



WATAUGA BOARD OF EDUCATION

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

WATAUGA COUNTY BOARD OF EDUCATION MEETING

February 10, 2020

5:30 P.M.

- | | | | |
|------|----|--|---|
| 5:30 | 1. | CALL TO ORDER | Board Chair |
| 5:32 | 2. | CLOSED SESSION | |
| | | A. Approval of Minutes | |
| | | B. Reportable Offenses – N.C.G.S.115C-288(g) | |
| | | C. Student Records - N.C.G.S.143-318.11(a)(1) | |
| | | D. Personnel – N.C.G.S.143-318.11(a)(6) | |
| 6:00 | 3. | OPEN SESSION/WELCOME/MOMENT OF SILENCE | Board Chair |
| 6:03 | 4. | DISCUSSION AND ADJUSTMENT OF AGENDA | Board Chair |
| 6:06 | 5. | SUPERINTENDENT'S REPORT | Dr. Scott Elliott |
| 6:11 | 6. | STUDENTS' REPORT | Ms. Emerson Huffman
Ms. Haleigh Lawson |
| 6:18 | 7. | PUBLIC RECOGNITION | |
| | | A. Empty Bowls presentation | Dacia Trethewey |
| | | B. School Counselors Recognition | Dr. Paul Holden |
| | | C. Servants Heart Award | Dr. Scott Elliott |
| 6:23 | 8. | CONSENT AGENDA | |
| | | A. Approval of Minutes for 1/13/20 | Dr. Scott Elliott |
| | | B. Field Trip Approvals | |
| | | C. Surplus Declaration Request | |
| | | D. Second Administration Notification Letter approval | |
| | | E. MOU with Watauga County Regarding Fuel Usage During Disasters | |
| | | F. Resolution regarding Pioneer Playmakers | |
| | | G. Policies for Technical Approval | |
| | | a. 7430 Substitute Teachers | |
| | | b. 7820 Personnel Files | |
| | | c. 8220 Gifts and Bequests | |
| | | d. 8340 Insurance | |
| | | e. 8350 Fixed Assets Inventory | |
| | | f. 5071/7351 Electronically Stored information Retention | |
| | | g. 6305 Safety and Student Transportation Services | |
| | | H. Personnel Report | |

6:33 9. SCHOOL CALENDAR OPTIONS FOR DISCUSSION – 2020-2021 AND 2021-2022

----- BREAK -----

7:00 10. POLICIES: SUBSTANTIVE CHANGES FOR FIRST READ Dr. Wayne Eberle

- A. 4240/7312 Child abuse and Related Threats to Child Safety
- B. 7241 Drug and Alcohol Testing of Commercial Motor Vehicle Operators

7:10 11. POLICIES: SUBSTANTIVE CHANGES FOR SECOND READ Dr. Wayne Eberle

- A. 4002 Parental Involvement
- B. 5070/7350 Public Records – Retention, Release, and Disposition
- C. 5210 Distribution and Display of Non-School Material
- D. 1210 Board and Superintendent Relations
- E. 1400 Board Meetings

7:25 12. PUBLIC COMMENT Board Chair

Note: Anyone who wishes to address the Board should sign the Public Comment Roster

7:25 13. BOARD OPERATIONS

7:35 14. BOARD COMMENTS

7:45 15. ADJOURNMENT

16. 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: January 13, 2020

PRESENT:

Ron Henries, Brenda Reese,
Gary Childers, Steve Combs,
Jay Fenwick, Dr. Scott Elliott,
Superintendent, Dr. Steven Martin,
Asst. Superintendent

TIME: 6:00 p.m.

PLACE: Margaret E. Gragg Educational Center

CALL TO ORDER

Mr. Ron Henries called the meeting to order and asked for a motion to enter closed session under N.C.G.S. 115C-288(g) - REPORTABLE OFFENSES, N.C.G.S. 143-318.11(a)(1) - STUDENT RECORDS, and N.C.G.S. 143-318.11(a)(6) - PERSONNEL, which was made by Gary Childers and seconded by Brenda Reese. The motion passed unanimously.

A motion was made to adjourn to open session by Steve Combs and seconded by Jay Fenwick and unanimously approved by all at 5:50PM.

OPEN SESSION

Mr. Ron Henries, Board Chair, called the meeting to order in open session at 6:00 PM. He began the meeting with a moment of silence.

DISCUSSION AND ADJUSTMENT OF AGENDA

There were no changes to the agenda.

SUPERINTENDENT'S REPORT

Dr. Elliott greeted Mr. Henries, the board members and student representatives. He greeted the staff members, principals, students, and community partners who were present that evening. He wished everyone a happy new year, and noted that he was pleased to be starting the second semester following exams which had been completed prior to the Christmas break.

He commended Dr. Marcela, Ms. Dobbins, and the entire EC department for a special recognition given that day at the University. During an inaugural event for the Chancellor's Inclusive Excellence Awards. He was honored that Chancellor Everts chose to recognize the Coffee Talk program at Watauga High School and Hardin Park for this first ever recognition. Sixteen students and staff members from both schools were recognized at a special awards luncheon which featured a speech by author and civil rights leader Nikki Giovanni. He extended a special congratulations to Ms. Darcy, Ms. Barr, and their students for this recognition.

He thanked the principals for being patient as Administration worked through the school year with the absence of a state budget and the longest delay that he could recall in passing a local budget resolution. He noted that later in the evening, Ms. Marze would present an overview of the work which the Watauga County Schools' (WCS) Finance Committee had completed, and a draft of a budget resolution for the board's consideration.

He noted that WCS had received a grant to fund one additional resource officer from the Sheriff's department which would provide an additional resource office to the western end of the county.

Dr. Elliott recognized the hard work and dedication of the WCS board of education. He stated that January was National School Board Recognition month, and noted how thankful he was to work with a highly professional, focused, and supportive board. He reiterated that there were many school systems which were impacted by the dysfunction of their boards. He added that WCS was fortunate to see first-hand what is possible when a board of education, with members who advocate publically for their schools, is unified in support of its strategic priorities, committed to working together to support staff and hold their system to high expectations. On behalf of all the staff and families of Watauga County Schools, he sincerely thanked the board for their leadership and service. The Student representatives distributed thank you cards to the board members.

He stated that, as of that day, WCS had completed 87 days of school and 549 hours of instruction.

STUDENTS' REPORT

Ms. Emmie Huffman and Ms. Haleigh Lawson greeted everyone. The students spotlighted the Health Science Department this month. The Health Team Relations class, an entry level class from this department, had made clay models of skin and ears which the Representatives displayed. They spoke about the highest level of the program, the Nursing Fundamentals class who complete "clinicals" by each working for 47 hours to become certified nurse's aides. HOSA – the Health Occupational Science Association, to which most of these students belong to learn, participate in service activities, compete, and raise funds both for club activities and donation to organizations which they support. HOSA will be integrated into middle school next year.

The High School Registration Guide has been released bringing excitement about the coming year. Students will use the Major Clarity platform which allows all students to explore post-secondary options, careers, and career paths. Seniors are working on local scholarships. Winter sports are in full swing, and spring sports' workouts have begun.

PUBLIC RECOGNITION

Ms. Tamara Stamey recognized the winners of the KIWANAS Handwriting Contest. From Hardin Park: Gracyn Phelps, Gigi Waugh, Juna Gersonde, and Sara Miller. From Blowing Rock: Hoge Bailey (not present), Iris Westerman (not present), Lillon Henline, Emma Lehman, Kylie Creed. From Bethel: Jonah Millsaps (not present). From the KIWANAS, Dr. Woodrow and Eric Brown presented certificates to them, and later these students will receive a financial award.

BUDGET UPDATE AND PRESENTATION OF BUDGET RESOLUTION

Ms. Ly Marze update the Board on the changes proposed by the Finance committee to the annual budget for the 2019-2020 School year which amend the original budget request in April 2019. Notable changes were: a new Mabel gym floor, a new activity bus, a new radio frequency and repeater system providing better service to buses and service radios which will save additional funds, and replacement of the fuel tanks at the Maintenance facility. A new nurse position will be funded from non-instructional support increases and another nurse will be funded from the current capital fund.

Mr. Henries noted how well the Finance committee members worked together to craft the budget. Ms. Marze presented a resolution for the board's consideration. Dr. Elliott thanked the County Commissioners for their generosity in funding the school system. Dr. Elliott spoke about the interconnectedness of the federal, state, and local budgets. He also spoke about the general budget schedule which usually begins in the spring for the following year, and how that works in concert with the state and county budgets. Typically the budget is approved in the early summer and is often or ideally passed in July or August to fund the upcoming school year. The budget, which was resolved following discussion, is funding school operations for the current school year, which is over half-complete.

Following discussion, Brenda Reese moved to adopt the budget resolution as written, which was seconded by Steve Combs. The board unanimously approved the motion.

CONSENT AGENDA

Gary Childers moved to approve items A through E of the consent agenda. Brenda Reese seconded the motion, and the vote to approve was unanimous.

POLICIES: SUBSTANTITIVE CHANGES FOR FIRST READ

- | | | |
|----|-----------|--|
| A. | 4002 | Parental Involvement |
| B. | 5070/7350 | Public Records – Retention, Release, and Disposition |
| C. | 5210 | Distribution and Display of Non-School Material |
| D. | 1210 | Board and Superintendent Relations |
| E. | 1400 | Board Meetings |

The Board members discussed the policies listed and noted the history and application of changes to the policies. Additional phrasing was requested for policy 1400. They will be presented for second read in February.

POLICIES: TECHNICAL CHANGES FOR APPROVAL

- | | |
|-------------------|---|
| A. 3102 | Online Instruction |
| B. 3225/4312/7320 | Technology Responsible Use |
| C. 4240/7312 | Child Abuse – Reports and Investigations |
| D. 4270/6145 | Concussion and Head Injury |
| E. 5220 | Collections and Solicitations |
| F. 6120 | Student Health Services |
| G. 6140 | Student Wellness Policy |
| H. 6220 | Operation of School Nutrition Services |
| I. 6230 | School Meal and Competitive Foods Standards |
| J. 6315 | Drivers and Vehicles |

Following discussion, a motion was made by Jay Fenwick and seconded by Gary Childers to approve the policies listed above for technical changes which was unanimously approved by the board.

The board discussed that they would prefer in the future to have technical changes presented in the consent agenda provided that each would be enumerated. Gary Childers moved to have technical policy changes presented and approved through the consent agenda in the future. This motion was seconded by Steve Combs and unanimously approved by the board.

PUBLIC COMMENTS

There were no public comments at the January 2020 meeting.

BOARD OPERATIONS

Mr. Henries invited everyone to attend the spring law conference and the summer policy conference and to notify Dr. Elliott if they wanted to attend.

BOARD COMMENTS

Ms. Reese spent time at Green Valley visiting with Ms. Greene and Mr. Prince, and spoke about their Watauga Education Grants. She also enjoyed judging Mock Trial. Mr. Henries recognized Mr. Ron Holste, a candidate for the school board who was present that evening. The Student Representatives will be visiting Cove Creek and Green Valley during January.

ADJOURNMENT

Steve Combs moved to adjourn, which was seconded by Jay Fenwick and approved by all members at 7:13 PM.

R. Ivan Henries, 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) Kelly Stollings School: Watauga High School

Cell phone number: 828-303-5429 Grade(s): 9-12 Number of students: 14

Departure date: Feb. 13 Return date: Feb. 16

Departure time: 8 am Return time: 9 pm

Educational purpose:

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

Old Dominion University, Norfolk, VA

Purpose of trip and how it relates to the curriculum: Students will participate in the Old Dominion Model UN Conference. Students are required to perform research on a variety of global issues, write position papers, prepare and deliver speeches, and work as cooperative members on a variety of teams.

Supervision and Safety:

Names of all school staff chaperones: Kelly Stollings, Jesse Stollings (arriving Friday evening), Katie Gray, Sherry Yates

Names of all non-school chaperones: N/A

All chaperones have a background check completed: N/A Sponsoring teacher initials: _____

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

Sponsoring Teacher Initials 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) N/A

(If applicable, bus request form must be attached)

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

Total cost per student \$ 350.00 Source of funds: club fundraiser and students

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

Approval/Signatures:

Sponsoring teacher signature Kelly Stollings Date: 01/31/2020
Principal approval: ABC Date: 1/31/2020

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 2/4/2020
Superintendent approval: [Signature] Date: 2/4/20
Board of Education approval: _____ Date: ____/____/____

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

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Sponsoring teacher: (Print) MSgt David Hernandez School: Watauga High School
Cell phone number: (832) 421-5546 Grade(s): 9th-12th Number of students: 23
Departure time/date: 4:00 p.m./13 March Return time/date: 9:30 p.m./14 March

Educational purpose:

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

Nation Ford High School Marine Corps JROTC
1400 A.O. Jones Boulevard Fort Mill, South Carolina
29715

Purpose of trip and how it relates to the curriculum: Attend and compete in the Nations Ford Falcon Classic Drill Meet. How it relates to the curriculum is it helps increase the confidence and proficiency of all cadets who are on the drill team. It will help develop cadets ability to command their squads by instilling confidence and control. Cadets will be able to demonstrate their proficiency by leading their drill teams and completing all drill sequences of a drill card at this regional meet.

Supervision and Safety:

Names of all school staff chaperones: _____

Names of all non-school chaperones: Mrs Dinora Hernandez

All chaperones have a background check completed:

Sponsoring teacher initials: DH

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

Sponsoring Teacher Initials 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: ☒ Activity bus ☐ Rental car/mini-van ☐ Charter bus ☐ Other: _____

(If applicable, bus request form must be attached)

Driver/s: MSgt David Hernandez Round trip mileage: 230 # of buses needed: 1
Total cost per student \$ 8.50 Source of funds: Operational Funds
JROTC

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

Approval/Signatures:

Sponsoring teacher signature: David Hernandez Date: 01 / 24 / 2020
Principal approval: C. A. B. Date: 1 / 24 / 2020

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 2 / 4 / 2020
Superintendent approval: [Signature] Date: 2 / 4 / 20
Board of Education approval: _____ Date: ____ / ____ / ____

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

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Sponsoring teacher: (Print) Taryn Wooten School: Watauga HS
Cell phone number: (336) 613-4218 Grade(s): 11-12 Number of students: 2
Departure date: 1/31/2020 Return date: 2/1/2020
Departure time: ~ 9:00 AM Return time: ~ 8:00 PM

Educational purpose:

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

Asterville HS, Asterville NC for Western Region Jazz Clinic

Purpose of trip and how it relates to the curriculum: Students prepared & auditioned for,
and were accepted to this state ~~organized~~ Jazz Band clinic.
organized

Supervision and Safety:

Names of all school staff chaperones: Taryn Wooten

Names of all non-school chaperones: N/A

All chaperones have a background check completed:

Sponsoring teacher initials: TSW

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

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

Transportation plan:

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

Name of charter bus company (if checked above) _____

(If applicable, bus request form must be attached)

Driver/s: _____ Round trip mileage: _____ # of buses needed: 1

Total cost per student \$ 100⁰⁰ + meals Source of funds: _____

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

Approval/Signatures:

Sponsoring teacher signature: [Signature] Date: 1/21/2020
Principal approval: [Signature] Date: 1/22/2020

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 1/22/2020
Superintendent approval: [Signature] Date: 1/23/20
Board of Education approval: _____ Date: ____/____/____

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

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

Sponsoring teacher: (Print) Emily Morris School: Watauga High School

Cell phone number: 828-989-6546 Grade(s): 9-12 Number of students: 10-25

Departure time/date: 3/13 3:30pm Return time/date: 3/15 7:00pm

Educational purpose:

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

Snowshoe Mountain Resort: 10 Snowshoe Drive, Snowshoe, WV 26209

Purpose of trip and how it relates to the curriculum: The purpose of this trip is to build teamwork and leadership skills amongst ski and snowboard club members.

Supervision and Safety:

Names of all school staff chaperones: Emily Morris, Chris Tarnowski, Olivia Tarnowski, Amber Kimbro

Names of all non-school chaperones: Mason Morris, Kaleb Kimbro

All chaperones have a background check completed: ☒

Sponsoring teacher initials: EMJ

Are all site(s) accessible to students with disabilities? ☒ yes ☐ no How will students with disabilities be accommodated for site access and transportation? none participating

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

Transportation plan:

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

Name of charter bus company (if checked above) _____

(If applicable, bus request form must be attached)

Driver/s: Mason Morris <sup>Emily Morris
Chris Tarnowski
Dina Tarnowski</sup> Round trip mileage: 600 # of buses needed: _____

Total cost per student \$ approx. 300 - 400 Source of funds: Individual funds / club fundraisers

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

Approval/Signatures:

Sponsoring teacher signature: Emily Morris Date: 1 / 31 / 20
Principal approval: AKL Date: 1 / 31 / 2020

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 2 / 4 / 2020
Superintendent approval: [Signature] Date: 2 / 4 / 20
Board of Education approval: _____ Date: _____ / _____ / _____

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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Sponsoring teacher: (Print) J. Pinnix School: Parkway / GV
Cell phone number: 336-489-0708 Grade(s): 6, 7, 8 Number of students: 32 approx
Departure date: March 26th Return date: March 27th
Departure time: 3:00 pm Return time: 8:00 pm

Educational purpose:

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

Kernersville NC Glen H.S. School

Purpose of trip and how it relates to the curriculum: Piedmont Horn Band

Provides opportunity for students to gain an enriched learning experience with the NCSCOS curriculum.

Supervision and Safety:

Names of all school staff chaperones: Judd Pinnix, Eric Parker, Kim Pryor

Names of all non-school chaperones: Krista Howard, Jim Lopentucka, Boanaples

All chaperones have a background check completed:

Sponsoring teacher initials: JP

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

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

Transportation plan:

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

Name of charter bus company (if checked above) _____

(If applicable, bus request form must be attached)

Driver/s: Erin Patterson Round trip mileage: 160 # of buses needed: 1
Total cost per student \$ 55 Source of funds: Parents

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

Approval/Signatures:

Sponsoring teacher signature: [Signature] Date: 1 / 30 / 2020
Principal approval: [Signature] Date: 1 / 31 / 2020

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 2 / 4 / 2020
Superintendent approval: [Signature] Date: 2 / 4 / 20
Board of Education approval: _____ Date: ____ / ____ / ____

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Sponsoring teacher: (Print) Laura Turner School: WHS

Cell phone number: 828-793-1948 Grade(s): 9-12 Number of students: 7-8

Departure date: July 18, 2020 Return date: July 23, 2020

Departure time: 11am Return time: 8pm

Educational purpose:

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

Washington D.C. - see attached itinerary

Purpose of trip and how it relates to the curriculum: To allow 7-8 WHS students to participate in the GEAR UP Youth Leadership Summit.

Supervision and Safety:

Names of all school staff chaperones: Laura Turner, Paul Holden, and one additional WHS staff member.

Names of all non-school chaperones: n/a

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

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 LS (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) Airplane

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 \$ 300 Source of funds: GEAR UP

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

Approval/Signatures:

Sponsoring teacher signature: Laura J... Date: 02 / 03 / 2020
Principal approval: CAB Date: 2 / 3 / 2020

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 2 / 4 / 2020
Superintendent approval: [Signature] Date: 2 / 4 / 20
Board of Education approval: _____ Date: _____ / _____ / _____

Tentative Itinerary

July 2020

6 Days

Day 1: Saturday, 7/18

10am: Depart Watauga

12:30pm: Arrive @ Charlotte Douglas International Airport

Eat Brunch @ Airport

3:30pm (approx.): Depart CLT Airport to Reagan National Airport in DC

5pm: Arrive in Washington, DC

***Call home**

6:00 pm: Check into Hotel

6:30pm: Dinner

9pm: In Hotel Rooms

10pm: Lights Out

Day 2: Sunday, 7/19

7:30am: Breakfast

9am-10:30am: *Visit National Mall Monuments via Washington DC Duck Tour*

*****Duck Tour - Climb aboard an authentic, fully restored 1942 "Duck" and let the adventure begin. From Union Station we will travel down to the National Mall where we will see the National Monuments. Then at the Potomac River we will splash down for a different look at the nation's capital. We will see the monuments by water along the Potomac River.**

11am -12:30pm: *International Spy Museum*

1pm-2pm: Lunch

2pm-5:30pm: *White House Tour*

5:30-6:30pm: Dinner

6:30-7pm: Conference Check-in

_____Youth Leadership Summit_____

7-7:15pm: Youth Leadership Summit (YLS) check-in

7:15-7:30pm: YLS Chaperone Orientation

7:15pm–9:30pm: Opening Session - YLS Training

9:30pm–10:00pm: YLS Student Check-Out

***Your chaperone must be present before you are dismissed**

11pm: In room/ Lights Out

Day 3: Monday, 7/20

7:30am: Breakfast

10:15am–10:40am: YLS Student Check-In Time

10:40am–12:10pm: YLS Training

12:15pm–1:00pm: Lunch International Ballroom *Students sit together with YLS group

1:10pm–6:00pm: YLS Training

3:30pm–5:00pm: Special STEM session -Texas Instruments

5:00pm–6:00pm: YLS Student Check-Out Time *Your chaperone must be present before you are dismissed

6:30pm-10:00pm: *Kennedy Center for the Performing Arts* or other Cultural Arts Event

11:00 pm: YLS students are required to be in their rooms/ Lights Out

Day 4: Tuesday, 7/21

7:30am: Breakfast

10:30am–12:00pm: YLS Training

12:15pm–1:45pm: Lunch & Plenary International Ballroom

***Students sit together with YLS group**

1:50pm–10:00pm: YLS Training

1:45pm-6pm: Congressional Visits – Optional *Unless your GEAR UP Director contacted you about Congressional Visits, you must be present at the training.

5:00pm–5:45pm: Youth Leadership Summit Dinner and Jack Kent Cooke Foundation Presentation

9:30pm–10:30pm: YLS Student Check-Out

11:00pm: In Rooms/ Lights Out

Day 5: Wednesday, 7/22

7:15am-7:30am: YLS Student Check-In Time

7:30am–8:15am: Final Presentation Prep

***Additional plenary session practice time for YLS students as needed**

8:15am–10:40am: Networking Breakfast & Plenary International Ballroom *Students sit together with YLS group

10:45am–12:00pm: YLS Closing Session - Acknowledgements, Wrap Up,

12:00pm–12:15pm: YLS Student Check-Out

12:15pm–1:00pm: Lunch International Ballroom *Sit with your GEAR UP program

Post YLS Conference Trip

1:30pm: YLS Debrief

2:00-10pm: *Visit National Cathedral, Embassy Row, Capitol Hill Tour, National Monuments at Night*

10:30pm: In Hotel

11:30pm: Lights Out

Day 6: Thursday, 7/23

8:30am: Breakfast

9am-11:30pm: *Natural History Museum*

11:30pm-12:30pm: Lunch

12:30pm - 2:30pm: *American History Museum*

2:30pm - 4:30pm: *Holocaust Museum or African American Museum (student choice)*

5pm-6pm: *Visit Arlington or Pentagon Memorial*

7pm: Dinner at the airport

8:00pm: Depart Washington, DC

10:00pm: Arrive at Charlotte Airport

10:30pm: Meet families at Baggage Claim



***Watauga GEAR UP
July 2020***

***Rising 9th, 10th & 11th grade
Application Packet***

Please direct questions to:

Laura Turner
GEAR UP Coordinator Watauga Schools
tunerl@wataugaschools.org
828.773.1948

Due Date:

February 26th 2020

*Return completed packet to Ms. Poteat at
Student Services*

Dear Students & Families interested in applying to attend GEAR UP Washington DC 2020,

Thank you for your interest in this GEAR UP opportunity. Space is limited, only 4 to 8 students will be selected to participate in this program from the Watauga County GEAR UP application pool. Selected students will be notified in March 2020. The estimated cost per student for this 6 day experience is \$2,000. With GEAR UP funds we are able to cover the majority of this expense. Each student will be responsible for contributing \$300 towards the overall cost of the trip. Please do not let the \$300 stop you from applying, if needed, fundraising opportunities may be available. If your student is invited to attend, we will have a family and student meeting to discuss trip specifics before the first payment is due. This price includes all meals. The only other cost to students would be personal spending money on the trip to purchase snacks and/or souvenirs. This trip will take place in July 2020. Tentatively July 18th-23rd.

The highlight of this experience will be the GEAR UP Youth Leadership Summit (YLS). It is a three-and-a-half-day training experience focused on providing GEAR UP students the resources and tools to act as leaders in their schools and communities, as well as, interacting with students from across the United States. The YLS is aligned with the National Council for Community and Education Partnerships (NCCEP) national strategy to Excel, Prove, and Mobilize the GEAR UP community. NCCEP and Seeds Training will offer students the opportunity to identify and maximize their unique leadership skills, create a supportive network of leaders with other GEAR UP students from across the country, launch discussions about issues that affect them and their schools, and receive the tools and training to create positive changes in their communities. For more information about the GEAR UP Youth Leadership Summit, please visit: <http://www.edpartnerships.org/youth-leadership-summit-yls>

Youth Leadership Summit Students will:

- Participate in a dynamic learning experience that is engaging and purposeful
- Learn and practice facilitation skills with peers
- Build skills around long-term goal planning and advocacy
- Practice public speaking and storytelling

We look forward to reviewing your students application!

Sincerely,

Watauga GEAR UP Planning Committee

Trip Eligibility Requirements:

- Students applying must currently be in either the 9th, 10th, 11th or 12th grade at WHS or WIA
- Participated in at least one GEAR UP or YES experience with Laura Turner or YES Instructor
- Have no school suspensions

GEAR UP Washington DC 2020 Application

Name (First, Last):

School (Current):

Grade Level (Current):

Contact Information:

Address:

Phone number:

Email:

Parent/Guardian Name:

Parent/Guardian Address:

Parent/Guardian Phone:

Parent/Guardian Email:

By signing this, I give my child permission to apply for the GEAR UP Youth Leadership Summit Summer 2020 Trip. I understand this is not an invitation to attend the trip or guaranteeing my student a spot.

Parent's signature_____ **Date**_____

All applications will be reviewed and accepted students will be chosen by Representatives of Watauga County Schools & ASU GEAR UP (the Watauga GEAR UP Planning Committee).

Please attach the following:

_____ **2 Teacher Recommendations**

_____ **Personal Statement (Prompt Given)**

_____ **Essay (Prompt Given)**

_____ **Additional Information (Questions Given)**

******Students, if you need help printing your final answers to the questions below, please ask your counselor or a teacher for help! ******

Personal Statement Prompt:

In one to two typed paragraphs:

- ☐ Explain how access to and participation in Watauga GEAR UP has impacted your life.
- ☐ How has it helped you or made a difference for you?

Essay:

Please type a one page essay addressing the following:

- ☐ How would this trip change your life?
- ☐ What will you do to get the most out of your traveling experience?
- ☐ How will you share GEAR UP's mission with your school and community once we return?

Additional Information:

- ☐ Is there anything else you would like the committee to take into consideration while assessing your application?

Teacher/Counselor Recommendation Form

GEAR UP Washington DC Trip Application 2020

Student: _____

Please fill out this recommendation form and return to student in a sealed envelope.

Class(es) or activities have you observed this student: _____

	Needs Help	Fair	Average	Good	Excellent
Motivation					
Attendance					
Cooperativeness					
Expression of ideas					
Industriousness					
Responsibility					
Leadership qualities					
Initiative					

Comments:

Teacher Signature: _____

Date: _____

Declaration of Surplus Items - February 2020

Date Approved:

Bethel

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
50292	1	NEC NP300 Projector		1
	1	Gray Office Chair		1
	2		0	2

Blowing Rock

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
200010	1	Garmin eTrex H Personal Navigator	1	
200009	1	Garmin eTrex H Personal Navigator	1	
200011	1	Garmin eTrex H Personal Navigator	1	
201102	1	Orek Upright Vacuum U2000Rb1	1	
201103	1	Orek Upright Vacuum U2000Rb1	1	
	5		5	0

Cove Creek

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
	20	Student Desks	20	
		Texas Instruments TI-73 Explorer		
800579	1	Graphing Calculator		1
		Texas Instruments TI-73 Explorer		
800767	1	Graphing Calculator		1
		Texas Instruments TI-73 Explorer		
800763	1	Graphing Calculator		1
		Texas Instruments TI-73 Explorer		
800734	1	Graphing Calculator		1
	24		20	4

Valle Crucis

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
32768	1	AeroHive HiveAP250 Access Point		1
25175	1	Epson PowerLite 98 Projector		1
300236	1	Electric Pencil Sharpener		1
	2	Student Chairs	2	
	1	Fellows Paper Shredder		1
	15	Pre-K Chairs	15	
300189	1	Elmo TT-02RX Document Camera		1
	22		17	5

Watauga High School

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>- Usable</u>	<u>- Unusable</u>
904589	1	Northern Industrial Drill Press		1
	3	Battery Jump Box		3
906116	1	NAPA ProSeries Battery Charger		1
906117	1	NAPA ProSeries Battery Charger		1
906118	1	NAPA ProSeries Battery Charger		1
904472	1	Texas Instruments TI-84 Graphing Calculator		1
	1	HP Notebook Model 14-ck0065st	1	
904103	1	HP Laser Jet P4015dn Printer		1
28790	1	HP Color Laser Jet CP3525 Printer		1
	1	Sanyo PDG DHT 100L Projector		1
	9		1	8

Technology Department

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>- Usable</u>	<u>- Unusable</u>
	1	iPad 2 Case	1	
	2	iPad Mini Fintie Case	2	
	1	iPad Mini Otterbox Case	1	
100142	1	Apple iPod Touch	1	
100141	1	Apple iPod Touch	1	
100143	1	Apple iPod Touch	1	
100144	1	Apple iPod Touch	1	
	8		8	0

Transportation Department

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>- Usable</u>	<u>- Unusable</u>
51303	1	Kenwood Nexedge 820 Mobile Radio System		1
51359	1	Kenwood Nexedge 820 Mobile Radio System		1
50981	1	B&D Electric Heat Gun 6751		1
	3		0	3

Maintenance Department

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>- Usable</u>	<u>- Unusable</u>
50823	1	Milwaukee Hammer Drill		1
51759	1	Dewalt Hammer Drill	1	

50705	1	Dewalt Drill/Driver	1		
50704	1	Dewalt Trim Saw	1		
	1	Dewalt Flashlight	1		
50709	1	Dewalt Cordless Reciprocating Saw	1		
	1	Dewalt Cordless Drill	1		
	1	Makita 6 1/2" Cordless Trim Saw 5620D	1		
	<u>8</u>		<u>7</u>	<u>1</u>	

Child Nutrition

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
	1	Whirlpool Washing Machine	1	
	1	Roper Clothes Dryer		1
	<u>2</u>		<u>1</u>	<u>1</u>



WATAUGA COUNTY BOARD OF EDUCATION

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

10 February 2020

Dear Parents and Guardians,

Watauga County Schools is offering an opportunity to students in grades 3-8 who do not pass the North Carolina End-Of-Grade (EOG) Test in Mathematics or in grades 5 and 8 in Science. Students who are either identified by their principal as being eligible, or score within three scale score points of a Level III in Math and/or Science, will be invited to participate in a second administration of the test. This opportunity will not be available in grades 3-8 English Language Arts (ELA) due to the delay of results while the North Carolina Department of Instruction (NCDPI) conducts its standard setting process on the updated assessment.

Bus transportation will be provided on these days in the form of convenience or satellite stops. Information about the location of these stops will be provided to parents of eligible students prior to the testing date.

The second administration will take place at your child's school following an opportunity for remediation before the end of the school year. The assessments will take place following the end of the calendar year with firm dates forthcoming following any inclement weather dates. If your child is eligible for a second administration in both areas and would like to test in one day, arrangements may be made to accommodate this request. Testing will begin each day at 8:30 a.m. Students will be provided a snack before each test.

Following the second administration, the higher of the student's two assessments will be used as a measure of your child's proficiency. You will also receive an updated and revised Individual Student Report (ISR).

Please keep in mind this is an OPTIONAL opportunity. We want all our students to put forth maximum effort and, more importantly, be able to show what they know and have learned. Giving students an option for a second administration will ensure they have the opportunity to do their best.

Should your child be eligible for this opportunity, follow up communication will be provided to you after the first administration of the EOG by your child's teacher and/or principal.

If you have additional questions about this opportunity and eligibility, please contact your child's principal and/or teacher.

Thank you for allowing Watauga County Schools to serve you and your child as we continue to strive to be the best place to learn and work in North Carolina.

Sincerely,



Wayne M. Eberle II, Ed.D.

Director of Accountability and School Improvement



WATAUGA COUNTY BOARD OF EDUCATION

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

10 de febrero del 2020

Estimados Padres de Familia y Guardianes Legales,

Las Escuelas del Condado de Watauga está ofreciendo una oportunidad a los/las estudiantes de 3^{ro} a 8^{vo} grado, que no pasen la Evaluación de Fin de Grado (EOG) de Carolina del Norte en Matemáticas o en los grados de 5^{vo} y 8^{vo} en Ciencias. Los estudiantes que seán identificados por su director como elegibles o saquen una calificación dentro de tres puntos del puntaje de escala para lograr un Nivel III en Matemáticas y/o Ciencias, serán invitados(as) a participar en una segunda administración de la evaluación. Esta oportunidad no estará disponible en los grados 3 a 8 English Language Arts (ELA)/Artes del Lenguaje Inglés debido al retraso de resultados mientras el North Carolina Department of Instruction (NCDPI)/Departamento de Instrucción de Carolina del Norte conduce su proceso de establecimiento de normas y evaluación actualizada.

Se proporcionará transporte en el autobús escolar durante estos días en la forma de conveniencia o paradas escogidas. La información sobre la ubicación de estas paradas será proporcionada a los padres de los(as) estudiantes elegibles.

La segunda administración se llevará a cabo en la escuela de su niño(a) después de una oportunidad de remediación antes del fin de año escolar. La evaluación se llevará a cabo después del fin de año del calendario, con fechas establecidas a seguir, después de contar los días de inclemencias climáticas. Si su niño(a) es elegible para una segunda administración en ambas áreas y desea realizar las evaluaciones en un solo día, se pueden hacer arreglos para acomodar esta solicitud. Las evaluaciones comenzarán cada día a las 8:30 am. Los/las estudiantes recibirán una merienda antes de cada evaluación.

Después de la segunda administración, la calificación más alta, obtenida de las dos evaluaciones, se usará como una medida del dominio de su hijo(a). Usted también recibirá un Individual Student Report (ISR)/Informe Estudiantil Individual revisado y actualizado.

Por favor tenga en cuenta que esta es una oportunidad OPCIONAL. Nosotros queremos que todos(as) nuestros(as) estudiantes pongan su máximo esfuerzo y, lo que es más importante, que puedan mostrar lo que saben y lo que han aprendido. El brindarles a los/las estudiantes una opción para una segunda administración garantizará que tengan la oportunidad de dar lo mejor de sí mismos.

Si su niño(a) es elegible para esta oportunidad, se le proporcionará comunicación de seguimiento de parte de el/la maestro(a) y/o director(a) de su niño(a) después de la primera administración de las evaluaciones EOG.

Si usted tiene preguntas adicionales sobre esta oportunidad y elegibilidad, por favor contacte a su director(a) y/o maestro(a).

Gracias por permitir que las Escuelas del Condado de Watauga les sirvan a usted y a su niño(a) mientras continuamos esforzándonos por ser el mejor lugar para aprender y trabajar en Carolina del Norte.

Sinceramente,

Wayne M. Eberle II, Ed.D.
Director de Responsabilidad y Mejoría Escolar



MEMORANDUM
OF UNDERSTANDING
FOR
PROVIDING FUEL
DURING A DISASTER

Between
Watauga County Emergency Services
And
Watauga County Schools

1. Purpose

The purpose of this Memorandum of Understanding (MOU) is to define the relationship between Watauga County Emergency Services and Watauga County Schools, in preparing for and responding to disaster relief situations. This MOU provides a framework for cooperation between the organizations in rendering fuel for fuel, as well as other services for which cooperation may be mutually beneficial. In this document, Watauga County Emergency Services includes, and represents all County Agencies, such as, but not limited to, the Health Department, Sheriff's Office, Department of Social Services, volunteer emergency agencies, and Other governmental agencies as deemed necessary by the Emergency Services Director or his/her designee.

2. Concept of Operation

Each party to this MOU is a separate and independent organization. As such, each organization retains its own identity in providing services, and each organization is responsible for establishing its own policies and financing its own activities, except as herein provided.

3. Definition of Disaster

A disaster is an occurrence such as a hurricane, tornado, storm, flood, earthquake, fire, explosion, building collapse, fuel accident, nuclear incident, mass human disease or other situation that causes human suffering or creates human needs that the victims cannot alleviate without assistance.

4. Overview of Services and Cooperation

In the event of a disaster the Watauga County Office of Emergency Services is charged with response to and recovery from disasters. From time to time during response and recovery efforts emergency fuel is a necessity. In response to this need Watauga County Schools agrees to provide fuel as needed.

5. Management

- ⇒ Once the need for fuel resources is realized, Emergency Services will contact Watauga County Schools.
- ⇒ Overall coordination of fuel will be coordinated by a representative of Emergency Services.
- ⇒ Watauga County Schools will provide supervision for all its resources.

6. Resources

- ⇒ Watauga County Schools will, from its fleet of resources, provide a supply of fuel (road diesel and gasoline) of not less than 1500 gallons if such supply is available without ordering bulk replacement . All reasonable efforts will be made to maintain a quantity of fuel necessary for Watauga County Schools to be able to maintain normal operations.

7. Records

- ⇒ Watauga County Emergency Services shall maintain records of all fuel dispensed during the emergency.
- ⇒ Watauga County Schools shall maintain records of all fuel transported into Watauga County for emergency services.

8. Administration

- ⇒ Watauga County Schools will be reimbursed for all expenses incurred.
- ⇒ Reimbursement shall be provided for the replacement cost of the fuel either from Watauga County (or other users if not a County department) or North Carolina Emergency Management dependent on the event type.

10. Periodic Review

A representative of the Watauga County Schools and of Watauga County Emergency Services will on an annual basis, on or around the anniversary date of this agreement, jointly evaluate this MOU and revise and/or develop new plans, guidelines or goals as appropriate.

11. Quantity

At the time of this signing, it is understood by both parties that the quantity to be reserved will be a minimum of 1500 gallons of gasoline and 1500 gallons of road diesel.

12. Term of the Memorandum of Understanding

This MEMORANDUM OF UNDERSTANDING, is made and entered into this ____ day of _____, 20____ and shall continue until it is terminated by any party.

It is understood that this MOU can be terminated by either party by giving 90 days written notice.

Memorandum of Understanding for Providing Fuel During a Disaster
Between
Watauga County Emergency Services and Watauga County Schools

IN WITNESS WHEREOF, the parties with the approval of their respective governing entities, have caused this instrument to be executed by their duly authorized officers to be effective on the date and year first written above.

WATAUGA COUNTY SCHOOLS

By: _____

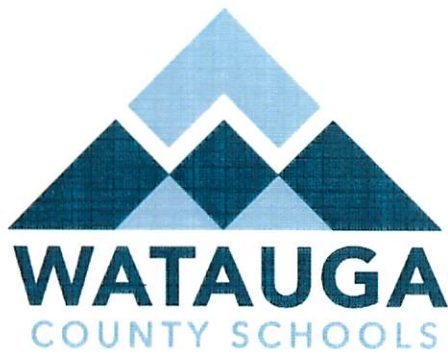
Date: _____

WATAUGA COUNTY EMERGENCY
SERVICES

By: _____

William A. Holt—Director

Date: _____



WATAUGA COUNTY BOARD OF EDUCATION

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

**RESOLUTION OF THE WATAUGA COUNTY BOARD OF EDUCATION
ON THE OCCASION OF THE WATAUGA HIGH SCHOOL PIONEER PLAYMAKERS REPRESENTING NORTH CAROLINA
AT THE SOUTHEASTERN THEATRE CONFERENCE**

WHEREAS, the Watauga High School Pioneer Playmakers were created in 1988 and since then have made 18 trips to the North Carolina High School State Play Festival; and

WHEREAS, the Pioneer Playmakers have won the State High School Play Festival twice before with “Dearly Departed” in 1989 directed by Trimella Chaney, and the production of “John Lennon and Me” in 2007 directed by Sarah Miller; and

WHEREAS, the 23-member Pioneer Playmaker Ensemble has worked tirelessly since August 2019 to create their own unique interpretation of Oliver Lansley’s “Ernest and the Pale Moon,” showcasing their artistry, craftsmanship and creativity; and

WHEREAS, the Pioneer Playmakers Ensemble swept all four major award categories for the first time in history at the State High School Play Festival sponsored by the North Carolina Theatre Conference, including receipt of the following accolades:

The Audience Choice Award for Distinguished Play; The Prestigious John W. Parker Award for Excellence in Directing to Zach Walker, Director and Theatre Faculty at Watauga High School; Outstanding Achievement in Acting to Elise Bednar and Zeb Scott for their portrayals in the roles of Gwendoline and Ernest; and

WHEREAS, we desire to express our gratitude to the Pioneer Playmakers for bringing these prestigious honors to our community, while celebrating the talents of the students, and recognizing the tremendous leadership of their faculty; and

WHEREAS, the Pioneer Playmakers will represent the State of North Carolina next week at the Southeastern Theatre Conference in Louisville, Kentucky and perform on the stage of The Kentucky Center’s Bomhard Theatre.

NOW, THEREFORE, BE IT RESOLVED that the WATAUGA COUNTY BOARD OF EDUCATION recognizes the Pioneer Playmakers Ensemble as a superior example of artistic excellence, and herein declare the week of February 23 through 29 as “Pioneer Playmakers Week” throughout Boone and Watauga County.

ADOPTED this 10th day of February, 2020.

R. Ivan Henries, Board Chair
Watauga County Board of Education

Dr. Scott Elliott, Superintendent
Watauga County Schools

A. GENERAL EMPLOYMENT OF SUBSTITUTES

The Watauga County school system will employ substitute teachers as deemed appropriate by the administration and in accordance with State Board policies. Substitute teachers are “at will” employees hired on an as needed basis.

The Watauga County Board of Education (the “board”) recognizes the importance of employing licensed teachers as substitutes and will give first priority to substitutes who hold or have held any teaching license and second priority to those who have completed Effective Teacher Training or comparable professional development courses. Teaching experience also will be considered.

A criminal history check will be conducted on applicants for substitute teaching positions in accordance with policy 7100, Recruitment and Selection of Personnel, and administrative procedures.

B. TEACHER ASSISTANTS AS SUBSTITUTES

A teacher assistant may serve as a substitute teacher in the classroom(s) in which the assistant is regularly assigned and will be paid additional compensation according to state policies.

C. PARENTAL NOTIFICATION

In accordance with policy 3560, Title I Parent and Family Engagement, school principals shall notify the parent of any child who receives instruction for four or more consecutive weeks from a substitute teacher who does not meet the certification and licensure standards for the grade level and subject area to which the substitute teacher has been assigned.

Legal References: Elementary and Secondary Education Act, 20 U.S.C 6312(e)(1)(B)(ii); G.S. 115C-12, -36, -47, -332; 16 N.C.A.C. 6C .0313, ~~16 N.C.A.C. 6C-.0403~~; State Board of Education Policies NCAC-019-TCP-A-001, NCAC-009TCP-D-005

Cross References: Title I Parent and Family Engagement (policy 3560), Recruitment and Selection of Personnel (policy 7100)

Adopted: May 11, 2015

Revised: November 13, 2017; _____ (Legal references only)

Replaces: Policy 3.02.50, Qualifications of Substitute Teachers

Personnel files, which may consist of paper or electronic records, will be maintained in the human resources office for all employees as provided by law. The superintendent and all supervisors are directed to ensure that all appropriate employment-related information is submitted to the files. Employees will be provided with all procedural protections as provided by law.

The superintendent has overall responsibility for granting or denying access to personnel records consistent with this policy.

A. RECORDS MAINTAINED

The following records must be maintained in the personnel file:

1. evaluation reports made by the administration;
2. commendations for and complaints against the employee (see Section C);
3. written suggestions for corrections and improvements made by the administration;
4. certificates;
5. employee's standard test scores;
6. employee's academic records;
7. application forms;
8. any request to the State Board of Education to revoke the employee's teaching license; and
9. other pertinent records or reports.

B. CERTAIN EMPLOYEE RECORDS MAINTAINED SEPARATELY

The following employee information must be kept separate from the employee's general personnel information, in accordance with legal and/or Watauga County Board of Education (the "board") requirements:

1. Pre-Employment Information

Letters of reference about an employee obtained before his or her employment and, for teachers, any other pre-employment information collected, must be filed separately from the employee's general personnel information and must not be made available to the employee.

2. Criminal Record Check

Data from a criminal history check must be maintained in a locked, secure location separate from the employee's personnel file. The superintendent shall designate which school officials have a need to know the results of the criminal history check. Only those officials so designated may obtain access to the records.

3. Medical Information

Employee medical information, including the following, must be kept in a separate confidential file and may be subject to special disclosure rules:

- a. health certificates (see policy 7120, Employee Health Certificate);
- b. drug test results, except that drug use or alcohol use contrary to board policy or law also may be documented in the employee's personnel file (see policy 7241, Drug and Alcohol Testing of Commercial Motor Vehicle Operators);
- c. information related to an employee's communicable disease/condition or possible occupational exposure to bloodborne pathogens (see policies 7260, Occupational Exposure to Bloodborne Pathogens, and 7262, Communicable Diseases – Employees);
- d. medical information related to leave under the Family and Medical Leave Act (see policy 7520, Family and Medical Leave); and
- e. genetic information, as defined by the Genetic Information Nondiscrimination Act of 2008.

4. Complaints/Reports of Harassment or Discrimination

The superintendent or designee shall maintain records of all reports and complaints of harassment and discrimination and the resolution of such complaints. Allegations of harassment or discrimination must be kept confidential to the extent possible. Employees involved in the allegations will be identified only to individuals who need the information to investigate or resolve the matter, or to ensure that due process is provided to the accused employee (see policies 4021/7230, Prohibition Against Discrimination, Harassment, and Bullying, and 4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure).

If the allegations are substantiated through investigation, the superintendent or designee shall ensure that the provisions of Section C, below, are followed to the extent that they do not conflict with the rights of any individual.

C. PLACEMENT OF RECORDS IN PERSONNEL FILE

All evaluations, commendations, complaints, or suggestions for correction or improvement must be placed in the employee's central office personnel file after the following requirements are met:

1. the comment is signed and dated by the person who made the evaluation, commendation, complaint, or suggestion;
2. if the comment is a complaint, the employee's supervisor has attempted to resolve the issue raised therein and documentation of such efforts is attached with the supervisor's recommendation to the superintendent as to whether the complaint contains any invalid, irrelevant, outdated, or false information; and
3. the employee has received a copy of the evaluation, commendation, complaint, or suggestion five days before it is placed in the file.

All written complaints that are signed and dated must be submitted regardless of whether the supervisor considers the complaint to be resolved.

The supervisor is expected to use good judgment in determining when a document should be submitted to the file immediately and when a delay is justified, such as when there exists a plan of improvement that is frequently revised. However, all evaluations, commendations, complaints, or suggestions for correction or improvement should be submitted by the end of the school year or in time to be considered in an evaluation process, whichever is sooner. The supervisor or principal should seek clarification from the associate superintendent of human resources as necessary to comply with this policy.

The employee may offer a denial or explanation of the evaluation, commendation, complaint, or suggestion, and any such denial or explanation will become part of his or her personnel file, provided that it is signed and dated.

The superintendent may exercise statutory authority not to place in an employee's file a letter of complaint that contains invalid, irrelevant, outdated, or false information, or a letter of complaint when there is no documentation of an attempt to resolve the issue.

As provided in policy 7900, Resignation, if a career employee who has been recommended for dismissal under the applicable state law resigns without the written consent of the superintendent, then: (1) the superintendent shall report the matter to the State Board of Education; (2) the employee shall be deemed to have consented to the placement of the written notice of the superintendent's intention to recommend dismissal in the employee's personnel file; and (3) the employee shall be deemed to have consented to the release to prospective employers, upon request, of the fact that the superintendent has reported this employee to the State Board of Education. For purposes of this provision, "career employee" means (1) a teacher or an administrator with career status, or (2) an administrator or a non-career status teacher during the term of his or her contract.

D. ACCESS TO PERSONNEL FILE

1. Every employee has the right to inspect his or her personnel file, including any portions of the file maintained in electronic format only, during regular working hours, provided that three days' notice is given to the human resources office.
2. The following persons may be permitted to access a personnel file without the consent of the employee about whom the file is maintained:
 - a. school officials involved in the screening, selection, or evaluation of the individual for employment or other personnel action;
 - b. members of the board of education, if the examination of the file relates to the duties and responsibilities of the board member;
 - c. the board attorney;
 - d. the superintendent and other supervisory personnel;
 - e. the hearing officer in a demotion or dismissal procedure regarding the employee; and
 - f. law enforcement and the District Attorney to assist in the investigation of a report made to law enforcement pursuant to G.S. 115C-288(g) or regarding an arson; an attempted arson; or the destruction of, theft from, theft of, embezzlement from, or embezzlement of any personal or real property owned by the board. Five days' written notice will be given to the employee prior to such disclosure.
3. No other person may have access to a personnel file except under the following circumstances:
 - a. when an employee gives written consent to the release of his or her records, which specifies the records to be released and to whom they are to be released;
 - b. pursuant to a subpoena or court order;
 - c. when the board has determined, and the superintendent has documented, that the release or inspection of information is essential to maintaining the integrity of the board or the quality of services provided by the board.
 - d. the superintendent or designee determines that disclosure to a court of law, or a state or federal administrative agency having a quasi-judicial function, is necessary to adequately defend against a claim filed by a current or former employee against the board or a school official or employee for any alleged

act or omission arising during the course and scope of his or her official duties or employment. Such disclosures will be limited to those confidential portions of the personnel file of the employee who filed the claim and only to the extent necessary for the defense of the board.

e.

4. Each request for consent to release records must be handled separately.
5. It is a criminal violation for an employee or board member to do either of the following:
 - a. knowingly, willfully, and with malice, permit any unauthorized person to have access to information contained in a personnel file; or
 - b. knowingly and willfully examine, remove, or copy a personnel file that he or she is not specifically authorized to access pursuant to G.S. 115C-321.

E. INFORMATION AVAILABLE TO PARENTS OF STUDENTS ATTENDING TITLE I SCHOOLS

The following information about a student's teacher(s) or paraprofessional(s) providing services to a student must be provided upon request to the parent of a student attending a Title I school:

1. whether the teacher has met North Carolina qualification and licensing criteria for the grade level(s) and subject area(s) in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional status through which North Carolina qualification or licensing criteria have been waived;
3. whether the teacher is teaching in the field of discipline of his or her certification; and
4. the qualifications of any paraprofessional providing services to the student.

F. PUBLIC INFORMATION

1. The following information contained in an employee's personnel file must be open to inspection upon request by members of the general public:
 - a. name;
 - b. age;
 - c. the date of original employment or appointment;

- d. the terms of any past or current contract by which the employee is employed, whether written or oral, to the extent that the board has the written contract or a record of the oral contract in its possession;
 - e. current position;
 - f. title;
 - g. current salary (includes pay, benefits, incentives, bonuses, deferred compensation, and all other forms of compensation paid to the employee);
 - h. the date and amount of each increase or decrease in salary with the board;
 - i. the date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with the board;
 - j. the date and general description of the reasons for each promotion with the board;
 - k. the date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the board, and if the disciplinary action was a dismissal, a copy of the written notice of the final decision of the board setting forth the specific acts or omissions that are the basis of the dismissal; and
 - l. the office or station to which the employee is currently assigned.
2. The name of a participant in the North Carolina Address Confidentiality Program is not a public record, is not open to inspection, and must be redacted from any records released.
3. Volunteer records are not considered public records.
4. Unless an employee submits a written objection to the human resources office, the board also may make the following information available about each employee as part of an employee directory:
- a. address;
 - b. telephone number;
 - c. photograph;
 - d. participation in officially recognized activities and sports; and
 - e. degrees and awards received.

5. Employees will be notified of their right to object before any such directory is compiled or revised.
6. Under no circumstances will the following be released pursuant to a public records request or as part of an employee directory:
 - a. personal identifying information, as defined in policy 4705/7825, Confidentiality of Personal Identifying Information; or
 - b. the name, address, or telephone number of a participant in the North Carolina Address Confidentiality Program.

G. REMOVAL OF RECORDS

An employee may petition the board to remove any information from his or her personnel file that the employee deems invalid, irrelevant, or outdated.

Legal References: Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. 2000ff *et seq.*; Elementary and Secondary Education Act, 20 U.S.C. 6312(e)(1)(A); 34 C.F.R. 200.61; G.S. 115C-36, -47(18), -209.1, -288(g), -319 to -321, -325(b) and (o) (applicable to career status teachers), -325.2 and -325.9 (applicable to non-career status teachers); 143B-931; 16 N.C.A.C. 6C .0313

Cross References: Prohibition Against Discrimination, Harassment, and Bullying (policy 4021/7230), Discrimination, Harassment, and Bullying Complaint Procedure (policy 4015/7225), Confidential Information (policy 1325/7315), North Carolina Address Confidentiality Program (policy 4250/5075/7316), Confidentiality of Personal Identifying Information (policy 4705/7825), Public Records – Retention, Release, and Disposition (policy 5070/7350), Employee Health Certificate (policy 7120), Drug and Alcohol Testing of Commercial Motor Vehicle Operators (policy 7241), Occupational Exposure to Bloodborne Pathogens (policy 7260), Communicable Diseases – Employees (policy 7262), Family and Medical Leave (policy 7520), Petition for Removal of Personnel Records (policy 7821), Resignation (policy 7900)

Adopted: January 11, 2016

Revised: November 13, 2017: _____ (Legal references only)

Replaces: Policy 3.05.40, Personnel File-Certified Personnel , and policy 3.05.50, Personnel File-Classified Personnel

The Watauga County Board of Education (the “board”) encourages individuals and organizations to consider making a donation of real property, personal property, or funds to the school system. Donations, whether in the form of a gift or bequest, foster community support for the schools and improve the school system for the benefit of students and others. As an expression of the board’s gratitude, the superintendent shall provide for the appropriate recognition of donors.

A. SUITABILITY OF DONATIONS

The superintendent or designee shall evaluate any donation offer in order to determine whether the donation is suitable for the school or the school system. Donations may not conflict with the school system’s educational mission. In determining the suitability of a donation intended to benefit any program that is appropriately segregated by gender, such as a school athletic program, the superintendent must consider equity and Title IX issues in relation to overall funding and opportunities for participation.

Donations of real or personal property will be accepted only if the donor can demonstrate that he or she has clear and free title to the property. The superintendent/designee also must consider any safety hazards associated with gifts of real or personal property. Donations must not impose any undue financial burden or obligation on the school system. Any donation that includes advertisements must be consistent with policy 5240, Advertising in the Schools, and the food and beverage marketing requirements of policy 6140, Student Wellness.

For computer equipment or other technological resources, the superintendent/designee shall ensure that such items are compatible with minimum hardware and software standards set by the technology director. Any donation from an E-rate service provider must comply with gift rules applicable to federal agencies.

B. ACCEPTING DONATIONS

Upon receiving an offer of a donation to the school, a principal must give the superintendent written notification that states the nature of the donation and the purpose for which it is donated. The principal does not have the authority to accept donations to the school.

The superintendent may accept donations of less than \$10,000 on behalf of the board. The superintendent shall report any accepted donations of more than a nominal value at the next board meeting. The board reserves the right to determine in each particular case the appropriateness of a donation and may accept or reject a donation as the board sees fit.

The superintendent shall make a recommendation to the board on the suitability of any donation with a value that exceeds \$10,000. After considering the superintendent’s recommendation, the board will decide whether to accept the donation.

C. USE OF A DONATION

Unless otherwise specified in a written agreement approved by the board, any accepted donation becomes the permanent property of the school system. Anything purchased with donated funds, including funds raised through a crowdfunding campaign, project, or platform, become the property of the school system, and the title to such property vests in the board. If the board at any time determines that property donated, or acquired with donated funds, is unnecessary or undesirable for public school purposes, the board may dispose of such property in accordance with state law.

A donor may request that a donation be designated for a particular purpose. However, the board reserves the right to utilize the donation as it deems appropriate.

Any donation constituting revenues will be deposited in the proper account. The specific manner in which donated funds are expended for a designated purpose will be determined under the direction of the superintendent.

The board has no responsibility and makes no promises to continue any program initiated with donor contributions once the donated funds are expended.

Before installation of major donations that will become a permanent part of the school facility or grounds, such as playground equipment, bleachers, scoreboards, outdoor lights, or fences, the superintendent or designee must approve the design, location and construction material.

Legal References: 47 C.F.R. 54.503; FCC Sixth Report and Order 10-175; G.S. 115C, art. 35; G.S. 115C-36, -47, -518; G.S. 115C, art. 35; 47 C.F.R. 54.503; FCC Sixth Report and Order 10-175

Cross References: Technology in the Educational Program (policy 3220), Advertising in the Schools (policy 5240), Student Wellness (policy 6140), Crowdfunding on Behalf of the School System (policy 7360/8225)

Adopted: February 8, 2016

Revised: August 13, 2018; _____ (Legal references only)

INSURANCE

Policy Code:

8340

The Watauga County Board of Education (the “board”) will maintain insurance adequate to safeguard the school system’s property and assets. Each fiscal year, the finance officer shall make recommendations to the superintendent on the amounts and types of insurance that should be obtained, such as errors and omissions, general liability, boiler & machinery, real and personal property, auto liability and workers’ compensation. Insurance premiums will be included in the budget as a necessary expense. The finance officer will maintain custody of insurance policies and insurance programs.

Legal References: G.S. 115C-36, -47, -317.1, -435, ~~-534~~ -523.1, -523.2

Cross References: Insurance for Student Transportation Services (policy 6330), Defense of Board Employees (policy 7610)

Adopted: February 8, 2016

Replaces: Policy 6.03, Insurance and policy 3.11.02, Workers’ Compensation

Revised: _____ (Legal references only)

Fixed asset accounting is an important part of the stewardship responsibility of school officials. It allows school officials to properly account for the financial and economic resources of the school system. An inventory control system will be established for all tangible fixed assets owned or possessed by the Watauga County Board of Education (the "board"). The superintendent shall ensure that a physical account of fixed assets is taken on an annual basis.

A. DEFINITION OF FIXED ASSETS

Fixed assets are items of tangible property, both real and personal, having a value of \$5,000 or more and an estimated useful life of two years or more. Fixed assets are distinguishable from intangible property, such as money or securities, and consumable tangible property, such as office supplies.

B. CATEGORIES OF FIXED ASSETS

For the purposes of accounting and inventorying fixed assets, they will be divided into the following categories.

1. Land: Real property owned in fee simple, easements, rights-of-ways and leases and other interests in land.
2. Land Improvements: Permanent improvements (excluding buildings as defined in Section 3 below) that add value to the land or improve the use of land, such as sidewalks, parking lots, driveways, fences and drainage systems.
3. Buildings: Any permanent or portable, man-made structure owned by the board of education and used to house or shelter persons or property, including schools, offices, warehouses, garages, sheds and similar structures.
4. Equipment: Any portable, tangible personal property not permanently affixed to real property that is owned, leased or used by the school system, including such items as machinery, tools, furniture, computers and motor vehicles.

C. RECORD KEEPING

The superintendent shall develop an appropriate record keeping and inventory system for the school system's fixed assets.

Legal References: G.S. 58-31A-35; 115C-36, -47, ~~115C-102.6A(c)(5)~~, -523, ~~539~~

Adopted: February 8, 2016

Replaces: Policy 6.04.10, Fixed Assets (now regulation 8350-R)

| Revised: (Legal references only)

ELECTRONICALLY STORED INFORMATION RETENTION

Policy Code:

5071/7351

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

School business-related ESI sent and/or received by an employee using a personal technology device or account is subject to this policy. ~~and policy 3228/7323, Use of Personal Technology to Conduct School Business.~~

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

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

B. LITIGATION HOLDS FOR ESI

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

C. INSPECTION OF ESI

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

D. DELEGATED AUTHORITY

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

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

Cross References: ~~Use of Personal Technology to Conduct School Business (policy 3228/7323)~~, Public Records – Retention, Release and Disposition (policy 5070/7350)

Adopted: June 8, 2015

Replaces: Policy 3.10.10, Electronic Stored Information Retention

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

SAFETY AND STUDENT TRANSPORTATION SERVICES

Policy Code: **6305**

Safety is of paramount concern in providing student transportation services. The Watauga County Board of Education (the “board”) recognizes that providing safe transportation requires the cooperation of students, parents, volunteers, personnel, and other governmental agencies. The superintendent or designee and all principals shall make reasonable efforts to inform affected individuals or entities about safety issues and monitor compliance with legal requirements and this policy.

A. STUDENT BEHAVIOR

A safe and orderly environment is critical whenever transporting students. The Code of Student Conduct and board policies on student behavior apply as provided in policy 4300, Student Behavior Policies. All students will receive training on school bus safety as required by law regardless of whether they regularly ride a school bus to and from school.

B. TRANSPORTATION SAFETY ASSISTANTS AND BUS MONITORS

Upon recommendation of a building principal and the superintendent, the board may employ transportation safety assistants to assist bus drivers with the safety, movement, management, and care of students. In addition, the superintendent or designee may appoint a volunteer monitor to assist a bus driver with maintaining order and student safety for any bus assigned to a school. As necessary, the superintendent or designee shall designate in administrative guidelines the responsibilities of school bus transportation safety assistants and bus monitors in accordance with state law.

C. MAINTENANCE

The superintendent or designee and principals shall fulfill all duties prescribed by state law and regulations for maintaining, inspecting, and repairing school buses and other vehicles used to transport students.

D. SAFETY PRACTICES ON SCHOOL BUSES AND ACTIVITY BUSES

In addition to any rules established by the superintendent or designee for the safe operation of the student transportation services, the board expects school employees to observe the following practices.

1. All school bus drivers must utilize the North Carolina crossing signal to communicate to students when it is safe to cross the street to board the bus and when it is safe to cross the street after exiting the bus.
2. The number of students transported on any school bus, activity bus, commercial bus, or contracted vehicle will not exceed the official rated capacity for the specific vehicle being used.
3. All riders must be seated while the vehicle is in motion.

4. No person will be permitted to stand or sit in the aisle or stepwell when the vehicle is in motion.
5. All school bus drivers are expected to use good judgment in determining whether it is safe to operate a school vehicle and to permit students to enter or leave the bus at particular locations.
6. Bus drivers must report immediately any suspected mechanical defects or other unsafe conditions, including road or traffic conditions that affect the safeness of the bus route or bus stops.

E. TRAINING

It is the responsibility of the superintendent or designee to see that:

1. students and bus drivers receive training as required by law, including training on the use of the North Carolina crossing signal;
2. students taking trips on activity buses or commercial buses receive safety instruction as needed, including, but not limited to, instruction on and demonstration of emergency exit operation for the vehicle on which they are riding for any specific trip; and
3. records of student training are made as required by the State Board of Education.

F. ACCIDENT REPORTING

The driver of any school bus or other school vehicle must report immediately to the superintendent or designee any accident involving death, injury, or property damage.

Legal References: G.S. 115C-239, -240, -245, -248, -249.1; *Preventive Maintenance and Vehicle Replacement Manual (NC Bus Fleet Manual)*, State Board of Education Policy TRAN-005, available at www.ncbussafety.org/documents/Buses/NCBusFleetManual.pdf; State Board of Education Policies TRAN-006, TRAN-011; *North Carolina School Bus Driver Handout*, Department of Transportation, Division of Motor Vehicles, available at <https://www.ncdot.gov/dmv/license-id/driver-licenses/new-drivers/Documents/school-bus-handbook.pdf> ~~<https://www.ncdot.gov/dmv/license-id/driver-licenses/new-drivers/Documents/School%20Bus%20Handbook.pdf>~~

Cross References: Student Behavior Policies (policy 4300), Authority of School Personnel (policy 4301), School Plan for Management of Student Behavior (policy 4302), Disruptive Behavior (policy 4315)

Adopted: April 11, 2016

Revised: August 14, 2017; November 13, 2018 (Legal references only)



Watauga County Schools **Educating for Productive Citizenship & Life-Long Learning** **2020-2021 School Calendar**

August 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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October 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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November 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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December 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
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13	14	15	16	17	18	19
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August

11-14.....Mandatory Work Days
 17.....First Day of 180 Day Term

September

7.....Labor Day Holiday
 16.....Early Release/Professional Development Day for Staff

October

16.....End of First Quarter
 22-23.....Early Release/Parent Conferences

November

11.....Veterans Day Holiday
 25.....Early Release Day
 26-27.....Thanksgiving Holidays

December

18.....Early Release/
 End of First Semester
 21-22.....Annual Leave
 23-25.....Christmas Holidays
 28-31.....Annual Leave

January

1.....New Year's Holiday
 4.....Students Return/
 Beginning of Second Semester
 18.....Optional Work Day/
 Martin Luther King, Jr. Day

March

10.....End of Third Quarter

April

5-6.....Spring Holidays
 7-9.....Annual Leave

May

21.....Last Day of Fourth Quarter/
 Second Semester
 24.....Mandatory Work Day
 25-28.....Optional Work Days
 31.....Memorial Day Holiday

June

1-4.....Optional Work Days
 7.....Annual Leave

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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February 2021

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March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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May 2021

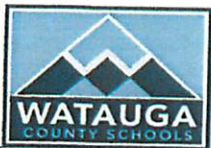
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June 2021

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- Mandatory Work Days (5)
- Optional Work Days (9)
- Annual Leave (10)
- Holidays (11)
- Early Release Days (5)

****The last day of the 2020-2021 school year will be an early release day.****



Watauga County Schools

Educating for Productive Citizenship & Life-Long Learning

2020-2021 School Calendar

August 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September 2020

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October 2020

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November 2020

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December 2020

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August

- 4-7.....Mandatory Work Days
10.....First Day of 180 Day Term

September

- 7.....Labor Day Holiday
16.....Early Release/Professional Development Day for Staff

October

- 12.....End of First Quarter
15-16.....Early Release/Parent Conferences

November

- 11.....Veterans Day Holiday
25.....Optional Work Day
26-27.....Thanksgiving Holidays

December

- 18.....Early Release/End of First Semester
21-22.....Annual Leave
23-25.....Christmas Holidays
28-31.....Annual Leave

January

- 1.....New Year's Holiday
4.....Optional Work Day
5.....Students Return/
Beginning of Second Semester
18.....Optional Work Day/
Martin Luther King, Jr. Day

March

- 9.....End of Third Quarter

April

- 5-6.....Spring Holidays
7-9.....Annual Leave

May

- 18.....Last Day of Fourth Quarter/
Second Semester
19.....Mandatory Work Day
20-27.....Optional Work Days
28.....Annual Leave
31.....Holiday

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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February 2021

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March 2021

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April 2021

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May 2021

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30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- Mandatory Work Days (5)
- Optional Work Days (9)
- Annual Leave (10)
- Holidays (11)
- Early Release Days (4)

The last day of the 2020-2021 school year will be an early release day.



Watauga County Schools
Educating for Productive Citizenship & Life-Long Learning
2021-2022 School Calendar

August 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 ▲	4 ▲	5 ▲	6 ▲	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 ●	7	8	9	10	11
12	13	14	15 ●	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14 ●	15 ●	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11 ●	12	13
14	15	16	17	18	19	20
21	22	23	24 ●	25 ●	26 ●	27
28	29	30				

December 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17 ●	18
19	20 ●	21 ●	22 ●	23 ●	24 ●	25
26	27 ●	28 ●	29 ●	30 ●	31 ●	

- ▲ Mandatory Work Days (5)
- Optional Work Days (9)
- Annual Leave (10)
- Holidays (11)
- Early Release Days (5)

August
 3-6.....Mandatory Work Days
 9.....First Day of 180 Day Term

September
 6.....Labor Day Holiday
 15.....Early Release/Professional Development Day for Staff

October
 11.....End of First Quarter
 14-15.....Early Release/Parent Conferences

November
 11.....Veterans Day Holiday
 24.....Optional Work Day
 25-26.....Thanksgiving Holidays

December
 17.....Early Release/End of First Semester
 20.....Annual Leave
 21-24.....Christmas Holidays
 27-31.....Annual Leave

January
 3.....Students Return/Beginning of Second Semester
 17.....Optional Work Day/Martin Luther King, Jr. Day

March
 7.....End of Third Quarter

April
 18-19.....Spring Holidays
 20-22.....Annual Leave

May
 16.....Last Day of Fourth Quarter/Second Semester
 17.....Mandatory Work Day
 18-20,23-26.....Optional Work Days
 27.....Annual Leave
 30.....Memorial Day Holiday

The last day of the 2021-2022 school year will be an early release day.

January 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 ●	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 ●	19 ●	20 ■	21 ■	22 ■	23
24	25	26	27	28	29	30

May 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17 ▲	18 ●	19 ●	20 ●	21
22	23 ●	24 ●	25 ●	26 ●	27 ■	28
29	30 ●	31				

June 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

CHILD ABUSE AND RELATED THREATS **TO CHILD SAFETY REPORTS AND INVESTIGATIONS**

Policy Code: **4240/7312**

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

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

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

The Watauga County Board of Education (the “board”) supports all employees who in good faith make a report under either of North Carolina’s mandated reporting laws.

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

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

1. a sexual offense (which for purposes of this policy, the board interprets to mean any offense that relates to inappropriate sexual contact with a child);
2. an offense that inflicts serious bodily injury or serious physical injury upon the

child by nonaccidental means:

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

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

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

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

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

A school employee, contractor, or volunteer is immune by statute from any civil and/or criminal liability when reporting in good faith suspected child trafficking, involuntary servitude, sexual servitude, or child abuse, neglect, dependency or death as a result of maltreatment by a parent, guardian, custodian, or caretaker of the child making a report in good faith under this Section. An employee who fails to report or who prevents another person from making a report is subject to disciplinary action by the school system and/or civil and/or criminal action under the law. A volunteer or contractor who fails to report or prevents another person from making a report may be restricted from school property or lose the privilege of volunteering for or contracting with the school system and is subject

to civil and criminal action under the law.

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

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

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

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

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

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

C.D. COOPERATION WITH STATE AND LOCAL AGENCIES

1. The principal may establish a contact person in the school to act as a liaison with state and local agencies charged with investigating reports of child abuse and neglect or child maltreatment made pursuant to this policy.
2. Employees shall cooperate fully with agency personnel conducting an investigation of suspected child abuse, neglect, dependency, death as a result of maltreatment, or maltreatment occurring in a child care facility.

3. In a case under the jurisdiction of local law enforcement in which the child's parent, guardian, or custodian is suspected of wrongdoing, employees shall permit the child to be interviewed by local law enforcement on school campuses during school hours. Otherwise, permission from the parent, guardian, or custodian must be obtained before the child may be interviewed by local law enforcement on school campuses during school hours.
4. ~~In the case of suspected abuse, neglect, dependency, or death due to maltreatment~~
In a case under the jurisdiction of social services, employees shall permit the child to be interviewed by social services on school campuses during school hours.
45. In a case under the jurisdiction of DCDEE concerning suspected child maltreatment by a caregiver in a child_care facility, permission from the parent must be obtained before the child may be interviewed on school campus during school hours.
56. Employees shall provide confidential information to agency personnel, so long as the disclosure does not violate state or federal law.
67. Any confidential information disclosed by the investigating agency to employees must remain confidential and may be redisclosed only for purposes directly connected with carrying out the responsibilities of the school system or the employee.

D.E. SHARING INFORMATION WITH OTHER AGENCIES

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

F. CHILD SEXUAL ABUSE AND SEX TRAFFICKING TRAINING PROGRAM

In even numbered years, the school system will provide a child sexual abuse and sex trafficking education and awareness training program for teachers, instructional support personnel, principals, and assistant principals. The program will include at least two hours of training related to best practices from the field of prevention, the grooming process of sexual predators, the warning signs of sexual abuse and sex trafficking, how to intervene when sexual abuse or sex trafficking is suspected or disclosed, legal responsibilities for reporting sexual abuse or sex trafficking, and available resources for

assistance. Designated school personnel shall participate in such training as required by law and board policy.

The superintendent shall develop any necessary procedures for making a report pursuant to this policy~~reporting suspected child abuse, neglect, dependency, death as a result of maltreatment, or maltreatment in a child care facility, for sharing information with designated agencies, and for cooperating with agency investigations. The board encourages school officials to provide staff development opportunities related to identifying and reporting child abuse, neglect, dependency, death as a result of maltreatment, and maltreatment in a child care facility.~~

In addition to the requirements of this policy, any administrator who knows or has reason to believe that a licensed employee has engaged in conduct which involves physical or sexual abuse of a child shall report that information to the State Superintendent of Public Instruction in accordance with subsection C.4 of policy 4040/7310, Staff-Student Relations.

Legal References: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; G.S. 7B-101, -301, -302, -309, -3100; 8-53.4; 14-~~208.6, -318.2, -318.4, -318.6~~; 110-90.2, -105.3, -105.4, -105.5; 115C-~~375.20, -400, -402~~; 126-5; 16 N.C.A.C. 6C.0312; State Board of Education Policy Policies LICN-007 and NCAC-039, ~~State Board of Education Regulation LICN-020-R(1)~~

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

Adopted: July 14, 2014

Revised: July 9, 2018; September 9, 2019;

DRUG AND ALCOHOL TESTING OF COMMERCIAL MOTOR VEHICLE OPERATORS

Policy Code:

7241

The purposes of this policy are to help ensure the safe operation of school vehicles and to comply with federal law and regulations by establishing a comprehensive program for the drug and alcohol testing of school bus drivers and all other commercial motor vehicle operators employed by the Watauga County Board of Education (the "board")

A. APPLICABILITY

This policy applies to any driver, which, for purposes of this policy, is defined as any employee, volunteer or independent contractor ~~who operates a commercial motor vehicle in the course of his or her duties for the board of education, including whose duties for the board of education require a commercial driver's license under federal law.~~ This includes anyone who regularly or intermittently drives a school bus, an activity bus, a vehicle designed to transport 16 or more people (including the driver), or any other vehicle that meets the definition of commercial motor vehicle under 49 C.F.R. 382.107 ~~federal law or regulation.~~ Employees who operate vehicles for inspection, service, or maintenance purposes are included in this definition.

B. PROHIBITED ACTS

No driver may:

1. operate any school bus or school activity bus while consuming alcohol or while alcohol remains in the driver's body, in violation of G.S. 20-138.2B;
2. use alcohol while performing safety-sensitive functions;
3. perform safety-sensitive functions within four hours after using alcohol;
4. use alcohol following an accident while operating a commercial motor vehicle;
45. report for or remain on duty requiring the performance of safety-sensitive functions when the driver uses and Schedule I drug or substance; or
56. report for or remain on duty requiring the performance of safety-sensitive function when the driver uses and non-Schedule I drug or substance that is identified in the other federal schedules of controlled drugs, unless such use is pursuant to the instruction of a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that use of the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle.

Safety-sensitive functions include, but are not limited to, inspecting, servicing, or conditioning any commercial motor vehicle; operating any commercial motor vehicle;

participating in or supervising the loading or unloading of a commercial motor vehicle; and repairing, obtaining assistance for, or remaining in attendance upon a disabled vehicle.

In addition drivers and anyone who supervises drivers, must not commit any act prohibited by federal law, including the federal regulation entitled "Controlled Substances and Alcohol Use and Testing" (49 C.F.R. pt. 382, hereinafter referred to as Part 382), or by policy 7240, Drug-Free and Alcohol-Free Workplace.

C. TESTING

The human resources office will carry out pre-employment, post-accident, random, reasonable suspicion, return-to-duty and follow-up testing for drugs and alcohol as required by Part 382.

Federal regulations prohibit a driver who is tested under the provisions of this section and found to have an alcohol concentration of at least .02 from performing safety-sensitive functions for at least 24 hours following administration of the test. Drivers who are tested under the provisions of this section and found to have any alcohol in their system are subject to additional discipline under this policy, including dismissal.

D. EMPLOYEE AND APPLICANT INQUIRIES~~PRE-EMPLOYMENT INQUIRY~~

All employees subject to this policy, all employees who would become subject to this policy by virtue of a change or expansion of duties, and all applicants who would be subject to this policy if employed by the board must consent in writing to the release of any information gathered pursuant to Part 382 by any of the applicant's previous employers and must give written or electronic consent to any query by school officials of the federal Commercial Driver's License Drug and Alcohol Clearinghouse ("Clearinghouse").

1. Pre-Employment Inquiry

Before employing any applicant subject to this policy ~~or Part 382~~, school officials~~the administration~~ shall obtain, pursuant to the applicant's written consent, all records maintained by the applicant's previous employer regarding violations of Part 382 in the three years prior to the inquiry date. ~~of prohibited acts committed by the applicant in the two years prior to the inquiry date.~~ School officials shall also conduct a query of the Clearinghouse, pursuant to the applicant's electronic consent submitted through the Clearinghouse, to obtain any information regarding the applicant's violations of Part 382.

If school officials obtain information from the applicant's previous employer or from the Clearinghouse that the applicant committed a violation of Part 382 and has not subsequently completed the return-to-duty process required under federal law, the applicant may be disqualified from employment.

2. Annual Query

School officials shall conduct a limited query of the Clearinghouse at least once per year for each employee subject to this policy, pursuant to the employee's written or electronic consent, to determine whether information exists about the employee regarding violations of Part 382. If information exists about the employee, school officials shall obtain the information in the Clearinghouse within 24 hours of conducting the limited query, subject to the employee's electronic consent submitted through the Clearinghouse.

E. TRAINING AND EDUCATION

Each driver and supervisory employee, including principals and assistant principals, must be provided with educational materials that inform the employees of drug testing procedures, prohibited acts, consequences and other aspects of Part 382, this policy and any accompanying administrative procedures. The information also will identify a school system employee who is responsible for providing information on substance abuse. Each employee must sign a statement certifying his or her receipt of these materials.

Each supervisor who is responsible for overseeing the performance of drivers, including principals and assistant principals, must undergo at least one hour of training concerning alcohol misuse and one additional hour of training concerning drug abuse.

F. REFERRALS

Each driver who commits acts prohibited by Part 382 or G.S. 20-138.2B, other than information will include the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs. ~~Before any driver who has committed a prohibited act under Part 382 or G.S. 20-138.2B will be allowed to drive again, he or she must be evaluated by a substance abuse professional and must satisfactorily complete any appropriate treatment that the substance abuse professional designates.~~

G. PENALTIESCONSEQUENCES

Employees who have committed a prohibited act; refused any test required by this policy; or otherwise violated this policy, G.S. 20-138.2B or Part 382 will be subject to disciplinary action, up to and including dismissal.

Any employee who has committed a violation of Part 382 will not be allowed to perform any safety-sensitive functions until the employee has completed the return-to-duty process, including an evaluation by a substance abuse professional, completion of any appropriate treatment designated by the substance abuse professional, and achievement of a negative return-to-duty test. Moreover, if the employee's violation of Part 382 has been reported to the Clearinghouse, the employee may not resume safety-sensitive functions until a query of the Clearinghouse demonstrates that the employee completed the return-to-duty process.

H. PROCEDURES

All procedures for collection and testing provided in the Federal Highway Administration's "Procedures for Transportation Workplace Drug and Alcohol Testing Programs" (49 C.F.R. pt. 40) and all requirements in Part 382, including testing, reporting, record retention, training and confidentiality, will be followed. Copies of these federal regulations will be readily available. The superintendent shall develop any other procedures necessary to carry out these regulations.

Legal References: 49 U.S.C. 31306; 49 C.F.R. pts. 40, 382; G.S. 20-138.2B

Cross References: Drug-Free and Alcohol-Free Workplace (policy 7240)

Adopted: February 9, 2015

Revised: January 9, 2017;

Replaces: Policy 3.08.35, Drug and Alcohol Testing For Bus Drivers.

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

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

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

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

A. PARENT COMMUNICATION AND CONFERENCES

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

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

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

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

B. PARENTAL NOTIFICATION

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

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

1. parental rights related to student records (see policy 4700, Student Records);
2. parental rights related to student surveys (see policy 4720, Surveys of Students);
3. the approximate dates of any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered and scheduled in advance by the school administration, and (c) not necessary to protect the immediate health and safety of students;
4. the schedule of pesticide use on school property and their right to request notification of nonscheduled pesticide use (see policy 9205, Pest Management);
5. student behavior policies, the Code of Student Conduct, and school standards and rules (see policies in the 4300 series);
6. the permissible use of seclusion and restraint in the schools (see regulation 4302-R, Rules for Use of Seclusion and Restraint in Schools);
7. policy 4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure;
8. policy 4010, Student and Parent Grievance Procedure;

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

services (see policy 3610, Counseling Program);

- ~~16-17.~~ information about meningococcal meningitis and influenza, including the causes, symptoms, and vaccines, how the diseases are spread, and places where parents and guardians may obtain additional information and vaccinations for their children;
- ~~17-18.~~ for parents of students in grades 5 through 12, information about cervical cancer, cervical dysplasia, and human papillomavirus, including the causes and symptoms of these diseases, how they are transmitted, how they may be prevented by vaccination, including the benefits and possible side effects of vaccination, and places parents and guardians may obtain additional information and vaccinations for their children;
- ~~18-19.~~ how to reach school officials in emergency situations during non-school hours;
- ~~19-20.~~ information about and an application form for free and reduced price meals and/or free milk (see policy 6225, Free and Reduced Price Food Services);
- ~~20-21.~~ information about the school breakfast program;
- ~~21-22.~~ information about the availability and location of free summer food service program meals for students when school is not in session;
- ~~22-23.~~ for parents of children with disabilities, procedural safeguards (see also policy 4022/7231, Nondiscrimination on the Basis of Disabilities);
- ~~23-24.~~ information on the availability of the asbestos management plan and planned or in-progress inspections, re-inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities;
- ~~24-25.~~ education rights of homeless students (see policy 4125, Homeless Students);
- ~~25-26.~~ the content and implementation of the local school wellness policy (see policy 6140, Student Wellness);
- ~~26-27.~~ their right to take four hours of unpaid leave from their jobs every year in order to volunteer in their child's school as stated in G.S. 95-28.3 (see policy 5015, School Volunteers);
- ~~27-28.~~ that the school system does not discriminate on the basis of race, color, national origin, sex, disability, or age (see policies 4021/7230, Prohibition Against Discrimination, Harassment, and Bullying, and 4022/7231, Nondiscrimination on the Basis of Disabilities);
- ~~28-29.~~ that the school system provides equal access to its facilities, programs and activities to the Boy Scouts and other designated youth groups (see policy 4021/7230,

Prohibition Against Discrimination, Harassment, and Bullying); and

~~29.30.~~ the availability of and the process for requesting a waiver or reduction of student fees (see policy 4600, Student Fees).

C. OPPORTUNITIES TO WITHHOLD CONSENT/OPT OUT

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

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

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

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

D. PARENTAL PERMISSION REQUIRED

Written parental permission is required prior to the following activities:

1. the administration of medications to students by employees of the school system (see policy 6125, Administering Medicines to Students);
2. the release of student records that are not considered directory information, unless the release is allowed or required by law (see policy 4700, Student Records);
3. off-campus trips;
4. students' participation in high-impact or high-risk sports or extracurricular activities, such as football or mountain climbing (see policy 4220, Student Insurance Program);
5. all decisions or actions as required by the IDEA with regard to providing special education or related services to students with disabilities (see policy 3520, Special Education Programs/Rights of Students with Disabilities);
6. certain health services, as required by law;
7. participation in a mental health assessment or mental health services under circumstances prescribed by federal law;
8. students' participation in programs or services that provide information about where to obtain contraceptives or abortion referral services;
9. students' participation in surveys funded by the Department of Education that are conducted concerning protected topics (see policy 4720, Surveys of Students);
10. disclosure of students' free and reduced price lunch eligibility information or eligibility status; and
11. students' independent access to the Internet, as described in policy 3225/4312/7320, Technology Responsible Use.

Legal References: Elementary and Secondary Education Act, as amended, 20 U.S.C. 6301 *et seq.*, 34 C.F.R. pt. 200; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, 34 C.F.R. pt. 99; Protection of Pupil Rights Amendment, 20 U.S.C. 1232h, 34 C.F.R. pt. 98; Individuals with Disabilities Education Act, 20 U.S.C. 1400, *et seq.*; Asbestos Hazard Emergency Response Act, 15 U.S.C. 2641, *et seq.*; McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, *et seq.*; 42 U.S.C. 1758, 7 C.F.R. pt. 245; 42 U.S.C. 1758b; National School Lunch Program, 42 U.S.C. 1751 *et seq.*, 7 C.F.R. 210.12; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. 108.9; 20 U.S.C. 7908; G.S. 90-21.1; 95-28.3; 115C-47(47), -47(51), -47(54), -47(58), -81.25, -81.30, -81.36, -105.41, -109.1, -174.26(d), -307(c), -375.4, -390.2, -391.1, -407.16; State Board of Education Policies KNEC-002, PRNT-000, TEST-001

Cross References: Title I Parent and Family Engagement (policy 3560), Prohibition Against Discrimination, Harassment, and Bullying (policy 4021/7230), Discrimination, Harassment, and Bullying Complaint Procedure (policy 4015/7225), Nondiscrimination on the Basis of Disabilities (policy 4022/7231), Student and Parent Grievance Procedure (policy 4010), Technology Responsible Use (policy 3225/4312/7320), Evaluation of Student Progress (policy 3400), Students at Risk of Academic Failure (policy 3405), Class Rankings (policy 3450), Special Education Programs/Rights of Students with Disabilities (policy 3520), Comprehensive Health Education Program (policy 3540), Counseling Program (policy 3610), Homeless Students (policy 4125), Student Insurance Program (policy 4220), Child Abuse – Reports and Investigations (policy 4240/7312), Student Behavior Policies (4300 series), Rules for Use of Seclusion and Restraint in Schools (regulation 4302-R), Student Fees (policy 4600), Student Records (policy 4700), Surveys of Students (policy 4720), School Volunteers (policy 5015), Registered Sex Offenders (policy 5022), Administering Medicines to Students (policy 6125), Student Wellness (policy 6140), Free and Reduced Price Meal Services (policy 6225), Pest Management (policy 9205)

Adopted: July 14, 2014

Replaces: Policy 2.04.60, Parental Involvement (in part)

Revised: January 11, 2016; February 13, 2017; February 12, 2018, November 13, 2018

PUBLIC RECORDS – RETENTION, RELEASE, AND DISPOSITION

Policy Code: **5070/7350**

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

A. PUBLIC RECORD DEFINED

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

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

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

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

1. Name.
2. Age.
3. The date of original employment or appointment.
4. The terms of any past or current contract by which the employee is employed, whether written or oral, to the extent that the board has the written contract or a record of the oral contract in its possession.

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

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

B. DESIGNATION OF RECORDS OFFICER

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

1. Duties of the Records Officer

The duties of the records officer include the following:

- a. determining whether records are public or confidential by law, with assistance from the local board attorney as necessary;
- b. determining the most cost-effective means of storing and retrieving public records that include confidential information;
- c. providing training, consultation, and guidelines to school officials who respond to or are otherwise involved in public records requests;

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

2. Other Duties

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

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

C. REQUESTS FOR PUBLIC RECORDS

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

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

D. FEES FOR COPIES OF PUBLIC RECORDS

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

E. ELECTRONIC MAIL LISTS

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

F. DESTRUCTION OF PUBLIC RECORDS

To the extent required by law, school personnel shall maintain public records in accordance with the applicable records retention and disposition schedule(s) issued by the North Carolina Department of Natural and Cultural Resources.~~School personnel shall comply with the *Records Retention and Disposition Schedule for Local Education Agencies* adopted by the N.C. Department of Cultural Resources, Division of Archives and History, unless otherwise required by statute, regulation, or other legal authority.~~ The superintendent may establish regulations for the destruction of records in accordance with the approved schedules.

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

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

Adopted: June 8, 2015

Revised: January 28, 2016; September 10, 2018

DISTRIBUTION AND DISPLAY OF NON-SCHOOL MATERIAL

Policy Code:

5210

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

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

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

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

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

A.B. DISTRIBUTION AND DISPLAY BY STUDENTS

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

B.C. DISTRIBUTION AND DISPLAY BY NON-STUDENTS

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

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

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

4.5. The superintendent is authorized to adopt regulations regarding approval forms, how many times a year groups may distribute or display publications or materials, delivery and bundling requirements, etc.

5.6. Nothing in this policy will be construed to create a public forum that would allow non-students unrestricted access to school property for the purpose of distributing or displaying publications or materials.

C.D. DISTRIBUTION AND DISPLAY STANDARDS FOR NON-SCHOOL MATERIALS

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

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

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

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

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

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

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

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

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

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

E.F. DEFINITIONS

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

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

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

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

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

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

Adopted: February 8, 2016

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

Revised:

The Watauga County Board of Education (the "board") recognizes the importance of an effective working relationship between the board and superintendent. The board further recognizes the distinct and separate areas of responsibility of the board and superintendent of the school system. The superintendent is responsible for the administration of the system of schools consistent with the board's policies.

To maintain a cohesive relationship between the board and the school system, the superintendent shall serve as secretary of the board and assist all board committees. The superintendent shall keep the board informed of the operation of the system. The superintendent shall make recommendations to the board as required by law and board policy and as otherwise determined appropriate by the superintendent. The superintendent also shall assist the board in making sound decisions and meeting the requirements of law by providing information and advice regarding all matters that require board action or that must by law be reported by the superintendent to the board.

When acting in his or her official capacity, the superintendent shall provide the board with notice in advance if he or she is called upon to speak before the General Assembly, the State Board of Education, the Board of County Commissioners, or other governmental entities on legislation, policy, or political issues of concern to the board. In addition, the superintendent shall keep the board informed when he or she has been asked to comment upon proposed or pending state legislation or policy.

Legal References: G.S. 115C-36, -47, -276

Cross References: Board Authority and Duties (policy 1010), Duties of Officers (policy 1350), Official School Spokesperson (policy 1360)

Adopted: October 12, 2015

Revised: December 12, 2016

Replaces: Board policy 1.01.40, Duties of the Superintendent and policy 1.01.50, Board-Superintendent Relations

The Watauga County Board of Education (the "board"), as a corporate body, may transact business only at official meetings of the board. An individual board member has no authority to act absent the delegation of authority by the board at an official meeting.

As defined by law, an official meeting of the board includes any meeting, assembly or gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of the members of a public body for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting the public business of the public body. However, a social meeting or other informal assembly or gathering together of the members of a public body does not constitute an official meeting unless called or held to evade the spirit and purposes of the open meetings law.

A. TYPES OF MEETINGS

While the board is determined to operate efficiently, it also is mindful of the importance of thoughtful planning and discussion prior to taking formal action. Regular meetings will be held at a predetermined time and place to conduct the business of the board. In addition, the board may hold specially-called meetings and emergency meetings, as it deems necessary to act in a timely manner and provide its members and executive staff with the opportunity to have an exchange of ideas and receive input from other staff, parents, students and the community.

B. REGULAR MEETINGS

The board shall hold a regular meeting on the second Monday of each month, except when the meeting day falls on a legal holiday; then the meeting date shall be set by action of the board. The meetings shall be held at the office of the Watauga County Board of Education or at another readily accessible Watauga County location approved by a majority of the board. The superintendent shall keep on file the schedule of regular meetings with the predetermined time and place. The schedule will be revised only in accordance with legal requirements for notice.

C. EMERGENCY MEETINGS

An emergency meeting may be called in order to address generally unexpected circumstances that require immediate consideration by the board. An emergency meeting may be called by the chairperson, or by the vice-chairperson if the chairperson is unable or unwilling to act, or by the superintendent shall call an emergency meeting when it is determined that the meeting is necessary and cannot be delayed until 48 hours' notice is provided for a special meeting as described below in Section D. - Add sentence about majority

D. SPECIALLY-CALLED MEETINGS

1. Specially-Called Meetings Generally

The Watauga County Board of Education (the “board”), as a corporate body, may transact business only at official meetings of the board. An individual board member has no authority to act absent the delegation of authority by the board at an official meeting.

As defined by law, an official meeting of the board includes any meeting, assembly or gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of the members of a public body for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting the public business of the public body. However, a social meeting or other informal assembly or gathering together of the members of a public body does not constitute an official meeting unless called or held to evade the spirit and purposes of the open meetings law.

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D. SPECIALLY-CALLED MEETINGS**1. Specially-Called Meetings Generally**

Specially-called meetings may be scheduled in between regular meetings of the board. Work sessions, retreats, and public hearings are specific types of specially-called meetings. The board chairperson (or the vice-chairperson, if the chairperson is not available) or the superintendent may call special meetings when necessary to conduct business that cannot reasonably be handled at regular meetings. The board chairperson or superintendent shall call a special meeting if a majority of the members of the board so requests.

2. Retreats and Workshops

Retreats and workshops are specially-called meetings that may be scheduled in order to give the board more time to deliberate or evaluate issues.

3. Public Hearings

Public hearings are official proceedings during which members of the public are given an opportunity to be heard. Public hearings may be required by law or deemed advisable by the board. Public hearings that are not required by law may be scheduled when the chairperson or superintendent determines that the public hearing is advisable or when a majority of the members of the board so requests. Notice of all public hearings will be provided as required by law and will include the subject, date, place and time of the hearing as well as any rules regarding participation, such as the length of time for each speaker. The purpose of a public hearing is to gather information and hear opinions from the community. Generally, board members will respond only to seek clarification. At the appointed time, the chairperson or designee shall call the hearing to order and preside over it in accordance with any rules regarding participation adopted by the board.. When the allotted time expires or when no one wishes to speak, the chairperson or designee shall declare the hearing ended.

4. Notice

Notice of the time and place of the meeting and the subjects to be considered shall be given to each board member and the news media at least forty-eight (48) hours in advance in accordance with board policy and the open meetings law. See N.C. G.S. 143-318.12.

E. OPEN MEETINGS LAW COMPLIANCE

The board will comply with the open meetings law, including notice of meetings.

Legal References: G.S. 115C-41; 143-318.9, -318.10, -318.12, -318.14

Cross References: Compliance with the Open Meetings Law (policy 1420)

Adopted: November 9, 2015

Replaced: Board policy 1.04, Procedures for Board Meetings (in part)

Revised: January 28, 2016