

Watauga County Board of Education

OFFICE OF THE SUPERINTENDENT
MARGARET E. GRAGG EDUCATION CENTER
175 PIONEER TRAIL BOONE, NC 28607

TEL: (828) 264-7190
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WATAUGA COUNTY BOARD OF EDUCATION MEETING

May 6, 2019

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 |
| 6:06 | 5. | PUBLIC COMMENT | Board Chair |
| | | Note: Anyone who wishes to address the Board should sign the Public Comment Roster | |
| 6:08 | 6. | SUPERINTENDENT’S REPORT | Dr. Scott Elliott |
| 6:13 | 7. | STUDENTS’ REPORT | Ms. Isabelle Trew
Ms. Emerson Huffman |
| 6:18 | 8. | PUBLIC RECOGNITION | |
| | | A. Watauga County Teachers of the Year | Dr. Stephen Martin |
| | | B. National School Nurse Month Recognition | Dr. Paul Holden |
| | | C. Elementary Battle of the Books Recognition | Mr. Ike Smith |
| | | D. Middle School Battle of the Books Recognition | Mr. Ike Smith |
| | | E. MathCounts Recognition | Dr. Stephen Martin |
| | | F. Humane Society Writing Contest Winners | Ms. Meredith Jones |
| | | G. GEARUP Middle School | Dr. Paul Holden |
| | | H. State Math Fair | Ms. Natalie Willis |
| | | I. Servants’ Heart Award | Dr. Scott Elliott |

6:53 9. CONSENT AGENDA

- A. Approval of Minutes for 4/08/19
 - B. Field Trip Approvals
 - C. Budget Amendment
 - D. Personnel Report
- Dr. Scott Elliott

6:58 10. STUDENT REPORT ON ELEMENTARY SCHOOLS

Ms Isabelle Trew
Ms. Emmerson Huffman

7:08 11. AIG PLAN PRESENTATION

Mr. Ike Smith

7:25 12. CTE LOCAL PLAN PRESENTATION

Ms. Tierra Stark

----- BREAK -----

7:45 13. POLICIES: SUBSTANTIVE POLICIES FOR FIRST READ`

Dr. Wayne Eberle

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

7:55 14. POLICIES: SUBSTANTIVE POLICIES FOR SECOND READ

Dr. Wayne Eberle

- 1310 Board Member Elections
- 1370 Board Committees
- 3102 Online Instruction

8:05 15. POLICIES FOR REPEAL

Dr. Wayne Eberle

- 5.01 Student Services Committee
- 3.02.10 Announcement of Vacancies
- 3.02.20 Employment Procedures
- 3.02.45 Criminal History Check
- 3.02.25 Placement of Classified Employees on Salary Schedule
- 2.01 Administrator-Staff Relations

8:15 16. BOARD OPERATIONS

8:20 17. BOARD COMMENTS

8:25 18. ADJOURNMENT

19. MISCELLANEOUS INFORMATION



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TEL: (828) 264-7190
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DATE: April 8, 2019

PRESENT:

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

TIME: 5:30 p.m.

PLACE: Margaret E. Gragg Education Center

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 Gary Childers. The vote to enter closed session was unanimous. Closed session opened at 5:19 PM 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) at XX1 PM. A motion was by Jay Fenwick and seconded by Steve Combs to adjourn to open session, and unanimously approved at 5:49 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

The item E, MathCounts recognition on the agenda will be moved to the May meeting.

PUBLIC COMMENT

There were no public comments at the 2019 Board of Education meeting.

SUPERINTENDENT'S REPORT

Dr. Elliott welcomed Mr. Henries, the board members, student representatives, Ms. Trew and Ms. Huffman, other staff and administration present, some of the newly certified National Board Certified teachers, media specialists, and many student award recipients.

Dr. Elliott noted that this week was National Assistant Principals appreciation week and recognized the seven outstanding and hard-working principals in Watauga County Schools (WCS.)

He commended the 107 students, parents, staff members and volunteers involved in the production of the Disney “Newsies” musical presented the previous week, and noted that it was a reminder of the talent and dedication of our students and teachers.

He stated that the annual Watauga Education Foundation’s Shooting Stars event would be held on Friday, April 12th at 6:30 and invited everyone to attend.

He wished everyone a safe and restful spring break during the week of April 22 through the 26th, and noted that the final day of school for the year would be June 13th, which would be an early dismissal.

He thanked Mr. Jeff Lyons, Dr. Wayne Eberle, Dr. Stephen Martin, and Mr. Garrett Price for their hard work throughout the weather season to help make tough decisions and keep everyone informed about changes to the calendar.

He announced that graduation would be held on Friday, June 14th at the ASU Convocation Center. He noted that, as of that day, Watauga County Schools had completed 139 days of school and 868.5 hours of instruction.

STUDENT REPORT

Ms. Isabelle Trew and Ms. Emerson Huffman presented their report on activities at the high school. They noted that during the past month, the musical, “Newsies” was a big success. The Cosmetology students were taking appointments on Thursdays for salon services. The Distributive Education Clubs of America (DECA) will take 12 students from state competition to national competition on April 29th in Orlando. DECA member, Peyton Cline, was selected as vice-president for the Blue Ridge district of DECA. Empty Bowls raised \$11,679 for the Hunger and Health Coalition. Schools Out has hosted College Week. Looking toward Prom to be held on May 18th, the Fashion Club will host a Prom Dress Shop from April 15th-19th, where all gowns are free. Mountain Alliance’s Youth Service Day will occur on April 13th. Many Watauga High students will be involved with Special Olympics on April 18th, either watching or volunteering to help.

PUBLIC RECOGNITION

Mr. Henries introduced Ms. Stamey who presented the new Nationally Board Certified teachers. She introduced Lauren Harkey, newly certified, and recertified teachers: Rachel Sheppard, Debbie Glover, Leslie Howser, Susan Miller, Jeanie Ward, and Brooke Huffman. She also recognized the mentor teachers, Kim Dunnigan, Susan Suddreth and Robin Smith. Barbara Myers, Robin Lowe, and Jeanie Ward are National Academy support teachers. She thanked the board for their support and funding for the academy mentors which provides support for the certifying teachers.

Ike Smith stated that it is National School Library month and recognized the Media Specialists. He read a statement by the school library association that spoke to the value and breadth of the role of media specialists in the school. He noted that they are those who nurture and support the students and foster a love of reading, while being innovators and on the frontlines of technology and digital literacy. He recognized Mitzi London, and Carol Critcher who were present. Many Media Specialists were involved in Spring Book Fairs that evening.

Mr. Henries recognized Ms. Wendy Jessen and Dr. Don Presnell who congratulated the Price-Deverick/ Blue Ridge Energy scholarship winners: Jessica Presnell-Greene, Genal West, Corrie Freeman, Denise Presnell, Stephanie Balance, and Donna Raichle.

Ike Smith spoke about the Mock Trial competition, held in February, where students participate in a simulated court case twice: once as the prosecution, and once for the defense, and had a great educational experience. He acknowledged the tremendous community support for the project. The

Valle Crucis team was named as the most effective team. Sarah Hilton recognized the team consisting of eight members: Izzy Mitchell, Sophie Wampler, Serena Jewell-Miller, Josie Crowe, Michael Holloman, Maddie Hayes, Matthew Hamrick, and Grant Knight.

The State Science fair participants were presented by Allyson McFalls. Students, Charlie Langley, competed with a bridge design project, and Zoey Zagst presented an exhibit on releasing pressure from the Yellowstone super volcano.

Natalie Willis and Laura Elliott presented Jackson Anderson who competed at Central Piedmont Community College in the State Geography Bee competition where he received a medal and several awards. Ms. Willis recognized the value of teaching Geography and thanked Laura Elliott, Jackson's Geography teacher.

Sarah Hilton presented sixth grader Sarah Kitchell who studied the carbon emission from her family's lifestyle and the reclamation of carbon by trees. Miss Kitchell also competed in the North Carolina Science and Engineering Fair and the North Carolina Student Academy of Science Oral Competition and won both the regional and state competitions in her category in each.

CONSENT AGENDA

Dr. Fenwick asked that the word "student" be added to "board member" in Board Operations in the minutes from March. Dr. Fenwick thanked the Finance committee for their attention to funding requests, for their fiscal responsibility, and for continuing to identify and plan for long-term projects and their financing. Mr. Henries noted that everyone was very cooperative in creating the budget and used teamwork to provide for the greater good. Dr. Elliott spoke about changes that may be occurring regarding Senate Bill 580. He spoke about the adjustments that may be necessary to the local budget if this passes to reallocate funds for digital materials, photocopying, and other classroom instructional needs. He noted that funding for instructional materials has been cut over 50% in recent years. Gary Childers moved to approve items A through H of the consent agenda, which was seconded by Steve Combs. The vote to approve these items was unanimous.

SCHOOL LIBRARY UPDATE

Mr. Ike Smith stated that the theme for this year is "Libraries are for Everybody." Mr. Smith noted that the Media Centers are at the heart of the school and all of the items in the Golden Circle of the Strategic Plan are represented in the Media Centers. The Southern Association of Colleges and Schools (SACS) which conveys accreditation, recommends an average of ten titles per student, and Watauga County Schools (WCS) has over twice that number. The age of the collection is important as many fields change over time and material needs to be current. Some books are rarely used and should be purged, especially if the information is obsolete. The Media Specialists work to support literacy through many programs. Read across America in early March has its impetus from Dr. Seuss' birthday. Hardin Park performs analysis of textual information by doing "surgery" on information. Many schools participate in School-wide Reads, where "anchor texts" are read throughout a school and students participate in supporting activities to create a school community. Materials though NCWiseOwl allow investigation for research projects, while teaching proper citation. Students are taught about proper trust of sources. In another projects, students read biographies, research, then create a cartoon strip with the information. Projects are both low- and high-tech. Think Tank uses resources to demonstrate skills; weaving skills is one example which empowers students as creators. Battle of the Books encompasses students from grades 4 through 12. The development of the collection is supported by the board's budget. Audits are analyzed to ensure diversity of materials for various demographics. Media Specialists meet monthly to discuss and collaborate. The specialists are involved in the North Carolina project to create a repository of open-education resources available to North Carolina teachers.

Mr. Smith thanked the media specialists, and the board for their commitment to and support of the program through funding which maintains and increases the quality of the programs offered. The board shared their support of the program and thanked Mr. Smith for the comprehensive view of media initiatives in place at the schools. Dr. Elliott thanked the Board for their support of library programs.

CONTRACT FOR FACILITY RENOVATION DESIGN WORK

Dr. Elliott reviewed the proposal for the scope of work presented by Clark Nexsen, who was chosen by a committee from several Requests for Qualifications (RFQs), and the proposal to allow Dr. Elliott and Mr. Henries to proceed with a contract to design the renovations up to \$328,000 which utilizes funds the county long-term capital fund. Each year the additional \$1.5 million in the long-term capital fund will support continued renovations. This will occur over a three to ten year plan. The board's approval would be sought for each project. Dr. Elliott explained that WCS is in the position to have a plan, the funds, and the willingness of the board and commissioners with prioritization for the projects. Capital funds are also available through lottery funds and a small balance in the budget for this purpose.

A motion was made by Jay Fenwick to spend \$328,000 dollars from the fund, to design the plans in phase I, items A-G and to allow Dr. Elliott and Mr. Henries to develop a contract with Clark Nexsen to do the design work for projects. The motion was seconded by Brenda Reese. The County Commissioners/BOE committee will help to support the prioritization process. The vote to approve was unanimous. Dr. Elliott said this will be a first step towards doing real projects as completely as possible.

PRESENTATION OF STUDENT WELLNESS PLAN

Dr. Holden presented the Student Wellness plan and the work that is being done in the schools by counselors, nurses, and child nutrition, supported by the School Health advisory Council (SHAC). He mentioned Girls on the Run programs, running clubs, and other programs which support other mountain-related activities such as hiking. Student health fairs, employee health fairs, and the 2nd grade health fair, held at the Paul Broyhill Wellness Center, all help support student and employee health. WCS encourages healthy activities for adults who model healthy lifestyles for their students.

Following a brief break, the meeting resumed at 8:12.

SUBSTANTIVE POLICIES FOR FIRST READ

Dr. Eberle presented the policies for first read which were:

1310	Board Member Elections
1370	Board Committees
3102	Online Instruction

The policies were discussed. Fenwick suggested an edit. They will be presented for second read in May.

POLICIES FOR REPEAL

4.01.35	Media and Technology Advisory Committee
3100-R(1)	Elementary Curriculum Committee
3100-R(2)	High School Curriculum Committee

Following discussion, Brenda Reese moved to approve the above policies, and the motion was seconded by Steve Combs. The motion passed unanimously

SUBSTANTIVE POLICIES FOR SECOND READ

Dr. Eberle presented the policies for second read which had no changes from first read:

3470-4305	Alternative Learning Programs
4125	Homeless Students
4200-7270	School Safety
4333	Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety
4400-R(1)	Attendance – High school
5025	Prohibition of Drugs and Alcohol
6125	Administering Medicine to Students
6220	Operation of School Nutrition Services

Following discussion, Steve Combs moved to approve the above policies, and the motion was seconded by Jay Fenwick. The motion passed unanimously.

BOARD OPERATIONS

Mr. Henries asked for recommendations and commendations regarding the superintendent to be forwarded by the end of April.

He noted that the Town of Boone City Council is entertaining a policy to prevent rooms or apartments from being rented, which could have a negative impact on many citizens.

Following discussion of options for future Board meetings, the board decided to meet on May 6th at the Central Office and June 10 at the high school with recognitions and little or no business on the June agenda. Regularly scheduled meetings will resume on July 8 and August 12th.

The Student representatives stated that they would present their report on Elementary visits on May 6th.

BOARD COMMENTS

Dr. Childers spoke about the Breakfast of Champions which encourages investment in children from birth to three. Funded by Pritzker, Watauga is one of nine counties in the nation participating in this project and they are looking for more community participation. He invited all to participate. Ms. Reese attended Bethel's career and college days and thoroughly enjoyed the students' presentations.

Ms. Reese was also able to visit the high school EC department on their flex day and, as always, was very impressed by the staff and the program. She expressed her enjoyment in working with the Teacher of the Year committee this year.

Dr. Fenwick spoke about pride in our WCS spelling bee champion who won regionals and will proceed to the national competition in Washington DC.

ADJOURNMENT

Steve Combs moved to adjourn, which was seconded by Jay Fenwick, and approved by all members at 8:54 PM.

R. Ivan Henries, Board Chair

Dr. Scott Elliott, Superintendent

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

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

Sponsoring teacher: (Print) Taryn Wooten School: WHS
Cell phone number: 336-613-4218 Grade(s): 12 Number of students: 1
Departure date: 5/3/19 Return date: 5/5/19
Departure time: ~ 9:15 Am Return time: ~ 8:00 Am

Educational purpose:

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

UNCG, Greensboro, NC

Purpose of trip and how it relates to the curriculum:

To attend the NC All-State Honors Band Clinic & Concerts

Supervision and Safety:

Names of all school staff chaperones: Wooten

Names of all non-school chaperones: _____

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

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

Transportation plan:

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

Name of charter bus company (if checked above) _____

(If applicable, bus request form must be attached)

Driver/s: _____ Round trip mileage: ~250 # of buses needed: 0

Total cost per student \$ ~\$100 (splitting hotel) Source of funds: student / 226.01

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

Approval/Signatures:

Sponsoring teacher signature: TBW Date: 4/5/19

Principal approval: C. Anderson Date: 4/7/19

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 4/12/19

Superintendent approval: [Signature] Date: 4/12/19

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

WATAUGA COUNTY FIELD TRIP REQUEST FORM

This request is for a: ___ day trip ___ out of state day trip ___ overnight trip X 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) Joseph Gragg School: Watauga High School

Cell phone number: (828)832-6661 Grade(s): 10 Number of students: 1

Departure time/date: 6:00 AM, 6/28/19 Return time/date: 8:00 PM, 7/2/2019

Educational purpose:

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

Gaylord National Resort & Convention Center, 201 Waterfront Street, National Harbor, MD, 20745

Purpose of trip and how it relates to the curriculum: The Technology Student Association (TSA) is a Career & Technical Student Organization geared towards teaching students technology education concepts. The competition this student is going to is the TSA National Conference, where she will compete in the Biotechnology Design competition. The competitions hosted at TSA are all directly related to CTE, Science, and Math courses.

Supervision and Safety:

Names of all school staff chaperones: Student's parent will be acting as TSA Advisor for this trip.

Names of all non-school chaperones: Andrea Westwood (Student's Parent)

All chaperones have a background check completed:

Sponsoring teacher initials: N/A

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

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

Transportation plan:


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

Name of charter bus company (if checked above) _____

(If applicable, bus request form must be attached)

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

Total cost per student \$100 + Hotel & Food _____ Source of funds: Student, Fundraising

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

Approval/Signatures:

Sponsoring teacher signature:  Date: 4 / 30 / 19

Principal approval: _____ Date: 4 / 30 / 19

Required signatures if applicable:

Transportation Director approval:  Date: 5 / 1 / 19

Superintendent approval:  Date: 5 / 1 / 19

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



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MEMORANDUM

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

FROM: Ly Marze, Finance Officer

DATE: May 6, 2019

RE: 2018-19 Budget Amendment #4

Attached is Budget Amendment #4 that changes totals in Watauga County Schools 2018-19 adopted budget.

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

<u>Fund</u>	<u>Adopted Budget</u>	<u>Amendments</u>	<u>Amended Budget</u>
Local Current Expense	\$ 13,880,455	\$ 0	\$ 13,880,455
State Public School	30,787,693	186,900	30,974,593
Federal Grants	2,084,731	0	2,084,731
School Nutrition	1,766,500	0	1,766,500
Extended Learning Centers	465,291	0	465,291
Capital Outlay	2,916,753	0	2,916,753
Special Revenue	610,784	0	610,784
Total	\$ 52,512,207	\$ 186,900	\$ 52,699,107

Watauga County Schools
BUDGET AMENDMENT #4
May 6, 2019

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2019.

BA #4-1 Explanation:

This amendment is to budget state transfers and additional state allotment dollars as reflected in DPI revisions #37-42.

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
1.5110.015.311	School Technology Fund	1,595
1.5350.016.121	Summer Reading Camp	80,162
1.5110.085.462	Excellent Schools Act	6,875
1.5210.063.142	Special Program Funds - EC	98,268
	Total Appropriations	186,900

Revenues:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
1.3100	State Allocation	186,900
	Total Revenues	186,900

All schools will participate in federal National Child Nutrition Programs and will receive commodities donated by the United States Department of Agriculture. All federal and state revenues will be accepted and applied to maximize the use of such funds for the purposes of providing nutritional meals to students at the lowest possible price. The superintendent or designee shall develop procedures as necessary to implement the operational standards established in this policy.

A. OPERATIONAL STANDARDS

The school nutrition services program will be operated in a manner consistent with Watauga County Board of Education (the “board”) goals and board policy. The program also will be operated in compliance with all applicable state and federal law, including requirements of the National School Lunch Program and all federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture. Specific legal requirements that must be met include, but are not limited to, the following.

1. School officials may not discriminate based on race, sex, color, national origin, disability, age, or eligibility status for free and reduced price meals. School officials are also prohibited from retaliating against an individual for prior civil rights activity.
2. The school nutrition services program will meet safety and sanitation requirements established in local, state, and federal rules and guidelines for school nutrition services programs.
3. The school nutrition services program will have a written food safety program that includes a hazard analysis critical control point plan for each school.
4. Menu preparation, purchasing, and related record keeping will be consistent with applicable state and federal rules and guidelines.
5. Banking, financial record keeping, budgeting, and accounting will be conducted in accordance with generally accepted practices and procedures, as dictated by the School Budget and Fiscal Control Act and in accordance with state and federal guidelines.
6. Commodity foods donated by the United States Department of Agriculture will be used and accounted for in accordance with federal regulations.
7. Preference will be given in purchasing contracts to high-calcium foods and beverages, as defined in G.S. 115C-264.1 and to foods grown or raised within North Carolina.

8. School Nutrition Program (SNP) funds will be used only for the purposes authorized by law. Indirect costs, as defined by law, will not be assessed to the SNP unless the program has a minimum of one month's operating balance.
9. The price for meals will be determined in accordance with federal law.
10. Non-program foods will be priced to generate sufficient revenues to cover the cost of those items. A non-program food is defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the school nutrition account.
11. All school nutrition services will be operated on a non-profit basis for the benefit of the SNP. School nutrition services are those that operate from 12:01 a.m. until 30 minutes after the end of the school day.
12. All income from the sale of food and beverages that is required by law or regulation to be retained by the SNP will be deposited to the SNP account and will be used only for the purposes of the school's non-profit lunch and breakfast programs. All other funds from food and beverage sales not otherwise required by law to be deposited to the SNP account will be deposited into the proper school account in accordance with guidelines developed by the superintendent or designee.
13. All competitive foods sold on school campuses will meet federal and state standards for nutrient content.
14. To the extent feasible consistent with legal, regulatory, and budgetary limits, the purchase of locally sourced foods and beverages is encouraged in the School Nutrition Program.
15. All employees whose job duties include procurement activities for the Child Nutrition Program shall adhere to the conflict of interest rules and standards for ethical conduct established by the board in policies 6401/9100, Ethics and the Purchasing Function, and 8305, Federal Grant Administration. Failure to comply with these requirements will result in disciplinary action.

B. MEAL CHARGES

Students who are required to pay for meals are expected to provide payment at time of service or in a timely manner. The board recognizes, however, that students may occasionally forget or lose their meal money. ~~Only elementary and middle school students may charge meals. High school students are not permitted to charge meals in the school cafeteria. At the principal's discretion, high school students may make a loan from the school office to purchase a school meal. No student will be permitted to charge supplemental or a la carte items, including milk.~~ No adults will be permitted to charge meals or other items in the school cafeteria. ~~No student will be permitted to charge supplemental or a la carte items, including milk.~~

Charged meals should not exceed five (5) school meals and all charges must be paid the following day. No student will be deprived a meal nor served an alternate meal due to forgotten or lost money. At no time will a student meal be retrieved once the student has received the tray. The student shall be allowed to eat the meal and the student's account will be charged accordingly.

If a student meal account has a negative balance, money offered by the student for purchase of supplemental or a la carte items cannot be used to pay against the negative balance without the student's permission. If parents wish to limit the purchase of supplemental or a la carte items they should contact the school cafeteria manager with instructions to flag their student's account as necessary.

The school nutrition director, school bookkeeper, cafeteria manager and principal shall work jointly to prevent meal charges from accumulating. Every effort will be made to collect all funds due to the school nutrition program on a regular basis and before the end of the school year. Once charges reach \$10.00, at the K-8 schools, letters will be sent home with students weekly from the cafeteria manager. Additionally, at all schools, automated ~~calls~~ communication (phone calls, text and email) will be placed by the school office each week. If a parent regularly fails to provide meal money and does not qualify for free meal benefits, the school nutrition program shall inform the principal, who shall determine the next course of action. ~~This may include notifying the department of social services of suspected child neglect and/or taking legal steps to recover the unpaid meal charges.~~

Parents are expected to pay all meal charges in full by the last day of each school year. Negative balances on student meal accounts cannot be carried forward by the school nutrition program to the following school year. All negative balances will continue to be owed to the school office until paid in full. Balances accumulated and unpaid at the K-8 level will follow students throughout their high school career. Unpaid charges remaining at the time of graduation must be paid in order for the student to receive their diploma. Any cafeteria meal charges collected at the high school owed to the K-8 school will be returned to the K-8 school. The superintendent shall ensure that federal school nutrition funds are not used to offset the cost of unpaid meals and that the SNP is reimbursed for bad debt resulting from uncollected student meal charges prior to the last day of the school year. ~~The school's general fund, or other fund designated by the school principal, will be financially responsible for outstanding charges that have not been paid.~~

This policy and any applicable procedures regarding meal charges must be communicated to all school staff ~~school administrators~~, school food service professional, parents, and students. Parents will receive a written copy of the meal charges policy and any applicable procedures at the start of each school year and at any time their child transfers into a new school during the school year.

Legal References: Child Nutrition Act of 1966, 42 U.S.C. 1771 *et seq.*; National School Lunch Act, 42 U.S.C. 1751 *et seq.*, 2 C.F.R. pt. 200; 7 C.F.R. pt. 210; 7 C.F.R. pt. 215; 7 C.F.R. pt. 220; United States Department of Agriculture Policy Memos SP 46-2016, 47-2016, and 23-2017, available at <https://childnutrition.ncpublicschools.gov/regulations-policies/usda-policy-memos>;

G.S. 115C-47(7), -47(22), -263, -264, -264.1, -426, -450, -522; 147 art. 6E, art. 6G; 16 N.C.A.C. 6H .0104; State Board of Education Policy NCAC-6H.0004

Cross References: Parental Involvement (policy 1310/4002), Goals of School Nutrition Services (policy 6200), School Meal and Competitive Foods Standards (policy 6230), Goals of the Purchasing Function (policy 6400), Ethics and the Purchasing Function (policy 6401/9100), Federal Grant Administration (policy 8305)

Adopted: March 9, 2015

Replaces: Policy 5.07.90, Charging of School Meals

Revised: May 9, 2016; June 12, 2017; August 14, 2017 and April 9, 2018 (Legal references only); June 11, 2018; April 8, 2019

A. GRADING AND REPORTING FOR K-8 SCHOOLS

Progress reporting and parent communication are required in the K-8 schools as described below.

Parent Conferences

Within two weeks prior to or after the end of the first nine weeks, teachers in grades K-8 shall schedule a conference with the parent/guardian of each student to share information about yearly academic expectations and progress. Additional parent-teacher conferences are encouraged, and may be scheduled by the teacher and/or parent/guardian as needed. Principals are responsible for ensuring that teachers are routinely communicating with parents.

Mid-Term Progress Reports

All teachers shall provide mid-term progress reports to parents/guardians when a student's work is dropping significantly, is unsatisfactory, or the student is in danger of failing. Parents are encouraged to use on-line parent resources to monitor student grades. Principals will ensure that on-line grades are updated regularly. Principals have the authority to have additional requirements of their staff regarding mid-term progress reporting. Teachers may elect to provide mid-term reports to all students.

Report Cards

The K-8 schools will use four separate reporting forms for report cards: one for kindergarten; one for grades one and two; one for grades 3-5; and one for grades 6-8. All shall be approved by the Board of Education.

Report cards shall be issued to all students in kindergarten through eighth grade no later than the eighth school day after the end of each grading period.

On the last day of the fourth grading period, all K-2 students shall receive a report card. Students in grades 3-8 will either receive a report card on the last day of school, or the report card will be mailed within five (5) days of the end of the school year.

Grading Codes

The grading codes for each report are as follows:

Kindergarten:

M: Consistently meets grade level expectations

S: Showing growth toward meeting grade level expectations

U: Not meeting grade level expectations

Grades 1-2:

E: Consistently exceeds grade level expectations

M: Consistently meets grade level expectations

S: Showing growth toward meeting grade level expectations

U: Not meeting grade level expectations

Grades 3-8:

Letter grades with pluses and minuses shall be given in grades 3-8:

A+ = 99-100

D+ = 68-69

A = 92-98

D = 62-67

A- = 90-91

D- = 60-61

B+ = 88-89

F = 59 or below

B = 82-87

S = Satisfactory

B- = 80-81

N = Needs Improvement

C+ = 78-79

U = Unsatisfactory

C = 72-77

INC = Incomplete (to be used only with Principal approval)

C- = 70-71

Letter grades shall be given in Art, Band, Chorus, CTE courses, ELA, Math, Music, Orchestra (strings), Physical Education, Science, and Social Studies.

Handwriting, Conduct, and Responsibility shall be graded with S/N/U. Other non-county wide courses may be graded with S/N/U as determined by the school.

Academic Achievement Recognition Guidelines

1. Students in grades 3-8 shall be recognized at the end of each semester with countywide academic achievement awards. The *Award of Excellence* shall be given to grades 3-8 students who have semester averages (the average of two nine weeks grades) of all A's. The *Award of Distinction* is given to grades 3-8 students who have semester averages (the average of two nine weeks grades) of all A's and B's.
2. To qualify for the *Award of Excellence*, the student shall have no semester grade lower than A- or N on any course. A grade below A- or N for a grading period does not disqualify a student; only the semester average qualifies a student for academic achievement awards.
3. To qualify for the *Award of Distinction*, the student shall have no semester grade lower than B- or N on any course. A grade below B- or N for a grading period does not disqualify a student; only the semester average qualifies a student for academic achievement awards.
4. Academic achievement awards shall be presented twice a year: at the end of first semester and at the end of second semester.

5. Attendance, Behavior, Conduct, Tardies, Handwriting, Responsibility, and student ability level are not criteria for academic achievement awards.
6. ~~Semester grades for all courses, including courses with S/N/U grades. In S/N/U courses, a U disqualifies a student for an academic achievement award. In grades 3-8, letter grades shall be given in countywide courses by teachers provided at all eight schools. These subjects include: band, orchestra (strings), chorus, music, art, physical education, Spanish, and vocations (CTE). Other non-countywide courses may be graded with letter grades or S/N/U as determined by the individual school.~~
7. ~~Academic achievement awards shall be presented twice a year: at the end of first semester and at the end of second semester. The county office will provide the award certificates for the schools to present.~~
8. ~~The semester grade (which is the average of the two nine-weeks grades) is the grade that shall be used for each course to qualify for an academic achievement award.~~
9. ~~To qualify for the *Award of Excellence*, the student shall have no semester grade lower than A- or N on any course. A grade below A- or N for a grading period does not disqualify a student; only the semester average qualifies a student for academic achievement awards.~~
10. ~~To qualify for the *Award of Distinction*, the student shall have no semester grade lower than B- or N on any course. A grade below B- or N for a grading period does not disqualify a student; it's the semester average that qualifies a student for academic achievement awards.~~
11. ~~Attendance and tardies are not criteria for academic achievement awards.~~
12. ~~Handwriting, behavior, and conduct are not criteria for academic achievement awards.~~
13. ~~The student's ability level is not criteria for academic achievement awards~~

Evaluation of the grading and reporting methods shall be conducted a minimum of every five years. The next evaluation should occur prior to June 2019-2023.

A. QUALIFICATIONS

Any person possessing the qualifications for election to public office as provided in Article VI, Section 6 of the Constitution of North Carolina and who is a qualified voter and resident of the election district from which he or she seeks to be elected is eligible to serve as a member of the Watauga County Board of Education (the "board").

Any person elected or appointed to the board and also employed by the board must resign his or her employment before taking office as a member of the board.

Membership on the board may be held concurrently with an appointive office but not with an elective office. See G.S. 128-1.1.

B. MEMBERSHIP AND TERMS OF OFFICE

The board of education will consist of five (5) members. Four members of the board have terms of 4 years, staggered so that two of these terms expire at the next general election and the other two at the following general election. The remaining member of the board has a term of 2 years. All elections are nonpartisan and are to be held at the time of the November general election in even-numbered years.

At every general election, two of the 4-year terms expire and will be filled by the two nominees receiving the two highest numbers of votes. Nominees receiving the next highest numbers of votes will fill the expiring two-year term and any 4-year term vacancies will be filled as described in Policy 1315, Unexpired Term Fulfillment.

C. OATH OF OFFICE

Before taking office, newly elected board members will take and sign the following oath or affirmation at the board meeting held in ~~on the first Monday in~~ December following their election:

"I, _____, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of the State of North Carolina not inconsistent therewith, and that I will faithfully discharge my duties as a member of the Watauga County Board of Education, so help me God [omit phrase if affirming]."

If a board member enters on the duties of his or her office before taking, subscribing, and filing the oath of office, he or she will be ejected from office.

D. ORIENTATION

The superintendent shall provide orientation for new board members within thirty days of their taking office.

E. STUDENT MEMBERS

Because youth have fresh and different perspectives that aid in keeping the focus on student success, adding a student member to the Board of Education will create a direct link from the discussions and decisions made by the Board to the youth of our community. Youth members will advise the Board of the views of their constituency and assist with community support for district initiatives. Youth members will add enthusiasm and value to the work of the WCBOE as they learn valuable skills for their future.

Two students from Watauga High School shall represent students of the Watauga County Schools as non-voting members of the Watauga County School Board of Education.

The superintendent shall provide procedures to identify and assist the board in selecting the student members.

Legal References: N.C. Const. art. VI, §§ 6 and 7; G.S. 14-229; 115C-35, -37; 128-1.1; 1967 Session Laws Ch. 1254, 1969 Session Law Ch.1260, and 1985 Session Laws Ch. 55

Cross References:

Adopted: November 9, 2015

Replaces: Board policy 1.02, Membership of the Board

A. STANDING COMMITTEES

The Watauga Board of Education (the “board”) will organize standing committees for the purpose of conducting thorough deliberations and investigations of issues and informing and recommending action to the board as appropriate.

Standing committees of the board are: Calendar Committee, Elementary Curriculum, Finance, High School Curriculum, Personnel Advisory, Media and Technology Advisory Committee and Student Services.

The board representative on each standing committee will be named by the chairperson of the board on an annual basis at the December or January meeting. Members of standing committees shall be approved by the board annually. The number of members of each committee and constituency of each committee shall be determined by the operational procedure of the committee. The assignment of individual board members to these committees will be published each year.

Standing committees shall have a procedure of operation approved by the board. The committee chairperson will preside at all committee meetings and be responsible for reporting to the board on the activities of the committee. The committee chairperson will call meetings and establish an agenda for each committee meeting that includes any item suggested by the superintendent, committee member or board member. An adequate record of committee meetings shall be provided to the board.

The board chairperson and the superintendent will be an ex-officio member of each committee. The standing committee chairs are responsible for submitting agenda items for regular meetings to the superintendent. The superintendent or designee shall assist the chairperson of each standing committee in the preparation of the agenda and in ensuring that information is available to the committee during its deliberation of issues.

A standing committee may only make recommendations to the board and has no authority to act on behalf of the board unless specifically authorized by law, board policy or the board. Committee reports shall be submitted to the board. They shall be in writing and shall be included in the materials for board action.

B. AD HOC COMMITTEES

As time and situations demand, ad hoc committees may be appointed by the chairperson with the approval of the board for special assignments. Ad hoc committees have no final authority and are subordinate and advisory to the board. They shall terminate upon completion of the assignment, or at any time by a vote of the board. The board chairperson or designee shall serve as an ex-officio member of ad hoc committees.

C. OPEN MEETINGS LAW

All committees of the board are public bodies within the meaning of the North Carolina Open Meetings Law and are subject to all requirements of that law pertaining to notice, closed sessions, minutes, voting and penalties (see policy 1420, Compliance with the Open Meetings Law). The chairperson of each committee shall notify the superintendent or designee of the time and date of all committee meetings within sufficient time to notify the public of the meetings as required by law.

Legal References: G.S. 115C-36; 143-318.9 *et seq.*

Cross References: Compliance with the Open Meetings Law (policy 1420), Closed Sessions (policy 1421)

Adopted: October 12, 2015

Replaces: Policy 1.06, Board Committees

Revised: May 9, 2016

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

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

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

Every attempt will be made to have students take the course(s) as part of his/her regular school day, as some online instruction programs require this. In grades 6-8, courses may not be able to be scheduled during the school day. It is expected that students will complete these courses outside of the regular instructional day.

North Carolina Virtual Public School classes:

Local Boards of Education may register (non-public school) students for a NCVPS class upon verification from the NCVPS that such enrollment will not exclude enrolled public-school students from registering for the class. The local board of education may charge tuition, established by the State Board of Education in March of each year for all courses offered in the summer and following school year. The State Board will identify the portion of the tuition to be retained by the local board of education. Session Law 2009-451, Section 7.33

In grades 6-8, a form of request to take a course, with the signature of the principal, must be filled out and sent to the WHS Principal. The WHS Principal will determine if the district has enough slots to enroll the student in the course. Priority for online courses will be for high school students needing these courses to graduate.

Students taking online courses must meet the attendance policy of the course provider and should follow the schedule for his/her specific class, e.g. inclement weather, holidays, etc.

If a student is suspended or expelled while dual-enrolled through an online course, the dual-enrolled institution will be informed that suspension and/or expulsion policies will apply. In addition, the suspension and expulsion policy of the course provider will apply.

If a student loses computer privileges, the student will be withdrawn from the course if it is the policy of the provider.

North Carolina High School Athletic Association regulations will apply.

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

Legal References: S.L. 2017-173; State Board of Education Policy CCRE-001

Cross References: Dual Enrollment (policy 3101)

Adopted: August 3, 2015

Revised: August 14, 2017 and February 12, 2018 (Legal references only)

Policy STUDENT SERVICES COMMITTEE	Watauga County Schools
	Number 5.01
	Adopted 8/6/84
	Revised 09/10/07

Purpose

The purpose of the Student Services Committee is to develop policies, to review and revise current policies, and to make policy recommendations as they relate to the area of student services.

Membership

The Student Services Committee shall include the following: The Director of Student Services, two parents, two students, and one representative from each of the nine schools. A member of the Watauga County Board of Education and the Superintendent shall serve as ex officio members.

Term of Office

The term of office shall be for two years, with one—half of the membership rotating annually.

Procedure of Operation

1. The organizational meeting shall be the first meeting of the year.
2. Regular meetings shall be scheduled a minimum of three times per year during the months of September through May, with the date and time to be set by the committee.
3. The committee shall elect a chairman and a recorder at the organizational meeting.
4. New members shall be recommended by the committee to the board of education at their June meeting.
5. The committee shall nominate and use ad hoc committees to work on special projects.
6. Members of this committee shall serve as the “Dropout Prevention Committee” for Watauga County Schools.

See also: Section 1 – 1.06

Revised: July 6, 1987
January 4, 1988
July 22, 1991
December 9, 1996
March 11, 1997
October 13, 2003
September 10, 2007

Policy ANNOUNCEMENT OF VACANCIES	Watauga County Schools	
	Number	3.02.10
	Adopted	2/4/85
	Revised	09/13/10

The Personnel Director shall notify each Principal, the Board of Education, and other appropriate persons of all vacancies that occur in the Watauga County Schools. When vacancies occur or new positions are created, a vacancy announcement shall be sent to all Principals whose responsibility shall be to post that description in a place normally accessible to employees. Vacancies shall also be advertised with the local newspaper of general circulation. This procedure constitutes notice by the Watauga County Board of Education.

Job listings shall be posted for seven (7) calendar days during the school year and for ten (10) calendar days during the summer months.

Vacancies need not be advertised with the local newspaper of general circulation if the vacancy is for a temporary or part-time position to be filled pursuant to 2Aii or section 2Bii "Interviews", or section 7 "Transfers" of the Board of Education policy entitled "Employment Procedures."

Announcements of vacancies need not be sent to Principals if the vacancy is to be filled by a transfer pursuant to section 2 "Interviews" of the policy entitled "Employment Procedures."

Persons who are currently employed in the school system and who wish to be considered for transfer shall present the request to the Personnel Director.

All vacant positions funded from the American Recovery and Reinvestment Act shall be posted with the Employment Security Commission.

Legal Ref: G.S. 115C-315
115C-299

Revised: December 9, 1991
November 17, 2008
September 13, 2010

Policy EMPLOYMENT PROCEDURES	Watauga County Schools
	Number 3.02.20
	Adopted 12/3/79
	Revised 7/31/08

1. Application

- a. All persons seeking employment in the Watauga County Schools shall submit a formal application either by hard copy or electronically to the Personnel Director.
- b. Upon the applicant's request his/her application shall be reviewed by the Personnel Director or designee to determine if the applicant meets the minimum qualifications for employment in the position advertised. The Personnel Director, or designee, and the Principal(s) shall then select the applicants to be invited for interviews. Selection of applicants for the interviews shall include the following factors: highly qualified or other specific legal status (where required), availability, and other pertinent information available.

2. Interviews

A. Certified Staff

- i. The interview shall be conducted by a minimum of three people. Those involved include the Personnel Director, or designee, the Principal and at least one teacher. If the vacancy is at Watauga High School, the department chair or designee as approved by the high school Principal, may serve as the teacher designee.
- ii. When a person has been employed in a temporary or interim position and is recommended by the Principal and Superintendent for continued employment, it shall not be necessary to conduct an interview with that person.
- iii. For a Supervisor or Director's position the interview committee shall include the Superintendent or designee, at least one Principal and at least one teacher. When interviewing for a principalship, the interview team shall consist of the Superintendent or designee, one Board of Education member, a member of the school advisory council, and at least two teachers.
- iv. Non-faculty coaches will be interviewed by at least three persons. At the middle school level the Principal must be a member of this team. At the high school level the Athletic Director must be a member of this team. In addition, one member of the team must have a working knowledge of the sport. If no one at the school has knowledge of that particular sport, the Principal shall contact the Athletic Director to get the name of an individual who has that knowledge so he/she can be included on the interview team. The third member may be chosen at large.

B. Classified Staff and Volunteers – Classified staff is defined as year-to-year employees or at-will employees. Volunteer means a paid or unpaid volunteer. The minimum education requirement is a high school diploma or GED unless otherwise required by state policy and/or regulations.

- i. The interview shall be conducted by the Principal or his designee and a central office supervisor or their designee. The Principal and/or supervisor shall designate an additional person to participate in the interview process.
- ii. When a person has been employed in a temporary position and is recommended by the administrative supervisor or the Personnel Director for full-time employment, it shall not be necessary to conduct an interview provided the person meets the qualifications for the recommended position and has at least one evaluation where applicable.

3. Employment

- a. The Superintendent or designee is responsible for recommending all employees to the Watauga County Board of Education. No person shall be recommended for employment until he/she has been through the approved interview process unless the vacancy is being filled pursuant to Paragraph 2Aii and 2Bii, or section 7 “Transfers.”
- b. If the Board of Education elects not to employ the person recommended by the Superintendent, the position shall be re-advertised or the Superintendent shall recommend to the Board an alternate person who has been through the interview process to fill the position.
- c. In emergency situations, the Superintendent has the authority to temporarily place personnel subject to final approval by the Board of Education.
- d. Criminal history checks are required for all candidates who are recommended for employment with Watauga County Schools.

4. Contracts

Contracts for employment shall be offered to all certified employees in accordance with N.C. General Statute 115C-325.

5. Physical Examination

- a. Each new employee shall file in the Superintendent’s office, prior to physically reporting to work, an employee health certificate from a physician certifying that he/she does not have any communicable disease, including tuberculosis that poses a significant risk of transmission or would impair the person’s ability to perform the duties of the job. The new employee is responsible for the costs involved.
- b. The Superintendent or the Board of Education may require any employee to have a physical examination when deemed necessary to demonstrate fitness to fulfill the duties of the position.
- c. Upon initial employment all new employees including substitute teachers must submit

to, and pass, a drug and alcohol screening prior to working any hours for the school system. The new employee is responsible for the costs involved.

- d. The Superintendent or the Board of Education may require an employee to submit to a drug and/or alcohol screening at any time after employment when:
 - i. reasonable suspicion exists that the employee is impaired by the use of alcohol or prescription or non-prescription drugs,
 - ii. post-accident

This will be at the employee's expense unless otherwise stated or agreed upon.

- e. An employee may be required to submit to a drug screening upon renewal of a contract or, for at-will employees, upon approval by the Board of Education for rehire for an additional year of employment.
6. Licensure Renewal – All certified personnel are responsible for completing all renewal requirements, and submitting the documentation to the personnel office, in a time frame prior to March 31 of the renewal cycle. This allows time for proper recommendation for re-employment to the Watauga County Board of Education. Persons failing to do so will not be recommended for re-employment. See also Board Policy # 3.02.40 item #5.

7. Transfers

Requests for transfers should be directed to the Principal of the school where the person desiring the transfer is currently employed and then to the Personnel Director. A person presently employed in the Watauga County Schools who requests a transfer to another location in the county school system where a vacancy exists shall be recommended to fill said vacancy if the person meets the following criteria:

- a. The person is properly certified for the position.
- b. The Principal of the school wherein the vacancy exists approves the transfer.
- c. The Superintendent approves the transfer.
- c. Certified persons desiring to transfer to, or apply for, a classified position should be aware of the salary for the classified position which may be lower than their current certified salary. It is understood that their application for a classified position which has a lower salary demonstrates their understanding that this will not be considered a demotion if they are hired or transferred to the position. However, the Superintendent, and Board of Education may hold the person harmless in regard to salary based on funding and the type of work experience the applicant can verify related to the desired position.

8. Review of Non-Current Applications

- a. Applications for employment shall remain in the active file for one year from the date of the application, after which time applications shall become inactive.

- b. When applications have been inactive for one year, the applications will be destroyed. Applicants must then submit a new application for employment to be placed in the active file.

Legal Ref: G.S. 115C -299, 315, 323, 325

Revised: November 2, 1981
February 4, 1985
May 4, 1987
July 6, 1987
December 9, 1991
July 16, 1996
July 31, 1008

Policy CRIMINAL HISTORY CHECK	Watauga County Schools	
	Number	3.02.45
	Adopted	6/8/98
	Revised	12/08/08

PURPOSE

The Watauga County Board of Education seeks to provide a learning environment, which is safe for its students and employees. The Watauga County Board of Education seeks to hire employees who are honest and of high integrity.

APPLICATION OF POLICY

A criminal history check shall be conducted prior to the beginning of employment, by the Personnel Director or designee on all final candidates who will be recommended to the Board of Education for school personnel positions, including independent contractors. This is specific to classified and certified positions. Additionally a criminal history check shall be done for volunteers, interns, student teachers, tutors, work-study students, substitute teachers, and any other individual or group allowed on campus for the purpose of working in a classroom and/or with or around students prior to entering any Watauga County School.

A criminal history check may be conducted on any employee at any time. Any employee who is charged or convicted of a drug, alcohol, violent crime, or any crime other than a minor traffic incident must report the charge or conviction, or a plea of no contest to the Superintendent or designee in verbal fashion before the beginning of the next school day, and in writing within 5 days. After notification the employee must receive prior approval from the superintendent to be physically present on any school campus. Failure to report such information and to follow the direction of the Superintendent in regard to such a matter is grounds for reprimand up to and including dismissal.

REQUIRED CRIMINAL HISTORY CHECK

A reasonable effort will be made to ascertain whether the final candidate for a school personnel position has any criminal history. The Superintendent or designee is authorized to utilize local, state, or national repositories of records as necessary to conduct a reasonable review.

The applicant shall be required to provide information as necessary to conduct the criminal history check. The applicant must sign a form consenting to the check of the criminal record and to the use of identifying information. The criminal history check will be conducted at the district's expense. Any applicant who refuses to consent, including independent contractors, will not be considered for a school personnel or contracting position or be granted permission to volunteer or complete field experiences with Watauga County Schools. Any offer by Watauga County Schools to allow volunteering and/or completion of field experiences is conditional upon a favorable review of the criminal history. The Personnel Office of Watauga County Schools will determine what constitutes a favorable review.

EMPLOYMENT DECISIONS

The Board of Education delegates the responsibility to provide written notice to candidates for employment to the Superintendent or his designee. Any offer of employment is conditional on a favorable review of the criminal history and Board of Education approval. The Personnel Office of Watauga County Schools will determine what constitutes a favorable review.

False information on an employment application or contract regarding criminal history is a basis for denying employment and for immediate dismissal.

MAINTENANCE OF RECORDS

Records obtained from the Justice Department and/or the Administrative Office of the Courts will be maintained in a locked, secure place, separate from the individual's application or personnel file. The records will be accessible only to the Superintendent/designee(s) involved in reviewing the criminal history or other personnel who have obtained prior permission from the Superintendent/designee. Records may be destroyed after one year (115c-332f).

REPORTING REQUIREMENT

The Superintendent will forward to the State Board, in accordance with State Board rules, the criminal history of any applicant who is licensed, certificated or certified by the State Board.

EFFECTIVE DATE OF POLICY

This policy shall be in effect immediately.

Legal References: G.S. 114-19.2(a), 115C-36,-332; 16 N.C.A.C 6C.0313.

Revised: December 08, 2008

<i>Watauga County Schools</i>	
<i>Policy</i> PLACEMENT OF CLASSIFIED EMPLOYEES ON SALARY SCHEDULE	<i>Number</i> 3.02.25
	<i>Adopted</i> 9/11/2000
	<i>Revised</i> 8/11/2008

Upon employment with Watauga County Schools a classified employee shall be placed on the salary schedule for his or her job description.

Experience credit on the salary schedule will be awarded based upon education and experience.

<i>Watauga County Schools</i>	
<i>Policy</i> ADMINISTRATOR-STAFF RELATIONS	<i>Number</i> 2.01
	<i>Adopted</i> 8/4/77
	<i>Revised</i> 10/28/91

All personnel employed by the Watauga County Board of Education shall be responsible to the board of education through the superintendent.

All personnel shall refer matters requiring administrative action to the supervisor immediately in charge of the area. Supervisors shall refer such matters to the next higher level of authority when necessary.

All personnel shall have the right to appeal any decision made by a supervisor, first to the superintendent and then, if necessary, to the board of education.

All personnel shall keep the person to whom they are immediately responsible adequately and reasonably informed by whatever means the person in charge deems appropriate.