

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

WATAUGA COUNTY BOARD OF EDUCATION MEETING

October 8, 2018

5:30 P.M.

- | | | | |
|------|-----|---|--|
| 5:30 | 1. | CALL TO ORDER | Board Chair |
| 5:30 | 2. | CLOSED SESSION | |
| | | A. Approval of Minutes | |
| | | B. Reportable Offenses – N.C.G.S.115C-288(g) | |
| | | C. Student Records - N.C.G.S.143-318.11(a)(1) | |
| | | D. Personnel – N.C.G.S.143-318.11(a)(6) | |
| | | E. Attorney Client - N.C.G.S. 143-318.11(a)(3) | |
| 6:00 | 3. | OPEN SESSION/WELCOME/MOMENT OF SILENCE | Board Chair |
| 6:03 | 4. | DISCUSSION AND ADJUSTMENT OF AGENDA | Board Chair |
| 6:06 | 5. | PUBLIC COMMENT | Board Chair |
| | | Note: Anyone who wishes to address the Board should sign the Public Comment Roster | |
| 6:09 | 6. | SUPERINTENDENT’S REPORT | Dr. Scott Elliott |
| 6:14 | 7. | STUDENTS’ REPORT | Ms. Isabelle Trew
Ms. Emerson Huffman |
| 6:19 | 8. | PUBLIC RECOGNITION | |
| | | A. Governor’s School Attendees | Ms. Leigh Lyall |
| | | B. National School Principal Month | Dr. Scott Elliott |
| | | C. NCSBA Gold Bell Award | Dr. Scott Elliott |
| 6:29 | 9. | CONSENT AGENDA | |
| | | A. Approval of Minutes for 9/10/18 | Dr. Scott Elliott |
| | | B. Field Trip Approval | |
| | | C. Surplus Declaration Request | |
| | | D. Budget Amendment #1 | |
| | | E. Boone RoundBall Classic Contract approval | |
| | | F. Personnel Report | |
| 6:35 | 10. | BEGINNING TEACHERS PLAN UPDATE/APPROVAL | Ms. Meredith Jones
Dr. Stephen Martin |

----- BREAK -----

6:48 11. POLICIES: SUBSTANTIVE CHANGES FOR FIRST 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

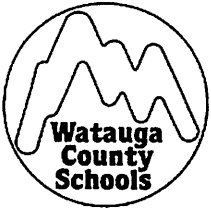
6:58 12. BOARD OPERATIONS

7:03 13. BOARD COMMENTS

7:08 14. ADJOURNMENT

15. MISCELLANEOUS INFORMATION

Calendar Committee Minutes
ECC Minutes
Personnel Committee Minutes



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175 PIONEER TRAIL BOONE, NC 28607

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

DATE: September 10, 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), Discussion of the Acquisition of Real Property by Purchase, Option, Exchange, or Lease – N.C.G.S. 143-318.11(a)(5)

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 September 2018 meeting.

SUPERINTENDENT'S REPORT

Dr. Elliott welcomed the students, teachers, and family members who were in attendance.

He thanked everyone for a smooth start to our school year, noting that many new staff members and new students had joined the school system this year.

He stated that he appreciated everyone's patience as the new visitor management system, Lobby Guard, was implemented. He noted that once implementation was complete, visitors would need a photo ID to proceed beyond the school entry or to pick up children. He said a very special thank you

to staff members Yolanda Adams, Christy Parker, and Nancy Zeiss for working through various issues with the system, including issuing new lobby guard bar codes and school photo IDs to anyone who does not already have an ID.

He thanked everyone who attended the House Select Committee on School Safety. He noted that several school employees were able to speak about the recent school safety upgrades and additions to Watauga County Schools (WCS) student support services. He stated that they were also able to reiterate the need for greater flexibility with our state funds, as well as the need to continue the school safety grants which were funded this year.

He said that WCS was closely watching the weather related to the approaching hurricane Florence and taking precautions as necessary. He shared that he had been in contact with Fire Marshall Taylor Marsh and would be meeting with county wide emergency services personnel later in the week for more specific planning.

He highlighted agenda updates from the auxiliary services team, as well as updates and conversation about math resources and instruction.

STUDENTS' REPORT

Student Representatives, Ms. Isabel Trew and Ms. Emerson Huffman shared activities and highlights from the start of the school year: Clubs have had first meetings, Mountain Alliance "School's out" program has begun with tutors, snacks, and SAT prep and other programs, the spring musical will be a Disney musical, BREMCO is sponsoring an essay writing workshop, November 3rd Holiday Mart and Craft show to benefit the travelling skills teams and Future Farmers of America, on September 11th at the high school a College Fair will be held, Student Council is planning for the Homecoming game and dance and the student reps will continue

PUBLIC RECOGNITION

The Governors school participants will be presented in October.

Ms. Olivia Haigler presented the various National Convention awards won by the students, who were primarily the club officers of FFA.: Building North Carolina Communities - Project cleanup at Watauga High - 1st Place in State received Gold Award for documentation of that project. The National Chapter program of building and growing leaders received state Gold level recipient for the student led project –WHS is a 2-star National chapter, Proficiency in Agriculture is a requirement for all FFA chapters. First place award – Lisandra Mejia EverythingAgriculture.org is a blog which reaches US and 27 additional countries, Elizabeth Ward – Specialty Animal Care Production for care of four miniature donkeys, Max Hagaman Agriculture Education. All students received cash awards. Parliamentary procedure – five students competed against 36 NC schools and 1st place state awards and will compete in National Competition and travel to Nationals. Two NW regional officers were chosen from WHS, and Max Hagaman was elected as one of six state officers of FFA. Ms. Haigler thanked the board for their support and congratulated all of the student recipients of awards.

CONSENT AGENDA

Brenda Reese moved to approve items A through E of the consent agenda, which was seconded by Gary Childers. The vote to approve these items was unanimous.

PRESENTATION OF THE 2018-2019 BUDGET RESOLUTION

Ms. Marze spoke about the relationship to the strategic plan to the budget. Each of the three plan goals has a financial component. Four areas of focus were funding safety, student achievement, facility needs, and enrollment growth. The budget proposal is for 50 million dollars and is 3.5 million more than last year. The state component of that increase is 2.5 million more of that amount. The Finance committee requests 13.5 million for current expense. The Capital Outlay amount of 1.5 million in the Capital Improvement Project fund (CIP) is for facilities improvements and is a placeholder for planning and future projects. Ms. Marze noted that 58% of funding (revenues) comes from the state. Expenses include 53.8% for instructional services, and 9.67% for special student populations.

Jay Fenwick moved to approve the budget resolution which was seconded by Jason Cornett. The vote to approve was unanimous.

AUXILIARY SERVICES UPDATE

School Nutrition - Ms. Bolick spoke about the summer feeding program which had occurred at Cove Creek and Hardin Park, and the WAMY and Parks and Rec summer camps. Over 3000 breakfasts and nearly 5000 lunches were served, including packed lunches. Ms. Bolick thanked Ms. Alesia Wood for her assistance in preparing for the school year. Adjustments to WHS lunch line, dual access to the pizza line, snack racks, additional cashiers and an “all self-serve”, “grab & go” solution for students were new innovations. She thanked Mr. Danny Clark for his team’s assistance in moving electrical service to accommodate the changes. The “smart mouth” pizza is a new high school item which is made in-house from freshly risen dough and fresh ingredients. Approximately 1900 meals are served daily. Ms. Bolick hopes to increase breakfast participation, especially since it has been shown to help academic performance, and reduce discipline and health issues. She continues to look for new ideas for improving healthy and appealing lunches, and increasing the “second chance breakfast” program. In early September, 29.77% of student qualified for free or reduced lunch.

Mr. Henries stated how much he appreciates Ms. Bolick’s focus on feeding our students and continually improving the program.

Facilities - Mr. Clark spoke about the numerous summer projects during a very busy work time. There were 1,975 work orders, 476 during the summer some of which included the major projects of:

Bethel Pre-K classroom renovation, lead mitigation and playground renovation, flood damage and mold remediation and basement cleanup at Valle Crucis, double-entry vestibules at all schools, installation and integration of the learning cottages, door intercom systems will be improved as well as cameras, safety film will be installed on entry glass at schools. Additional projects were carpet tile replacement, several parking lot resurfacing and re-striping, fire alarm at Valle Crucis, recoating gym floors at several schools, repainting in several schools, and bleacher safety improvements at several schools. Future projects include repairs to playground stairs at Green Valley, roof repairs at several schools, expanding access controls at schools with key cards, and expanding camera systems at many schools.

Transportation - Mr. Lyons updated the Board on upgrades and improvements to the transportation system. They operate 40 yellow buses and 13 Activity buses. New satellite stops allow parents to drop off students close to school and ride the bus the rest of the way, reducing the cars in the car pool line. Improvements have been made to the buses to improve safety including LED dome lights, and step well lights, many three-position door switches, and stop-arm cameras on 32 buses. New

buses and new-to-us buses have been purchased to reduce the average age of the fleet. There are 34 service vehicles in the fleet. Various state reports will be submitted during the fall. Mr. Lyons anticipates increased ridership this year.

CURRICULUM UPDATE: MATH RESOURCES

Ms. Stamey spoke about the process to select new math materials which included ReadyMath Instruction manuals for teachers and workbooks for student. The product promotes student discourse about math. GoMath for grades 6-8 has digital assessments and many materials. Teacher-ready materials are available in an online teacher toolbox and has editable materials. The ReadyMath curriculum included the iReady math screener. The product integrates with Canvas. As of this date, 1627 students completed the assessment, which is grades 1-5. As students take the assessments, the assessments adapts to their level. Assessments are completed over two 30 minute sessions. Reports are immediately available following the screener. It ties into the Multi-Tiered System of Support (MTSS) plan, and the assessment model currently approximates how WCS anticipates that the group will be represented. Immediate graphic and detailed information is available to the teacher and administration. Student growth reports will be available after the second assessment period. GoMath has good data but is different from iReady. The adaptive component, "Newton" will tailor assignments to each student's needs. Dr. Betsy Furr spoke about how the data will be used by teachers in their Professional Learning Communities and Tiered interventions, establishing group norms. One hundred teachers from WCS participated in a 2-day workshop over the summer led by a facilitator to learn about professional learning communities. Teachers are analyzing what their students are to learn, how to determine if they learn it and what would be done if they do not learn it. Teachers worked on a GoReady and iReady presentation for MTSS during the summer. Many reports are available to help teacher plan instruction. In future training, iReady representatives will return to analyze data and determine how to use it. Dr. Jennifer Curtis will speak to grades 5-8 teachers in October about quality materials, activities and questions. Holt-McDougal trainers will return to do follow up GoMath training in the spring.

Improvements in ranking data were outlined: 5th grade math from 40th to 23rd this year. Math I from 20th to 10th in the state. Eighth grade math ranking improved from 5th to 2nd in the state. Ms. Stamey noted that when looking at cohort groups, progress is being made. ReadyMath is an NC specific product. GoMath is nationally normed, but WCS is piloting a Math I North Carolina curriculum program. Math discourse and student struggle is difficult for teachers to watch and allow. There has been good teacher buy-in and no negative parent or principal feedback regarding the assessments.

Following a break, the meeting resumed at 8:05

POLICIES: SUBSTANTIVE CHANGES FOR SECOND READ

3565-8307	Title I Program Comparability of Services
5010	Parent Organizations
5070-7350	Public Records – Retention, Release, and Disposition
8300	Fiscal Management Standards
8325	Daily Deposits
8510	School Finance Officer
9125	Participation by Minority Businesses
3460	Graduation Requirements

Dr. Wayne Eberle presented the policies for second read. Contracts with Minority business covered in 9125 will now include 10% in the previous blank, following state policy. Graduation Requirements in 3460 were

clarified by Dr. Eberle which shows an inclusive policy for grade replacement with the qualification that the course be seated, not NCVPS, and be repeated within one year of the first attempt.

Gary Childers moved to approve the above policies as amended which was seconded by Brenda Reese. The vote to approve was unanimous.

Dr. Eberle noted that only four policies remain to be approved to bring WCS current with the state policy service, and those would be brought before the board in October.

BOARD OPERATIONS

Mr. Henries asked that anyone interested in attending the Fall Law conference notify Ms. Smith and noted that the annual NCSBA convention would be held in November. Mr. Henries asked that Dr. Elliott share information with the board regarding weather this week in light of the approaching hurricane.

BOARD COMMENTS

Dr. Elliott noted the valuable information in the Board and Administrator pamphlets. Mr. Henries requested a larger binder. Ms. Reese thanked the curriculum group for the excellent math presentation and the emphasis that they are placing on the math curriculum. Dr. Elliott noted that calendar information should be available in November and in December and would be presented to the Board prior to the vote. Dr. Childers noted that he would be unable to attend High School Curriculum committee due to his participation in United Way activities.

ADJOURNMENT

Jason Cornett moved to adjourn which was seconded by Jay Fenwick and was approved by all members at 8:29.

R. Ivan Henries, Board Chair

Dr. Scott Elliott, Superintendent

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

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

Sponsoring teacher: (Print) SARAH L MILLER School: Watauga High School
Cell phone number: 828-273-1792 Grade(s): 10-12 Number of students: 18
Departure date: Fri. Nov 2 (possibly Nov 1 depends on performance time) Return date: Sat. Nov 3
Departure time: 5:30 am Return time: Midnight

Educational purpose:

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

Weaver Academy Greensboro, NC. Four Seasons Mall, Hotel (TBD) See attached proposed itinerary

Purpose of trip and how it relates to the curriculum:

Honors acting classes are encouraged in our essential standards to receive adjudication from theatre professionals, utilizing ~~st~~ performance skills outlined in our standards:

I.C.1, I.AE.1, I.C.2, I.CU.2, I.CU.1, I.A.1
P.C.1, P.C.2, P.A.1.2, P.AE.1.2
A.C.1, A.C.2, A.A.1.1, A.A.1.2, A.AE.1.1, A.AE.1.2
A.CU.2.2

Supervision and Safety:

Names of all school staff chaperones: Sarah Miller, Zach Walker, Joe Gragg

Names of all non-school chaperones: Mary Scott (Zeb), Osmonds (Tyler)

All chaperones have a background check completed: ☒

Sponsoring teacher initials: SM

Are all site(s) accessible to students with disabilities? ☒ yes ☐ no How will students with disabilities be

accommodated for site access and transportation? Wheelchair accessible Activity Bus
Students to help w/ chair

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

Transportation plan:

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

Name of charter bus company (if checked above) _____

(If applicable, bus request form must be attached)

Driver/s: Joe Gragg

Round trip mileage: 250 # of buses needed: 1

Total cost per student \$ \$50

Source of funds: WHS Ticket Sales, Student

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

Approval/Signatures:

Sponsoring teacher signature: Sarah L Miller

Date: 8 / 29 / 2018

Principal approval: Chris Be

Date: 9 / 4 / 2018

Required signatures if applicable:

Transportation Director approval: [Signature]

Date: 9 / 13 / 18

Superintendent approval: [Signature]

Date: 9 / 13 / 18

Board of Education approval: _____

Date: / /

ITINERARY: PLAYMAKERS AT NCTC REGIONAL HSPF

Weaver Academy, Greensboro, NC: Nov 2 and 3, 2018

Weaver Academy Theatre Department, 300 S. Spring Street, Greensboro NC, 27401

HOTEL INFORMATION - To Be Determined

Thursday, Nov 1**

*****We will only leave on Nov 1 if we have early performance assignment time on Nov 2***

6:00 pm Meet at WHS, load trailer & bus

6:30 pm Depart Boone

9:00 pm Arrive at Hotel in Greensboro, production meeting, props and costume organization

10:00 pm Room Time

10:30 pm Lights Out

Friday, Nov 2

6:30 am Wake Up Call (*please set for earlier if your room needs more time*)

7:20 am or before - Breakfast

7:45 am Load Bus

7:50 am Travel to Weaver Academy

8:15 am - 7:15 pm NCTC HS Play Festival
(*picnic lunch & snacks to be served at lunch & throughout day*)

7:15 pm Go to Four Seasons Mall for dinner, shopping

8:30 pm Return to Hotel

9 pm Production meeting, Performance Analysis and reflection, Festival discussion

10:00 pm Room Time

10:30 pm Lights Out

Saturday, Nov 3

6:30 am Wake Up Call (*please set for earlier if your room needs more time*)

7:20 am Breakfast

7:45 am Load Bus

7:50 am Travel to Weaver Academy

8:15 am - 9:00 pm (*estimate*) NCTC HSPF
(*picnic lunch & snacks to be served at lunch & throughout day; Pizza dinner served on site at WA between last show and awards ceremony*)

9:30 pm -approximate departure time to Boone

11:45 pm Estimated Return time to WHS

(*Load out bus and trailer into WHS Auditorium*)

The Ensemble is dismissed when Activity Bus and Trailer are unloaded and cleaned out

*****AS PER NCTC HSPF RULES,***

THE ENSEMBLE WILL NOT HAVE THEIR CELL PHONES IN THE THEATRE DURING THE FESTIVAL; THEY WILL HAVE ACCESS TO PHONES DURING LUNCHESES. CELL PHONES WILL BE RETURNED TO PLAYMAKERS EACH EVENING AFTER THE FESTIVAL ENDS AND DURING MEALS. WE HOPE YOU JOIN US AT THE FESTIVAL! IT'S A GREAT WAY TO SEE A LOT OF HIGH SCHOOL THEATRE AND IT'S WONDERFUL TO HAVE OUR SUPPORTIVE COMMUNITY IN THE AUDIENCE!

ALL FESTIVAL RULES APPLY TO ALL AUDIENCE MEMBERS AND ATTENDEES!

MS. MILLER'S CELL PHONE

828-273-1792

WHAT TO BRING:

- Clothing for 2 full days
- Layers in case theatre is cold
- Show shirt
- Personal costume items
- Personal hygiene items
- JACKETS/GLOVES/HATS/SCARVES
- Blanket for Activity Bus comfort & warmth
- \$ for Friday night dinner
- Journal & writing utensil for show critiques

WHAT NOT TO BRING:

Anything that violates WHS/WCS Rules!

- Controlled substances/alcohol
- Tobacco products of any kind (includes matches)
- Weapons
- Excess junk food

Medications must be given to Ms. Miller & Mr. Walker, along with School Medication Administration Authorization Form, prior to boarding the bus. These medicines will be securely locked and dosed as per WCS policy

WATAUGA COUNTY FIELD TRIP REQUEST FORM

Tentative
In Case we are
forwarded on
to State festival

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) SARAH L MILLER School: Watauga High School
Cell phone number: 828-273-1792 Grade(s): 10-12 Number of students: 18
Departure date: Nov 15 or Nov 14 depending on performance Return date: Fri Nov 16
Departure time: 5:30 am Return time: Midnight
time to 6:30pm

Educational purpose:

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

Greensboro College Greensboro NC, Four Seasons Mall
Hotel (TBD) see 'attached proposed' itinerary

Purpose of trip and how it relates to the curriculum:

Requesting permission to travel to state play festival
Reflects use and application of these Essential Standards
I.C.1; I.AE.1; I.C.2; I.CU.2; I.CU.1; I.A.1
P.C.1; P.C.2; P.A.1.2; P.AE.1.2
A.C.1; A.C.2; A.A.1.1; A.A.1.2; A.AE.1.1;
AAE.2; A.CU.2.2

Supervision and Safety:

Names of all school staff chaperones:

Sarah Miller, Zach Walker,
Joe Gragg

Names of all non-school chaperones:

TBD

All chaperones have a background check completed:

Sponsoring teacher initials:

SM

Are all site(s) accessible to students with disabilities? ☒ yes ☐ no How will students with disabilities be

accommodated for site access and transportation? wheelchair accessible Activity bus,
students to help w/chair

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

Transportation plan:

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

Name of charter bus company (if checked above) _____

(If applicable, bus request form must be attached)

Driver/s: Joe Gragg Round trip mileage: 250 # of buses needed: 1

Total cost per student \$ \$50 Source of funds: ticket sales fundraiser

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

SM

Approval/Signatures:

Sponsoring teacher signature: [Signature] Date: 8 / 30 / 2018

Principal approval: [Signature] Date: 9 / 4 / 18

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 9 / 13 / 18

Superintendent approval: [Signature] Date: 9 / 13 / 18

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

ITINERARY: PLAYMAKERS AT NCTC REGIONAL HSPF

Greensboro College, Greensboro, NC; Nov 15 and 16, 2018

Greensboro College, 815 West Market Street, Greensboro NC, 27401

HOTEL INFORMATION - To Be Determined

Wed Nov. 14**

*****We will only leave on Nov 14 if we have early performance assignment time on Nov 15***

6:00 pm Meet at WHS, load trailer & bus

6:30 pm Depart Boone

9:00 pm Arrive at Hotel in Greensboro, production meeting, props and costume organization

10:00 pm Room Time

10:30 pm Lights Out

Thursday, Nov 15

6:30 am Wake Up Call (*please set for earlier if your room needs more time*)

7:20 am or before - Breakfast

7:45 am Load Bus

7:50 am Travel to Greensboro College

8:15 am - 7:15 pm NCTC HS Play Festival
(*picnic lunch & snacks to be served at lunch & throughout day*)

7:15 pm Go to Four Seasons Mall for dinner, shopping

8:30 pm Return to Hotel

9 pm Production meeting, Performance Analysis and reflection, Festival discussion

10:00 pm Room Time

10:30 pm Lights Out

Friday Nov 16

6:30 am Wake Up Call (*please set for earlier if your room needs more time*)

7:20 am Breakfast

7:45 am Load Bus

7:50 am Travel to Greensboro College

8:15 am - 9:00 pm (*estimate*) NCTC HSPF
(*picnic lunch & snacks to be served at lunch & throughout day; Pizza dinner served on site at GC between last show and awards ceremony*)

9:30 pm -approximate departure time to Boone

11:45 pm Estimated Return time to WHS

(*Load out bus and trailer into WHS Auditorium*)

The Ensemble is dismissed when Activity Bus and Trailer are unloaded and cleaned out

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MS. MILLER'S CELL PHONE

828-273-1792

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- Clothing for 2 full days
- Layers in case theatre is cold
- Show shirt
- Personal costume items
- Personal hygiene items
- JACKETS/GLOVES/HATS/SCARVES
- Blanket for Activity Bus comfort & warmth
- \$ for Friday night dinner
- Journal & writing utensil for show critiques

WHAT NOT TO BRING:

Anything that violates WHS/WCS Rules!

- Controlled substances/alcohol
- Tobacco products of any kind (includes matches)
- Weapons
- Excess junk food

Medications must be given to Ms. Miller & Mr. Walker, along with School Medication Administration Authorization Form, prior to boarding the bus. These medicines will be securely locked and dosed as per WCS policy

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) Rachel Witmer School: WHS (Mountain Alliance)
Cell phone number: (704) 488-9405 Grade(s): 9-12 Number of students: 12
Departure time/date: Wed, Oct 24th, 4 pm Return time/date: Sun, Oct 28th, 12 pm

Educational purpose:

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

Savannah, GA (see attached)

Purpose of trip and how it relates to the curriculum:

(see attached)

Supervision and Safety:

Names of all school staff chaperones: _____

Names of all non-school chaperones: Rachel Witmer, Jeremiah Stanton-Rich,
Hannah Davis

All chaperones have a background check completed:

Sponsoring teacher initials: RMW

Are all site(s) accessible to students with disabilities? ☒ yes ☐ no How will students with disabilities be accommodated for site access and transportation? They will be aided into vehicles by staff, all sites should have options for students w/ disabilities

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

Transportation plan:

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

Name of charter bus company (if checked above) _____

(If applicable, bus request form must be attached)

Driver/s: Rachel Wimmer, Jeremiah Stanton, Hannah Davis Round trip mileage: 800 # of buses needed: n/a

Total cost per student \$ 20-30 Source of funds: Mountain Alliance funds + small student tuition

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

Approval/Signatures:

Sponsoring teacher signature: Rachel Wimmer Date: 9 / 7 / 18

Principal approval: Chris Date: 9 / 11 / 18

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 9 / 13 / 18

Superintendent approval: [Signature] Date: 9 / 13 / 18

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



Mountain Alliance

Alternative Fall Break: Service in Savannah

October 24th – October 28th, 2018

Expedition Objective:

The purpose of this Alternative Fall Break trip is to bring students from Watauga High School to Savannah, GA to immerse ourselves in the history, culture, and beauty of this iconic American city while doing service work that benefits the community that we are visiting.

Activities:

The main purpose of this trip is to provide students with the opportunity to volunteer and explore the culture of a place that is different from what they experience in the High Country. We will be participating in a variety of service projects including work at Coastal Pet Rescue, volunteering at Skidaway Island State Park, and Second Harvest Food Bank of Coastal Georgia. Students will learn about the various organizations/ locations, their history, and their importance. The group will also spend a day exploring Savannah via the Old Town Trolley Tours company. Students will receive a 90 minute tour that will circle the city and provide them with background, history, and “fun facts” of Savannah before receiving “on/off” privileges for the rest of the day through which they will be able to travel around the city and get off at the most prominent areas, landmarks, and cultural centers.

Through these experiences, students will not only learn about a new place and culture, but they will immerse themselves in it. Throughout the duration of the trip, we will have discussions and debriefs about each of the days’ activities. These debriefs will focus on what the students have learned and how they were impacted by it. This will serve as a way to help solidify their experiences in Savannah.

Who are we working with?

We are planning to work with three different organization: Second Harvest Food Bank, Coastal Pet Rescue, and Skidaway Island State Park. We have worked with each of these organizations in the past. They provide a variety of different service opportunities with three different focuses, allowing students to experience multiple ways of getting involved in a community and to explore various needs/ services that may be provided. Students will have vastly different projects at each location and will be able to learn about who they service, programs that are offered, and why they exist.

Why Savannah, GA?

Savannah is the oldest city in Georgia, was a strategic port city in the American Revolution and the American Civil War, and is currently an industrial center and an important Atlantic seaport. It is Georgia's fifth-largest city and third-largest metropolitan area. Millions of people visit Savannah every year and enjoy the city’s architecture and historic buildings including: the birthplace of Juliette Gordon Low (founder of the Girl Scouts), the Georgia Historical Society (the oldest continually operating historical society in the South), the Telfair Academy of Arts and Sciences (one of the South's first public museums), the First African Baptist Church (one of the

oldest African-American Baptist congregations in the United States), Temple Mickve Israel (the third oldest synagogue in America), and the Central of Georgia Railway roundhouse complex (the oldest standing antebellum rail facility in America). Savannah's downtown area, which includes the Savannah Historic District, the Savannah Victorian Historic District, and 22 park-like squares, is one of the largest National Historic Landmark Districts in the United States. Downtown Savannah also largely retains the original town plan prescribed by founder James Oglethorpe .

Outcomes Summarized:

The trip to Savannah, GA will expose students to a variety of philanthropic endeavors as well as allow them to immerse themselves in a completely different culture. Philanthropy and compassion are important concepts for high school students to learn about. They will be exposed to the various needs facing people in the world, learn how they can make a difference, and be empowered to help others in the future. Extended outings like this have shown students what it truly means to be in need and gives them an opportunity to make a huge difference in someone else's life. They will also have opportunities to practice self-care, work through disagreements/frustrations with others, work as a group, and grow their world view.

Trip Plan:

We will depart on Wednesday, October 24th after school. Students will join our facilitators for the program and will camp in Congaree National Park in South Carolina on Wednesday night. They will arrive in Savannah on Thursday morning and explore the city. Friday and Saturday will be service-focused days. Sunday we will return to North Carolina. There will also be opportunities for students to go to the beach on Tybee Island where we will be camping while in the Savannah area.

Administrative Requests:

- **For students to be excused for all classes on the Early Release days of Thursday, October 25th and Friday, October 26th.**

Occupational Preparation I	Goal 1	The learner will develop self-determination skills for participating in transition planning and making a successful adjustment to adult life	1.02	Develops the self-awareness needed to identify personal traits and attributes affecting success in the following activities of adult life: self-concept, self-confidence, strengths and weaknesses, expression of emotions, acceptance of praise, acceptance of criticism, personal social skills, accommodations and modifications needed due to disability, positive characteristics, listening skills, problem-solving	Almost all of these areas are topics that we touch on during Mountain Alliance programs. We give feedback to students and ask them to reflect on themselves, as well. Throughout our programs, we help students correct negative behaviors and praise positive ones. Most common of the listed traits are self-confidence, strengths and weaknesses, acceptance of praise and criticism, and personal social skills.
Occupational Preparation II	Goal 1	The learner will demonstrate an understanding of the link between self-awareness and the establishment of lifelong goals.	1.01	Identifies universal human needs and characteristics: physical, safety, psychological, and self-actualization	Physical and safety needs, in particular, are constantly discussed and assessed on Mountain Alliance trips. This is even more true on extended trips. We are constantly assessing student physiological needs and having them assess their own needs. Safety is constantly a topic of discussion, as well.
Occupational Preparation II	Goal 3	The learner will demonstrate knowledge of the importance of developing and maintaining a positive self-concept.	3.03	Identifies ways to improve self-concept by: assessment of individual needs and strengths, acceptance of things that cannot be changed, use of personal improvement plan, use of positive self-talk, use of self-reinforcement for achievements, development of friendships and community supports, acknowledgement of imperfections and occasional failures	There is a high emphasis on positive self-talk on Mountain Alliance programs (including a "rule" that if you say something negative - including about yourself - you must say 3 positives things about that thing - again, including yourself). Mountain Alliance also constantly works with students on creating friendships and community support.
Occupational Preparation II	Goal 9	The learner will identify the characteristics of an effective self-advocate and the benefits and challenges of self-advocacy	9.05	Evaluates the consequences of being an effective self-advocate versus not advocating for one's self.	This is a topic that is covered in our pre-trip meeting with students and emphasized throughout the trip. Students are encouraged to advocate for their needs and reminded that we may not know that they need something unless they directly express it to someone.
Physical Education	9.PR.4	Use behavioral strategies that are responsible and enhance respect of self and others and value activity.	PE.9.PR.4.1	Implement leadership skills to promote responsibility in self and others.	Students will have opportunities to take leadership roles throughout the length of the trip including, but not limited to, promoting positive behaviors, teaching skills, leading conversations and debriefs, and leading group activities.
Physical Education	9.PR.4	Use behavioral strategies that are responsible and enhance respect of self and others and value activity.	PE.9.PR.4.2	Select the most appropriate ways of responding and mediate to settle conflicts	On longer trips, there is always the potential for conflict. We work to help students resolve conflicts with each other and learn how to make compromises.
Psychology	12.S.1	Understand how interaction with others influences thoughts, feelings, perceptions, and behaviors	12.S.1.4	Analyze the cultural, social, and historical factors that contribute to antisocial behaviors (such as discrimination, stereotypes, and prejudices) or prosocial behaviors (such as altruism)	Many locations that the group will be visiting are historically significant. At these locations, the group will have opportunities to discuss the nature of discrimination and racism in a safe discussion environment. The group will have chances to compare and contrast how discrimination and prejudices have shifted over the last 60 years.
Sociology	12.C.1	Understand how cultures and its diversity sustain humanity	12.C.1.1	Compare various cultures using the sociological perspectives	Students will be able to contrast life in the High Country with life in Savannah. It will be a good chance to understand the culture and the human behavior and how it changes across the country.
Sociology	12.C.1	Understand how cultures and its diversity sustain humanity	12.C.1.3	Explain the influence of values, norms, folkways, and mores on people's behaviors within cultures and subcultures of the United States	There is a lot of culture and intentionality in the development of Savannah. Students will be able to look at and learn about the history of Savannah's squares and how that shaped early life there. They will also have the opportunity to learn about the influences that shaped the city into what it is today.
Sociology	12.C.2	Understand how socialization regulates individual behavior	12.C.2.2	Analyze the roles of the family, school, peer groups, and media in socializing adolescents	Students will be able to understand the social environment and how that can impact one's socialization, and influence behaviors, values, and beliefs. Students on this trip will be coming from all different kinds of backgrounds, family life, and peer groups. This will allow them to see how this has impacted each of them differently.
Sociology	12.C.4	Analyze human relationships in terms of inequality and stratification	12.C.4.4	Analyze how socioeconomic class, race, ethnicity, gender and social standing impact on relationships	As students learn about the development and history of Savannah, there will be opportunities for them to see and discuss the impacts that socioeconomics, race, ethnicity and gender impacted the relationships of the people of Savannah, both past and present. We will also have the opportunity to work at a food bank that serves many people who may have faced inequalities in their lives.
Turning points in American History	12.H.1	Analyze various turning points in American history in terms of their development and implications	12.H.1.4	Analyze motives, beliefs, interests, hopes, and perspectives of various individuals and groups	and Civil War. Students will learn about how such turning points impacted the city of Savannah. From the search for freedom from Britain to struggles for equal rights, many people and groups have made their mark in Savannah. Students will have the opportunity to learn more about these people and the impact they made on their various causes.

September 18, 2018

To Whom It May Concern:

We wanted to let you know that this year, because our group of 4th graders is especially large, we have to take *two separate trips* to Sound to Sea. The maximum number of students Sound to Sea allows is ninety-six. We currently have 119 enrolled.

Four of our five classes will go Wednesday, Thursday and Friday, April 10th-12th. One class will travel by themselves on Monday, Tuesday and Wednesday of the following week, April 15th-17th. We feel fortunate that the dates are consecutive and will not upset instruction as they are so closely together.

Ms. Freeman will take her class alone, as she has traveled to Sound to Sea many times. She will have another teacher, Maria Mohr, with her as a parent chaperone as well as the 3-5 guidance counselor, Stephanie Swisher.

If you have any questions, please feel free to email us.

Thank you,
Hardin Park School 4th Grade Team
Corrie Freeman
Meagan Lancaster
Wendy Lawrence
Jessica Presnell-Greene
Grant Woltz

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) Corrie Freeman School: Hardin Park

Cell phone number: 828-773-7232 Grade(s): 4th & 5th Number of students: 24

Departure time/date: April 15th @ 6:00 AM Return time/date: April 17th @ 6:00 PM

Educational purpose:

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

The North Carolina Sciences/History Museum and the North Carolina Legislative Building located in Raleigh, North Carolina and Sound to Sea (Trinity Episcopal Center) located in Salter Path, North Carolina.

Purpose of trip and how it relates to the curriculum:

Sound to Sea curriculum meets Science Essential Standard 4.L.1: *Understand the effects of environmental changes, adaptations and behaviors that enable animals (including humans) to survive in a multitude of habitats.* Sound to Sea provides students the opportunity to visualize, experience and explore the life of animals in their natural habitat that are starkly different from the habitats we are surrounded by here in the mountains. Students are exposed to a multitude of different habitats and a whole new way things lives on the coast. Students experience the different adaptations of marine life in a unique, hands on way. At the Science Museum, students are given the opportunity to see North Carolina resources and animals from each region on display. The History Museum is an excellent collection of North Carolina History, from the Native Americans to famous North Carolinians. Our trip to the Legislative Building is a way for students to experience North Carolina government first hand and see what it truly looks like from the inside. In closing, students also get the amazing experience of traveling from the mountains to the sea, experiencing the changes in landscape and geography in North Carolina.

Supervision and Safety:

Names of all school staff chaperones: Corrie Freeman, Maria Mohr, Stephanie Swisher

Names of all non-school chaperones: Susan Tate & Shannon Ogden

All chaperones have a background check completed: ☒ Sponsoring teacher initials: CF

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

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

Transportation plan:

Mode of transportation: _____ Activity bus _____ Rental car/mini-van : ☒ Charter bus _____ Other

(If applicable, bus request form must be attached)

Driver/s: to be decided _____ Round trip mileage: 684 # of buses needed: 1

Charter Bus Company: Young Transportation _____

Total cost per student \$260-\$280 Source of funds: Students will pay their own cost with fundraising available. Scholarships provided as needed.

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

Approval/Signatures:

Sponsoring teacher signature: CJ Freeman Date: 09 / 18 / 18

Principal approval: Ray Smalley Date: 9 / 18 / 18

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 10 / 3 / 18

Superintendent approval: [Signature] Date: 10 / 3 / 18

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



4th Grade Sound to Sea Itinerary Trip #2

Monday, April 15th

- 6:00 AM Depart Hardin Park
- 9:00 AM Arrive at NC Science Museum of Natural Sciences
11 West Jones Street, Raleigh, NC 2760
(919) 707-9800
- 10:30 AM Load Buses at Science Museum
- 11:30 AM Lunch (on Bus)
- 2:00 PM Arrive at Sound to Sea (Trinity Center)
618 Salter Path Road, Pine Knoll Shores, NC 28512

Tuesday, April 16th

At Sound to Sea all day

Wednesday, April 17th

- 9:00 AM Buses arrive at Sound to Sea
- 12:00ish Lunch I-40 Exit 364 – Warsaw, NC
- TBA Snack I-85 Exit 139 – Burlington
- 6:00 PM Arrive at Hardin Park
361 Jefferson Road, Boone NC 28607

Contact Information:

Corrie Freeman (828) 773-7232

Maria Mohr (828) 719-0917

Hardin Park School (828) 264-8481

Sound to Sea (252) 247-7159

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) Cynthia Townsend School: Cove Creek
Cell phone number: 828 964-8771 Grade(s): 6/7 Number of students: 42
Departure date: Nov. 14 Return date: Nov. 16
Departure time: 5:45 am Return time: 8 pm

Educational purpose:

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

Space Camp Huntsville, AL

Purpose of trip and how it relates to the curriculum: We will participate in the Pathfinder Program at Space Camp.

Sci 6.E.1.1 Understand earth/moon/sun system
Sci 6.E.1.2 Understand structure of earth and how interactions have resulted in changes
Sci 6.E.1.3 Summarize space exploration and understandings gained
Sci 7.E.1.1 Compare the composition, properties, and structures of Earth's atmosphere
All 21st Century Skills are a part of the experience.

Supervision and Safety:

Names of all school staff chaperones: Cynthia Townsend, Christy Laws, Brian Vannoy,
Kelly Walker

Names of all non-school chaperones: Tammie Smith, Eric Smith, Matt Smith, ~~Barbara~~
Barbara, Rob Robinson, Susan Mervin, Marta Brooks, Lynn Mosteller, Maria Cole,
Laneece Trivette, Christy Kennedy

All chaperones have a background check completed: Yes Sponsoring teacher initials: cat

Are all site(s) accessible to students with disabilities? ☒ yes ☐ no How will students with disabilities be accommodated for site access and transportation? All parts of Space Camp have handicap accessibility. The bus is not handicap accessible, but can be requested if needed.

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

Transportation plan:

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

Name of charter bus company (if checked above) Burke Tours

(If applicable, bus request form must be attached)

Driver/s: assigned by Burke Tours Round trip mileage: 780 # of buses needed: 1

Total cost per student \$ 340 Source of funds: fundraisers; personal money of families

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

Approval/Signatures:

Sponsoring teacher signature: Cynthia S Townsend Date: 9 / 27 / 18

Principal approval: [Signature] Date: 9 / 27 / 18

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 9/10 / 2 / 18

Superintendent approval: [Signature] Date: 10 / 3 / 18

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



INTERNATIONAL TOURS INC.

PO BOX 890 • NEWTON, NC 28658

PHONE: 828-465-3900 • TOLL FREE: 800-476-3900 • FAX: 828-465-3912

Motorcoach Charter Confirmation

Confirmation Date: 8/30/18 Charter Confirmation #: 13646 Group: STUDENTS
Customer Name: COVE CREEK SCHOOL
Contact: CYNTHIA TOWNSEND Customer Phone: 828-297-2781 Customer Fax:
Address: 930 VANDERPOOL RD Contact Phone: Mobile Phone:
City, State, Zip: VILAS, NC 28692 Email: townsendc@watauga.k12.nc.us

Departure Location: Cove Creek School
Departure Date: 11/14/18
Destination: Trinity Center
Return Location: Cove Creek School
Return Date: 11/16/18
Special Requirements:

Depart Garage: TBD
Depart Location: TBD
Destination Arrival: TBD
Depart Destination: TBD
Return Location: TBD
Return Garage: TBD

Remarks: TRANSPORT PASSENGERS TO SPACE CAMP...

Charter Rate: 56 Passenger X 1 \$4,315.00
Driver Gratuity \$150.00

Charter Rate: \$4,465.00
Payments Received: \$0.00
Balance Due: \$4,465.00
Deposit of:
Final Payment: \$4,465.00 Due: 10/15/18

Included: DRIVER'S ROOM INCLUDED IN CHARTER COST

Not Included: PARKING FEES & TOLLS

Itinerary: DETAILED ITINERARY REQUIRED

Please review the Charter information above for accuracy. Pricing is based on the information given at the time of the request. The chartering party is responsible for the accuracy of pickup location(s), destination(s), date(s) and time(s), etc. on this Motorcoach Charter Confirmation. Additional charges may apply if there are changes to time(s) or mileage is different than indicated by agreed upon itinerary. Client is also responsible for all parking fees, toll fees, and permit fees unless indicated in confirmation.

Gratuities:

Our drivers are trained professionals in the safe operation and handling of the motorcoach. A \$50.00 per day gratuity is included in the cost of your trip unless pre-arranged by contracting party.

Payment Terms / Deposit:

A 10% deposit along with a signed contract will be due by the indicated date specified on contract at the time of booking.

Full payment is due 30 days prior to the departure date of trip unless otherwise indicated on contract. If the charter is booked within 30 days of the departure date, payment is due immediately. Burke International Tours reserves the right to cancel any charter without notice for which a deposit / final payment or signed contract has not been received.

Cancellations Policy:

A full refund is given if cancellation notice is received at least 45 days prior to departure date.

A 20% penalty will apply if cancellation notice is given 44 to 15 days prior to departure date.

A 30% penalty will apply if cancellation notice is given 14 to 7 days prior to departure date.

A 50% penalty will apply if cancellation notice is given 7 days or less prior to departure date.

Itineraries:

A final itinerary should be sent to the Charter department at least 30 days prior to the departure date. The itinerary should include addresses, times, special requests, directions and any other information you feel pertinent for the trip.

Driver Limitations:

Our drivers must operate in compliance with the Federal Motor Carrier Safety Administration Regulations and Guidelines. Our entire fleet is equipped with ELD's (Electronic Logging Device's). Drivers are restricted to a maximum of ten (10) hours driving and shall not be on duty more than fifteen (15) hours following nine (9) consecutive hours off duty. Travel time between Burke International Tours facilities and pickup / return locations must be included in driving time and on duty time. Trips requiring additional hours of service are subject to driver relief charges. Regular rest stops are taken for the safety & comfort of both driver and passenger.

Driver Accommodations:

Chartering party must provide and pay for a separate, single occupancy hotel room for the driver(s) for each night unless otherwise indicated on the contract.

Food & Beverage:



INTERNATIONAL TOURS INC.

PO BOX 890 • NEWTON, NC 28658

PHONE: 828-465-3900 • TOLL FREE: 800-476-3900 • FAX: 828-465-3912

Motorcoach Charter Confirmation

Light snacks and plastic bottle beverages (or juice boxes) are permitted on the motorcoach. All trash should be collected and placed in garbage containers. Any coolers will need to be placed in the storage bays under the motorcoach. The driver can refuse all eating and drinking on the motorcoach if the group is not following these policies. All coaches are inspected before and after each trip, a \$250.00 cleaning fee could apply if coach is found to need excessive cleaning.

Delays/Weather Conditions:

Burke International Tours is not responsible for any delays due to unexpected heavy traffic, wrecks, or adverse conditions on the highway. In the event of questionable weather, it is at the discretion of Burke International Tours if cancellation penalties will be assessed.

Damage Fees:

Any negligent damage to the vehicle caused by the contracting party may be charged by the carrier to the contracting party. These can include repair/replace costs and any labor fees if applicable.

Prohibited Items:

Absolutely no smoking (including all vapor devices), tobacco, or alcoholic beverages allowed on any motorcoaches. No firearms, weapons, or explosives are permitted.

Restroom:

Please limit use of the on-board restroom; it is for emergency use only or when absolutely necessary, the driver will stop every 2 to 2.5 hours for restroom breaks.

Luggage and Personal Belongings:

Our drivers are not permitted to load anything on the motorcoach in excess of fifty pounds. Our drivers have the right to deny moving/lifting excessive equipment of any type that could cause them bodily harm. The chartering party is responsible for checking the motorcoach for personal belongings prior to final departure from the coach. Burke International Tours is not responsible for lost, stolen, damaged, destroyed or misplaced personal property.

Insurance Coverage:

Burke International Tours, owner and operator of our motorcoaches, covers each coach with the amount of insurance required by Federal Law.

Special Needs:

If anyone in your traveling party has a disability or condition that may require assistance, please let us know. Burke International Tours operates fully with the Americans with Disabilities Act. If the chartering party has a special need, advance notification will be needed. When advance notification is given, additional information will be provided.

Special Note:

Burke International Tours, Inc. reserves the right to add a fuel surcharge in the event fuel prices dramatically increase. Client will be notified immediately if this occurs.

If you have any further questions, please contact:

Shannon Sigmon

Contracting Party Signature

Phone: 828 465-3900

Fax: 828 465-3912

Email: shannon@burkechristiantours.com

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) J. Presnell, W. Lawrence, G. Woltz, M. Lancaster School: Hardin Park

Cell phone number: 828-773-7232 Grade(s): 4th & 5th Number of students: 94

Departure time/date: April 10th @ 6:00 AM Return time/date: April 12th @ 6:00 PM

Educational purpose:

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

The North Carolina Sciences/History Museum and the North Carolina Legislative Building located in Raleigh, North Carolina and Sound to Sea (Trinity Episcopal Center) located in Salter Path, North Carolina.

Purpose of trip and how it relates to the curriculum:

Sound to Sea curriculum meets Science Essential Standard 4.L.1: *Understand the effects of environmental changes, adaptations and behaviors that enable animals (including humans) to survive in a multitude of habitats.* Sound to Sea provides students the opportunity to visualize, experience and explore the life of animals in their natural habitat that are starkly different from the habitats we are surrounded by here in the mountains. Students are exposed to a multitude of different habitats and a whole new way things lives on the coast. Students experience the different adaptations of marine life in a unique, hands on way. At the Science Museum, students are given the opportunity to see North Carolina resources and animals from each region on display. The History Museum is an excellent collection of North Carolina History, from the Native Americans to famous North Carolinians. Our trip to the Legislative Building is a way for students to experience North Carolina government first hand and see what it truly looks like from the inside. In closing, students also get the amazing experience of traveling from the mountains to the sea, experiencing the changes in landscape and geography in North Carolina.

Supervision and Safety:

Names of all school staff chaperones: Jake Orange, Jessie Presnell, Wendy Lawrence, Grant Woltz, Meagan Lancaster

Names of all non-school chaperones: Colleen Deal & Pennie Bagley

All chaperones have a background check completed: ☒

Sponsoring teacher initials: JP ML MW WL

Are all site(s) accessible to students with disabilities? ☒ yes ___ no How will students with disabilities be

accommodated for site access and transportation? yes

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

Transportation plan:

Mode of transportation: _____ Activity bus _____ Rental car/mini-van : ☒ Charter bus _____ Other

(If applicable, bus request form must be attached)

Driver/s: to be decided _____ Round trip mileage: 684 # of buses needed: 2

Charter Bus Company: Young Transportation _____

Total cost per student \$260-\$280 Source of funds: Students will pay their own cost with fundraising available. Scholarships provided as needed. _____

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

Approval/Signatures:

Sponsoring teacher signature: *Wendy J. P.* Date: 9 / 18 / 18

Principal approval: *Mary Smalley* Date: 9 / 18 / 18

Required signatures if applicable:

Transportation Director approval: *J. Allen* Date: 10 / 4 / 18

Superintendent approval: *J. Allen* Date: 10 / 3 / 18

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

4th Grade Sound to Sea Itinerary Trip #1

Wednesday, April 10th

- 6:00 AM Depart Hardin Park
- 9:00 AM Arrive at NC Science Museum of Natural Sciences
11 West Jones Street, Raleigh, NC 2760
(919) 707-9800
- 10:30 AM Load Buses at Science Museum
- 11:30 AM Lunch (on Bus)
- 2:00 PM Arrive at Sound to Sea (Trinity Center)
618 Salter Path Road, Pine Knoll Shores, NC 28512

Thursday, April 11th

At Sound to Sea all day

Friday, April 12th

- 9:00 AM Buses arrive at Sound to Sea
- 12:00ish Lunch I-40 Exit 364 – Warsaw, NC
- TBA Snack I-85 Exit 139 – Burlington
- 6:00 PM Arrive at Hardin Park
361 Jefferson Road, Boone NC 28607

Contact Information:

Jessie Presnell (828) 266-3450
Wendy Lawrence (828) 773-4370
Meagan Lancaster (828) 231-1795
Grant Woltz (252) 425-0976
Hardin Park School (828) 264-8481
Sound to Sea (252) 247-7159

Declaration of Surplus Items - October 2018

Date Approved:

Blowing Rock

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>	<u>Reason</u>
200742	1	HP Compaq DC7900 Desktop		1	
	1	Dell Monitor		1	Doesn't work
	2		0	2	

Green Valley

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>	<u>Reason</u>
400108	1	Tennant Vacuum Sensor		1	Broken in pieces
401005	1	V-SMU 14" Vacuum Cleaner		1	Broken in pieces
	2		0	2	

Hardin Park

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>	<u>Reason</u>
500156	1	NEC NP400 Projector		1	Bad projector
500154	1	NEC NP400 Projector		1	Going bad
	2		0	2	

Mabel

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>	<u>Reason</u>
600057	1	HP Intel Probook Laptop		1	Very slow
	1		0	1	

Parkway

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>	<u>Reason</u>
700456	1	NEC NP400 Projector		1	Discolored image
700117	1	NEC NP400 XGA Projector		1	Power issues
700282	1	Earthwalk Charging Cart	1		
700589	1	HP Laserjet 4000n Printer		1	
	1	Sharp Educator Tape Recorder		1	
	5		1	4	

Valle Crucis

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>	<u>Reason</u>
31583	1	Lenovo N23 Chromebook Laptop		1	Vomited on
300094	1	HP Probook 4510S Laptop		1	Can't be updated
	2		0	2	

Watauga High School

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>	<u>Reason</u>
50303	1	Sony Digital Camcorder		1	Outdated
38940	1	Battery for Sony Camcorder		1	Outdated
	2		0	2	

Technology Department

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>	<u>Reason</u>
33494	1	Lenovo 300e Touch Chromebook		1	Sent for replacement
33428	1	Lenovo 300e Touch Chromebook		1	Sent for replacement
33587	1	Lenovo 300e Touch Chromebook		1	Sent for replacement
	3		0	3	

Transportation Department

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>	<u>Reason</u>
51338	1	Seon Mobile Bus Camera Trooper TL4		1	
51362	1	Seon Mobile Bus Camera Trooper TL4		1	
	2		0	2	



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

MEMORANDUM

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

FROM: Ly Marze, Finance Officer

DATE: October 8, 2018

RE: 2018-19 Budget Amendment #1

Attached is Budget Amendment #1 that changes totals in Watauga County Schools 2018-19 adopted budget.

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

<u>Fund</u>	<u>Adopted Budget</u>	<u>Amendments</u>	<u>Amended Budget</u>
Local Current Expense	\$ 13,880,455	\$ 0	\$ 13,880,455
State Public School	29,417,019	740,354	30,157,373
Federal Grants	2,084,731	0	2,084,731
School Nutrition	1,766,500	0	1,766,500
Extended Learning Centers	465,291	0	465,291
Capital Outlay	2,399,200	517,553	2,916,753
Special Revenue	610,784	0	610,784
 Total	 \$ 50,623,980	 \$ 1,257,907	 \$ 51,881,887

Watauga County Schools
BUDGET AMENDMENT #1
October 8, 2018

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

BA #1-1 Explanation:

This amendment is to budget 2017-18 carryover Capital Outlay projects.

Appropriations:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
4.5110.076.529.000.002	Carpet/Tile Replacements	9,204
4.5110.076.529.000.006	Fire Alarm Replacements	26,924
4.5110.076.529.000.034	Roof Repairs	167,000
4.6580.901.532.336.001	Sealant to Track	35,000
4.6580.903.551	Staff Vehicle Replacements	21,500
4.5110.901.529.067.336	House Project A 6/7	257,925
Total Appropriations		517,553

Revenues:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
4.3460.076	PSBCF - Lottery Funds	203,128
4.4110	Local - CIP Funds	56,500
4.4910.002	Restricted Fund Balance - Voc. Ed. House	257,925
Total Revenues		517,553

BA #1-2 Explanation:

This amendment is to budget state transfers and additional state allotment dollars as reflected in DPI revisions #1-12. Reductions are due to NCVPS transfers.

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
1.5110.001.121	Classroom Teachers	(45,665)
1.5110.003.162	Non-Instructional Support	(10,013)
1.5110.015.311	School Technology Fund	134,600
1.5350.016.121	Summer Reading Camp	48,299
1.5210.029.121	Behavioral Support	128,380
1.5850.039.149	SRO, Nurse, and Security Grants	210,898
1.5410.048.180	Test Result Bonus	10,765
1.5110.055.411	Watauga Innovative Academy	180,000
1.6550.056.165	Transportation	12,895
1.6400.073.311	School Connectivity	51,289
1.5110.085.462	Excellent Schools Act	18,906
Total Appropriations		740,354

Revenues:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
1.3100	State Allocation	740,354
Total Revenues		740,354



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CONTRACT FOR USE OF SCHOOL FACILITIES

This Contract entered into this day 8th day of October, 2018 by and between the Watauga County Board of Education (hereinafter referred to as the "Board") and Andy Eggers, West Eppley, Scott Prewitt and Stephen Poulos doing business as the Boone Roundball Classic (hereinafter referred to as the "Boone Roundball Classic").

For and in Consideration of the Mutual Covenants and Conditions Contained Herein the Parties Agree as Follows:

1. The Board agrees to allow the Boone Roundball Classic to use the gyms at Watauga High School, Parkway School, Green Valley School, Hardin Park School, Blowing Rock School, Valle Crucis School, Cove Creek School and Mabel School to hold a basketball tournament on March 15, 2019, March 16, 2019 and March 17, 2019. On March 15, 2019, the gyms may be used between the hours of 4:30 p.m. – 11:30 p.m. On March 16, 2019, the gyms may be used between the hours of 7:00 a.m. – 11:30 p.m. On March 17, 2019, the gyms may be used between the hours of 7:00 a.m. – 6:00 p.m. No other facilities at the schools may be used by the Boone Roundball Classic except the restroom facilities closest to the gyms.
2. For its use of the gyms for its basketball tournament, the Boone Roundball Classic agrees to pay each school \$650.00 (\$5,200.00 total). In addition, the Boone Roundball Classic agrees to pay each of the seven K-8 schools \$350.00 (\$2,450.00 total) for custodial services and to pay each school \$50.00 (\$400.00 total) for janitorial supplies. Per the fee schedule for the Community Use of Watauga High School Facilities, a custodian must be present during the event with the approved fee of \$45.00 per hour. The custodian at Watauga High School will record their hours worked toward the Boone Roundball Classic (minimum of 12 hours). These sums shall be paid on or before March 22, 2019. The names and contact information for the custodians will be provided to the BRC organizers by March 1, 2019.
3. The Boone Roundball Classic agrees to pay for three (3) security officers to be geographically shared among the eight (8) school locations for all times that the tournament is in session. These should be off duty Boone Police Department officers or off duty Watauga County Sheriff's deputies. The rate of payment for the two (2) officers serving the K-8 schools shall each be \$25.00 per hour. Per the fee schedule for the Community Use of Watauga High School Facilities, the approved fee for a security officer for Watauga High School is \$45.00 per hour. These sums shall be paid on or before March 22, 2019.
4. The Boone Roundball Classic will award 2 scholarships (1 male, 1 female) of \$500 each (total \$1,000) to Watauga High School seniors in May, 2019 (selection criteria attached).



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5. The Boone Roundball Classic will indemnify the Board and hold it harmless from and against all fines, penalties, claims, actions, demands, expenses and judgments for loss, damage or injury to property or person resulting or occurring by reason of the use or occupancy of the gyms by the Boone Roundball Classic (including the negligence and intentional acts of the Boone Roundball Classic's agents, contractors and employees). If the Board shall, without fault on its part, be made a party to any litigation or administrative action commenced by or against the Boone Roundball Classic or any of its members, the Boone Roundball Classic shall protect and hold the Board harmless and pay all costs, expenses and reasonable attorney fees incurred or paid by the Board in connection with such litigation.
6. The Boone Roundball Classic shall procure prior to its initial use of the gyms, at the sole cost and expense of the Boone Roundball Classic, general public liability insurance against claims for personal and bodily injury, death or property damage occurring upon, in or about the property of the Board with carriers and in amounts reasonably satisfactory to the Board (but not less than \$1,000,000.00 combined single body limit for bodily injury and property damage). The Watauga County Board of Education should be named as an insured party in the policy. The Boone Roundball Classic shall deposit the required policy (or certificates thereof) with the Board prior to the date of any use or occupancy of the aforesaid gyms.
7. The gyms and restroom facilities shall be left in a clean condition after the tournament and all the furniture or equipment moved by the Boone Roundball Classic shall be returned to its original location.
8. Smoking, the use or possession of alcoholic beverages and/or controlled substances, and the possession of weapons shall not be permitted on the Board property by the Boone Roundball Classic.
9. Agents or employees of the Boone Roundball Classic shall be present throughout all times that the gyms are being used by the Boone Roundball Classic and the Boone Roundball Classic shall secure the buildings after the use is over. The Boone Roundball Classic shall provide an adult (at least 21 years old) site supervisor for each site. The Boone Roundball Classic shall provide adult supervision for all activities at all times. The names and contact information for the site supervisors should be provided to Watauga County Schools by March 1, 2019.
10. No concessions shall be sold by or for the benefit of the Boone Roundball Classic. Any concessions shall be provided by organizations at the individual schools that are approved by the principal and all proceeds from the concessions shall be the property of the approved organization or the individual school. The names and contact information for the concessions organizers at each school will be provided to the BRC organizers by March 1, 2019.
11. Each of the members of the Boone Roundball Classic who are named above are jointly and severally liable hereunder.
12. The privilege for the use of school facilities granted hereby may be revoked at any time for failure to fully comply with all the terms of this contract, and/or for use of the school facilities in a manner that conflicts with purpose or values of the Watauga County Board of Education.



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IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS CONTRACT THE DAY AND YEAR FIRST ABOVE WRITTEN.

Watauga County Board of Education

By: _____

Andy Eggers

West Eppley

Scott Prewitt

Stephen Poulos



Watauga County Board of Education

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Boone Roundball Classic Student-Athlete Scholarship

Information and Guidelines

- Two scholarships will be awarded to Watauga High School seniors (1 male and 1 female).
- Each scholarship will be a \$500 award.
- Scholarships will be presented the last week of May at one of the senior events.
- Recipients would be identified the first two weeks of May.
- Selection guidelines: Student-athlete of high character and integrity, GPA at least 3.0, participant in school athletics at WHS, and has not currently received an athletic scholarship.
- Selection committee: Athletic Director, WHS counselor, WHS coaches

**Watauga County Schools
Beginning Teachers Program Plan**

1. Beginning Teacher Support Program Standards

In Watauga County Schools (hereafter WCS), we work to align our priorities for Beginning Teachers (hereafter BTs) to the North Carolina Beginning Teacher Support Program (hereafter BTSP) Standards. These include:

1. Standard 1: Systematic Support for High Quality Induction Programs
2. Standard 2: Mentor Selection, Development, and Support
3. Standard 3: Mentoring for Instructional Excellence
4. Standard 4: Beginning Teacher Professional Development
5. Standard 5: Formative Assessment of Candidates and Programs

2. Process for Identifying and Verifying all Beginning Teachers

Upon initial hiring, the Licensure Specialist reviews the teaching license of each new teacher to identify the beginning teachers in years 1, 2, and 3. A tracking document for beginning teachers is maintained and shared with the beginning teacher program coordinators. A tracking sheet for each school listing each teacher, their hire date, and their status (including all beginning teachers and their year in the process) is shared with the BT program coordinators and each school administrator. The Human Resources Director schedules an annual meeting with principals to correctly assign all evaluation types for teachers in the online evaluation program. This ensures beginning teachers are evaluated on the comprehensive evaluation cycle. Teachers are given their assignments in the areas of the license. In rare situations when it is a necessity to assign a teacher to an area not covered on their license, a plan is developed for the teacher to obtain the required license area. The Licensure Specialist assists teachers with the documentation and application process through NCDPI for adding licensure areas. The district follows the NCSBE requirements for all required licensure tests. Beginning Teacher data is collected for the State of the Teaching Profession report.

3. Orientation Process

WCS provides each Beginning Teacher with an orientation. We include the following items in our orientation per State Board of Education Policy:

- Our School System's goals, policies and procedures
- A description of available services and training opportunities
- A copy of the BTSP policy and the process for achieving a continuing license
- Required Working Conditions Guidelines, including their mentors being assigned early and in close proximity, that they have limited preparations, limited non-instructional duties, limited number of exceptional or difficult students, and no extracurricular assignments unless they request it in writing.
- NC Teacher Evaluation Process
- NC Standard Course of Study
- Local Curriculum Guides
- The safe and appropriate use of seclusion and restraint of students
- The State Board of Education's Mission and Goals

In addition, local topics that we include in orientation include employee benefits, school calendar, financial planning, and a bus tour of our community.

Participants are required to sign in at Orientation, so documentation can be kept of their attendance.

Orientation sessions are held throughout the school year to assist with varying start dates.

4. Mentor Assignments

In Watauga County Schools, current teachers who wish to serve as mentors fill out an application. Applications are reviewed by Principals and District Staff. Prospective mentors then attend the 12 hour training originally provided by the state. It is expected that all mentors are rated at least “proficient” level on NCEES using the most recent evaluation data from the past two years for those teachers, and that they have met expectations for growth in their subject area (if applicable). A master list of eligible teachers to serve as mentors is maintained and updated annually after reviewing the evaluation status of all teachers. The Beginning Teachers Coordinators then communicate with Principals to determine the best teacher to serve as mentor for each Beginning Teacher.

If a Principal determines the best teacher to serve the BT is in a different school building, we keep documentation of that request by the Principal and the approval of the mentor.

Mentor support guidelines follow Standard 2 of the Beginning Teacher Support Program Standards. To best support their mentees, mentors are provided with quarterly talking points to discuss with their Beginning Teacher. These include a wide range of topics, including lesson planning, observing the mentor teaching, classroom management, content, etc.

Mentors are asked to collaborate with other mentors across the district to provide professional development sessions for beginning teachers to attend. They are also asked to conference with the BT Coordinators at least once per year to receive support for mentoring. Mentor professional development is offered as funds allow to increase their knowledge and skills in mentoring.

5. Beginning Teacher Professional Development Plan Process

The process for creating a Professional Development Plan (hereafter PDP) is reviewed during the New Teacher Orientation session. During the first ten days of each school year, school administrators review the PDP process with all teachers including the timeline for completing the self-assessment and PDP as well as the applicable state board policies. Beginning teachers complete the online self-assessment. Goals for the PDP are identified through the self-assessment as well as alignment with the school improvement plan and district strategic plan. The mentor and school administrator meets with the teacher to review and modify PDP goals prior to completion of the initial professional development plan for the teacher. The beginning teacher, mentor, and school administrator sign off on the plan in the NCEES online system. Progress on the PDP is reviewed at the mid year conference. The signatures of the BT, Mentor and Principal will be used to document that process. The overall completion of the PDP is reviewed at the teacher’s summative evaluation conference before the end of the school year. Ongoing goals for the next school year as well as potential new goals are

discussed at the end of the year conference. The BT, Mentor, and Principal will sign off on the end of year review of the PDP.

In order to help beginning teachers grow in the profession, we will also partner with the NC New Teacher Support Program when funds are available.

6. Professional Development

Beginning Teachers are required to attend 3 Professional Development sessions of choice each year they participate in the WCS BT Program. Topics include Designing Effective Instruction, Classroom Management, Working with the Community, Differentiation, Personal and Professional Organization, etc. Each year, we seek input from the Beginning Teachers as to topics they would like to see as options for professional development. In addition, a half day Professional Development session is provided for BT-1's that addresses Classroom Management, Working with Parents, and Lesson Planning.

All Beginning Teachers are also expected to participate in their district-wide area and grade level meetings for content specific professional development, as well as school based professional development offerings. We encourage Beginning Teachers to attend outside conferences that pertain to their subject matter or their growth as a teacher.

7. Process for conducting observations and evaluations

Prior to the beginning of the school year, the HR director meets with principals to identify the appropriate evaluation cycle for each teacher. Beginning teachers are assigned the comprehensive evaluation cycle. Beginning teachers receive training on the evaluation process during orientation and again by the principal during the first two weeks of school. Principals establish a timeline for conducting observations which is shared with teachers. Three formal observations are conducted each school year by a school administrator. At least one of these observations is announced including a pre-conference. Each observation is at least 45 minutes in length. Two of these required observations will be conducted during the first semester and at least one of the three administrative observations will be completed by the principal. Each beginning teacher also has at least one peer observation by a teacher other than their mentor. All observations include a post conference which should be held within 2 weeks of the observation. All appropriate steps and online signatures are documented for each observation in the online evaluation system through NCEES. School administrators schedule summative evaluation conferences with each beginning teacher before the end of the school year. During this conference the summary ratings are completed and shared with the teacher. Areas of strength and opportunities for improvement are noted and used to begin developing the professional development plan for the upcoming school year.

8. Plan for participation and demonstration of proficiency in BTSP Monitoring

In WCS, the BTSP Coordinators are responsible for leading the effort for WCS to participate in the the BTSP Monitoring Process. Documentation will be kept by the Coordinators and by the HR Department in order to fully participate in the process. Watauga County Schools will be monitored in the 2020-2021 school year.

9. Plan for participation in the annual BTSP Peer Review Process

In Watauga County Schools, the BTSP Coordinators will both try to attend regional meetings so that they can fully participate in the BTSP Peer Review Process. If neither Coordinator can attend a meeting, they will work with the REF to review any missed material. Coordinators regularly work with other districts to share ideas and best practices for supporting Beginning Teachers. Evidences will be submitted by the BTSP Coordinators as part of the Peer Review Process.

10. Statement of how BT's Personnel Files are filed and secured

Upon initial hiring, a personnel file is created in the Human Resources department for each beginning teacher. Watauga County Schools Board Policy 7820 defines what is included in the personnel file, how items are added or removed, the information that is public, and who has access to the files. These files include items such as the initial application, a copy of the teaching license, the teacher's contract, personnel action forms, copies of evaluations, and other needed documentation. All files are kept locked in filing cabinets in the Human Resources Department and are accessible by the employee and persons identified in WCS Board Policy 7820 (Personnel Files).

11. Plan for a timely transfer of BT files to subsequent employing LEAs, charter schools, or non-public institutions within the state.

Upon the request of another LEA, charter school, or non-public institution in NC, the files for the beginning teacher are transferred. Files may be transferred electronically, faxed, mailed, or through the state courier system.

12. Local Board Plan Approval

This plan will be submitted to the Watauga County Schools Board of Education on October 8, 2018 for approval.

Watauga County Schools Board Of Education Chair

Date

Watauga County Schools Superintendent

Date

Watauga County Schools Beginning Teacher Program Coordinator

Date

Watauga County Schools Beginning Teacher Program Coordinator

Date

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 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>; *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>; 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.

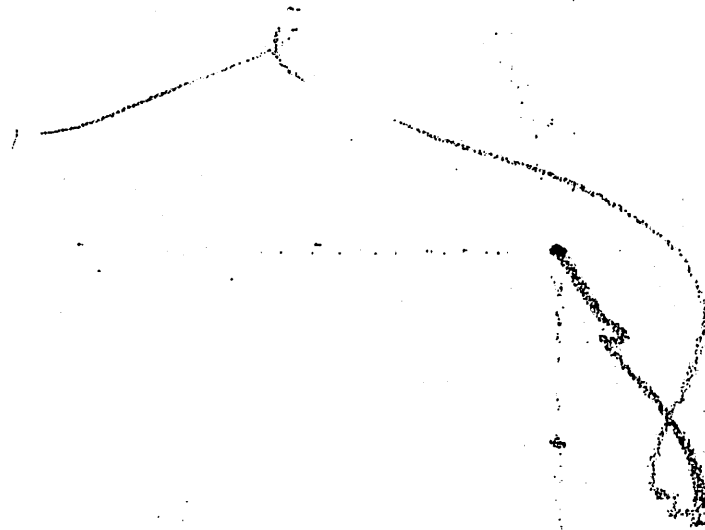
Legal References: 21 U.S.C. 812; 41 U.S.C. ~~704~~8101 *et seq.*; 21 C.F.R. 1300.01-.04 and 1308.11-~~1308.15~~; G.S. 20-138.2B; 90-89 to -94; 115C-36; *O'Connor v. Ortega*, 480 U.S. 709 (1987)

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
27 September 2018
3:45P WHS

Welcome

Review items discussed from 30 August meeting

Continue Discussion of Priorities including:

- 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

Consideration/consensus on 2 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, 18 Oct 3:45P WHS

Thursday, 15 Nov. 3:45P WHS (if needed)

Board Meeting Monday, 10 Dec 6P

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

July 2019						
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June 2020						
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28	29	30				

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- 17 11 Veteran's Day Holiday 27 Opt Day 28-29 Thanksgiving Holiday December- 15 20 Early Release Day (41/ 85 days) 24-26 Holiday 23, 27, 30-31 AL Student Days 180 Instructional Hours 1160 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- 17 25 Holiday 26 Last Day of 4 th quarter/ 2 nd Semester Ends (48/ 180 days) 27 Mandatory WD 28-29 Opt WD June- 0 1-4 Opt WD 5-8 AL Mand WD- 5 Holiday- 11 Opt WD- 9 ER Day- 5 AL- 10
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2019-2020 Calendar B Scenario **For Discussion Only**

July 2019							August 2019							September 2019							October 2019							
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2019-2020 Calendar C Scenario **For Discussion Only**

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November 2019							December 2019							January 2020							February 2020						
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March 2020							April 2020							May 2020							June 2020						
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2019-2020 Calendar D Scenario **For Discussion Only**

July 2019							August 2019							September 2019							October 2019							
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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
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17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
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March 2020							April 2020							May 2020							June 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
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15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
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29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
														31													

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 1st quarter (44 days)

24-25 Early Release

November- 17

11 Veteran's Day Holiday

27 Opt Day

28-29 Thanksgiving Holiday

December- 15

20 Early Release Day (41/ 85 days)

24-26 Holiday

23, 27, 30-31 AL

Student Days 180

Instructional Hours 1160 Hrs.

January- 21

1 Holiday

2 Students return

20 Holiday (MLK Day)

February-20

March- 22

9 End of 3rd quarter (47 days)

April- 20

10-13 Spring Holiday (2 Holidays)

May- 12

18 Last Day of 4th quarter/ 2nd Semester Ends (48/ 180 days)

19 Mandatory WD

20-29 Opt WD

June- 0

1-5, 8 AL

Mand WD- 5

Opt WD- 9

AL- 10

Holiday- 11

ER Day- 5

**WCS Calendar Committee
Meeting Minutes 9/27/2018**

Attendance: Dr. Wayne Eberle (Central Services), Bobby Jones (GV), Natasha Lyons (VC), Amy Warren (CC), Anne Sukow (Bethel), Michele Lee (Green Valley), Laurie Nixon (Watauga High), Dr. Chris Blanton (Watauga High), Charlena Townsend (Parkway), Sue Walker (BR), Amy Thomas (Mabel), Allison Hodge (Mabel), Lindsey Gough (CC)

Welcome

Dr. Eberle opened the meeting at 3:50pm with a welcome. The agenda for the meeting was reviewed.

The committee reviewed four different calendars that work within the guidelines we are required to follow per the state of North Carolina. Reminder that our task is to build a calendar that meets student needs first and other considerations after.

Dr. Eberle has submitted a request for calendar waiver for Watauga for the 2019-20 school year allowing for an August 19th start date.

Current Calendar Conversation: Please let us know if anyone in your school feels particularly passionate about how we will recover the missed day (Monday, September 17, 2018).

- Got a call from emergency maintenance to put out a call to open a shelter.
- Dr. Elliott decided to call an annual leave (take out the Saturday option) as we were unsure about the damage that Watauga County would get from Hurricane Florence and he wanted to keep employees off the roads as much as possible.
- We need to recover the day somehow.
 - If we want to make it up before the second semester happens is to make it up the day before Thanksgiving.
 - If this was used, it would be an early release.
 - If we make it up another day in the second semester:
 - Students would return a day early from winter break
 - Make Spring Break a four day week.
 - Take the day out of the end of the year and extend the year by a day.
 - None of the above options makes up the day in the first semester for students.
- Please get feedback from your school on where they would like to make that day up

Review items discussed from August 30 meeting

Continue Discussion of Priorities including:

- 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 shared via email from PKW and HP.
 - HP Feedback: do not start on a Monday, longer Christmas break, & full day off before Thanksgiving
 - Monday start date is done so that the state sees we are starting as early as they allow us so that they don't think we are not utilizing the early start date as well as shortening the first semester even more for the high school
 - Parkway Feedback (utilizing Google forms): majority liked it being an optional teacher workday before Thanksgiving, majority said that students should return on January 6th, 50/50 split on if Saturday schools are worth it, Memorial day being a protected Holiday.
- Four Calendars
 - Option A: White Calendar mimics this year
 - Option B: Goldenrod Calendar is similar but has a two day spring break (Friday before Easter and Monday after Easter)
 - Option C: Pink Calendar mimics this year BUT students return on January 2nd from the winter holiday break
 - Option D: Green Calendar is a combo 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 feels strongly (as a whole) against this calendar
- Discussion
 - Should we present B and C to staff to see if the full spring break is valued or coming back later from winter break?
 - Should we present Option A and Option C instead? Or Option A and B?
 - Trouble with that is we assume people would choose what they are comfortable with instead of the more "radical" change.
 - Spring Break talk
 - What about a slightly longer spring break? Good Friday (fully off or an early release?), Easter Monday, and MAYBE Easter Tuesday? Would push back the end of the school year
 - These days the Friday and the Monday before/after Easter) would be protected days and not touched unless there is an extreme emergency where as Easter Tuesday could be taken for inclement weather needs
 - What about early release on Good Friday and have off the Monday and Tuesday after Easter as the Spring Break
 - What is the priority for making up days?
 - We post make-up guidelines so there is no real priority for missed days on if we use a Saturday, take a day in Spring Break first or if we take days from the end of the school year.
 - We are maybe looking at that full week of Spring Break (if available) after we have already taken days from the end of the school year if we have extended as much as possible)
 - However, this is not always the case due to other factors (graduation, number of days missed, etc)

The committee will convene on October 18th and will review two additional calendars per continued conversation. What will become Calendar E will have an Early Release before Thanksgiving with a full week of Spring Break and what will become Calendar F will have an Opt WD before Thanksgiving, an Early Release on Good Friday and Easter Monday and the next Tuesday as AL.

The committee will review all six calendars and decide on two for a district vote.

Future Meetings

- October 18 (Thursday) at 3:45pm at WHS media center
- November 15 (Thursday) at 3:45pm at WHS media center (if needed)

The meeting adjourned at 5:03 pm

ECC Minutes-September 12, 2018

Members Present:

Bethel-Callie Jarman

Blowing Rock-Liz Tinchler, Mary Catherine Felts

Cove Creek-Hope Combs, Debbie Norris

Green Valley-Brynn Cleveland, Mitzi Ledford

Hardin Park-Adam Pyles, Olga Fairbanks, Kelly Pierce

Mabel-Gayle Oliver

Parkway-Char Chiarolanzio, Kelly Pettit, Hannah Clarke

Valle Crucis-Jennifer Stevens, David Shack

Physical Education-Donna Raichle

EC-Erin Selle

Principal-Preston Clarke

AIG-Natalie Willis

CTE-Chelsie Eldreth

CO-Meredith Jones and Tamara Stamey

- **Welcome and Introductions**
 - The group met one another and Tamara introduced the committee to the members.
- **Election of Committee Chair**
 - Adam Pyles was elected chair of the committee
- **State Ranking Data**
 - Tamara shared the state ranking data with the committee. Several places of celebration were noted, as well as some areas to grow in.
- **Homework Efficacy and Best Practice**
 - The group is going to look at some best practices in homework in order to better support the schools.
 - Members began the discussion by looking at the positives and concerns surrounding homework.
- **Continuity of Instruction on Snow Days**
 - The group will be gathering feedback about how to maintain continuity of instruction during snow days.
 - Members provided examples of how teachers are currently supporting students in having access to schoolwork when we are out of school.
- Adam Pyles adjourned the meeting at 4:33.

Next Meeting is November 14, 2018

Watauga County Schools
Personnel Advisory Committee Meeting Minutes
September 27, 2018

Welcome, Introductions

Madison Hollar (Cove Creek), Joni Horine (Hardin Park), Lisa Shaw (Hardin Park), Missy Searcy (Blowing Rock), Josh Roberts (Watauga High), Tonya McKinney (Mabel), Mitzi Ledford (Green Valley), Deanna Holaday (Parkway), Mary Ruth Hagaman (Valle Crucis), Karly Ingold (Bethel), Ron Henries (Board of Education), Jennifer Hendrix (Central Services), Christy Parker (Central Services), Dr. Stephen Martin (Central Services)

Committee Purpose and Guidelines

- Reviewed BOE Policy #1370 Board Committees which establishes the Personnel Advisory Committee (PAC) as a standing board committee.
- The PAC is a forum for sharing information that affects our employees. Specific school or personnel matters would not be appropriate topics for PAC. These issues can and should be shared with school principals or directors or Dr. Martin/Dr. Elliott.
- The PAC will serve as a way to foster communication between the district and schools
- The PAC is a venue to share "big" ideas.
- PAC will meet at least 3 times per year. A 4th meeting is scheduled in April and we will meet if needed at that time.

School Updates

Please note that we will begin each meeting sharing news, positive happenings, or upcoming events at each school. Representatives should bring 2-3 items to share to open each meeting.

- BOE - attended district school board meeting in Wilkes on 9/26. All 5 members of our BOE participated in 25+ hours of training in the last year - recipient of a "gold" award for 4th year in a row. This is the highest honor recognized for BOEs.
- Human Resources - Open Enrollment for the State Health Plan will start on 9/29/18. The school district enrollment has increased. Additional positions added this school year including SROs, school counselors, school nurses, and K-3 teachers to reduce class size.
- Bethel - Fall Festival is 11/3. 1st/3rd grades to Catawba Science Center next week. Focus this year is on the community as evidenced by recent PD with staff going out and learning about the Bethel community.
- Blowing Rock - Book Fair this week. 1st grade to apple orchard tomorrow. Veteran's Day play on 11/8 at 6pm. This year Blowing Rock has a full-time SRO, Lance Dotson. He is making a lot of contact with the kids and bringing community members to the school (ex. A recent classroom visit by the mayor). This position is funded by the Town of Blowing Rock
- Cove Creek - Fall Festival is 10/19. Solar panels are being installed soon after a successful fundraising initiative last year. The middle school team attended a retreat earlier this week focusing on Covey's 7 Habits and The Leader in Me. Implementing compassionate schools and PBIS.

- Green Valley - New furniture was purchased for the media center. Middle school students are participating in a reading challenge. Rehearsals for the musical have begun. Fall Festival will be on 10/5.
- Hardin Park - School retreat recently to Pigeon Forge for 16 teachers focusing on wellness and self-care. Fall Festival will be on 10/5 and the teachers recently held pep rallies to get the students enthused for the event. Compassionate schools project is in high gear. The faculty and staff recently participated in a poverty simulation facilitated by Dr. Holden (this is available free to any school staff - coordinate through Dr. Holden).
- Mabel - Fall Festival is on 10/5. Student-strong month focus is anti-bullying. K & 4th to zoo tomorrow.
- Parkway - Participating in compassionate schools. Faculty and staff have participated in a variety of trauma training. Established a mentoring program for students who have experienced trauma. Fall Festival is on 10/5. Teachers and students beginning to work on the musical.
- Valle Crucis - First volleyball win on Tuesday in 2 years. Read-a-thon raised almost \$3,500. Compassionate schools training recently held for faculty and staff. School focus on character education and PBIS.
- WHS - Second year of flex scheduling is resulting in improvement in student work.

District Updates

- Long-term capital plan has been developed including plans to upgrade all schools and eventually build two new schools. New entry ways (double vestibule) in schools to improve safety. Other enhanced safety measures includes an electronic ID system for visitors. Hiring updates - from April to September: 74 new employees hired, 45 internal transfers and 13 extended/re-employments.

Board of Education - Policy Review

Note - these are not new policies but existing policies with needed revisions. The policies have been provided with the regular updates from the NC School Board Association.

- **4015-7225 Discrimination, Harassment, and Bullying Complaint Procedure**
 - Legal references have been added
 - *Question: Have we looked at possible technology applications (smartphone) for reporting these issues? Is there a way to make it easier for students to report? Speak UP! app? Text line?* UPDATE: Dr. Elliott and Dr. Holden have been in contact with DPI officials regarding the Speak UP! Application. This is a statewide initiative which will eventually be implemented in all school districts. Currently, several districts in NC have been chosen to pilot the application. The closest district that is piloting Speak UP! is Avery County Schools.
- **4021-7230 Prohibition Against Discrimination, Harassment, and Bullying**
 - Page numbers need to be corrected
 - On page 8 - change the address to 175 Pioneer Trail, Boone, NC 28607. The district no longer has a PO Box.
- **7100 Recruitment and Selection of Personnel**

- *A question was asked about the internal employee transfer process?*
 - There is not a specific BOE policy that addresses internal employee transfers. This is a process/procedure that is handled through the HR department in conjunction with principals and directors. Some of the components include a transfer request form which can be found online (HR page on the WCS website). Current principal must sign the form and the form is submitted to the HR Director. Employees must work for at least 3 years in current location before requesting a transfer. Due to the number of late transfer requests, the district is considering a cutoff date in the summer for transfers to be submitted and accepted. All positions are advertised. It is best practice if a current employee requests a transfer that they also complete an online application.
- **7240 Drug-Free and Alcohol Free Workplace**
 - No questions or comments on this policy

State Health Plan - Open Enrollment

- Email about open enrollment will go out tomorrow (September 28) from Jennifer Hendrix
- Open enrollment window will be 9/29/18 - 10/31/18. Open Enrollment is handled by the NC State Health Plan / Benefits and there are no extensions to this deadline.
- Employees can complete enrollment online or on the phone (refer to email).
- All passwords will be reset to employee SSN by the afternoon of 9/28/18.
- No rate changes for employees; employer share has increased
 - Employer will pay \$518/month for employee insurance in 2019
 - 80/20 plan changes (medical & pharmacy will be combined)
- Encourage employees to complete the enrollment process - all employees have been moved to 70/30 plan by the NC State Health Plan. Employees must log-in to get the tobacco discount & change the plan! We need 100% of eligible employees to log-in and accept or decline coverage.

Classified Pay Scale Revisions

- Revision of classified pay scales over the last 2 years. Pay scales have been stagnant over time especially in the last 10 years since the economic downtown beginning in 2008. The last comprehensive salary study conducted by the district was in 2006. Revisions have simplified classified salary scales with the goal to help retain current employees and recruit future employees to the district. Maintenance, transportation, and technology were revised during the 2017-2018 school year. Revise salary scales for office staff have been implemented for the 2018-2019 school year and will be effective retroactively to July 1, 2018. We needed to wait until the BOE was able to approve the final budget which happened at the September BOE meeting. The district will continue to seek additional local funds to revise the salary scales for other classified employee groups such as custodians, child nutrition, and teacher assistants.

Other

- Question about military leave and return to work to their former position- when the employee returns from a Leave of Absence, they will be employed in a position within the district, not necessarily the exact position they left. Often, this is possible, but it may not always be the case depending on the staffing needs for the district.
- If employees have questions about their salary, they should contact HR and we will be happy to review their salary with them.
- Please help us recruit bus drivers - starting pay is \$15.07/hr. Each school has indicated they need drivers.
- The local supplement has remained the same for the last few years. We plan to have increases in the local supplement, but it is difficult with limited funding to increase both the local supplement while we make the needed revisions to the classified salary schedules.

Meeting Dates for 2018-2019:

September 27, 2018 (3:45-5:00pm) - CO Small Conference Room

November 29, 2018 (3:45-5:00pm) - CO Small Conference Room

February 21, 2019 (3:45-5:00pm) - CO Small Conference Room

*April 25, 2019 (3:45-5:00pm) - CO Small Conference Room - if needed

8 Oct 2018

- FIRST READ

• 4015/7225 DISCRIMINATION, HARASSMENT;
BULLYING COMPLAINT PROCEDURE

• 4021/7230 PROHIBITION AGAINST DISCRIMINATION
HARASSMENT & BULLYING

• 7100 RECRUITMENT & SELECTION OF
PERSONNEL

• 7240 DRUG-FREE & ALCOHOL-FREE
WORKPLACE