



Watauga County Board of Education

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

TEL: (828) 264-7190
FAX: (828) 264-7196

DATE: October 8, 2018

PRESENT:

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

TIME: 5:30 p.m.

PLACE: Margaret E. Gragg Education Center

CALL TO ORDER

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

CLOSED SESSION

Mr. Henries called the meeting to order in closed session 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)

OPEN SESSION

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

DISCUSSION AND ADJUSTMENT OF AGENDA

No changes were noted.

PUBLIC COMMENT

There were no public comments at the October 2018 meeting.

SUPERINTENDENT'S REPORT

Dr. Elliott welcomed the students, teachers, family members, and visitors present. He noted the presence of the school principals and stated that it was National Principals' Month. He also noted that the students who had attended Governor's School during the summer were in attendance. He stated that the Appalachian State University Teaching Excellence and Achievement (TEA) Fellows, would be arriving shortly to learn more about Watauga County Schools (WCS) and the system of public education in the United States. Dr. Elliott stated that he continues to work with the legislative delegation, DPI, and professional associations to understand how the recent relief for districts from Hurricane Florence affects WCS.

STUDENTS' REPORT

Student Representatives, Ms. Isabel Trew and Ms. Emerson Huffman shared activities and highlights from the start of the school year: Watauga County Schools and St. Stephens Homecoming events such as spirit days, movie night, King of the Court, and Powder-puff. They stated that auditions will soon be held for the spring musical, Newsies. A Senior Family Night to distribute post-secondary education information will be held on October 18th. JV Cross Country girls placed first in the High Country Classic. Watauga High will hold a voter registration program for students and teachers. Ms. Trew and Ms. Huffman will visit Cove Creek, Green Valley, and Valle Crucis schools to meet with student leaders during October.

PUBLIC RECOGNITION

The Governor's school participants were presented by Ms. Leigh Lyall. She stated that they were selected from the best of the best of gifted students. The students were: Ketchel Carey for Choral Music, Peter Gough for Natural Science, Mark Hagaman for Mathematics, and Emma Tsotschew for French.

Dr. Elliott noted that October was Principals Appreciation month, an opportunity to say thank you to this special, accomplished, and hard working group of people. He noted that he and three board members were former school principals, and understood the role of the principal today. The principal must be a social worker, nurse, data analyst, public relations director, facilities expert, transportation manager, counselor, and an advocate for public schools. Further, he stated the critical importance of the principal as the chief teacher, the instructional leader, of each school. Dr. Elliott showed a video produced by the National Associations of Secondary School Principals. He invited the nine principals forward, whose cumulative experience totaled 172 years and 65 total years as principals, to be thanked and recognized by the board: Mr. Brian Bettis (Bethel School), Mr. Patrick Sukow (Blowing Rock School), Ms. Kelly Walker (Cove Creek School), Mr. Phil Norman (Green Valley School), Ms. Mary Smalling (Hardin Park School), Mr. Mark Hagaman (Mabel School), Ms. Patty Buckner (Parkway School), Mr. Preston Clarke (Valle Crucis School), and Dr. Chris Blanton (Watauga High School)

Dr. Elliott stressed the necessity of a board who models life-long learning, stays abreast of changes in policy and emerging issues, and engages in continuous education in all facets of school governance. He stated that each year the NC School Boards Association recognizes boards of education for their training and continuing education. At their annual fall meeting, the NC School Boards Association awarded the Watauga County Board of Education the highest award for board training. The Gold Bell Award recognizes that each member of the board has achieved a minimum of 12 hours of training that year. He commented that this reflects the commitment of this board to the work of our educators and students. On behalf of the employees of Watauga County Schools, Dr. Elliott recognized and thanked the board for their hard work and this significant achievement.

Mr. Ron Henries recognized Mr. Cecil Hagaman, former Principal and Superintendent of Watauga County Schools, who was present for the meeting. He commended him for his long-term and positive influence on the school system.

Dr. Elliott recognized the TEA Fellows from Appalachian State University. He spoke about their interest in school system structure and governance, and introduced them to the Board members. He explained the board's leadership role within the Watauga County School system.

CONSENT AGENDA

Dr. Martin spoke about the changes to this year's Boone Roundball Classic contract. Mr. Scott Pruett thanked the schools for welcoming the organization to Watauga County School's facilities in March 2019 and spoke about the positive community impact of the event. Several board members spoke about the positive relationship between Boone Roundball and WCS. Brenda Reese moved to approve items A through F of the consent agenda, which was seconded by Jay Fenwick. The vote to approve these items was unanimous.

BEGINNING TEACHERS PLAN

Ms. Meredith Jones and Dr. Stephen Martin spoke about the changes for the Beginning Teachers (BT) support program and the changes which will bring the Watauga County School's (WCS) plan into compliance with state board policy. Teacher attrition state-wide is about 50%, yet WCS's is considerably less. Mentor-Mentee and Central Office Buddy are programs which help support the new teachers as they begin their career with WCS. Principal and Administrator support has been shown to aid in teacher retention. WCS has hired 24 first year teachers and have near 70 in the BT (3-year) program. Social Media, with current teachers speaking to potential and future teachers in such a positive way has aided in teacher retention and recruiting. WCS has a good pool of Mentors. WCS teachers have a desire to help new teachers be successful.

Both Ms. Jones and Dr. Martin thanked the board for their support for the program. They ask for board approval of their plan. Brenda Reese moved to approve the plan, which was seconded by Gary Childers. The vote to approve these items was unanimous.

Following a break to celebrate our Principals, the meeting resumed at 7:17

POLICIES: SUBSTANTIVE CHANGES FOR SECOND READ

4015/7225	Discrimination, Harassment and Bullying Complaint Procedure
4021/7230	Prohibition Against Discrimination, Harassment, and Bullying
7100	Recruitment and Selection of Personnel
7240	Drug-Free and Alcohol-Free Workplace

Dr. Scott Elliott presented the policies for first read. It was noted that in policy 7100, "immediately" is misspelled. There were no other changes requested. The four listed policies will be brought before the board for second read in November.

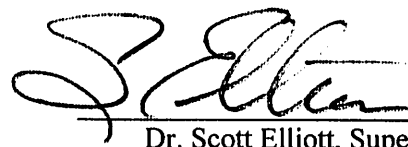
BOARD COMMENTS

There were no items for Board Operations. Ms. Reese spoke about her appreciation for the focus on the new math platforms. Mr. Henries spoke about the removal and disposal of the play equipment in the preschool area at Bethel, which is necessary for state compliance.

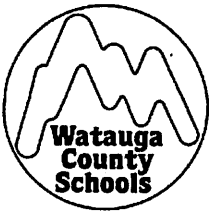
ADJOURNMENT

Jason Cornett moved to adjourn which was seconded by Brenda Reese and was approved by all members at 7:39.

R. Ivan Henries, Board Chair



Dr. Scott Elliott, Superintendent



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WATAUGA COUNTY BOARD OF EDUCATION MEETING

November 13, 2018

5:30 P.M.

- 5:30 1. CALL TO ORDER** Board Chair
- 5:32 2. CLOSED SESSION**
- A. Approval of Minutes
 - B. Reportable Offenses – N.C.G.S.115C-288(g)
 - C. Student Records - N.C.G.S.143-318.11(a)(1)
 - D. Personnel – N.C.G.S.143-318.11(a)(6)
- 6:00 3. OPEN SESSION/WELCOME/MOMENT OF SILENCE** Board Chair
- 6:03 4. DISCUSSION AND ADJUSTMENT OF AGENDA** Board Chair
- 6:06 5. 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. 2018-2019 Spelling Bee Winner Ms. Meredith Jones
 - B. Watauga Education Foundation Grant Recipients Ms. Wendy Jessen
Dr. Don Presnell
 - C. FLANC – Lifetime Honorary Membership Dr. Chris Blanton
 - D. GEARUP Leadership Summit Dr. Paul Holden
Ms. Laura Turner
 - E. Servant’s Heart Award Dr. Scott Elliott
- 6:23 9. CONSENT AGENDA**
- A. Approval of Minutes for 10/8/18 Dr. Scott Elliott
 - B. Field Trip Approval
 - C. Surplus Declaration Request
 - D. School Improvement Plans
 - E. Second Administration Notification
 - F. MOU with Watauga County Sheriff’s Office for Resource Officer Program
 - G. Personnel Report

----- BREAK -----

6:33 10. POLICIES: TECHNICAL CHANGES FOR APPROVAL

Dr. Wayne Eberle

1670 Business Advisory Council
4002 Parent Involvement
4152 Unsafe School Choice Transfer
5020 Visitors in Schools
5030 Community Use of Facilities
6140 Student Wellness
6305 Safety and Student Transportation
6315 Drivers and Vehicles
7405 Extracurricular and Non-Instructional Duties

6:43 11. POLICIES: SUBSTANTIVE CHANGES FOR SECOND READ

Dr. Wayne Eberle

4015/7225 Discrimination, Harassment and Bullying Complaint Procedure
4021/7230 Prohibition Against Discrimination, Harassment, and Bullying
7100 Recruitment and Selection of Personnel
7240 Drug-Free and Alcohol-Free Workplace

6:55 12. BOARD OPERATIONS

7:00 13. BOARD COMMENTS

7:05 14. ADJOURNMENT

15. MISCELLANEOUS INFORMATION

Calendar Committee Minutes 10/18/2018

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) Randy McDonough School: Watauga High
Cell phone number: 828-964-0099 Grade(s): 9-12 Number of students: 20
Departure date: 11/23/18 Return date: 11/24/18
Departure time: 10:00 am Return time: 5:00 pm

Educational purpose:

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

Charlotte, NC - McAlpine Greenway Park

Purpose of trip and how it relates to the curriculum: The high school cross country teams will be competing in the Footlocker CC South Regional Championships. If one of them finish in the top 10, they will qualify to compete in San Diego for the Nat'l Championships

Supervision and Safety:

Names of all school staff chaperones: Randy McDonough, Thomas McDonough, Dan McAulay, Kathleen Mansure

Names of all non-school chaperones: _____

Declaration of Surplus Items - November 2018

Date Approved:

Bethel

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
28476	1	Ziggi HD Document Camera		1
	1	Wooden Magazine Shelf	1	
	2		1	1

Blowing Rock

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
203	1	Dell Optiplex 755 Desktop		1
200125	1	Dell Optiplex 745 Desktop		1
	2		0	2

Cove Creek

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
28663	1	Samsung Chromebook 2		1
	1		0	1

Green Valley

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
400899	1	Bullet Color Camera 350LOR		1
400900	1	Dome Day/Night Camera		1
	2		0	2

Mabel

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
24000529	1	Metal Tool Cabinet		1
600684	1	Craftsman 12 Gallon Vacuum		1
600384	1	Smart Tech Smart UF55 Projector		1
	1	Craftsman Scroll Saw	1	
	1	Craftsman Miter Saw	1	
600695	1	Craftsman Belt Sander 113.225900		1
	1	Craftsman 3/8 Drill 315.10411		1
	1	Porter Cable Skill Saw		1
600688	1	L & L Mfg J14 Kiln	1	
600461	1	HP P1505 Printer		1
	10		3	7

Parkway

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
700876	1	Texas Instruments IT-73 Explorer Calculator		1
700880	1	Texas Instruments IT-73 Explorer Calculator		1
700900	1	Texas Instruments IT-73 Explorer Calculator		1
700962	1	Texas Instruments IT-73 Explorer Calculator		1
700901	1	Texas Instruments IT-73 Explorer Calculator		1
	1	3M Toner Vacuum	1	
	1	White-Westinghouse VCR		1
	1	TV Wall Mount	1	
700530	1	HP Laserjet 4100TN Printer	1	
700920	1	HP Laserjet 4100TN Printer	1	
700892	1	Texas Instruments IT-73 Explorer Calculator		1
700899	1	Texas Instruments IT-73 Explorer Calculator		1
700881	1	Texas Instruments IT-73 Explorer Calculator		1
	1	Texas Instruments IT-73 Explorer Calculator		1
700576	1	ASUS External Hard Drive		1
700535	1	NEC VT695 Projector		1
	2	96" X 30" Tables	2	
	1	6' X 3' Table	1	
	1	5' X 3' Table	1	
	2	72" X 31" Computer Tables	2	
	2	2 Drawer Filing Cabinets	2	
	1	4 Drawer Filing Cabinet	1	
700638	1	Cafeteria Table w/Stools	1	
700644	1	Cafeteria Table w/Stools	1	
	<u>27</u>		<u>15</u>	<u>12</u>

Valle Crucis

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
300151	1	Smart Tech SmartBoard 580		1
300604	1	Smart Tech Projector SBP-10X		1
	<u>2</u>		<u>0</u>	<u>2</u>

Watauga High School

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
	1	AED Trainer		1
903826	1	Epson Powerlite 460 Projector		1
80163	1	Panasonic PT-LB20U Projector		1
900475	1	Epson Powerlite 460 Projector		1
	<u>1</u>		<u>0</u>	<u>4</u>
	5			

Central Office

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
25098	<u>1</u>	Apple iPad Air 32GB	<u>0</u>	<u>1</u>
	1			1

Technology Department

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
33360	1	Lenovo 100e Chromebook		1
33257	1	Lenovo 100e Chromebook		1
33688	1	Vizio E55-F1 55" LED TV		1
51615	1	Datalogic Memorex Barcode Scanner	1	
50923	1	HP Laserjet 1200 Printer		1
906877	<u>1</u>	HP 14-CK0065ST Laptop	<u>1</u>	<u>0</u>
	6		2	4

Transportation Department

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
51335	1	Bus Camera Mobile Trooper TL4		1
51350	1	Bus Camera Mobile Trooper TL4		1
51392	<u>1</u>	Bus Camera Mobile Trooper TL4	<u>0</u>	<u>1</u>
	3			3

Child Nutrition

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
203	1	Dell Optiplex 755		1
	1	Delfield Doublesided Refrigerator		1
	<u>1</u>	Hobart Slicer	<u>1</u>	<u>0</u>
	3		1	2

School Improvement Plan Goals by School
SY 2018-19

School	Goal
Bethel	80% of K-5 will score at or above grade level on the Number and Operations domain on iReady diagnostic. 70% of 6-8 grade will score at or above proficiency on the Number Sense domain as measured by the EOG.
	By the end of SY 18-19, 3-8 students will increase the mean percent correct on "Reading for Information" questions to at least 75% on Reading EOG.
Blowing Rock	During the 18-19 SY, BR School will increase reading proficiency from 81.9% to 85% on the EOG Reading Test.
	During the 18-19 SY, BR School will increase our EOG proficiency from 80.7% to 84% while also meeting or exceeding growth expectations.
	During the 18-19 SY, students will participate in at least four community involvement experiences to increase opportunities for relationships within the community and promote service to others.
Cove Creek	Increase student academic growth across all grade levels in Reading and Math by one academic year, as measured by meeting or exceeding growth.
	Increase student proficiency on summative assessments across all grade levels in Reading and Math to 70% in Achievement and Performance, which result in a school grade of B.
	Continue to expand student-centered, extracurricular opportunities that support holistic success for all students as measured by an increase in student participation in the opportunities available and through a student satisfaction survey given at the end of SY 18-19.
Green Valley	By the end of SY 18-19, increase overall math proficiency in grades 3-8 by 4% to 63.3% as measured by EOG proficiency in grades 3-8 and meet or exceed growth. Increase reading proficiency by 4% as

	measured by Reading TRC (K-2) and EOG Scores (3-8) to 72.4% and meet or exceed growth.
	By the end of SY 18-19, decrease chronic absences by 2% from 10.3% to 8.3% as measured by attendance tracking data.
	Decrease the percentage of office referrals for students with multiple referrals (4 or more) from 47% to 37%.
Hardin Park	By the end of SY 19-20, EOG reading proficiency will increase from 75.0% to 78.0%.
	By the end of SY 19-20, increase 5 th grade science proficiency from 57.14% to 60.0%.
Mabel	By the end of SY 18-19, Mabel will increase its math EOG proficiency scores by 5%.
	By the end of SY 18-19, Mabel will increase its reading EOG proficiency in reading informational text by 5%.
	By the end of SY18-19, all faculty and staff will participate in at least two PD opportunities to increase trauma awareness and compassionate schools.
Parkway	<p>A. By the end of SY 18-19, grades 3-8 will improve their Number and Operations- Fractions or Number System domain score proficiency by 2% as measured by EOG.</p> <p>B. Increase our GLP for math grades 3-8 for SWD to be greater than 24% GLP as measured by EOG based on Internal Results Review Report.</p> <p>C. Increase our GLP for math grades 3-8 for EL subgroup to greater than 26.9% GLP as measured by EOG based on Internal Results Review Report.</p>
	Increase our 5 th grade science GLP to be greater than 59.7% based on science EOG.
	Reduce the number of disruptive and/ or aggressive behavior office referrals by 15% compared to the SY 17-18 PBIS data.
Valle Crucis	By the end of SY 20-21, the level of proficient readers in grades K-8 will increase by 5% from SY 17-18 assessment data.
	By the end of SY 20-21, the number of students identified as proficient in mathematics will increase by 5% from SY 17-18 assessment data.

Watauga High School	Increase four-year CGR to 91% by June 2019.
	By the end of SY 18-19, EVAAS growth scores will increase from 79.4% to at least 81%.
	WHS will demonstrate a 2% increase in proficiency in Math (60.3%) and Reading (74.9%)
Watauga Innovation Academy	WIA will increase the four-year CGR to 100% by June 2022.
	WIA will have 90% of seniors eligible to participate in the WorkKeys assessment by August 2020.
	Students in WIA will participate in and meet proficiency on at least 85% of the available credentials.



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13 November 2018

TO Watauga County Board of Education

FROM Wayne M. Eberle II, Ed.D. Director of Accountability and School Improvement

SUMMER PROGRAM PLAN SY 2018-19

On October 5, 2018, Drs. Hall and Howard from the North Carolina Department of Public Instruction (NCDPI) issued a memo to LEA Superintendents and Charter School Directors entitled *Summer Programs 2018-19*. Section 1 of that memo requires “schools offering a summer program” to “have a written summer program plan for the 2018-19 school year that has been signed and approved by their local board.” Furthermore, a “copy of the 2018-19 board-approved plan must be sent to the Regional Accountability Coordinator (RAC) no later than April 1, 2019.” Below is our plan and a portion of our parent/ guardian communication that will be sent to homes closer to the end of the school year:

“This year, Watauga County Schools is offering an opportunity to students in grades 4-8 who do not pass the North Carolina End-Of-Grade (EOG) Test in English Language Arts (ELA) or in grades 5 and 8 Science. Those students who are either 1) identified by their principal as being eligible or 2) score within three scale score points of a Level III in ELA and/or Science will be invited to participate in a second administration of the test. Guidelines for *Read-to-Achieve* will apply to 3rd grade students who do not pass the 3rd grade ELA EOG. Additionally, due to the standard setting process that will take place this school year with mathematics and delay reported results, grades 3-8 Mathematics EOG will not participate.

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

The second administration will take place at your child’s school following an opportunity for remediation before the end of the school year. The second administration will begin with the ELA test on the first workday for teachers in the summer and science on the second. If your child is eligible for a second administration in both areas and would like to test in one day, arrangements may be made to accommodate this request. Testing will begin each day at 8:30A. Students will be provided a snack before each test.

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

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

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

The second administration is available in online format only and test materials will follow the same procedures and protocol for maintaining security that were followed during the first administration of the EOG.

Thank you for your consideration in allowing eligible students the opportunity to participate in a second administration and to potentially improve their results. Should you have additional questions, please do not hesitate to contact me.

**AGREEMENT between
Watauga County Board of Education and
Watauga County Sheriff's Office for the School
Resource Officer Program**

This Agreement, entered into this 13th day of November, 2018, between Watauga County Board of Education, a public body corporate organized and existing under the Constitution and laws of the State of North Carolina, hereinafter referred to as the "School Board," and the Watauga County Sheriff's Office, a law enforcement agency organized and existing under the laws of the State of North Carolina, hereinafter referred to as the "Sheriff's Office",

Witness that:

The School Board and Police Agency mutually agree as follows:

1. THAT THE SCHOOL BOARD SHALL:

- a. Provide office space, access to telephone and internet, and basic office supplies.
- b. Develop desired schedule of work for the School Resource Officer, understanding that the School Resource Officer will comply with the Watauga County Sheriff's Office Personnel Policies as a Watauga County employee.
- c. Provide to the Sheriff's Office any funds received from the North Carolina Department of Public Instruction's School Safety Grants program obtained for the purpose of providing School Resource Officers from the Sheriff's Office.

2. THAT THE POLICE AGENCY SHALL:

- a. Cause to be provided, at Sheriff's Office expense, for and on behalf of the School Board three School Resource Officers to carry out the duties and responsibilities listed in this agreement. The School Board or their representatives will approve the officers to be assigned.
- b. Assist school officials in lawfully responding to any law enforcement requests for confidential student and employee records pursuant to state law, federal law, and School Board Policy 5120 and associated procedures. If, during the course of service pursuant to this Agreement the Police Agency or the School Resource Officer should obtain any information pertaining to official student records, this Agreement shall not be construed to constitute a waiver of, or to in any manner diminish the provisions for, confidentiality of student records.
- c. For the purpose of reviewing the School Resource Officer's performance as contemplated herein, allow full access to the personnel file of the School Resource Officer to the Superintendent or the Superintendent's 's designee, provided the Resource Officer consents and signs a written release in accordance with N.C.G.S. 160A-168(c)(6), and provided that the information in such file is kept confidential and not further disclosed.
- d. Provide, to the extent that Police Agency resources permit, an officer to temporarily perform School Resource Officer duties on occasions that the assigned School Resource Officer is unavailable to work.

3. REPORTING AUTHORITY:

- a. For issues of school policy, the School Resource Officer will follow recommendations and coordinate activities with the administration of Watauga County Schools.
- b. For all other law enforcement duties and general supervision as per Watauga County and Watauga County Sheriff's Office Personnel Policy, the School Resource Officer will report to the Watauga County Sheriff's Office.

4. TERM OF AGREEMENT:

This agreement shall remain in effect from November 13, 2018, until June 30, 2019, unless terminated sooner pursuant to Section 9 of this Agreement.

5. PERFORMANCE RESPONSIBILITIES:

The purpose of the School Resource Officer position is to create a safe, inviting, and engaging learning environment for all students and school staff members.

In addition to the specific duties set forth in sections 6-8 below, the general duties of the School Resource Officer shall include:

- a. Protect students, staff, visitors and property of the school.
- b. Investigate criminal activity on school property.
- c. Assist other law enforcement agencies as requested.
- d. Assist social services and mental health agencies as requested.
- e. Patrol areas of school campus as directed or needed.
- f. Assist in medical emergencies as needed.
- g. Counsel school staff in crisis prevention and intervention.
- h. Conduct informal counseling with students and families.
- i. Coordinate with school administration to ensure the appropriate delineation of roles and duties between law enforcement and school administration. As such, the School Resource Officer:
 - i. Will be trained in the legal standards governing searches and interrogations of minors by law enforcement officers pursuing criminal investigations, including the standards of juvenile *Miranda*;
 - ii. Will report issues of routine school discipline to school officials and not independently investigate issues of school discipline;
 - iii. Will not ask school officials to initiate a search or interrogation for purely law enforcement purposes;
 - iv. Will not be asked to participate in the investigation of routine school discipline by school officials unless necessary to protect the safety of persons;
 - v. Will promptly notify school officials whenever a student is questioned on school premises for a law enforcement purpose and/or when law enforcement action is taken against any student unless such notice would compromise an active investigation; further, the School Resource Officer will consult with school officials as to whether the parent(s) or guardian of a minor should be contacted with respect to any of the foregoing; and
 - vi. Will assist school officials in lawfully responding to any law enforcement requests for confidential student and employee records consistent with state and federal law.

6. PREVENTION:

- a. Establish positive relationships between the officer and the student population.
- b. Assist other agencies such as social services, mental health and other organizations which provide services and care to school system employees, students and families.
- c. Receive training in Conflict Resolution and Peer Mediation.
- d. Assist students and teachers through Conflict Resolution classroom activities, assemblies and informal discussion.
- e. Work with training team to conduct staff development in Conflict Resolution strategies.
- f. Assist in training students in Peer Mediation.
- g. Serve as a resource for parents and students.
- h. Maintain a crime prevention tip-line or website.

7. INTERVENTION:

- a. Identify causes of violence in the schools.
- b. Educate students with respect to the consequences of violence and criminal behavior.
- c. Investigate criminal activity against school property, personnel, students and visitors.
- d. Provide and/or coordinate law enforcement at school activities.
- e. Assist local law enforcement authorities in school-related matters as requested.
- f. Serve as liaison between law enforcement and school officials, students and parents.
- g. Keep a log of activities relating to class, student and parent contacts.
- h. Review and access school security video limited to the investigation of suspected crimes.
- i. Any other duties assigned by the Watauga County Sheriff's Office.

8. CRITICAL KNOWLEDGE, TRAINING OR CERTIFICATION:

- a. Basic Law Enforcement training.
- b. Certified as a North Carolina Law Enforcement Officer sworn by the Watauga County Sheriff's Office.
- c. General experience in law enforcement with specialized knowledge of and/or experience in dealing with substance abuse, juvenile law and operating standards of accepted School Resource Officer procedures.
- d. Crisis Prevention and Intervention training.
- e. Successful completion of School Resource Officer Certification from the NC Justice Academy.

9. TERMINATION:

- (a) Either party may terminate this Agreement without cause on 90 days notice in writing to the other party;
- (b) Either party may terminate this Agreement immediately for cause, upon giving written notice to the other party, in the event that the general counsel of the party terminating the Agreement provides a written statement that in his or her good faith legal opinion it is not legally permissible for that party to continue to substantially comply with this Agreement.

(c) In the event the School Board is dissatisfied with the performance of the assigned SRO, the Board shall consult with the Watauga County Sheriff and the parties shall negotiate in good faith so as to reasonably satisfy the Board, either by improvement in the performance of the SRO or by assignment of a different officer to serve as SRO. In the event the Board remains dissatisfied despite the foregoing efforts, the Board may terminate this Agreement upon 30 days written notice.

In the event of termination, for whatever cause, the School Board shall provide funding as specified herein, prorated through the effective date of the termination.

IN WITNESS WHEREOF, the parties set their hands and seals in Boone, Watauga County, North Carolina.

WATAUGA COUNTY

WATAUGA COUNTY
BOARD OF EDUCATION

Sheriff

Chairman

ATTEST:

ATTEST:

County Manager

Superintendent

The Watauga County Board of Education (the “board”) will receive assistance from a business advisory council in the performance of its duty to provide career and technical education instruction, activities, and services. In accordance with the requirements of state law, the business advisory council will serve the board by identifying economic and workforce development trends related to the training and educational needs of the community and advocating for strong, local career and technical education programs, including career pathway development that provides work-based learning opportunities for students and prepares students for post-secondary educational certifications and credentialing for high-demand careers.

A. COMPOSITION OF THE COUNCIL

The business advisory council will have nine members, including the superintendent or designee, the career and technical education program director, the president of the local community college or designee, and a principal assigned by the superintendent. The career and technical education program director will be a nonvoting member on the council and will serve as secretary to the council. The majority of members on the council will be business, industry, and workforce and economic development stakeholders, and community members (“business and industry representatives”), such as: local business and industry owners; representatives from local manufacturing centers and factories; human resource directors employed at businesses and industries in the community; representatives from community-based organizations; representatives from economic and workforce development organizations; parents of students enrolled in career and technical education courses; or a representative or manager of the local apprenticeship coalition.

B. APPOINTMENT OF BUSINESS AND INDUSTRY REPRESENTATIVES

1. Initial Appointment of Business and Industry Representatives

The board will make the initial appointments of business and industry representatives for terms beginning January 1, 2018. The board will divide the initial appointments into four groups as equal in size as practicable and will designate appointments in group one to serve four-year terms, in group two to serve three-year terms, in group three to serve two-year terms, and in group four to serve one-year terms.

2. Subsequent Appointment of Business and Industry Representatives

a. Reasons for Appointment

As terms expire for business and industry representatives initially appointed by the board, the council will appoint subsequent members to the council for four-year terms. Any vacancy of a business and industry representative seat will be filled by the remaining members of the council to serve until

the end of that seat's term.

At any time the council may decide, by two-thirds majority vote, to add one or more seats to the council. The council will appoint a business and industry representative to the vacant, newly created seat(s). When increasing the council size, the council may adjust the length of the initial term of a newly created seat in order to keep as equal as practicable the number of members whose terms expire each year.

b. Appointment Process

Any individual interested in serving on the council should contact the career and technical education program director and submit a statement of interest. School system employees, board members, and council members are encouraged to recommend individuals who they believe would be positive additions to the council. The superintendent or designee shall make an effort to recruit a diverse field of qualified candidates.

When a business and industry representative's seat is set to expire or is vacant, a committee of at least two council members appointed by the council chair shall interview the candidates. The committee shall provide all council members with the candidate's statement of interest, the interview information, and the committee's appointment recommendations. The council members shall review the materials provided by the committee and, by majority vote, choose a candidate to fill each seat that is set for expiration or is vacant.

When appointing new members, the council should choose candidates who are concerned with the best interests of the students and the local economy and who are willing to devote the time and effort required of council membership. Ideal candidates will have a particular knowledge or expertise or a unique perspective relevant to economic and workforce development trends related to the training and educational needs of the community. Candidates also should be advocates for strong, local career and technical education programs. Preference will be given to candidates who reside within the school administrative unit. Membership on the council must reasonably reflect the education, business, and community makeup of the school administrative unit.

C. OPERATION OF THE COUNCIL

The business advisory council will operate in accordance with G.S. 115C-1720. The superintendent shall provide the council with a meeting space and shall assign necessary administrative staff to assist the council. The council shall report back to the board annually on its recommendations for the school system's career and technical education instruction, activities, and services. Meetings of the council are subject to the requirements

of the open meetings law in Article 33C of Chapter 143 of the General Statutes.

Legal References: G.S. 115C-47(30), -55, -1720; 143 art. 33C

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

Adopted: December 11, 2017

Revised: _____ (Legal reference only)

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

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

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

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

A. PARENT COMMUNICATION AND CONFERENCES

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

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

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

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

B. PARENTAL NOTIFICATION

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

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

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

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

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

fees (see policy 4600, Student Fees).

C. OPPORTUNITIES TO WITHHOLD CONSENT/OPT OUT

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

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

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

D. PARENTAL PERMISSION REQUIRED

Written parental permission is required prior to the following activities:

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

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

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

Adopted: July 14, 2014

Replaces: Policy 2.04.60, Parental Involvement (in part)

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

The Watauga County Board of Education (the “board”) is committed to providing an environment at each school that is safe, orderly and inviting. The board believes that in most cases, a student should attend the school that serves his or her domicile. Under certain circumstances or conditions, however, the board provides parents the opportunity to request that their child attend a school outside of his or her attendance area (see policy 4150, School Assignment).

Pursuant to federal and State Board of Education requirements, the board will allow a student who attends a school designated as a persistently dangerous school or a student who becomes the victim of a violent criminal offense at his or her school to attend another school that the superintendent has identified as an eligible transfer school.

A. DEFINITIONS

For purposes of this policy, the following definitions apply:

1. Violent Criminal Offenses

Violent criminal offenses are the following crimes, as reported to the State Board of Education in accordance with State Board of Education Policy SSCH-000:

- a. homicide;
- b. assault resulting in serious bodily injury;
- c. assault involving use of a weapon;
- d. rape;
- e. sexual offense;
- f. sexual assault;
- g. kidnapping;
- h. robbery with a dangerous weapon; and
- i. taking indecent liberties with a minor.

2. Persistently Dangerous School

A persistently dangerous school is a school in which:

- a. at least two violent criminal offenses and a total of five or more such offenses were committed per 1000 students during each of the two most

recent school years; and

- b. the conditions that contributed to the commission of such offenses are likely to continue into another school year.

3. Eligible Transfer School

An eligible transfer school is a school that is not designated as a persistently dangerous school, that offers instruction at the student's grade level, and that the superintendent has identified as eligible for unsafe school choice transfer.

B. SCHOOL REVIEW OF VIOLENT CRIMINAL OFFENSES

Upon the commission of any violent criminal offense at the school, the principal and the school improvement team shall review the incident to determine whether any conditions or procedures at the school or in the school improvement plan need to be modified as a result of the incident. The principal shall provide a report of the review to the superintendent or designee.

C. IDENTIFICATION OF SCHOOLS AS PERSISTENTLY DANGEROUS

1. Conditions Contributing to the Commission of Violent Criminal Offenses

For any school in which at least two violent criminal offenses and at least five or more such offenses were committed per 1000 students during each of the two most recent school years, the board will determine whether any changes need to be made in the school- or system-level school safety procedures. The superintendent shall report to the State Board of Education any conditions in the school that may have contributed to the commission of the violent criminal offenses and any plans that the board has to eliminate such conditions.

2. Probationary Schools

If the State Board of Education determines that a school should be placed on probation, during the probationary year the principal and school improvement team shall implement strategies to protect students from violent criminal offenses and to deter future offenses from occurring. Such strategies must be incorporated into the school improvement plan. As necessary, the superintendent may request assistance from the Department of Public Instruction to help identify strategies for implementation.

3. Persistently Dangerous Schools

If the State Board of Education determines that a school is a persistently dangerous school, the superintendent shall assign personnel from the central office to review safety procedures at the school. The central office team also shall assist the school

with creating and implementing a corrective action plan for the school. The corrective action plan should be based on an analysis of the problems at the school, should include strategies to improve safety at the school, and should identify any system-level policies and procedures that need to be modified. Any strategies identified for the corrective action plan should be incorporated into the school improvement plan.

Pursuant to the unsafe school choice transfer procedures provided below, a student who attends a persistently dangerous school will be allowed to transfer to another school that the superintendent has designated as an eligible transfer school.

As deemed appropriate, the board will pursue any appeals process available for review of a school's designation as probationary or persistently dangerous.

D. VICTIM OF A VIOLENT CRIMINAL OFFENSE

A student shall be considered the victim of a violent criminal offense when the following criteria are met:

1. the principal determines, based upon reasonable evidence, that the student has been the victim of any of the applicable offenses identified in this policy; and
2. the offense occurred while the student was on the grounds of the public school that he or she attends.

Pursuant to the unsafe school choice transfer procedures provided below, a student who is a victim of a violent criminal offense shall be allowed to transfer to another school that the superintendent has designated as eligible for transfer.

E. UNSAFE SCHOOL CHOICE TRANSFER PROCEDURES

The superintendent shall establish procedures to facilitate the transfer of students when a school has been identified as persistently dangerous or when a student has been identified as a victim of a violent criminal offense. Such procedures must include the following elements:

1. notice to parents within 10 days of the determination that their child attends a school that has been identified as persistently dangerous or that their child has been identified as a victim of a violent criminal offense;
2. notice to parents that their student has the opportunity to transfer to another school that has not been identified as persistently dangerous, that serves the student's instructional level, and that the superintendent has designated as an eligible transfer school; this notice must be provided no later than 14 days before the start of the school year for students attending persistently dangerous schools and no later than 14 days after determining that a student has become a victim of a violent criminal

offense;

3. identification of those schools, including any virtual schools, within the system that are eligible to receive unsafe school choice transfers;
4. identification of other options for unsafe school choice transfers if no schools in the school system are eligible;
5. a process for parents to request transfer upon receiving notification of the unsafe school choice transfer option;
6. a process to ensure that transfers are completed by the start of the school year for students attending a school designated as persistently dangerous or as expeditiously as possible but not later than the start of the school year for a student victim, except in extraordinary circumstances; and
7. a report to the State Board of Education and to the local board of education of each student transfer made pursuant to this policy.

Transfers made because a student's school was designated as persistently dangerous will remain in effect as long as the school is so identified. Transfers made because a student was a victim of a violent criminal offense will remain in effect at least through the remainder of the school year in which the incident occurred.

F. TRANSPORTATION

Parents who decide to transfer their child pursuant to this policy are responsible for transportation of their child to the receiving school.

Legal References: Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act (ESSA), 20 U.S.C. 7912~~No Child Left Behind Act, 20 U.S.C. 7912~~; *Unsafe School Choice Option Non-Regulatory Guidance*, U.S. Department of Education (May 2004); G.S. 115C-36, -105.27, -366, -367; State Board of Education Policies SSCH-000, -006

Cross References: School Safety (policy 1510/4200/7270), School Improvement Plan (policy 3430), Conflict Resolution (policy 3431), School Assignment (policy 4150)

Other Resources: ~~*Giving Parents Options: Strategies for Informing Parents and Implementing Public School Choice and Supplemental Educational Services Under No Child Left Behind*, U.S. Department of Education Office of Innovation and Improvement (September 2007)~~

Adopted: November 10, 2014

Revised: January 11, 2016; August 14, 2017 (Legal references only);

The Watauga County Board of Education (the “board”) encourages the community and parents to be involved in and support the schools and the educational program of the schools.

A. OPPORTUNITIES TO VISIT THE SCHOOLS

To encourage involvement, the following opportunities are provided to visit the schools.

1. Visitors are welcome to observe and learn about the educational program at each school subject to reasonable rules developed by school administrators.
2. Visitors are encouraged to use school facilities made available to the public, such as media centers or meeting spaces, as provided in policy 5030, Community Use of Facilities.
3. Visitors are invited to attend school events that are open to the public, such as athletic events, musical programs, and dramatic productions.

B. REQUIREMENTS OF VISITORS TO THE SCHOOLS

While the school board welcomes visitors to the schools, the paramount concern of the board is to provide a safe and orderly learning environment in which disruptions to instructional time are kept to a minimum. The superintendent and each principal shall establish and enforce reasonable rules to address this concern.

1. All school visitors during the school day must report immediately to the administrative office at the school to request and receive permission to be in the school. Each principal shall ensure that signs are posted in the school to notify visitors of this requirement.
2. School visitors are expected to comply with all school rules and school board policies, including policy 5025, Prohibition of Drugs and Alcoholic Beverages; policy 5026/7250, Smoking and Tobacco Products; and policy 5027/7275, Weapons and Explosives Prohibited.
3. Persons who are subject to policy 5022, Registered Sex Offenders, must comply with the provisions of that policy.

C. ADDITIONAL REQUIREMENTS OF PROBATION OFFICERS

To minimize disruption to student learning and school operations, the board establishes the following additional requirements for visits by probation officers during the school day:

1. Visits by probation officers must be authorized in advance by the school principal or designee or be the result of a request for assistance by a school counselor or

school resource officer. The principal or designee at each school shall coordinate with probation officers to plan and schedule visits to occur at times least disruptive to the student's academic schedule and to school operations.

2. To protect the privacy of students, the principal or designee shall designate a private area for probation officers to meet with students away from contact with the general student population. Initial contact with the student will be made by a designated school employee, who shall direct the student to the private area to meet with the probation officer.
3. Probation officers may not initiate direct contact with any student while the student is in class or between classes.
4. All visits must be conducted in accordance with this policy and any additional guidelines developed by the superintendent or designee.

D. UNAUTHORIZED, DISRUPTIVE, OR DANGEROUS VISITORS

If a school employee becomes aware that an individual is on a school property without having received permission or that an individual is exhibiting unusual, threatening or dangerous behavior, the employee must either direct the individual to the administrative office or notify the principal, designee or school resource officer, depending on the circumstances.

If a school employee suspects that an individual is on school property in violation of policy 5022, Registered Sex Offenders, the employee must immediately notify the principal, designee or school resource officer.

Students will be instructed to notify a school employee of any unusual or suspicious behavior by visitors. School employees shall inform the principal or designee immediately of a student's report of suspicious behavior on the part of a school visitor.

When an individual disrupts the educational environment, acts in a disorderly manner, damages school property, or violates board policy or the law, the principal or designee has authority to:

1. order the individual to leave school property;
2. notify law enforcement; or
3. take any other action deemed appropriate under the circumstances.

Failure to comply with a request to leave school grounds may result in the filing of trespass charges or other charges as appropriate against the offending individual.

The superintendent, upon recommendation from the principal, may deny an individual permission to come onto school grounds or enter a school facility for up to one school year if the individual is guilty of disruptive or dangerous behavior on school grounds.

Legal References: G.S. 14-132, -132.2, -159.11, -159.12, 159.13, -208.18; 115C-46.2, -523, -524, -526

Cross References: Registered Sex Offenders (policy 5022), Prohibition of Drugs and Alcoholic Beverages (policy 5025), Smoking and Tobacco Products (policy 5026/7250), Weapons and Explosives Prohibited (policy 5027/7275), Community Use of Facilities (policy 5030)

Adopted: February 8, 2016

Replaces: Policy 2.03.20, School Day Procedures (in part), policy 2.04.05, Visitors To Schools

Revised:

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

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

A. GENERAL PRINCIPLES

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

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

B. PRIORITY IN USE

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

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

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

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

C. FEES FOR USE

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

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

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

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

D. REQUESTS FOR USE OF FACILITIES

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

E. ADDITIONAL RULES GOVERNING USE OF SCHOOL FACILITIES

1. Regulations for Use of Facilities

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

2. Compliance with Laws and Policies

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

3. Concession Rights Reserved to Schools

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

4. Non-Discrimination Notice

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

5. Opening and Closing of Buildings

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

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

F. DAMAGES AND LIABILITY INSURANCE

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

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

G. TERM AND ACCEPTANCE OF LEASE

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

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

H. LIMITATION OF ROUTINE USE

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

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

I. USE OF OUTDOOR SCHOOL FACILITIES BY THE GENERAL PUBLIC

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

J. REVIEW OF DECISIONS CONCERNING USE OF SCHOOL FACILITIES

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

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

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

Adopted: February 8, 2016

Revised: May 9, 2016; June 13, 2016; July 10, 2017; June 11, 2018

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

The Watauga County Board of Education (the “board”) recognizes that it is important for students to maintain their physical health and receive proper nutrition in order to take advantage of educational opportunities. The board further recognizes that student wellness and proper nutrition are related to a student’s physical well-being, growth, development, and readiness to learn. The board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. As part of that commitment, the board directs the superintendent to oversee the development, implementation, and ongoing evaluation of this policy and other school system efforts to encourage students to be healthy and active, including compliance with the State Board of Education’s Healthy Active Children Policy, SHLT-000, as further described in Section F, below. The superintendent may designate a school system official to carry out this responsibility (“lead wellness official”).

The superintendent or designee shall make the most current version of this policy available to members of the school community and the public by posting it on the school system website and/or by distributing it annually through other means reasonably intended to reach the school community and public. In addition, the superintendent or designee shall provide a copy of this policy to the North Carolina Department of Public Instruction (NCDPI) when requested to do so.

A. SCHOOL HEALTH ADVISORY COUNCIL

The board will maintain a school health advisory council to help plan, update, implement, promote, and monitor this policy as well as to address other health and nutrition issues within the school system. The council serves as an advisory committee regarding student health issues and works in conjunction with the lead wellness official charged with oversight of this policy and the school system’s efforts to promote student and employee health and wellness in compliance with state and federal requirements. The council is authorized to examine related research and laws, assess student needs and the current school environment, review existing board policies and administrative regulations, collaborate with appropriate community agencies and organizations, and help raise awareness about student health issues. The council also may make policy recommendations to the board related to this policy and other policies concerning student wellness and in conjunction with the lead wellness official, shall periodically review and suggest revisions to this policy. In addition, the council may assist in the development of a plan for measuring and assessing implementation of this policy and in developing methods to inform and update the public about the content and implementation of this policy as described in Sections F and G, below.

The council will be composed of representatives from the school system, the local health department, and the community. The council must include members of each of the following groups: the school board, school system administrators, school system food service representatives, physical education teachers, school health professionals, students, parents or guardians, and the public. The council will provide information to the board about the following areas or concerns: (1) physical activity, (2) health education, (3)

employee wellness, (4) health services, (5) social and emotional climate, (6) nutrition environment and services, (7) counseling, psychological, and social services, (8) physical environment, (9) family engagement, and (10) community involvement.

The council shall provide periodic reports to the board and public regarding the status of its work. In addition, the council shall assist the lead wellness official in creating an annual report that includes the minutes of physical activity and the minutes of physical education and/or healthful living education received by students in the system each school year, as well as any other information required by the State Board of Education or NCDPI.

B. NUTRITION PROMOTION AND NUTRITION EDUCATION

The board believes that promoting student health and nutrition enhances readiness for learning and increases student achievement. The general goals of nutrition promotion and nutrition education are (1) to provide appropriate instruction for the acquisition of behaviors that contribute to a healthy lifestyle for students and (2) to teach, encourage, and support healthy eating by students.

The board will provide nutrition education within the Healthful Living Standard Course of Study and the grade level expectations outlined in the Healthful Living Essential Standards adopted by the State Board of Education. Nutrition education should be designed to provide all students with the knowledge and skills needed to lead healthy lives. Students should learn to address nutrition-related health concerns through age-appropriate nutrition education lessons and activities.

Nutrition education and promotion should extend beyond the school environment by engaging and involving families and communities. School system personnel may coordinate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition. School system personnel are to work to disseminate and promote consistent nutrition messages throughout the school system, schools, classrooms, school dining areas, homes, community, and media.

In conjunction with the school health advisory council, the board establishes the following additional specific evidence-based goals and strategies for nutrition promotion and education. The board will periodically measure and report progress toward meeting these goals.

- Teachers will integrate nutrition education into the curriculum as appropriate.
- Nutrition education will promote fruits, vegetables, whole-grain products, low-fat dairy products, healthy food preparation methods, and appropriate portion sizes.
- Nutrition and health posters, signage, and/or displays will be exhibited in the cafeteria food service and dining areas and will be rotated, updated, or changed as new or additional information is available.

- Students will have opportunities to taste foods that are low in saturated and trans fats, sodium, and added sugar.
- School personnel will strive to provide a pleasant eating experience for students and adults by adopting the following practices:
 - Student input is solicited for meal choices.
 - Nutrient analysis is available to teachers, parents, students, and health professionals when possible.
 - Adequate time to eat is provided. The recommended eating time for each child after being served is 15 minutes for breakfast and 20 minutes for lunch. School personnel will schedule enough time, lunch periods, and serving lines so students do not have to spend excessive time waiting in line.
 - Adult supervision and role modeling is available during the meal service times to encourage students to eat meals.
 - Drinking fountains will be available for students to get water at meals and throughout the day.

C. NUTRITION STANDARDS AND GUIDELINES FOR ALL FOOD AND BEVERAGES AVAILABLE AT SCHOOL

Consistent with policy 6200, Goals of School Nutrition Services, all foods available in the system's schools during the school day that are offered to students should help promote student health, reduce childhood obesity, provide a variety of nutritional meals, and promote lifelong healthy eating habits. All foods and beverages sold at school must meet the nutrition standards established in policy 6230, School Meal and Competitive Foods Standards, including the following:

1. School Lunch, Breakfast and Snack Programs

Foods provided through the National School Lunch and School Breakfast, or After School Snack Programs must comply with federal and state nutrition standards. The director of child nutrition shall ensure that school system guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law.

2. Competitive Foods

All foods sold on school campuses in areas that are accessible to students during the school day (defined as the period from midnight through 30 minutes after the dismissal bell rings) in competition with the National School Lunch or School Breakfast Programs ("competitive foods") must comply with the federal Smart

Snacks in Schools standards. Competitive foods include food, snacks and beverages from a la carte menus, vending machines, and outside suppliers, as well as foods or beverages sold in school stores and at fund-raisers. Vending machine sales also must comply with the requirements of G.S. 115C-264.2 and *Eat Smart: North Carolina's Recommended Standards for All Foods in Schools*.

3. Other Foods Available on the School Campus During the School Day and After the School Day

School principals shall establish rules for foods and beverages brought from home for classroom events or parties during the school day or for extracurricular activities after the school day. The board encourages principals to establish rules that are consistent with the Smart Snacks in Schools standards.

Fundraising activities that involve the sale of foods and/or beverages to students during the school day (from midnight until 30 minutes after the dismissal bell rings) must comply with the Smart Snack Rules and may not be conducted until after the end of the last lunch period. See policy 6230, School Meal and Competitive Foods Standards.

School principals may establish standards for fund-raising activities conducted after the school day (beginning 31 minutes after the dismissal bell rings) that involve the sale of food and/or beverages. The board encourages alternative fundraising activities such as non-food items or physical activity.

4. Food and Beverage Marketing

Food and beverage marketing on school campuses during the school day must meet federal and state standards. In accordance with these standards, only foods and beverages that meet the Smart Snack standards (as described in subsection C.2, above) may be marketed or advertised on school campuses during the school day. To comply with this requirement, existing supplies, materials, or equipment that depict noncompliant products or logos will be replaced or removed in accordance with normal lifecycles or as otherwise would occur in the normal course of business.

D. PHYSICAL EDUCATION AND PHYSICAL ACTIVITY

1. Goals of the Physical Education Program

The goal of the physical education program is to promote lifelong physical activity and provide instruction in the skills and knowledge necessary for lifelong participation in physical activity. To address issues such as obesity, cardiovascular disease, and Type II diabetes, students enrolled in kindergarten through eighth grade must have the opportunity to participate in physical activity as part of the

system's physical education curriculum. The goal for elementary schools is to provide 150 minutes weekly of quality physical education with a certified physical education teacher. The goal for middle schools is to provide 225 minutes weekly of Healthful Living Education, divided equally between health and physical education with certified health and physical education teachers.

2. The Physical Education Course

The physical education course should be designed to foster support and guidance for being physically active, help students know and understand the value of being physically fit, and teach students the types of activities that contribute to total fitness. The course is to be taught in an environment where students can learn, practice, and receive assessment on developmentally appropriate skills and knowledge as defined in the North Carolina Healthful Living Standard Course of Study. Students should be engaged in moderate to vigorous physical activity for fifty percent or more of class time. Class for physical education should be equivalent in size to those of other academic classes.

3. Physical Activity Requirements and Goals

School personnel should strive to provide opportunities for age- and developmentally-appropriate physical activity during the day for all students so that students can learn how to maintain a physically active lifestyle. Schools must provide a minimum of 30 minutes of moderate to vigorous physical activity daily for kindergarten through eighth-grade students. Such activity may be achieved through a regular daily physical education class as described in Sections D.1 and D.2 above, or through recess, dance, classroom energizers and/or other curriculum-based physical activity programs of at least 10 minutes duration, that, when combined, total 30 minutes of daily physical activity. Principals shall work with teachers to ensure that students meet the minimum physical activity requirement. The board will periodically measure and report progress toward meeting these goals.

To ensure that students have ongoing opportunities for physical activity and maintain a positive attitude towards physical activity, structured/unstructured recess and other physical activity may not be taken away from students as a form of punishment. In addition, severe and inappropriate exercise may not be used as a form of punishment for students.

In conjunction with the school health advisory council, the board establishes the following additional specific evidence-based goals and strategies for physical activity:

- K-8 schools and the high school will provide extra-curricular activities that enable students to select from a variety of sports and other active endeavors.

- Teachers will incorporate opportunities for physical activity in the classroom when possible.
- The K-8 schools will provide annual fitness testing for students in grades 3 through 8.

E. OTHER SCHOOL-BASED ACTIVITIES TO PROMOTE WELLNESS

In addition to the standards discussed above, the board adopts the following goals for school-based activities designed to promote wellness:

1. Schools will provide a clean and safe meal environment.
2. Students will be provided adequate time to eat meals.
3. Drinking water will be available at all meal periods and throughout the school day.
4. Professional development will be provided for school system nutrition staff.
5. To the extent possible, the school system will utilize available funding and outside programs to enhance student wellness.
6. Food will not be used in the schools as a reward or punishment.
7. As appropriate, the goals of this wellness policy will be considered in planning all school-based activities.
8. Administrators, teachers, school nutrition personnel, students, parents or guardians, and community members will be encouraged to serve as positive role models to promote student wellness.
9. Teachers are encouraged to serve as role models by being physically active alongside their students during physical classroom activities.
10. Each school will annually hold a health fair to provide information supporting healthy lifestyle choices and practices.

F. IMPLEMENTATION AND REVIEW OF POLICY

1. Oversight and Monitoring of Implementation and Progress

The lead wellness official, in conjunction with the school health advisory council, shall oversee the implementation of this policy and monitor system schools,

programs, and curricula to ensure compliance with and to assess progress under this policy, related policies, and established guidelines or administrative regulations. Each principal shall be responsible for and shall report to the lead wellness official regarding compliance and measurements of progress in his or her school. Staff members responsible for programs related to student wellness also shall report to the lead wellness official regarding the status of such programs.

2. Review of Policy

The lead wellness official shall work with members of the school health advisory council to periodically review and update this policy based on the triennial assessment of the school system's compliance with the policy (see subsection F.4. below), progress toward meeting the policy goals, and other relevant factors. The lead wellness official shall document the review process and participants, and the method used to notify the school health advisory council and/or other stakeholders of their ability to participate.

3. Annual Reporting

The lead wellness official shall prepare annual written reports to the superintendent and NCDPI/State Board of Education that provide all information required by the superintendent and/or the state pertaining to the school system's efforts to comply with this policy and SBE policy SHLT-000.

4. Triennial Assessment

Beginning with school year 2017-18, and at least once every three years thereafter, the superintendent or designee shall report to the board and public on the system's compliance with laws and policies related to student wellness, the implementation of this policy, and progress toward meeting the goals of the policy. At a minimum, the superintendent or designee shall measure and report the following:

- 1) the extent to which the individual schools are in compliance with this policy;
- 2) the extent to which the board's wellness policy compares to model local school wellness policies and meets state and federal requirements; and
- 3) a description of the progress made in attaining the goals of this policy.

The report may also include the following items:

- 4) a summary of each school's activities undertaken in support of the policy goals;
- 5) an assessment of the school environment regarding student wellness issues;
- 6) an evaluation of the school nutrition services program;
- 7) a review of all foods and beverages sold in schools for compliance with established nutrition guidelines;
- 8) a review of guidelines for foods and beverages available, but not sold, during the school day, as described in subsection c.3, above;
- 9) information provided in the report from the school health advisory council, as described in Section A, above; and
- 10) suggestions for improvement to this policy or other policies or programs.

G. PUBLIC NOTIFICATION

1. The school system will publish contact information for the lead wellness official on the school system website.
2. The lead wellness official shall assist the school health advisory council with annually informing and updating the public about this policy and its implementation and State Board policy SHLT-000.
3. The superintendent or designee shall make public the results of the triennial assessment described in subsection F.4. of this policy.
4. All information required to be reported under this section and any additional information required by the state to be reported publicly shall be widely disseminated to students, parents, and the community in an accessible and easily understood manner, which may include by posting on the school system website.

H. RECORDKEEPING

The superintendent shall maintain records to document compliance with this policy and all federal and state requirements. These records, at a minimum, must include:

1. a written copy of this policy and any updates;
2. the most recent triennial assessment for each school;

3. documentation demonstrating:
 - a. the efforts to review and update this policy, as described in subsection F.2 of this policy;
 - b. how this policy and information about the most recent triennial assessments have been made available to the public, as described in Section G;
 - c. compliance with the annual reporting requirements of subsection F.3; and
 - d. other efforts to involve the school health advisory council and/or other community members in the implementation of or assessment of compliance with this policy.

Legal References: Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. 1751; Healthy, Hunger-Free Kids Act of 2010, P.L. 111-296; National School Lunch Act, 42 U.S.C. 1751 *et seq.*; 7 C.F.R. 210.11, 210.12, and 210.31; G.S. 115C-264.2, -264.3; 16 N.C.A.C. 6H .0104; State Board of Education Policies SHLT-000, ~~CHNU-000~~, CHNU-002, NCAC-6H.0004; *Eat Smart: North Carolina's Recommended Standards for All Foods in Schools*, N.C. Department of Health and Human Services, N.C. Division of Public Health (2004)

Cross References: Goals of Student Health Services (policy 6100), Goals of School Nutrition Services (policy 6200), School Meal and Competitive Foods Standards (policy 6230)

Adopted: June 8, 2015

Replaces: Board Policy 4.01.80, Wellness Policy

Revised: January 15, 2018

SAFETY AND STUDENT TRANSPORTATION SERVICES

Policy Code: **6305**

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

A. STUDENT BEHAVIOR

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

B. TRANSPORTATION SAFETY ASSISTANTS AND BUS MONITORS

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

C. MAINTENANCE

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

D. SAFETY PRACTICES ON SCHOOL BUSES AND ACTIVITY BUSES

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

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

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

E. TRAINING

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

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

F. ACCIDENT REPORTING

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

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

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

Adopted: April 11, 2016

Revised: August 14, 2017 (Legal references only)

Safety is of paramount concern in providing student transportation services. Consistent with the goals of the Watauga County Board of Education (the “board”) for student safety, all drivers involved in transporting students must comply with the following board requirements.

A. SCHOOL BUS AND ACTIVITY BUS DRIVERS

School bus and activity bus drivers must:

1. possess required licenses and all other qualifications required by law;
2. undergo and follow all training required by law governing school bus and activity bus passenger safety;
3. not operate a school or activity bus on a public street, highway, or public vehicular area while using a mobile telephone or related technology while the bus is in motion, unless such use is for the sole purpose of communicating in an emergency situation;
4. use the North Carolina crossing signal required by the State Board of Education to communicate to students when it is safe to cross the street to board the bus and when it is safe to cross the street after exiting the bus;
5. report to the principal any misconduct that is in violation of any of the student behavior policies in the 4300 series or school rules;
6. use reasonable judgment in the operation of the buses;
7. make reasonable efforts to maintain good order of the students being transported;
8. not permit any person to ride who is not assigned to the bus or has not received express permission of the principal or other designated official;
9. promptly report to the principal or other designated official any defect or other concern regarding the safety of the school bus, activity bus, or other vehicle operated by the school system; and
10. report to the principal or other designated official by the next work day any moving violation citations received while operating any motor vehicle, whether on or off duty.

B. OTHER DRIVERS

Other drivers, including volunteer drivers, must:

1. possess required licenses and all other qualifications required by law;
2. be approved to transport students by the school principal and/or Human Resources office based on a background check that includes the driving record;
3. be at least 21 years of age;
4. report to the principal by the next school day any moving violation citations received while operating any motor vehicle, whether on or off duty; and
5. carry insurance if operating a privately owned vehicle.

C. VEHICLES

The only vehicles that may be used by a school system employee to transport students are school buses, activity buses, and a car or minivan owned by the Watauga County Schools or rented through a rental company approved by the Finance Office. 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.

The superintendent or designee shall make copies of this policy and other related policies available to drivers.

Legal References: G.S. 20-7(f)(2), -137.4, -218; 115C-47(25a), -241, -242, -244 to -246, -248, -251, -317.1; State Board of Education Policies TRAN-006, and TRAN-010; *North Carolina Handbook for School Bus Drivers Handout*, Department of Transportation, Division of Motor Vehicles, available at <https://www.ncdot.gov/dmv/license-id/driver-licenses/new-drivers/Documents/School%20Bus%20Handbook.pdf>
<http://www.ncdot.gov/dmv/driver/schoolbus/>

Cross References: Student Behavior Policies (4300 series), Student Transportation Services (6320), Drug and Alcohol Testing of Commercial Motor Vehicle Operators (policy 7241), Insurance (policy 8340)

Adopted: April 11, 2016

Revised: August 14, 2017 (Legal references only)

Replaces: 5.04.30, Student Transportation by School System Employees

EXTRACURRICULAR AND NON-INSTRUCTIONAL DUTIES

Policy Code:

7405

The Watauga County Board of Education (the “board”) acknowledges that instructing students is the primary mission of the school system. Generally, in order to carry out the responsibilities of the school system, teachers and other employees may also be required to perform certain non-instructional and extracurricular duties. Assigned additional duties are considered part of all employees’ responsibilities. However, assignment of additional duties to teachers should be minimized to allow time for teachers to plan, collaborate with colleagues, conduct conferences with parents, tutor students, and perform any other activities that have a direct impact on student achievement. Beginning teachers also need adequate opportunities to develop their professional skills and need access to experienced teachers who will provide mentoring to them. In light of these goals, the principal of each school has the authority to assign extracurricular and non-instructional duties as necessary to conduct the business of the school, within the following guidelines.

A. EXTRACURRICULAR DUTIES

Initially licensed teachers may not be assigned extracurricular duties unless they request the assignments in writing.

1. Extracurricular Duties Defined

Extracurricular duties include those duties performed by a teacher outside the regular school day that involve students and are not directly related to the instructional program. Examples of extracurricular activities for which consent is required include such things as coaching duties, taking tickets at sporting events, and acting as a faculty sponsor for a student club. Extracurricular duties do not include such things as time spent in parent-teacher conferences or activities related to courses taught by the teacher, such as band concerts that are performed as a part of band class.

2. Exceptions Permitted for Compelling Reasons

In cases of compelling need, initially licensed teachers may be required to perform extracurricular duties if the procedures set forth in this paragraph are followed.

a. Compelling Need Defined

A compelling need arises when the principal of a school is not reasonably able to provide adequate supervision by qualified personnel at extracurricular activities without using initially licensed teachers and no initially licensed teachers have volunteered in writing to perform these activities. In determining whether a compelling need exists, it will be assumed that teaching assistants and other non-licensed employees may not be assigned to extracurricular duties unless the assignment is approved in

advance by the superintendent or designee. Examples of compelling need include circumstances when:

- 1) an employee who is scheduled to perform an extracurricular duty is unexpectedly unavailable and the position must be filled quickly;
- 2) the school principal cannot adequately fill extracurricular duty positions without additional reliance on initially licensed teachers; or
- 3) an extracurricular duty must be supervised by individuals with certain experience, skills, or qualifications and initially licensed teachers are the only qualified staff members who possess the required experience, skills, or qualifications.

b. Process for Granting a Compelling Need Waiver

1) Board Waiver

In cases in which the need for a waiver is reasonably foreseeable and there is an opportunity to bring the matter before the board of education for approval prior to the extra duty, the superintendent shall bring the matter to the board for a decision on the waiver request. The recommendation for a waiver must be in writing and set forth the circumstances requiring the waiver. The board minutes or other documentation will reflect the reasons for granting the waiver.

2) Superintendent Waiver

If there is not a scheduled board meeting prior to the need to provide adequate supervision at the extracurricular activity, the superintendent may waive the requirement upon a finding of compelling need. The superintendent shall make a written record of all such waivers and the circumstances for requesting each waiver. At the next regular board meeting, the superintendent shall report to the board any past waivers made and the reasons therefore. If the waiver is for an ongoing activity, the superintendent must seek and obtain board approval to continue the initially licensed teacher in the extracurricular activity in accordance with the procedure in paragraph (1) above.

3) Principal Waiver

If there is an exigent need to waive the policy, such as the unexpected illness or absence of an employee, then the school

principal is authorized to waive the policy temporarily for up to five days. However, the principal must report the waiver to the superintendent in writing, setting forth the circumstances requiring the waiver. The superintendent must approve all waivers over five days, as provided in paragraph (2) above. The board must approve all continuing waivers at its next regular meeting, as provided in paragraph (1) above.

4) Teacher Access to Records

The teacher may request and is entitled to receive any documentation regarding waivers requested or granted under this policy.

B. NON-INSTRUCTIONAL DUTIES

Principals shall minimize the assignment of non-instructional duties to all teachers, including initially licensed teachers. Specifically, teachers should not be required to use their daily planning periods on an ongoing and regular basis to supervise students. Planning periods generally should be reserved for course planning and meetings with other professional staff regarding the instructional program.

1. Non-Instructional Duties Defined

Non-instructional duties refer to those duties that are not directly involved with the instructional program or the implementation of the current statewide instructional standards, but that all teachers are expected to do. These duties include such things as bus duty, carpool duty, and regular and ongoing use of planning periods to monitor hallways and cafeterias. Nothing in this policy should be construed to relieve teachers of the responsibility to provide for the safety and supervision of students during regular school hours, as necessary to maintain order and discipline in the school.

2. Distribution of Non-Instructional Duties

Non-instructional duties should be distributed equitably among employees to the extent that it is reasonably possible to do so. In assigning non-instructional duties, consideration should be given to the need for initially licensed teachers to have adequate professional development, planning time, and access to more experienced teachers. Principals are responsible for structuring these opportunities in a way that will be beneficial to the students and employees at their schools.

C. EVALUATION

The failure of an initially licensed teacher to volunteer to perform extracurricular duties is not appropriate grounds to lower the teacher's evaluation or just cause for a less than

proficient evaluation rating of an initially licensed teacher, provided that the teacher has conducted himself or herself in a professional manner when declining to accept extracurricular duties. However, a teacher's failure to perform an assigned non-instructional or extracurricular duty in a competent and professional manner may be considered as a part of the teacher's evaluation.

Legal References: G.S. 115C-47(18a), -301.1; State Board of Education Policy TCED-016LICN-004

Cross References:

Adopted: May 11, 2015

Revised: January 28, 2016; August 14, 2017 (Legal references only)

DISCRIMINATION, HARASSMENT, AND BULLYING COMPLAINT PROCEDURE

Policy Code:

4015/7225

The Watauga County Board of Education (the “board”) takes seriously all complaints of unlawful discrimination, harassment, and bullying. The process provided in this policy is designed for those individuals who believe that they may have been discriminated against, bullied, or harassed in violation of policy 4021/7230, Prohibition Against Discrimination, Harassment, and Bullying or policy 4022/7231, Nondiscrimination on the Basis of Disabilities. Individuals who have witnessed or who have reliable information that another person has been subject to unlawful discrimination, harassment, or bullying also should use the process provided in this policy to report such violations to one of the school system officials listed in subsection C.1. of this policy. In addition, the process in this policy should be used to report a violation of policy 4040/7310, Staff-Student Relations.

ReportsAny report made through the process established in this policy may be made anonymously, except mandatory employee reports. The school system will ensure that institutional interests do not interfere with the impartiality of the process for investigating and resolving complaints established in this policy.

The process set forth in this policy does not apply to allegations regarding or related to the identification, evaluation, educational placement, or free appropriate public education of a student under Section 504 or the IDEA. Such allegations may be raised through the procedures established under policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities (for Section 504 complaints), or in accordance with the procedures described in the *Parents Rights Handbook* published by the NC Department of Public Instruction (for IDEA complaints).

A. DEFINITIONS

1. Alleged Perpetrator

The alleged perpetrator is the individual alleged to have discriminated against, harassed, or bullied the complainant.

2. Complaint

A complaint is an oral or written notification made by a person who believes he or she is the victim of unlawful discrimination, harassment, or bullying.

3. Complainant

The complainant is the individual complaining of being discriminated against, harassed, or bullied.

4. Days

Days are the working days, exclusive of Saturdays, Sundays, vacation days, or holidays, as set forth in the school calendar. In counting days, the first day will be

the first full working day following receipt of the complaint. When a complaint is submitted on or after May 1, time limits will consist of all weekdays (Monday–Friday) so that the matter may be resolved before the close of the school term or as soon thereafter as possible.

5. Investigative Report

The investigative report is a written account of the findings of the investigation conducted in response to a complaint.

6. Investigator

The investigator is the school official responsible for investigating and responding to the complaint. The investigator must be a person free of actual or reasonably perceived conflicts of interest and biases for or against any party.

7. Report

A report is an oral or written notification that an individual, other than the reporter, is a suspected perpetrator or victim of unlawful discrimination, harassment, or bullying.

B. REPORTING BY EMPLOYEES OR OTHER THIRD PARTIES

1. Mandatory Reporting by School Employees

Any employee who witnessed or who has reliable information or reason to believe that a student or other~~an~~ individual may have been discriminated against, harassed, or bullied in violation of policy 4021/7230 or policy 4022/7231 must report the offense immediately to an appropriate individual designated in subsection C.1., below. Suspected violations of policy 4040/7310, Staff-Student Relations, should be reported directly to the superintendent or designee. The obligation to report under this paragraph applies regardless of whether or not the apparent victim of the discrimination, harassment, or bullying wants the incident to be reported. An employee who does not promptly report possible discrimination, harassment, or bullying or violations of policy 4040/7310 shall be subject to disciplinary action.

2. Reporting by Other Third Parties

All members of the school community including students, parents, volunteers, and visitors are also strongly encouraged to report any act that may constitute an incident of discrimination, harassment, or bullying.

3. Anonymous Reporting

Reports of discrimination, harassment, or bullying may be made anonymously

(except mandatory reports by school employees) but formal disciplinary action may not be taken solely on the basis of an anonymous report.

4. Investigation of Reports

School officials shall sufficiently investigate all reports Reports of discrimination, harassment, or bullying, even if the alleged victim does not file a complaint or seek action by school officials, will be investigated sufficiently to understand what occurred and to determine whether further action under this policy or otherwise is necessary, ~~and school~~ School officials shall take such action as appropriate under the circumstances, regardless of the alleged victim's willingness to cooperate. At the option of the alleged victim, the report may be treated as a complaint by the alleged victim under this policy.

C. COMPLAINTS BROUGHT BY ALLEGED VICTIMS OF DISCRIMINATION, HARASSMENT, OR BULLYING

1. Filing a Complaint

Any individual who believes that he or she has been discriminated against, harassed, or bullied is strongly encouraged to file a complaint orally or in writing to any of the following individuals:

- a. the principal or assistant principal of the school at which either the alleged perpetrator or alleged victim attends or is employed;
- b. an immediate supervisor if the individual making the complaint is an employee;
- c. the human resources director if the alleged perpetrator or alleged victim is an employee of the school system (or the superintendent if the human resources director is the alleged perpetrator);
- d. the Title IX coordinator for claims of sex discrimination or sexual harassment (see policy 4021/7230 for contact information);
- e. the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability (see policy 4021/7230 for contact information); or
- f. for claims of other forms of prohibited discrimination, the applicable civil rights coordinator as established in policy 4021/7230.

2. Time Period for Filing a Complaint

A complaint should be filed as soon as possible but no later than 30 days after

disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the 30-day period may be investigated; however, individuals should recognize that delays in reporting may significantly impair the ability of school officials to investigate and respond to such complaints.

3. Informal Resolution

The board acknowledges that many complaints may be addressed informally without a full investigation and/or hearing, through such methods as conferences or mediation. The board encourages the use of informal procedures such as mediation to the extent possible in appropriate cases and when all parties voluntarily agree after receiving a full disclosure of the allegations and the option for formal resolution.; ~~however, informal procedures may be used only if the parties involved voluntarily agree.~~ Mediation or other informal procedures will not be used to resolve student complaints alleging sexual assault, sexual violence, or sexual harassment perpetrated by an employee, or when otherwise deemed inappropriate by the investigator or applicable civil rights coordinator.

If an informal process is used, the principal or other designated personnel must (1) notify the complainant that he or she has the option to end the informal process and begin formal procedures at any time and (2) make a copy of this policy and other relevant policies available to the complainant. Any informal process should be completed within a reasonable period of time, not to exceed 30 days unless special circumstances necessitate more time. If informal procedures fail to resolve the matter in a reasonable period of time or are inappropriate, or if the complainant requests formal procedures, the complaints will be investigated promptly, impartially, and thoroughly according to the procedures outlined in the remainder of this policy.

4. Other Resources

Individuals may also contact the Office for Civil Rights at the U.S. Department of Education:

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

D. PROCESS FOR ADDRESSING COMPLAINTS OF ALLEGED INCIDENTS OF DISCRIMINATION, HARASSMENT, OR BULLYING

1. Initiating the Investigation

- a. Whoever receives a complaint of discrimination, harassment, or bullying pursuant to subsection C.1- shall immediately notify the appropriate

investigator who shall respond to the complaint and investigate. The investigator of a complaint is ordinarily determined as follows; however, the superintendent may determine that individual circumstances warrant the assignment of a different investigator.

- 1) If the alleged incident occurred under the jurisdiction of the principal, the investigator is the principal or designee, unless the alleged perpetrator is the principal, the human resources director, the superintendent, or a member of the board. If the alleged perpetrator is any other employee, the principal or designee shall conduct the investigation in consultation with the human resources director or designee.
 - 2) If the alleged perpetrator is the principal, the human resources director or designee is the investigator.
 - 3) If the alleged incident occurred outside of the jurisdiction of a principal (for example, at the central office), the human resources director or designee is the investigator unless the alleged perpetrator is the human resources director, the superintendent, or a member of the board.
 - 4) If the alleged perpetrator is the human resources director, the superintendent or designee is the investigator.
 - 5) If the alleged perpetrator is the superintendent, the board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment, or bullying shall immediately notify the human resources director, who shall immediately notify the board chair. The board chair shall direct the board attorney to respond to the complaint and investigate.)
 - 6) If the alleged perpetrator is a member of the board, the board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment, or bullying shall immediately notify the superintendent who shall direct the board attorney to respond to the complaint and investigate. Unless the board chair is the alleged perpetrator, the superintendent shall also notify the board chair of the complaint.)
- b. As applicable, the investigator shall immediately notify the Title IX, Section 504, ADA, or other relevant coordinator of the complaint, and, as appropriate, may designate the coordinator to conduct or assist with the investigation.
- c. The applicable coordinator and the investigator shall jointly assess the need

for interim measures of support for either party and, as necessary, shall implement appropriate measures in a timely manner and monitor the effectiveness of the measures during the pendency of the investigation. Interim measures that restrict the ability of either party to discuss the investigation ("gag orders") may not be used.

- e.d. The investigator shall explain the process of the investigation to the complainant and inquire as to whether the complainant would like to suggest a course of corrective action.
- d.e. Written documentation of all reports and complaints, as well as the school system's response, must be maintained in accordance with policy 4021/7230.
- e.f. Failure to investigate and/or address claims of discrimination, harassment, or bullying shall result in disciplinary action.

2. Conducting the Investigation

The investigator is responsible for determining whether the alleged act(s) constitutes a violation of policy 1710/4021/7230, policy 1730/4022/7231, or policy 4040/7310. In so doing, the investigator shall impartially, promptly, and thoroughly investigate the complaint. In complaints alleging sexual misconduct between students, each party will receive notice and access to information consistent with guidance from the U.S. Department of Education, Office for Civil Rights.

- a. ~~The investigator is responsible for determining whether the alleged act(s) constitutes a violation of policy 4021/7230 or policy 4022/7231. In so doing, the investigator shall impartially, promptly, and thoroughly investigate the complaint.~~ The investigator shall interview all individuals who may have relevant information, including (1) the complainant; (2) the alleged perpetrator(s); (3) individuals identified as witnesses by the complainant or alleged perpetrator(s); and (4) any other individuals, including other possible victims, who may have relevant information. The investigation will include a review of all evidence presented by the complainant or alleged perpetrator.
- b. If the investigator, after receipt of the complaint, an interview with the complainant, and consultation with the board attorney, determines that the allegations submitted, even if factual, do not constitute discrimination, harassment, or bullying as defined in policy 1710/4021/7230 or policy 1730/4022/7231, school officials will address the matter outside the scope of this policy. Information regarding the investigator's determination and the process for addressing the complaint will be provided to the complainant.

b.c. The complaint and investigation will be kept confidential to the extent possible. Information may be shared only with individuals who need the information in order to investigate and address the complaint appropriately and those with a legal right to access the information. Any requests by the complainant for further confidentiality will be evaluated within the context of the legal responsibilities of the school system. Any complaints withdrawn to protect confidentiality must be recorded in accordance with policy 4021/7230.

e.d. The investigator shall review the factual information gathered through the investigation to determine whether, based on a preponderance of the evidence, the alleged conduct constitutes discrimination, harassment, or bullying, giving consideration to all factual information, the context in which the alleged incidents occurred, the age, and maturity of the complainant and alleged perpetrator(s), and any other relevant circumstances. The investigator shall submit a written investigative report to the superintendent and, as applicable, to the Title IX, Section 504, ADA, or other coordinator.

3. Notice to Complainant and Alleged Perpetrator

- a. The investigator shall provide written notification to the complainant of the results of the investigation within 15 days of receiving the complaint, unless additional time is necessary to conduct an impartial, thorough investigation. The investigator shall specify whether the complaint was substantiated and, if so, shall also specify:
 - 1) reasonable, timely, age-appropriate, corrective action intended to end the discrimination, harassment, or bullying, and prevent it from recurring;
 - 2) as needed, reasonable steps to address the effects of the discrimination, harassment, or bullying on the complainant; and
 - 3) as needed, reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.
- b. If required by federal law, information regarding specific disciplinary action imposed on the alleged perpetrator(s) will be given to the complainant, such as when the information relates directly to the complainant (e.g., an order requiring the perpetrator not to have contact with the complainant). School officials are encouraged to consult with the superintendent and board attorney before releasing such information, however.
- c. If the investigator determines that the complaint was substantiated, the

perpetrator(s) shall be subject to discipline or other corrective steps, as described in policy 4021/7230. If the corrective steps involve actions outside the scope of the investigator's authority, the superintendent will be notified so that responsibility for taking the corrective steps may be delegated to the appropriate individual.

- d. Each alleged perpetrator will be provided with a written summary of the results of the investigation in regard to whether the complaint was substantiated, whether the alleged perpetrator violated relevant law or board policies by his or her actions, and what, if any, disciplinary actions or consequences will be imposed upon the perpetrator in accordance with board policy. The perpetrator may appeal any disciplinary action or consequence in accordance with board policy and law. However, an appeal by the perpetrator of disciplinary action does not preclude school officials from taking appropriate action to address the discrimination, harassment, or bullying.

2. Appeal

- a. If the complainant is dissatisfied with the results of the investigation, he or she may appeal the decision to the superintendent (unless the alleged perpetrator is the human resources director or the superintendent, in which cases the complainant may appeal directly to the board in accordance with the procedure described in subsection D.4.b below). The appeal must be submitted in writing within five days of receiving the notice of the results of the investigation. The superintendent may review the documents, conduct any further investigation necessary, or take any other steps the superintendent determines to be appropriate in order to respond to the complaint. The superintendent shall provide a written response within 10 days after receiving the appeal, unless further investigation is needed.
- b. If the complainant is dissatisfied with the superintendent's response, he or she may appeal the decision to the board within five days of receiving the superintendent's response. The board will review the documents, direct that further investigation be conducted if necessary, and take any other steps that the board determines to be appropriate in order to respond to the complaint. Upon request of the complainant, the board will hold a hearing pursuant to policy 2500, Hearings Before the Board. The board will provide a written response within 30 days after receiving the appeal, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

E. TIMELINESS OF PROCESS

The school system will make a good faith effort to conduct a fair, impartial investigation in a timely manner designed to provide all parties with a prompt and equitable resolution.

The number of days indicated at each step of the process should be considered a maximum. Every effort should be made to expedite the process. The school system reserves the right to extend any deadline contained in this policy for good cause with written notice to the parties of the delay and the reason for the delay.

If any school official charged with investigating the complaint or reviewing the investigation fails at any step in the process to communicate a decision within the specified time limit, the complainant will be entitled to appeal the complaint to the next step unless the official has notified the complainant of the delay and the reason for the delay, such as the complexity of the investigation, review, or report. The school official shall make reasonable efforts to keep the complainant apprised of progress being made during any period of delay. Delays that interfere with the exercise of any legal rights are not permitted.

Failure by the complainant at any step in the process to appeal a complaint to the next step within the specified time limit will be considered acceptance of the decision at that step, unless the complainant has notified the investigator of a delay and the reason for the delay and the investigator has consented in writing to the delay.

F. GENERAL REQUIREMENTS

1. No reprisals or retaliation of any kind will be taken by the board or by an employee of the school system against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless the person knew or had reason to believe that the complaint or report was false or knowingly provided false information.
2. All meetings and hearings conducted pursuant to this policy will be private.
3. The board and school system officials will consider requests to hear complaints from a group, but the board and officials have the discretion to hear and respond to complainants individually.
4. The complainant may be represented by an advocate, such as an attorney, at any meeting with school system officials. Should the complainant choose to be represented by an attorney, the complainant should notify school officials in advance so that an attorney for the school system may also be present
5. Should, in the judgment of the superintendent or designee, the investigation or processing of a complaint require that an employee be absent from regular work assignments, such absences shall be excused without loss of pay or benefits. This shall not prevent the superintendent or designee from suspending the alleged perpetrator without pay during the course of the investigation.

G. RECORDS

Records will be maintained as required by policy 4021/7230.

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 *et seq.*, 34 C.F.R. pt. 110; Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, 34 C.F.R. pt. 100; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e *et seq.*, 29 C.F.R. pt. 1604; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. pt. 108; *Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance*, U.S. Department of Education, Office for Civil Rights (1994); *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties*, U.S. Department of Education, Office for Civil Rights (2001); *Notice of Non-Discrimination*, U.S. Department of Education, Office for Civil Rights (2010); *Dear Colleague Letter (Bullying)*, U.S. Department of Education, Office for Civil Rights (2010), available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201010.pdf>; *Dear Colleague Letter (Sexual Harassment)*, U.S. Department of Education, Office for Civil Rights (2006), available at <https://www2.ed.gov/about/offices/list/ocr/letters/sexhar-2006.html>; *Q&A on Campus Sexual Misconduct*, U.S. Department of Education, Office for Civil Rights (2017), available at <https://www2.ed.gov/about/offices/list/ocr/docs/qa-title-ix-201709.pdf>; *Gebser v. Lago Vista Independent School District*, 524 U.S. 274 (1998); *Davis v. Monroe County Board of Education*, 526 U.S. 629 (1999); G.S. 115C-407.15 through -407.18

Cross References: Prohibition Against Discrimination, Harassment, and Bullying (policy 4021/7230), Nondiscrimination on the Basis of Disabilities (policy 1730/4022/7231), Student and Parent Grievance Procedure (policy 4010), Staff-Student Relations (policy 4040/7310), Hearings Before the Board (policy 1600), Assaults, Threats, and Harassment (policy 4331)

Adopted: February 9, 2015

Replaces: Policy 3.08.65, Sexual Harassment

Revised: January 28, 2016; June 13, 2016;

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT, AND BULLYING

Policy Code:

4021/7230

The Watauga County Board of Education (the “board”) acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring, and inviting school environment to facilitate student learning and achievement. The board prohibits discrimination on the basis of race, color, national origin, sex, disability, religion, or age and will provide equal access to the Boy Scouts and other designated youth groups as required by law. The board will not tolerate any form of unlawful discrimination, harassment, or bullying in any of its educational or employment activities or programs. Any violation of this policy will be considered serious and school officials shall promptly take appropriate action to address the violation.

A. ~~PROHIBITED BEHAVIORS AND CONSEQUENCES~~

~~0. Discrimination, Harassment, and Bullying~~

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

Students are expected to comply with the behavior standards established by board policy, and the Code of Student Conduct, and school and classroom rules. Employees are expected to comply with board policy, and school system regulations, and school rules. Volunteers and visitors on school property also are expected to comply with board policy, school system regulations, and established school rules and procedures.

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

~~Any violation of this policy is serious and school officials shall promptly take appropriate action. Students will be disciplined in accordance with the school’s student behavior management plan (see policy 4302, School Plan for Management of Student Behavior). Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and remedial actions ranging from positive behavioral interventions up to, and including, expulsion.~~

~~Employees who violate this policy will be subject to disciplinary action, up to, and~~

~~including, dismissal. Volunteers and visitors who violate this policy will be directed to leave school property and/or reported to law enforcement, as appropriate, in accordance with policy 5020, Visitors to the Schools.~~

~~When considering if a response beyond the individual level is appropriate, school administrators should consider the nature and severity of the misconduct to determine whether a classroom, school-wide, or school-system-wide response is necessary. Such classroom, school-wide, or school-system-wide responses may include staff training, harassment and bullying prevention programs, and other measures deemed appropriate by the superintendent to address the behavior.~~

~~0. Retaliation~~

~~The board prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy, or participating in the investigation of reported violations of this policy.~~

~~After consideration of the nature and circumstances of the reprisal or retaliation and in accordance with applicable federal, state or local laws, policies, and regulations, the superintendent or designee shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation.~~

~~APPLICATION OF POLICY~~

~~This policy prohibits unlawful discrimination, harassment, and bullying by students, employees, volunteers, and visitors. "Visitors" includes persons, agencies, vendors, contractors, and organizations doing business with or performing services for the school system.~~

~~This policy applies to behavior that takes place:~~

~~in any school building or on any school premises before, during or after school hours;~~

~~on any bus or other vehicle as part of any school activity;~~

~~at any bus stop;~~

~~during any school-sponsored activity or extracurricular activity;~~

~~at any time or place when the individual is subject to the authority of school personnel; and~~

~~at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.~~

B. DEFINITIONS

For purposes of this policy, the following definitions apply:

1. Discrimination

Discrimination means any act or failure to act, whether intentional or unintentional, that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category, such as race, ethnicity, sex, pregnancy, religion, age, or disability. ~~Discrimination may be intentional or unintentional.~~

2. Harassment and Bullying

a. Harassment or bullying behavior is deliberate conduct intended to harm another person or group of persons. Such conduct violates this policy when any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication that:

- 1) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- 2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits or by adversely altering the conditions of an employee's employment.

"Hostile environment" means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe.

Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability. Examples of behavior that may constitute bullying or harassment include, but are not limited to, acts of disrespect, intimidation, or threats, such as verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement, and visual insults, such as

derogatory posters or cartoons. Harassment and bullying may occur through electronic means ("cyberbullying"), such as through the Internet, emailing, or text messaging, or by use of social media or other personal websites to support deliberate and repeated behavior intended to cause harm to persons or groups. Bullying or harassing behavior can include electronic communications, such as texts, email messages, or messages posted to social media or other websites. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying.

Harassment, including sexual or gender-based harassment, as described below, is not limited to specific situations or relationships. It may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex.

- b. Sexual harassment is a form one type of harassment that violates this policy. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
- 1) submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress, or completion of a school-related activity;
 - 2) submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual, or in the case of a student, submission to or rejection of such conduct is used in evaluating the student's performance within a course of study or other school-related activity; or
 - 3) such conduct is sufficiently severe, persistent, or pervasive that it has the purpose or effect of (a) unreasonably interfering with an employee's work or performance or a student's educational performance, (b) limiting a student's ability to participate in or benefit from an educational program or environment, or (c) creating an abusive, intimidating, hostile, or offensive work or educational environment.

Sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, sexual assault, sexual violence, or the display of sexually

suggestive drawings, objects, pictures, or written materials. Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment.

As provided in policy 4040/7310, Staff-Student Relations, employees are strictly prohibited from engaging in a romantic or sexual relationship with any student enrolled in the school system, whether or not the relationship is consensual. Such conduct is prohibited whether or not it constitutes sexual harassment.

- c. Gender-based harassment is also a type of harassment that violates this policy. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature.

C. REPORTING AND INVESTIGATING COMPLAINTS OF DISCRIMINATION, HARASSMENT, OR BULLYING

Any person who believes that he or she has been discriminated against, harassed, or bullied in violation of this policy by any student, employee, or other person under the supervision and control of the school system, or any third person who knows or suspects conduct that may constitute discrimination, harassment, or bullying, should inform a school official designated to receive such complaints, as described in policy 1720/4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure.

Any employee who has witnessed, or who has reliable information that another person may have been subjected to discrimination, harassment, or bullying in violation of this policy has a duty to report such conduct in accordance with policy 1720/4015/7225. Employees who observe an incident of harassment or bullying are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator and it is safe to do so. If an employee knows of an incident involving discrimination, harassment, or bullying and the employee fails to report the conduct or take proper action or knowingly provides false information in regard to the incident, the employee will be subject to disciplinary action up to, and including, dismissal.

~~Employees are required to report any actual or suspected violations of this policy. Students, parents, volunteers, visitors, or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment, or bullying. All reports should be made in accordance with policy 4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure, and reported to one of the school officials identified in that policy.~~

Reports, except mandatory employee reports, may be made anonymously, and all reports shall will be investigated in accordance with that policy 1720/4015/7225.

D. RESPONDING TO OCCURRENCES OF DISCRIMINATION, HARASSMENT OR BULLYING**1. Consequences for the Perpetrator****a. Disciplinary Consequences for Students**

Students will be disciplined in accordance with the school's student behavior management plan (see policy 4302, School Plan for Management of Student Behavior). Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and remedial actions ranging from positive behavioral interventions up to, and including, expulsion. In addition, the violation may also be reported to law enforcement, as appropriate.

Incidents of misbehavior that do not rise to the level of discriminatory harassment or bullying may violate acceptable standards of student behavior, including, but not limited to, the expectation that students will demonstrate civility and integrity in their actions and interactions with others. See policy 4310, Integrity and Civility. The consequences for such behavior will be consistent with applicable board policy and the Code of Student Conduct.

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

b. Disciplinary Consequences for Employees

Employees who violate this policy will be subject to disciplinary action up to, and including, dismissal. In addition, the violation may also be reported to law enforcement, as appropriate. Nothing in this policy will preclude the school system from taking disciplinary action against an employee when the evidence does not establish unlawful discrimination, harassment, or bullying, but the conduct otherwise violates board policy or expected standards of employee behavior.

c. Consequences for Other Perpetrators

Volunteers and visitors who violate this policy will be directed to leave school property and/or reported to law enforcement, as appropriate, in accordance with policy 5020, Visitors to the Schools. A third party under the supervision and control of the school system will be subject to termination of contracts/agreements, restricted from school property, and/or subject to other consequences, as appropriate.

2. Consideration of Need for More Extensive Response

School administrators shall consider whether the misconduct warrants more than just a response at the individual level. Given the nature and severity of the misconduct, the administrators may determine that a classroom, school-wide, or school system-wide response is necessary. Such classroom, school-wide, or school system-wide responses may include additional staff training, harassment and bullying prevention programs, and other measures deemed appropriate by the superintendent to address the behavior. The actions taken must be reasonably calculated to end the behavior, eliminate a hostile environment and its effects if one has been created, and prevent recurrence of the behavior.

3. Retaliation Prohibited

The board prohibits reprisal or retaliation against any person for (a) reporting or intending to report violations of this policy, (b) supporting someone for reporting or intending to report a violation of this policy, or (c) participating in the investigation of reported violations of this policy.

After consideration of the nature and circumstances of the reprisal or retaliation and in accordance with applicable federal, state, or local laws, policies, and regulations, the superintendent or designee shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation.

D.E. TRAINING AND PROGRAMS

The board directs the superintendent to establish training and other programs that are designed to prevent help eliminate unlawful discrimination, harassment, and bullying and to foster an environment of understanding and respect for all members of the school community. Information about this policy and the related complaint procedure must be included in the training plan.

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

In addition, the school system will include in its yearly training programs information about cyberbullying, cyber-harassment and Internet safety. See Policy 3226/4205, Internet Safety.

E.F. NOTICE

The superintendent is responsible for providing effective notice to students, parents, and employees of this policy and of the procedures for reporting and investigating complaints of discrimination, harassment, and bullying established in policy 4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure. The superintendent must ensure that each school principal provides a copy of this policy and policy 4015/7225 to students, employees, and parents or other responsible care givers at the beginning of each school year. In addition, both policies must be posted on the school system website, and copies of the policies must be readily available at each school and worksite~~in the principal's office, the media center at each school, and the superintendent's office.~~ Notice of the policies must appear in all student and employee handbooks and in any school or school system publication that sets forth the comprehensive rules, procedures, and standards of conduct for students and employees

F.G. COORDINATORS

The superintendent has appointed the following individuals to coordinate the school system's efforts to comply with and carry out its responsibilities under federal non-discrimination laws. These responsibilities include investigating any complaints communicated to school officials alleging noncompliance with Title VI or Title IX of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), the Age Discrimination Act, and/or the Boy Scouts Act, or alleging actions which would be prohibited by those laws.

1. Section 504 and Homeless Students Concerns:
Dr. Paul Holden, Student Services Director
175 Pioneer Trail~~P.O. Box 1790~~, Boone, NC 28607
828 264-7190
2. ADA Concerns:
Dr. Michael Marcela, Exceptional Children Program Director
175 Pioneer Trail~~P.O. Box 1790~~, Boone, NC 28607
828 264-7190
3. Equal Opportunity and Age Discrimination in Employment, Title IX Concerns:
Dr. Stephen Martin, Assistant Superintendent/Human Resources Director
175 Pioneer Trail~~P.O. Box 1790~~, Boone, NC 28607
828 264-7190

G.H. RECORDS AND REPORTING

The superintendent or designee shall maintain confidential records of complaints or reports of discrimination, harassment, or bullying. The records must identify the names of all individuals accused of such offenses and the resolution of such complaints or reports. The superintendent also shall maintain records of training conducted and corrective action(s)

or other steps taken by the school system to provide an environment free of discrimination, harassment, and bullying.

The superintendent shall report to the State Board of Education all verified cases of discrimination, harassment, or bullying. The report must be made through the Discipline Data Collection Report or through other means required by the State Board.

H.I. EVALUATION

The superintendent shall evaluate the effectiveness of efforts to correct or prevent discrimination, harassment, and bullying and shall share these evaluations periodically with the board.

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 *et seq.*, 34 C.F.R. pt. 110; Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, 34 C.F.R. pt. 100; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e *et seq.*, 29 C.F.R. pt. 1604; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. pt. 108; *Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance*, U.S. Department of Education, Office for Civil Rights (1994); *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties*, U.S. Department of Education, Office for Civil Rights (2001); *Notice of Non-Discrimination*, U.S. Department of Education, Office for Civil Rights (2010); *Dear Colleague Letter (Bullying)*, U.S. Department of Education, Office for Civil Rights, (October 26, 2010), <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201010.pdf>; *Dear Colleague Letter (Sexual Harassment)*, U.S. Department of Education, Office for Civil Rights, (2006), (April 4, 2011) available at <https://www2.ed.gov/about/offices/list/ocr/letters/sexhar-2006.html>; *O&A on Campus Sexual Misconduct*, U.S. Department of Education, Office for Civil Rights (2017), available at <https://www2.ed.gov/about/offices/list/ocr/docs/qa-title-ix-201709.pdf>; available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf>; *Oncale v. Sundowner Offshore Services*, 523 U.S. 75 (1998); G.S. 115C-335.5, -407.15 through -407.18; 126-16; State Board of Education Policy SSCH-000

Cross References: Discrimination, Harassment, and Bullying Complaint Procedure (policy 4015/7225), Nondiscrimination on the Basis of Disabilities (policy 4022/7231), Prohibition Against Retaliation (policy 7280), Equal Educational Opportunities (policy 4001), Staff-Student Relations (policy 4040/7310), School Plan for Management of Student Behavior (policy 4302), Visitors to the Schools (policy 5020), Community Use of Facilities (policy 5030), Recruitment and Selection of Personnel (policy 7100), Professional Employees: Demotion and Dismissal (policy 7930), Classified Personnel: Suspension and Dismissal (policy 7940)

Adopted: February 9, 2015

Revised: January 11, 2016; August 14, 2017 (Legal references only);

Replaces: Policy 5.05.90, Anti-Bullying, Harassment, and Discrimination and policy 3.08.65, Sexual Harassment

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

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.

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 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. 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.*; *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; 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); 16 N.C.A.C. 6C .0313; State Board of Education Policies BENF-009 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);

DRUG-FREE AND ALCOHOL-FREE WORKPLACE

Policy Code:

7240

The Watauga County Board of Education (the "board") recognizes that drug and alcohol abuse undermines the safety, health and productivity of employees. It is the policy of the board of education that a drug-free and alcohol-free workplace must be maintained.

A. PROHIBITED ACTIVITIES

The board prohibits employees from engaging in the unlawful manufacture, sale, distribution, dispensing, possession, or use of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, alcohol, stimulants, synthetic cannabinoids, counterfeit substance, or any other controlled substance as defined in (1) ~~s~~Schedules I through VI of the North Carolina Controlled Substances Act or in (2) ~~s~~Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and further defined by regulation at 21 C.F.R. 1300.01 through 1300.04 and 21 C.F.R. 1308.11 through 1308.15. Employees must not be under the influence of alcohol or be impaired by the excessive use of prescription or nonprescription drugs at any time this policy is applicable. This policy is not violated by an individual's proper use of a drug lawfully prescribed for that individual by a licensed health-care provider.

B. APPLICABILITY

This policy governs each employee before, during, and after school hours while the employee is on any property owned or leased by the board of education; at any time during which the employee is acting in the course and scope of his or her employment with the board of education; and at any time that the employee's violation of this policy has a direct and adverse effect upon his or her job performance. This policy does not apply to an employee's consumption of alcoholic beverages that are served at a reception or other similar function that occurs outside the regular workday and that the employee is authorized or required to attend as a part of his or her employment duties.

Independent contractors, volunteers, and visitors are subject to all requirements of this policy while on school property or at a school-sponsored event.

C. REASONABLE SUSPICION TO SEARCH

An employee may be subjected to a search of his or her person or belongings or of school property under the employee's control if there is reasonable suspicion that the employee has violated this policy. An employee also may be required to submit to a drug or alcohol test when there is reasonable suspicion of drug or alcohol use by the employee in violation of this policy. Reasonable suspicion shall be based on specific, contemporaneous observations concerning the physical, behavioral, speech, and/or performance indicators of drug or alcohol use. The observations must be made by a trained supervisor or other school system official with training or experience in such indicators.

All drug and alcohol testing will be done with procedures that ensure the confidentiality and privacy interests of the employee and in accordance with law. Employees who refuse to submit to a search or a test to detect alcohol or drug use after reasonable suspicion is established may be suspended immediately pending consideration of a decision to terminate employment.

In addition, any employee, volunteer, or independent contractor who operates a commercial motor vehicle or performs other safety-sensitive functions in the course of duties for the board may be subject to drug and alcohol testing in accordance with policy 7241, Drug and Alcohol Testing of Commercial Motor Vehicle Operators.

The board will cover the cost of any required employee testing.

D. DUTY TO REPORT

In accordance with policy 7300, Staff Responsibilities, An employee must notify his or her supervisor and the assistant superintendent of human resources in writing of any charge or conviction under any criminal drug statute for a violation occurring within the scope of Section B of this policy. Notification must be given no later than the next scheduled business day after such charge or conviction and before reporting to work, in accordance with policy 7300, Staff Responsibilities. Within 10 days of receiving a notice of conviction by an employee whose position is funded in any part by a federal grant, the assistant superintendent ~~director~~ of human resources or designee shall notify the funding agency of the conviction. "Conviction" as used in this policy includes the entry in a court of law or military tribunal of: (1) a plea of guilty, *nolo contendere*, no contest or the equivalent; (2) a verdict or finding of guilty; or (3) a prayer for judgment continued ("PJC") or a deferred prosecution.

E. CONSEQUENCES

Violation of this policy will subject an individual to disciplinary action by the board of education that could result in non-renewal or termination of employment with the school system or the requirement that the employee participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved by the board of education or federal, state or local health, law enforcement, or other appropriate agency. Information concerning available counseling, rehabilitation, and re-entry programs will be provided to employees. Any illegal drug activity will be reported to law enforcement authorities.

All employees shall receive a copy of this policy. When a person is initially employed, that employee shall sign a drug-free certification statement to be returned to the superintendent's office.

Legal References: 21 U.S.C. 812; 41 U.S.C. ~~704~~8101 *et seq.*; 21 C.F.R. 1300.01-.04 and 1308.11-1308.15; G.S. 20-138.2B; 90-89 to -94; 115C-36; *O'Connor v. Ortega*, 480 U.S. 709 (1987)

Cross References: Drug and Alcohol Testing of Commercial Motor Vehicle Operators (policy

7241), Staff Responsibilities (policy 7300)

Adopted: February 9, 2015

Replaces: Policy 3.08.30, Drug-Free Work Place

Agenda
Calendar Committee Meeting
18 October 2018
3:45P WHS

Welcome

Review items discussed and four presented calendar from 27 September meeting

Continue Discussion of Priorities including:

- Building the best possible school calendar for students
- WHS is willing to reduce number of days in 1st semester to as low as 84 to ensure 1st semester testing occurs before holiday break- last year was successful
- One full week at Spring Break (variation with 2 day discussion)
- Easter at the beginning of Spring Break (Easter is 12 April 2020)
- Support the use of Saturday school as early as possible

Presentation of two additional calendars

Consideration/consensus on two calendar choices for WCS Faculty/ Staff survey

Discussion of survey deployment

Next Steps for sharing with faculties, parent groups

Make-up Plan with consideration given to Memorial Day/ Spring Break with 2 day if decided

Questions/Concerns

Next Calendar Committee meeting dates: Thursday, 15 Nov. 3:45P WHS (if needed)

Board Meeting Monday, 10 Dec 6P

2019-2020 Calendar E Scenario **For Discussion Only**

July 2019							August 2019							September 2019							October 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31		

November 2019							December 2019							January 2020							February 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	7				1	2	3	4						1	
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Key Holidays for SY 2019-20:

September 2- Labor Day

November 11- Veteran's Day

November 28- Thanksgiving Day

December 25- Christmas Day

January 1- New Year's Day

January 20- MLK Day

April 10- Good Friday

April 12- Easter Sunday

May 25- Memorial Day

August- 10 (# of student days in month) 13-16 Mandatory WD 19 First Day of 180-day term September- 20 2 Labor Day Holiday 18 Early Release/ PD Day October- 23 18 End of 1 st quarter (44 days) 24-25 Early Release November- 18 11 Veteran's Day Holiday 27 Early Release 28-29 Thanksgiving Holiday December- 15 20 Early Release Day (42/ 86 days) 24-26 Holiday 23, 27, 30-31 AL Student Days 180 Instructional Hours 1158 Hrs.	January- 19 1 Holiday 2 AL 3 Opt WD 6 Students return 20 Opt WD (MLK Day) February-20 March- 22 11 End of 3 rd quarter (47 days) April- 17 13-17 Spring Holiday (2 Holidays/ 3 AL) May- 16 22 Last Day of 4 th quarter/ 2 nd Semester Ends (47/ 180 days) 25 Holiday 26 Mandatory WD 27-29 Opt WD June- 0 1-3 Opt WD 4-5 AL Mand WD- 5 Holiday- 11 Opt WD- 9 ER Day- 6 AL- 10
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	28	29	30				

September 2-	Labor Day	December 25-	Christmas Day	April 10-	Good Friday
November 11-	Veteran's Day	January 1-	New Year's Day	April 12-	Easter Sunday
November 28-	Thanksgiving Day	January 20-	MLK Day	May 25-	Memorial Day

August- 10 (# of student days in month)		January- 19
13-16 Mandatory WD		1 Holiday
19 First Day of 180-day term		2 AL
September- 20		3 Opt WD
2 Labor Day Holiday		6 Students return
18 Early Release/ PD Day		20 Holiday (MLK Day)
		February-20
October- 23		March- 22
18 End of 1 st quarter (44 days)		11 End of 3 rd quarter (47 days)
24-25 Early Release		April- 20
November- 17		10 Early Release
11 Veteran's Day Holiday		13-14 Spring Holiday (2 Holidays)
27 Opt Day		May- 14
28-29 Thanksgiving Holiday		20 Last Day of 4 th quarter/ 2 nd Semester Ends
December- 15		(48/ 180 days)
20 Early Release Day (41/ 85 days)		21 Mandatory WD
24-26 Holiday		22-29 Opt WD
23, 27, 30-31 AL		June- 0
		1 Opt WD
		2-5, 8 AL
Student Days 180		Mand WD- 5
Instructional Hours 1158 Hrs.		Opt WD- 9
		AL- 10
		Holiday- 11
		ER Day- 6

**WCS Calendar Committee
Meeting Minutes 10/18/2018**

Attendance: Dr. Wayne Eberle (Central Services), Bobby Jones (GV), Natasha Lyons (VC), Michele Lee (Green Valley), Laurie Nixon (Watauga High), Dr. Chris Blanton (Watauga High), Charlena Townsend (Parkway), Sue Walker (BR), Amy Thomas (Mabel), Lindsey Gough (CC), Audra Thompson (Parent), Kim Shockey (Parent), Rhonda Cook (Central Services), Kim Prior (Parkway), Karen Cable (Bethel), Dr. Stephen Martin (Central Services).

Welcome

Dr. Eberle opened the meeting at 3:45pm with a welcome. Committee members introduced themselves and shared their roles. Two new parent members (Kim Shockey and Audra Thompson) from Valle Crucis School attended the meeting. The agenda for the meeting was reviewed.

Review items discussed from September 27, 2018 meeting

Calendar possibilities reviewed. Two additional calendars have been created.

Keep in mind the testing windows as we make decisions. Some state testing windows can change with revised calendars. The AP testing dates do not change.

Continue Discussion of Priorities

- Building the best possible school calendar for students.
- WHS is willing to reduce number of days in 1st semester to as low as 84 to ensure 1st semester testing occurs before holiday break - last year was successful
- One full week at Spring Break
- Easter at the beginning of Spring Break (Easter is April 12, 2020)
- Support the use of Saturday school as early as possible

Feedback on September 17th (Hurricane Florence) missed school day

- Some schools in Eastern part of state missed weeks of school.
- Calendar bills have been presented to help with student and/or staff days.
- DPI survey distributed to all LEAs.
- WCS continues to monitor the guidance from DPI but as of now it looks like districts with more than 2 days missed would **not** be eligible for relief. Right now we have set Sept. 17 as one of the 10 mandatory Annual Leave (AL) days. We plan to switch a previously scheduled AL day at the end of the year for Sept. 17. The AL day at the end of the year will now be a regular student day. This is similar to the process we use when we miss a day for snow (inclement weather).

Four Calendars presented at the Sept. 27, 2018 meeting

- Option A: White Calendar mimics the 2018-2019 school calendar.
- Option B: Goldenrod Calendar is similar to 2018-2019 school calendar, but has a two day spring break (Friday before Easter and Monday after Easter). Optional Teacher Workday on Wednesday before Thanksgiving. Students return on January 6.
- Option C: Pink Calendar mimics the 2018-2019 school calendar, BUT students return on January 2nd from the winter holiday break. Optional Teacher Workday on Wednesday before Thanksgiving and a full week of spring break.
- Option D: Green Calendar is a combination of option B and option C (two day spring break, students return from the winter break on January 2nd) BUT students are scheduled to get out on May 18.
 - Committee felt strongly (as a whole) against this calendar

Two Additional Calendars to consider

- Option E: Blue Calendar has Early Release Day on Wednesday before Thanksgiving and full week of spring break. Students return from winter break on January 6.
- Option F: Yellow Calendar has Optional Teacher Workday on Wednesday before Thanksgiving. Early Release day the Friday before spring break. Two day spring break on April 13 and April 14. Students return from winter break on January 6.

Discussion/Narrowing to 2 calendars

- After much discussion and input including the pros and cons for each calendar, the committee decided to keep calendar F (yellow) and calendar E (blue). These calendars will be shared for an employee vote.
- Next Steps: The two calendars will be created in Publisher software. Once created, the calendars will be distributed via an email survey for vote to the WCS employees. The votes will be tallied with the top calendar serving as the recommendation to the Board of Education for their approval at the December 10th meeting.

Future Meetings

- The Calendar Committee will NOT meet on November 15th since the committee has finished their work by narrowing the calendar options to two choices at the October 18th meeting.

The meeting adjourned at 5:20pm.