



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

June 11, 2018

5:30 P.M.

- | | | | |
|-------------|------------|---|---------------------------|
| 5:30 | 1. | CALL TO ORDER | Board Chair |
| 5:32 | 2. | CLOSED SESSION | |
| | | A. Approval of Minutes | |
| | | B. Reportable Offenses – N.C.G.S.115C-288(g) | |
| | | C. Student Records - N.C.G.S.143-318.11(a)(1) | |
| | | D. Personnel – N.C.G.S.143-318.11(a)(6) | |
| 6:00 | 3. | OPEN SESSION/WELCOME/MOMENT OF SILENCE | Board Chair |
| 6:03 | 4. | DISCUSSION AND ADJUSTMENT OF AGENDA | Board Chair |
| 6:06 | 5. | PUBLIC COMMENT | Board Chair |
| | | Note: Anyone who wishes to address the Board should sign the Public Comment Roster | |
| 6:08 | 6. | SUPERINTENDENT’S REPORT | Dr. Scott Elliott |
| 6:13 | 7. | PUBLIC RECOGNITION | |
| | | A. North Carolina Elementary Math Competition Winner | Ms. Natalie Willis |
| 6:17 | 8. | CONSENT AGENDA | |
| | | A. Approval of Minutes for 05/21/18 | Dr. Scott Elliott |
| | | B. School Nutrition bid approval | |
| | | C. Budget Amendment #8 | |
| | | D. Surplus Declaration Request | |
| | | E. High School Curriculum Committee roster approval | |
| | | F. Calendar Committee roster approval | |
| | | G. MTAC Committee roster approval | |
| | | H. Personnel Report | |
| 6:23 | 9. | TECHNOLOGY UPDATE | Ms. Nancy Zeiss |
| 6:43 | 10. | BUDGET UPDATE | Dr. Scott Elliott |

- 6:58 11. POLICIES: TECHNICAL CHANGES FOR APPROVAL** Dr. Wayne Eberle
- 3200 Selection of Instructional Materials
 - 3640/5130 Student Voter Registration and Preregistration
 - 4700 Student Records
 - 5030 Community Use of Facilities
 - 5071/7351 Electronically Stored Information Retention
 - 6220 Operation of School Nutrition Services
 - 6442 Vendor Lists
 - 9120 Bidding for Construction Work
- 7:05 12. POLICIES: SUBSTANTIVE CHANGES FOR FIRST READ** Dr. Wayne Eberle
- 3300 School Calendar and Time for Learning
 - 3450 Class Rankings
 - 4240/7312 Child Abuse Reports and Investigations
 - 6125 Administering Medicines to Students
- 7:20 13. POLICIES: SUBSTANTIVE CHANGES FOR SECOND READ** Dr. Wayne Eberle
- 3230/7330 Copyright Compliance
 - 3460 Graduation Requirements
 - 3530 Citizenship and Character Education
 - 4600 Student fees
- 7:30 14. BOARD OPERATIONS**
- 7:35 15. BOARD COMMENTS**
- 7:40 16. ADJOURNMENT**
- 17. MISCELLANEOUS INFORMATION**
- NCSBA Summer Conference June 18-22**
Summer Professional Development Workshops – All summer
Administrative Leadership Retreat – August 1-2
New Employee Orientation
Teacher Leadership Retreat – July 25-27



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TEL: (828) 264-7190
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DATE: May 21, 2018

PRESENT:

Ron Henries, Brenda Reese
Jay Fenwick, Jason K. Cornett, and
Gary Childers
Dr. Scott Elliott, Superintendent,
Dr. Stephen Martin, Asst.
Superintendent
Ms. Kelsey Marlett
Ms. Isabelle Trew

TIME: 5:30 p.m.

PLACE: Watauga High School Auditorium

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 N.C.G.S. 115C-288(g) Reportable Offenses, and N.C.G.S. 143-318.11(a)(1) Student Records

OPEN SESSION

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

DISCUSSION AND ADJUSTMENT OF AGENDA

Mr. Henries noted a change to move the break to follow the Public Recognition, item 7, instead of the Consent Agenda, item 8. Dr. Elliott noted that due to a presenter's inability to attend, Dr. Elliott would present the DAR award, item 6-I. A motion was made to approve the amended agenda was made by Jay Fenwick and seconded by Gary Childers. The vote to approve was unanimous.

SUPERINTENDENT'S REPORT

Dr. Elliott welcomed the Board members, student representatives, administrators, teachers, parents, special guests, and community members. He noted that there were many special guests whom he was grateful to welcome. He thanked Dr. Blanton and the WHS for making it possible.

He noted that this was not a typical board of education meeting as an unusually large number of students and staff members were present to recognize, and that the auditorium was a more comfortable space to make these presentations. He asked that everyone remain while all students and teachers were recognized.

He noted that the last day of school would be an early dismissal day on Friday, June 8, and that the graduates of Watauga High School and Watauga Innovation Academy would be celebrated at the Holmes Convocation center on Saturday, June 9 at 10 AM.

He noted that in many ways, it seemed only recently that we began the year with the solar eclipse, and recently celebrated teachers appreciation week.

He thanked all of the students, parents, teachers and staff members, board of education, and entire community for the hard work, excellence, and positive support for Watauga County Schools.

PUBLIC RECOGNITIONS

Dr. Scott Elliott recognized the significant contributions of Ms. Kelsey Marlett, graduating Board of Education Student Representative and presented her with a plaque. HE noted her maturity and dedication as a Student Representative and wished her well as she begins studies at Emerson College.

Nine school Teachers of the Year were recognized by Dr. Stephen Martin. They were:

McKinley Goodnight (4-year teacher), Terri Hodges (29-year teacher), Patti Hensley (27-year teacher), Heather Ward (6-year teacher), Sonya Blakeley (28-year teacher), Tonya McKinney (28-year teacher), Kristina Shableski (10-year teacher), Beaver Robinette (27-year teacher), and Olivia Haigler (6-year teacher.) Tonya McKinney was unable to be present due to weather.

Watauga County Teacher of the Year, Terri Hodges, will advance to evaluation for District 7 representation.

The National Board Certified Teachers were presented by Ms. Tamara Stamey. The teachers recognized were: Sumer Williams, Amanda Quillams, Jennifer Lacy, Robin Lowe, and Christy Welch. Amber Cooper and Amy Hiatt were unable to attend. She thanked the NBCT Academy within Watauga County School (WCS) consisting of Susan Suddreth, Robin Smith and Kim Dunnagen for their support of the teachers and the process.

Recognition of National Nurses Week and National School Nurse Day was made by Dr. Paul Holden. He recognized the Lead School Nurse, Ms. Shelly Klutz, who spoke about the role and duties performed by the current school nurses: Ms. Susan Milhaupt, and Ms. Kristin Davis, as well as Amanda Combs and Ashley Greene who were unable to attend. Ms. Klutz further recognized students who had achievements in the Health Occupations Students of America: Aliyah Albadri, Kaitlyn Farthing, who were awarded a plaque for the most blood units collected by a high school in North Carolina. Courtney Gragg, Kloie Greene, national competitors, Carsyn Howarth, and Madelyn Norris.

Lt. Colonel Harper recognized the WHS Competitive teams of JROTC consisting of: Capt Noah Pearson, 1stSgt Joey Watson, MSgt Christian Richardson, SSgt Miguel Ruiz, SSgt Isaac Styles, Sgt Dominick Hammac, Sgt Isaac Maling, Cpl Alyssa Clark, LCpl Devan Odum, LCpl Shaylan McGuire, and LCpl Nailea Fuentes (some of whom were unable to attend) for their achievement as first place winners in the Appalachian Regional JROTC competition. This was the second overall championship that the team has won this year.

Ms. Olivia Watson recognized winners from the Watauga High Chapter of Distributive Education Clubs of America, who were: Peyton Cline, Barrett Conner, Bailey Dalton, Chloe Garwood, Holly Greene, Cheney Hester, Mary Lovins, Maggie Milhaupt, Siena Ritter, Marshal Roten, Sierra Rusher, Mary Louise Sprague and Bailey Whitehead-Price. She noted the service, community events, and fund-raising opportunities they had experienced, as well as 13 students experience at the IGNITE worldwide conference in Atlanta.

Dr. Don Presnell presented the joint venture of BREMCO and Watauga Education Foundation, Price-Deverick Scholarship professional development award winners, Barbara Linnville, Dacia Trethewey, Sumer Williams, Heather Ward, and Maria Nash, Meagan Johnson (unable to attend), awards pursuant to additional education.

The Kate Swift-Reese Scholarship from the Watauga Education Foundation was presented by Ms. Wendy Jessen to Miss Heather Miller who will be attending Lenoir-Rhyne University in the fall of 2018.

Mr. Derrick Jones was presented the North Carolina DAR Outstanding Teacher of the Year award by Dr. Scott Elliott on behalf of Ms. Jill Privott, Regent of the Daniel Boone Chapter of the Daughters of the American Revolution. Mr. Jones received the local Outstanding Teacher of the Year award and the award for the State Outstanding Teacher of the Year award for North Carolina.

The North Carolina Exemplary French Program was awarded to Ms. Heather Tedder by Ms. Carmen Scoggins. Watauga High is one of only five in the country to receive this distinction. She has grown and expanded the French program over the past years. Next year, she will serve as the North Carolina President of the American Association of Teachers of French.

Dr. Chris Blanton presented the North Carolina Theatre Conference (NCTC) Theatre Teachers of the Year award to Ms. Sarah Miller and Mr. Zach Walker.

Mr. Ike Smith noted that all of the WCS district teams had represented Watauga County Schools well in regional and state competitions for Battle of the Books (BOB). Jennifer Brown and Mitzi London recognized the WCS Elementary Regional 2nd place team from Green Valley School, Middle School BOB district and regional winners: Grace Floyd, Iyla Freed, Kyleigh Hogan, Ava Larned, Laurel Mortensen, Hadley Woods. State 3rd place winners from Parkway School were introduced by Owen Gray: Olivia Beasley, Olivia Burroughs, Grayson Elliott, Amelie Fawson, Sadie Hughett, Lucy Miller, Lauren Patterson, Isabella Sibaja. Second place High School BOB participants were also introduced: Ms. Rebecca Ungerer, WHS Media Specialist introduced the team, some of whom were not present: Aliyia Albajeri, Laken Blankenship, Matthew Critcher, Ilias Figlow, Lily Young Fritchie, Josiah Isaacs, and Valerie Kitchell.

Mr. Smith introduced several teachers who recognized student winners in various academic competitions. Jacob Beach introduced the middle school Mock Trial team: Shelby Barker, Abby Graham, Riley Hollars, Kyle Hollars, Fayla Martin, Diane McGlamery, Elijah Scott, Miriam Spaulding, Aubry Spaulding, Brelyn Sturgill. Ella Ugenti and Isaiah Watson

The members of Mabel School BETA Club who will compete in Nationals this summer were introduced by Christy Welch: Madison Welch, Kyle Hollars, Fayla Martin, Julie Ward, Madison Welch, Ms. Natalie Willis recognized Sam Copenhaver, Ninth place at the NC State Geography Bee.

Math Counts local winners and competition participants at the state competition NCSSM were announced by Ms. Eve Parsons and Ms. Natalie Willis: Carson Farley, Isabella Sibaja, Riley Warmuth, and Sam Copenhaver

Mr. Ike Smith introduced state level Math competitors: Gwendolyn Anderson (HP), Joseph Miller (GV)

Mr. Natalie Willis introduced the Parkway competition team ASU Elevating Math who were 1st place winners: Lauren Patterson, Olivia Burroughs, Oliver Johnston, Raelin Nolan, Miles Page

Mr. Rob Smith introduced Blowing Rock School's 3D Printing team, the GOATS: Alex Barr, Sam Brandon, Gillian McCallister, and Janie Soucek who created a catapult for their competition.

Mr Ike Smith recognized Sarah Kitchel, a Valle Crucis student who competed in the state Science and Engineering Fair with a project entitled "How water fuels the World." She received the title of Exemplary Project in the regional and state competitions. In the Math Fair she presented "What Causes Hunger in my State?" Both projects investigated many data sets to arrive at her conclusion.

Mr. Smith thanked the parents who support their students in these competitions, and also thanked Candice Trexler for her support and organization of the County Battle of the Books program.

Ms. Laura Turner, Watauga Director of GEARUP, a college access grant funded through ASU. stated that the program sponsored various groups of students who received awards at their competitions. Ms. Turner introduced the teacher-sponsors at their various schools, Ms. McAulay, Ms Sherman, Ms. Adrian

Stumb, and Ms. Williams who recognized their students. The students were: Valeria Bower, Cameron Fletcher, Kaylee Johnson, Sullivan McAulay, Noah Styles, Donovan Sherman, Sarah Greene, Tate Ward, Chloe McClure, Amber Hamby, Hannah Millsaps, Emily Perez, Jake Hawkins, Riley Underwood, and Kyle Hollars who participated in ASU Pitch Competitions (and entrepreneurial project like "Shark Tank") and Google Gravity Games (like "Soap Box Derby").

The Watauga High Future Farmers of America (FFA) winners were presented by Ms. Olivia Haigler. They were: Josiah Isaacs, Laramie Ward, Max Hagaman, Cooper Hagaman, Bethany Hicks, Grady Isaacs, Sadie LaPointe, Shelby Watson, Lisandra Mejia, Elizabeth Ward, Sydney Ward, and Robyn Langdon FFA Competitions provide career development, leadership, and personal growth experiences. The team garnered 65 awards at the regional rally. They placed in the top three of each of 22 Career Development Events (CDEs) in which they participated. The Team placed 3rd in state in Farm Business Management, Lisandra Mejia won a full scholarship to attend the summer event in Washington, D.C. There were many 1st place state winners who will advance to the National competition in Indianapolis. Max Hagaman was the President of the Region, Sadie LaPointe, and Lisandra Mejia were officers in the region. Ms. Haigler thanked the parents, and the Board of Education for their support of the program.

Mr. Josh Ogle recognized Adam Kallestad who was selected as first chair alto saxophone for the North Carolina All State 9-10 Honor's Band.

Mr. Zack Walker recognized the WHS Playmakers for their achievement of Festival Spirit Award, Outstanding Achievement in Ensemble Acting, The Distinguished Play Judges Choice award and many other individual awards at the Regional NCTC Festival. They advanced to the State level where they achieved their 34th Superior rating. Eve Sigmon won an \$85,000 scholarship to Greensboro College. Playmakers is filled with students who excel at their craft and have received abundant recognition. Playmakers are: Zoa Archer, Brooke Ashcraft, Spencer Ball, Emma Bednar, Norma Behrend-Martinez, Andrew Brown, Alley DiBella, John Furman, Alice Knight, Hope Langston, Madi Marlowe, Kelsey Marlett, Sammy Osmond, Garland Schumann, Audrey Smith, Sage Souza, Calimae Vesty, Jacob Williams, Katelyn Woolard, Elizabeth Copenhaver, and Eve Sigmon.

The Skills USA Award winners were announced by Director of Watauga Innovation Academy, Ms. Tierra Stark. They were: Cameron Sterling, Corwin Temple, Alex Winebarger, Owen Miller, Mason Barnes, Ben Broce, Luke Doty, Lena Westwood, Cole Ardoin, Catie Phillips, Hannah Trefz, Ben Broce, William Hampton, David Souto, Florence Wilson, and Corwin Temple. They are involved in Automotive Education, and Culinary Education. Crystal Cornett won the state Automotive competition last year, 3rd this year (the first female to do so) and received 16th in the national competition, receiving over \$20,000 in scholarships. James Moretz, 2nd in State Diesel Technology \$17,500 in scholarships, John Moretz, John Norris, and Trenton Winebarger also had significant achievements. Many significant achievements were also recognized for Technology Student Association students in both Regional and State competitions. Two students, Catherine Phillips, and Lena Westwood will compete at the National level this summer.

Ms. Allyson McFalls recognized the Middle School State Science Fair Participants who received many state Science Fair awards: Iris Westerman, Hayleigh Nunes, Collin Anderson, Micah Duvall, Thomas Lehman, Sam Nixon, and Grant Troyer.

Mr. Jerry Moretz presented Ms. Valerie Kitchell as the 2nd place Math Regional Competition and Honorable Mention at the state level competition for her project, "The Statistics of Crime in Investigations".

Following a short break, the meeting resumed at 7:55.

CONSENT AGENDA

Jason Cornett moved to approve the items A-H on the consent agenda as presented which was seconded by Jay Fenwick. The vote to approve was unanimous.

PUBLIC COMMENT

Mr. David Grig spoke his disappointment with his and his student's experience with Watauga County Schools. He shared his concerns with North Carolina's plan to add additional Psychologists and Counselors in the school system.

WIA/CTE LOCAL PLAN

Ms. Tierra Stark presented the "Local Plan" which highlighted the successes of the CTE program. The program is ranked third in the NW and 2nd in the Affinity group. 94.7% of CTE Concentrators passed their skill assessments aligned to industry standards. 99.2% of students have a positive outcome, which means they are pursuing additional education, a career in military service, or have employment placement. 99% of the students graduated with their cohort. Thirty-one will pursue a four-year degree and 34 are pursuing a Community College degree.

STUDENT'S REPORT

Ms. Kelsey Marlett and Ms. Isabelle Trew presented the results of their tours of the K-8 schools and their meetings with student leadership in these schools. They shared several quotes from students about the positive experiences they had had, their concerns and their wishes for change, such as having study hall, more hands on learning, and more outside experiences. The student representatives expressed their desire for more access to mental health support and shared concerns that the dress code was biased against females. They shared that middle school students had apprehension over entering high school and had concerns that they might not be prepared. Both students felt that the programs to help with the transition and familiarity with the high school would be very beneficial for the K-8 students.

POLICIES: TECHNICAL CHANGES FOR APPROVAL

3000	Goals and Objectives of the Educational Program
3100	Curriculum Development
3220	Technology in the Educational Program
4155	Assignment to Classes
6340	Transportation Services/Vehicle Contracts
6520	Use of Equipment, Materials and Supplies
7335	Employee Use of Social Media

Dr. Wayne Eberle presented the policies that contained only technical changes. Brenda Reese moved that the technical changes be approved. The motion was seconded by Jay Fenwick. Following a vote, the policies were unanimously approved.

POLICIES: SUBSTANTIVE CHANGES FOR FIRST READ

3230/7330	Copyright Compliance
3460	Graduation Requirements
3530	Citizenship and Character Education
4600	Student Fees
4316 - R	Student Dress Code Procedures

Brenda Reese moved to approve 4316-R on first read, Jay Fenwick seconded the motion. Following discussion and a vote, the policy was unanimously approved on first read.

Discussion ensued regarding commas, punctuation, and inclusions of "or"s in several policies. Dr. Eberle made notes for second read.

POLICIES: SUBSTANTIVE CHANGES FOR SECOND READ

4040/7310	Staff-Student Relations
7130	Licensure
7240	Drug-Free and Alcohol-Free Workplace
7510	Leave

Dr. Eberle noted that these policies were brought to the Board without changes from first read. Gary Childers moved that the policies be approved, which was seconded by Jason Cornett. Following a vote, the policies were unanimously approved.

BOARD OPERATIONS

Dr. Elliott suggested that during the Summer Conference, Board members could be thinking about any other way to handle policy revisions and approval to improve efficiency of that process

BOARD COMMENTS

Clint Reese, Andy Reese's brother initiated the Kate Swift Reese Scholarship. Ms. Reese noted that his mother recently passed away.

Ms. Reese issued an invitation was issued to join a golf tournament on to benefit a local Educational Sorority.

Dr. Childers stated that Watauga Education Foundation had been doing good work representing the students and teachers of the county and supporting them through recognition, scholarships and the grant program.

Mr. Henries said that he wanted to thank Ms. Kelsey Marlett once again for her significant contributions to the Board meetings during the last two years. She responded with her thanks for the experience of serving. He felt that other districts who did not have student representatives were missing valuable input and representation of the student point-of-view.

ADJOURNMENT

A motion to adjourn Open Session was made by Jason Cornett, and seconded by Jay Fenwick. The vote to adjourn was unanimous at 8:57 PM.

R. Ivan Henries, Board Chair

Dr. Scott Elliott, Superintendent



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June 11, 2018

Personal Pizza Products New Proposal Award

Sealed proposals for personal pizza products were received and opened on May 30, 2018 at 1:00pm. This proposal was written for the pizza program at Watauga High School and will replace the current delivery pizza program.

Proposal packets were requested from Schwan's Food Service, S.A. Piazza, LLC (Wild Mike's Ultimate Pizza) and Bull's Eye Brands, Inc. (Smart Mouth Pizza). Bull's Eye Brands, Inc. (Smart Mouth Pizza) was the only potential vendor who returned a proposal packet. Both Schwan's Food Service and S.A. Piazza (Wild Mike's Ultimate Pizza) sent letters of "decline to propose" on the products requested.

After full review and analysis of the proposal documents presented by Bull's Eye Brands, Inc., the preliminary proposal award was granted to Bull's Eye Brands, Inc.. Final proposal award is recommended to Bull's Eye Brands, Inc. (Smart Mouth Pizza) based on completion of the proposal packet documents and the decline to propose by other potential vendors.

The Smart Mouth Pizza program is a component pizza product that will be baked fresh daily, just prior to each lunch service, in the Watauga High School cafeteria. Cafeteria employees at WHS have visited neighboring Ashe County High School and feel confident in the product and the process. We are looking forward to offering fresh baked, top quality pizzas to our students each day beginning next school year.

Attached is the official proposal spreadsheet from Bull's Eye Brands, Inc. (Smart Mouth Pizza).

Thank you,

Monica C. Bolick
Director of School Nutrition

**Official Proposal Spreadsheet
2018/2019 Personal Pizza Products
Watauga County Schools**

Product Description	Estimated Usage	Vendor Units Per Case	Case Cost	Unit Cost	Total Price Based on Estimated Usage
PERSONAL PAN PIZZA CRUST , Whole Grain rich, minimum 3 OEG grain contribution, proof-ready (raw), not par baked	25,000 Each	180	\$88.20	\$0.49	\$12,250
PIZZA SAUCE , shelf stable pouches, U.S. Grade A, ready to serve	25,000 Servings	6/106 oz	\$35.33	\$0.0278	\$695
100% MOZZARELLA CHEESE , low-moisture, shredded, part-skim, frozen	25,000 Servings	301b	\$78.00	\$0.2438	\$6,095
PEPPERONI , thin-sliced, fully cooked, frozen, pork and beef, no fillers or extenders	8,500 Servings	2/12.5 lb	\$74.00	\$0.0463	\$393.55
ITALIAN SAUSAGE PIZZA TOPPING , crumbles, fully cooked, pork, no fillers or extenders	6,000 Servings	4/51b	\$45.00	\$0.1406	\$843.60
PERSONAL PIZZA BOX , printed with brand logo, pre-assembled clam shell style, fluted cardboard or corrugated, stackable	25,000 Each	250	\$41.23	\$0.1649	\$4,122.50

Specifications for all Items:

- All items and flavors proposed must meet the USDA National School Lunch Program meal requirements.
- Assembled pizza must be able to be baked, in deep dish pans, on a conveyor oven

Tom Williamson
Signature

06/01/2018
Date

Bull's Eye Brands, Inc. - dba Smart Mouth Foods
Company



S.A. Piazza

& Associates, LLC.
THE PIZZA EXPERTS

PO Box 1603 • 15815 S.E. Piazza Avenue • Clackamas, OR 97015
p 503 657-3123 • f 503 657-1784



5-22-18

RE: Watauga County Schools RFP - Personal Pizza Products

Dear Watauga County Schools,
Please be advised that at this time, S.A. Piazza (Wild Mike's Pizza) does not offer our 5" crust for separate product sells so we respectfully decline to bid on this current opportunity.

Please feel free to reach out to us in the future if any other bidding opportunities arise!

Sincerely,

Mike Piazza



Monica Bolick <bolickm@wataugaschools.org>

No Bid Statement -- WSC-2018-2019

1 message

Karol Jacobson <Karol.Jacobson@schwans.com>

To: "bolickm@wataugaschools.org" <bolickm@wataugaschools.org>

Tue, May 22, 2018 at 10:17 AM

Cc: Karol Jacobson <Karol.Jacobson@schwans.com>, Jim Stahl <Jim.Stahl@schwans.com>

Schwan's Food Service, Inc. does not offer the product or service requested in this WCS-2018-2018 Personal Pizza Products bid opportunity.

We ask that you do not remove us from your vendor list. In the future can you please add sfsibids@schwans.com to any bid notifications.

We appreciate the opportunity to continue our business partnership and look forward to assisting you with all of your food service needs.

We do have the below two full topped pizza available if you would be interested. Please contact our Regional Sales Manager Jim Stahl. He can be reached at 704-701-7262.

72580	TONY'S® Deep Dish 5" 51% WG Low Sodium Cheese/Cheese Sub Cheese Pizza
72581	TONY'S® Deep Dish 5" 51% WG Low Sodium Cheese/Cheese Sub Pepperoni Pizza

Thanks!

Karol Jacobson

Schwan's Food Service, Inc.

K-12 Pricing Analyst

☎Phone: 800-533-5290 x77510

☎Fax: 507-537-5219

✉karol.jacobson@schwans.com

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June 11, 2018

NC Procurement Alliance Distributor Bid – Groceries & Supplies

Sealed bids for the NC Procurement Alliance Distributor bid were received and opened by the Mountain Purchasing Cooperative on May 9, 2018. The purchasing cooperative consists of Alleghany, Ashe, Avery and Watauga Counties, who are all participants in the NC Purchasing Alliance.

Bid packets were requested from Sysco-Charlotte, US Foods-Ft. Mill, Gordon Foodservice and Dan Valley Foods. Both Sysco-Charlotte and US Foods-Ft Mill returned bid packets. Gordon Foodservice declined to bid and there was no response from Dan Valley Foods.

Attached is the preliminary bid award letter including bottom line totals from all bids after analysis and corrections.

Additionally, you will find attached, a letter from US Foods-Ft. Mill declining the supplies and produce bids, as well as an acceptance letter from Sysco-Charlotte accepting the alternate award for supplies.

US Food-Ft. Mill was the only bid received for Produce items. With their decline to deliver, the produce bid was re-issued as a local bid on May 24, 2018 and will be awarded separately from the NC Procurement Alliance bid.

It is the recommendation of the Mountain Purchasing Cooperative to award the grocery and supplies distributor bid to Sysco-Charlotte. We have not done business with Sysco-Charlotte in many years and look forward to this new opportunity for the 2018/19 school year.

Thank you,

Monica C. Bolick
Director of School Nutrition



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TEL: (828) 264-7190
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To: Sysco – Charlotte, US Foods – Ft. Mill, Gordon Food Service, DVF Foods

From: Monica C. Bolick, School Nutrition Director

Date: May 23, 2018

The bid award information provided below shows, as required, corrected Bottom Line Totals for BID LOTS 1, 3 and 4 received for the Mountain Purchasing Cooperative (Alleghany, Ashe, Avery and Watauga County Schools) on May 9, 2018 at the NCPA bid opening held at the McKinnon Center in Raleigh. Our staff has reviewed all distributor bid documents and spreadsheets. Below are the corrected Bottom Line Totals for each LOT bid after review and corrections made to bid spreadsheets due to pack size conversion, extension or rounding errors, etc. found on the original bid prepared by the Distributor. Distributors were made aware of bid errors via e-mail prior to this memo. The NCPA Board of Directors has completed the Distributor Pre-Award Audit and there were no price changes reported.

The Bid Award recommendations to our local Board of Education for each LOT are shown below.

<u>ALLIANCE LOT</u>				<u>RECOMMENDED AWARD</u>
LOT 1 – GROCERIES:	SYSKO	USFS	GORDON	
May 9, 2018	\$1,102,630.86	\$1,189,926.64	NO BID	Preliminary Low Bid - Sysco
May 14, 2018	\$1,104,659.66	\$1,153,827.19	NO BID	Recommended Award - Sysco
LOT 3 – SUPPLIES	SYSKO	USFS	GORDON	
May 9, 2018	\$152,707.38	\$138,728.30	NO BID	Preliminary Low – US Food-Ft. Mill
May 14, 2018	\$152,707.38	\$138, 728.30	NO BID	Recommended Award –US Food-Ft. Mill
LOT 4 - PRODUCE	SYSKO	USFS	GORDON	
May 9, 2018	NO BID	\$140,999.65	NO BID	Preliminary Low – US Food-Ft. Mill
May 14, 2018	NO BID	\$141,802.15	NO BID	Recommended Award – US Food-Ft. Mill



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VENDOR DECLINE OF AWARD

Vendors not awarded LOT 1 have **FIVE DAYS** from today's date to officially decline, in writing, the LOT award. IFB-Contract:

- 13.9 DISTRIBUTOR OPTION TO DECLINE:** The Distributor awarded the Contract has the option to decline award of other LOT(S) provided the submitted Bid but was not awarded LOT 1. Bidders of Optional LOT(S) 1A, LOT 2, LOT 3, and LOT 4 AND LOT 6 have the option to decline the award if the bidder deems the number of line items awarded insufficient. Any award declined by a Distributor will be awarded to the qualified Distributor with next lowest price. If the first Distributor awarded the Contract chooses to decline the award, the Distributor is required to provide a written request of relief to the School District within five (5) working days after the Preliminary (*Recommended*) Bid Award Letter is received from the School District.

PROTEST PROCEDURE

Protests of awards exceeding \$10,000 in value must be submitted to the Mountain Purchasing Cooperative. Protests must be received within 15 calendar days from the date of the Preliminary (*Recommended*) Bid Award Letter and provide specific written supporting documentation for the protest. Protests should be made to the Mountain Purchasing Cooperative with a copy of the letter and supporting documentation.

- 13.22 PROTEST PROCEDURE:** Protests by the Distributor must be submitted in writing, with supporting documentation, to the issuing School District or Co-Op within five working days after bid award. Protests should be made to the School District with a copy of the protest letter is to be provided to the NCPA Consultant: mary.sitton@dpi.nc.gov

Once all districts within the Mountain Purchasing Cooperative have gained Board of Education approval, you will receive a signed copy of the 2018 -2019 Bid Certification & Agreement by mail. Additionally, you will be sent a signed copy of the 2018 -2019 NCDA – Food Distribution Storage Agreement Letter as soon as we receive it from the NCDA & CS – Food Distribution office.

Please note, per the IFB/Contract, receipt of a Purchase Order from each school district will be the final and official notification of bid award.

If you have any questions, contact me at (828) 263-1718.



May 23, 2018

Watauga County Schools / Mtn. Co-op
Monica Bolick
175 Pioneer Trail
Boone, NC 28607

Thank you for allowing us to bid on your foodservice business with the Mountain Co-op. Since US Foods was not awarded the Lot 1 Food contract, we find that we will be unable to ship you Lot 3- Supplies and Lot 4- Produce for August 2018-July 2019.

Again, thank you for the opportunity of bidding on your program and we look forward to working with you in the future.

Sincerely,

Casey Reynolds
Bid Sales Manager

6/4/2018

Watauga County Schools Mail - RE: Mountain Purchasing Cooperative Preliminary Award Letter - Lots 1, 3, 4



Monica Bolick <bolickm@wataugaschools.org>

RE: Mountain Purchasing Cooperative Preliminary Award Letter - Lots 1, 3, 4

1 message

Johnson, Scott P 048 <Johnson.Scott@cha.sysco.com>

Wed, May 23, 2018 at 2:59 PM

To: Monica Bolick <bolickm@wataugaschools.org>, "Joines, Lisa 048" <Joines.Lisa@cha.sysco.com>

Cc: Tammy Woodie <tammywoodie@averyschools.net>, Penny Walker <walkerpenny@allegghany.k12.nc.us>, Martha Turner <martha.turner@ashe.k12.nc.us>

Ms. Bolick,

Thank you. We look forward to servicing you in the coming years. We will be happy to work with you on your produce needs.

Regards,

Scott P Johnson

Contract Sales Lead

Sysco Charlotte, LLC

T 704.723.6010

F 704.723.6099

C 252.671.0220



From: Monica Bolick [mailto:bolickm@wataugaschools.org]

Sent: Wednesday, May 23, 2018 2:39 PM

To: Joines, Lisa 048 <Joines.Lisa@cha.sysco.com>; Johnson, Scott P 048 <Johnson.Scott@cha.sysco.com>

Cc: Tammy Woodie <tammywoodie@averyschools.net>; Penny Walker <walkerpenny@allegghany.k12.nc.us>; Martha Turner <martha.turner@ashe.k12.nc.us>

Subject: Fwd: Mountain Purchasing Cooperative Preliminary Award Letter - Lots 1, 3, 4

[External Email]

Good afternoon,

The Mountain Purchasing Cooperative received written confirmation from US Foods-Ft. Mill that they **DECLINE** the bid for Lot 3 - Supplies. With their decision, Sysco - Charlotte, being the second lowest bidder, will be recommended as the Distributor for this lot in addition to Lot 1- Groceries.

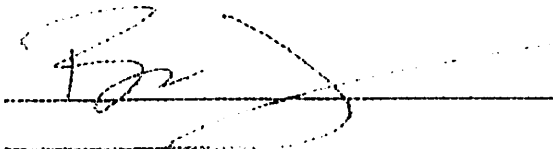
US Foods-Ft. Mill also declined the Lot 3-Produce bid. We will begin work to issue a new bid on those items later this week.

Please let me know if you have questions or need additional information.

<https://mail.google.com/mail/u/0?ik=7d3f798dd1&view=pt&search=all&permthid=thread-a%3A6014291129311869372%7Cmsg-f%3A1601282495251580096&sim>

ATTACHMENT K

Thank you for the opportunity, but our company declines to bid for 2018-2019.



5/9/18

Distributor Signature

Bob James

Date

Program Sales Director

Printed Name

Title

Gordon Food Service



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

June 11, 2018

Fresh Produce Bid

Sealed bids for the delivery of Fresh Produce were received and opened by the Mountain Purchasing Cooperative on June 6, 2018. The purchasing cooperative consists of Alleghany, Ashe, Avery and Watauga Counties.

Bid packets were requested from Sysco-Charlotte, Dan Valley Foods, Foster-Caviness Produce, Lettuce Produce and R&H Produce. Sysco-Charlotte was the only distributor who returned a bid packet.

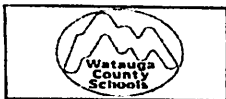
Attached is the preliminary bid award letter including bottom line totals from the Sysco bid, after analysis and corrections.

It is the recommendation of the Mountain Purchasing Cooperative to award the Fresh Produce bid to Sysco-Charlotte. Sysco-Charlotte has also been recommended for award of the groceries and supplies NC Procurement Alliance Distributor bid. Having all three product lines with one distributor will hopefully ease the order and delivery process for the schools.

We have not done business with Sysco-Charlotte in many years and look forward to this new opportunity for the 2018/19 school year.

Thank you,

Monica C. Bolick
Director of School Nutrition



Monica Bolick <bolickm@wataugaschools.org>

Mountain Purchasing Cooperative Preliminary Produce Bid Award

1 message

Tammy Woodie <tammywoodie@averyschools.net>

Wed, Jun 6, 2018 at 11:02 AM

To: johnson.scott@cha.sysco.com, courtney.collins@dvffoods.com, plieb@foster-caviness.com, Danny Kirkland <dannyproduce@gmail.com>, Monica Bolick <bolickm@wataugaschools.org>, Martha Turner <martha.turner@ashe.k12.nc.us>, Penny Walker <penny.walker@alleghany.k12.nc.us>, Tammy Woodie <tammywoodie@averyschools.net>, Travis Culberson <travis@rhproduce.com>

The Mountain Purchasing Cooperative met for the purpose of bid opening on June 6, 2018. Bid opening occurred promptly at 10:00AM.

Members present were:

Tammy Woodie-Avery County Schools
Monica Bolick-Watauga County Schools
Alesia Wood-Watauga County Schools

After bid opening and complete analysis of the bid the preliminary award goes to Sysco, Charlotte for a bid bottom line total of \$152,495.46. Error in the bid analysis for the Sysco bid was found on line 90011 Oranges, 138 count with the total price showing \$120.01. Bid review analysis shows it should have been \$5,575.98.

Formal bid awards will take place after all Mountain Purchasing Cooperative boards have met and approved the bid recommendation.

Thank you for all your efforts that go into the bid participation process.

Sincerely,
Tammy Woodie

—
Tammy Woodie, CDM, CFPP
Director of Child Nutrition
Avery County Schools

775 Cranberry Street
Newland, NC 28657
828-733-6006 ext. 1514

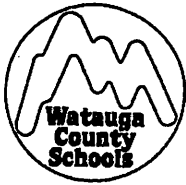
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.



Watauga County Board of Education

OFFICE OF THE SUPERINTENDENT
MARGARET E. GRAGG EDUCATION CENTER
P.O. BOX 1790 BOONE N.C. 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: June 11, 2018

RE: 2017-18 Budget Amendment #8

Attached is Budget Amendment #8 that changes totals in Watauga County Schools 2017-18 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	\$ 13,495,611	\$ 0	\$ 13,495,611
State Public School	28,159,394	354,774	28,514,168
Federal Grants	1,980,686	288,883	2,269,569
School Nutrition	1,792,100	35,487	1,827,587
Extended Learning Centers	447,475	0	447,475
Capital Outlay	2,182,550	166,805	2,349,355
Special Revenue	701,528	946,920	1,648,448
Total	\$ 48,759,344	\$ 1,792,869	\$ 50,552,213

Watauga County Schools
BUDGET AMENDMENT #8
June 11, 2018

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2018.

BA #8-1 Explanation:

This amendment is to budget state transfers and additional state allotment dollars as reflected in DPI revisions #43-46.

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
1.5110.009.184	Benefits/Longevity and Annual Leave	300,000
1.5110.011.163	National Boards - Sub Pay	500
1.5110.015.311	School Technology Fund	191
1.5110.045.180	Veteran Teacher Bonus (paid Oct 2017)	25,000
1.6550.056.165	Transportation	29,083
Total Appropriations		354,774

Revenues:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
1.3100	State Allocation	354,774
Total Revenues		354,774

BA #8-2 Explanation:

This amendment is to budget for expenses paid from local funds for the Child Nutrition program.

Appropriations:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
2.6622.802.181.000.104	Child Nutrition Supplements	(35,487)
2.8400.802.715	Transfer to Child Nutrition	35,487
5.7200.035.181	Child Nutrition Supplements Expense	35,487
Total Appropriations		35,487

Revenues:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
5.4922	Transfer from Current Expense	35,487
Total Revenues		35,487

BA #8-3 Explanation:

This amendment is to budget for the bus finance payments allocated through DPI.

Appropriations:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
4.6550.120.551	School Bus Purchase	166,805
Total Appropriations		166,805

Revenues:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
4.3400.120	DPI School Bus Purchase Allotment	166,805
Total Revenues		166,805

Watauga County Schools
BUDGET AMENDMENT #8
June 11, 2018

BA #8-4 Explanation:

This amendment is to budget special revenue funds.

Appropriations:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
8.5210.305.142	Exceptional Children Program	550,000
8.5120.801.121	CTE Services	90,500
8.6401.861.418	1:1 District Technology	80,000
8.5830.611.131	Alcohol/Drug Ed Counselor	6,000
8.5110.311.113	Gear Up Grant	180,500
8.8100.311.392	Gear Up Grant - Indirect Costs	9,920
8.5110.578.163	Sub Pay and Benefits	6,000
8.5110.578.181	Stipend and Benefits	10,000
8.5110.578.312	Workshop Expenses	9,000
8.5110.578.411	Supplies and Materials	5,000

Total Appropriations	946,920
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Revenues:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
8.3700.305	Medicaid Receipts	550,000
8.4890	Caldwell Community College Agreement	90,500
8.4490.815	Misc. Revenue-1:1 Receipts	80,000
8.4460.611	ABC Revenues	6,000
8.3700.311	Gear Up Grant w/ASU	190,420
8.4490.578	Burroughs Wellcome Fund	30,000

Total Revenues	946,920
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Watauga County Schools
BUDGET AMENDMENT #8
June 11, 2018

BA #8-5 Explanation:

The following amendment is to finalize all federal budgets for 2017-18.

Appropriations:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
3.8200.017.399	Program Improvement	6,415.00
3.8200.049.399	PreSchool Handicapped	370.13
3.8200.050.399	Title I	29,481.88
3.8200.053.399	School Nutrition Equipment	12,600.00
3.8200.060.399	IDEA Title VI-B	80,190.91
3.8200.103.399	Improving Teacher Quality	(33,274.63)
3.8200.104.399	Language Acquisition	22,948.89
3.8200.108.399	Student Support & Academic Enrichment	20,777.00
3.8200.111.399	Language Acquisition - Significant Increase	2,376.25
3.8200.114.399	Children w/Special Needs - Risk Pool	127,991.52
3.8200.118.399	PBIS Grant	15,005.70
3.8200.119.399	PreSchool Targeted Assistance	4,000.00

Total Appropriations	288,882.65
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Revenues:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
3.3600.017	Program Improvement	6,415.00
3.3600.049	PreSchool Handicapped	370.13
3.3600.050	Title I	29,481.88
3.3600.053	School Nutrition Equipment	12,600.00
3.3600.060	IDEA Title VI-B	80,190.91
3.3600.103	Improving Teacher Quality	(33,274.63)
3.3600.104	Language Acquisition	22,948.89
3.3600.108	Student Support & Academic Enrichment	20,777.00
3.3600.111	Language Acquisition - Significant Increase	2,376.25
3.3600.114	Children w/Special Needs - Risk Pool	127,991.52
3.3600.118	PBIS Grant	15,005.70
3.3600.119	PreSchool Targeted Assistance	4,000.00

Total Revenues	288,882.65
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Declaration of Surplus Items - June 2018

<u>School</u>	<u>Quantity</u>	<u>Description</u>	<u># that are Usable</u>	<u># that are Unusable</u>
Bethel	3	Senteo SMART Response Svstem	3	
	1	Cannon Printer/Copier/Fax	1	
	1	Planar Monitor	1	
	1	Dell Optiplex 745 Desktop	1	
	7	Dell Latitude 2100 Laptop	7	
	1	Samsung TV	1	
	<u>14</u>		<u>14</u>	<u>0</u>
Blowing Rock	1	Dragon Y88X 7 inch Touch Tablet		1
	1	Compaq 140 Monitor		1
	1	Dell Optiplex GX620 Desktop		1
	<u>3</u>		<u>0</u>	<u>3</u>
Mabel	1	Dell Monitor	1	
	1	SMART Board 580	1	
	2	Dell Flat Screen Monitor	2	
	1	Senteo SMART Response Svstem	1	
	<u>5</u>		<u>5</u>	<u>0</u>
Hardin Park	1	Canon Powershot A2200 Camera		1
	1	HP SB Ultrastim G2 Docking Station		1
	1	Dell Optiplex 755 Desktop		1
	1	Dell Monitor		1
	2	Apple A1059 iPod	2	
	1	Durabrant CCTV-ISS DWT1304A Security Monitor		1
	1	HP Laserjet 2300n Printer		1
	1	HP Laserjet 4250n Printer	1	
	<u>9</u>		<u>3</u>	<u>6</u>
WHS	1	Sound Craft System Lectern 1600	1	
	1	Phillips 22 inch Box TV	1	
	1	Canon AP9417 Electric Typewriter	1	
	2	Canon AP-RB41 Electric Typewriter Ribbon	2	
	3	Color Toner Cartridge for HP4600d Printer	3	
	1	2 Shelf TV Media Cart	1	
	1	Spiral Binder Machine	1	
	5	Apollo Roller Attachments for Overhead Projectors	5	

2	JBL Ceiling Mount Speakers	2	
1	HP Designjet 130nr Color Poster Printer	1	
1	USI Inc. Digital 2700 Hot Laminator		1
1	Cisco Catalyst 4904M Switch	1	
1	Cisco Catalyst 3560G Switch	1	
7	Cisco 2801 Router	7	
2	Cisco 2821 Router	2	
1	Cisco 2851 Router	1	
2	Cisco MCS 7800 Server	2	
1	Dell PowerEdge R610 Server	1	
1	Dell PowerEdge 2900 Server	1	
1	Video Camera Controller 16 Channels	1	
1	Axis 291 1U Video Rack	1	
1	Cisco 204 Analog Voice Gateway	1	
1	Aerohive AP330 Access Point		1
7	Aerohive AP121 Access Point	7	
1	Cisco AIR-LAP Access Point	1	
1	Dukane Ceiling Mount Projection Screen	1	
1	Dalite Ceiling Mount Projection Screen	1	
1	Apollo Portable Screen	1	
2	Faux Wood Grain Portable Projection Screen	2	
52		50	2
Maintenance	1	Dewalt Miter Saw Compound Model DW705	1
	1	Makita Circular Saw	1
	1	Makita Chop Saw Model LS1020	1
	3		3
		0	

2018-19 WHS Curriculum Committee Members

<u>NAME</u>	<u>SUBJECT/ AREA</u>
Laurie Nixon	Science
Lora Davis	Health/ PE
Jana Dobbins	EC
Leigh Lyall	Student Services
Emily Greene	Parent Rep
Amber Hazelwood	Math
Robin Lowe	English/ Language Arts
Cindy Darcy	OCS
Mike Combs	Social Studies
Dr. Gary Childers	BOE Rep
Keana Triplett	Media/ Technology
Abril Martinez Behrend	World Languages
Olivia Haigler	CTE
Sarah Miller	Arts
Dr. Susan Mochen	Assistant Principal of Curriculum
Dr. Chris Blanton	Principal

Watauga County Schools
2018-2019 Calendar Committee

Member Name	Representative School/ Area
Dr. Wayne M. Eberle II- Chair	Central Office
Dr. Stephen Martin- Co-Chair	Central Office
Rhonda Cook	Central Office
Pam Shirley	Central Office
Dr. Jay Fenwick	Board of Education
Karen Cable	Bethel
Anne Sukow	Bethel
Allyson McFalls	Blowing Rock
Sue Walker	Blowing Rock
Lindsey Gough	Cove Creek
Amy Warren	Cove Creek
Bobby Jones*	Green Valley
Michele Lee	Green Valley
Jamie Hayes	Hardin Park
Kelley Wilson	Hardin Park
Amy Thomas*	Mabel
Allison Hodge	Mabel
Kim Pryor	Parkway
Charlena Townsend	Parkway
Natasha Lyons*	Valle Crucis
Mitchell Wright*	Valle Crucis
Dr. Chris Blanton	Watauga High School
Laurie Nixon	Watauga High School

*** Denotes members in year 1 of Calendar Committee service**

WCS MTAC Committee 2018-2019

School	Name	Role	Term Expires
Bethel	Melody Roaden	Media Coordinator	2019
Blowing Rock	Robert Smith	Digital Learning Coach	2019
	Zack Strickland	3-5 Teachers	2019
	Renee Robinson	Teacher Assistant	2019
	Carol Critcher	Media Coordinator	2020
Cove Creek	Christy Laws	6-8 Teachers	2019
Green Valley	Sarah Cardwell	Digital Learning Coach	2018
Hardin Park	Amy Forrester	3-5 Teacher	2020
	Meghan Scott	K-2 Teacher	2020
Mabel	John Downs	Digital Learning Coach	2019
Parkway	Owen Gray	Media Coordinator	2020
	Kim Pryor	3-5 Teacher	2019
Valle Crucis	Natasha Lyons	6-8 Teacher	2019
	Jane Brown	Media Coordinator	2019
	Preston Clarke	Principal	2019
Watauga High School	Laura Carson	Digital Learning Coach	Permanent
	Jennifer Williams	9-12 Teacher	2020
Central Office- Technology	Nancy Zeiss	Technology Director	Permanent
	(When position filled)	WAN Engineer	Permanent
	Jarrett Whiteside	Technician	Permanent
	Chris Hutelmyer	Technician	Permanent
Central Office-Instr. Services	Tamara Stamey	Chief Academic Officer	Permanent
	Meredith Jones	Director of Middle Grades Education	Permanent
	Ike Smith	Director of Instructional Support Services	Permanent
Central Office-Superintendent	Dr. Scott Elliott	Superintendent	Permanent (ex-officio)

Central Office Finance Department	Ly Marze	Finance Officer	2019
Central Office Assistive Technology Team	Sheri Collier	Speech Language Pathologist	2019
Board of Education	Dr. Jay Fenwick	BOE Member	Permanent
Parent Representatives	Ben Powell	Parent (Blowing Rock)	2019
	Rob Robertson	Parent (Cove Creek)	2019
	Emory Maiden	Parent (Cove Creek)	2019
Student Representatives	Isabelle Trew	WHS Student	2019
	Tara Laws	WHS Student	2019
	Kyla Marze	WHS Student	2019

Meeting dates for the 2018-19 school year:

Wednesday, August 29, 2018
Wednesday, November 28, 2018
Wednesday, March 20, 2018

2018-19 Budget Highlights as of June 5, 2018

NC Salary and Benefits:

Teachers/Instructional Support

Bachelor schedule range from \$35,000 to \$52,000 (Average increase of 6.5%)

3rd Grade Bonus capped at \$3,500 for each level

4th and 5th Grade Reading Bonus and 4th-8th Grade Math Bonus decreases from \$2,150 to \$2,000

Assistant Principals

Schedule linked to the Teacher A schedule at A + 19%

Advanced and Doctorate supplements apply

Principals

Schedule range from \$66,010 to \$95,054 (increases by 6.9%)

Advanced and Doctorate supplements do not apply

Principal Bonus for top 50% in the state measured by growth of the assigned school

Noncertified/Central Office

Increases by 2%

Public schools are NOT included in the provision for 5 annual leave days or the required minimum pay of \$31,200

Benefits

Retirement rate = 18.86% (from 17.13%)

Hospitalization rate = \$6,104 (from \$5,869)

Watauga County (local funding approved 6/5/18):

	<u>Requested</u>	<u>Approved</u>	<u>Difference</u>
Current Expense			
Appropriation	13,884,633	13,460,290	(424,343)
<u>COLA Contingency*</u>	<u>96,586</u>	<u>96,590</u>	<u>4</u>
Total Current Expense	13,981,219	13,556,880	(424,339)
Capital Outlay			
Current Capital	450,000	450,000	0
CIP Reserves/Set Aside	1,758,189	2,000,000**	241,811
<u>Lottery</u>	<u>280,000</u>	<u>300,000</u>	<u>20,000</u>
Total Capital Outlay	2,488,189	2,750,000	261,811

** Held in reserve by the County and reimbursed based on actual local salary assignments. Not eligible to be reallocated to other areas of the local budget.*

***Previously allocated as \$500,000 in Capital Improvement Plan and \$1,500,000 as "long range capital".*

Decisions so far:

Pre-K Expansion to Bethel	50,000*
Two additional School Counselors	106,000
Safety and Security Upgrades (facilities)	366,000

**Will require playground improvements and significant lead abatement*

To be determined (examples include):

1 TA for PE Classes at Hardin Park	25,000
2 TAs for EC Program	50,000
1 School Nurse District-wide	53,000
JROTC Program Funds	15,000
District-wide Professional Development	50,500
Cyber Liability Insurance Coverage	15,000
Testing Materials/Second Test Administration Costs	11,500

Other considerations:

Lead remediation for Bethel Pre-K

School Resource Officers from Watauga County, Towns of Boone, Town of Blowing Rock

State funding for safety items:

\$12 million for SRO matching grants

\$10 million (non-recurring grants) for mental health personnel (counselors, psychologists, etc.)

Funding for replacement of activity buses and staff vehicles (Maintenance and Technology)

In order to help fulfill the educational goals and objectives of the school system, the Watauga County Board of Education (the "board") strives to provide instructional materials that will enrich and support the curriculum and enhance student learning. Instructional materials should be representative of the rich diversity of our nation and appropriate for the maturity levels and abilities of the students.

Instructional materials constitute all materials, whether print, non-print, digital or any combination thereof, used in the instructional program. For purposes of this policy, instructional materials will be divided into two categories: textbooks and supplementary materials.

A. SELECTION OF TEXTBOOKS

Textbooks are systematically organized materials comprehensive enough to cover the primary objectives outlined in the current statewide instructional standards for a grade or course. Formats for textbooks may be print, non-print or digital media, including hardbound books, softbound books, activity-oriented programs, classroom kits and technology-based programs or materials that require the use of electronic equipment. Technology-based programs may include subscription or web-based materials.

Textbooks will be used to help students meet the current statewide instructional standards. Principals may approve curriculum-aligned textbooks in addition to those provided by the district.

B. SELECTION OF SUPPLEMENTARY MATERIALS

Supplementary materials are instructional and learning resources which are selected to complement, enrich or extend the curriculum. Such resources include, for example, specialized materials selected to meet diverse needs or rapidly changing circumstances, library materials, digital resources, the school system's media collection, classroom collections and teacher-selected resources for individual classes.

1. Objectives for Selection of Supplementary Materials

The procurement of materials must be accomplished in accordance with law, including the First Amendment of the United States Constitution; board educational goals; board purchasing and accounting policies; and established selection guidelines, including the Library Bill of Rights of the American Library Association. The objectives for the selection of supplementary materials are as follows:

- a. to provide a wide range of materials that will enrich and support the curriculum, taking into consideration the individual needs and varied

interests, abilities, socio-economic backgrounds, learning styles and developmental levels of the students served;

- b. to provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;
- c. to provide a background of information that will enable students to comprehend their role as citizens in society and to make intelligent judgments in their daily lives;
- d. to provide resources representing various points of view on controversial issues so that students as young citizens may develop, under guidance, the skills of critical thinking and critical analysis;
- e. to provide resources representative of the many religious, ethnic and cultural groups in our nation and the contributions of these groups to our American heritage; and
- f. to place principle above personal opinion and reason above prejudice in the selection of material of the highest quality in order to ensure a comprehensive collection appropriate for all users.

2. Process and Criteria for Selecting Supplementary Materials

The responsibility for the selection of supplementary materials is delegated to the professional staff under the direction of the superintendent and will be made primarily at the school level with the involvement of a school media and technology advisory committee. The committee shall be appointed by the principal and will include teachers and instructional support personnel representing various subject areas and grade levels, parents, and, if on-staff in the school, the library media coordinator and the technology facilitator. Students also should be involved when feasible. Materials purchased with school funds shall be directly approved by the principal. Additionally, the principal shall have the final say on all instructional materials used in the school. Each school receives an instructional materials and supply allocation based on Average Daily Membership. It is the responsibility of the principal and the committee to develop a budget from the available funds that will provide the school with the materials and supplies necessary to carry out its objectives.

The selection process used by the committee will include: (1) an evaluation of the existing collection; (2) an assessment of the available resource and curriculum needs of the school; and (3) consideration of individual teaching and learning styles. In coordinating the selection of resources, the committee should use reputable, unbiased selection tools prepared by professional educators and should arrange,

when possible, for firsthand examination of resources to be purchased. When appropriate, the principal or designee shall select representatives to attend state approved textbook presentations. When examining proposed materials, the committee should consider the following factors:

- a. the material's overall purpose, educational significance and direct relationship to instructional objectives and the curriculum and to the interests of the students;
- b. the material's reliability, including the extent to which it is accurate, authentic, authoritative, up-to-date, unbiased, comprehensive and well-balanced;
- c. the material's technical quality, including the extent to which technical components are relevant to content and consistent with state-of-the-art capabilities;
- d. the material's artistic, literary and physical quality and format, including its durability, manageability, clarity, appropriateness, skillfulness, organization and attractiveness;
- e. the possible uses of the material, including suitability for individual, small group, large group, introduction, in-depth study, remediation and/or enrichment;
- f. the contribution the material will make to the collection's breadth and variety of viewpoints;
- g. recommendations of school personnel and students from all relevant departments and grade levels;
- h. the reputation and significance of the material's author, producer and publisher; and
- i. the price of the material weighed against its value and/or the need for it.

3. Materials Brought in by Teachers

Principals shall establish rules concerning what materials may be brought in by teachers without review. Principals are encouraged to involve teachers in establishing these rules.

C. REMOVAL OF OUTDATED SUPPLEMENTARY MATERIALS

To ensure that the supplementary media collection remains relevant, the media and technology professionals, assisted by the media and technology advisory committee, shall review materials routinely to determine if any material is obsolete, outdated or irrelevant. The school media and technology advisory committee should remove materials no longer appropriate and replace lost, damaged and worn materials still of educational value. Materials may be removed only for legitimate educational reasons and subject to the limitations of the First Amendment. The superintendent may establish regulations that provide additional standards for removing supplementary materials to meet the educational needs of the school system. Requests by parents to remove supplementary media materials due to an objection to the materials will be reviewed pursuant to policy 3210, Parental Inspection of and Objection to Instructional Materials.

D. ACCEPTANCE OF GIFT MATERIALS

Supplementary materials offered as a gift will be reviewed pursuant to the criteria outlined in this policy; policy 8220, Gifts and Bequests; and any regulations established by the superintendent. Gift material may be accepted or rejected by the board based upon such criteria.

E. CHALLENGES TO TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

Challenges to materials will be addressed pursuant to policy 3210, Parental Inspection of and Objection to Instructional Materials.

Legal References: U.S. Const. amend. I; N.C. Const. art. I, § 14; G.S. 115C art. 8 pt. 1; 115C-45, -47, -98, -101; *Board of Education v. Pico*, 457 U.S. 853 (1982); State Board of Education Policy TEXT-000; Impact: Guidelines for North Carolina Media and Technology Programs, North Carolina Department of Public Instruction (2005); *The Library Bill of Rights*, The American Library Association (1996)

Cross References: Goals and Objectives of the Educational Program (policy 3000), Parental Inspection of and Objection to Instructional Materials (policy 3210), Copyright Compliance (policy 3230/7330), School Improvement Plan (policy 3430), Gifts and Bequests (policy 8220)

Adopted: January 28, 2016

Revised: April 9, 2018 (Legal references only); _____

Replaces: Board policy 4.02.20, Objectives of the Instructional Materials Program, policy 4.02.30, Selection and Adoption of Textbooks, policy 4.02.35, Software Selection, and policy 4.02.40, Selection of Educational Media Resources.

STUDENT VOTER REGISTRATION AND PREREGISTRATION

Policy Code: **3640/5130**

The Watauga County Board of Education (the “board”) is committed to securing the future of democracy by preparing young people to be educated, engaged voters. Further, the board is committed to working in collaboration with the local board of elections to encourage students who are sixteen years of age or older to register or preregister to vote as permitted by North Carolina law.

In keeping with this commitment, the board directs the superintendent to establish a committee of high school social studies teachers and other appropriate school personnel to collaborate with the local board of elections to facilitate and encourage voter registration and preregistration at all high schools in the school system.

The principal of each high school shall make the application forms described in G.S. ~~163-82.3~~163A-862 available to all students and others who are eligible to register or preregister to vote.

Legal References: G.S. 115C-47(59), -81.45 (c)(1)(b); ~~163-82.1, -82.3, -82.23~~163A-860, -862, -888

Cross References: Citizenship and Character Education (policy 3530)

Adopted: September 14, 2015

Revised: December 11, 2017; March 15, 2018 (Legal references only);

All student records must be current and maintained with appropriate measures of security and confidentiality. The principal is responsible for complying with all legal requirements pertaining to the maintenance, review, and release of records retained at the school.

A. ANNUAL NOTIFICATION OF RIGHTS

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

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

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

B. DEFINITION OF PARENT AND ELIGIBLE STUDENT

1. Parent

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

2. Eligible Student

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

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

C. CLASSIFICATION AND MAINTENANCE OF RECORDS

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

1. Cumulative Records

The cumulative record is the official record for each student. The cumulative record includes student identification information, such as the student’s name, address (or a homeless student’s living situation), sex, race, birthplace, and birth date; family data including the parents’ names, addresses, work and home telephone numbers, and places of employment; academic work completed; grades; standardized test scores; health screenings and immunization documentation;

attendance records; withdrawal and reentry records; discipline records; honors and activities; class rank; date of graduation; and follow-up records.

2. Discipline Records

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

3. Records of Students with Disabilities

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

4. Records Received from the Department of Social Services

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

5. Juvenile Records

Juvenile records include documentation or information regarding students who are under the jurisdiction of the juvenile court. These records may be received from local law enforcement and/or other local agencies authorized to share information concerning juveniles in accordance with G.S. 7B-3100. These records also may include notice from the sheriff to the Watauga County Board of Education (the "board") that a student has been required to register with the sheriff because the student has been found to be a danger to the community under G.S. Chapter 14, Part 4. Such documents must not be a part of a student's official records but must be maintained by the principal in a safe, locked storage area that is separate from the student's other records. The principal shall not make a copy of such documents under any circumstances.

Juvenile records will be used only to protect the safety of or to improve the

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

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

6. Other Student Records

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

7. Sole Possession, Employment, and Law Enforcement Records

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

- a. records made by teachers, counselors, and administrators that are in the sole possession of the maker thereof and that are not accessible or revealed to any other person except a substitute;
- b. employment records of student employees if those records relate exclusively to the student in his or her capacity as an employee and are not made available for any other use; and
- c. records created by a law enforcement unit of the school system if created for a law enforcement purpose and maintained solely by the law enforcement unit of the school system. This does not include information obtained from the student's confidential file or other educational records that is contained in a law enforcement record.

D. RECORDS OF STUDENTS PARTICIPATING IN THE NORTH CAROLINA ADDRESS

CONFIDENTIALITY PROGRAM

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

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

E. RECORDS OF MISSING CHILDREN

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

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

F. RECORDS OF MILITARY CHILDREN

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

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

1. For Students Leaving the School System

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

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

2. For Students Enrolling in the School System

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

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

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

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

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

H. RELEASE OR DISCLOSURE OF RECORDS TO OTHERS

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

1. Release/Disclosure With Parental Consent

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

2. Release/Disclosure Without Parental Consent

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

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

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

3. Release of Directory Information

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

a. The board designates the following student record information as directory information:

- (1) name;
- (2) address;
- (3) telephone listing;
- (4) electronic mail address;

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- (5) photograph;
 - (6) date and place of birth;
 - (7) participation in officially recognized activities and sports;
 - (8) weight and height of members of athletic teams;
 - (9) dates of attendance;
 - (10) grade level;
 - (11) diplomas (including endorsements earned), industry credentials/certifications, and awards received; and
 - (12) most recent previous school or education institution attended by the student.
- b. The telephone number and actual address of a student who is or whose parent is a participant in the North Carolina Address Confidentiality Program is not considered directory information and will not be released, except as required by law.
- c. Information about a homeless student's living situation is not considered directory information and will not be released.
- d. As required by law, the names, addresses, and telephone numbers of secondary school students shall be released, upon request, to military recruiters or institutions of higher learning, whether or not such information is designated directory information by the school system. Students or their parents, however, may request that the student's name, address, and telephone number not be released without prior written parental consent. School officials shall notify parents of the option to make a request and shall comply with any requests made.
- e. All requests for directory information must be submitted to the superintendent or designee for approval. The superintendent is directed to establish regulations regarding the release of directory information. At a minimum, the regulations must:
- (1) specify the types of organizations that are eligible to receive directory information and for what purposes;
 - (2) provide for equal disclosure to organizations that are similar in purpose; and

- (3) authorize access to directory information to recruiters of military forces of the state or United States for the purpose of informing students of educational and career opportunities available in the military to the same extent that such information is made available to persons or organizations that inform students of occupational or educational options.
4. **Records of Students with Disabilities**
Students with recognized disabilities must be accorded all rights in regard to their records as provided by state and federal law, including the Individuals with Disabilities Education Act.
5. **Disclosure of De-Identified Information**

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

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

I. WITHHOLDING RECORDS

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

J. RECORD OF ACCESS AND DISCLOSURE

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

K. DESTRUCTION OF STUDENT RECORDS

School officials shall only destroy student records in accordance with state and federal law and the *Records Retention and Disposition Schedule for Local Education Agencies*. After

notifying parents, school officials may destroy student records when the records are no longer needed to provide educational services to the student or to protect the safety of the student or others. School officials must destroy student records if the parent or eligible student requests their destruction and if such records are no longer needed to provide educational services to the student or to protect the safety of the student or others. School officials shall not destroy student records if there is an outstanding request to inspect the particular records.

L. LONGITUDINAL DATA SYSTEM

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

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

Cross References: Parental Involvement (policy 4002), Student and Parent Grievance Procedure (policy 4010), Special Education Programs/Rights of Students with Disabilities (policy 3520), Children of Military Families (policy 4050), Homeless Students (policy 4125), North Carolina Address Confidentiality Program (policy 4250/5075/7316), Disciplinary Action for Exceptional Children/Students with Disabilities (policy 4307), Student Discipline Records (policy 4345), Confidentiality of Personal Identifying Information (policy 4705/7825), Surveys of Students (policy 4720), Public Records – Retention, Release, and Disposition (policy 5070/7350)

Adopted: January 12, 2015

Replaces: Policy 5.06.20, Maintenance of Student Records

Revised: January 28, 2016; November 13, 2017;

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

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

A. GENERAL PRINCIPLES

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

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

B. PRIORITY IN USE

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

1. Use by the school, including the after school program, provided that, subject to any applicable federal and state legal requirements, special consideration may be given to government and non-profit use in case of emergencies due to flooding, fire, or other disaster situations
2. In accordance with G.S. ~~163-129~~163A-1046, use as a polling place on election days
3. School affiliated groups such as PTA/PTO organizations, booster clubs, the Watauga Education Foundation, and student clubs, including organizations permitted to meet under the Equal Access Act
4. In accordance with G.S. 115C-527, use by political parties for the express purpose of annual or biennial precinct meetings and county or district conventions
5. Use for youth athletics or youth development activities, including but not limited to

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

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

C. FEES FOR USE

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

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

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

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

D. REQUESTS FOR USE OF FACILITIES

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

E. ADDITIONAL RULES GOVERNING USE OF SCHOOL FACILITIES

1. Regulations for Use of Facilities

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

2. Compliance with Laws and Policies

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

3. Concession Rights Reserved to Schools

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

4. Non-Discrimination Notice

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

5. Opening and Closing of Buildings

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

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

F. DAMAGES AND LIABILITY INSURANCE

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

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

G. TERM AND ACCEPTANCE OF LEASE

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

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

H. LIMITATION OF ROUTINE USE

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

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

I. USE OF OUTDOOR SCHOOL FACILITIES BY THE GENERAL PUBLIC

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

J. REVIEW OF DECISIONS CONCERNING USE OF SCHOOL FACILITIES

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

Legal References: Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Equal Access Act, 20 U.S.C. 4071-4074, 28 C.F.R. pt. 36; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. pt. 108; 36 U.S.C. 20101 *et seq.*; G.S. 14-269.2; Community Schools Act, G.S. 115C-203 to -209.1; 115C-524, -527; 160A-274; ~~163-129~~163A-1046

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

Adopted: February 8, 2016

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

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

ELECTRONICALLY STORED INFORMATION RETENTION

Policy Code:

5071/7351

Public record-keeping requirements and federal and state law require that the Watauga County school system properly manage its electronically stored information ("ESI"). As set forth below, the school system will retain and destroy ESI in accordance with this policy and/or the approved Records Retention and Disposition Schedule ("Schedule") for local education agencies adopted by the North Carolina Department of Natural and Cultural Resources.

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

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

B. LITIGATION HOLDS FOR ESI

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

C. INSPECTION OF ESI

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

D. DELEGATED AUTHORITY

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

Legal References: Fed. R. Civ. P. 16, 26, 33, 37, 45; North Carolina Public Records Act, G.S. 132; *E-Mail as a Public Record in North Carolina: A Policy for Its Retention and Disposition*, N.C. Department of Natural and Cultural Resources (2009), available at <http://archives.ncdcr.gov/For-Government/Digital-Records/Digital-Records-Policies-and->

~~Guidelines#digpres~~<https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines>; *Records Retention and Disposition Schedule for Local Education Agencies*, N.C. Department of Natural and Cultural Resources (1999), available at ~~<http://archives.ncdcr.gov/For-Government/Retention-Schedules/Local-Schedules>~~<https://archives.ncdcr.gov/government/retention-schedules/local-government-schedules#localschedules>

Cross References: Public Records – Retention, Release and Disposition (policy 5070/7350)

Adopted: June 8, 2015

Replaces: Policy 3.10.10, Electronic Stored Information Retention

Revised: January 28, 2016; _____ (Legal references only)

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

A. OPERATIONAL STANDARDS

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

1. School officials may not ~~No child will be discriminated against because of~~ based on race, sex, color, national origin, disability, age, or eligibility status for free and reduced price meals. School officials are also prohibited from retaliating against an individual for prior civil rights activity.
2. The school nutrition services program will meet safety and sanitation requirements established in local, state, and federal rules and guidelines for school nutrition services programs.
3. The school nutrition services program will have a written food safety program that includes a hazard analysis critical control point plan for each school.
4. Menu preparation, purchasing, and related record keeping will be consistent with applicable state and federal rules and guidelines.
5. Banking, financial record keeping, budgeting, and accounting will be conducted in accordance with generally accepted practices and procedures, as dictated by the School Budget and Fiscal Control Act and in accordance with state and federal guidelines.
6. Commodity foods donated by the United States Department of Agriculture will be used and accounted for in accordance with federal regulations.
7. Preference will be given in purchasing contracts to high-calcium foods and beverages, as defined in G.S. 115C-264.1 and to foods grown or raised within North Carolina.

8. School Nutrition Program (SNP) funds will be used only for the purposes authorized by law. Indirect costs, as defined by law, will not be assessed to the SNP unless the program has a minimum of one month's operating balance.
9. The price for meals will be determined in accordance with federal law.
10. Non-program foods will be priced to generate sufficient revenues to cover the cost of those items. A non-program food is defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the school nutrition account.
11. All school nutrition services will be operated on a non-profit basis for the benefit of the SNP. School nutrition services are those that operate from 12:01 a.m. until 30 minutes after the end of the school day.
12. All income from the sale of food and beverages that is required by law or regulation to be retained by the SNP will be deposited to the SNP account and will be used only for the purposes of the school's non-profit lunch and breakfast programs. All other funds from food and beverage sales not otherwise required by law to be deposited to the SNP account will be deposited into the proper school account in accordance with guidelines developed by the superintendent or designee.
13. All competitive foods sold on school campuses will meet federal and state standards for nutrient content.
14. To the extent feasible consistent with legal, regulatory, and budgetary limits, the purchase of locally sourced foods and beverages is encouraged in the School Nutrition Program.

B. MEAL CHARGES

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

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

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

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

Parents are expected to pay all meal charges in full by the last day of each school year. Negative balances on student meal accounts cannot be carried forward to the following school year. All negative balances will continue to be owed to the school office until paid in full. The superintendent shall ensure that federal school nutrition funds are not used to offset the cost of unpaid meals and that the SNP is reimbursed for bad debt resulting from uncollected student meal charges prior to the last day of the school year. The school's general fund, or other fund designated by the school principal, will be financially responsible for outstanding charges that have not been paid.

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

Legal References: Child Nutrition Act of 1966, 42 U.S.C. 1771 *et seq.*; National School Lunch Act, 42 U.S.C. 1751 *et seq.*, 2 C.F.R. pt. 200; 7 C.F.R. pt. 210; 7 C.F.R. pt. 215; 7 C.F.R. pt. 220; United States Department of Agriculture Policy Memos SP 46-2016 and 47-2016, available at <http://childnutrition.ncpublicschools.gov/regulations-policies/usda-policy-memos/2016/2016usda-policymemos>; G.S. 115C-47(7), -47(22), -263, -264, -264.1, -426, -450, -522; 147 art. 6E, art. 6G; 16 N.C.A.C. 6H.0104; State Board of Education Policy NCAC-6H.0004

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

Adopted: March 9, 2015

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

Replaces: Policy 5.07.90, Charging of School Meals

VENDOR LISTS

Policy Code:

6442

The Watauga County Board of Education (the “board”) desires to provide opportunities to responsible suppliers to do business with the school system. To this end, the superintendent is directed to develop and maintain lists of potential vendors for the various types of materials, equipment and supplies. Such lists will be used in the development of a mailing list for distribution of specifications, invitations to bid, and notice of other competitive purchasing processes.

The superintendent or designee has the discretion to determine which vendors are included on the list and may establish standards for being placed on the list or for remaining on the list. The standards shall take into account the requirements of G.S. 147, art. 6E and art. 6G. The superintendent is encouraged to include vendors listed as historically underutilized businesses with the Division of Purchase and Contracts at the State Department of Administration.

Legal References: G.S. 115C-522; 147 art. 6E, art. 6G

Cross References: Purchasing Requirements for Equipment, Materials and Supplies (policy 6430), Participation by ~~Women and Minority-Owned~~ Businesses (policy 9125)

Adopted: February 8, 2016

Revised: May 9, 2016; February 12, 2018;

The Watauga County Board of Education (the "board") strives to obtain high quality services at a reasonable price through the bidding process employed by the school system.

A. STANDARDS FOR PARTICIPATION IN CONSTRUCTION CONTRACTS

All contracts formally or informally bid will be awarded to the lowest responsible bidder, taking into consideration quality, performance, reliability, and the time specified in the bids for performance of the contract. Contracts will contain a provision stating that the contractor and contractor's subcontractors, if any, must comply with the requirements of G.S. Chapter 64, Article 2. Prior to bidding, contractors may be required to prequalify if the board has elected to use this process. No contract may be entered into with a restricted company, as listed by the state treasurer in accordance with G.S. 147, art. 6E or 6G, except as permitted by those laws.

The board prohibits discrimination against any person or business on the basis of race, color, ethnic origin, sex, disability, or religion. In addition, in accordance with G.S. 143-133.5, the board prohibits discrimination against a bidder or contractor for being party to, refusing to be party to, adhering to, or refusing to adhere to an agreement with a labor organization. The superintendent is required to conduct contracting and purchasing programs so as to prevent such discrimination.

The superintendent, on behalf of the board, must certify that good faith efforts have been made to increase the participation in construction contracts by minority-owned and female-owned businesses, as required by policy 9125, Participation by ~~Women~~ and Minority-Owned Businesses.

The board will grant a North Carolina resident firm providing architectural, engineering, surveying, construction management at-risk service, design-build services, or public-private construction services a preference over a nonresident firm, if the home state of the nonresident firm has a practice of granting a preference to its resident firms over North Carolina resident firms. Any preference granted to a resident firm will be in the same manner, on the same basis, and to the same extent as the preference granted by the nonresident firm's home state. The school system's bid documents will require that nonresident firms disclose and describe any construction contract preferences granted by the firm's home state.

B. BIDDING METHODS

The board may request bids for contracts for building projects using single prime, multi-prime (separate prime), construction management at-risk, dual bidding, design-build, design-build bridging, and public-private partnership methods, as permitted by law. The superintendent shall make a recommendation to the board as to the method(s) that should be used for a particular project.

If the superintendent believes the project cannot be reasonably completed under the methods authorized by G.S. 143-128, the superintendent shall so inform the board and make the recommendation to the board that it approve the use of alternative methods. Upon board approval, the superintendent shall submit to the State Building Commission a request to use an alternative contracting method along with supporting documentation.

C. FORMAL BIDDING

Construction and repair work requiring the estimated expenditure of \$500,000 or more will be advertised for bid and will be awarded through formal bidding procedures. Dividing contracts to lower the expenditure amounts so as to evade these requirements is prohibited. The board authorizes the use of newspaper advertisement, electronic advertisement, or both for formal bids; however, the superintendent has the authority to determine which method will be used for a specific purchase or categories of purchases. The superintendent shall establish formal bidding procedures consistent with this policy and applicable law and make the procedures available to all bidders or potential bidders.

D. INFORMAL BIDDING

Informal bids will be obtained for construction and repair contracts between \$30,000 and \$500,000. Quotations from contractors may be solicited by telephone or in writing. Informal bids are recommended, but not required, for construction and repair work costing less than \$30,000.

Dividing contracts to lower the expenditure amounts so as to evade the informal bidding requirements is prohibited. The superintendent shall develop informal bidding procedures consistent with this policy and applicable law and make the procedures available to all bidders and potential bidders.

E. APPROVAL

All formally bid construction contracts must be reviewed by the board attorney. The superintendent shall consult with the board attorney in developing standard form contracts for informally bid construction projects.

Any construction or repair contract involving expenditures in excess of \$90,000 must be approved in advance by the board unless provided otherwise in board policy. Unless otherwise prohibited by statute or regulation, the superintendent or designee is authorized to enter into construction or repair contracts involving amounts up to and including \$90,000. Change orders for construction and repair contracts will be subject to the requirements of policy 9030, Facility Construction, not this provision.

F. RECORDS AND REPORTING REQUIREMENTS

Records of all informal or formal bids received will be maintained and will be available for public inspection. Such records should include the date the bid is received, from whom

it is received, and what project it is for. The records will document why the selected contractor was the lowest responsive, responsible bidder if the contractor was not the low bidder.

The superintendent must submit required reports to the State and provide reports to the board on the progress being made towards reaching the board's goals.

At least monthly, the superintendent shall report to the board all contracts approved by the superintendent under this policy that exceed \$30,000.

G. DISPUTE RESOLUTION PROCESS

The board establishes the following dispute resolution process to resolve issues arising out of construction and repair projects or contracts related to such projects. The dispute resolution process may be used by any party involved in the construction project for those disputes in which the amount in controversy is at least \$15,000.

Prior to initiating litigation concerning a dispute, parties to the dispute must do the following: (1) submit the dispute for review by the superintendent or other designated school official and the project architect, as appropriate, and (2) participate in mediation, if the matter cannot be resolved by school officials and the architect. The cost of the dispute resolution process will be divided between the parties to the dispute. If the board is a party to the dispute, the board will pay at least one-third of the cost.

Legal References: G.S. 64, art. 2; 115C-521, -522; 143-64.31 and art. 8; 147 art. 6E, art. 6G

Cross References: Contracts with the Board (policy 6420), Facility Construction (policy 9030), Prequalification of Bidders for Construction Projects (policy 9115), Participation by ~~Women and~~ Minority-Owned Businesses (policy 9125)

Adopted: April 11, 2016

Revised: May 9, 2016; November 14, 2016; February 12, 2018;

The Watauga County Board of Education (the “board”) believes that time is a variable in the educational process and that children may need different amounts of instructional time in order to fulfill the educational goals and objectives of the board. The board also recognizes that the school day and school year should be planned in such a manner as to facilitate student learning and to permit an accurate assessment of student achievement in scheduled testing periods.

A. INSTRUCTIONAL TIME

Interruptions of instructional time and time off task must be kept to a minimum. The principal is responsible for ensuring that instructional time is maintained and protected in the school schedule. Each teacher is responsible for ensuring optimal use of instructional time in his or her classes. School personnel are encouraged to seek creative means of reducing transitional time and scheduling non-instructional activities. A proposal for alternative scheduling of classes or other such strategies may be a part of a school improvement plan.

B. SCHOOL DAY

The length of the school day may vary from school to school if approved by the board of education. The “instructional” day includes only those hours a student is assigned to a teacher for the primary purpose of instruction. Breaks in the instructional day for changing classes, homeroom, lunch, pep rallies and similar non-instructional activities are not part of the instructional day and may not be counted towards the minimum instructional hours requirement established in Section D, below.

C. OPENING AND CLOSING DATES

Except for year-round schools or schools operating under a modified calendar, the opening date for students will be no earlier than the Monday closest to August 26, and the closing date for students will be no later than the Friday closest to June 11.

The school board may offer supplemental or additional educational programs or activities outside the adopted school calendar.

Upon a showing of good cause, as defined by G.S. 115C-84.2(d), the board will seek a waiver of the opening date from the State Board of Education.

The board will revise the closing date only if necessary to comply with the minimum requirements for instructional days or instructional time.

D. SCHOOL CALENDAR

The school calendar in all schools will be for 215 days and will provide for a minimum of 185 days or 1025 hours of instruction covering at least nine months. A school “month” is

defined as 20 days of instruction. If school is closed early due to inclement weather, the day and the number of instructional hours originally scheduled may count towards the required minimum number of instructional days or hours. As funding permits, the board may pursue increasing the number of instructional hours or days, at least for those students who need more time to learn the curriculum.

The board may initiate or review recommendations from the superintendent or a school improvement team for modifying the traditional school calendar to a year-round calendar. The superintendent and individual schools are encouraged to obtain input from teachers and other personnel as well as from the community in developing proposals for modifying the school calendar. A year-round school may be included as a part of a school improvement plan.

Any calendar adopted by the board will be consistent with the following requirements.

1. The calendar will consist of 215 days and shall meet state requirements for the minimum instructional days and/or the minimum instructional hours.
2. At least 10 of the days on the calendar will be designated as annual vacation leave days.
3. The calendar will include the same or an equivalent number of legal holidays as those designated by the State ~~Personnel~~Human Resources Commission for State employees, including Veteran's Day if it falls on a weekday.
4. School will not be scheduled on Sundays.
5. The total number of workdays for teachers employed for a 10-month term will not exceed 195 days.
6. The calendar will designate "instructional" days, when students must be present.
7. Upon recommendation from the Calendar Committee, the remaining days will be scheduled by the board as "flexible" days, for use as teacher workdays, additional instructional days or other lawful purposes. Before scheduling these "flexible" days, each principal shall work with the school improvement team to determine the days to be scheduled and the purposes for which they should be scheduled.
8. Of the "flexible" days described in subsection D.7, the board will designate at least two days as protected days on which teachers may take accumulated vacation leave. All other "flexible" days may be designated as days on which teachers may take accumulated leave, but the board will give teachers at least 14 calendar days' notice before requiring a teacher to work instead of taking vacation leave on any of these days. A teacher may elect to waive this notice requirement for one or more of these days.

9. The board may, due to school closings because of inclement weather or other reasons, use any of the “flexible” days designated in subsection D.7 above as make-up days for those instructional days that were missed. If necessary, these make-up days may be scheduled after the last day of student attendance. If either of the two protected days described in subsection D.8 above are scheduled as a make-up day, teachers may take accumulated vacation leave on the make-up day and will not be required to work.
10. If the school calendar requires students to attend on Memorial Day, each principal shall ensure that students are instructed on the significance of Memorial Day is recognized in the school on that day. If students are not scheduled to attend school on Memorial Day, recognition of instruction on the significance of Memorial Day will be provided at another time as part of the citizenship curriculum (see policy 3530, Citizenship and Character Education).
11. If the school calendar requires students to attend school on September 17, which is Constitution and Citizenship Day, each principal shall ensure that an educational program about the signing of the United States Constitution is commemorated held in the school on that day. If students are not required to attend school on September 17, the principal shall ensure that Constitution and Citizenship Day such a program is held commemorated during the week preceding or following Constitution Day and Citizenship Dayweek (see policy 3530, Citizenship and Character Education).
- ~~11.12.~~ The month of November shall be designated “Veterans’ History Awareness Month.”

Legal References: P.L. 108-447, div. J, title I, sec 111 (codified as a statutory note to 36 U.S.C. 106(d)); G.S. 115C-12(33), -36, -47, -84.2, -105.21(b)(2), -238.31, -288; State Board of Education Policy BEPL-001; N.C. Employment Benefits and Policy Manual (most current version), North Carolina Department of Public Instruction, available at <http://www.ncpublicschools.org/district-humanresources/key-information>

Cross References: Goals and Objectives of the Educational Program (policy 3000), School Improvement Plan (policy 3430), Citizenship and Character Education (policy 3530)

Adopted: November 9, 2015

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

Replaces: Board policy 2.03.20, School Day Procedures (in part)

Class rankings are one method of measuring academic performance. The Watauga County Board of Education (the “board”) also recognizes other means of evaluating student achievement, including grade point average, courses completed, rigorousness of curriculum, results of tests and assessments, and recommendation letters.

High school principals shall provide for the compilation of class rankings to be listed on student transcripts and may make class rank information available periodically to students and their parents or guardians, and to other institutions at the request of the student or the student’s parent or guardian. Beginning with the class of 2019, while no valedictorian and salutatorian will be designated, all seniors who have earned a cumulative weighted grade point average (GPA) of 3.5 or above ~~as of the end of the third nine weeks of the~~ at the end of their senior year shall be recognized as honor graduates in accordance with the following guidelines:

1. Students with weighted GPAs between 3.5 and 3.99 will graduate Cum Laude.
2. Students with weighted GPAs between 4.00 and 4.4 will graduate Magna Cum Laude.
3. Students with GPAs above 4.4 will graduate Summa Cum Laude.

Principals shall ensure that class ranking is computed in a fair and consistent manner as provided in State Board of Education Policy GRAD-009. The superintendent and principal shall ensure that students and parents receive adequate notice as to how class rank is calculated and shall provide written procedures on how students with equal grades, or grades that may be perceived as equal, will be treated. Nothing in this policy provides a student with any legal entitlement to a particular class rank or title. Although the student grievance procedure provided in policy 4010, Student and Parent Grievance Procedure, may be utilized to resolve disputes formally, the board encourages parents, students and principals to reach a resolution informally on any matters related to class rank.

Legal References: G.S. 115C-47, -276, -288; 116-11(10a); State Board of Education Policy GRAD-009

Cross References: Parental Involvement (policy 4002), Student and Parent Grievance Procedure (policy 4010), Goals and Objectives of the Educational Program (policy 3000), Recognizing Excellence (policy 3440)

Adopted: September 14, 2015

Revised: January 28, 2016; August 14, 2017 and March 15, 2018 (Legal references only)

CHILD ABUSE – REPORTS AND INVESTIGATIONS

Policy Code: **4240/7312**

The Watauga County Board of Education (the “board”) supports all employees who in good faith make a report of suspected child abuse, neglect, dependency or death as a result of maltreatment.

Any school employee who knows or has cause to suspect child abuse, neglect, dependency or death as a result of maltreatment is legally required to report the case of the child to the director of social services. The employee also shall immediately report the case to the principal.

Any doubt about reporting a suspected situation must be resolved in favor of reporting, and the report must be made immediately. A school employee is immune by statute from any civil and/or criminal liability when reporting in good faith suspected child abuse, neglect, dependency or death as a result of maltreatment. Failure on the part of any school employee to report may result in disciplinary action being brought against the employee by the school system or civil action under the law.

The principal may establish a contact person in the school to act as a liaison with social services. All employees shall cooperate fully with the department of social services in its investigation of suspected child abuse, neglect, dependency or death as a result of maltreatment. Employees shall permit the child to be interviewed by social services on school campuses during school hours and shall provide social services with confidential information, so long as the disclosure does not violate state or federal law. Any confidential information disclosed by the department of social services to employees will remain confidential and will only be redisclosed for purposes directly connected with carrying out the responsibilities of the school system or the employee.

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

The superintendent shall develop any necessary procedures for reporting suspected child abuse, neglect, dependency or death as a result of maltreatment, for sharing information with designated agencies and for cooperating with investigations by the department of social services. The board encourages school officials to provide staff development opportunities related to identifying and reporting child abuse, neglect, dependency or death as a result of maltreatment.

In addition to the requirements of this policy, any administrator who knows or has reason to believe that a licensed employee has engaged in conduct which involves physical or sexual abuse of a child shall report that information to the State Superintendent of Public Instruction in

accordance with subsection C.4 of policy 4040/7310, Staff-Student Relations.

Legal References: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; G.S. 7B-101, -301, -302, -309, -3100; 8-53.4; 14-318.2; 115C-400, -402; 16 N.C.A.C. 6C.0312; State Board of Education Policy LICN-007, NCAC-6C.0312

Cross References: Professional and Staff Development (policy ~~4640~~/7800), Staff-Student Relations (policy 4040/7310), Student Records (policy 4700)

Adopted: July 14, 2014

Revised:

The Watauga County Board of Education (the "board") recognizes that students may need to take medication during school hours. This may enable students to attend school, improve or maintain their health status, and/or improve their potential for learning. School personnel may administer ~~drugs or medication~~ prescribed by a ~~doctor~~ health care practitioner upon the written request of ~~the a student's parents.~~ In limited circumstances, a student may be authorized to self-administer medications. To minimize disruptions to the school day, students should take medicines/medications should be taken at home rather than at school whenever feasible. School officials ~~may deny a request to personnel should not agree to administer any medication that could be taken at home or when, in the opinion of the superintendent or designee in consultation with school nursing personnel, the administration of the medication by school personnel would pose a substantial risk of harm to the student or others.~~

For purposes of this policy, all references to "parent" include parents, legal guardians, and legal custodians. In addition, for purposes of this policy, the term "health care practitioner" is limited to licensed medical professionals who are legally authorized to prescribe medications under North Carolina law, such as doctors of medicine, doctors of osteopathic medicine, physician assistants, and nurse practitioners.

A. STANDARDS FOR ADMINISTERING MEDICINES MEDICATION ADMINISTRATION BY SCHOOL EMPLOYEES

1. Conditions for Administering Medication

Authorized School employees are authorized to may administer medication to students when all of the following conditions have been are met. These conditions apply to all medications, including those available over-the-counter without a prescription.

- a. Parental Consent: The student's parent must make or legal custodian has made a signed, written request that authorizes that school personnel to administer the medication to the student, and has given explicit written instructions describing the manner in which the medication is to be administered.
- b. Medication Authorization/Order: A health care practitioner ~~or physician, as may be required by law,~~ must prescribe has prescribed the medication for use by the student and provide explicit written instructions for administering the medication or has authorized the use of the over-the-counter medication.
- c. Certification of Necessity: ~~A The student's health care practitioner or physician, as may be required by law, has~~ must certified that administration of the medication prescription or over-the-counter medication to the student during the school day is necessary to maintain and support the student's

continued presence in school.

d. Proper Container/Labeling: If the medication to be administered is available by prescription only, the parent must provide the medication in a pharmacy-labeled container with directions for how and when the medicine is to be given. If the medication is available over-the-counter, it must be provided in the original container or packaging, labeled with the student's name.

d.e. Proper Administration: A trained school employee must administer the medication pursuant to the health care practitioner's written instructions provided to the school by the student's parent or legal custodian and health care practitioner or physician, as may be required by law, and in accordance with professional standards.

The board of education and its employees assume no liability for complications or side effects of medication when administered in accordance with the instructions provided by the parent and health care practitioner.

2. Procedures for Administering Medications

The superintendent shall develop procedures for the implementation of this policy. These ~~procedures~~ ~~rules~~ and a copy of this policy must be made available to all students and parents each school year and will be posted on the Watauga County School System website. The superintendent's procedures should be developed according to the guidelines listed below.

a. The health and welfare of the student must be of paramount concern in all decisions regarding the administration of ~~mediein~~medication.

b. Procedures for medication administration must be consistent with recommendations of the School Health Unit of the Children & Youth Branch of the N.C. Division of Public Health, as described in the North Carolina School Health Program Manual.

b.c. Students with special needs are to be afforded all rights provided by federal and state law as enumerated in the *Policies Governing Services for Children with Disabilities*. Students with disabilities also are to be afforded all rights provided by anti-discrimination laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

e.d. No student may possess, use, or transmit any drug or counterfeit drug prohibited by policy 4325, Drugs and Alcohol.

d.e. The board generally encourages school personnel to administer ~~mediein~~medication from a centralized location. However, in all instances,

whether administered from a centralized location or multiple locations, any ~~medieines~~medications kept at school for a student must be kept in a locked and secure place. An exception to the requirement for locked storage may be made for emergency medications that must be immediately accessible.

e.f. All school personnel who will be administering ~~medieines~~medications must receive appropriate training from the school nurse or other qualified health personnel that includes safety and administration procedures- and documentation of the training will be available on request.

f.g. Only medications clearly prescribed ~~or intended~~ for the student may be administered by school personnel. At the time a parent brings a medication to school for administration, if school personnel have concerns regarding the appropriateness of the medication or dosage for a student, a confirmation should be obtained from the student's health care practitioner or another health care practitioner prior to administering the medication or allowing the student to self-administer the medication. Self-administration of a medication by a student is allowed only as specified in section CD of this policy.

g.h. Although efforts should be made not to disrupt instructional time, a parent has the right to administer ~~medieines~~medications to his or her child at any time while the child is on school property.

h.i. Written information maintained by school personnel regarding a student's medicinal and health needs is confidential. Parents and students must be accorded all rights provided by the Family Educational Rights and Privacy Act and state confidentiality laws. Any employee who violates the confidentiality of the records may be subject to disciplinary action.

2.3. The school principal shall designate school staff to receive appropriate training and to administer medication in the absence of the school nurse or qualified nurse substitute. The principal will keep records of medication administered, including the time and name of the person administering the medication.

3.4. The School Nurse will:

- a. Administer medication according to Watauga County School Board and School Health policies, School Nurse Standards of Practice, the North Carolina Nurse Practice Act, the NC School Health Program Manual, current addition, and North Carolina law regarding administration of medication;
- b. Maintain current knowledge of the effective use of drugs and treatments used by the school aged child and the possible side effects;

- ~~b.c.~~ Obtain all necessary training and possess the abilities to properly administer medication and perform treatments in the school setting, to monitor potential side effects, and to properly document such.

~~B. OVER THE COUNTER MEDICATION~~

~~Consistent with the above requirements, over the counter medications will only be given during school hours by school personnel if they are in the original container complete with instructions. Parents who want school personnel to administer over the counter medication must provide the medication to school personnel pursuant to the requirements of this policy.~~

~~C.B. EMERGENCY MEDICATION~~

Students who are at risk for medical emergencies, such as those with diabetes, asthma, or severe allergies, must have an emergency health care plan developed for them to address emergency administration of ~~medicine~~ medication. Students must meet the requirements of subsection A.1, above, including providing authorization and instructions from the health care practitioner and written consent of the parent, in order for emergency medication to be administered by school personnel while the student is at school, at a school sponsored activity, and/or while in transit to or from school or a school-sponsored event.

~~D.C. STUDENT SELF-ADMINISTERING ASTHMA AND DIABETES MEDICATIONS~~

The board recognizes that students with certain health conditions like diabetes or asthma, and/or an allergy that could result in subject to an anaphylactic reactions, may need to possess and self-administer ~~asthma~~ medication on school property in accordance with their individualized health care plan or emergency health care plan. The board also recognizes that students with diabetes may need to possess and self-administer certain medication on school property. As used in this section of the policy, “~~asthma~~ medication” ~~means~~ refers to a medicine prescribed for the treatment of diabetes, asthma or anaphylactic reactions and includes insulin or a source of glucose, a prescribed asthma inhaler, or a prescribed epinephrine auto-injector. “Diabetes medication” means a medication prescribed for the treatment of diabetes and includes insulin or glucose. The superintendent shall develop procedures for the possession and self-administration of ~~asthma and diabetes~~ such medication by students on school property, during the school day, at school-sponsored activities, and/or while in transit to or from school or school-sponsored events.

1. Authorization to Self-Administer Medication

Before a student will be allowed to self-administer ~~medicine~~ medication pursuant to this section, the student’s parent ~~or guardian~~ must provide to the principal or designee all of the documents listed below:-

- a. written authorization from the student’s parent ~~or guardian~~ for the student to

possess and self-administer ~~the asthma or diabetes medication~~;

b. a written statement from the student's health care practitioner verifying that:

- 1) ~~that the student has diabetes or asthma, and/or an allergy that could result in anaphylactic reaction or diabetes~~;
- 2) ~~that he or she the health care practitioner~~ prescribed the medication for use on school property during the school day, at school-sponsored activities, or while in transit to or from school or school-sponsored events; and
- 3) ~~that the student understands, has been instructed in self-administration of the asthma or diabetes medication, and has demonstrated the skill level necessary to use the medication and any accompanying device~~;

c. a written treatment plan and written emergency protocol formulated by the prescribing health care practitioner for managing the student's diabetes, asthma, or anaphylaxis episodes ~~or diabetes~~ and for medication use by the student;

d. a statement provided by the school system and signed by the student's parent ~~or guardian~~ acknowledging that the board of education and its agents are not liable for injury arising from the student's possession and self-administration of ~~asthma or diabetes~~ the medication; and

e. any other documents or items necessary to comply with state and federal laws.

2. ~~Prior to being permitted to self-administer medicine~~ medication at school, the student also must demonstrate to the school nurse, or the nurse's designee, the skill level necessary to use the ~~asthma or diabetes medication~~ and any accompanying device.

3. ~~Finally, the The student's parent or guardian must provide to the school backup asthma or diabetes medication that school personnel are to keep in a location to which the student has immediate access in the event~~ the student does not have the required medication of an emergency.

All information provided to the school by the student's parent ~~or guardian~~ must be reviewed by the school nurse and kept on file at the school in an easily accessible location. Any permission granted by the principal ~~or designee~~ for a student to possess and self-administer ~~asthma or diabetes medication~~ will be effective only for the same school for 365 calendar days. Such permission must be ~~reviewed annually~~ renewed each school year.

2. Responsibilities of the Student

A student who is authorized in accordance with this policy to carry medication for self-administration must carry the medication in the original labeled container with the student's name on the label.

3. Consequences for Improper Use

A student who uses his or her prescribed ~~asthma or diabetes~~ medication in a manner other than as prescribed or who permits another person to use the medication may be subject to disciplinary action pursuant to the school disciplinary policy. However, school officials shall not ~~No one may~~ impose disciplinary action on the student that limits or restricts the student's immediate access to the diabetes, asthma, or anaphylactic, ~~asthma or diabetes~~ medication.

The board does not assume any responsibility for the administration of ~~drugs or medication~~ to a student by the student, the student's parent, ~~or legal custodian~~ or any other person who is not authorized by this policy to administer medications to students.

Legal References: Americans with Disabilities Act, 42 U.S.C. 12134, 28 C.F.R. pt. 35; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, 34 C.F.R. pt. 300; Rehabilitation Act of 1973, 29 U.S.C. -705(20), -794, 34 C.F.R. pt. 104; G.S. 115C-36, -307(c), -375.1, -375.2, -375.2A, -375.3; *Policies Governing Services for Children with Disabilities*, State Board of Education Policy EXCP-000

Cross References: Parental Involvement (policy 4002), Drugs and Alcohol (policy 4325), Emergency Epinephrine Auto-Injector Devices (policy 5024/6127/7266)

Other References: North Carolina School Health Program Manual (N.C. Dept. of Health and Human Services, Div. of Public Health, School Health Unit, 6th ed. 2014), available at <https://www2.ncdhhs.gov/dph/wch/lhd/manuals.htm>

Adopted: April 11, 2016

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

Replaces: Board policy 5.03.10, Medication Administration

The Watauga County Board of Education (the "board") recognizes and supports the limitations on unauthorized duplication and use of copyrighted materials. The board does not condone any infringement on the property rights of copyright owners.

Employees, students and visitors are prohibited from the use or duplication of any copyright materials not allowed by copyright law, fair use guidelines sanctioned by Congress, licenses or contractual agreements. Willful or serious violations also are considered to be in violation of expected standards of behavior for employees and students and may result in disciplinary action in accordance with board policy. Each year employees and students will be reminded of their responsibilities to enforce and adhere to copyright laws.

A. FAIR USE

1. Unless allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to copying copyrighted material. Fair use is based on the following standards:
 - a. the purpose and character of the use;
 - b. the nature of the copyrighted work;
 - c. the amount of and the substantiality of the portion used in relation to the copyrighted work as a whole; and
 - d. the effect of the use upon the potential market for, or value of, the copyrighted work.
2. The superintendent or designee shall provide information and training to personnel and students, as appropriate, on the fair use of copyrighted materials, including in the following circumstances:
 - a. single and multiple copying for instructional purposes;
 - b. copying for performances and displays;
 - c. off-air recording of copyrighted programs;
 - d. use of "for home use only" videotapes or DVDs;
 - e. computer software;
 - f. copyrighted materials on the Internet and on-line databases; and
 - g. reproduction and loan of copyrighted materials by school media centers;

and

g-h. preparation of educational multimedia projects using portions of copyrighted works.

B. BUDGET

The budget recommended by the superintendent to the board must include sufficient funds for purchasing copyrighted materials as a necessary budget expense.

Legal References: 17 U.S.C. 101, 102, 106, 108, 110, 117

Cross References: Technology in the Educational Program (policy 3220), Technology ~~Acceptable~~Responsible Use (policy 3225/4312/7320), Integrity and Civility (policy 4310), Network Security (policy 6524), Staff Responsibilities (policy 7300), Budget Planning and Adoption (policy 8100)

Adopted: May 11, 2015

Replaces: Policy 3.08.20, Copyright Law

Revised:

The Watauga County Board of Education (the "board") recognizes the importance of setting rigorous graduation requirements to help ensure that students are receiving an education that will prepare them to be career and college ready and productive members of society.

In order to graduate from high school, students must meet the following requirements:

1. successful completion of all course unit requirements ~~mandated by the State Board of Education (see Section A)~~ as described in Section A; and
2. successful completion of cardiopulmonary resuscitation instruction and pass a skills test; and
3. successful completion of all other requirements mandated by the board, as provided in this policy.

The principal shall ensure that students and parents are aware of all graduation requirements. Guidance program staff shall assist students in selecting their high school courses to ensure that students are taking all of the required units and selecting electives consistent with their post-graduation plans. For students who have transferred to the school system during high school or who, for other reasons, have completed course work outside of the school system, the principal shall determine what course work will be applied as credit toward graduation. The principal shall consider the requirements of the Interstate Compact on Educational Opportunity for Military Children (G.S. 115C-407.5) and the requirements of subsection C.3 of this policy in determining the graduation requirements for children of military families.

A. COURSE UNITS REQUIRED

All students must fulfill the course unit requirements of the Future-Ready Core Course of Study, unless they are approved for the Future-Ready Occupational Course of Study. The table in subsection A.1 below lists the course unit requirements for the Future-Ready Core Course of Study applicable to students who entered ninth grade for the first time during the 2013-14 school year or thereafter. Students who entered the ninth grade for the first time before the 2013-14 school year should consult their school counselor to determine applicable course unit requirements for graduation.

In accordance with policy 3101, Dual Enrollment, and State Board of Education requirements, students may earn high school credit for college courses completed. In addition, students may earn credit for certain high school courses in the Future-Ready Core Course of Study completed while in middle school, as authorized by the State Board of Education. Students also have the opportunity to meet course unit requirements without completing the regular period of classroom instruction by demonstrating mastery of the course material in accordance with policy 3420, Student Promotion and Accountability, and State Board of Education requirements. Watauga High School

students may earn one or two units of credit upon successful completion of a course, depending on how the course is offered.

All awards of high school course credit must be consistent with State Board of Education requirements. Any inconsistency between board policy and State Board graduation requirements will be resolved by following the State Board requirements. While the board endeavors to keep its policy up to date with current State Board of Education graduation requirements, students should verify current requirements with their guidance counselors when planning course schedules or making other decisions based on graduation requirements. Watauga High School students may graduate and receive a high school diploma when a combination of the following state and local requirements are met:

1. Future-Ready Core Course of Study Credits Required for Students Entering Ninth Grade for the First Time in 2013-2014 and Thereafter

Courses Required*	State Requirements	Local Requirements
English	4 sequential (English I, II, III, and IV)	4
Mathematics	4 (NC Math 1, 2, and 3 and a fourth math course aligned with the student's post-high school plans.)** (A principal may exempt a student from this math sequence. Exempt students will be required to pass NC Math 1 and 2 and two other application-based math courses or selected CTE courses, as identified on the NC DPI math options chart.)***	4
Science	3 (a physical science course, Biology, and earth/environmental science)	3
Social Studies	4 (including American History: Founding Principles, Civics and Economics; American History Parts I and II; and World History)****	4
Health/P.E.	1	2-one in Health/one in P.E.
Electives	6 (2 electives must be any combination of Career and Technical Education, Arts Education, or World Language; 4 must be from one of the following: Career and Technical Education, J.R.O.T.C., Arts Education, or any other subject area or cross-disciplinary course. A four-course concentration is recommended.)*****	11- five approved by Watauga County BOE or from NC Standard Course of Study
Total Credits	22	28*****

* Certain International Baccalaureate (IB), and-Advanced Placement (AP), and Cambridge International Examination (CIE) courses will satisfy specific graduation requirements. See SBE policy GCS-L-008Policy GRAD-008.

** Students entering ninth grade for the first time prior to the 2014-15 school year have alternate math course options. See SBE policy GCS-N-004Policy GRAD-004.

*** Students seeking to complete minimum course requirements for UNC universities must complete four mathematics courses, including a fourth math course with Math 3 as a prerequisite. The math options chart is available at <http://maccss.ncdpi.wikispaces.net/file/view/Math%20Options%20Chart%209.5.2014.pdf/5225>

04358/Math%20Options%20Chart%209.5.2014.pdf

**** American History: Founding Principles, Civics and Economics must follow the North Carolina Standard Course of Study (NCSCOS) in its entirety and may not be satisfied by an AP/IB/CIE course, dual enrollment, or any other course that does not fully address the NCSCOS.

**** Students seeking to complete minimum course requirements for UNC universities must complete two credits of a single world language years of a second language.

***** Students may earn course credit for the successful completion of courses through a university, community college, or distance learning. (See Watauga County Board of Education Policy 3101: Dual Enrollment and Policy 3102: Online Instruction)

2. Future-Ready Occupational Course of Study Credits Required (only available to certain students with disabilities who have an IEP)

Courses Required	State Requirements	Local Requirements
English	4 (including English I, II, III, and IV)	4
Mathematics	3 (including Introduction to Math, NC Math I, and Financial Management)	3
Science	2 (including Applied Science and Biology)	2
Social Studies	2 (including American History: Founding Principles, Civics and Economics; and American History I and/or American History II)	2
Health/P.E.	1	2
Career/Technical	4 (Vocational Career/Technical Education electives)	4
Occupational Preparation	6 (including Occupational Preparation I, II, III, and IV, which require 150 hours of school-based training, 225 hours of community-based training, and 225 hours of paid employment*)	6
Electives	0	5- five approved by Watauga County BOE or from NC Standard Course of Study
Other Requirements	<ul style="list-style-type: none"> • Completion of IEP objectives • Career Portfolio 	
Total Credits	22	28**

* Paid employment is the expectation; however, when paid employment is not available, 225 hours of unpaid vocational training, unpaid internship experience, paid employment at community rehabilitation facilities, and volunteer and/or community service hours may substitute for 225 hours of paid employment.

** Students may earn course credit for the successful completion of courses through a university, community college, or distance learning. (See Watauga County Board of Education Policy 3101: Dual Enrollment and Policy 3102: Online Instruction)

B. HIGH SCHOOL FINAL EXAMS AND END-OF-COURSE TESTING

High school students must take all end-of-course (EOC) tests, NC Final Exams, and Career and Technical Education State Assessments (CTE Post-Assessments) required by

the State Board of Education and pursuant to policy 3410, Testing and Assessment Program. Students shall attain passing scores on exit standards adopted by the North Carolina State Board of Education and administered by Watauga County Schools.

C. SPECIAL CIRCUMSTANCES

The board adopts the following policies with regard to graduation.

1. Honor Graduates

Honor graduates may be designated by principals on the basis of criteria established by the superintendent. Recognition of honor graduates may be included in graduation programs.

2. Students with Disabilities

Graduation requirements must be applied to students with disabilities to the extent required by state and federal law and State Board policy.

3. Children of Military Families

In order to facilitate the on-time graduation of children of military families, the board adopts the following policy provisions for students to whom the Interstate Compact on Educational Opportunity for Military Children applies.

a. Waiver Requirements

Specific course work required for graduation will be waived if similar course work has been satisfactorily completed in another school system. If a waiver is not granted, school administrators shall provide the student with reasonable justification for the denial. If a waiver is not granted to a student who would qualify to graduate from the sending school, the superintendent or designee shall provide the student with an alternative means of acquiring the required course work so that the student may graduate on time.

b. Testing Requirements for Graduation

The superintendent shall accept the following in lieu of any local testing requirements for graduation: (1) the end-of-course exams required for graduation from the sending state; (2) national norm-referenced achievement tests; or (3) alternative testing. If these alternatives are not feasible for a student who has transferred in his or her senior year, subsection c below will apply.

c. Transfers During Senior Year

If a child of a military family who has transferred at the beginning of or during his or her senior year is ineligible to graduate from the school system after all of the alternatives listed above have been considered and the student meets the graduation requirements at his or her sending school, then school officials from the school system shall collaborate with the sending school system to ensure that the student will receive a diploma from the sending board of education.

4. Early Graduation

Graduation prior to that of one's class may be permitted on the basis of criteria approved by the board upon recommendation by the superintendent.

5. Graduation Certificates, Transcripts, and Participation

Graduation certificates will be awarded to eligible students in accordance with the standards set forth in State Board policy.

Transcripts may be issued to all students receiving a diploma or certificate. The transcript shall provide all information required by State Board of Education policy GCS-L-004-GRAD-009 and/or other State Board policies as appropriate.

Participation in graduation and baccalaureate ceremonies is optional. Students who have completed all graduation requirements, have paid all fees, and have the approved graduation attire and diploma may participate in graduation exercises.

Exceptional Children who have satisfactorily completed the course of study prescribed in their Individual Education Plans are eligible to participate in graduation exercises.

6. Diploma Endorsements

Students have the opportunity to earn one or more of the following diploma endorsements identifying a particular area of focused study: (1) Career Endorsement, (2) College Endorsement (two options), (3) North Carolina Academic Scholars Endorsement, and/or (4) a Global Languages Endorsement. No endorsement is required to receive a diploma.

Legal References: G.S. 115C-12(40), 47, -81.25(c)(10)(c), -81.45(d)(1), -174.11, -276, -288, -407.5; GS 116-11(10a); State Board of Education Policies CCRE-001, GRAD-004, GRAD-007, GRAD-008, GRAD-009, GRAD-010, TEST-003

Cross References: Goals and Objectives of the Educational Program (policy 3000), Dual Enrollment (policy 3101), Online Instruction (policy 3102), Testing and Assessment Program (policy 3410), Student Promotion and Accountability (policy 3420), Citizenship and Character Education (policy 3530), Children of Military Families (policy 4050)

Adopted: September 14, 2015

Revised: November 9, 2015; October 10, 2016; August 14, 2017

Replaces: Policy 4.04.50, Exit Documents at Graduation; policy 4.04.70, Graduation Requirements; policy 4.03.35 Accountability Standards (in part)

The Watauga County Board of Education (the "board") encourages all students to develop an understanding of citizenship, including the importance of a citizen's rights and responsibilities. ~~At a minimum, citizenship education will incorporate the civic literacy requirements of the Basic Education Plan and any statutory requirements regarding the recitation of the Pledge of Allegiance and the display of flags. In addition, within the timeframe established by state requirements, the high school curriculum will meet all state standards for teaching individual responsibility and other historical founding principles of our nation.~~

~~BOARD CITIZENSHIP REQUIREMENTS AND OPTIONS~~

At a minimum, the curriculum will incorporate all statutory and State Board of Education requirements concerning civics, citizenship, and character education. In addition to meeting any state requirements, citizenship education also should be designed to reinforce the student behavior management plan and shall include addressing character education instruction traits as provided in the Basic Education Plan required by G.S. 115C-81.60. Such instruction should address ~~The character traits should include~~ge, but are not limited to, courage, good judgment, integrity, civility, kindness, perseverance, respect responsibility, and tolerance, self-discipline, as well as responsibilities such as respect for school personnel, responsibility for school safety, service to others and good citizenship.

Citizenship education also must require that: ~~(1) the United States and North Carolina flags be displayed in each classroom, when available; (2) recitation of the Pledge of Allegiance be scheduled on a daily basis; (3) appropriate instruction be provided on the meaning and historical origins of the North Carolina and United States flags and the Pledge of Allegiance; and may include guidelines for the use and display of the North Carolina and United States flags. (4) Constitution and Citizenship Day be observed on September 17 to commemorate the signing of the United States Constitution or be observed the preceding or following week if students are not in school on September 17; and (5) appropriate instruction and/or recognition be provided concerning the significance of Memorial Day. Any North Carolina or United States flags donated or otherwise made available will be displayed in each classroom, and recitation of the Pledge of Allegiance will be scheduled on a daily basis.~~

~~Citizenship education also may include appropriate instruction on the rights and responsibilities of citizenship and guidelines for the use and display of the North Carolina and United States flags. The curriculum must~~ principal shall ensure that no student is ~~will be~~ compelled to salute the flag, recite the Pledge of Allegiance, stand to acknowledge the flag, ~~or stand to participate in the Pledge of Allegiance, or otherwise feel coerced to participate. Teachers may use the recitation of the Pledge of Allegiance as an opportunity to teach students about the history concerning coercion and the importance of the First Amendment to the Bill of Rights.~~

All schools will commemorate Constitution Day and Citizenship Day and also Memorial Day. If students are in attendance on September 17, which is Constitution Day and Citizenship Day, an educational program about the United States Constitution will be held. If students are not in

attendance on September 17, the program will be held during the week preceding or following September 17. Likewise, if students are in attendance on Memorial Day, they will receive instruction on the significance of Memorial Day. If students are not in attendance on Memorial Day, instruction on the significance of Memorial Day will be provided at another time.

~~Furthermore, The citizenship education may include for middle school and high school students may include a community volunteer service requirement in order to demonstrate the value and effectiveness of volunteer contributions to the community. To be approved by the board, the curriculum (1) must provide s~~Students shall receivewith sufficient notice of any community volunteer service requirement approved by the board.

~~the service requirement; (2) must provide students with enough options to meet the interests and transportation needs of the students; and (3) must not infringe on the constitutional rights of students by compelling or coercing a student to hold a particular viewpoint on volunteerism.~~

Legal References: P.L. 108-447, div. J, title I, sec. 111 (codified as a statutory note to 36 U.S.C. 106(d); G.S. 115C-12(33), -47(29a), -81.45, -81.60(g), (h), (h1); N.C. Session Law 2011-273

Cross References: Goals and Objectives of the Educational Program (policy 3000), Curriculum Development (policy 3100)

Adopted: July 11, 2016

Revised:

The Watauga County Board of Education (the "board") will hold student fees to a minimum. No fee will be charged for required courses or activities. In addition, to the extent funds are made available for this purpose, no registration or exam fees will be charged for Advanced Placement courses, International Baccalaureate Diploma Program courses, or Cambridge Advanced International Certificate of Education courses, including AS-Level or A-Level courses.

Each principal is required to submit a list of any fees to the superintendent prior to the August board meeting. The superintendent shall adopt procedures providing that student fees, including those for graduation, the school yearbook or supplies for elective classes, are consistent among the different levels and schools. The board must approve all fees. The superintendent shall submit the schedule of approved fees and charges to the superintendent of public instruction.

Any fees imposed will be waived or reduced for students who demonstrate economic hardship. The superintendent shall establish procedures to review requests for fee waivers or reductions.

~~As provided in policy 4002, Parental Involvement, each~~ Each principal shall publish or post the schedule of fees and notify students and parents of the availability of and the process for requesting a fee waiver, or reduction as provided in policy 4002, Parental Involvement.

Legal References: N.C. Const. art. IX, § 2(1); G.S. 115C-47(6), -174.26(a), -216(g), -384

Cross References: Parental Involvement (policy ~~1310~~/4002)

Adopted: November 10, 2014

Revised: