of education policy or procedure, the grievant will have the right to appeal a final administrative decision to the board of education (see subsection E.5.a, Mandatory Appeals, below). If a 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.5.b, Discretionary Appeals, below).

a. Mandatory Appeals

- 1) If the grievant is dissatisfied with the superintendent's response to his or her grievance 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 of education policy or procedure, the grievant may appeal the decision to the board within five 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 dissatisfied with the superintendent's response to his or her grievance 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 of education policy or procedure, then within five days of receiving the superintendent's response, the grievant may submit to the superintendent a written request for a hearing before the board of education.
- 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 will appoint a three-person 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 Hearings 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. NOTICE

The superintendent or designee is responsible for providing effective notice to students, parents and school system employees of the procedures for reporting and investigating grievances.

G. RECORDS

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

Legal References: G.S. 115C-45(c); 126-16; 150B-43 *et seq.*

Cross References: Responding to Complaints (policy 5060), Hearings Before the Board (policy 1600), Domicile or Residence Requirements (policy 4120), Student Behavior Policies (4300 series)

Adopted: April 13, 2015

Revised: