



WATAUGA COUNTY BOARD OF EDUCATION

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

WATAUGA COUNTY BOARD OF EDUCATION MEETING

August 12, 2019

Margaret E. Gragg Educational Center

5:30 P.M.

- | | | | |
|-------------|-----------|--|--------------------------|
| 5:30 | 1. | CALL TO ORDER | Board Chair |
| 5:32 | 2. | CLOSED SESSION | |
| | | A. Approval of Minutes | |
| | | B. Reportable Offenses – N.C.G.S.115C-288(g) | |
| | | C. Student Records - N.C.G.S.143-318.11(a)(1) | |
| | | D. Personnel – N.C.G.S.143-318.11(a)(6) | |
| | | E. Attorney Client – N.C.G.S. 143-318.11(a)(3) | |
| 6:00 | 3. | OPEN SESSION/WELCOME/MOMENT OF SILENCE | Board Chair |
| 6:03 | 4. | DISCUSSION AND ADJUSTMENT OF AGENDA | Board Chair |
| 6:08 | 5. | SUPERINTENDENT’S REPORT | Dr. Scott Elliott |
| 6:13 | 6. | CONSENT AGENDA | |
| | | A. Approval of Minutes for 7/8/19, 8/1/19 | Dr. Scott Elliott |
| | | B. Field Trip Approval | |
| | | C. Surplus Declaration Request | |
| | | D. Proposed Title I Budget for SY 19-20 | |
| | | E. Qualified Observers | |
| | | F. Personnel Report | |
| 6:18 | 7. | ASC CENTER REVIEW | Dr. Kurt Michael |
| 6:40 | 8. | WATAUGA AVERY MITCHELL YANCEY (WAMY) CAMP | Ms. Emily Neff |

----- BREAK -----

6:55 9. POLICIES: SUBSTANTIVE POLICIES FOR FIRST READ Dr. Wayne Eberle

- 1430 Board Meeting Agenda
- 3101 Dual Enrollment
- 4100 Age Requirements for Initial Entry
- 4240-7312 Child Abuse Reports and Investigations
- 4325-R Random Drug Testing of Student Athletes
- 4700 Student Records
- 4705-7825R Confidentiality of Personally Identifying information
- 7100 Recruitment and Selection of Personnel
- 7130 Licensure
- 7940 Classified Personnel Suspension and Dismissal

7:15 10. PUBLIC COMMENT Board Chair

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

7:20 11. BOARD OPERATIONS

7:25 12. BOARD COMMENTS

7:30 13. ADJOURNMENT

14. 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: July 8, 2019

PRESENT:

Ron Henries, Gary Childers,
Steve Combs, Brenda Reese, Jay
Fenwick, Dr. Scott Elliott,
Superintendent, Dr. Steven Martin,
Asst. Superintendent, Mr. John
Henning, Board Attorney

TIME: 5:30 p.m.

PLACE: Watauga High School

CALL TO ORDER

Mr. Ron Henries, Board Chair, called the meeting to order at 5:30 PM.

CLOSED SESSION

Mr. Henries called for a motion to enter closed session. The motion was made by Jay Fenwick and seconded by Steve Combs. The vote to enter closed session was unanimous. Closed session opened under Reportable Offenses – N.C.G.S.115C-288(g), Student Records - N.C.G.S.143-318.11(a)(1), Personnel – N.C.G.S.143-318.11(a)(6), Attorney Client – N.C.G.S. 143-318.11(a)(3). A motion was by Steve Combs and seconded by Gary Childers to adjourn to open session, and unanimously approved at 5:48 PM.

OPEN SESSION

The meeting was called to order in open session at 6:00 PM by Ron Henries. 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 welcomed Mr. Henries, the board members, board attorney-John Henning, and administrators present. He thanked Dr. Chris Blanton and Watauga High staff for hosting the meeting that evening.

He noted that the central office had received significant interior work over the summer which was nearly complete.

Dr. Elliott congratulated Mabel principal, Mark Hagaman on his retirement. He stated that all vacant positions were in process to be filled, and that principal interviews for Green Valley and Mabel would occur in the next two weeks.

Dr. Elliott invited the board members to the Administrative retreat in Valle Crucis on August 6th, and to convocation on Tuesday, August 13th at 9am at Watauga High School.

CONSENT AGENDA

Dr. Elliott reviewed the reason for the School Justice Partnership Agreement and background information related to it. Attorney John Henning elaborated on the need to limit referrals to the Juvenile Justice system, and that the situations which the agreement was attempting to prevent do not occur in the districts which are participating. Dr. Gary Childers voiced his concerns about potential challenges to administrators' disciplinary decisions.

Dr. Childers asked for his comments to be added into the June minutes about Dr. Don Presnell's fine job on the Watauga County Education Foundation the previous year. He also questioned the Hardin Park field trip request approval given that a new principal would be in place soon.

Following discussion of item E, School Justice Partnership, Steve Combs moved to approve items A through G of the consent agenda, which was seconded by Brenda Reese. The vote to approve these items was unanimous.

SUBSTANTIVE POLICIES FOR SECOND READ

6220	Operation of School Nutrition Services
3400-R	Grading and Reporting

Following comments by Dr. Childers, regarding 6220, changes to 3400-R, and board discussion, Gary Childers moved to approve the listed policies, which was seconded by Jay Fenwick. The vote to approve the policies was unanimous.

POLICIES FOR REPEAL

3.02.30	Part Time Employment
3.03.15	Working Conditions for Beginning Teachers
3.07.30	Moment of Silence
3.11.01	Staff Insurance Program
3.05.10	Non-Confidential Personnel Records
5.02.50	Student Assignments
5.05.45	Crisis Intervention
5.07.50	Substance Abuse

Dr. Wayne Eberle commented that after repeal of these policies, only one policy would remain using the former numbering system. Following board discussion regarding these policies, Steve Combs moved to repeal the listed policies, which was seconded by Brenda Reese. The vote to approve the repeal of these policies was unanimous.

PUBLIC COMMENT

Mr. David A. Grig spoke about his concerns of student harassment and denial of his ability to participate in his son's education.

BOARD OPERATIONS

There were no items for board operations during the July meeting.

BOARD COMMENTS

Mr. Henries directed Dr. Martin not to hire retired teachers for more than the beginning teachers' salary which, due to new legislation, would force additional local supplements to be in force.

Mr. Henries spoke about the consensus of the joint County commissioners and Board building committee that the Hodges property is the favorable property for a new Valle Crucis school due to costs and additional work required to raise the Valle Landing property out of the flood area. The two-story school has benefits over a single story in aesthetic, foundation costs, footprint, distance from wells, placement of septic system, and other considerations. The commissioners on this committee intend to recommend approval of moving forward with building a new Valle Crucis school soon the Hodges property. Mr. Henries noted the skillful leadership by Dr. Elliott in the presentation of this information to the commission.

Mr. Henries spoke about the valuable information gained during the well-planned conference that they had attended in June.

CLOSED SESSION

Mr. Henries called for a motion to enter closed session. The motion was made by Jay Fenwick and seconded by Brenda Reese. The vote to enter closed session was unanimous. Closed session opened under Personnel – N.C.G.S.143-318.11(a)(6). A motion was made by Steve Combs and seconded by Gary Childers to adjourn to open session, and unanimously approved at 7:14 PM.

ADJOURNMENT

Steve Combs moved to adjourn, which was seconded by Jay Fenwick, and approved by all members at 7:16 PM.

R. Ivan Henries, Board Chair

Dr. Scott Elliott, Superintendent



WATAUGA COUNTY BOARD OF EDUCATION

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

DATE: August 1, 2019

PRESENT:

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

TIME: 2:00 p.m.

PLACE: Margaret E. Gragg Educational Center

CALL TO ORDER

Mr. Ron Henries, Board Chair, called the meeting to order at 2:00 PM. He began the meeting with a moment of silence.

DISCUSSION AND ADJUSTMENT OF AGENDA

There were no changes to the agenda

CONSENT AGENDA

Gary Childers moved to approve the sole consent agenda item, Personnel report which was seconded by Brenda Reese. The vote to approve was unanimous.

Dr. Elliott made comments noting that three new Principals had been selected and approved. He thanked the Human Resources team who had hired over 50 people during the summer. He noted that five or six more positions remained to be filled.

He spoke about the process of hiring principals which included six focus groups, over 200 survey respondents, and 13 principal interviews.

Dr. Elliott welcomed everyone and introduced the new principals:

Mr. Gordon Prince, new Green Valley Principal, who is a Watauga native who will return to Watauga from Ashe county where he has been a middle school principal. Mr. Prince made several comments of thanks.

Ms. Elin Reuben, new Mabel Principal, who has formerly been the Assistant Principal at Parkway. Dr. Elliott quoted several comments from references including Mrs. Patty Buckner. Ms. Reuben made comments thanking all of the people involved in the process.

Dr. Bonnie Smith, new Valle Crucis principal, who has been a middle grades teacher, elementary and middle school principal in Cleveland county. He quoted Mr. Brian Bettis who highly recommended Dr. Smith. He introduced Dr. Smith's family.

Dr. Childers noted that it was a privilege to be a part of the process. He reflected on the hiring process when he became a principal and encouraged the new principals in their new jobs, as part of a school system who holds the highest expectations and enjoys the best of reputations. Dr. Fenwick spoke about how important it was for him to select an excellent principal for the school where his children had attended and where he was PTA president. Ms. Reese spoke about how pleased she was to be a part of the Mabel interview team and how pleased she was that Ms. Elin Reuben was selected. Mr. Henries spoke about the enthusiasm which Dr. Smith displayed during the interview process. Ms. Reese spoke about the passion that Dr. Smith displayed during her interview.

RECEPTION

The new principals and their families were honored and welcomed at a reception

CLOSED SESSION

A motion was made by Gary Childers and seconded by Brenda Reese to enter closed session at 2:55 PM. The motion carried unanimously. Closed session opened under Personnel – N.C.G.S.143-318.11(a)(6)

Jay Fenwick moved to enter open session which was seconded by Gary Childers. The vote to approve was unanimous at 3:30.

OPEN SESSION/BOARD COMMENTS

Mr. Henries asked that the board members consider serving on the NCSBA board and to let him know if they were willing so that he could nominate them.

ADJOURNMENT

Jay Fenwick moved to adjourn which was seconded by Gary Childers. The motion passed unanimously at 3:42PM.

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 Pettit School: Parkway

Cell phone number: 334.332.5576 Grade(s): 5 Number of students: 67

Departure time/date: 6:00am 4/1/20 Return time/date: 6:00pm 4/3/20

Educational purpose:

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

Trinity Center - Sound to Sea, Pine Knoll Shores, NC

Purpose of trip and how it relates to the curriculum: The curriculum at Sound to Sea aligns with our weather, living organisms and habitats, underground railroad simulation, pirates and exploration of NC Outerbanks & animal adaptations.

Supervision and Safety:

Names of all school staff chaperones:

Kelly Pettit, Krista Dancy, Annie Carter

Names of all non-school chaperones:

Parent chaperones (with a background check)

All chaperones have a background check completed: Sponsoring teacher initials: KWP

Are all site(s) accessible to students with disabilities? ☒ yes ☐ no How will students with disabilities be accommodated for site access and transportation? Currently we do not have any students needing this service.

Sponsoring Teacher Initials KWP (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) Sunway Charter Bus

Name of charter bus company (if checked above) Sunway Charter Bus

(If applicable, bus request form must be attached)

Driver/s: Sunway Driver & Pky Teachers Round trip mileage: 666 # of buses needed: 1 bus & 2 school vans

Total cost per student \$ 285 Source of funds:
fundraising, individual families and scholarship from PTO

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

Approval/Signatures:

Sponsoring teacher signature: Kelly R. Pettit Date: 7 / 17 / 19
Principal approval: [Signature] Date: 7 / 17 / 19

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 7 / 18 / 19
Superintendent approval: [Signature] Date: 7 / 18 / 19
Board of Education approval: _____ Date: ____ / ____ / ____

Revised: November 13, 2017

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Prior to departure the teachers will have a chaperone meeting to cover expectations and safety procedures.
Kelly Pettit
7/17/19

Watauga High School

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
	19	Dell Monitor Stands		19
903590	1	SmartBoard 560		1
	4	Projector Mount Arms		4
	1	TV Cable Box		1
903039	1	iPad 1 Tablet		1
903237	1	iPad 3 Tablet		1
903192	1	iPad 2 Tablet		1
904059	1	Smart Epson UF65 Projector	1	
902705	1	Epson Powerlite 460 Projector		1
	1	HP Flat Panel Monitor	1	
	1	Dell Flat Panel Monitor	1	
600906	1	iPad 2 Tablet		1
903212	1	iPad 2 Tablet		1
	1	Box of misc cords and monitor stands		1
	<u>35</u>		<u>3</u>	<u>32</u>

Technology Department

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
902906	1	Dell Optiplex 380 Desktop		1
902896	1	Dell Optiplex 380 Desktop		1
903512	1	Lenovo Thinkpad X131e	1	
50172	1	Dell Latitude E5400 Laptop	1	
50163	1	Dell Latitude E5400 Laptop	1	
	1	Dell Latitude E5400 Laptop	1	
903180	1	Dell Latitude E5420 Laptop		1
800441	1	Dell Optiplex 745 Desktop		1
	<u>8</u>		<u>4</u>	<u>4</u>

Child Nutrition

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
979	1	Dell Optiplex 755 Desktop		1
	1	Ice Machine		1
	<u>2</u>		<u>0</u>	<u>2</u>

Hardin Park

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
500045	1	Dell Optiplex 755 Desktop		1
500071	1	Dell Optiplex 755 Desktop		1
902899	1	Dell Optiplex 380 Desktop		1
	3		0	3

Mabel

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
601118	1	Cafeteria Table Folding w/12 Stools		1
600545	1	Roland Premier Electronic Keyboard		1
600586	1	Pevey Amp XRO6800		1
	1	Teacher Desk		1
	1	Anderson Hickey Co. Teacher Desk		1
	1	One Piece Student Desk		1
	1	Steelcase Filing Cabinet	1	
	7		1	6

Parkway

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
	2	8 ft Whiteboards		2
700479	1	SmartBoard 680		1
28633	1	Samsung Chromebook 2		1
	2	AlphaSmart Pro		2
700956	1	HP ProBook 4510S		1
700005	1	HP Laserjet 4240n Printer	1	
	2	VTech Typeright II Devices		2
	1	Pull Down Screen	1	
	11		2	9

Valle Crucis

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
300630	1	Kenmore Refrigerator		1
301200	1	Cafeteria Table Folding w/12 Stools		1
300272	1	Sony Sound System LBT-ZX661	1	
	3		1	2

801059	1	Panasonic Telephone System Controller VB-43060	1	
800593	1	Desk		1
800074	1	HP Compaq DC7900 Desktop	1	
800068	1	HP Compaq DC7900 Desktop	1	
800073	1	HP Compaq DC7900 Desktop	1	
800067	1	HP Compaq DC7900 Desktop	1	
800072	1	HP Compaq DC7900 Desktop	1	
800066	1	HP Compaq DC7900 Desktop	1	
800070	1	HP Compaq DC7900 Desktop	1	
800051	1	HP Compaq DC7900 Desktop	1	
800075	1	HP Compaq DC7900 Desktop	1	
800082	1	HP Compaq DC7900 Desktop	1	
800069	1	HP Compaq DC7900 Desktop	1	
800047	1	HP Compaq DC7900 Desktop	1	
800049	1	HP Compaq DC7900 Desktop	1	
800076	1	HP Compaq DC7900 Desktop	1	
800081	1	HP Compaq DC7900 Desktop	1	
800052	1	HP Compaq DC7900 Desktop	1	
800080	1	HP Compaq DC7900 Desktop	1	
800055	1	HP Compaq DC7900 Desktop	1	
800056	1	HP Compaq DC7900 Desktop	1	
800078	1	HP Compaq DC7900 Desktop	1	
800065	1	HP Compaq DC7900 Desktop	1	
800061	1	HP Compaq DC7900 Desktop	1	
	1	Acer AL1914 Monitor	1	
	1	Acer AL1916 Monitor	1	
	1	Acer V193 Monitor	1	
800664	1	Dell Optiplex 745 Desktop	1	
	5	Dell AS501 Monitors	5	
	24	HP L1710 Monitors	24	
	3	Dell 1704FPVT Monitors	3	
600881	1	iPad 2 Tablet		1
	69		67	2

Green Valley

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
400114	1	Wirepath DVR	1	
	1		1	0

Declaration of Surplus Items - August 2019

Date Approved:

Bethel

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
	1	Two-Way Radio Charging Base		1
	17	Brown, Metal Folding Chairs		17
	6	Blue Student Chairs		6
	1	Wooden Doll Chair	1	
25732	1	Dell Optiplex GX755 Desktop		1
100236	1	Zenith DVD/CD Player		1
	1	Polaroid Camera		1
	2	Motorola Talkabouts Two-Way Radio		2
		Talkabouts Two-Way Radio Charging		
	1	Station		1
	1	Motorola Two-Way Radio		1
100737	1	Cafeteria Table Folding w/12 Stools	1	
100732	1	Cafeteria Table Folding w/12 Stools	1	
	1	Samsung TV and Stand	1	
	1	Wooden Wall Cabinet	1	
100205	1	Wooden Bookshelf 30"Wx17"Hx18"D	1	
100207	1	Wooden Desk	1	
100206	1	Wooden Computer Cabinet	1	
	<u>39</u>		<u>8</u>	<u>31</u>

Blowing Rock

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
200088	1	Dell Optiplex 745 Desktop		1
200408	1	Black and Decker Air Station		1
903610	1	Dell Precision T3500 Desktop	1	
	1	Samsung TV	1	
	1	Liquid Video Monitor	1	
	<u>5</u>		<u>3</u>	<u>2</u>

Cove Creek

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
800058	1	Compaq DC7900 Desktop	1	
800077	1	Compaq DC7900 Desktop	1	
800045	1	Compaq DC7900 Desktop	1	
800046	1	Compaq DC7900 Desktop	1	
	4	Dell Monitors	4	

Proposed Title I Budget SY 2019-2020

Federal Planning Allocation for 2019-2020	\$808, 820
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Carryover/ Unbudgeted Reserve from SY 18-19	\$23, 590
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Total for SY 19-20	\$808, 820
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Difference from SY 18-19 (w/ Carryover)	- \$3, 350
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District Administrative Costs	\$48, 529 (6% of Federal Allocation)
School Professional Development	\$40, 441 (5% of Federal Allocation)
School Parent Involvement	\$8, 088 (1% of Federal Allocation)
Homeless	\$1, 000
Total Combined District Set-Asides	\$98, 058

School Allotments from Federal Allocation <i>(See Attachment for Individual School Totals)</i>	\$710, 762
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Additional Information

Required Per Pupil Allotment	\$437
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Actual WCS Per Pupil Allotment Based on Poverty Bands	100%- 50.1% Poverty = \$975 50.0%- 41.1% Poverty = \$782 41.0%- 32% Poverty = \$437
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2019-2020 School Allocations

(Paid by district plan)

School	Allotment	Parent Involvement	Professional Development	Subs
Bethel	\$80, 925	\$660	\$3, 915	\$2, 000
Cove Creek	\$112, 608	\$1, 143	\$5, 219	\$2, 000
Green Valley	\$210, 600	\$1, 714	\$6, 523	\$3, 000
Hardin Park	\$149, 017	\$2, 705	\$14, 908	\$1, 500
Mabel	\$99, 450	\$810	\$3, 728	\$2, 000
Valle Crucis	\$58, 121	\$1, 056	\$6, 148	\$1, 500
Total Allotted	\$710, 721	\$8, 088	\$40, 441	\$12, 000
Unallocated	\$41	\$0	\$0	-

2018-2019 School Allocations

(Paid by district plan)

School	Allotment	Parent Involvement	Professional Development	Subs
Bethel	\$83, 000	\$665	\$3, 994	\$2, 000
Cove Creek	\$104, 650	\$1, 041	\$6, 354	\$2, 000
Green Valley	\$221, 000	\$1, 770	\$6, 898	\$3, 000
Hardin Park	\$161, 007	\$2, 860	\$14, 885	\$1, 500
Mabel	\$97, 000	\$777	\$3, 812	\$2, 000
Valle Crucis	\$73, 513	\$1, 306	\$6, 172	\$1, 500
Total Allotted	\$740, 244	\$8, 423	\$42, 116	\$12, 000
Unallocated	\$54	\$4	\$1	-

Eligibility Report for 2019-2020 (Based on May 2019)

School	# Free	# Reduced	Free+Reduced	# K-8	# PreK*	Total ADM	F/R %
Bethel	64	19	83	153	9	162	54.25%
BR	52	27	79	391	17	408	20.20%
CC	97	47	144	301	17	318	47.84%
GV	158	58	216	384	17	401	56.25%
HP	293	48	341	918	18	936	37.15%
Mabel	78	24	102	171	0	171	59.65%
PKW	150	49	199	616	16	632	32.31%
VC	108	25	133	393	16	409	33.84%
WHS	202	53	255	0	0	1, 114	22.89%
WIA	57	21	78	0	0	255	30.59%
District	1, 259	371	1, 630	3, 327	110	4, 806	34.71%

*#PreK not factored into F/R%

The chairperson and the superintendent will prepare a proposed agenda for each Watauga County Board of Education (the “board”) meeting. A request to have an item of business placed on the agenda must be received at least six working days before the meetings. (See also policy 1410, Public Participation at Board Meetings, regarding agenda requests by individuals or groups.) A board member may, by a timely request, have an item placed on the agenda.

Except in emergency or special meetings, each board member will receive a copy of the proposed agenda four days prior to the meeting, and the proposed agenda will be available for public inspection and/or distribution when it is distributed to the board members. The board shall receive information on each item of business placed on the agenda whether submitted by the public or by a board member. At the meeting, the board may, by a majority vote, add or delete an item that is not on the proposed agenda before the agenda is adopted. After the agenda has been adopted, a two-thirds vote is required to add an item to the agenda. Any new policy or budgetary items presented as an addendum to the published agenda may be acted upon at the same meeting only with the unanimous consent of the board members present at that meeting. Items may be added to the agenda of a special meeting only if all members of the board are present. Items may be deleted from the agenda of a special meeting by a majority vote. Only the business connected with the emergency may be discussed at an emergency meeting.

Items shall be placed on the agenda according to the order of business. The order of business for each regular meeting shall be as follows:

1. Discussion/adjustment of the agenda (~~reversed~~)
2. Approval of the minutes
3. Reports for board action
4. Reports for board information
5. Informal discussion and public comment

By general consent of the board, items may be considered out of order.

Legal References: G.S. 115C-36

Cross References: Duties of Officers (policy 1350), Public Participation at Board Meetings (policy 1410), Advance Delivery of Meeting Materials (policy 1435)

Adopted: November 9, 2015

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

In its effort to provide a rigorous expanded curriculum that will adequately prepare students for future educational and workplace endeavors, the Watauga County Board of Education (the “board”) will support high school students who also wish to enroll in classes taught by a college, university, community college or other approved entity in accordance with the requirements of this policy, state law and State Board of Education policy.

A. CAREER AND COLLEGE PROMISE

The Career and College Promise program is designed to offer qualified high school students structured dual enrollment opportunities that provide both entry-level job skills as well as pathways leading to a certificate, diploma or degree.

The board, in collaboration with local community colleges, may provide for dual enrollment of a qualified ~~junior or senior~~ high school student in community college courses through (1) a Career and Technical Education Pathway leading to a job credential, certificate, or diploma aligned with one or more high school ~~Teach-Prep-Career Clusters~~ or (2) a College Transfer Pathway leading to a college transfer credit certificate requiring the ~~successful completion of 30 semester hours of transfer courses.~~

The board may also partner with institutions of higher education to establish cooperative innovative high school programs that enable a student to concurrently obtain a high school diploma and (1) begin or complete an associate degree program, (2) master a certificate or vocational program or (3) earn up to two years of college credit within five years. Students are eligible for these programs beginning in ninth grade.

The superintendent shall develop procedures consistent with this policy, state law and State Board policies.

B. OTHER COLLEGE COURSES

The superintendent shall develop procedures and requirements for awarding high school credit toward graduation upon request to students who self-enroll in courses taught by a college, university, community college or other approved entity. Credit toward graduation will be granted only for courses that are consistent with the policies and standards of the school system and State Board requirements, including the requirements of State Board of Education Policy CCRE-001, which defines “Course for Credit.” The principal must approve the course in advance. Prior to granting approval, the principal shall determine whether the course is eligible for credit toward graduation in accordance with the procedures and requirements developed by the superintendent.

The parent or guardian of the student must give permission for the student to take the course, and the student must complete any forms required by the school system. Enrollment of a student in a course is the responsibility of the student and the student’s parent or

guardian. Unless otherwise provided, all special fees and charges and any special transportation needs are the responsibility of the student and the student's parent or guardian.

For a student to receive credit toward high school graduation, the school at which the course is offered must provide such essential information as is generally included in official transcripts of school records. This information must include: -(1) a description of the content and subject matter covered by the course; (2) the number of clock hours of instruction in the course; and (3) the student's achievement or performance level in the course. In addition, a syllabus that includes course goals, course objectives, course activities and grade requirements must be provided.

The student also must meet any other requirements established by the superintendent.

Legal References: G.S. 115C art. 16 pt. 9; 115C-36, -47; 115D-5(b), -20(4); S.L. 2011-145 sec. 7.1A(a), 7.1A(b), 7.1A(c), 7.1A(k); State Board of Education Policies CCRE-001, GRAD-004

Cross References: Curriculum Development (policy 3100)

Adopted: August 3, 2015

Revised: August 14, 2017 and March 15, 2018 (Legal references only):

Replaces: Board Policy 4.04.30, Dual Enrollment Policy

The Watauga County Board of Education (the “board”) of education requires all students to meet the eligibility requirements for school admission established by the state and the board, including age. Any parent or guardian who is unclear whether a child meets the age requirements is encouraged to contact the superintendent’s office or the elementary school that the child is likely to attend.

A. ENTITLEMENT TO INITIAL ENTRY

A child who is presented for enrollment at any time during the first 120 days of a school year will be considered eligible for initial entry in any of the following circumstances.

1. The child reaches or reached the age of five on or before August 31 of that school year.
2. The child resided in another state and was attending school during that school year in accordance with that state’s laws or rules prior to moving to North Carolina. (The child does not need to reach the age of five on or before August 31 in this circumstance.)
3. The child did not reach the age of five on or before August 31 of that school year but would be eligible to attend school during that school year in another state in accordance with the laws or rules of that state, and if all of the following apply:
 - a. the child’s parent is a legal resident of North Carolina who is an active member of the uniformed services assigned to a permanent duty station in another state;
 - b. the child’s parent is the sole legal custodian of the child;
 - c. the child’s parent is deployed for duty away from the permanent duty station; and
 - d. the child resides with an adult who is a domiciliary of a local school administrative unit in North Carolina as a result of the parent’s deployment away from the permanent duty station.

B. DISCRETIONARY ENROLLMENTS

The board may allow a child to be enrolled in either of the following circumstances.

1. The child is presented for enrollment after the first 120 days of a school year and meets one of the circumstances specified above for entitlement to initial entry.
2. The child reached the age of four on or before April 16; the child is presented for

enrollment no later than the end of the first month of the school year; and the principal of the school finds, based on information submitted by the child's parent or guardian, that the child is ~~gifted and has the~~ academic, social, and developmental maturity to justify admission to school. The board regards admission of a four-year-old child to be an extraordinary measure that should not to be used merely because the child is developmentally advanced. In making such a determination, the principal shall follow guidelines established by the State Board of Education.

C. GRADE LEVEL OF INITIAL ENTRY

The initial point of entry will be the kindergarten level. After initial entry, a principal may move the child to the first grade if the principal determines that by reason of maturity, the child may be served more appropriately in the first grade.

D. EVIDENCE OF AGE

When a child is presented for admission for the first time, the principal shall require the parent or guardian of the child to furnish a certified copy of the child's birth certificate or other competent and verifiable evidence of the child's date of birth. Such evidence may include, but is not limited to: (1) a certified copy of any medical record of the child's birth issued by the treating physician or the hospital in which the child was born; or (2) a certified copy of a birth certificate issued by a church, mosque, temple or other religious institution that maintains birth records of its members.

A birth certificate or other satisfactory proof of age issued by a foreign country or institution will be accepted and treated in the same manner as comparable documents issued in the United States. School officials shall use such documents only for the purpose of establishing the age of the child and not to inquire about the citizenship or immigration status of the child, parent or guardian.

For a student who is in foster care or considered homeless, the inability to provide documentation must not prevent immediate enrollment of the student. School officials, or in the case of a homeless student, the homeless liaison, shall immediately contact the last school the student attended to obtain relevant enrollment records or other information needed for enrollment. These officials shall work with the student, the parent or guardian, school personnel, and other agencies as necessary to obtain enrollment information in a timely manner.

Legal References: Elementary and Secondary Education Act, 20 U.S.C. 6311(g)(1)(E); McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431 *et seq.*; G.S. 115C-288, -364; 130A-109; 16 N.C.A.C. 6E.0105; State Board of Education Policy KNEC-001

Cross References: Homeless Students (policy 4125)

Adopted: July 14, 2014

Revised: September 11, 2017:

CHILD ABUSE – REPORTS AND INVESTIGATIONS

Policy Code: **4240/7312**

North Carolina has two separate systems that mandate reports of suspected child abuse, neglect, dependency, or maltreatment. 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 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 the source of the child abuse, neglect, dependency, or maltreatment 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.

The Watauga County Board of Education (the “board”) supports all employees who in good faith make a report of suspected child abuse, neglect, dependency or death as a result of maltreatment under either of North Carolina’s mandated reporting laws.

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

~~Any~~ A school employee who knows or has cause to suspect (1) child abuse, neglect, dependency or death as a result of maltreatment by a parent, guardian, custodian, or caretaker of the child or (2) that a child has been a victim of human trafficking, involuntary servitude, or sexual servitude by any person is legally required to report the case of the child to the director of social services. The employee 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 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. Failure on the part of any school employee to report may result in disciplinary action being brought against the employee by the school system or civil action under the law. ~~An employee who fails to report or who prevents another person from making a report is subject to disciplinary action by the school system or civil or criminal action under the law.~~

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

A school employee 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.

C. COOPERATION WITH STATE AGENCIES

1. The principal may establish a contact person in the school to act as a liaison with state agencies charged with investigating reports of child abuse and neglect or child maltreatment, social services.
2. All employees-Employees shall cooperate fully with agency personnel conducting an the department of social services in its investigation of suspected child abuse, neglect, dependency, or death as a result of maltreatment, or maltreatment occurring in a child care facility.
3. In the case of suspected abuse, neglect, dependency, or death due to maltreatment under the jurisdiction of social services, employees Employees shall permit the child to be interviewed by social services on school campuses during school hours.
4. 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.

5. ~~Employees and~~ shall provide ~~social services with~~ confidential information to agency personnel, so long as the disclosure does not violate state or federal law.
6. Any confidential information disclosed by the investigating agency ~~department of social services to~~ employees ~~will~~ must remain confidential and ~~will only~~ may be redisclosed only for purposes directly connected with carrying out the responsibilities of the school system or the employee.

D. 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 ~~by the department of social services~~; (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.

The superintendent shall develop any necessary procedures for reporting suspected child abuse, neglect, dependency, ~~or 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 ~~by the department of social services~~. The board encourages school officials to provide staff development opportunities related to identifying and reporting child abuse, neglect, dependency, ~~or 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; 14-318.2; 110-90.2, -105.3, -105.4, -105.5; 115C-400, -402; 126-5; 16 N.C.A.C. 6C.0312; State Board of Education Policy LICN-007, State Board of Education Regulation LICN-020-R(1) ~~NCAC 6C.0312~~

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;

WATAUGA COUNTY HIGH SCHOOL

STUDENT ATHLETE/PARENT PLEDGE OF COMMITMENT AND SUPPORT

Student Athlete:

As a participant in the Watauga County High School Athletic Program, I commit myself to continuously work toward the goal of excellent physical fitness.

I agree to remain chemically free from tobacco, alcohol, and/or other drugs. I fully understand that this pledge extends to seven days per week.

If I have a problem and/or I need help fulfilling this contract, I understand all of the coaches will be available to help me. The Daymark Recovery Services substance abuse counselor and school counselors will be available to help me.

I have read and understand the athletic policies and consequences for violation of these policies, and I pledge to follow said policies and to help my teammates abide by them.

Parents/Guardians:

As parents/guardians of a student participating in the Watauga County High School Athletic Program, I/we support our child's agreement to abide by all training rules by the Watauga High School Athletic Department, as well as others established by the coach.

To demonstrate my/our support, I/we pledge to;

1. Abstain from using illegal drugs and the use of alcohol and/or tobacco in such a way that we are setting a poor example for our child
2. Assert our authority as parents in supporting and guiding our child.
3. Provide support for our child if it becomes apparent that a problem exists. We will seek information and assistance when needed.
4. Not enable our child's unhealthy habits by covering up or providing alibis if training rules are broken. We will hold our child accountable for his/her actions.
5. Support the coach and other school personnel by providing information and support in dealing with our child.
6. Communicate with school personnel any knowledge or information of person(s) who are violating training rules and/or are in need of help.
7. Provide a safe and legal atmosphere in our home at all times.
8. Heighten our awareness of our child's behavior, psychological needs, social habits, and academic status.

School Year _____

**WATAUGA COUNTY HIGH SCHOOL
STUDENT ATHLETE/PARENT DRUG TESTING CONSENT FORM**

A student athlete and his/her parent/guardian must sign this consent form before the student athlete is allowed to participate in any game or practice.

I, _____ student name _____, have read and do hereby declare that I will be a participant in the Board of Education approved policy on the Drug Screening of Athletes. I authorize the school to administer drug testing and to release the results of the test to my parent(s)/guardian(s), athletic director, head coach, principal, personnel director, and the superintendent or his/her designee.

I, _____ parent name _____, as the parent/guardian have read and consent to and authorize the Watauga County School System to conduct a drug test on my son /daughter; and to the release of information concerning the results of such test to me, athletic director, head coach, principal, personnel director, and the superintendent or his/her designee

Student's Signature / *Date*

Sport(s)

Parent/Guardian's Signature *Date* *Phone #*

Address

By signing this form, I am confirming that I/we have read the Watauga High School Drug Testing Policy and agree to its terms.

Watauga High School**Drug Education and Screening for Student Athletes****Athletic Department Drug Screening and Education Program**

High School officials and coaches of athletic teams believe that students who are selected for the privilege of membership on teams, should conduct themselves as responsible representatives of the school. As recognized representatives of their school, members are expected to exhibit appropriate behavior during the season or out of season, in uniform or out of uniform, on campus or off campus.

The purpose of the Drug Screening of Student Athletes Program is to identify student athletes who are using drugs in order that assistance can be provided to them through counseling, education, and treatment. The drug screening program is not intended to punish students or to eliminate them from participation in interscholastic sports. It is fully recognized that student athletes are considered leaders in the school system, and for this reason, should serve as positive role models for the rest of the student population. It is also believed that this program will help motivate our young people to reject the peer pressure placed on them to experiment with or become involved in drug use.

POSITIVE TEST RESULTS WILL NOT RESULT IN SUSPENSION FROM SCHOOL OR NOTIFICATION OF LEAGAL AUTHORITIES.

GOALS

Goals of the program are:

1. To educate our student athletes about the dangers and problems associated with drug use.
2. To prevent drug use by student athletes.
3. To identify any student athlete who may be using drugs and to determine the identity of the drug(s).
4. To educate student athletes involved in drug use about the effect to the athletic team and its members.
5. To assist parents in providing opportunities for counseling and treatment for any student athlete who is determined to be using drugs.
6. To provide reasonable safeguards that every student athlete who participates in Watauga High School athletics is physically competent.
7. To remove the stigma of drug use from those student athletes who do not use drugs.
8. To develop a drug-free athletic program that produces student athletes who can serve as role models and influence their peers to lead healthy and responsible lives.

GENERAL PROCEDURES

The program will be applied to all interscholastic sports teams, male and female and is intended for all students who try out for or become members of any Watauga High School interscholastic team, hereafter called school. Also included are members of all cheerleading teams. These persons shall be referred to herein as "student athletes". Student athletes shall be considered part of the random test pool for the entire school year.

Cost of random testing shall be paid by the Watauga County Board of Education. Student athletes will receive instruction in the dangers of drugs and alcohol as a part of the program to educate and encourage students to respect their bodies, to develop and pursue athletic ability and to continue throughout their lives to exercise, participate in sports and maintain healthy drug-free lives. The elimination of drug and alcohol use shall be a part of this program.

An explanation of the program shall be made available to all student athletes and parents. Testing shall typically be done by means of examination of urine samples. Other acceptable test(s) may be used if a urine sample cannot be provided at the time of random testing. Collection of samples shall be done in an inoffensive way that ensures the integrity and identity of the sample. The School will maintain drug test results in a secure and confidential manner so the disclosure of the information to unauthorized persons does not occur.

If there is suspension from practice or team participation, team members shall not be told the reason unless the student athlete chooses to do so. This program shall not alter other Watauga High School policies, practices or rights in dealing with drug or alcohol use or possession where there is reasonable suspicion of use or possession obtained by means other than the random sampling provided for in this program.

A "positive" test under the program shall not cause suspension or expulsion from academic and other school activities. The testing program and the results thereof apply only to the athletic program.

A "refusal" to test will be handled the same as a verified positive.

SPECIFIC PROCEDURES

Drug Education Sessions

The head coach of each athletic team will require the attendance of all prospective team members and at least one custodial parent or guardian of all prospective team members at the pre-season meeting. Each student athlete shall receive a copy of this policy. This program shall be explained to all student athletes, and an educational presentation shall be made in order to acquaint the student athletes with the harmful consequences of drug and alcohol use. In addition, the Health

Education curriculum at Watauga High School will include extensive drug education.

Consent Forms

Each student athlete shall be provided with a consent form, a copy of which is attached hereto, which shall be dated and signed by the student athlete and by the custodial parent or guardian before such student athlete is eligible to practice or participate in any interscholastic team sport. If practice for an interscholastic team sport has begun prior to delivery of consent form, then signatures by the student athlete and the by the custodial parent or guardian shall be required for continued participation by the student athlete. The consent shall be to provide, at any time requested, a sample to be tested for drugs.

Random Testing

All student athletes of Watauga High School will be subject to random testing for controlled substances and may include steroids. Random testing will be done on a percentage basis in a fair and equal manner.

Selection of student athletes for random testing will be made by scientifically valid method, such as random number table or a computer based random number generator that is matched with the student athlete's social security number.

Each time a random selection is made, every athlete will have an equal chance of being selected. Random tests will be unannounced and spread reasonably throughout training and/or participation seasons. Athletes, who notified that they have been selected for random testing, will proceed immediately to the collection site.

Specimen Collection Procedures

When a student athlete is randomly selected for testing, only the personnel director and athletic director will be told that the student athlete is to be tested.

When a student athlete is selected for testing, specific guidelines will be followed in urine specimen collections for the purpose of drug testing. In accordance with the Department of Health and Human Services (DHHS) guidelines, a clear and well-documented procedure for collection, shipment and accession of urine specimens from the School to the laboratory has been established. Procedures will account for the integrity of each urine specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen. The School may choose to do urine specimen collections in-house or utilize the services of an outside source, which may be a doctor's office, clinic, hospital or other facility that meets the security requirements as specified by DHHS guidelines. The collection site will be a secure location to allow for maximum privacy, which included a toilet for completion of urination and source of water for

washing hands excluded from the area provided for urination.

No other person will be present or gain access to the collection area during the collection process. All specimens must remain in the direct control of the collection site person. No one other than collection site persons may handle specimens prior to the being placed securely in the mailing container.

When reporting to a collection site for specimen collection each student athlete will be required to provide a photo I.D. The athletes will be asked to remove all unnecessary outer garments (i.e., coat or jacket) and secure all personal belongings (individual may retain his/her wallet).

The athlete will be allowed to provide his/her specimen in the privacy of a stall. If collection site person believes tampering or adulteration has occurred, a second specimen shall be collected immediately under the direct supervision of a same gender collection site person. Both samples will be sent to the lab. Refusal to test will be handled the same as verified positive result. In all cases the student athlete and the collection site person shall keep the specimen in view at all time prior to being sealed and labeled. The specimen will be labeled with tamperproof seals and the student athlete will sign appropriate places on the Chain of Custody and initial the seal on the bottle attesting to the fact that the specimen is specific to the individual providing the sample.

Testing Methodology

Only laboratories certified by the Department of Health and Human Services (DHHS) will be used for drug urinalysis.

Every specimen is required to undergo an initial screen followed by confirmation of all positive screen results. This screen-confirmation process is highly sophisticated and will detect minute levels of prohibited substances in urine.

Reporting of Results

The laboratory is required to report the test results to School's Medical Review Officer (MRO) within five (5) working days. The report shall indicate the drug/metabolizes tested for, whether the results are positive or negative, and the specimen number assigned by the School and the drug testing laboratory identification number.

Review of Results/MRO

The medical review officer (MRO) is a licensed physician and possesses knowledge of drug abuse disorders. The MRO may be contracted to provide the services required. The MRO will review and interpret positive results obtained from the laboratory. The MRO through a verification process will assess and

determine whether alternate medical explanations could account for the positive test results. The MRO may conduct medical interviews of the student athlete, review the athlete's medical history and review any other relevant bio-medical factors. Additionally, the MRO will examine all medical records and data made available by the tested individual, such as evidence of prescribed medications. The MRO will give the individual testing positive an opportunity to discuss the test results prior to making a final decision. After the final decision is made, the MRO will notify the School as prescribed below.

If during the course of an interview with a student who has tested positive, the MRO learns of a medical condition, which could, in the MRO's reasonable medical judgment, pose a risk of safety, the MRO may report that information to the school.

The MRO/laboratory will report test results to the athletic director of Watauga High School.

The Athletic Director will then attempt to contact the parent/guardian of the student athlete to set up a meeting. The student athlete will be privately informed. He/she will be given the opportunity to be retested. The cost of this test shall be at the student/parent/guardian's expense. This retest must take place within 48 hours after the student athlete has been informed. If a positive test results in suspension from athletics, the principal will be informed.

Confidentiality

The school will maintain drug test results in a secure and confidential manner, so that disclosure of the information to unauthorized persons does not occur. Student information shall only be released as required by law or as expressly authorized.

The results may be released to the:

- Watauga County School's Personnel Director
- Student Athlete
- Student Athlete's Custodial Parent(s) or Guardian(s)
- Athletic Director
- Principal
- Head Coach
- Superintendent or his/her designee

The School may disclose information to the student/parent/guardian or to the decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual.

Reasonable Suspicion Testing

If any athlete while on school property and/or while participating in athletic events acts in an abnormal manner sufficient to cause reasonable suspicion that he/she may be using drugs, then he/she will be required to submit a controlled substance test upon the approval and direction of an officer of the School System.

RESULTS OF POSITIVE DRUG SCREENING

When a student tests positive for a drug or drugs including alcohol, the following procedures will apply:

First Positive

The student athlete and his/her parent(s)/guardian(s) will be notified. From date of notification the student shall not participate in the athletic program for a minimum of 15 school days. Parent(s)/Guardian(s) shall be encouraged to arrange and attend counseling sessions with his/her student. After the 15-day period, the student athlete will be retested (at student/parent expense). If the student athlete tests negative, he/she shall be reinstated to participate in sports provided he/she and his/her parent(s)/guardian(s) sign a form releasing the school from liability for injury or illness. A copy of test report shall be provided to the athletic director prior to reinstatement.

Second Positive

If a student athlete tests positive anytime during his/her career for a second time, the student and his/her parent(s)/guardian(s) shall be notified immediately. The student athlete shall be suspended from participation in interscholastic sports for the remainder of the sports season or a minimum period of 30 school days.

Retesting (at student/parent expense) will take place before eligibility is restored. If the student athlete tests negative, he/she shall be reinstated to participate in sports provided he/she and his/her parent(s)/guardian(s) sign a form releasing the school from any liability for injury or illness. A copy of test report shall be provided to the athlete director prior to reinstatement. The student athlete shall be subject to additional random drug testing.

Third Positive

If a student athlete tests positive anytime during his/her high school sports career for a third time, the student athlete and his/her parent(s)/guardian(s) and the principal shall be notified that the student athlete is suspended from participation in any interscholastic sport in Watauga High School for one calendar year from date of third positive.

After the third positive test, it shall be assumed that the student athlete has a serious drug problem and reinstatement to participate in interscholastic sports at Watauga High School during subsequent years will require the student athlete to present certification showing that he/she is drug free.

COUNSELING AND TREATMENT

A licensed professional who is certified to treat substance abuse must provide all counseling and treatment. (Cost to be paid by the student/parent(s)/guardian(s).)

RESOURCES

If the Watauga County Board of Education has a counselor specializing in substance abuse employed in the school, the student athlete may utilize the service.

ADDITIONAL PROCEDURES

1. Prior to each school year the Athletic Director of the Watauga County High School will go over this entire policy in detail with the total coaching staff in a group setting or individually.
2. Training will be provided for all coaches pertaining to suspicion of drug use and what constitutes reasonable cause.
3. Each head coach will discuss this policy and any and all subsequent policies with their respective team(s) at the start of each sport season, as well as, at regular intervals throughout that season.
4. Each student athlete, together with his/her parent(s)/guardian(s) will sign a pledge to abstain from the use of illegal substances by the student athlete.
5. Parent(s)/guardian(s) of student athletes will pledge to properly chaperone functions being hosted in their home by not permitting the use of illegal substances. In addition, the parent(s)/guardian(s) of the student athlete will also pledge to check with the parent(s)/guardian(s) hosting a function in their home regarding appropriate supervision.
6. The signed pledge will be collected by the head coach or designee prior to the student athlete participating in any interscholastic athletic event. The pledge will remain on file with the athletic director or head athletic trainer throughout the school year.
7. Any time a member of the coaching staff or athletic administration has reason to suspect a student athlete under his/her supervision to be involved in substance use and/or other violations of state laws, the coach and/or administrator is obligated to approach the student athlete in an attempt to seek the truth regarding the student athlete's behavior.

Replaces 5.07.22 WHS Athletics Substance Abuse

Adopted: _____

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

A. ANNUAL NOTIFICATION OF RIGHTS

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

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

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

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

B. DEFINITION OF PARENT AND ELIGIBLE STUDENT

1. Parent

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

2. Eligible Student

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

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

C. CLASSIFICATION AND MAINTENANCE OF RECORDS

1. Student Education Records

~~Information about students that is collected and stored by school personnel~~ Student education records may be separated into several categories, including, but not limited to, the following records.

a. Cumulative Records

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

b. Discipline Records

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

c. Records of Students with Disabilities

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

d. Records Received from the Department of Social Services

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

e. Juvenile Records

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

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

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

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

f. Other Student Records

School system personnel may also keep other student records but must review such records annually and destroy them when their usefulness is no longer apparent or when the student leaves the school system.

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

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

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

- b. employment records of student employees if those records relate exclusively to the student in his or her capacity as an employee and are not made available for any other use; and
- c. records created by a law enforcement unit of the school system if created for a law enforcement purpose and maintained solely by the law enforcement unit of the school system. However, a law enforcement record containing ~~This does not include information that was obtained from the~~ student's confidential file or other educational records must be treated as an education record and may be released only in accordance with this policy that is contained in a law enforcement record.

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

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

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

E. RECORDS OF MISSING CHILDREN

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

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

F. RECORDS OF MILITARY CHILDREN

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

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

1. For Students Leaving the School System

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

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

2. For Students Enrolling in the School System

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

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

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

1. Review by Parent or Eligible Student

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

2. Review of Video or Audio Recordings and Photographs

a. Parent's Right to Review

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

b. Status as Education Record

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

c. Records of More Than One Student

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

d. Copies of Recordings and Photos

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

3. Request to Amend the Education Record

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

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

H. RELEASE OR DISCLOSURE OF RECORDS TO OTHERS

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

1. Release/Disclosure With Parental Consent

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

2. Release/Disclosure Without Parental Consent

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

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

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

3. Release of Directory Information

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

- a. The board designates the following student record information as directory information:
 - (1) name;
 - (2) address;
 - (3) telephone listing;
 - (4) electronic mail address;
 - (5) photograph;
 - (6) date and place of birth;
 - (7) participation in officially recognized activities and sports;
 - (8) weight and height of members of athletic teams;
 - (9) dates of attendance;
 - (10) grade level;
 - (11) diplomas (including endorsements earned), industry credentials/certifications, and awards received; and
 - (12) most recent previous school or education institution attended by the student.
- b. The telephone number and actual address of a student who is or whose parent is a participant in the North Carolina Address Confidentiality Program is not considered directory information and will not be released, except as required by law.
- c. Information about a homeless student's living situation is not considered directory information and will not be released.
- d. As required by law, the names, addresses, and telephone numbers of secondary school students shall be released, upon request, to military recruiters or institutions of higher learning, whether or not such information

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

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

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

4. Records of Students with Disabilities

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

5. Disclosure of De-Identified Information

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

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

I. WITHHOLDING RECORDS

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

J. RECORD OF ACCESS AND DISCLOSURE

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

K. DESTRUCTION OF STUDENT RECORDS

School officials shall only destroy student records in accordance with state and federal law and the *Records Retention and Disposition Schedule for Local Education Agencies*. After notifying parents, school officials may destroy student records when the records are no longer needed to provide educational services to the student or to protect the safety of the student or others. School officials must destroy student records if the parent or eligible student requests their destruction and if such records are no longer needed to provide educational services to the student or to protect the safety of the student or others. School officials shall not destroy student records if there is an outstanding request to inspect the particular records.

L. LONGITUDINAL DATA SYSTEM

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

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

Cross References: Parental Involvement (policy 4002), Student and Parent Grievance Procedure (policy 4010), Special Education Programs/Rights of Students with Disabilities (policy 3520), Children of Military Families (policy 4050), Homeless Students (policy 4125), North Carolina Address Confidentiality Program (policy 4250/5075/7316), Disciplinary Action for Exceptional

Children/Students with Disabilities (policy 4307), Student Discipline Records (policy 4345), Confidentiality of Personal Identifying Information (policy 4705/7825), Surveys of Students (policy 4720), Public Records – Retention, Release, and Disposition (policy 5070/7350)

Adopted: January 12, 2015

Replaces: Policy 5.06.20, Maintenance of Student Records

Revised: January 28, 2016; November 13, 2017; June 11, 2018;

CONFIDENTIALITY OF PERSONAL IDENTIFYING INFORMATION

Regulation Code: 4705/7825-R

The following rules govern the collection, use and disclosure of social security numbers and other personal identifying information.

A. COLLECTION

1. Limitation on Collection and Use of Social Security Numbers

Social security numbers and other personal identifying information should only be collected when required or authorized by federal or state law. If a unique identifier is needed, then a substitute for the social security number will be used, such as a system-created student identification number that does not use the social security number.

2. Authorized Purposes for Collection

Social security numbers will be collected only:

- a. for the administration of federal and state income taxes;
- b. for verification of employment eligibility as required by the Immigration Reform and Control Act of 1986;
- c. for Free and Reduced Lunch applications;
- d. if the school system maintained a system of records prior to January 1, 1975, and the disclosure of the social security number was required to verify the identity of an individual;
- e. if it is imperative for the performance of the school system's duties and the need has been plainly documented; or
- f. if the collection and/or use of social security numbers is otherwise authorized by law.

Prior to the collection of a social security number, the school system department or division that requires the number shall provide an individual, upon request, with a statement of the purpose for which the number will be used. The number will be used only for that stated purpose. In addition, any school system department or division that collects social security numbers shall incorporate such numbers in a student or employee's record in a manner that enables them to be easily redacted upon a valid public records request.

Any school form that requires a social security number must include information on why the number is being collected, what authority the school system is acting upon in collecting the number, and whether the disclosure of the number is mandatory or voluntary.

B. DISCLOSURE

The school system shall not intentionally communicate or make available an individual's social security number or other identifying information to the general public.

1. State Mandated Disclosure Restrictions

School system officials shall not do any of the following:

- a. intentionally print or imbed a social security number on any card necessary for an individual to gain access to school services;
- b. require an individual to release a social security number on the Internet unless the Internet connection is secure or the social security number is encrypted;
- c. require an individual to use a social security number to gain access to a website, unless access also requires a password or unique PIN;
- d. print an individual's social security number on any materials that are mailed to the individual, unless required by state or federal law; or
- e. print an individual's social security number on a postcard, or allow a social security number to be visible through an envelope without the letter being opened.

2. Authorized Disclosures

School system officials are authorized to disclose social security numbers and other identifying information to an individual or entity outside of the school system in the following circumstances:

- a. pursuant to a court order, warrant, or subpoena;
- b. for public health purposes as required in Chapter 130A of the General Statutes; or
- c. to another governmental entity if necessary for that entity to perform its duties.

3. Public Records

The presence of identifying information in a public record does not change the nature of the public record. If a social security number or personal identifying information is contained within a document subject to release under the Public Records Law, the social security number or personal identifying information will be redacted or removed, and the public record request will be complied with as promptly as possible.

4. Public Display

Social security numbers or personal identifying information must not be placed on identification cards, badges, time cards, employee rosters, bulletin boards, or any other materials or documents widely viewed by others. In addition, documents, materials or computer screens that display social security numbers or personal identifying information must be kept out of public view at all times.

5. Mailing or Faxing Documents

Documents containing social security numbers or other personal identifying information that must be sent through the mail must not be mailed on a postcard and must be mailed in a manner that does not reveal the number or information through the envelope window or without the envelope being opened.

If a social security number or personal identifying information must be faxed, the fax message must be accompanied by a transmittal sheet that includes a confidentiality notice.

C. ACCESS TO SOCIAL SECURITY NUMBERS OR PERSONAL IDENTIFYING INFORMATION

Only the following individuals within the school system will have access to social security numbers or other personal identifying information:

1. school system personnel, including agents, contractors and consultants, who require access to perform their jobs or otherwise to render services to the board; and
2. members of the board of education, when access is required to carry out the members' duties and responsibilities.

Under no circumstances may any student have access to social security numbers or personal identifying information for other students or any school system personnel.

D. STORAGE AND DISPOSAL

All documents or files that contain social security numbers or personal identifying information must be stored in a physically secure manner. Social security numbers and

personal identifying information must not be stored on computers or other electronic devices that are not secured against unauthorized access.

Documents or other materials that contain social security numbers or other personal identifying information must not be thrown away through usual trash disposal; they must be discarded or destroyed only in manner that protects their confidentiality, such as shredding.

Any disposal of documents must comply with the *Records Retention and Disposition Schedule for Local Education Agencies*.

E. IMPROPER COLLECTION, DISCLOSURE OR USE

Any individual who suspects that improper collection, disclosure or use of a social security number or personal identifying information has occurred shall inform the superintendent or designee.

In the event that a security breach occurs, the affected individual must be notified of the breach. The term "security breach" means an incident of unauthorized access to and acquisition of unencrypted, unredacted records or data containing personal information, when such access (1) results in or is reasonably likely to result in illegal use of the personal information or (2) creates a material risk of harm to the person. In addition, any incident of unauthorized access to and acquisition of *encrypted* records or data containing personal information, along with access to and acquisition of the confidential process or key, will also constitute a security breach. Good faith acquisition of personal information by an employee or agent of the school system for a legitimate business purpose is not considered a security breach, provided that the personal information is not used for a purpose other than a lawful purpose of the school system and is not subject to further unauthorized disclosure.

Notice of a security breach must comply with the provisions of G.S. 75-65, including the following.

1. Notice must be provided immediately upon discovery of the breach, unless a law enforcement agency informs school personnel that providing notice may impede a criminal investigation or jeopardize national or homeland security. Any request by a law enforcement agency to delay notice must be in writing; otherwise the school employee receiving the request must document the request in writing at the time it is made. The documentation must include the name and agency of the requesting officer.
2. The notice must be in writing and may also be done via telephone, provided that the phone contact is made directly with the affected person.
3. The notice must be clear and conspicuous.

4. The notice must include a general description of the security breach and a description of the type of information that was subject to the breach.
5. The notice must include a general description of the action taken by the school system to protect the personal information from further access.
6. The notice must direct the person to remain vigilant by reviewing his or her personal account statements and monitoring his or her credit reports.
7. The notice must include a school system telephone number that the person may call for further assistance, if such a number exists.
8. The toll-free numbers and addresses for the major consumer reporting agencies.
- 7.9. The toll-free numbers, addresses, and website addresses for the Federal Trade Commission and the N.C. Attorney General's Office, along with a statement that the individual can obtain information from these sources about preventing identity theft.

Any individual who fails to comply with legal requirements, board policy or these regulations will be subject to disciplinary action, up to and including suspension or expulsion for students and termination for employees, and may also be subject to criminal prosecution.

Adopted: November 10, 2014

Revised:

RECRUITMENT AND SELECTION OF PERSONNEL

Policy Code:

7100

A. GENERAL PRINCIPLES

It is the policy of the Watauga County Board of Education (the “board”) to provide all applicants for employment with equal employment opportunities and to provide current employees with training, compensation, promotion, and other benefits of employment without regard to race, color, religion, national origin, military affiliation, genetic information, sex, age, or disability, except when sex, age, or physical requirements are essential occupational qualifications. All candidates will be evaluated on their merits and qualifications for positions. All employment decisions will be consistent with the board’s objective of providing students with the opportunity to receive a sound basic education, as required by state law.

The board also is committed to diversity throughout the programs and practices of the school system. To further this goal, the recruitment and employment program should be designed to encourage a diverse pool of qualified applicants.

B. RECRUITMENT

Recruitment for a specific vacancy will be undertaken only after the need and qualifications for the position are established and proper authorization is obtained.

All vacancies must be adequately publicized within the school system so that employees will be informed of opportunities for promotion or transfer to new jobs; however, the superintendent or designee may forgo publicizing a vacancy if the position will be filled through a lateral assignment, reassignment, or promotion of a current employee or if exigent circumstances necessitate that the position be filled immediately. Vacancies also may be publicized externally to attract qualified applicants.

C. CRIMINAL HISTORY

Except as otherwise provided in Section D of this policy, applicants ~~Applicants~~ must notify the human resources director immediately if they are arrested, charged with, or convicted of a criminal offense (including entering a plea of guilty or *nolo contendere*) other than a minor traffic violation (i.e., speeding, parking, or a lesser violation). Notice must be in writing, must include all pertinent facts, and must be delivered to the human resources director no later than the next scheduled business day following the arrest, charge, or conviction, unless the applicant is hospitalized or incarcerated, in which case the applicant must report the alleged violation within 24 hours after his or her release. Upon judicial action in the matter, the applicant must report the disposition and pertinent facts in writing to the human resources director no later than the next business day following adjudication.

A criminal history check and a check of sex offender registries must be conducted on all final candidates for employment with the school system. Criminal history checks must be conducted in accordance with state law and any procedures established by the superintendent. School officials shall not require candidates to disclose expunged arrests, charges, or convictions and shall not ask candidates to voluntarily disclose such information without first advising that disclosure is not required. The superintendent or designee shall report to the State Board of Education any licensed individual who is found to have a criminal history, as required by State Board policy. Special requirements are described in Section D of this policy for criminal history checks of candidates for certain positions working with pre-school children or working in afterschool or developmental day programs.

A final candidate for employment or for hiring as an independent contractor will be excluded from hiring on the basis of criminal conduct only when doing so is job-related and consistent with business necessity. If a final candidate is found to have been convicted of a criminal offense, other than a minor traffic violation, the superintendent shall determine whether the individual is qualified for employment despite the criminal history by considering, among other things, whether the individual poses a threat to the safety of students or personnel or has demonstrated that he or she does not have the integrity or honesty to fulfill the duties of the position. The following factors will be considered in making this determination: (1) the nature and gravity of the offense or conduct; (2) the time that has passed since the offense or conduct and/or completion of the sentence; and (3) the nature of the job sought. Before the superintendent may exclude a final candidate based on his or her past criminal convictions, the superintendent must give the candidate the opportunity to demonstrate that the exclusion does not properly apply to him or her. The requirements of this paragraph do not apply to a child care provider who is determined to be disqualified by the Division of Child Development and Early Education on the basis of a criminal history check conducted pursuant to G.S. 110-90.2, 42 U.S.C. 9858f, and 45 C.F.R. 98.43. (See Section D of this policy).

The board has determined that every position with the school system, regardless of whether the position is located in a school or elsewhere, potentially entails contact with students, either on a regular, occasional, or emergency basis. For that reason, no individual who is a registered sex offender subject to the provisions of policy 5022, Registered Sex Offenders, will be hired for any position with the school system.

In addition, each contract executed by the board with an independent contractor or for services of independent contractors must require the contractor to check sex offender registries as specified in policy 5022, Registered Sex Offenders.

D. CRIMINAL HISTORY CHECKS OF CHILD CARE PROVIDERS

For purposes of this section, a "child care provider" is:

1. any person who works or is a final candidate seeking to work in a classroom or

program licensed by the Department of Health and Human Services, Division of Child Development and Early Education (DCDEE); and

2. any person, including a volunteer, who has unsupervised contact with children enrolled in such classrooms or programs.

Before beginning initial employment or volunteer service and at least every three years thereafter, each child care provider must complete a criminal background check that meets the requirements of G.S. 110-90.2, 42 U.S.C. 9858f, and 45 C.F.R. 98.43 and present a letter issued by DCDEE indicating that the individual is qualified to have responsibility for the safety and well-being of children based on the individual's criminal history.

After September 30, 2019, no person shall (1) be employed, continue to be employed, or be permitted to volunteer as a child care provider, or to otherwise have unsupervised contact with students enrolled in a licensed classroom or program operated by the school system or (2) be counted in the staff/child ratio of such classroom or program, unless the person holds a current valid qualification letter issued by DCDEE. However, a child care provider with provisional status may be employed pending final results of the criminal background check but shall be subject to the restrictions established by 10A N.C.A.C. 09 .2703(f).

The application fee and cost of fingerprinting associated with the DCDEE criminal history check process shall be borne by the board.

A child care provider who has incurred any pending charges, indictments, or convictions (other than minor traffic offenses) since the last qualification letter was issued by DCDEE shall notify the assistant superintendent of human resources in writing of such charges within five business days or before returning to work, whichever comes first. The assistant superintendent of human resources shall notify DCDEE within one business day of being notified.

The superintendent or designee shall include the criminal history mandatory reporting requirement in all new employee orientation information for child care providers. The superintendent shall also be responsible for establishing effective recordkeeping methods and other processes as necessary to ensure compliance with all legal requirements pertaining to criminal history record checks of child care providers.

D.E. SELECTION

1. Qualifications

Candidates for employment must be selected based upon their likely ability to fulfill duties identified in the job description as well as performance standards established by the board. In making the determination, the following information must be considered:

- a. application;
- b. education and training;
- c. licensure and certification (when applicable);
- d. relevant experience;
- e. personal interviews; and
- f. references and/or background checks.

When several applicants for the same position are equally qualified and suitable for the position, employees within the school system will be given priority.

2. Nepotism

- a. For purposes of this subsection, the following definitions apply.
 - i. “Immediate family” means spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships.
 - ii. “Central office staff administrator” includes directors, supervisors, specialists, staff officers, assistant superintendents, area superintendents, superintendents, and principals.
- b. Before any immediate family of any board of education member or central office staff administrator is employed by the board or engaged in any capacity as an employee, independent contractor, or otherwise, (1) the board member or central office staff administrator must disclose the familial relationship to the board and (2) the prospective employment or engagement must be approved by the board in a duly called open session meeting.
 - i. An employee who knowingly fails to disclose a familial relationship to the board as required will be subject to disciplinary action up to and including dismissal.
 - ii. Notification by the employee to the director of human resources will be deemed disclosure to the board. The director of human resources is responsible for conveying the disclosure to the board before the board takes action on the prospective employment or engagement.
- c. When making recommendations for the selection and assignment of personnel, the superintendent shall attempt to avoid situations in which one employee occupies a position in which he or she has influence over the

employment status, including hiring, salary, and promotion, of another employee who is a member of the first employee's immediate family.

- d. No administrative or supervisory personnel may directly supervise a member of his or her immediate family.

3. Employment Procedures

All applicants selected for employment must be recommended by the superintendent and approved by the board. In situations in which the employee must be hired between board meetings, the superintendent is authorized to approve hiring such personnel, contingent upon approval by the board at its next scheduled board meeting.

State guidelines must be followed in selection and employment procedures. The superintendent shall develop any other procedures necessary to implement this policy.

The superintendent shall develop procedures for verifying new employees' legal status or authorization to work in the United States as required by law.

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 *et seq.*; Americans with Disabilities Act of 1990, 42 U.S.C. 12101 *et seq.*; Equal Educational Opportunities Act of 1974, 20 U.S.C. 1703; Equal Pay Act of 1963, 29 U.S.C. 206; Fair Credit Reporting Act, 15 U.S.C. 1681 *et seq.*; Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. 2000ff *et seq.*; Military Selective Service Act, 50 U.S.C. Appx. 453; Rehabilitation Act of 1973, 29 U.S.C. 794; Title VII of the Civil Rights Acts of 1964, 42 U.S.C. 2000e *et seq.*; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*; Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. 4301 *et seq.*; 8 U.S.C. 1101 *et seq.*; 42 U.S.C. 9858f; 45 C.F.R. 98.43; *Green v. Missouri Pacific Railroad* (8th Cir. 1975); *Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964*, U.S. Equal Employment Opportunity Commission (April 25, 2012) available at http://www.eeoc.gov/laws/guidance/arrest_conviction.cfm; G.S. 14-208.18; 15A-153; 110-90.2; 115C-12.2, -36, -47, -276(j), -332; 126-7.1(i), -16; 127A-202.1 *et seq.*; 127B-10, -12, -14; 143B-421.1, -931; *Leandro v. State*, 346 N.C. 336 (1997); 10A N.C.A.C. 09 .0102, -.2701, -.2702, -.2703; 16 N.C.A.C. 6C .0313; State Board of Education Policies Policy BENF-009; State Board of Education Regulation EVAL-017-R(1) and NCAC 6C.0313

Cross References: Board Authority and Duties (policy 1010), Registered Sex Offenders (policy 5022)

Adopted: February 9, 2015

Replaces: Policy 3.02.40 Qualifications of Certified Personnel, policy 3.02.55 Recruitment, and policy 3.01.30 Equal Employment Opportunity

| Revised: January 28, 2016; August 14, 2017 (Legal references only); November 13, 2018;

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

A. LICENSURE AND OTHER QUALIFICATION REQUIREMENTS

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

B. EXCEPTIONS TO LICENSURE REQUIREMENTS

1. Adjunct CTE Instructors

An unlicensed individual who meets the adjunct hiring criteria established by the State Board of Education for a specific career and technical education (CTE) career cluster may be employed as an adjunct CTE instructor for up to 10 hours per week, provided the individual first completes preservice training and meets all other statutory requirements for serving as an adjunct instructor established by G.S. 115C-157.1.

2. Adjunct Instructors in Core Academic Subjects

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

3. Interim Principals

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

4. Cherokee Language and Culture Instructors

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

5. Driver Education Instructors

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

C. BEGINNING TEACHER SUPPORT PROGRAM

The superintendent or designee shall develop a plan and a comprehensive program for beginning teacher support. The plan must be approved by the board and the Department of Public Instruction and kept on file for review. The plan must be aligned to the State Board of Education's beginning teacher support program standards and, when monitored must demonstrate proficiency. ~~The superintendent or designee shall submit an annual report on the Beginning Teacher Support Program to the Department of Public Instruction (DPI) by October 1 of each year. The report must include evidence of demonstrated proficiency on the Beginning Teachers Support Program Standards and evidence of mentor success in meeting Mentor Standards.~~ The school system will also participate in implementing a regionally-based annual peer review and support system.

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

D. LICENSE CONVERSION

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

E. LICENSE RENEWAL

Licensure renewal is the responsibility of the individual, not of the school system. Any employee who allows a license to expire must have it reinstated prior to the beginning of

the next school year. A teacher whose license has expired is subject to dismissal.

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

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

F. PARENTAL NOTIFICATION

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

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

G. EQUITABLE DISTRIBUTION OF TEACHERS

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

Legal References: Elementary and Secondary Education Act, 20 U.S.C. 6301 *et seq.*; 34 C.F.R. 200.55-57, 200.61; G.S. 115C art. 17E; 115C-270.21, -284, -295, -298.5, -325(e)(1)(m) (applicable to career status teachers), -325.4(a)(12) (applicable to non-career status teachers), -

333, -333.1; State Board of Education Policies DRIV-003, DRIV-004, EVAL-004. EVAL-023, EVAL-034, LICN-001, LICN-005, LICN-022, TCED-016; State Board of Education Regulations LICN-000-R(1), LICN-016-R(1), LICN-018-R(1), LICN-021-R(1), LICN-022, NCAC 6C.0102, NCAC 6C.0307, TCED 016; *Beginning Teacher Support Program Handbook*, available at <https://docs.google.com/document/d/1Ssiewc7pZAUaHWl33pWMFdYOkb1ZYKtlWRFU-QHRY4/edit?ts=57aa2c78#heading=h.gjdgxs>

Cross References:

Adopted: February 9, 2015

Revised: September 11, 2017; May 21, 2018; March 11, 2019;

Replaces: Policy 3.02.40, Qualifications of Certified Personnel

CLASSIFIED PERSONNEL: SUSPENSION AND DISMISSAL

Policy Code:

7940

Classified positions (i.e., those that do not require an instructional or administrative license) are critical to the effective operation of the school system. The Watauga County Board of Education (the "board") encourages open communication between classified employees and their supervisors. When performance problems arise, supervisors are encouraged to communicate clearly in oral or written form the nature of the deficiencies and to provide a reasonable opportunity to improve. Any written notices or reprimands will be included in the employee's central office personnel file. All employees are expected to meet job requirements and to seek clarification and guidance when needed to fulfill these requirements.

A. SUSPENSION

The superintendent or designee may suspend an employee without pay as a disciplinary sanction. The superintendent shall provide written notice of the suspension without pay to the employee. This notice will be placed in the personnel file. The suspension without pay may begin immediately. An employee has 10 calendar days from the date of receiving written notice of the superintendent's decision to take the following actions: (1) request written notice of the reason(s) for the superintendent's decision and (2) request an appeal before the board of education regarding the decision to suspend without pay. If notice of the reason(s) for the suspension is requested, such notice must be provided prior to any board hearing on the decision. If an appeal is not made within this time, an appeal is deemed to be waived. An employee may appeal a suspension on the grounds that there was no rational basis for the suspension; the suspension was discriminatory or was used for harassment, or was otherwise unlawful; or board policies were not followed.

Upon receiving a request for an appeal, the chairperson may designate a panel of three board members to review the decision. The chairperson of the board or the panel may establish rules for an orderly and efficient hearing. The employee will be notified in writing of the decision of the board to uphold, reverse, or modify the superintendent's decision. An employee will receive back pay for any period of suspension without pay that is not upheld by the board.

B. TERMINATION

As "at will" employees who lack contract or statutory rights in their employment, employees in classified positions may be terminated on any ~~nondiscriminatory basis~~ that is not discriminatory or otherwise unlawful, including inadequate performance, misconduct, failure to follow board policies, or a reduction in staff. All terminations to reduce staff will be in accordance with policy 7921, Classified Personnel Reduction. All other terminations of classified personnel will be made pursuant to this policy. The superintendent has the authority to terminate at-will employees. The superintendent should provide written notice to the employee and the board of the decision to terminate. An employee has 15 calendar days from the date of receiving notice of the superintendent's decision to take the following actions: (1) request written notice of the reason(s) for the

superintendent's decision and (2) request an appeal of the decision to the board of education. If notice of the reason(s) for the termination is requested, such notice must be provided prior to any board hearing on the termination. The termination is effective during the period of appeal.

Upon receiving a request to appeal the superintendent's decision to terminate, the chairperson may appoint a panel of three board members to review the decision. The employee has the burden of establishing that the termination was based on an illegal discrimination or was otherwise unlawful. The superintendent may offer evidence to substantiate that the dismissal was for a nondiscriminatory reason that is not unlawful, such as prior warnings or remedial efforts.

The hearing procedures established in policy 1600, Hearings Before the Board, will be followed. The chairperson will provide written notice of the decision to the employee and the superintendent as soon as practicable after reaching a decision. The board may uphold the superintendent's decision or reinstate the employee for any reason it deems proper, so long as the board's reason is not discriminatory or otherwise unlawful.

Any employee who has been dismissed for cause will be ineligible for reemployment.

Upon inquiry from a North Carolina local board of education, charter school, or regional school as to the reason for an employee's dismissal, the superintendent or designee shall indicate if the employee's criminal history was relevant to the dismissal.

This policy is not intended to create any property rights or an implied or express contract between the board and the employee other than what is provided by law.

Legal References: 29 U.S.C. 621 *et seq.*; 29 U.S.C. 794 *et seq.*; 42 U.S.C. 1981; 42 U.S.C. 12101; G.S. 115C-45(c), -47, -332

Cross References: Hearings Before the Board (policy 1600), Classified Personnel Reduction (policy 7921), Annual Independent Audit (policy 8310)

Adopted: December 14, 2015

Replaces: Policy 3.03.65, Classified Personnel: Suspension and Dismissal

Revised: April 9, 2018;