



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

April 9, 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. | STUDENT’S REPORT | Ms. Kelsey Marlett
Ms. Isabelle Trew |
| 6:18 | 8. | PUBLIC RECOGNITION | |
| | | A. Teachers of the Year Recognition | Dr. Stephen Martin |
| | | B. Servant’s Heart Award | Dr. Scott Elliott |
| 6:33 | 9. | CONSENT AGENDA | |
| | | A. Approval of Minutes for 3/15/18 and 3/26/18 | Dr. Scott Elliott |
| | | B. Field Trip Requests | |
| | | C. Budget Amendment #6 | |
| | | D. 2018-2019 Current Expense and Capital Outlay | Ms. Ly Marze |
| | | E. Procurement Plan – WCS School Nutrition Program | Ms. Monica Bolick |
| | | F. Surplus Declaration Request | |
| | | G. Personnel | |
| | | H. Calendar Update for School Year 2017-2018 | |
| 6:38 | 10. | PROJECT ID | Ms. Yolanda Adams |
| 6:48 | 11. | SCHOOL LIBRARY UPDATE | Mr. Ike Smith |

-----BREAK-----WORK SESSION-----

6:58 12. POLICIES: TECHNICAL CHANGES FOR APPROVAL Dr. Wayne Eberle

3200	Selection of Instructional Materials Updated
3210	Parent Request to Review Instructional Materials Updated
4320	Tobacco Products Students Updated
5000	School and the Community Updated
6120	Student Health Services Updated
6220	Operation of School Nutrition Services Updated
6410	Organization of Purchasing Function Updated
6530	Resource Conservation Updated
7130-R	Licensure Updated
7335	Employee Use of Social Media Updated
9010	Site Selection Updated

7:08 13. POLICIES: SUBSTANTIVE CHANGES FOR FIRST READ Dr. Wayne Eberle

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

7:23 14. POLICIES: SUBSTANTIVE CHANGES FOR SECOND READ Dr. Wayne Eberle

7530	Military Leave
7810	Evaluation of Licensed Employees
7900	Resignation
7930	Professional Employees: Demotion and Dismissal
7940	Classified Personnel: Suspensions and Dismissal

7:28 15. BOARD OPERATIONS

7:33 16. BOARD COMMENTS

7:38 17. ADJOURNMENT

18. MISCELLANEOUS INFORMATION

Important Future Dates:

WHS Performance - Cinderella – April 19-21
Empty Bowls - May 5, 2018
Teacher of the Year Banquet – May 10, 2018
May 14th Board meeting to be held at WHS Auditorium



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

DATE: March 15, 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: Margaret E. Gragg Education Center

CALL TO ORDER

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

CLOSED SESSION

Mr. Henries called the meeting to order in closed session under N.C.G.S. 115C-288(g) Reportable Offenses, N.C.G.S.143-318.11(a)(1) Student Records, and N.C.G.S.143-318.11(a)(6) Personnel

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

Dr. Elliott added Item G, Calendar Update, to the Agenda. A motion was made by Jay Fenwick and seconded by Brenda Reese to approve the agenda as modified. The motion was unanimously approved.

PUBLIC COMMENT

There were no public comments at the March 2018 Board meeting.

SUPERINTENDENT'S REPORT

Dr. Elliott welcomed Mr. Henries and the Board members, Ms. Marlett and Ms. Trew. He gave a special welcome to the administrators, teachers, parents, and community members present, and noted that he was especially happy for the large gathering after the short meetings due to weather. He noted that a few special guests would join the Board for a work session about school safety later in the evening.

He mentioned School Social Workers' week and how fortunate Watauga County Schools (WCS) is to have a talented group of staff in this capacity. He highlighted the important role that they play in the smooth functioning of our schools, especially in light of recent challenges in the country

He reminded everyone of Empty Bowls, scheduled for March 24th at Watauga High School (WHS). He noted some of the items on display for the silent auction and shared more about the donors.

Dr. Elliott noted that eight schools would be hosting basketball games for 156 teams during the following weekend during the Boone Roundball Classic.

He stated that WCS has completed 119 days and 725.5 hours. He reminded everyone that the school calendar law requires that we meet either 185 days, or at least 1025 hours of instruction. WCS started the year with a calendar built upon 180 days and 1,157 hours of instruction. Watauga County Schools is one of 14 school systems (all in Western NC) out of the 115 school systems that qualified this year for a weather waiver. The waiver allows us to begin school one week earlier than the rest of the state. The school calendar law was changed in recent years to eliminate flexibility with the end date unless going past the Friday closest to June 11 was required to meet the 185 day or 1,025 hour requirement. He added that a further restriction no longer allows us to test seniors early if doing so helps maintain our graduation date. Currently, the last available date for holding graduation ceremonies at the Convocation Center is Saturday, June 9. He noted that these strict the parameters are given by the state, and stressed the need for to continuing to advocate to our state elected officials for greater flexibility in our calendar in order to maintain a high quality education in our district.

STUDENT'S REPORT

Ms. Marlett and Ms. Trew shared some of the activities at Watauga High School:

The Pioneer Playmakers presented their winter show, Our Town, from February 23-25.

The Watauga High School Poetry Club partnered with the local bookstore, Foggy Pine Books, to host a poetry slam. Students read original work and heard from poets in the community.

The French Club met and had a lesson on Mardi Gras to learn more about French culture.

Mountain Alliance is accepting applications for Rolling Academy, to be held in the summer.

The National Art Honors Society is planning the annual Empty Bowls which will be held WHS March 24th from 4:30-6:30.

Students' registration forms for classes next year are due March 16th.

PUBLIC RECOGNITIONS

Dr. Paul Holden spoke about National School Social Workers' month and recognized the necessary work of the School Social Worker in the lives of the our schools, parents, and students.

Dr. Stephen Martin recognized Mr. Phil Norman of Green Valley School, this year's recipient of the Principal of the Year award. He noted his education, military career, and the many roles that he had played within the school system.

Dr. Elliott shared that the Servant's Heart Recipient had been unable to attend the meeting and a presentation of the award would be made later in the next week.

CONSENT AGENDA

Brenda Reese moved to approve the items A- G on the consent agenda as presented which was seconded by Gary Childers. The vote to approve was unanimous.

WATAUGA INNOVATION ACADEMY

Ms. Tierra Stark spoke about the Cooperative and Innovative High School program, Watauga Innovation Academy, which operated in collaboration with Caldwell Community College and Technical Institute. She stated that due to the foresight in planning for the construction of a state-of-the-art facility, the school had a waiver to hold classes on the WHS campus. There are seven pathways which earn dual credit. Horticulture and Medical Assisting pathways are new and developing. Students participate in the program because it provides the best education available for these students, whether they plan to earn a certificate for immediate employment, or proceed to higher levels of education in the field of study or elsewhere in school or the military. Students may enter the program in any grade and the program is limited to 110 students per grade level. To date, 428 college credits, 54 graduates, and 517 courses have been achieved in the program. In addition, \$230,000 have been saved in college expenses. The pathway achieves a high school diploma, and often a certificate, and students are on a path to earn a college diploma. Along with Advanced Placement courses, the program gives students the opportunity for huge advancement in their college careers.

POLICIES: TECHNICAL CHANGES FOR APPROVAL

3101	Dual Enrollment
3115	Curriculum and Instruction Guides
3130	Grouping for Instruction
3400	Evaluation of Student Progress
3405	Students at Risk of Academic Failure
3410	Testing Assessment Program
3420	Student Promotion and Accountability
3430	School Improvement Plan
3431	Conflict Resolution
3450	Class Rankings
3640-5130	Student Voter Registration and Preregistration
7800	Professional and Staff Development

Dr. Wayne Eberle presented the policies that contained only technically changes. Brenda Reese moved that the policies be approved, which was seconded by Jason Cornett. Following a vote, the policies were unanimously approved.

POLICIES: SUBSTANTIVE CHANGES FOR FIRST READ

7530	Military Leave
7810	Evaluation of Licensed Employees
7900	Resignation
7930	Professional Employees: Demotion and Dismissal
7940	Classified Personnel: Suspensions and Dismissal

The Board discussed the above policies which were applicable to Human Resources. There were no changes made by the Personnel Committee for any of these. Following discussion, no changes were requested to be made.

POLICIES: SUBSTANTIVE CHANGES FOR SECOND READ

8510	School Finance Officer
1410	Public Participation at Board Meetings
1500	Board Policies
6420	Contracts with the Board

Jason Cornett moved that the policies be approved, which was seconded by Gary Childers. Following a vote, the policies were unanimously approved.

Following a short break, the meeting resumed at 6:55.

SCHOOL SAFETY PLANNING

Board members, and WCS Directors, Student Representatives, Ms. Trew, and Ms. Marlett, District Attorney Seth Banks, Resource Officer Seth Morrisison, Captain Kelly Redmon, Sheriff Len Hagaman, Lt. Bobby Creed, Blowing Rock Chief, Tony Jones, Chief Crawford, Captain Andy Lebow, Principals and staff from schools, Dr. Melba Spooner, Dr. Lambert, and others from the police and sheriff's office focused their discussion about what the Board can do, not in response to recent tragedies, but as a proactive move toward prevention and intervention.

Dr. Elliott spoke about how the safety of the students and our actions toward that goal were a part of the Strategic Plan. He noted that 150 Board Policies speak to safety.

He spoke about the process of state reporting of dangerous activity within schools, which is self-reported by each school. He noted that there had been no long term suspensions since 15-16. The dropout rate for 16-17 of 17 students was 1.22%. That year, WCS also had the best graduation rate to date. He stated that in Watauga County Schools, we are doing a better job at caring for and supporting our students. The ASC center at WHS, and support from law enforcement have helped this.

Dr. Paul Holden spoke about Student Services that support students outside of the classroom. He noted that in a smaller district such as WCS, it is unusual to have a distinct department for Student Services. The Board has supported and promoted these additional resources. WCS has a Graduation Coach, GEARUP, and Family Liaison personnel, as well as School Counselors, Social Workers, School-based therapy within the school for identified needs, and those identified for self-harm or aggressive behavior. The ASC Center brings ASU students in Psychology and Social Work to Watauga with Dr. Kurt Michaels to assist in intervention. The SOAR day treatment at Blowing Rock School, addresses mental health concerns or behavioral issues which also affect academics. GAGGLE notification identifies student self-harm in communications, offensive words or images, and has human intervention to ensure that school officials are notified about dangerous behavior.

Mr. Daniel Clark presented facilities needs which had been identified by the Architect's study. Buzz-in for visitors, access control cards for staff, panic buttons which contact law enforcement, interior and exterior cameras which were put in mostly for discipline can be used to provide more secure facilities. Current updates have been door improvements, thumb-turn on interior high school doors, and improved visibility through landscaping adjustments. In the future, double-entry buzz-in systems are slated for installation, as well as secure doors and access control for staff and cafeteria doors.

Mr. Sukow spoke about security on the playground, and the balance between inviting the community after school hours and the safety on campus. He said that our sense of community within our schools

allows us to know the people who are there. Mr. Clark noted that pre-Columbine architecture exists here. We want open, inviting buildings that are secure.

Dr. Elliott stated that it is our wish that WCS could achieve 100% safety, and our system will work toward that goal. He noted that it takes the community to work together with parents, law enforcement, teachers, staff and mental health workers, as well as students.

Mr. Henries thanked everyone for working together this evening.

BOARD OPERATIONS

An alternative date for Board of Education meeting was set for, Monday, May 21st, 5PM. This meeting will be at Watauga High School.

Reservations for the NCSBA summer conference are made. If the Board member choose not to attend, they should contact Ms. Smith.

BOARD COMMENTS

Mr. Henries stated that our relationship with our law enforcement community has always been excellent. It is very beneficial to the school system and individuals personally.

Jason Cornett said that information sharing between organizations could be the most effective way to prevent incidents.

Brenda Reese noted that we need the best training for our teachers. Clear meeting sites for parents and good communication avenues for them in the event of an emergency. Dr. Elliott stated that WCS has learned that you cannot communicate too much or often enough. We must manage the situation and not stop to communicate about it, but they are working on a pre-determination of who handles various things in an emergency. Public Information Officers (PIOs) will be essential to achieving this goal.

Gary Childers noted the value of a mock drill. Dr. Elliott spoke about a demonstration for school principals on August 1st regarding safety.

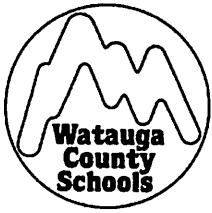
Ron Henries announced the approval of a contract extension for Dr. Elliott and noted that he was pleased with the work that Dr. Elliott had done.

ADJOURNMENT

A motion to adjourn Open Session was made by Jason Cornett, and seconded by Gary Childers. The vote to adjourn was unanimous at 8:46 PM.

R. Ivan Henries, Board Chair

Dr. Scott Elliott, Superintendent



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

DATE: March 26, 2018

PRESENT:

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

TIME: 5:00 p.m.

PLACE: Margaret E. Gragg Education Center

CALL TO ORDER

Ron Henries, Board Chair, called the meeting to order at 5:01.

OPEN SESSION

The meeting was called to order at 5:01 PM by Board Chair, Ron Henries.

PROPOSED CURRENT EXPENSE AND CAPITAL OUTLAY 2018-2019

The Board discussed the proposed expense items for the coming year with Dr. Elliott, Ms. Marze and the Finance committee.

Following a brief break, the meeting resumed with a discussion of capital outlay at 6:20.

BOARD OPERATIONS

Mr. Henries thanked everyone for their comments and for working together on the budget proposal.

BOARD COMMENTS

There were no Board Comments during the Board Work session on March 26, 2018

ADJOURNMENT

Adjournment was made by common consent at 7:07 PM.

R. Ivan Henries, Board Chair

Dr. Scott Elliott, Superintendent

UPDATED

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

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

Sponsoring teacher: (Print) JESSE C. STOLLINGS, JR School: WATAUGA HIGH SCHOOL
Cell phone number: 828-303-5413 Grade(s): 9-11-12 Number of students: 8
Departure time/date: Mon, Apr 2, 2018, 8 AM Return time/date: Wed, Apr 4, 2018 10 PM

Educational purpose:

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

WASHINGTON, DC HOLOCAUST MUSEUM, US CAPITOL, SMITHSONIAN
MUSEUMS, ARLINGTON

Purpose of trip and how it relates to the curriculum: _____

THE GROUP IS MY HOLOCAUST CLASS. WE WILL VISIT THE
USHMM AND OTHER RELEVANT SITES

Supervision and Safety:

Names of all school staff chaperones: JESSE C. STOLLINGS, JR KELLY STOLLINGS

Names of all non-school chaperones: _____

All chaperones have a background check completed: YES Sponsoring teacher initials: SR

Are all site(s) accessible to students with disabilities? X yes ___no How will students with disabilities be accommodated for site access and transportation? _____

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

Transportation plan:

Mode of transportation: _____ Yellow bus with wheelchair lift _____ Yellow bus without wheelchair lift

_____ Activity bus with wheelchair lift _____ Activity bus without wheelchair lift X Rental car/mini-van

_____ Charter bus Other (Please explain) _____ (1 car, 1 van rented from Enterprise)
2 school system vans

Name of charter bus company (if checked above) _____

(If applicable, bus request form must be attached)

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

Total cost per student \$ 200.00 Source of funds: PERSONAL

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

Approval/Signatures:

Sponsoring teacher signature: [Signature] Date: 3 / 2 / 18

Principal approval: [Signature] Date: 3 / 4 / 18

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 3 / 26 / 18

Superintendent approval: [Signature] Date: 3 / 27 / 18

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

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

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

Sponsoring teacher: (Print) Laura Turner School: WHS

Cell phone number: 828-773-1948 Grade(s): 10th - 11th Number of students: 15-30

Departure time/date: Early morning, June 28th Return time/date: Late evening, June 29th

Educational purpose:

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

DNC - Chapel Hill, NC State University and Davidson College

Purpose of trip and how it relates to the curriculum: This summer opportunity will allow students to visit 3 North Carolina postsecondary institutions with GEAR UP. The overall goal of this trip is to introduce high school students to campuses they might otherwise not ~~be able to access~~ be able to access.

Supervision and Safety:

Names of all school staff chaperones: Laura Turner

Names of all non-school chaperones: ASU GEAR UP Staff

All chaperones have a background check completed:

yes

Sponsoring teacher initials:

LS

Are all site(s) accessible to students with disabilities? ☒ yes ☐ no How will students with disabilities be accommodated for site access and transportation? We will make accommodations as needed.

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

Transportation plan:

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

Name of charter bus company (if checked above) Young Transportation (ASU)

(If applicable, bus request form must be attached)

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

Total cost per student \$ _____ Source of funds: _____

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

Approval/Signatures:

Sponsoring teacher signature:  Date: 3 / 6 / 18

Principal approval:  Date: 3 / 6 / 18

Required signatures if applicable:

Transportation Director approval:  Date: 3 / 21 / 18

Superintendent approval:  Date: 3 / 22 / 18

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



Greetings!

Thank you for joining us on our college bus tours; free through GEAR UP. GEAR UP is a program committed to prepare all students to pursue post-secondary education. On June 28 and 29th, we are excited to take your student to the following campuses:

- University of North Carolina Chapel Hill
- North Carolina State University
- Davidson College

To participate, all you have to do is complete the attached packet. In here you'll find:

- Contact Information Sheet: This allows us to contact you with more information and in case of an emergency while at camp.
- Student Behavior and Parental Consent: This outlines the behavioral expectations for the trip.
- Activities Agreement: This is the legal information from ASU, as well as consent for photos/videos, and insurance information in case of an emergency.

Please complete the attached packet and return it to school by **May 1st**.

Your county GEAR UP Coordinator will be contacting you regarding drop off times at Watauga High School.

Please contact your GEAR UP Coordinator at your student's school for more information regarding this trip. We look forward to providing an enriching experience for your student.

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

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

Sponsoring teacher: (Print) Laura Turner School: GEAR UP Schools
Cell phone number: 828-713-1448 Grade(s): 8th - 9th Number of students: 15-30
Departure time/date: June 13th - 10:30am Return time/date: June 15th, 1:00pm

Educational purpose:

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

Appalachian State, Boone, NC

Purpose of trip and how it relates to the curriculum: This summer camp will cover
College knowledge, Lawing, Geology and Service learning projects. Please
see attached for additional information.

Supervision and Safety:

Names of all school staff chaperones: Laura Turner

Names of all non-school chaperones: ASU GEAR UP Staff

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

Are all site(s) accessible to students with disabilities? ✓ yes no How will students with disabilities be accommodated for site access and transportation? We will make accommodations as needed

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

Transportation plan:

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

Name of charter bus company (if checked above)

(If applicable, bus request form must be attached)

Driver/s: Round trip mileage: # of buses needed:

Total cost per student \$ Source of funds:

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

Approval/Signatures:

Sponsoring teacher signature:  Date: 03 / 06 / 18

Principal approval:  Date: 3 / 6 / 18

Required signatures if applicable:

Transportation Director approval:  Date: 3 / 21 / 18

Superintendent approval:  Date: 3 / 22 / 18

Board of Education approval: Date: / /



College Adventure Camp Itinerary

Day 1

10:30am **Arrival and Check-In**

We're so glad you're here. Grab a key, and unpack your stuff!

11:30pm **Welcome and Expectations**

Let's get to know each other. We'll learn a little about our group and learn about what to expect for the next 3 days.

12:30pm **Lunch**

Dig in!

2:00pm **Service Trips**

We'll be visiting Horse Helpers and Hospitality House. There will be plenty to keep us busy from gardening, grooming horses, cleaning stalls, and above all, experiencing new things!

5:00pm **Geology**

It's all about the rocks! Learn about what this exciting major at App State has to offer!

6:00pm **Dinner**

We've worked up an appetite!

7:00pm **Start a Business**

Do you know what an entrepreneur is? What's the difference between a for-profit and a non-profit organization? How can these play into your future plans? We'll be talking all about it!

8:00pm **Relax**

You deserve it!

10:00pm **Lights Out**

We've got a busy day tomorrow!

Day 2

- 8:00am **Breakfast**
Eat up, buttercup!
- 9:00am **Caving and Lunch**
Have you ever been inside a cave? Prepare to get dirty!! We'll be hiking into Worley's Cave, and we'll test your knowledge in identifying stalagmites and stalactites!
- 6:00pm **Dinner**
You worked hard today. Nourish yourself!
- 7:00pm **Getting Ready for College**
Learn about how you can prepare now to have a great college application.
- 8:30pm **Relax**
Enjoy some time with your new BFFs.
- 10:00pm **Lights Out**
You earned this one! Get some sleep.

Day 3

- 8:00am **Check-Out**
We don't have to go home, but we can't stay here!
- 8:30am **Breakfast**
Hungry?
- 9:30am **College Basics**
What does Admissions and Financial Aid mean, anyway? Why does it matter to me? We're about to let you know!
- 12:00pm **Lunch**
We'll miss you, dining hall! It's been fun!
- 1:00pm **Farewell**
We hate to see you go! Come back soon!

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

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

Sponsoring teacher: (Print) Angela Bland School: Hardin Park School

Cell phone number: 828.215.16105 Grade(s): 7th Number of students:

Departure time/date: Friday, April 27th @ 8:00 AM Return time/date: Friday, April 27th @ 5:30 pm
Wednesday, May 2nd Wednesday, May 2nd

Educational purpose:

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

Asheboro, NC to the North Carolina Zoo

Purpose of trip and how it relates to the curriculum: The purpose of this trip is to allow students the opportunity to learn and experience how the Earth's atmosphere, weather and climate effect/impact animal life. (7.E.1)
Also, give students the opportunity to learn/experience/see how the structures and functions of living organisms enable them to survive, reproduce and carry out the basic functions of life. (7.L.1)

Supervision and Safety:

Names of all school staff chaperones: Brooke Huffman, Ashley West, Scotty Greer, Angela Bland, Amy Hiatt, Alex Vines, ~~Emily Rothrock~~, Jim Godwin, Maggie Tate, Courtney Hartzog

Names of all non-school chaperones: None

All chaperones have a background check completed:

Sponsoring teacher initials: AB

Are all site(s) accessible to students with disabilities? ☒ yes ☐ no How will students with disabilities be accommodated for site access and transportation? Transportation and all activities are accessible for students with disabilities.

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

Transportation plan:

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

Name of charter bus company (if checked above) Blue Ridge Charters

(If applicable, bus request form must be attached)

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

Total cost per student \$ _____ Source of funds: _____

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

Approval/Signatures:

Sponsoring teacher signature: Angela Bland Date: 2 / 26 / 18
Principal approval: Smalling Date: 2 / 26 / 18

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 3 / 15 / 18
Superintendent approval: [Signature] Date: 3 / 22 / 18
Board of Education approval: _____ Date: _____ / _____ / _____

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

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

Sponsoring teacher: (Print) Randy McDonough School: Watauga High School
Cell phone number: 828-964-0099 Grade(s): 9-12 Number of students: 25-30
Departure time/date: 4/13 12:00 Return time/date: 4/15 1:00 am

Educational purpose:

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

Columbia SC Spring Valley High School

Purpose of trip and how it relates to the curriculum: The Watauga High Track team will be travelling to compete in the Bojangles T&F Classic.

They will see some of the top teams in the nation.

Supervision and Safety:

Names of all school staff chaperones: Tom McDonough, Randy McDonough, Kevin Shaw, Dan McAnulty

Names of all non-school chaperones: Kathleen Mansure, Julia Roberts

All chaperones have a background check completed:

Sponsoring teacher initials: Rh

Are all site(s) accessible to students with disabilities? ☒ yes ☐ no How will students with disabilities be accommodated for site access and transportation? None going

Sponsoring Teacher Initials Rh (If applicable) A safety/supervision plan for high risk and/or water activities has been shared with the parents. Please attach a copy of the plan to this form if applicable. No water activities

Transportation plan:

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

Name of charter bus company (if checked above) _____

(If applicable, bus request form must be attached)

Driver/s: Randy McDonough Round trip mileage: 400 # of buses needed: 1
Total cost per student \$ 40 Source of funds: students / athletic Dept.

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

Approval/Signatures:

Sponsoring teacher signature: Rh Date: 3 / 8 / 18

Principal approval: And Be Date: 3 / 9 / 18

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 3 / 21 / 18

Superintendent approval: [Signature] Date: 3 / 22 / 18

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



BLUE RIDGE CHARTERS

P.O. Box 394
Mount Holly, NC 28120

Phone: 704-822-3131

Fax: 704-822-3112

www.blueridgecharters.com
info@blueridgecharters.com

Hardin Park School - 2
Angela Bland
361 Jefferson Road
Boone, NC 28607

Quote

Quote # Q5269

Date Printed: Wednesday, March 14, 2018

PO #:

Group Name: NC Zoo

Phone: 828-264-8481 Fax:

Salesperson: Donald Johnson

Salesperson Email: djohnson@blueridgecharters.com

Customer Email: blanda@wataugaschools.org

		Time	Date	# Vehicles	Description	Total Capacity
Pickup	Boone, NC Boone, NC	6:00am	5/2/2018	2	Blue Ridge Charters	108
			Note:	361 Jefferson Road		
Dropoff	Asheboro, NC Asheboro, NC		5/2/2018			108
			Note:	4401 Zoo Parkway		
Pickup	Asheboro, NC Asheboro, NC		5/2/2018			108
Dropoff	Boone, NC Boone, NC	6:00pm	5/2/2018			108

Cost of Charter: \$ 3,378.00

Itinerary:**Driver's to hotel the night before******

Pickup at
Hardin Park School
361 Jefferson Road
Boone, NC 28607

Travel to
North Carolina Zoo
4401 Zoo Parkway
Asheboro, NC 27205

THIS IS A CHARTER QUOTE. CALL OUR OFFICES TO CONFIRM YOUR QUOTE.

****** SMOKING IS PROHIBITED AT ALL TIMES ON THE VEHICLES ******

YOUR COST IS BASED ON THE SERVICES DETAILED ABOVE AND IS SUBJECT TO CHANGE IN ACCORDANCE WITH YOUR ACTUAL ITINERARY. THIS COMPANY RESERVES ITS RIGHT TO LEASE EQUIPMENT FROM OTHER COMPANIES IN ORDER TO FULFILL THIS AGREEMENT. THIS COMPANY SHALL NOT BE LIABLE FOR ITEMS LEFT ON THE VEHICLE OR LOSS OF TIME DUE TO MECHANICAL FAILURE OR INCLEMENT WEATHER. WE CANNOT GUARANTEE THE ASSIGNMENT OF REQUESTED DRIVERS OR VEHICLES. A SIGNED CONTRACT AND DEPOSIT WILL CONFIRM YOUR RESERVATION AND ACKNOWLEDGE YOUR ACCEPTANCE OF THIS AGREEMENT.

Signature _____

Date _____



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: April 9, 2018

RE: 2017-18 Budget Amendment #6

Attached is Budget Amendment #6 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	28,029,098	123,743	28,152,841
Federal Grants	1,980,686	0	1,980,686
School Nutrition	1,792,100	0	1,792,100
Extended Learning Centers	447,475	0	447,475
Capital Outlay	2,182,550	0	2,182,550
Special Revenue	701,528	0	701,528
 Total	 \$ 48,629,048	 \$ 123,743	 \$ 48,752,791

Watauga County Schools
BUDGET AMENDMENT #6
April 9, 2018

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

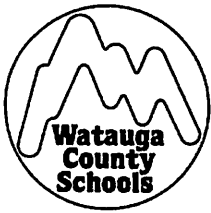
BA #6-1 Explanation:

This amendment is to budget state transfers and additional state allotment dollars as reflected in DPI revisions #34-38. The reduction in classroom teachers is from the NCVPS sure-up.

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
1.5110.001.121	Classroom Teachers	(22,436)
1.5110.003.162	Non-Instructional Support	4,400
1.5350.016.121	Summer Reading Camp	83,353
1.6550.056.165	Transportation	25,345
1.5110.085.462	Early Grade Reading Proficiency	15,780
1.5110.130.412	State Textbooks	17,301
	Total Appropriations	123,743

Revenues:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
1.3100	State Allocation	106,442
1.3211.130	State Textbooks	17,301
	Total Revenues	123,743



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

April 9, 2018

To: Watauga County Commissioners
Mr. Deron Geouque, County Manager
Ms. Margaret Pierce, Finance Director

From: Watauga County Board of Education
Dr. Scott Elliott, Superintendent
Ms. Ly Marze, Finance Officer

Re: 2018-19 Current Expense and Capital Outlay Budget Proposal

We are pleased to present our proposed 2018-19 budget for your consideration. This request represents the voices of our employees, students, and parents as shared through numerous meetings and work sessions. It seeks to better serve students by focusing on key priorities such as ensuring a safe and secure learning environment in our schools, preserving parity in compensation for locally and state funded positions, and supporting improved classroom instruction with more professional development.

Current Expense

The budget plan was developed within the context of estimated state salary increases for state-paid personnel and the additional resources needed to support the district's most important initiatives. We have been incredibly focused this year on trying to find operational savings while striving to address future needs. Some of the major current expense additions are as follows.

Estimated an average 3% salary increase for employees along with an estimated increase in employer benefit rates Retirement rate from 17.13% to 18.44% Hospitalization rate from \$5,869 to \$6,104	\$ 96,586
1 TA for PE Classes at Hardin Park	25,000
2 Teachers/1 TA for Pre-K Expansion to Mabel/Bethel	125,000
2 TAs for EC Program	50,000
1 School Nurse District-wide	53,000
2 School Counselors to Parkway/Hardin Park	106,000
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

Capital Outlay

The capital component of the budget reflects our commitments to providing a safe and healthy environment for students and school personnel and performing needed repairs and upkeep of the district's facilities and property. The growing need for building repairs and renovations must be addressed to ensure appropriate facilities for our students and avoid the increased costs of deferred maintenance.

The finance committee organized capital needs into 4 categories this year:

- 1) Safety and Security Upgrades
- 2) Recurring Capital Needs
- 3) Current School Year Needs
- 4) Facilities Study Plan

On page 7 in your packet, is a list of the projects to be completed for 2018-19.

Summary

We have always appreciated the generous support from the Watauga County Commissioners, especially in the years when we have depended on local funding to help cope with budget cuts at the state level. At the same time, we are mindful of the county's limited resources, and have done our best to limit our request to the genuine needs for a successful 2018-19 school year.

We will be glad to answer any questions and provide any additional information that will assist in your review of this request.

CURRENT EXPENSE FUND 2018-19		2017-18 ADOPTED BUDGET	2018-19 PROPOSED BUDGET	CHANGE	4/9/2018 PERCENT INCREASE
DESCRIPTION					
5100	REGULAR INSTRUCTIONAL SERVICES				
1	Salary - Local Positions	3,071,807	3,076,303	4,496	0.15%
	1 PE TA at HP	-	25,000	25,000	100.00%
2	Salary - JROTC	151,425	155,968	4,543	3.00%
	JROTC Program Funds	-	15,000	15,000	100.00%
3	Salary - Spanish Translator/Interpreter	25,622	26,391	769	3.00%
4	PreK Program	55,000	180,000	125,000	227.27%
5	Substitute Teacher Salaries	50,000	50,000	-	0.00%
	Substitutes for 3D Assessments/Area Level Meetings	37,000	48,500	11,500	31.08%
	Screeners/Assessments for ELA and Math K-8	-	28,000	28,000	100.00%
6	Mentor Stipends	36,000	41,000	5,000	13.89%
7	District-wide Supplies/Materials	20,000	20,000	-	0.00%
	New Classroom Needs Due to Increased Enrollment	50,000	25,000	(25,000)	-50.00%
8	Student Planners for K-8	4,000	-	(4,000)	-100.00%
9	Piano Tuning and Repairs	2,400	2,500	100	4.17%
10	Instrument Repairs	4,500	4,400	(100)	-2.22%
11	Itinerant Teacher Travel	8,000	8,000	-	0.00%
12	Homebound Services	5,000	5,000	-	0.00%
13	Workers Compensation Insurance	70,000	70,000	-	0.00%
14	Unemployment Insurance	10,000	10,000	-	0.00%
15	Life Insurance	5,000	5,000	-	0.00%
16	Employee Assistance Program	3,500	3,500	-	0.00%
17	Disability	5,000	5,000	-	0.00%
18	Social Security	258,329	265,544	7,215	2.79%
19	Retirement Cost	557,385	609,195	51,810	9.30%
20	Hospital Insurance	463,651	506,632	42,981	9.27%
		4,893,620	5,185,932	292,313	5.97%
5200	SPECIAL POPULATIONS SERVICES				
21	Salary - Exceptional Children	233,215	272,435	39,220	16.82%
22	Social Security	17,841	20,841	3,000	16.82%
23	Retirement Cost	39,950	50,237	10,287	25.75%
24	Hospital Insurance	64,559	79,352	14,793	22.91%
		355,565	422,865	67,300	18.93%
5400	SCHOOL LEADERSHIP SERVICES				
25	Salary - Principals	30,537	30,537	-	0.00%
26	Travel - Principals	10,800	10,800	-	0.00%
27	Salary - Assistant Principals	52,878	54,464	1,586	3.00%
28	Salary - Office Personnel	422,629	435,308	12,679	3.00%
29	Longevity	3,077	3,077	-	0.00%
30	Media Center Supplies and Materials				
	Bethel	1,188	1,092	(96)	-8.08%
	Blowing Rock	1,884	1,924	40	2.12%
	Cove Creek	1,576	1,524	(52)	-3.30%
	Green Valley	1,992	1,968	(24)	-1.20%
	Hardin Park	3,980	4,076	96	2.41%
	Mabel	1,164	1,192	28	2.41%
	Parkway	2,644	2,672	28	1.06%
	Valle Crucis	1,824	2,016	192	10.53%
	Watauga High	5,840	5,908	68	1.16%

CURRENT EXPENSE FUND 2018-19		2017-18	2018-19		4/9/2018
DESCRIPTION		ADOPTED BUDGET	PROPOSED BUDGET	CHANGE	PERCENT INCREASE
31	School Needs, Staff Development, and Supplies				
	Bethel	5,972	5,348	(624)	-10.45%
	Blowing Rock	10,496	10,756	260	2.48%
	Cove Creek	8,494	8,156	(338)	-3.98%
	Green Valley	11,198	11,042	(156)	-1.39%
	Hardin Park	24,120	24,744	624	2.59%
	Mabel	5,816	5,998	182	3.13%
	Parkway	15,436	15,618	182	1.18%
	Valle Crucis	10,106	11,354	1,248	12.35%
	Watauga High	36,210	36,652	442	1.22%
32	Social Security	39,774	40,865	1,091	2.74%
33	Retirement Cost	87,212	96,512	9,300	10.66%
34	Hospital Insurance	96,839	100,716	3,878	4.00%
		893,686	924,320	30,634	3.43%
5500	CO-CURRICULAR SERVICES				
35	Middle School Athletics				
	Coaching Supplements	35,000	35,000	-	0.00%
	Transportation	20,000	24,000	4,000	20.00%
	Catastrophic Insurance	6,175	6,175	-	0.00%
	Supplies	9,000	14,000	5,000	55.56%
	Contract Services	15,000	16,000	1,000	6.67%
36	WHS Athletics				
	Coaching Supplements	100,000	100,000	-	0.00%
	Transportation	20,000	20,000	-	0.00%
	Catastrophic Insurance/NCSHAA Dues	13,500	13,300	(200)	-1.48%
	Athletic Complex - WHS Athletics	27,630	20,000	(7,630)	-27.61%
	Athletic Drug Testing	3,000	3,000	-	0.00%
37	Cultural Arts Program	7,000	15,600	8,600	122.86%
38	Social Security	10,328	10,328	-	0.00%
39	Retirement Cost	23,126	24,894	1,769	7.65%
		289,758	302,297	12,539	4.33%
5800	SCHOOL-BASED SUPPORT SERVICES				
40	Salary - School Media Coordinators	42,050	43,312	1,262	3.00%
41	Salary - School Nurses (1 New Additional)	30,220	84,127	53,907	178.38%
	Salary - School Counselors (2 New Positions)	-	106,000	106,000	100.00%
42	Salary - Student Office /Data Manager	174,409	179,641	5,232	3.00%
43	Longevity	2,592	2,592	-	0.00%
44	WHS/ASU Assessment Center	30,000	30,000	-	0.00%
45	Student Assistance and Risk Assessment Program	4,000	4,000	-	0.00%
46	Mountain Alliance Partnership	9,000	9,000	-	0.00%
47	Supplies and Materials for School Nurses	2,000	2,000	-	0.00%
48	Supplies and Materials for Social Workers	500	500	-	0.00%
49	Safe Schools Program	2,000	2,000	-	0.00%
50	OSHA/Employee Safety	700	700	-	0.00%
51	ASU Clinical Screenings	700	700	-	0.00%
52	SACS Accreditation	1,000	8,000	7,000	700.00%
53	Staff Development for Departments and Programs				
	Administrative	6,000	6,000	-	0.00%
	Countywide	10,000	10,000	-	0.00%
	National Board Academy	3,000	3,000	-	0.00%
	K-3 Staff Development	12,000	12,000	-	0.00%
	4-8 Staff Development	12,000	12,000	-	0.00%
	9-12 Staff Development	2,000	2,000	-	0.00%

CURRENT EXPENSE FUND 2018-19						4/9/2018
DESCRIPTION			2017-18 ADOPTED BUDGET	2018-19 PROPOSED BUDGET	CHANGE	PERCENT INCREASE
		MTSS Staff Development	6,000	6,000	-	0.00%
		ITF/Media Staff Development	3,000	3,000	-	0.00%
		AIG	2,000	2,000	-	0.00%
		Science and Chemical Safety	5,500	1,500	(4,000)	-72.73%
		School Nurses	3,000	3,000	-	0.00%
54	Staff Development/Travel for Departments and Directors					
		Superintendent	5,000	5,000	-	0.00%
		Assistant Superintendent/Personnel	3,450	3,450	-	0.00%
		K-3 Curriculum	2,000	2,000	-	0.00%
		4-8 Curriculum	1,500	1,500	-	0.00%
		Curriculum Support	2,000	2,000	-	0.00%
		Instructional Support	1,000	1,000	-	0.00%
		Testing	1,500	1,500	-	0.00%
		Student Services	3,600	3,600	-	0.00%
		Exceptional Children	2,000	2,000	-	0.00%
		Finance	2,800	2,800	-	0.00%
		Technology	9,000	9,000	-	0.00%
		Maintenance	7,000	7,000	-	0.00%
		Transportation	4,800	4,800	-	0.00%
		School Nutrition	1,500	3,000	1,500	100.00%
		Public Relations	750	1,200	450	60.00%
55	Social Security		19,069	31,799	12,730	66.75%
56	Retirement Cost		42,700	76,650	33,950	79.51%
57	Hospital Insurance		46,952	48,832	1,880	4.00%
			520,292	740,202	219,910	42.27%
6400	TECHNOLOGY SUPPORT SERVICES					
58	Salary - Technology		227,961	234,800	6,839	3.00%
59	Longevity		2,134	2,134	-	0.00%
60	Technical Operating Contracts		150,000	150,000	-	0.00%
61	Communication Systems		36,500	45,000	8,500	23.29%
62	Technology Repairs, Supplies and Wiring Needs		25,000	25,000	-	0.00%
63	Maintenance Agreements		25,000	25,000	-	0.00%
64	Social Security		17,602	18,125	523	2.97%
65	Retirement Cost		39,415	43,691	4,275	10.85%
66	Hospital Insurance		30,812	32,046	1,234	4.00%
			554,425	575,796	21,371	3.85%
6500	OPERATIONAL SUPPORT SERVICES					
67	Salary - Maintenance		614,935	633,383	18,448	3.00%
68	Salary - Transportation		56,305	57,994	1,689	3.00%
69	Longevity		10,848	10,848	-	0.00%
70	Electricity		650,000	650,000	-	0.00%
71	Heating Fuel		275,000	275,000	-	0.00%
72	Water/Sewer		50,000	50,000	-	0.00%
73	Solid Waste Services		20,000	20,000	-	0.00%
74	Telephone/Data - Central Office and Administrators		22,000	22,000	-	0.00%
75	Telephone/Data - Schools		140,000	140,000	-	0.00%
76	Postage		6,000	6,000	-	0.00%
77	Maintenance Supplies		186,000	186,000	-	0.00%
78	Maintenance Fees		153,000	153,000	-	0.00%
79	Custodial Supplies		95,000	105,000	10,000	10.53%

CURRENT EXPENSE FUND 2018-19		2017-18	2018-19		4/9/2018
DESCRIPTION		ADOPTED BUDGET	PROPOSED BUDGET	CHANGE	PERCENT INCREASE
80	AHERA Inspection of Asbestos	4,000	4,000	-	0.00%
81	Elevator Maintenance	7,440	7,440	-	0.00%
82	Water System Maintenance	32,500	32,500	-	0.00%
83	Painting	40,000	40,000	-	0.00%
84	Digitizing Facility Plans	3,500	-	(3,500)	-100.00%
85	Transportation - Service and License Agreements	24,600	24,600	-	0.00%
86	Hazardous Waste Disposal	2,500	2,500	-	0.00%
87	Garage/Transportation Supplies	2,300	2,300	-	0.00%
88	Vehicle Repair Parts	19,300	19,300	-	0.00%
89	Gas	35,000	35,000	-	0.00%
90	Oil	1,000	1,000	-	0.00%
91	Tires	3,500	3,500	-	0.00%
92	License/Title Fees	2,800	3,000	200	7.14%
93	Drug Testing	4,000	8,000	4,000	100.00%
94	Bus Lift Maintenance	2,000	2,000	-	0.00%
95	Social Security	52,180	53,720	1,540	2.95%
96	Retirement Cost	116,842	129,490	12,649	10.83%
97	Hospital Insurance	105,642	109,872	4,230	4.00%
		2,738,191	2,787,448	49,256	1.80%
6600	FINANCIAL AND HUMAN RESOURCE SERVICES				
98	Salary - Finance	143,936	148,254	4,318	3.00%
99	Salary - Personnel	70,840	72,965	2,125	3.00%
100	Classified Salary Revision	90,000	90,000	-	0.00%
101	Supplements				
	Certified Staff	937,876	937,876	-	0.00%
	Classified Staff	241,576	241,576	-	0.00%
	School Administrators	80,130	80,130	-	0.00%
	Directors	37,910	37,910	-	0.00%
	School Nutrition	35,487	35,487	-	0.00%
102	Finance Office Supplies	5,000	10,000	5,000	100.00%
103	Recruitment	13,000	13,000	-	0.00%
104	Teacher License Renewal Fees	3,500	3,000	(500)	-14.29%
105	Pre-employment Screenings	1,000	1,000	-	0.00%
	Workers Comp Drug Screenings	-	1,000	1,000	100.00%
106	Awards Program	8,000	9,500	1,500	18.75%
107	Beginning Teachers Program	4,000	4,000	-	0.00%
	NC New Teacher Support Program	-	11,000	11,000	100.00%
108	Liability Insurance	6,000	6,000	-	0.00%
109	Vehicle Insurance	18,000	18,000	-	0.00%
110	Property Insurance	65,000	65,000	-	0.00%
111	Fidelity Bonds	1,500	1,500	-	0.00%
	Cyber Liability Insurance	-	15,000	15,000	100.00%
112	Social Security	118,403	118,896	493	0.42%
113	Retirement Cost	265,130	286,594	21,464	8.10%
114	Hospital Insurance	29,345	30,520	1,175	4.00%
		2,175,633	2,238,208	62,575	2.88%
6700	ACCOUNTABILITY SERVICES				
115	Supplies and Materials for Testing Department	6,000	17,500	11,500	191.67%
		6,000	17,500	11,500	191.67%

CURRENT EXPENSE FUND 2018-19					4/9/2018
DESCRIPTION			2017-18 ADOPTED BUDGET	2018-19 PROPOSED BUDGET	PERCENT INCREASE
6900	POLICY, LEADERSHIP, AND PUBLIC RELATIONS SERVICES				
116	Salary - District Personnel		290,264	298,972	3.00%
117	Board of Education Staff Development		20,000	20,000	0.00%
118	Board of Education Compensation		23,000	23,000	0.00%
119	Board of Education Travel		7,500	7,500	0.00%
120	Legal Services		50,000	50,000	0.00%
121	Audit Services		42,000	42,000	0.00%
122	Membership Fees		60,000	60,000	0.00%
123	Public Relations Supplies		3,900	3,500	-10.26%
124	Social Security		24,538	25,205	2.71%
125	Retirement Cost		49,722	55,130	10.88%
126	Hospital Insurance		17,607	18,312	4.00%
			588,532	603,619	2.56%
8100	PAYMENT TO OTHER GOVERNMENTAL UNITS				
127	Transfer to Charter Schools		479,909	506,032	5.44%
TOTAL CURRENT EXPENSE BUDGET			13,495,610	14,304,218	5.99%

CURRENT EXPENSE FUND 2018-19					4/9/2018	
SOURCE OF FUNDS			2017-18 ADOPTED BUDGET	2018-19 PROPOSED BUDGET	CHANGE	PERCENT INCREASE
Fines and Forfeitures			323,000	323,000	-	0.00%
County Appropriation - General			12,515,197	13,378,601	863,404	6.90%
County Appropriation - COLA Reserve			177,505	96,586	(80,919)	-45.59%
County Appropriation - Charter Schools*			479,909	506,032	26,123	5.44%
CURRENT EXPENSE REVENUE TOTAL			13,495,610	14,304,218	808,608	5.99%
		Local Revenue	13,015,702	13,798,187		
		Allotted ADM per DPI	4,475	4,690		
		Local Revenue per ADM	2,909	2,942		
		Projected Charter School ADM	165	172		
		Total Budget for Charter Schools*	479,909	506,032		
			2017-18 ADOPTED BUDGET	2018-19 PROPOSED BUDGET	CHANGE	PERCENT INCREASE
		Current Expense County Appropriation	13,172,610	13,981,218	808,608	6.14%

CAPITAL PROJECTS 2018-19		4/9/2018	
Safety and Security Upgrades to all Schools		Amount	Total
1	Double Entry Vestibule System	185,000	
2	Expand Access Control	95,000	
3	Visitor Management System	11,500	
4	Security Cameras	75,000	
			366,500
Recurring Capital Needs			
1	1:1 Devices	205,000	
2	Classroom Presentation Technology	80,000	
3	Activity Bus Replacements	92,000	
4	Staff and Local Vehicle Replacements	75,000	
5	Custodial Floor Equipment	15,000	
6	Furniture/Equipment District-wide	70,000	
7	Band/Arts Program Equipment	35,000	
8	Roof Maintenance	45,000	
9	Pavement Repair	160,000	
10	Carpet & Tile Replacements	30,000	
11	Door Replacements	20,000	
12	HVAC Sewer Pump Replacements	10,000	
13	Gym Floor Replacements/Recoat - Mabel	75,000	
14	Cafeteria Tables Replacements	15,000	
15	Replace Kitchen/Cafeteria Equipment	60,000	
			987,000
Current School Year Needs			
1	Mobile Unit - Valle Crucis	103,000	
2	Pre-K Start Up - Mabel and Bethel	25,000	
			128,000
Facilities Study Plan			
1	Green Valley and Parkway Soft Costs (AE fees, permitting/testing fees, etc)	1,006,689	
			1,006,689
	Total Needs for 2018-19	2,488,189	2,488,189

CAPITAL OUTLAY FUND 2018-19		4/9/2018
DESCRIPTION		2018-19 PROPOSED BUDGET
CATEGORY I		
1 Double Entry Vestibule System	Lottery	185,000
2 Expand Access Control	Lottery	95,000
3 Security Cameras	CIP Reserves	75,000
4 Facilities Study - Soft Costs for Parkway/Green Valley	Long Term Capital	1,006,689
5 Roof Maintenance	CIP Reserves	45,000
6 Pavement Repair	CIP Reserves	160,000
7 Carpet & Tile Replacements	CIP Reserves	30,000
8 Door Replacements	Current Capital	20,000
9 HVAC Sewer Pump Replacements	Current Capital	10,000
10 Gym Floor Replacements/Recoat - Mabel	CIP Reserves	75,000
11 Replace Kitchen/Cafeteria Equipment	CIP Reserves	60,000
12 Mobile Unit - Valle Crucis	CIP Reserves	103,000
13 Pre-K Start Up - Mabel and Bethel	CIP Reserves	25,000
TOTAL CATEGORY I		1,889,689
CATEGORY II		
1 1:1 Devices	Current Capital	205,000
2 Classroom Presentation Technology	Current Capital	80,000
3 Custodial Floor Equipment	Current Capital	15,000
4 Schools - Furniture/Equipment	Current Capital	54,580
5 Central Office - Furniture/Equipment	Current Capital	1,420
6 Maintenance Equipment	Current Capital	8,000
7 Transportation Equipment	Current Capital	6,000
8 Band Equipment	Current Capital	20,000
9 Arts Programs	Current Capital	15,000
10 Replace Cafeteria Tables District-wide	Current Capital	15,000
11 Visitor Management System	CIP Reserves	11,500
TOTAL CATEGORY II		431,500
CATEGORY III		
1 Activity Bus Replacement	CIP Reserves	92,000
2 Staff Vehicle Replacement	CIP Reserves	75,000
TOTAL CATEGORY III		167,000
CAPITAL OUTLAY BUDGET TOTAL		2,488,189

CAPITAL OUTLAY FUND 2018-19					4/9/2018	
SOURCE OF FUNDS			2017-18 ADOPTED BUDGET	2018-19 PROPOSED BUDGET	CHANGE	PERCENT INCREASE
NC Public School Building Lottery Fund			401,800	280,000	(121,800)	-30.31%
County Appropriation			1,270,000	2,208,189	938,189	73.87%
CAPITAL OUTLAY TOTAL			1,671,800	2,488,189	816,389	48.83%

CURRENT EXPENSE AND CAPITAL OUTLAY FUND REVENUE 2018-19					4/9/2018
SOURCE OF FUNDS	2017-18 ADOPTED BUDGET	2018-19 PROPOSED BUDGET	CHANGE	PERCENT INCREASE	
Fines and Forfeitures	323,000	323,000	-	0.00%	
NC Public School Building Lottery Fund	401,800	280,000	(121,800)	-30.31%	
County Appropriation	14,442,610	16,189,407	1,746,797	12.09%	
TOTAL	15,167,410	16,792,407	1,624,997	10.71%	

**Watauga County Schools
PROCUREMENT PLAN
SCHOOL NUTRITION PROGRAM**

The procurement plan described on the following pages (pages 1 through 18 and attachments A, B and C) was adopted by the Watauga County Schools Board of Education (BOE) and will be implemented effective April 9, 2018 and from that date forward until amended. All procurement processes and activities will be consistent with the principles of free and open competition. The SFA will avoid unreasonable conditions that restrict competition. All reasonable efforts will be made to solicit bids, proposals and/or quotes from as many qualified vendors as possible; all qualified vendors are invited to respond to solicitations.

The procurement of all goods and services using School Nutrition funds will be carefully documented during each phase of the procurement process. The BOE shall award contracts to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed solicitation. The BOE will restrict awards, sub-awards and contracts with any party that is debarred, suspended or otherwise excluded from participation in Federal assistance programs or activities. All parties involved in the procurement process involving School Nutrition funds will comply with a written code of ethics/conduct, which includes a conflict of interest policy. Adherence with the code of ethics/conduct and conflict of interest policies is fundamental to the integrity of the procurement process.

Chair, Board of Education

Date

Superintendent of Schools

Date

(Rev. 10 - 2017)

Watauga County Schools School Nutrition PROCUREMENT PLAN

The Watauga County Schools (hereinafter referred to as the School Food Authority (SFA) plan for procuring goods and services for use in the School Nutrition Program is described in detail herein. The plan includes all Federal food-assistance programs administered by the SFA. Adhering with the procurement plan is intended to ensure free and open competition, in an environment that promotes transparency in all transactions, documented comparability for ethical decision-making, and adequate documentation to substantiate the allowable use of School Nutrition funds.

Part I: Code of Ethics/Conduct governing the procurement of goods and services using School Nutrition Funds

- A. The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by School Nutrition funds.
 1. No employee, officer or agent of the Local Education Agency (LEA) shall participate in the development of a solicitation, selection of a recipient, and/or administration of a contract supported by School Nutrition funds if a conflict of interest, real or apparent, would be involved.
 2. Conflicts of interest arise when a member of the LEA or SFA has a financial or other interest in the contractor selected for the award, conflicts of interest would include:
 - a. Any employee, officer or agent of the contractor;
 - b. Any member of the immediate family of the contractor;
 - c. The contractor's partner; and/or
 - d. An organization which employs or is about to employ one of the above.
 3. Employees, officers or agents of the LEA and SFA shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. (*Note: the SFA may establish local policy indicating School Nutrition personnel may accept an unsolicited item of nominal value where the exact value is established and recorded in this procurement plan or participate in a group event where the financial interest is not significant and the event is open to all attendees or participants.)
 4. It is acknowledged that the penalty for violation of the Code of Ethics/Conduct may include any of the following:
 - a. Reprimand by Board of Education; or
 - b. Dismissal by Board of Education; or
 - c. Any legal action necessary.
- B. The Watauga County Schools Code of Ethics and Conflict of Interest Policies are shown in Attachment A.

Part II: Procurement Methods used to Purchase Goods and Services using School Nutrition funds

A combination of formal and informal purchasing methods will be used to procure all goods and services on behalf of the non-profit School Food Authority (SFA). Formal purchasing methods will include the use of an Invitation for Bid (IFB) or a Request for Proposal (RFP). As required by 2 CFR 200.317 – 200.326 and NC General Statute, Article 8, Chapter 143, formal purchasing methods will always be used for any purchase that exceeds the lesser of the State's small purchase threshold of \$90,000.00 or the SFA's board-approved small purchase or simplified acquisition threshold. For purchases below the lesser of the State's simplified acquisition threshold of \$90,000 or the board-approved simplified acquisition threshold, informal procurement procedures involving a documented Request for Quote (RFQ) will be utilized when seeking competitive pricing. Micro-purchase procedures as defined in 2 CFR 200.320 may be used for goods or services reflecting separate or aggregate purchases in an amount equal to or less than \$3,500.00 in aggregate on an annual basis. Non-competitive negotiation or sole source procurement, is rare and requires the prior written approval of the North Carolina Department of Public Instruction (NCDPI) prior to purchase and/or contract execution. Contracts will be awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the base solicitation; consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance and financial and technical resources. All procurement transactions (formal, informal, sole source and emergency) will be thoroughly documented and available for review and/or audit by Federal, State and local authorities upon request.

The SFA will make all efforts to avoid the acquisition of unnecessary or duplicative items. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach, including purchases made using existing contracts that were competitively procured by the State of North Carolina and in accordance with State General Statute. Where feasible, the SFA will consider the purchase of gently-used or surplus equipment in lieu of purchasing new equipment.

Overly-prescriptive specifications will be avoided to promote competition. When it is impractical to make a clear, definitive description, a "brand name or equivalent" description will be used as a means to define a product or service. In this case, the specific features of the named brand, which must be met by contractors, must be clearly stated. In order to ensure objective contractor performance, any potential contractor that develops or drafts specifications, requirements, statements of work or other solicitation documents or resources, will be excluded from competing for such procurements. All solicitation documents will identify the specific requirements which the contractor must fulfill and any other factors that will be considered when evaluating quotes, bids, or proposals.

A. Formal Procurement Methods

Formal methods of procurement including an Invitation for Bid (IFB) or a Request for Proposal (RFP) will be used for any and all purchases in excess of the SFA's simplified acquisition (or small purchase) threshold OR the State simplified acquisition (or small purchase) threshold of \$90,000.00, whichever is less.

The SFA's Simplified Acquisition Threshold is \$90,000; this amount will be used to determine whether formal or informal purchasing methods will be used.

Formal procurement methods will be applied on the basis of a/an:

- ☒ X ☐ Centralized or administrative office purchase
- ☐ Individual school purchase
- ☐ Multi-School systems purchases
- ☒ X ☐ Previously competitively-procured State contract
- ☐ Combination of above (specify):
- ☐ Other _____

An IFB will be used when the sole criteria for awarding a contract to the most responsive, responsible bidder is the cost of goods or services. A RFP will be used when other factors, objective and subjective, will be used to award the contract. When using an RFP, cost will be a significant factor in the contract award along with other evaluation criteria. The specific evaluation criteria will be provided as part of the original solicitation to enable all potential contractors to clearly understand the basis of the award.

Given the potential to purchase more products and services above the SFA's Simplified Acquisition Threshold of \$90,000 using School Nutrition funds, it will be the responsibility of the Director of School Nutrition or designee to document the specific cost of a purchase to determine and document which formal procurement method will be used and the justification for doing so.

The Director of School Nutrition or designee will perform a cost analysis for every procurement action in excess of the SFA's simplified acquisition threshold where formal procurement methods will be used; the documentation of the cost analysis will be kept on file with other procurement documents and will be subject to review and/or audit.

When a formal procurement method is required, the following procedures shall apply:

1. A public advertisement is required to solicit bids or proposals for all purchases over the Local Education Agency's (LEA) simplified acquisition (or small purchase) threshold of \$90,000. The announcement (advertisement or legal notice) will contain a general description of items to be purchased; specific procedures for submission of a bid or proposal; deadline for submission of sealed bids or proposals, and the address where complete specifications and bid/proposal instructions may be obtained and the contact person to whom questions may be addressed.

An announcement of an Invitation for Bid (IFB) or a Request for Proposal (RFP) will be placed in The Charlotte Observer online advertising site and on the Watauga County Schools district website to publicize the intent of the School Food Authority to purchase needed items. The legal notice of advertisement for bids/proposals will be run in these media outlets one time for a minimum of ten (10) calendar days from the date of the ad to the bid opening date.

2. In an IFB or RFP, each vendor will be given an opportunity to submit a bid or proposal using the same complete, adequate and realistic specifications.
3. Specifications will be developed and provided to all potential contractors desiring to submit bids or proposals for the products or services requested. Vendors will be selected to receive the solicitation using the following methods:

- a. Prior acceptable service with the SFA
- b. Vendor availability of product or service
- c. Student acceptance of product or service

Any party that assists the SFA in the development of the written specifications, product descriptions or services to be provided, will be disqualified from submitting bids or proposals for such products or services. Potential vendors are prohibited from developing or assisting in the development of specifications, product descriptions or services to be provided.

4. If any potential vendor is in doubt as to the true meaning of the specifications or purchase conditions, an interpretation will be provided by the Director of School Nutrition or designee. If a single vendor requests clarification on an item in an IFB, RFP, or other solicitation, a response will be provided to all potential vendors that originally requested and/or received the solicitation.
5. The IFB or RFP will clearly define the purchase conditions. The following shall be addressed in the solicitation and final contract documents:
 - a. Intent of the procurement activity
 - b. Contract period
 - c. SFA is responsible for all contracts awarded (statement)
 - d. Date, time and location of pre-bid or pre-proposal meeting (if any)
 - e. Date, time and location of bid opening and bid/proposal submission procedures with SFA contact information
 - f. How the vendor is to be informed of bid/proposal acceptance or rejection
 - g. Type of contract (i.e. fixed price with firm price for delivery, etc.)
 - h. Specific requirements potential contractor must fulfill in order for the bid or proposal to be evaluated
 - i. Statement indicating any and all bids or proposals may be rejected at the discretion of the SFA

- j. Benefits to which the SFA will be entitled if the contractor cannot or will not perform as required in accordance with the terms and conditions of the contract
- k. Statement regarding any contract extension or "rollover" options based upon the mutual agreement of both parties
- l. Statement concerning any intent for piggybacking should a reasonable need emerge
- m. Statement regarding the return of rebates, discounts and other purchase incentives to the SFA's non-profit School Nutrition account
- n. Historically Underused Businesses (HUB) Statement to involve minority businesses where possible
- o. Remedy for non-performance/termination of contract; termination provisions and the basis for any settlement for all purchases and service contracts over \$10,000.00
- p. Non-collusion statement
- q. Assurance of ethical practices statement
- r. Bid/proposal protest procedures
- s. Provision requiring compliance with Executive Order 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in the Department of Labor regulations required for all contracts over \$10,000.00
- t. Instrument to be used for obtaining goods or services (such as a purchase order or other system of ordering) to be described by the SFA in detail, including how the contractor will be notified using the purchase instrument
- u. Escalation/de-escalation clause for future contract renewal periods (should such be allowed) based on appropriate standard or cost index
- v. Statement of assurance of protection under Civil Rights laws
- w. Provision requiring access by duly authorized representatives of the SFA, State agency, United States Department of Agriculture, or Comptroller General to any books, documents, papers and records of the contractor which are directly pertinent to all negotiated contracts
- x. Method of payment (invoices, statements, etc.)
- y. Method of shipment or delivery upon contract award
- z. Delivery schedule and delivery requirements
- aa. Provision requiring contractor to maintain all required records for three years plus the current year (and any contract periods open as a result of unresolved matter) after final payment and all other pending matters are closed for all negotiated contracts
- bb. Bid/proposal Certification form
- cc. Specifications that are sufficient to obtain the exact goods or services needed, but not so detailed as to restrict competition
- dd. Product/service specifications to include approved brand or equivalent, quantity, quality, packaging, pricing (unit and extended), procedures for documenting/pre-approving any substitutions or deviations
- ee. Provision requiring the contractor to recognize mandatory standards and policies related to energy efficiency which are contained in the State Energy Plan

- ff. Provision requiring the contractor to recognize mandatory standards and policies related to energy efficiency which are contained in the State Energy Plan issued in compliance with the Energy Policy and Conservation Act (PL 94-165)
 - gg. All contracts over \$100,000.00 will require compliance with the Clean Air Act issued under Section 306, Executive Order 11738
 - hh. Signed Certificate of Lobbying for all contracts over \$100,000.00
 - ii. Signed Statement of non-collusion
 - jj. Signed Debarment/Suspension Certificate or statement included in contract or copy of Excluded Parties List System (EPLS)
 - kk. Provision requiring "Buy American" as outlined in Policy Memorandum SP 38 - 2017; specific instructions for prior approval of any and all of non-domestic products
 - ll. Provision requiring the Contractor to abide with the Jessica Lunsford Act (sample language is attached with this document)
 - mm. Provision indicating the SFA has complied with the Iran Divestment Act of 2015 (as modified).and has provided documentation the SFA is not doing business with an entity that does business with Iran.
6. The Director of School Nutrition or designee will be responsible for publicly advertising and coordinating the procurement process for all purchases using School Nutrition funds. The Director of School Nutrition or designee will be responsible for receiving and securing all bids, proposals, quotes and other collateral documents if indicated as part of the solicitation process.
7. The Director of School Nutrition or designee will be responsible to ensure all SFA procurements are conducted in compliance with applicable Federal regulations, State General Statutes or policies of the local Board of Education and that the Procurement Checklist shown at the end of this document will be completed for each formal procurement, signed and dated by the person named above and maintained on file with the original procurement documents.
8. The following criteria will be used to award contracts (based on bids or proposals):
- a. Price
 - b. Prior contract performance (quality, service, etc.)
 - c. Vendor reputation/responsiveness
 - d. Student acceptance of product or service
9. In awarding RFP a set of award criterion in the form of a weighted objective evaluation tool will be provided to each potential vendor in the initial solicitation documents/materials. Price alone will not be the sole basis for award, but remains the primary consideration when awarding the contract. Following evaluation and competitive negotiations, a firm fixed-price contract will be awarded to the successful vendor.

10. Contracts will be awarded to the most responsible bidder/proposer whose bid or proposal is most responsive to the solicitation and is most advantageous to the SFA, price, and other factors considered. Any and all quotes, bids or proposals may be rejected at the discretion of the SFA and/or LEA or appropriate governing body.
11. The Director of School Nutrition or designee is required to sign the bid tabulation of competitive, sealed bids or the evaluation criterion score form of competitive proposals signifying a fair and impartial review and approval of the successful bidder/proposer.
12. The Director of School Nutrition or designee will annually review the SFA's Written Procurement Plan in the context of current local, State and Federal regulations to ensure compliance with applicable laws. This individual will also be responsible to update the School Nutrition Procurement Plan as often as required to reflect current Federal, State and local procurement policies.
13. The Director of School Nutrition or designee will be responsible for documentation that the actual product(s) or service(s) specified are received.
14. Any time a previously agreed-upon item is not available, the Director of School Nutrition or designee will review, select and approve the acceptable alternate. The contractor must inform the Director of School Nutrition or designee no later than one week prior that a product is not available and that a substitute item may be considered. The Director of School Nutrition or designee shall review and approve all product/service substitutions in advance and in writing to the contractor. No product or service shall be used in the School Nutrition program that was not approved, in writing, in advance by the Director of School Nutrition or designee. In the event a non-domestic agricultural product is to be provided to the SFA, the contractor must obtain, in advance, the written approval of the product from the Director of School Nutrition or designee. The Director of School Nutrition or designee will oversee compliance with the *Buy American Provision*.
15. Full documentation as to the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for preparing and maintaining this documentation is the Director of School Nutrition or designee.
16. The Director of School Nutrition or designee will be responsible for maintaining all documentation of the procurement process and making documents available for review during announced and unannounced program reviews.
17. When appropriate and approved by the Director of School Nutrition or designee the SFA will exercise its option to purchase items that were previously competitively procured by the North Carolina Department of Administration, Purchase and Contract Division, using a duly awarded, active State Term Contract.

B. Informal Procurement Procedures

1. When the cost of products or services is less than the LEA's small purchase threshold of \$90,000, or the Federal micro-purchasing threshold of \$3,500, informal purchasing procedures including the Request for Quotes (RFQ) and Micro-purchasing Procedures (MPP) will be utilized.
2. When using a RFQ, the following procedures will apply:
 - a. Clearly written specifications will be prepared and provided to each potential vendor; the SFA's approved terms and conditions will also be provided to each potential vendor.
 - b. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of three (3) vendors shall be contacted.
 - c. The Director of School Nutrition or designee will be responsible for communicating with potential vendors when price quotes are required.
 - d. Price quotes will receive appropriate confidentiality before awarding a contract.
 - e. Quotes will be awarded by the Director of School Nutrition or designee. Quotes awarded will be to the lowest and best quote based upon quality, service, availability, price, vendor reputation and prior service.
 - f. The Director of School Nutrition or designee will be responsible for documentation of procedures to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.
 - g. The Director of School Nutrition or designee will be responsible for documentation that the actual product(s) or service(s) specified is received.
 - h. Any time an accepted item is not available, the Director of School Nutrition or designee will select and approve an acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.
 - i. Bids will be awarded on the following criteria:
 1. Price
 2. Quality and student acceptance of product/service
 3. Vendor service and past history

- j. The Director of School Nutrition or designee is required to sign all quote tabulations, signifying a fair and equitable review and approval of the selections.
 - k. Quotes from an adequate number of qualified sources will be obtained. Where only one (1) quote is received, the district will provide written documentation as to why there were fewer than three (3) qualified quotes.
 - l. When appropriate and approved by the Director of School Nutrition or designee the SFA will purchase items that were previously competitively procured by the North Carolina Department of Administration, Purchase and Contract Division, using a duly awarded, active State Term Contract.
3. When using MPP, the following will apply:
- a. The Director of School Nutrition or designee will determine whether the aggregate amount of purchases for goods and/or services does not exceed the micro-purchase threshold of (equal to or less than) \$3,500, a micro-purchasing procedure may be utilized. In so doing, the Director of School Nutrition or designee will be responsible to ensure that, under no condition, will purchases be sub-divided into amounts of \$3,500 or less in order to circumvent the formal and informal purchasing requirements.
 - b. Purchase orders may be solicited without quotes if the Director of School Nutrition or designee determines such practice is consistent with micro-purchasing regulations and consistent with the SFA's written Procurement Plan.
 - c. The Director of School Nutrition or designee may purchase products and services (similar or dissimilar, purchased at once, as a single, collective unit whose aggregate cost is less than or equal to \$3,500 in a single transaction, without obtaining competitive quotes as long as the Director of School Nutrition or designee determines the price to be reasonable.
 - d. The Director of School Nutrition or designee shall ensure competition is achieved by distributing purchase transactions equitably among qualified sources where the price is reasonable. The Director of School Nutrition or designee will document all micro-purchases on a *Micro-purchase Tracking Form*.
 - e. For purposes of micro-purchasing, a transaction shall be defined as "an occurrence in which two (2) or more entities exchange goods, services or money between or among them under an agreement formed for their mutual benefit."

- f. The Director of School Nutrition or designee agrees to contact the State agency with any questions about allowable/unallowable micro-purchases, and further agrees to maintain all documentation to substantiate micro-purchases including the following:
 1. Rationale for using micro-purchasing;
 2. Estimated cost of the item/service to be procured (indicating a one-time purchase of \$3,500 or less);
 3. Name and address of the vendor;
 4. Documentation that purchases are made from a variety of potential vendors as opposed to a single vendor for the majority of micro-purchases;
 5. All micro-purchases were approved by the Director of School Nutrition or designee prior to the initiation of a single micro-purchase.
- g. The Director of School Nutrition or designee will be responsible for the documentation of records to fully explain the decision to use micro-purchasing and to document the micro-purchasing process and outcomes. Such records will be available for audit and review.
- h. The Director of School Nutrition or designee will be responsible for documentation that the actual product or service as specified or required was purchased and received.

C. Sole Source of Non-competitive Procurement

When it is determined and documented that a product or service is available only from a single source and when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation, sole source or non-competitive negotiation procedures will be used and the following procedures shall apply:

1. Written specifications for the product or service will be prepared by the SFA.
2. The Director of School Nutrition or designee will be responsible to prepare and issue a Request for Information (RFI) or other information collection tool to objectively determine whether the product or service, as described in the written specification, is available from one or more sources.
3. The Director of School Nutrition or designee determines the product or services specified qualifies as a sole source procurement, s/he will be responsible for reviewing the procedures to ensure all requirements for using sole source or non-competitive negotiations are met; this individual shall also be responsible for preparing appropriate documents to fully explain the decision to use the sole source procurement process, including evidence indicating the goods or services were not available from other sources. The records will be available for audit and review.

4. A member or representative of the local Board of Education or Governing Board will approve, in advance, all procurements, with the exception of product testing purchases, that result from a sole source or non-competitive negotiation.
5. The Director of School Nutrition or designee will be responsible for obtaining prior written State agency approval of the sole source or non-competitive negotiation before entering into the purchase of a good or service and will also be responsible for maintaining such documentation on file.
6. Sole source procurement may be used for one-time purchases of a new food for product testing for which there is no brand equivalent in order to obtain product samples for conducting student taste acceptance. A record of non-competitive negotiation purchase shall be maintained by the Director of School Nutrition. The record of non-competitive purchases shall include, at a minimum, the following:
 - a. Item name
 - b. Dollar amount
 - c. Vendor name and address, and
 - d. Written justification for non-competitive procurement
7. The Director of School Nutrition or designee will be responsible for documentation that the actual product or service specified was received.

D. Emergency or "Pressing Need" Purchases

If it is necessary to make a one-time emergency procurement as a result of a serious, unforeseen event that requires an immediate response in order to obtain goods or services to continue meal service, protect students, personnel or SFA resources, for other purposes that support program accountability and integrity, an emergency purchase shall be made and a log of such purchases will be maintained by the Director of School Nutrition or designee. The following emergency procedures shall be followed:

1. All emergency procurements shall be approved by the Director of School Nutrition or designee. At a minimum, the following emergency procurement procedures shall be documented:
 - a. Reason for the emergency
 - b. Good or service required
 - c. Cost (all costs to be included, shipping, installation, warranty, etc.)
 - d. Vendor name and address
 - e. Approval of the LEA official, if required.
2. If it is necessary, in the course of a pressing need, to make an emergency purchase by means of "piggybacking" on the solicitation of another SFA, the following conditions must exist and approved procedures must be followed and appropriately documented as follows:

- a. The SFA that originated the solicitation must have included a "piggyback provision" in the original solicitation;
- b. Documentation that a "pressing need" exists that requires piggybacking on another SFA's bid will be obtained;
- c. Approval from the SFA's governing board will be obtained and documented;
- d. Approval from the SFA that originated the IFB will be obtained and documented;
- e. Approval from the vendor that was awarded the Contract (as a result of the IFB) will be obtained and documented;
- f. A public notice of the district's *"Intent to Waive Competitive Bidding"* will be issued at least 10 days prior to the regularly scheduled governing board meeting;
- g. Approval to piggyback will be obtained and documented from the governing board during a regularly scheduled meeting following the public notice;
- h. Notification to the vendor of final approval will be issued; and
- i. A contract with the vendor will be developed.

Part III: Purchasing Cooperatives

The SFA shall be a voluntary participant in the North Carolina School Nutrition Procurement Alliance (NCPA). In doing so, the SFA shall agree to the terms and conditions established and subsequently modified by the NCPA's elected Board of Directors. The original signed agreement between the SFA and the NCPA shall remain on file in the office of the School Nutrition Administrator.

Watauga County Schools is a member of the Mountain Purchasing Cooperative. This organization includes the counties of Alleghany, Ashe, Avery and Wilkes County Schools. Usage for the cooperative members is combined to increase purchasing power and to obtain the most competitive pricing. School Nutrition Directors from the participating counties within the cooperative share the bidding duties with one Director taking the lead for a particular bid. Products that are considered for bid as a cooperative include groceries, supplies, fresh produce, fresh bakery, dairy, juice, water, isotonic beverages and vending. Crossnore School & Children's Home joins the Mountain Purchasing Cooperative on the dairy bid.

Watauga County Schools is a participant in the North Carolina School Nutrition Procurement Alliance (NCPA) and bids a fixed fee delivery on groceries, supplies and produce as part of this alliance.

Part IV: Additional Procurement Provisions

1. In order to evaluate a new product, the following methods will be used:
 - A. Attendance and participation in state and national food show events
 - B. NCPA student taste testing for new products as assigned by the NCPA
 - C. Student and staff feedback
2. Payment will be made to the contractor when all terms and conditions of the contract have been met and verified as stipulated in the contract. (If value added features are available, payment will be based on the mutually-agreed upon value added feature. For example, if prompt payment is made, discounts, etc. are allowable.)
3. Specifications will be updated by the Director of School Nutrition or designee as products change.
4. If a product or service is not received as specified, the following procedure will be implemented:
 - a. Verbal conversation with the vendor to resolve the situation
 - b. Written communication with the vendor stating consequences of non-compliance and date of expected compliance as necessary
 - c. Written communication with 30-day notice of contract termination with the vendor
5. If the SFA chooses to use the services of an entity to maximize allowable rebates, the following procedures will be implemented:
 - a. N/A
 - b. _____
 - c. _____
6. The Director of School Nutrition or designee will oversee the process of managing rebates provided by a third party participant and will track all interactions with and rebates provided by said third party:
 - a. Provide written documentation to the third-party rebate provider that all rebates must accrue to the non-profit School Nutrition Account. All rebate checks must be made payable to the SFA's School Nutrition account.
 - b. Document the deposit of all rebates into the non-profit School Nutrition account.
7. The SFA will designate an individual to monitor each contract to ensure the Contractor and the SFA adhere to all terms and conditions of the contract.
8. All contracts shall result in a fixed, firm price contract and/or cost plus fixed fee contract.

9. The SFA will participate in Rewards Programs that are available from manufacturers, brokers, distributors, commodity associations and/or other entities for the purpose of promoting or enhancing the School Nutrition Program. All items of monetary value earned from participating in Rewards Programs will be used to support the quality of the School Nutrition Program and for no other purpose. Rewards Programs and the items of monetary value derived from these programs will be used for allowable expenses in the School Nutrition Program (as prescribed in 2 CFR 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards). Such uses include but are not limited to smallwares and equipment, nutrition education and promotion materials, and staff/professional development.

Part V: Documentation and Records Retention

In all transactions except micro-purchases, the contractor shall agree to retain all invoices, records and other documents relative to the contract for a period of three (3) years after final payment plus the current year. The SFA, its authorized agents, and/or USDA auditors shall have full access to and the right to examine any of said materials during said period.

The SFA shall agree to retain all books, journals, records and other documents relative to the award of the contract agreement for three (3) years after final payment. Specifically, the SFA shall maintain, at a minimum, the following documents:

- a. Written rationale for the method of procurement;
- b. A copy of the original solicitation;
- c. The selection of contract type;
- d. The bidding and negotiation history and working papers;
- e. The basis for contractor selection; and/or rejection
- f. Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
- g. The basis for award where cost or price is not the primary factor for the decision;
- h. The terms and conditions of the contract;
- i. Any and all contract amendments or modifications;
- j. Billing and payment records;
- k. Any history of any contractor claims; and
- l. Any history of any contractor breaches.

The SFA will complete the most current *School Nutrition Procurement Checklist* for all purchases using School Nutrition funds. The checklist should remain on file with the district's procurement documents as an indicator the SFA has taken all reasonable efforts to procure goods and services in a manner that is consistent with Federal regulations and policy. The checklist is shown in Attachment B.

Part VI: Other Procurement Requirements

- A. All contractors must agree to abide with the terms and conditions of the Jessica Lunsford Act. The vendor acknowledges that N.C. General Statute 14-208.18 prohibits anyone required to register as a sex offender under Article 27A of Chapter 14 of the General Statutes from knowingly being on the premises of any school. This prohibition applies to persons required to register under Article 27A who have committed any offense in Article 7A of Chapter 14 or any offense where the victim of the offense was under the age of 16 years at the time of the offense.**
- B. The SFA will make all reasonable efforts to assure that minority businesses, women's business enterprises and labor surplus area firms are engaged in solicitations and awarded contracts when possible.**
- C. The SFA and its contractors shall comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.**
- D. All Contractors must agree to abide with the requirement for Criminal Background Checks. The vendor shall conduct criminal background checks on each of its employees who, pursuant to this Agreement, engage in any services on Watauga County Schools property or at any Watauga County Schools events. The Contractor shall provide documentation that criminal background checks were conducted on each of its employees prior to hiring, and shall refuse employment to any person convicted of a felony or any other crime, whether misdemeanor or felony, that indicates the person poses a threat to the physical safety of students, school personnel or others. Such checks shall include an annual check of the State Sex Offender and Public Protection Registration Program, the State Sexually Violent Predator Registration Program, and the National Sex Offender Registry. The vendor shall not assign any employee or agent to provide services pursuant to this contract if (1) said worker appears on any of the listed registries; (2) said worker has been convicted of a felony; (3) said worker has been convicted of any crime, whether misdemeanor or felony, involving sex, violence, or drugs; or (4) said worker has engaged in any crime or conduct indicating that the worker may pose a threat to the safety or well-being of student or school personnel. Watauga County Schools reserves the right to prohibit any individual employee of the vendor from providing services on Watauga County Schools property or at any Watauga County Schools events if Watauga County Schools determines, in its sole discretion, that such employee poses a threat to the safety or well-being of students, school personnel or others.**

- E. The SFA must agree to abide with the IRAN DIVESTMENT ACT (as modified). N.C.G.S. 147- 86.59 which stipulates that before entering into any contact, the SFA must determine whether the contracting entity appears on the State Treasurer's List of Prohibited Vendors. The list is routinely updated by the Office of the State Treasurer. You can access the list at:

<https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx>

The Final Divestment List includes the names of vendors who appear to be engaged in "investment activities in Iran" based on Federal sanctions and other publicly available credible information. Vendors that appear on this list are ineligible to contract with the State of North Carolina or any subdivision of the State, including the School Nutrition Program. Prior to entering into a contract with a vendor, the SFA will check the Iran Final Divestment List to determine the potential vendor does not appear on the list. If however, the vendor does appear on the list, the SFA is prohibited from doing business with the vendor as required by N.C.G.S. 143-6A-4.

The SFA will document that any vendor with whom they enter into a contract does not appear on this list. To document this requirement, the SFA will print a copy of the most current Iran Final Divestment List as it appears on the State Treasurer's website, print the one-page document and attach it to the solicitation document/contract prior to executing the contract.

- F. Should the Watauga County Schools BOE determine it is in the best interest of the SFA to outsource the preparation of meals to a qualified catering company, the SFA agrees to notify the department before procuring the services of a catering company and to use the NC Department of Public Instruction's (NCDPI) RFP Template/Contract to solicit, evaluate, negotiate and contract with the successful vendor.
- G. Should the Watauga County Schools BOE determine it is in the best interest of the SFA to seek a for-profit Management Company to operate its non-profit School Nutrition Program, Watauga County Schools shall notify NCDPI of its intent to outsource the program no later than six months prior to the desired date of the contract. Further, the LEA agrees to use the solicitation/contract template required by NCDPI and shall comply with the State and Federal guidelines for contracting with Management Companies. The BOE further agrees to appoint a qualified employee of the LEA to monitor the contract between the LEA and the Management Company on daily basis.

Part VII: Contract Oversight

- A. The Director of School Nutrition shall designate an individual by name and title who will oversee each contract using School Nutrition funds to ensure all terms, conditions and deliverables are adhered to in a manner that is consistent with the contract.
- B. Each contract will be monitored on a frequency that is established at the beginning of the contract period; any failure of the contractor to abide with the terms and conditions of the contract will be reported to the School Nutrition Administrator immediately and immediate, documented corrective action will be required and/or contract termination proceedings will begin.
- C. The SFA alone will be responsible, in accordance with good administrative practice and sound business judgment, of the settlement of all contractual and administrative issues arising out of procurements using School Nutrition funds. These issues include, but are not limited to, source evaluation, protests, disputes and claims. These standards do not relieve the SFA of any contractual responsibilities under its contracts.
- D. It is understood by the SFA and LEA that neither the US Department of Agriculture nor the North Carolina Department of Public Instruction will substitute their judgment for that of the SFA and LEA unless the matter is primarily a Federal or State concern. Violations of law will be referred to the local, State, or Federal authority having proper jurisdiction.

Attachment A
Code of Ethics and/or Conflict of Interest Policy of the
Watauga County Schools Board of Education

Policy #1320 – Code of Ethics for School Board Members

Policy #7300 – Staff Responsibilities

Policy #7305 – Professional Standards of Conduct & Performance for Teachers

Policy #1321 – Board Member Conflict of Interest

Policy #7730 – Employee Conflict of Interest

CODE OF ETHICS FOR SCHOOL BOARD MEMBERS

Policy Code: **1320**

The Watauga County Board of Education (the "board") recognizes that, collectively and individually, all members of the board must adhere to a code of ethics as required by G.S. 160A-86 and G.S. 115C-47(57).

A. BOARD MEMBER ETHICAL REQUIREMENTS

Members of the board shall strive to improve public education and to that end the following standards will guide each board member in the performance of his or her official duties:

1. the need to obey all applicable state and federal laws regarding official actions taken as a board member;
2. the need to uphold the integrity and independence of the board member's office;
3. the need to avoid impropriety in the exercise of the board's and board member's official duties;
4. the need to perform faithfully the duties of the office; and
5. the need to conduct the affairs of the board in an open and public manner, complying with all applicable laws governing open meetings and public records.

B. SPECIFIC BOARD MEMBER COMMITMENTS

In order to implement the above standards, each member of the board commits to do the following:

1. attend all regularly scheduled board meetings insofar as possible and become informed concerning the issues to be considered at those meetings;
2. endeavor to make policy decisions while always keeping in mind the objective of providing students the opportunity to receive a sound basic education and only after full discussion at publicly held board meetings;
3. attempt to make decisions only after full discussion of available facts at a public meeting, and in terms of the best interests or the educational welfare of children;
4. render all decisions based on the available facts and independent judgment and refuse to surrender that judgment to individuals or special interest groups;
5. recognize that authority rests with the whole board and that individual board members have no legal status to act for the board outside a meeting;

6. model civility to students, employees and all elements of the community by encouraging the free expression of opinion by all board members and engaging in respectful dialogue with fellow board members on matters being considered by the board;
7. respect the confidentiality of information that is privileged under applicable law and refrain from unauthorized disclosure of matters discussed in closed session;
8. work with other board members to establish effective board policies and to delegate authority for the administration of the schools to the superintendent;
9. communicate to other board members and the superintendent expressions of public reaction to board policies and school programs;
10. learn about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the state and national school boards associations;
11. comply with North Carolina General Statute 115C-50 by earning the required 12 hours of training every two years;
12. comply with G.S. 160A-87 by earning two hours of ethics education within 12 months of election or appointment to the board;
13. support the employment of those persons best qualified to serve as school employees and avoid allowing personal relationships and biases to influence decision making;
14. support the regular and impartial evaluation of all personnel;
15. support school personnel in the performance of duties;
16. refrain from investigating or attempting to resolve complaints received personally, but instead direct the complainant to follow the board's complaint or grievance process to resolve concerns;
17. avoid being placed in a position of conflict of interest and refrain from using the board member's position on the board for personal or partisan gain;
18. refuse to represent special interest or partisan politics or to use the schools for personal gain;
19. take no private action that will compromise the board or administration;
20. seek systematic communication between the board and the school community;
and

21. remember always that a board member's first and greatest concern must be the educational welfare of the students attending the public schools.

All newly elected board members are expected to sign a code of ethics statement that includes these provisions at the organizational meeting of the board.

Legal References: G.S. 115C-36, -47(1), -47(57), -50; 160A-86, -87; *Leandro v. State*, 346 N.C. 336 (1997)

Cross References: Board Member Opportunities for Development (policy 1323)

Adopted: October 12, 2015

Replaces: Board policy 1.01.10, Code of Ethics for Board of Education Members

Revised: January 28, 2016

STAFF RESPONSIBILITIES

Policy Code:

7300

For students to succeed, all school employees must approach their responsibilities conscientiously, always remembering that the ultimate responsibility of the school system is to provide students with the opportunity to receive a sound basic education. The standards shall apply to all school employees and shall be the basis for review of the performance of school employees. These standards shall establish prohibitions and mandatory requirements for all employees. Violation of these standards shall subject an employee to investigation and disciplinary action by the Watauga County School System and/or the State Board of Education.

All employees, student teachers, and volunteers shall adhere to the standards of professional conduct contained in this policy. Any act or omission that violates these standards is prohibited and is subject to disciplinary action up to and including dismissal from employment.

A. STAFF RESPONSIBILITIES

All school employees shall:

1. be familiar with, support, comply with and, when appropriate, enforce all applicable Watauga County Board of Education (the "board") policies, administrative procedures, school rules and applicable laws;
2. attend to the safety and welfare of students, including the need to provide appropriate supervision of students;
3. demonstrate integrity, respect and commitment to the truth through attitudes, behavior and communications with others;
4. address or appropriately direct any complaints concerning school employees, the school program or school operations;
5. develop, promote, and maintain courteous and professional working relationships with other staff members, students, parents, and visitors;
6. avoid confrontations with co-workers, including but not limited to engaging in actions or conversations which the employee knows or should know will result in a disruption;
7. direct all complaints regarding the work environment to the appropriate supervisors and/or file grievances and avoid any actions that may undermine the work or the authority of co-workers and supervisors;
8. not create or post any inappropriate online content that has an impact on their (or any employee's) ability to perform their job, especially if accessible to any student(s), and bear in mind that content created or posted online apart from the WCS network may be viewed by anyone, including students, parents, and other

members of the community;

9. use the Watauga County Schools network only in a professional manner as described in policy 7335, Employee Use of Social Media, and 3225/4312/7320, Technology Responsible Use;
10. be respectful in all conduct and communications with students as set forth in policy 4040/7310, Staff-Student Relations, and shall not abuse or exploit any student in person or in electronic communication in any manner, including but not limited to the actions listed below. Electronic communications include, but are not limited to, e-mail, text messaging, instant messaging, chat rooms, blogging, websites, and social media.
 - a. any use of language that is considered profane, vulgar, or demeaning;
 - b. any sexual act;
 - c. any solicitation of a sexual act, whether written, verbal, or physical;
 - d. any act of child abuse, as defined by law;
 - e. any act of sexual harassment, as defined by law; and
 - f. any intentional solicitation, encouragement, or consummation of a romantic or physical relationship with a student, or any sexual contact with a student. The term "romantic relationship" shall include dating any student.
11. comply with all administrative directives in a timely and professional manner, including written directives regarding specific issues or behaviors;
12. attend, participate in, and complete all required professional development activities and meetings;
13. complete and transmit all required reports and other documentation in a timely and professional manner;
14. maintain the confidentiality of records as required by law and more fully set forth in policy 1325/7315, Confidential Information, and 4250/5075/7316, North Carolina Address Confidentiality Program;
15. faithfully account for all funds collected from students, colleagues, or other parties and not submit fraudulent requests for reimbursement, expenses, or pay;
16. arrive at school each day at an appropriate time designated by the principal ready and prepared to complete all assigned duties; and

17. exercise proper care and maintenance of school property.

B. NOTICE OF CRIMINAL OFFENSE

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

Failure by an employee to provide timely notice as described above may lead to disciplinary action up to, and including, dismissal.

Legal References: G.S. 115C-47, -307, -308

Cross References: Nondiscrimination on the Basis of Disabilities (policy 4022/7231), Drug-Free and Alcohol-Free Workplace (policy 7240), Prohibition Against Discrimination, Harassment, and Bullying (policy 4021/7230), Staff-Student Relations (policy 4040/7310), Confidential Information (policy 1325/7315), North Carolina Address Confidentiality Program (policy 4250/5075/7316), Technology Responsible Use (policy 3225/4312/7320), Copyright Compliance (policy 3230/7330), Professional Standards of Conduct and Performance for Teachers (policy 7305), Duty to Report a Criminal Offense (policy 7307), Employee Use of Social Media (policy 7335), Employee Dress and Appearance (policy 7340), Public Records – Retention, Release, and Disposition (policy 5070/7350), Electronically Stored Information Retention (policy 5071/7351), Extracurricular and Non-Instructional Duties (policy 7405), Employee Conflict of Interest (policy 7730)

Adopted: December 14, 2015

PROFESSIONAL STANDARDS OF CONDUCT AND PERFORMANCE FOR TEACHERS

Policy Code:

7305

The professional standards of this policy apply for all teachers and other certified personnel in the Watauga County Schools. Teachers and other certified personnel are also responsible for compliance with the standards applicable for all school personnel as specified in policy 7300, Staff Responsibilities.

A. TEACHER CONDUCT

The Watauga County Board of Education is dedicated and committed to providing all teachers with opportunities and resources to further their growth as professional educators. To that end, the performance of every teacher is assessed and the teacher is provided with constructive feedback through a formal evaluation and review process targeted to enhance professional growth. In addition, it is the Board's expectation that all teachers, regardless of their years of experience, are capable of and must adhere to certain minimum professional standards of conduct and performance as set forth in this policy. Therefore, all teachers and certified personnel employed by the Board shall:

1. comply with the Code of Ethics, as well as the Code of Professional Practice and Conduct, both for North Carolina Educators;
2. manage students' classroom behavior to minimize disruption to the educational environment and refer students, when necessary, to the administration for disciplinary action;
3. respond to all parent inquiries, complaints and/or concerns in a timely and professional manner;
4. participate in and complete any required professional development activities;
5. participate in a professional manner in all required staff meetings and student academic meetings, including required meetings for students with special needs;
6. complete and transmit all required reports and other documentation in a timely and professional manner;
7. arrive at school each day at an appropriate time designated by the principal ready and prepared to complete all assigned duties.
8. perform all assigned and/or accepted extracurricular and non-instructional duties in a timely and professional manner;
9. faithfully account for all funds collected from students, colleagues, or other parties and not submit fraudulent requests for reimbursements, expenses, or pay;

10. not create or post any inappropriate online content that has an impact on their (or any employee's) ability to do their job, especially if accessible to any student(s), and bear in mind that content created or posted online apart from the WCS network may be viewed by anyone, including students, parents, and other members of the community;
11. use the Watauga County Schools network only in a professional manner as described in policy 7335, Employee Use of Social Media, and 3225/4312/7320, Technology Responsible Use;
12. be respectful in all conduct and communications with students as set forth in policy 4040/7310, Staff-Student Relations, and shall not abuse or exploit any student in person or in electronic communication, including but not limited to the actions listed below. Electronic communications include, but are not limited to, e-mail, text messaging, instant messaging, chat rooms, blogging, websites, and social media.
 - a. any use of language that is considered profane, vulgar, or demeaning;
 - b. any sexual act;
 - c. any solicitation of a sexual act, whether written, verbal, or physical;
 - d. any act of child abuse, as defined by law;
 - e. any act of sexual harassment, as defined by law; and
 - f. any intentional solicitation, encouragement, or consummation of a romantic or physical relationship with a student, or any sexual contact with a student. The term "romantic relationship" shall include dating any student.

The failure or unwillingness of a teacher to comply with the professional standards of conduct and performance listed herein may result in contract non-renewal or disciplinary action up to and including dismissal from employment. In all matters concerning a teacher's compliance with this policy, consideration shall be given to the impact on the education of a student or group of students and on the overall educational environment of the school.

B. NOTICE OF CRIMINAL OFFENSE

Teachers and all school system employees shall notify the human resources director if they are arrested for, charged with or convicted of a criminal offense (including entering a plea of guilty or *nolo contendere*) other than a minor traffic violation (i.e., speeding, parking or a lesser violation). Notice must be in writing, must include all pertinent facts and must be delivered to the human resources director no later than the next scheduled business day following the arrest, charge or conviction, unless the employee is

hospitalized or incarcerated, in which case the employee must report the alleged violation within 24 hours after his or her release. Upon judicial action in the matter, the employee must report the disposition and pertinent facts in writing to the human resources director no later than the next business day following adjudication.

Failure by an employee to provide timely notice as described above may lead to disciplinary action up to, and including, dismissal.

Legal References: G.S. 115C-47, -307, -308; 16 NCAC 6C .0601 and .0602; N.C. General Statute 90-95; Article 14 of G.S. Chapter 126

Cross References: Nondiscrimination on the Basis of Disabilities (policy 4022/7231), Drug-Free and Alcohol-Free Workplace (policy 7240), Prohibition Against Discrimination, Harassment, and Bullying (policy 4021/7230), Staff-Student Relations (policy 4040/7310), Confidential Information (policy 1325/7315), North Carolina Address Confidentiality Program (policy 4250/5075/7316), Technology Responsible Use (policy 3225/4312/7320), Copyright Compliance (policy 3230/7330), Staff Responsibilities (policy 7300), Duty to Report a Criminal Offense (policy 7307), Employee Use of Social Media (policy 7335), Employee Dress and Appearance (policy 7340), Public Records – Retention, Release, and Disposition (policy 5070/7350), Electronically Stored Information Retention (policy 5071/7351), Extracurricular and Non-Instructional Duties (policy 7405), Employee Conflict of Interest (policy 7730)

Adopted: December 14, 2015

Replaces: 3.01.41, Professional Standards of Conduct and Performance for Teachers

BOARD MEMBER CONFLICT OF INTEREST

Policy Code:

1321

All members of the Watauga County Board of Education (the "board") are subject to the criminal laws related to conflicts of interest in public office, including strict restrictions against having a pecuniary interest in any business of the board. In addition, board members will not let any personal or business interest interfere with their duties as public officials, including ethical duties as specified in policy 1320, Code of Ethics for School Board Members. If a board member has an actual or potential conflict of interest in a matter before the board, the board member should declare that interest as soon as possible and the provisions in policy 1442, Voting Methods will be followed.

A member of the board will not do any of the following:

1. obtain a direct benefit from a contract that he or she is involved in making or administering on behalf of the board, unless an exception is allowed pursuant to G.S. 14-234 or other law;
2. influence or attempt to influence anyone who is involved in making or administering a contract on behalf of the board when the board member will obtain a direct benefit from the contract;
3. solicit or receive any gift, favor, reward, service, or promise of reward, including a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a contract;
4. accept a gift or favor from any person or group desiring to do or doing business with the school system, unless such gifts are instructional products or advertising items of nominal value that are widely distributed; or
5. solicit or accept any gifts from any potential provider of E-rate services or products in violation of federal gifting rules.

A board member is involved in administering a contract if he or she oversees the performance of the contract or has authority to interpret or make decisions regarding the contract. A board member is involved in making a contract if he or she participates in the development of the specifications or terms of the contract or participates in the preparation or award of the contract.

A board member derives a direct benefit from a contract if the board member or his or her spouse does any of the following: (1) has more than a 10 percent ownership or other interest in an entity that is a party to the contract; (2) derives any income or commission directly from the contract; or (3) acquires property under the contract. An exception is allowed for employment contracts between the board of education and the spouse of a board member. However, the board member involved will not deliberate or vote on the spouse's employment contract or attempt to influence any other person who is involved in making or administering the contract.

Legal References: G.S. 14-234, -234.1; 133-32; 47 C.F.R. 54.503; FCC Sixth Report and Order

10-175

Cross References: Code of Ethics for School Board Members (policy 1320), Voting Methods (policy 1442), Employee Conflict of Interest (policy 7730)

Adopted: October 12, 2015

Replaces: Board policy 3.08.90, Conflict of Interest (in part related to board members)

Revised: January 28, 2016

Employees are expected to avoid engaging in any conduct that creates or gives the appearance to the public of creating a conflict of interest with their job responsibilities with the school system. Although there may be other conflicts of interests, employees must follow Watauga County Board of Education (the "board") directives in the following areas.

A. FINANCIAL INTERESTS

An employee shall not engage in selling goods or services to the Watauga County Board of Education (the "board") and shall not engage in or have a financial interest, directly or indirectly, in any activity that conflicts with duties and responsibilities in the school system.

1. Contracts with the Board

An employee shall not do any of the following:

- a. obtain a direct benefit from a contract that he or she is involved in making or administering on behalf of the board, unless an exception is allowed pursuant to G.S. 14-234 or other law;
- b. influence or attempt to influence anyone who is involved in making or administering a contract on behalf of the board; or
- c. solicit or receive any gift, favor, reward, service or promise of reward, including a promise of future employment, in exchange for recommending, influencing or attempting to influence the award of a contract by the board.

An employee is involved in administering a contract if he or she oversees the performance of the contract or has authority to interpret or make decisions regarding the contract. An employee is involved in making a contract if he or she participates in the development of specifications or terms of the contract or participates in the preparation or award of the contract. An employee derives a direct benefit from a contract if the employee or his or her spouse does any of the following: (1) has more than a 10 percent ownership or other interest in an entity that is a party to the contract; (2) derives any income or commission directly from the contract; or (3) acquires property under the contract.

2. Non-School Employment

The board recognizes that some employees may pursue additional compensation on their own time. Any such employee shall not engage in the following:

- a. non-school employment that adversely affects the employee's availability

or effectiveness in fulfilling job responsibilities;

- b. work of any type in which the sources of information concerning customer, client or employer originate from any information obtained through the school system;
 - c. work of any type that materially and negatively affects the educational program of the school system;
 - d. any type of private business using system facilities, equipment or materials, unless prior approval is provided by the superintendent; or
 - e. any type of private business during school time or on school property.
 - f. having any financial or material interest in supplying books, maps, furniture, and/or apparatus to the school system or to any school in the system.
 - g. acting as an agent for any author, publisher, or dealer in recommending or procuring the use of any book, map, apparatus, furniture, school supply, construction material, or service of any kind.
 - h. disclosing information concerning a school system business transaction to an individual, organization, or company seeking to conduct business with the Watauga County Schools.
 - i. accepting a gift or soliciting a gift from any individual, company, or organization or accept any other types of favors, services, or accommodations from any individual, company, or organization with whom the school district has an actual or potential contractual relationship.
- An employee may accept a meal or token promotional gift (value less than \$25) that is given routinely by an individual, company, or organization, such as pens, notepads, and marketing materials.
- j. using confidential information for financial or personal benefit or share such information with an individual not affiliated with the school district for that individual's financial or material benefit.
 - k. accepting money or gifts from outside individuals, companies, or organizations for the purpose of influencing a student's decision to attend a particular college or university.

The superintendent may grant prior approval for work performed under subsections d and e above if such work enhances the employee's professional

ability or professional growth for school-related work. The superintendent may establish reporting procedures that require employees to notify the school system of any non-school employment.

B. RECEIPT OF GIFTS

No school employee may accept gifts from any person or group desiring to do or doing business with the school system, unless such gifts are instructional products or advertising items of nominal value that are widely distributed. No school employee may solicit or accept any gifts from any potential provider of E-rate services or products in violation of federal gifting rules.

C. DISCLOSURES

The Superintendent, Principals, Assistant Principals, and Central Level Administrators shall complete disclosure forms annually indicating that they have been free of any conflict of interest during the preceding year and will maintain that position during the next year.

D. ETHICS REVIEW COMMITTEE

The Superintendent shall appoint an Ethics Review Committee to investigate and review any complaints of a conflict of interest, including recommendations for appropriate sanctions.

Legal References: G.S. 14-234, -234.1; 115C-47(18); 133-32; 47 C.F.R. 54.503; FCC Sixth Report and Order 10-175

Cross References: Board Member Conflict of Interest (policy 2121)

Adopted: December 14, 2015

Replaces: Policy 3.08.90, Conflict of Interest (in part related to employees)

Attachment B

Specific Procurement Procedures for the purchase of all goods and services by the SFA.

Category of Items to be Purchased	Procurement Method to be Used	Method of Award (line item, bottom line, market basket etc.)	Frequency of Purchase
Food and Non-Food Supplies (over small purchase threshold)	Invitation for Bid (IFB) (formal) – NC Procurement Alliance/Mountain Purchasing Cooperative	Bottom Line	Annually with 4 year renewal option upon mutual agreement of both parties
Food and Non-Food Supplies (under small purchase threshold)	Request for Quote (informal)	Line Item	As Needed
Fresh Produce	Invitation for Bid (IFB) (formal) – NC Procurement Alliance/Mountain Purchasing Cooperative	Bottom Line	Annually with 4 year renewal option upon mutual agreement of both parties
Fresh Bakery Dairy Ice Cream Beverages (Juice, Water, Isotonic)	Invitation for Bid (formal) – Mountain Purchasing Cooperative	Bottom Line	Annually with 4 year renewal option upon mutual agreement of both parties
Locally grown food items (limited quantities)	Request for Quote (informal)	Line Item	As needed
Vended Snacks & Beverages	Request for Proposal (RFP) (formal) – Mountain Purchasing Cooperative	Commission % Service Equipment Other pertinent factors (Award based on scored evaluation tool)	Annually with option to renew based on mutual agreement of both parties
WHS Pizza (In House Prepped OR Outside Delivery)	Request for Proposal (RFP) (formal)	Cost Service Equipment Other pertinent factors (Award based on scored evaluation tool)	Annually with option to renew based on mutual agreement of both parties

Chemicals for Cleaning (under small purchase threshold)	Request for Quote (RFQ) (informal)	Bottom Line	Annually
Computer Hardware	Request for Quote (RFQ) (informal) Obtained and approved by WCS Technology Department in order to comply with district Technology directives	Bottom Line	As Needed
Equipment Replacement Parts	Emergency purchasing procedures in emergency situations. If non- emergency, Micro-purchasing procedures if one-time purchase of less than \$3,500	Immediate availability	As needed
Equipment Repair	Request for Quote (RFQ) (informal)	Bottom Line	As Needed
Uniforms	Micro-purchasing procedures if a one-time purchase of less than \$3,500; if purchase is greater than micro-purchase level and less than small purchase threshold use RFQ.	Bottom Line (if using RFQ)	As Needed

Note: All categories of purchases used by the SFA must be included in the table shown above.

Attachment C

Procurement Checklist

Goods/Services to be procured: _____

Procurement date: _____

Person overseeing procurement process: _____

This checklist will be used when preparing solicitation documents, conducting informal and formal procurements, evaluating bids and proposals and executing contracts that involve the use of School Nutrition Funds.

Procurement Plan:

- _____ Written procurement plan
- _____ Authorized purchaser(s) specified
- _____ Detailed procurement methods to be used (quotes, IFB, RFP, micro-purchasing, non-competitive negotiation) including detailed procedures for each purchasing method
- _____ Advertising procedures
- _____ Award method clearly described (i.e., line item, bottom line, market basket analysis or written evaluation of product/service)
- _____ Vendor notification of award/non-award of contract
- _____ Code of ethics/conflict of interest policy
- _____ Instructions for documentation and record-keeping
- _____ Assignment for Contract oversight
- _____ Assurance of compliance with all Federal procurement policies
- _____ Assurance of compliance with all State procurement policies
- _____ Other local requirements

Procurement Procedures:

- _____ Letter of invitation
- _____ Intent of procurement activity
- _____ Contract time-period
- _____ Bid/proposal/quote submission procedures (i.e. sealed bid, written, etc.)
- _____ Pre-bid/proposal meeting date/time/location (if applicable)
- _____ Bid opening date/time/location; Proposal opening procedures
- _____ Contact information
- _____ Civil Rights Statement
- _____ Other local requirements

Terms and Conditions:

- _____ Certification regarding disclosure of lobbying (\$100,000+)
- _____ Debarment/suspension certification form (\$25,000+)
- _____ Non-collusion statement
- _____ Assurance of ethical practices

Procurement Checklist (continued)

- _____ Escalation/de-escalation clause
- _____ Price determination statement (fixed, fixed with firm price for delivery, etc.)
- _____ Contract Extension or "roll-over" clause if warranted
- _____ Buy American statement and instructions
- _____ Bid/proposal protest procedures
- _____ Remedy for non-performance/termination of contract
- _____ HUB statement to involve minority business where possible
- _____ "Equal Employment Opportunity" compliance statement (\$10,000+)
- _____ Energy Policy and Conservation Act statement
- _____ Clean Air/Water Act statement (\$100,000+)
- _____ Civil Rights Act statement
- _____ Compliance with the Jessica Lunsford Act
- _____ Return of Discounts, Credits and Rebates to SFA statement
- _____ Record retention and record access requirements (records maintained for three years (plus the current year) from final payment of contract and/or renewal; all base solicitations must be maintained for three years after the final payment on the contract)
- _____ Method of shipment/delivery requirements
- _____ Method of payment, invoices, statements, etc.
- _____ Purchase instrument to be used and how vendor will receive purchase orders
- _____ Bid certification form
- _____ Other State or local requirements
- _____ Specifications that are sufficiently detailed to get what is needed but not so specific as to restrict competition
- _____ Product specifications (approved brand and/or equivalent)
- _____ Quantity
- _____ Quality
- _____ Packaging
- _____ Pricing (unit and extended)
- _____ Procedure for documenting/pre-approving any substitutions and/or deviations
- _____ Other local requirements

Documentation and Records:

- _____ All IFBs/RFPs/RFQs with appropriate documentation and signatures of authorized purchasers maintained on the original solicitations
- _____ Comparison charts to document procurement decisions and contract awards
- _____ Record of public bid openings and/or proposal openings if proposals will be publicly opened
- _____ Copies of contract award/non-award letters
- _____ Copies of advertisements for solicitation of good/services
- _____ Determination/document of correct procurement method used
- _____ Evaluation of escalation/de-escalation clause
- _____ Evaluation of Contract Extension/Amendment (roll-over clause)

Procurement Checklist (continued)

- _____ Evaluation/documentation of contract re-negotiations/changes to original contract at the timelines and under the same conditions specified in the original solicitation document
- _____ Evaluation of return of discounts, credits and rebates (as applicable) and detailed procedure indicating how/when the discounts, rebates and credits would be assigned to the SFA by the contractor
- _____ Evaluation of whether procurement methods/activities are consistent with the SFA's approved written procurement plan
- _____ Evaluation of procedures for ensuring records retention requirements are met and where/how all documents pertaining to the solicitation and contract/contract amendments will be maintained
- _____ Non-competitive purchases (sole source, emergency, etc.) are appropriately documented and have received approval from State agency or governing board prior to award, including purchases through means of *piggybacking* onto another SFA's solicitation document
- _____ Invoices/payments for items purchased with school nutrition funds
- _____ Documentation of any contractor performance or breach of contract from vendors
- _____ Provision requiring the SFA to abide with the Iran Divestment Act of 2015, as amended
- _____ Other local requirements

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.

Declaration of Surplus Items - April 2018

<u>School</u>	<u>Quantity</u>	<u>Description</u>	<u># that are Usable</u>	<u># that are Unusable</u>
Cove Creek	1	iPad 2 16 GB		1
	<u>1</u>		<u>0</u>	<u>1</u>
Valle Crucis	1	Dell X8 Monitor		1
	1	AlphaSmart Pro Keyboard		1
	1	Dell Optiplex 790 Desktop		1
	3	HP Compaq DC7900 Desktops		3
	1	TOA BG-115 Amplifier		1
	1	ASUS EEE Touch 101MT EU27BK Laptop		1
	1	Dell Optiplex 755 Desktop		1
	1	Dell T-240 Server		1
	1	Epson Powerlite 50c Projector		1
	<u>11</u>		<u>0</u>	<u>11</u>
WHS	1	GBC RSX128 Paper Shredder		1
	1	NEC NP 400 Projector		1
	1	Epson Powerlite 98 Projector		1
	1	Dell Precision T1500 Desktop		1
	1	NEC VT676E Projector		1
	1	Cisco AIR LAP 1142N Wireless Access Point		1
	1	NEC VT675 Projector		1
	1	NEC NP410 Projector		1
	1	Barnes & Noble Nook Tablet BNRV200		1
	2	Ipevo Ziggi HD Document Camera		2
	<u>11</u>		<u>0</u>	<u>11</u>
After School	2	Dell Optiplex 755 Desktop	2	
	1	Dell Optiplex 745 Desktop	1	
	<u>3</u>		<u>3</u>	<u>0</u>
Transportation	1	Full Size Pick Up Truck Toolbox	1	
	1	Small Size Pick Up Truck Toolbox	1	
	<u>2</u>		<u>2</u>	<u>0</u>



Watauga County Schools
Educating for Productive Citizenship & Life-Long Learning
2017-2018 School Calendar

BOE Approved
11/14/2016
Updated 3/22/2018

August 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15 ▲	16 ▲	17 ▲	18 ▲	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 ●	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20 ⊕	21	22	23
24	25	26	27	28	29	30

October 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 ⊕	27 ⊕	28
29	30	31				

November 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10 ●	11
12	13	14	15	16	17	18
19	20	21	22 ⊕	23 ●	24 ●	25
26	27	28	29	30		

December 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8 ●	9
10	11 ●	12 ●	13 ●	14	15	16
17	18	19	20	21 ⊕	22 ●	23
24	25 ●	26 ●	27 ●	28	29	30
31						

- ▲ Mandatory Work Days (5)
- Optional Work Days (14)
- Annual Leave (10)
- Holidays (11)
- ⊕ Early Release Days (5)
- No School for Students
- Saturday School/Early Release

August

15-18.....Mandatory Work Days
 21.....First Day of 180 Day Term

September

4.....Labor Day Holiday
 20.....Early Release/Professional Development Day for Staff

October

19.....End of First Quarter
 26-27.....Early Release/Parent Conferences

November

10.....Veterans Day Holiday
 22.....Early Release Day
 23-24.....Thanksgiving Holidays

December

8,11-12.....Optional Work Days
 13.....Annual Leave
 21.....Early Release/
 22.....Optional Work Day
 25-27.....Christmas Holidays
 28-29.....Annual Leave

January

1.....New Year's Holiday
 2.....Optional Work Day
 3.....Students Return
 4-5,8.....Annual Leave
 11.....First Semester Ends
 12.....Second Semester Begins
 15.....Optional Work Day/
 Martin Luther King, Jr. Day
 17-18.....Annual Leave
 19.....Optional Work Day

February

2.....Optional Work Day

March

7.....Optional Work Day
 8,12.....Annual Leave
 13-14, 21-22.....Optional Work Days

April

2-4.....Spring Holidays
 6.....End of Third Quarter

June

8.....Last Day of Fourth Quarter/
 Second Semester
 11.....Mandatory Work Day
 12.....Optional Work Day

****The last day of the 2017-2018 school year will be an early release day.****

January 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 ●	2 ●	3	4 ■	5 ■	6
7	8 ■	9	10	11	12	13
14	15 ●	16	17 ■	18 ■	19 ●	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 ●	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7 ●	8 ■	9	10
11	12 ■	13 ●	14 ●	15	16	17
18	19	20	21 ●	22 ●	23	24
25	26	27	28	29	30	31

April 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 ●	3 ●	4 ●	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11 ▲	12 ●	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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.

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, -81, -98, -101; *Board of Education v. Pico*, 457 U.S. 853 (1982); *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: _____ (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.

PARENTAL REQUEST TO REVIEW INSTRUCTIONAL MATERIALS

Policy Code:

3210

In policy 3200, Selection of Instructional Materials, the Watauga County Board of Education (the “board”) establishes a process for the selection of instructional materials to meet State Board of Education requirements and the educational goals of the board.

The board recognizes that parents may have concerns about instructional materials used in the school system. Thus, to further involve parents in the education of their children, the board also provides opportunities for parents to review instructional materials and a process for parents to use when they object to instructional materials.

A. PARENTAL RIGHT TO INSPECT MATERIALS

Parents have a right under federal law to inspect all instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any applicable federally funded programs. Parents ordinarily also may review all other instructional materials following procedures provided by the school or superintendent. The term “instructional materials” does not include academic tests or assessments. Some materials available through the Internet and used in individual classes to provide up-to-date information or information on current events may not be available for advance review; however, all materials used in reproductive health and safety education shall be available for review as provided in policy 3540, Comprehensive Health Education Program.

B. PARENTAL OBJECTION TO MATERIALS

Parents may voice a concern by first meeting with the teacher using the material or the Media Center Coordinator if the material is in the media center. During that meeting the parent will share their concerns and the teacher or Coordinator will share the selection process and determine any accommodations that may be made. If the parent is not satisfied, they will meet with the principal. The principal will review the selection process and determine if any other accommodations may be made. During this meeting the principal will share the process outlined in Section C. If after the meeting with the principal, the parent is not satisfied, then they shall follow the procedures outlined in Section C. While input from the community is valuable, the board believes professional educators are in the best position to determine whether a particular instructional material is appropriate for the age and maturity of the students and for the subject being taught.

C. PROCEDURES FOR RECONSIDERATION OF INSTRUCTIONAL RESOURCES

Occasional objections to some resources may be voiced by parents despite the care taken in the selection process, the qualifications of persons selecting the resources, and the accommodations offered to the parent. If a reconsideration request is made on material other than a state adopted text, the procedures are as follows:

1. The parent shall complete the *Parent Request for Building Level Reconsideration of*

- Instructional Resources* form and return it to the principal.
2. The principal shall forward the completed form to the building level Media and Technology Advisory Committee (MTAC). This committee shall consist of at least a building level administrator, a teacher, a parent, the Media Center Coordinator and an Instructional Technology Facilitator.
 3. Materials shall remain in use until and unless a decision is made to withdraw the materials by the Building Level MTAC.
 4. Upon receipt of the *Parent Request for Building Level Reconsideration* form, the building level MTAC shall:
 - Review the material in question
 - Review any accommodations offered
 - Interview the complainant, the teacher(s) in control of the content, and other relevant school personnel
 - Survey appraisals of the material in professional reviewing sources
 - Weigh merits against alleged faults to form opinions based on the material as a whole, not on isolated passages based on selection criteria
 - Meet to discuss the findings and prepare a written report and recommendation within 15 school days after receipt of the completed Request for Reconsideration form.
 - File the report with the principal, superintendent, and the complainant within 5 days after the meeting in which the report was written.
 - Retain or withdraw the challenged materials upon completion of this process
 - Materials shall be retained or withdrawn as decided by the Building Level MTAC through the completion of any appeal of that decision.

If the principal or the committee determines that any material violates constitutional or other legal rights of the parent or student, the principal or the committee shall either remove the material from instructional use or accommodate the particular student and parent. Before any material is removed, the principal or the committee shall ensure that the curriculum is still aligned with current statewide instructional standards and articulated from grade to grade. If an objection made by a parent or student is not based upon constitutional or legal rights, the principal or the committee may accommodate the objection after considering the effect on the curriculum; any burden on the school, teacher, or other students that the accommodation would create; and any other relevant factors. Books and other instructional materials may be removed from the school media collection only for legitimate educational reasons and subject to the limitations of the First Amendment.

The decision of the committee may be appealed to the superintendent. Only the parent who initiated the request for review or the teacher/staff member in control of the resource may file an appeal in writing to the superintendent within 10 days of receipt of the Building Level MTAC report. The superintendent shall:

- Review the Building Level report provided as well as the material in question.
- Interview the complainant, the teacher(s) in control of the content, and other relevant school personnel

- Request that a sub group of the District Level Media and Technology Advisory Committee complete the same process as the Building Level MTAC. This District Level committee shall consist of at least a building level administrator, a teacher, a parent, a Media Center Coordinator and an Instructional Technology Facilitator.
- Direct the District Level Committee to provide a written recommendation to the superintendent within 15 days of notice of appeal.
- Within 5 days of receipt of the District Level report, the superintendent shall render a decision to support or reject the Building Level decision and shall report that decision to the complainant and the Board of Education. Materials shall remain retained or withdrawn as determined by the Building Level team until the decision of the superintendent.
- Materials will be retained or removed based on the decision of the superintendent.

The decision of the superintendent may be appealed to the Board of Education as the final level of appeal. Only the parent who initiated the request for review or the teacher/staff member in control of the resource may appeal the decision of the Superintendent. The appeal shall be submitted in writing to the Chair of the Board of Education within 10 days of notification of the Superintendent decision. The Board will review whether the process for *Parent Request for Reconsideration of Instructional Resources* was followed and whether the superintendent used appropriate diligence in rendering a decision. Within 15 days of receipt of the appeal in writing, the Board will announce their findings. If the Board determines that due diligence was not provided, then the superintendent will be directed to reconvene a new subcommittee of the District Level Media and Technology Advisory Committee and to address any concerns noted by the Board.

Materials shall remain retained or withdrawn as determined by the superintendent until the final level of appeal by the Board of Education is completed.

Unless otherwise noted by the superintendent or the board, the decision regarding Request for Reconsideration of Instructional Materials shall apply only to the school where the original request was made and will not apply to other schools in the district.

Legal References: U.S. Const. amend. I; 20 U.S.C. 1232h; N.C. Const. art. I, § 14; *Board of Educ. v. Pico*, 457 U.S. 853 (1982); G.S. 115C art. 8 pt. 1; 115C-45, -47, ~~-81~~, -98, -101

Cross References: Goals and Objectives of the Educational Program (policy 3000), Curriculum Development (policy 3100), Selection of Instructional Materials (policy 3200), Comprehensive Health Education Program (policy 3540)

Adopted: April 11, 2016

Revised: _____ (Legal references only)

Replaces: Board policy 4.02.40, Selection of Educational Resources, Sections V and VI

The Watauga County Board of Education (the “board”) is committed to creating safe, orderly, clean and inviting schools for all students and staff. To this end, the board supports state laws that prohibit the sale or distribution of tobacco products to minors and that prohibit the use of tobacco products by minors. The board also supports state and federal laws that prohibit the use of tobacco products in school buildings, on school campuses, and in or on any other school property owned or operated by the school board. For the purposes of this policy, the term “tobacco product” means any product that contains or that is made or derived from tobacco and is intended for human consumption, including all lighted and smokeless tobacco products, as well as electronic cigarettes, vaporizers, and other electronic smoking devices even if they do not contain tobacco or nicotine.

A. PROHIBITED BEHAVIOR

In support of the board’s commitments and state and federal law, students are prohibited from using, possessing or displaying any tobacco product (1) in any school building, on any school campus, and in or on any other school property owned or operated by the school board, including school vehicles; (2) at any school-related activity, including athletic events; or (3) at any time when the student is subject to the supervision of school personnel, including during school trips.

Nothing in this policy prohibits the use, possession or display of tobacco products for an instructional or research activity conducted in a school building, provided that the activity is conducted or supervised by a faculty member and that the activity does not include smoking, chewing or otherwise ingesting tobacco.

B. CONSEQUENCES

The disciplinary consequences for violations of this policy shall be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

In determining appropriate consequences for violations of this policy, school officials are encouraged to identify programs or opportunities that will provide students with a greater understanding of the health hazards of tobacco use, the hazards of secondhand smoke, and the impact of tobacco use on efforts to provide a safe, orderly, clean and inviting school environment.

C. SERVICES FOR STUDENTS

The administration shall consult with the county health department and other appropriate organizations to provide students with information and access to support systems and programs to encourage students to abstain from the use of tobacco products. The school system may, from time to time, provide free non-smoking programs and services to its

students.

D. NOTICE

Students will be provided with notice of the information in this policy through the Code of Student Conduct, student handbooks or other means identified by the principal. In addition, the principal shall post signs in a manner and at locations that adequately notify students, school personnel, and visitors about prohibitions against the use of tobacco products in all school facilities, on all school grounds, and at all school-sponsored events.

Legal References: Pro-Children Act of 1994, 20 U.S.C. 6081 *et seq.*; 21 U.S.C. 321 (rr); 21 C.F.R. 1100 *et seq.*; G.S. 14-313; 115C-47, -288, -307, -390.2, -407

Cross References: Student Behavior Policies (policy 4300), Smoking and Tobacco Products (policy 5026/7250)

Adopted: October 13, 2014

Revised: January 11, 2016; _____ (Legal references only)

Replaces: Policy 5.07.60, Tobacco Use

The Watauga County Board of Education (the “board”) recognizes that the public schools are an integral part of the community and that the public has a vested interest in having students develop into productive members of the workforce and of society. The board encourages the community to be involved in the school system and to assist the school system in the goal of providing every student with the opportunity to receive a sound basic education.

Each year the school system will publish on its website all information required by law, including assessment and performance information and information on how state funds have been used to address local educational priorities.

A. POLICIES

In making policy decisions, the board will keep in mind its commitment to providing all students in our community the opportunity to obtain a sound basic education.

The board’s commitment to the wider community is expressed in various policies that address the relationship between the school system and the community, such as:

1. Parental Involvement (policy 4002);
2. Title I Parent and Family Engagement (policy 3560);
3. Public Records – Retention, Release, and Disposition (policy 5070/7350);
4. School Volunteers (policy 5015);
5. Compliance with the Open Meetings Law (policy 1420);
6. Registered Sex Offenders (policy 5022);
7. Distribution and Display of Non-School Material (policy 5210);
8. Community Use of Facilities (policy 5030); and
9. Visitors to the Schools (policy 5020).

B. SCHOOL ADMINISTRATORS

School administrators shall:

1. demonstrate a commitment to working with the community;
2. identify appropriate opportunities for community input;
3. communicate to the public the goals and objectives of the school system and the

progress of the school system in meeting those goals and objectives; and

4. provide the public with school progress and performance reports as required by state and federal law.

Legal References: Elementary and Secondary Education Act, 20 U.S.C. 6301~~8~~; G.S. 115C-12(9)c3, -36, -47, -83.10, -105.25(e); *Leandro v. State*, 346 N.C. 336 (1997)

Cross References: Board Authority and Duties (policy 1010), ~~Parental Involvement (4002)~~, Compliance with the Open Meetings Law (policy 1420), Title I Parent and Family Engagement (policy 3560), Parental Involvement (4002), School Volunteers (policy 5015), Visitors to the Schools (policy 5020), Registered Sex Offenders (policy 5022), Community Use of Facilities (policy 5030), Public Records – Retention, Release, and Disposition (policy 5070/7350), Distribution and Display of Non-School Material (policy 5210)

Adopted: February 8, 2016

Revised: November 13, 2017; _____ (Legal references only)

The Watauga County Board of Education (the “board”) will provide health services to students as required by law. School employees may administer drugs or medication prescribed by a doctor only upon the written request of the parents; give emergency health care when reasonably apparent circumstances indicate that any delay would seriously worsen the physical condition or endanger the life of the student; and perform any other first aid or lifesaving technique in which training has been provided to school employees.

A registered nurse will be available to provide assessment, care planning, and ongoing evaluation of students with special health care service needs in the school setting.

The superintendent may develop procedures or delegate the development of procedures to each school principal for providing these health services and meeting the board requirements listed below.

1. The principal shall determine at the beginning of each school year prior to the beginning of classes, and thereafter as circumstances require, which employees will be selected to participate in the health services program. The principal shall inform his or her staff about which health services duties are delegated to which employees.
2. A school nurse, with the assistance of other personnel as appropriate, will prepare an individual health plan for each student with special health care needs. This plan will identify the student’s medical needs, the person responsible for monitoring the child’s medical needs during the school day, and other information necessary to ensure the child’s medical needs are appropriately addressed during all school-related activities.
3. When a student’s special health care needs include an increased risk of a medical emergency, a school nurse, with the assistance of other personnel as appropriate, will prepare an emergency health care plan to address this risk. This plan will identify the type of risk involved, the symptoms that indicate a potential medical emergency, and the important actions that should be taken and avoided by school personnel in the event of a medical emergency.
4. Any employee designated to provide health care services must receive appropriate training.
5. Health manuals prepared by the governing state agencies must be followed in developing appropriate procedures and for determining which tasks must be performed by registered nurses.
6. Procedures must be consistent with all related board policies, including policy 4230, Communicable Diseases – Students, and policy 6125, Administering Medicines to Students.
7. Procedures must be consistent with state and federal law for students with disabilities, including the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation

Act of 1973, and the Americans with Disabilities Act. The *Policies Governing Services for Children with Disabilities* will be followed, as applicable.

8. Procedures must be consistent with guidelines adopted by the State Board of Education under G.S. 115C-12(31) to serve students with diabetes, including developing and implementing individual diabetes care plans for such students and providing information and training to school personnel to appropriately support and assist such students, in accordance with their individual diabetes care plans.
9. Written information maintained by the school or 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 (FERPA) and state confidentiality laws. Any employee who violates the confidentiality of the records may be subject to disciplinary action.
10. School personnel must obtain parental consent for medical services as required by law. Parents will be notified of their rights in accordance with policy 4002, Parental Involvement.
11. Health professionals will be consulted in the development of health services. Opportunities also will be provided for input from staff, parents, and students on the health services provided.

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-12(12), -12(31), -36, -307(c), -375.1, -375.3; 16 N.C.A.C. 6D.0402; 21 N.C.A.C. 36.0221, 36.0224; *Policies Governing Services for Children with Disabilities*, State Board of Education Policy ~~Policy~~ Policies NCAC 6D.0402, EXCP-000

Cross References: Parental Involvement (policy 4002), Communicable Diseases – Students (policy 4230), Student Records (policy 4700), Administering Medicines to Students (policy 6125)

Adopted: April 11, 2016

Revised: August 14, 2017 and _____ (Legal references only)

Replaces: Board policy 5.03.30, Student Health Services

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. No child will be discriminated against because of race, sex, color, national origin, disability, age, or eligibility status for free and reduced price meals.
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 _____ (Legal references only)

Replaces: Policy 5.07.90, Charging of School Meals

ORGANIZATION OF THE PURCHASING FUNCTION

Policy Code:

6410

The superintendent shall organize the purchasing function in a manner intended to meet the purchasing goals of the Watauga County Board of Education (the “board”). The purchasing function includes the following responsibilities:

1. making purchases for all departments in accordance with applicable laws and regulations, including the requirements of the State Division of Purchase and Contract when applicable, board policy, the superintendent’s directives, good purchasing practices, and ethical principles;
2. establishing and enforcing a system for approving and accounting for purchases;
3. maintaining appropriate records on price quotations of supplies most frequently purchased;
4. maintaining other supplemental data to assist in making purchases at the most economical prices possible;
5. maintaining NC E-Procurement compliance and making purchases through the E-Procurement Service to the extent appropriate to maximize savings and efficiency in the purchasing function;
6. establishing a practical degree of standardization of equipment, supplies, and materials with sufficient flexibility to meet unique needs of schools and departments;
7. supervising the receiving of all materials, including establishing procedures to ensure received goods are properly inspected, counted, and documented;
8. maintaining lists of potential bidders for various types of materials, equipment, and supplies;
9. providing information regarding bidding opportunities to vendors;
10. providing information and service to schools and departments that wish to make purchases; and
11. maintaining current information on all applicable laws, regulations, board policies, and administrative procedures.

Legal References: G.S. 143-49, -52, -52.3; 115C-522; 147, art. 6E, art. 6G; N.C. Session Law 2003-147; N.C. Procurement Manual, Department of Administration, Division of Purchase and Contract, available at <http://www.pande.nc.gov/Default.aspx>~~https://ncadmin.nc.gov/government-agencies/procurement/procurement-rules~~

Adopted: February 8, 2016

Revised: May 9, 2016; _____ (Legal references only)

The Watauga County Board of Education (the “board”) is committed to making resource conservation an integral part of the school system’s operation and to providing an example to students and the community of responsible stewardship of natural resources.

The superintendent shall establish programs that will help the school system meet the following board goals:

1. integrating the concept of resource conservation, including waste reduction and recycling, into the curriculum;
2. reducing the consumption of consumable materials whenever possible;
3. fully utilizing all materials prior to disposal;
4. minimizing the use of non-biodegradable products whenever possible;
5. purchasing recycled products when financially viable; and
6. encouraging suppliers, both private and public, to make recyclable products and unbleached paper products available for purchase by public schools.

Legal References: G.S. 115C-36; -47(41), -160A-327

Cross References:

Adopted: April 11, 2016

Revised: _____ (Legal references only)

A. HIGHLY QUALIFIED TEACHERS DEFINED**1. Elementary School Teachers**

To be a “highly qualified” teacher at the elementary school level, a teacher must have an appropriate license for the core academic subjects taught. A teacher must also demonstrate subject knowledge and teaching skills in reading/language arts, writing, mathematics, and other areas of the basic elementary school curriculum by passing the State Board of Education approved exams required for the license within the time period established by state law.

2. Middle and High School Teachers

To be a “highly qualified” teacher at the middle and high school levels, a teacher must have a middle school or secondary license in the teaching area required for each teaching assignment. A teacher must also demonstrate a high level of competency by:

- a. Passing the required State Board of Education approved test(s) in each academic subject in which he or she teaches within the time period established by state law; or
- b. Successfully completing in each academic subject in which he or she teaches any of the following:
 - 1) an undergraduate major;
 - 2) coursework equivalent to an undergraduate major;
 - 3) a graduate degree in the core teaching subject area(s);
 - 4) master’s level licensure or above in the appropriate subject area; or
 - 5) National Board for Professional Teaching Standards certification in the related subject area(s).

3. Exceptional Children’s and English as a Second Language (ESL) Teachers

To be a “highly qualified” teacher in an exceptional children’s class or ESL class, a teacher must have the exceptional children’s and/or ESL license required for the teaching assignment. The teacher must also demonstrate the subject knowledge and teaching skills in the content areas taught by passing the State Board of Education approved exams required for the license within the time period

established by state law. This paragraph applies to exceptional children's teachers and ESL teachers who are the teachers of record for core academic areas.

4. Out-of-State Teachers

An out-of-state teacher who submits documentation that he or she has been deemed "highly qualified" in another state will be designated "highly qualified" in North Carolina provided that he or she has at least a bachelor's degree from an accredited college or university. This documentation may include satisfactory test scores from the originating state, verification of satisfactory completion of the High Objective Uniform State Standard for Evaluation (HOUSSE) for the originating state, or verification of National Board Certification.

5. Veteran Teachers

Prior to April 2007, a veteran teacher may have used the NC HOUSSE to establish that he or she is "highly qualified," provided that the teacher had taught full time with a reciprocal state license for not less than six successive calendar months in one school system, charter school or non-public institution.

B. BEGINNING TEACHER SUPPORT PROGRAM PLAN

The plan for beginning teacher support must:

1. Describe adequate provisions for efficient management of the program.
2. Designate an official to verify eligibility of beginning teachers for a continuing license.
3. Provide for a formal orientation for beginning teachers that includes a description of available services, training opportunities, the teacher evaluation process and the process for achieving a continuing license.
4. Address compliance with the optimum working conditions for beginning teachers identified by the SBE.
5. Address compliance with the mentor selection, assignment and training guidelines identified by state law and the SBE.
6. Provide for the involvement of the principal or designee in supporting the beginning teacher.
7. Provide for a minimum of four observations per year in accordance with G.S. 115C-333 or G.S. 115C-333.1, using the instruments adopted by the SBE for such purposes. The plan must also address the appropriate spacing of observations throughout the year and specify a date by which the annual evaluation is to be

completed.

8. Provide for the preparation of a Professional Development Plan (PDP) by each beginning teacher in collaboration with the principal or designee and the mentor teacher.
9. Provide for a formal means of identifying and delivering services and technical assistance needed by beginning teachers.
10. Provide for the maintenance of a cumulative beginning teacher file that contains the PDP and evaluation of report(s).
11. Provide for the timely transfer of the cumulative beginning teacher file to successive employing LEAs, charter schools, or non-public institutions within the state upon the authorization of the beginning teacher.
12. Describe a plan for the systematic evaluation of the Beginning Teacher Support Program to assure program quality, effectiveness and efficient management.
13. Document that the board has adopted the plan.

Legal References: G.S. 115C art. 17E; ~~-296,~~ 115C-296.2, -300.1, -325(e)(1)(m), -333, 333.1; State Board of Education Policies LICN -001, -004, NCAC-6C.0102, NCAC-6C.0307

Cross References:

Adopted: February 9, 2015

Revised: September 11, 2017; (Legal references only)

All school employees, including student teachers and independent contractors, shall comply with this policy when using electronic social media.

For the purposes of this policy, “social media” is any form of online publication or presence that allows interactive communication, including but not limited to: personal websites, web logs (blogs), wikis, social network sites, online forums, virtual worlds, video-sharing websites, and any other social media generally available to the public or consumers that does not fall within the board’s technologies network (e.g., Web 2.0 tools, MySpace, Facebook, Twitter, LinkedIn, Flickr, Google +, YouTube).

In addition to the standards of this policy, all professional and personal use of social media by school employees shall also be in full compliance with policy 4040/7310, Staff-Student Relations.

A. PROFESSIONAL USE OF SOCIAL MEDIA

Professional use of social media means using social media to carry out the instructional objectives and/or administrative responsibilities assigned to an individual as an employee of the Watauga County Schools (WCS). During working hours, employees shall use social media only for professional purposes. All professional use of social media shall comply with the following guidelines.

1. Communication on professional social media space shall be handled in the same manner as communication in a classroom and/or workplace. The same standards required in other WCS professional settings will apply on social media.
2. Employees shall exercise caution and sound judgment and will fully comply with all applicable laws and WCS policies, including but not limited to prohibitions on the disclosure of confidential information and the use of harassing, obscene, discriminatory, defamatory or threatening language.
3. The establishment of social media sites for professional purposes shall conform to the process and standards established in 7335-R, Approval of Professional Use of Social Media.
4. No personally identifiable student information and no confidential information about students, school employees, or school system business may be posted by employees on social media.
5. Employees shall not post identifiable images of a student or student’s family without permission from the student and the student’s parent or legal guardian.
6. WCS reserves the right to direct the removal of postings and/or disable a page of professional social media sites that do not adhere to the law or do not fully align with the goals of the district.
7. Employees using social media for professional purposes have no expectation or

right of privacy with regard to their use of such media. The district will regularly monitor professional social media sites to protect the school community and the reputation of WCS.

8. School personnel that establish social media accounts for professional purposes will monitor all activity on the account to ensure consistent adherence with this policy and other applicable policies and laws.

B. PERSONAL USE OF SOCIAL MEDIA

Personal use of social media is use that is not related to the individual's responsibilities as a WCS employee. The board respects the right of employees to use social media on their personal time. As role models for the school system's students, however, employees are responsible for their public conduct even when they are not performing their job duties as employees of the school system. Employees will be held to the same professional standards in their public use of social media and other electronic communications as they are for any other public conduct. Further, school employees remain subject to applicable state and federal laws, board policies, administrative regulations, and the Code of Ethics for North Carolina Educators, even if communicating with others concerning personal and private matters. If an employee's use of social media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Employees are responsible for the content on their social media sites, including content added by the employee, the employee's friends, or members of the public who can access the employee's site, and for Web links on the employee's site. Employees shall take reasonable precautions, such as using available security settings, to restrict students from viewing their personal information on social media and to prevent students from accessing materials that are not age-appropriate.

Because the occasional personal use of social media by employees is inevitable, the board permits brief and infrequent personal use so long as it does not interfere with the timely and efficient performance of the employee's duties and is not otherwise prohibited by board policy or procedure.

Employees shall observe the following principles in their personal use of social media:

1. Employees shall not post confidential information about students, employees, or school system business, and shall not post identifiable images of a student or student's family without permission from the student and the student's parent or legal guardian
2. Employees shall not accept current students as "friends" or "followers" or otherwise connect with students on social media sites, unless the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting.

3. Employees shall not knowingly allow students access to their personal social media sites that discuss or portray sex, nudity, alcohol, drug use, or other behaviors that would be inappropriate to discuss with a student at school, or which use profane, obscene, indecent, lewd, vulgar, or sexually offensive language, graphics, or other communication .
4. Employees may not knowingly grant students access to any portions of their personal social media sites that are not accessible to the general public, unless the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting.
5. Employees shall be professional in all Internet postings related to or referencing the school system, students, and other employees.
6. Employees shall not use profane, pornographic, obscene, indecent, lewd, vulgar, or sexually offensive language, pictures or graphics or other communication that could reasonably be anticipated to cause a substantial disruption to the school environment.
7. Employees shall not use the school system's logo, other copyrighted material of the system, or a school system e-mail address in connection with personal social media.
8. Employees shall not use Internet postings to libel or defame the board, individual board members, students, or other school employees.
9. Employees shall not use Internet postings to harass, bully, or intimidate other employees or students in violation of policy 4021/7230, Prohibition Against Discrimination, Harassment, and Bullying, or state and federal laws.
10. Employees shall not post content that negatively impacts their ability to perform their jobs, the smooth and orderly flow of work or delivery of services to students or school personnel, or which harms the goodwill and reputation of students, school personnel, the school system, or the community at large.

C. CONSEQUENCES

School system personnel shall monitor online activities of employees who access the Internet using school technological resources. Additionally, WCS personnel may periodically conduct public Internet searches to determine if an employee has engaged in conduct that violates this policy. Any employee who has been found by the superintendent to have violated this policy may be subject to disciplinary action, up to and including dismissal.

The superintendent shall establish and communicate to employees guidelines that are consistent with this policy.

Legal References: U.S. Const. amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 *et seq.*; 20 U.S.C. 6777; G.S. 115C-325(e) (applicable to career status teachers), -325.4 (applicable to non-career status teachers); 16 N.C.A.C. 6C .0601, .0602; State Board of Education Policy EVAL-014~~NCAC-6C-0601~~

Cross References: Prohibition Against Discrimination, Harassment, and Bullying (policy 4021/7230), Technology in the Educational Program (policy 3220), Technology Responsible Use (policy 3225/4312/7320), Web Page Development (policy 3227/7322), Copyright Compliance (policy 3230/7330), Staff-Student Relations (policy 4040/7310), Student Records (policy 4700), Staff Responsibilities (policy 7300)

Adopted: July 13, 2015

Revised: August 14, 2017 and _____ (Legal references only)

Replaces (in part): Policy 4.02.50, Responsible Use for Access to Networked Info Resources

The Watauga County Board of Education (the “board”) will select future school sites in a manner consistent with facility needs as identified in the long-range plan. The board will consider options for acquiring property and buildings that are within its legal authority, are economically sound, and meet immediate and future needs.

The superintendent shall assist the board in site selection. In making recommendations to the board, the superintendent should consider the following factors, along with any other factors the superintendent determines to be appropriate:

1. the size of sites needed for current or future projects;
2. the cost of acquisition and development;
3. a site’s suitability for its intended uses;
4. a site’s accessibility to students and the community; and
5. whether a site meets all legal requirements for school use, including environmental standards.

The superintendent shall investigate and recommend to the board reasonable options for acquiring property or buildings, such as purchasing, leasing, or entering into relationships with other governmental agencies or private businesses, as permitted by law. The superintendent is authorized to select and work with consultants in identifying and assessing site options. Any contract for professional services must be (1) reviewed by the board attorney, (2) be approved by the board, unless the board has delegated this authority to the superintendent in policy 6420, Contracts with the Board, and (3) meet any applicable legal and board policy requirements.

Legal References: G.S. 115C-47, -204, -517, -518, -521; 153A-164; 160A; art. 2, pt. 1; 147; art. 6E, art. 6G

Cross References: Contracts with the Board (policy 6420), Use and Selection of Architects, Engineers, Surveyors, and Construction Managers At Risk (policy 9110)

Adopted: April 11, 2016

Revised: May 9, 2016; _____ (Legal references only)

The Board expects all employees to maintain the highest professional, moral, and ethical standards in their interactions with students. Employees are required to provide an atmosphere conducive to learning through consistently and fairly applied discipline and established and maintained professional boundaries. Employees are expected to motivate each student to perform to his or her capacity while modeling the behavior expected of students in staff-student relationships.

The interactions and relationships between staff and students should be based upon cooperation, mutual respect, and an understanding of the appropriate boundaries between adults and students in and outside of the educational setting. Employees are also expected to be sensitive to the appearance of impropriety in their own conduct and in the conduct of others when interacting with students. Employees shall consult their supervisor any time they suspect or are unsure whether conduct is inappropriate or otherwise constitutes a violation of this or other Board policy.

For the purposes of this policy, the terms “staff” and “employees” includes independent contractors and school safety officers but does not include student employees.

A. ROMANTIC RELATIONSHIPS AND SEXUAL CONTACT PROHIBITED

All employees are prohibited from dating, courting or entering into a romantic or sexual relationship or having sexual contact with any student enrolled in the school system regardless of the student's age. Employees engaging in such inappropriate conduct will be subject to disciplinary action, up to and including dismissal, and may be subject to criminal action as provided in G.S. 14-202.4 and 14-27.32. Further, school system personnel shall provide no assistance to an employee in finding another job, beyond the routine transmittal of personnel or administrative files, if the employee engaged in sexual misconduct with a minor or a student in violation of the law.

B. RESTRICTIONS ON ELECTRONIC COMMUNICATIONS

1. In accordance with policy 7335, Employee Use of Social Media, employees are prohibited from communicating with students through non-school-controlled social media except to the extent that the employee and student have an appropriate relationship which originated outside of the school setting. Any communication authorized under policy 7335 must meet the professional standards established in this policy and must otherwise be consistent with law and all other Board policy.
2. Instant messages, which may include but are not limited to; SnapChat, text messaging, Google Hangout, or other instant notification ~~shall features,~~ shall be treated as a form of communication through social media subject to the terms of policy 7335 and subsection B.1 above, regardless of whether the messaging

service is actually provided through a social media service or otherwise.

3. Except as provided below, employees are also prohibited from engaging in other forms of one-to-one electronic communications (e.g., voice, email, texting, and photo or video transmission) with students without written prior approval of the employee's supervisor and the student's parent.

This rule shall not apply in any of the following circumstances:

- a. when the communication is for an educational purpose, is conducted through a school system-provided platform which archives all such communications for a period of at least three years if in writing, and the employee has given prior notice to his or her supervisor or designee that such written or oral communications will occur; or
- b. when the communication serves an educational purpose and is simultaneously copied or transmitted to the employee's supervisor or designee, and, upon request, to the parent or guardian; or
- c. in a bona fide emergency, provided the communication is disclosed to the supervisor and parent or guardian as soon as reasonably possible; or
- d. when the communication derives from a relationship or association outside of the school setting and occurs with the consent of the parent or guardian, provided such communication does not otherwise violate this or other Board policy.

Any one-to-one electronic communication permitted by this subsection must meet the professional standards established in this policy and must otherwise be consistent with law and all other Board policy.

4. It is the duty of every employee to notify his or her supervisor of any unsolicited one-to-one communications in any form, electronic or otherwise, received from a student when the communication lacks a clear educational purpose. School counselors are excluded from this requirement only to the extent that it conflicts with their professional duties.
5. Violations of this section shall be considered unprofessional behavior subject to discipline, up to and including dismissal. Factors that may be relevant to the determination of an appropriate disciplinary response to unauthorized communications with students include, but are not limited to:
 - a. the content, frequency, subject, and timing of the communications(s);
 - b. whether the communications(s) were age and/or student maturity-level appropriate;

- c. whether the communication(s) could reasonably be viewed as a solicitation of sexual contact or the courting of a romantic relationship, including sexual grooming;
- d. whether the communication(s) created a disruption of the educational environment;
- e. whether there was an attempt to conceal the communication(s) from the employee's supervisor and/or the student's parent or guardian;
- f. whether the communication(s) harmed the student in any manner.

C. Reporting Inappropriate Conduct

1. Reporting by Employees

Any employee who has reason to believe any of the following shall immediately report that information to the Superintendent or designee:

- a. that another employee is involved in a romantic or other inappropriate relationship or has had sexual contact with a student;
- b. that another employee has engaged in other behavior prohibited by this policy; or
- c. that the employee has witnessed behavior by another employee that has the appearance of impropriety, whether or not the behavior has, or may have, a valid educational or health purpose.

An employee who fails to inform the Superintendent or designee as provided in this section may be subject to disciplinary action, up to and including dismissal.

2. Reporting by Students

Any student who believes that he or she has been subject to misconduct that violates this policy should immediately report the situation to the principal, school counselor, or the Title IX coordinator designated in policy 4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure.

3. Report of Criminal Misconduct

Any principal who has reason to believe that a student has been the victim of criminal conduct shall report the incident in accordance with policy 4335, Criminal Behavior.

4. Report to State Superintendent of Public Instruction

Any administrator, including the superintendent, a deputy/associate/assistant superintendent, a personnel administrator, or a principal, 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 within five working days of any disciplinary action, dismissal, or resignation based on the conduct. For purposes of this subsection, physical abuse is the infliction of physical injury other than by accidental means or in self-defense, and sexual abuse is the commission of any sexual act upon a child or causing a child to commit a sexual act, regardless of consent and the age of the child. Failure to report such conduct may result in the suspension or revocation of an administrator's license by the State Board of Education.

This reporting requirement applies in addition to any duty to report suspected child abuse in accordance with state law and policy 4240/7312, Child Abuse – Reports and Investigations, as applicable.

Legal References: Elementary and Secondary Education Act, 20 U.S.C. 7926; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; G.S. 14-27.32, - 202.4; 115C-47(18); 16 N.C.A.C. 6C.0312, .0601, .0602; State Board of Education Policies EVAL-014, LICN-007, NCAC-6C. 0312-0601.

Cross References: Prohibition Against Discrimination, Harassment, and Bullying (policy 4021/7230), Discrimination, Harassment, and Bullying Complaint Procedure (policy 4015/7225), Student and Parent Grievance Procedure (policy 4010), Child Abuse – Reports and Investigations (policy 4240/7312), Criminal Behavior (policy 4335), Staff Responsibilities (policy 7300), Employee Use of Social Media (policy 7335)

Approved: July 14, 2014

Revised: June 8, 2015; January 11, 2016; September 11, 2017;

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

A. LICENSURE AND OTHER QUALIFICATION REQUIREMENTS

1. Except as otherwise permitted by the State Board of Education or state law, –a professional employee must hold at all times a valid North Carolina license appropriate to his or her position.
2. To the extent possible, all professional teaching assignments will be in the area of the professional employee’s license except as may be otherwise allowed by state and federal law and State Board policy. In addition, all professional teachers employed to teach core academic subjects must be “highly qualified” as required by the State Board of Education. Core academic subjects include English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography.
3. The board encourages ~~lateral~~ entry into the teaching profession by skilled individuals from the private sector who meet state residency licensure~~licensing~~ requirements.

EXCEPTIONS TO LICENSURE REQUIREMENTS

Emergency Permit to Practice

4. In extenuating circumstances when no other appropriately licensed professionals or persons who are eligible for a residency~~lateral entry~~ license are available to fill a position, the board may employ for up to one year an individual who holds an emergency permit to practice~~license~~ issued by the State Board of Education. An emergency permit~~license~~ is not renewable.

B. EXCEPTIONS TO LICENSURE REQUIREMENTS

1. Adjunct CTE Instructors

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

2. Adjunct Instructors in Core Academic Subjects

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

3. Interim Principals

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

C. **BEGINNING TEACHER SUPPORT PROGRAM**

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

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

D. **LICENSE CONVERSION**

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

E. **LICENSE RENEWAL**

Licensure renewal is the responsibility of the individual, not of the school system. Any employee who allows a license to expire must have it reinstated prior to the beginning of the next school year. A teacher whose license has expired is subject to dismissal.

The school system may offer courses, workshops, and independent study activities to help school personnel meet license renewal requirements. Any renewal activity offered must be consistent with State Board of Education policy. In addition, the superintendent

or designee shall develop a procedure to determine the appropriateness of any credit offered in advance of renewal activities.

Decisions regarding the employment of teachers who fail to meet the required proficiency standard for renewal of a continuing professional license will be made in accordance with state law G.S. 115C-270.30(b)(4)~~115C-296(b)(1)b.4~~ and applicable State Board of Education requirements. The superintendent or designee shall determine the professional development required of a teacher whose continuing license has reverted to an initial license and/or has expired due to performance issues. The superintendent or designee may authorize or direct principals to prescribe professional development to such employees in accordance with the employee's demonstrated deficiencies.

F. PARENTAL NOTIFICATION

At the beginning of each school year, the school system will notify the parents or guardians of each student attending a Title I school or participating in a Title I program of their right to request the following information about qualifications of their child's teacher: whether the teacher has met NC licensing requirements for the subject or grade level they are teaching; whether the teacher has had any licensure requirements waived; whether the teacher is teaching in the field of his or her certification; and whether the child is provided services by a paraprofessional, and if so, the paraprofessional's qualifications.

The school system will give notice within 10 school days to the parents of children who, after four consecutive weeks, have been taught a core academic subject by a teacher who is not highly qualified.

G. EQUITABLE DISTRIBUTION OF TEACHERS

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

Legal References: Elementary and Secondary Education Act, 20 U.S.C. 6301 *et seq.*; 34 C.F.R. 200.55-57, 200.61; G.S. 115C art. 17E-296; 115C-284, -295, -298.5, -325(e)(1)(m) (applicable to career status teachers), -325.4(a)(12) (applicable to non-career status teachers), -333, -333.1; State Board of Education Policies EVAL-004, EVAL-023, LICN-001, -004, -005, -018, -021, NCAC-6C.0102, NCAC-6C.0307

Cross References:

Adopted: February 9, 2015

| Revised: September 11, 2017;

Replaces: Policy 3.02.40, Qualifications of Certified Personnel

DRUG-FREE AND ALCOHOL-FREE WORKPLACE

Policy Code:

7240

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

A. PROHIBITED ACTIVITIES

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

B. APPLICABILITY

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

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

C. REASONABLE SUSPICION TO SEARCH

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

indicators.

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

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

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

D. DUTY TO REPORT

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

E. CONSEQUENCES

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

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

Legal References: 21 U.S.C. 812; 41 U.S.C. ~~701~~8101 *et seq.*; 21 C.F.R. 1300.01-.04 and 1308.11-1308.15; G.S. 20-138.2B; 90-89 to -94; 115C-36; *O'Connor v. Ortega*, 480 U.S. 709 (1987)

Cross References: Drug and Alcohol Testing of Commercial Motor Vehicle Operators (policy 7241), Staff Responsibilities (policy 7300)

Adopted: February 9, 2015

Replaces: Policy 3.08.30, Drug-Free Work Place

Revised:

The Watauga County Board of Education (the "board") believes that it is important for employees to have leave available to attend to personal, civic, and professional matters as well as to meet family commitments. This need for leave is to be balanced with the need to provide an effective instructional program for students. No employee may be discharged, demoted, or otherwise subjected to adverse employment action for taking leave in accordance with board policies and administrative procedures.

All requests for leave, with or without pay, must be addressed in accordance with state and federal law, as well as policies promulgated by the State Board of Education, including those specified in the most current edition of the *North Carolina Public Schools Benefits and Employment Policy Manual*, available at <http://www.ncpublicschools.org/district-humanresources/key-information>.

In addition to applicable laws and regulations, ~~this following board policy~~ applies to leave requests. The information in this policy is intended to supplement, not replace, the requirements of law and the State Board of Education. In the event that changes to State or federal law or regulation conflict with current State Board or local board policies, the board intends that its leave practices be modified to the extent necessary to comply with current law until such time as conforming changes to State Board and/or local board policy are made.

The superintendent ~~is directed to~~ shall develop any necessary administrative procedures and make them available to ~~any employees~~ upon request.

A. MINIMUM LEAVE TIME

An employee may take any type of leave in increments of hours unless otherwise specified in this policy.

B. CONTINUOUS LEAVE OF MORE THAN 10 DAYS

An employee must comply with the notice and verification requirements provided in policy 7520, Family and Medical Leave, for any continuous leave of more than 10 days if: (1) the leave also is eligible for leave under the Family and Medical Leave Act (FMLA), defined in policy 7520, and (2) the leave is designated as FMLA-eligible at the time it is taken or as soon as is feasible thereafter. See policy 7520, Family and Medical Leave.

C. SICK LEAVE

The superintendent or designee may require a statement from a medical doctor or other acceptable proof that the employee was unable to work due to illness or injury. Employees who anticipate using sick leave ~~for more than a single day must~~ should inform their ~~principal or immediate~~ supervisor in advance so that arrangements may be made to reassign the employee's duties during the period of absence.

D. PERSONAL LEAVE

Teachers earn personal leave at a rate of .20 days for each full month of employment, not to exceed two days per year. Unused personal leave may be carried forward from one year to another and may be accumulated without limitation until June 30 of each year. On June 30, personal leave in excess of five days shall be converted to sick leave so that a maximum of five days of personal leave is carried forward to July 1. At the time of his or her retirement, a teacher may also convert accumulated personal leave to sick leave for creditable service towards retirement.

Personal leave must be used in half or whole day units. Personal leave may be requested by application in accordance with the policies of the State Board of Education and may be used only upon the authorization of the teacher's immediate supervisor and in accordance with legal requirements and procedures established by the superintendent. A teacher shall not take personal leave on the first day he or she is required to report for the school year, on a required teacher workday, on days scheduled for state testing, or on the day before or the day after a holiday or scheduled vacation day, unless the request is approved by the principal. On all other days, if the request is made at least five days in advance, the request will be automatically granted subject to the availability of a substitute teacher. The teacher cannot be required to provide a reason for the request.

E. VACATION LEAVE

Vacation may be taken only upon the authorization of the employee's immediate supervisor and in accordance with legal requirements and procedures established by the superintendent.

To promote the efficient operation of the schools, the superintendent may designate certain periods during the nonacademic year as preferred vacation periods for 12-month employees.

For 10-month employees the first 10 days of annual vacation leave must be scheduled in the school calendar and must be taken as scheduled.

Annual vacation leave may be accumulated without any applicable maximum until June 30 of each calendar year. On June 30, accumulated annual vacation leave in excess of 30 days will be converted to sick leave so that only 30 workdays of annual vacation leave are carried forward.

An employee who has unused vacation time from another school system in North Carolina may have the vacation time transferred to this school system.

Instructional personnel who must be replaced by a substitute may not take earned vacation on days when school is in session for students unless the employee's absence is due to the employee's own catastrophic illness and the employee has exhausted all of his or her sick leave or unless the employee qualifies as a new parent. In such instances, the employee

will not be required to pay the substitute.

The superintendent shall establish procedures for reviewing requests for the use of vacation leave for catastrophic illness by instructional personnel.

F. PARENT INVOLVEMENT LEAVE

All employees may take up to four hours of paid leave per year to attend or otherwise be involved in the school of a child for whom the employee is a parent, guardian, or person standing in loco parentis. The scheduling of parent involvement leave is subject to the approval of the principal or other supervisor as appropriate.

G. COMPENSATORY LEAVE

Because professional employees are expected to fulfill all job duties, compensatory leave should apply only in extraordinary circumstances.

Employees who are not exempt from the provisions of the Fair Labor Standards Act may accrue compensatory time (comp time) as described in policy 7500, Workday and Overtime. ~~at a rate of one and one-half hours for every one hour worked in lieu of receiving overtime pay for each hour worked beyond 40 in a given workweek. For the purpose of compliance with the Fair Labor Standards Act, the workweek for school system employees will be from 12:00 a.m. Monday until 11:59 p.m. Sunday. Supervisors shall arrange for employees to take comp time within one pay period following the time it is earned, if possible; however, the superintendent or designee may exempt certain employees or categories of employees from this requirement comp time provision when deemed necessary for the proper administration of the school system.~~

An employee must obtain approval from his or her immediate supervisor before taking compensatory leave.

H. LEAVE TO TEACH AT A CHARTER, REGIONAL, OR LAB SCHOOL

Leave of absence to teach for one year at a charter, regional, or lab school will be granted to a teacher upon timely written request to the board. The request must be provided at least 45 days before the teacher would otherwise have to report for duty if it is the initial year of the charter/regional/lab school's operation and at least 90 days if it is after the charter/regional/lab school's initial year of operation. The teacher may return to work in the school system in accordance with the provisions of applicable state law.

H.1. DISCRETIONARY LEAVE OF ABSENCE WITHOUT PAY

An employee, who wishes to take leave that is not eligible for any other specific type of leave, may be granted a leave of absence without pay for the following reasons and for a period of time of up to one calendar year, renewable at the discretion of the superintendent

with approval from the board.;

~~An employee seeking leave is responsible for making necessary arrangements as provided in the administrative procedures. Except in the case of an emergency, an~~ The employee is expected first to consult with his or her immediate supervisor and then to employee who desires a leave of absence without pay shall provide advance at least 60 days' written notice (60 days if possible) and shall submit a request in writing to the board stating the beginning and ending dates of the desired leave of absence. The employee is expected to consult with the principal or his or her immediate supervisor. The superintendent may request documentation from the employee in support of his or her request. In determining the length of the leave of absence without pay that will be approved, with the exception of military and family leave, due and proper consideration must be given to the welfare of the students as well as the employee. The superintendent may require the employee to give notice of his or her intent to return to work at reasonable time intervals during the leave.

Once a leave of absence without pay has been requested by an employee and approved by the board, the dates are binding unless both parties agree to a change.

J. OTHER LEAVE

Other types of leave, such as leave for observance of a bona fide religious holiday, professional leave, community responsibility leave, leave for jury duty or court attendance, elected officials leave, parental involvement in schools leave, parental leave without pay, and military leave (see policy 7530, Military Leave), will be granted in accordance with the requirements of law and State Board of Education policy.

Legal References: G.S. 95-28.3; 115C-12, -36, -47, -84.2, -218.90(a)(3), -238.68(3), -285, -302.1, -316, -336, -336.1; 116-239.10(4); 16 N.C.A.C. 6C .0405; State Board of Education Policy BENF-001, North Carolina Public Schools Benefits and Employment Policy Manual (N.C. Dept. of Public Instruction, current version), available at <http://www.ncpublicschools.org/district-humanresources/key-information>

Cross References: Workday and Overtime (policy 7500), Compliance with State Board of Education Employment Policies (policy 7505), Family and Medical Leave (policy 7520), Military Leave (policy 7530), Voluntary Shared Leave (policy 7540), Absences Due to Inclement Weather (policy 7550)

Adopted: December 14, 2015

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

Replaces: Policy 2.04.50, School Volunteers (in part re parent involvement leave), policy 3.04.10, Annual Vacation Leave, policy 3.04.20, Leave Of Absence , policy 3.04.30, Personal Leave, policy 3.04.40, Sick Leave, policy 3.04.60, Employee Leaves and Absences, policy 3.04.70, Parent Involvement Leave, and policy 3.01.20, Employment Definitions

MILITARY LEAVE

Policy Code:

7530

An employee will be eligible for all considerations of military leave in accordance with State Board of Education policy and the federal Uniformed Services Employment and Reemployment Rights Act (USERRA), and Article 16 of Chapter 127A of the North Carolina General Statutes.

Employees are encouraged to schedule short periods of required active duty during vacation periods so as not to interfere with regular duties of the individual's employment.

A. NOTICE AND DOCUMENTATION REQUIREMENTS

1. ~~If an employee is going to be absent due to military obligations, the employee~~ Employees must provide to the superintendent advance written or oral notice of any absences due to military obligations, except in cases of emergency assignment or other conditions that make notice impossible or unreasonable.

1.2. For leave periods exceeding 30 days, the employee must also either provide written documentation evidencing performance of military duty or identify the military command in order for the school system to verify the request.

B. SHORT-TERM MILITARY LEAVE WITH PAY

1. In accordance with State Board of Education policy, an employee who is a member of a reserve component of the U.S. Armed Forces may take up to 15 workdays of paid military leave for active duty training per federal fiscal year, which runs from October 1 through September 30. Members of the National Guard may take additional paid leave beyond these 15 days for special state activities when so authorized by the governor.

1.2. After an employee has used all of his or her paid military leave, the employee may choose to use any accumulated vacation leave, bonus leave, or comp time during the period of military service; however, no employee will be forced to use such paid leave during military service.

C. UNPAID MILITARY LEAVE FOR EXTENDED ACTIVE DUTY

1. Employees may take extended leaves of absence for state or federal military duty under honorable services status, for required training, or for special emergency management in accordance with state and federal law and State Board policy. Such leave is unpaid, except as described in paragraph C.2, below. The employee may use any available eligible paid leave prior to going on unpaid leave.

1.2. During ~~these periods of~~ extended military leaves, which must not exceed five years cumulatively plus any period of additional service imposed by law, the employee will be paid the difference in military base pay and state salary, including non-performance-based bonuses, when the military pay is less than the

state salary. Differential pay will be paid from the same source of funds as the employee's public school salary. An employee may not receive differential pay while absent on any type of paid leave.

D. REINSTATEMENT FROM MILITARY LEAVE

1. If the individual ~~reapplies~~ applies for reinstatement following separation from military duty, his or her reemployment and related rights are governed by the provisions of the USERRA (for members of reserve components of the U.S. Armed Forces, including members of the North Carolina National Guard returning from active federal duty or Article 16 of G.S. 127A (for members of the North Carolina National Guard returning from active state duty).
2. Employees must meet all applicable state or federal deadlines for reporting back to work or applying for reinstatement.
- 1.3. Under certain circumstances, an employee may receive teaching experience credit and retirement credit for service in the military, in accordance with State Board regulations.

E. EXPLANATION OF BENEFITS

When an employee is determined to be eligible for unpaid military leave under this policy, the superintendent or designee shall provide the employee with an explanation of his or her rights and benefits, including those related to leave, salary increases, medical insurance options, retirement status, the possibility of differential pay, and reinstatement rights.

F. COMPLIANCE WITH OTHER REQUIREMENTS

The board will follow and apply all other applicable legal requirements when administering military leave under this policy.

Legal References: Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. 4301 *et seq.*; G.S. 115C-47, -302.1(g), -302.1(g1); 127A art. 16; 16 N.C.A.C. 6C .0406; *North Carolina Public Schools Benefits and Employment Policy Manual*, §§ 9.6 – 10.4 (2008-2009)

Cross References: Leave (policy 7510)

Adopted: December 14, 2015

EVALUATION OF LICENSED EMPLOYEES

Policy Code:

7810

The Watauga County Board of Education (the "board") recognizes that an effective staff is critical to the smooth operation of the school system and to creating a learning environment in which students can succeed. The board further believes that students will not excel in performance unless those who most directly affect students, including school administrators, teachers, and other licensed professionals, excel in their performance. It is the intent of the board to employ only those licensed employees who continuously exhibit a pattern of behavior that exemplifies excellent performance.

The board places a high priority on securing the most competent personnel available and, once they are employed, in assisting them in their professional growth and development throughout their careers. An effective evaluation program that clearly describes an employee's performance is a critical aspect of professional growth and assistance. Further, performance evaluation data is an important factor for consideration in decisions regarding continued employment. The superintendent must be able to substantiate any recommendation for continued employment with evaluation data, among other factors.

The superintendent is directed to develop and implement an effective evaluation system for licensed personnel that is consistent with State Board of Education policies. School administrators who are responsible for conducting evaluations shall comply with all state requirements with regard to the type and frequency of evaluation, including as applicable, the processes for evaluating licensed employees in schools designated as low performing. The principal, or an assistant principal in the limited circumstances authorized by law, shall evaluate teachers and may incorporate any guidelines or strategies developed by the State Board to assist in the evaluations. The principal shall provide teachers' access to EVAAS data as required by law and shall notify teachers at least annually when the data is updated to reflect teacher performance from the previous school year. The superintendent or designee shall evaluate principals and assistant principals.

All licensed personnel must be evaluated at least annually using state-approved evaluation instruments in conformance with the processes established by the State Board in the North Carolina Educator Evaluation System for that class of personnel. Teachers with fewer than three consecutive years of experience will be evaluated annually in accordance with state law and the comprehensive evaluation cycle established in State Board Policy EVAL-004. For teachers with three or more years of experience, the abbreviated evaluation process established in State Board Policy EVAL-004 satisfies the annual evaluation requirement; however, a teacher receiving an abbreviated evaluation may request that the evaluator conduct a formal observation. In addition, in any given year, the principal may elect to use the comprehensive or standard evaluation processes set forth in State Board Policy EVAL-004 or require additional formal or informal observations to evaluate a teacher with three or more years of experience. The principal also may supplement the State Board evaluation processes for other categories of licensed personnel by requiring additional observations or other evaluation measures. The annual evaluation of principals and assistant principals must include a mid-year review.

The evaluation system must incorporate the following directives.

1. Evaluators must clearly identify exemplary performance as well as deficiencies in performance.
2. Evaluators are encouraged to use supplementary means of assessing and documenting performance in addition to the state performance standards, assessment rubrics, and evaluation instruments, including, but not limited to, additional formal observations, informal observations, conferences, reviews of lesson plans and grade books, interactions with the employee, plans of growth or improvement, and any other accurate indicators of performance.
3. Student performance and growth data will be considered as a part of the evaluation of licensed personnel, as provided in the assessment rubric for the class of employees under evaluation. For teachers, such data shall include ~~analysis of student work for performance-based courses and student performance as measured by the statewide growth model for educator effectiveness or as otherwise authorized by the State Board of Education and approved by the local board. Multiple means of assessing student performance must be used whenever possible. If only one method is used to measure student performance, it must be a clearly valid tool for evaluating an employee's impact on student performance.~~
4. Peer observations of teachers with fewer than three consecutive years of experience must be conducted as required by law using the evaluation instrument and process established by the State Board and must be considered by the school administrator in evaluating teacher performance.
5. Supervisors and principals should facilitate open communication with employees about performance expectations.
6. An employee who is unclear about how performance is being assessed or who desires additional evaluation opportunities should address these issues with his or her immediate supervisor.
7. Evaluators will be held accountable for following the evaluation system and all applicable state guidelines on the evaluation of employees.
8. Evaluation data will be submitted to the central office personnel file in accordance with state law and policy 7820, Personnel Files.
9. Evaluation data will be used in making employment decisions, including decisions related to professional and staff development (see policy 7800, Professional and Staff Development) and suspension, demotion, and dismissal of employees (see policy 7930, Professional Employees: Demotion and Dismissal, and policy 7940, Classified Personnel: Suspension and Dismissal). Employment decisions may be made by the board and administrators regardless of whether evaluators have followed the evaluation system, so long as there is a legally sufficient basis for the decisions.

10. The superintendent and all evaluators are encouraged to develop ways to recognize distinguished performance and to capitalize on the abilities of such exemplary employees in helping other employees. The superintendent and evaluators are encouraged to involve employees in developing these processes.

The superintendent shall develop any other necessary procedures and shall provide training, as necessary, to carry out the board's directives and to meet state requirements.

Legal References: G.S. 115C-47(18), -286.1, -325, -333, -333.12 -333.24; State Board of Education Policies EVAL-004 through -006, EVAL-022, EVAL-025 through-031

Cross References: Professional and Staff Development (policy 7800), School Administrator Contracts (policy 7425), Plans for Growth and Improvement of Licensed Employees (policy 7811), Personnel Files (policy 7820), Professional Employees: Demotion and Dismissal (policy 7930), Classified Personnel: Suspension and Dismissal (policy 7940)

Adopted: February 8, 2016

Revised: June 13, 2016; August 14, 2017;

Replaces: Policy 3.05.20, Evaluation of Licensed Employees

A. PROFESSIONAL EMPLOYEES

Professional employees who intend to resign for any reason are encouraged to indicate their plans in writing at as early a date in the school year as possible, such as when plans become firm and/or the decision to leave the school system is made. A resignation becomes effective at the end of the school year in which it is submitted. A resignation for any other time requires 30 days' notice unless the superintendent consents to a shorter notice period.

If a teacher has not been recommended for dismissal but fails to meet the notice requirements and the superintendent does not consent to a waiver of notice, the superintendent shall inform the Watauga County Board of Education (the "board") and recommend to the board whether a request should be made to the State Board of Education to revoke the teacher's license for the remainder of the school year. The superintendent shall place a copy of the request in the teacher's personnel file.

The superintendent must notify the State Board of Education if a teacher's criminal history is relevant to the teacher's resignation, regardless of whether the teacher gave adequate advance notice of resignation.

If a teacher who has been recommended for dismissal under the applicable state law resigns without the written consent of the superintendent, then: (1) the superintendent shall report the matter to the State Board of Education; (2) the employee shall be deemed to have consented to the placement of the written notice of the superintendent's intention to recommend dismissal in the employee's personnel file; (3) the employee shall be deemed to have consented to the release to prospective employers, upon request, of the fact that the superintendent has reported this employee to the State Board of Education; and (4) the employee shall be deemed to have voluntarily surrendered his or her license pending an investigation by the State Board of Education to determine whether to seek action against the employee's license.

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

B. ALL EMPLOYEES

Letters of resignation must be submitted to the superintendent. Resignations may be accepted, on behalf of the board, by the superintendent or designee. To help ensure the smooth operation of the schools, 30 days' notice is requested whenever possible.

Each employee who is leaving the school system may arrange to meet with any director, supervisor, or administrator to discuss his or her reasons for leaving and to identify any practices or policies that he or she feels are detrimental to the objectives of the school

system. To the extent possible, statements made by employees will be confidential. However, should another North Carolina local school board, charter school, or regional school inquire as to the reason for any employee's resignation, the superintendent or designee must indicate if criminal history was relevant to the employee's resignation.

Legal References: G.S. 115C-47, -325(e) and -325(o) (applicable to career status teachers), -325.4 and -325.9 (applicable to non-career status employees), -332

Cross References: Personnel Files (policy 7820), Professional Employees: Demotion and Dismissal (policy 7930)

Adopted: January 11, 2016

Replaces: Policy 3.03.30,- Resignation

Revised:

PROFESSIONAL EMPLOYEES: DEMOTION AND DISMISSAL

Policy Code:

7930

The Watauga County Board of Education (the "board") recognizes that an effective professional staff is critical to the smooth operations of the school system and to creating a learning environment where students are able to succeed. The board expects and encourages all professionally licensed employees, whether employed pursuant to a contract or through continuing career status, to exemplify the highest possible performance in carrying out their teaching or other professional responsibilities. Such employees are expected to continue to strive for excellence, meet all performance standards established by the board, and pursue professional development as provided in policy 1610/7800, Professional and Staff Development. Any professionally licensed employee who is unable or unwilling to meet the performance expectations or other reasonable standards of the board may be subject to demotion or dismissal as provided in this policy.

Evaluators of licensed employees are expected to follow policy 7810, Evaluation of Licensed Employees, policy 7820, Personnel Files, and policy 7811, Plans for Growth and Improvement of Licensed Employees. Evaluators should provide the superintendent with carefully documented evidence concerning a person's inadequacies and lack of competencies when such deficiencies have led to the recommendation and contemplation of dismissal or demotion. These documents also should show ways in which the evaluator has endeavored to help the employee become a more effective professional. In the interest of students and the welfare of the school system, dismissal or demotion may be pursued regardless of whether the evaluator has met these expectations and regardless of whether the employee has first been placed on a growth plan or mandatory improvement plan, so long as the legal grounds for seeking dismissal or demotion can be sufficiently demonstrated.

All legally required procedures, including those prescribed in the applicable state law, will be followed in the dismissal or demotion of employees. Career status teachers, non-career status teachers during the terms of their contracts, and school administrators during the terms of their contracts may be dismissed only for the following reasons:

1. inadequate performance, as defined by the applicable state statute;
2. immorality;
3. insubordination;
4. neglect of duty;
5. physical or mental incapacity;
6. habitual or excessive use of alcohol or non-medical use of a controlled substance as defined in Article 5, Chapter 90 of the General Statutes;
7. conviction of a felony or a crime involving moral turpitude;

8. advocating the overthrow of the government of the United States or of the state of North Carolina by force, violence, or other unlawful means;
9. failure to fulfill the duties and responsibilities imposed upon teachers or school administrators by the General Statutes;
10. failure to comply with such reasonable requirements as the board may prescribe;
11. any cause that constitutes grounds for the revocation of an employee's teaching or school administrator license;
12. a justifiable decrease in the number of positions due to school system reorganization, decreased enrollment, or decreased funding, provided that there is full compliance with other statutory requirements;
13. failure to maintain one's license in current status;
14. failure to repay money owed to the state in accordance with the provisions of Article 60, Chapter 143 of the General Statutes; and
15. providing false information or knowingly omitting a material fact on an application for employment or in response to a pre-employment inquiry.

When the board determines that it cannot continue to employ an individual, the employee will be given written notice. The superintendent will notify the employee by letter at a reasonable time in advance of the end of the period for which the employee is paid within the current fiscal year. However, in situations which the superintendent deems to be emergency situations, he/she may act immediately. Non-career status teachers will be notified of the non-renewal of their contracts by June 1 of the contract year in which they are employed. (See policy 7950 for specific information regarding non-renewal of non-career status teachers.)

In critical situations, when the board feels that the continued presence of the employee would jeopardize the educational goals of the system, an employee may be removed immediately from his position. The provisions of North Carolina law will be followed regarding dismissal of career and non-career status personnel.

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

Resignation by a teacher who has been recommended for dismissal under the applicable state statute is subject to the provisions of policy 7900, Resignation.

Legal References: G.S. 90 art. 5; 115C-287.1, -307, -325 (applicable to career status teachers), -325.1 *et seq.* (for non-career status teachers), -332, -333, -333.1; 143 art. 60; 16 N.C.A.C. 6C

.0502

Cross References: Staff Responsibilities (policy 7300), Job Descriptions (policy 7400), Teacher Contracts (policy 7410), School Administrator Contracts (policy 7425), Professional and Staff Development (policy 7800), Evaluation of Licensed Employees (policy 7810), Plans for Growth and Improvement of Licensed Employees (policy 7811), Personnel Files (policy 7820), Resignation (policy 7900), Non-Career Status Teachers: Nonrenewal (policy 7950)

Adopted: December 14, 2015

Replaces: Policy 3.03.60 Suspension and 3.03.70, Career Personnel: Demotion and Dismissal and Policy

Revised: July 10, 2017;

CLASSIFIED PERSONNEL: SUSPENSION AND DISMISSAL

Policy Code:

7940

Classified positions are critical to the effective operation of the school system. The Watauga County Board of Education (the "board") encourages open communication between classified employees and their supervisors. When performance problems arise, supervisors are encouraged to communicate clearly in oral or written form the nature of the deficiencies and to provide a reasonable opportunity to improve. Any written notices or reprimands will be included in the employee's central office personnel file. All employees are expected to meet job requirements and to seek clarification and guidance when needed to fulfill these requirements.

A. SUSPENSION

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

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

B. TERMINATION

As "at will" employees, employees in classified positions may be terminated on any nondiscriminatory basis, including inadequate performance, misconduct, failure to follow board policies, or a reduction in staff. All terminations to reduce staff will be in accordance with policy 7921, Classified Personnel Reduction. All other terminations of classified personnel will be made pursuant to this policy. The superintendent has the authority to terminate at-will employees. The superintendent should provide written notice to the employee and the board of the decision to terminate. An employee has 15 calendar days from the date of receiving notice of the superintendent's decision to take the following actions: (1) request written notice of the reason(s) for the superintendent's decision and (2) request an appeal of the decision to the board of education. If notice of the reason(s) for the termination is requested, such notice must be provided prior to any

board hearing on the termination. The termination is effective during the period of appeal.

Upon receiving a request to appeal the superintendent's decision to terminate, the chairperson may appoint a panel of three board members to review the decision. The employee has the burden of establishing that the termination was based on an illegal discrimination. The superintendent may offer evidence to substantiate that the dismissal was for a nondiscriminatory reason, such as prior warnings or remedial efforts.

The hearing procedures established in policy 16002500, Hearings Before the Board, will be followed. The chairperson will provide written notice of the decision to the employee and the superintendent as soon as practicable after reaching a decision. The board may uphold the superintendent's decision or reinstate the employee for any reason it deems proper, so long as the board's reason is not discriminatory.

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

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

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

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

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

Adopted: December 14, 2015

Replaces: Policy 3.03.65, Classified Personnel: Suspension and Dismissal

Revised: