



Watauga County Board of Education

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

TEL: (828) 264-7190
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WATAUGA COUNTY BOARD OF EDUCATION MEETING February 12, 2018 5:30 P.M.

- 5:30 1. CALL TO ORDER Board Chair
- 5:32 2. CLOSED SESSION
- A. Approval of Minutes
 - B. Attorney/Client – N.C.G.S.143-318.11(a)(3)
 - C. Reportable Offenses – N.C.G.S.115C-288(g)
 - D. Student Records - N.C.G.S.143-318.11(a)(1)
 - E. 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. Watauga High Band Mr. Josh Ogle
 - B. Leadership Award Pastor Chris Hughes
 - C. Watauga High School JROTC Lt. Col. Gerald Harper
 - D. National School Counselors Month Dr. Paul Holden
 - E. Empty Bowls Dacia Trethewey
Brett McDonough
 - F. Servant's Heart Award Dr. Scott Elliott
- 6:33 9. CONSENT AGENDA
- A. Approval of Minutes for 1/15/18 Dr. Scott Elliott
 - B. Field Trip Requests
 - C. Surplus Declaration Request
 - D. Personnel
- 6:38 10. PARKWAY SCHOOL EMERGENCY COMMUNICATION TOWER Mr. Jeff Virginia
- 6:48 11. MOUNTAIN ALLIANCE UPDATE Mr. Zach Green

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

- 7:18 12. **POLICIES: TECHNICAL CHANGES FOR APPROVAL** Dr. Wayne Eberle
- 4200/7270 School Safety
 - 3102 Online Instruction
 - 3110 Innovation in Curriculum and Instruction
 - 3540 Comprehensive Health Education Program
 - 5026/7250 Smoking and Tobacco Products
 - 6321 Bus Routes
 - 6442 Vendor Lists
 - 6560 Disposal of Surplus Property
 - 8210 Grants and Funding for Special Projects
 - 9400 Sale, Disposal, and Lease of Board Owned Real Property
 - 4002 Parental Involvement
 - 6430 Purchasing Requirements for Equipment, Materials and Supplies
 - 6450 Purchase of Services
 - 9110 Use and Selection of Architects, Engineers, Surveyors, and Construction Managers at Risk
 - 9115 Prequalification of Bidders for Construction Projects
 - 9120 Bidding for Construction Work
- 7:23 13. **POLICY: TO BE RESCINDED** Dr. Wayne Eberle
- 6440 Local Purchasing Requirements for Equipment, Materials and Supplies
- 7:25 14. **POLICIES: SUBSTANTIVE CHANGES FOR FIRST READ** Dr. Wayne Eberle
- 8510 School Finance Officer
 - 1410 Public Participation at Board Meetings
 - 1500 Board Policies
 - 6420 Contracts with the Board
- 7:28 15. **POLICIES: SUBSTANTIVE CHANGES FOR SECOND READ** Dr. Stephen Martin
- 7410 Teacher Contracts (two options)
- 7:48 16. **K-3 CLASS SIZE UPDATE** Dr. Stephen Martin
Ms. Tamara Stamey
- 8:00 17. **BOARD OPERATIONS**
- 8:05 18. **BOARD COMMENTS**
- 8:10 19. **ADJOURNMENT**
20. **MISCELLANEOUS INFORMATION**



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TEL: (828) 264-7190
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DATE: January 15, 2017

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.143-318.11(a)(1) Student Records, N.C.G.S.115C-288(g) Reportable Offenses, 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 noted that items 8-A, B, and C would be postponed. A motion was made by Gary Childers and seconded by Jay Fenwick to approve the amended agenda. The motion was unanimously approved.

PUBLIC COMMENT

There were no public comments at the January 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.

He thanked everyone for their patience and flexibility as Watauga County Schools (WCS) navigated the winter weather. He stated that seven days of school had been missed, which is approximately half of the historical average of days missed per year. He noted that as of today, WCS has completed 82 days of school and 513 hours of instruction. He stated that Saturday school will begin to be used to recover some missed days.

Dr. Elliott welcomed a friend and long-time colleague, Mr. Bill Miller who was visiting that evening. Mr. Miller currently serves as the interim superintendent of Avery County Schools and formerly served as superintendent of Polk County Schools. Mr. Miller was visiting to hear the discussion of the teacher contract policy.

STUDENT'S REPORT

Ms. Trew noted that End of Course (EOC) tests had begun before winter break and were completed afterwards, and that second semester is now underway. Ms. Marlett stated that The Spring musical rehearsals for Cinderella had begun. The students also shared that Indoor Track is in session and regular practices are occurring. They noted the students' excitement for spring, and the Prom preparations. They stated that registration for the 2018-2019 school year had begun. The PAW club and several students and teachers had raised money to help students in need. The Sustainability Club had posted stickers in bathrooms to remind students to conserve paper products. Mr. Henries thanked the students and noted that the basketball teams, particularly the ladies' teams were doing well.

CONSENT AGENDA

Jason Cornett moved to approve the Consent Agenda, Items A-F as presented, which was seconded Brenda Reese. The vote to approve was unanimous.

PRESENTATION OF 2016-2017 AUDIT RESULTS

Brady Combs presented the results of the financial statement audit and the compliance audit. The "Un-Modified opinion" is the highest level of opinion that they can generate to present, and is a clean opinion. They recognized the good work of the finance staff and the work of the individual schools. He commended the school staff and was appreciative of the good direction given to them by Ms. Marze, and the assistance given to the auditors.

Grant funding was also audited and issued with "no findings", the highest audit opinion that is possible to be given.

He is pleased to offer this opinion, and believes that accountability begins at the top. The firm appreciates the support and good guidance that is presented to the staff by Dr. Elliott and the Board.

Following a brief break, the meeting resumed at 6:15 PM.

POLICIES: TECHNICAL CHANGES FOR APPROVAL

3227/7322

Web Page Development

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

POLICIES: SUBSTANTIVE CHANGES FOR FIRST READ

7410

Teacher Contracts

Dr. Stephen Martin presented the policy regarding teacher contracts and referenced Attorney Chris Campbell's presentation regarding options for them. Discussions with the Personnel Committee and Central leadership indicated that our district is not in favor of rolling contracts, and they tended to favor the one and a four year contract options for teachers who had passed the three-year Beginning Teacher. They also felt that there needed to be consistency in observations.

There was discussion regarding EVAAS and whether or not it was fair to use student growth as an indicator of teacher effectiveness, especially since only 157 of 419 teachers have this data available. The proposed policy contains several options of which teachers needed to attain two to be eligible for the four year contract. Other options showed dedication, leadership, and achievement within the school system or profession.

Dr. Elliott believed that 100% of teachers could meet two of these qualifications, and also that most have achieved them now. It is a Watauga County Schools expectation that every student grows every year regardless of the contract policy. Dr. Elliott suggested that a list be developed of "hard to fill positions" to avoid confusion about that option of the policy

The Board Members shared concerns about the universal achievability of the four-year contract specifications if teachers didn't want to assume a leadership role or acquire their Master's degree, and also that the growth measure wasn't an option for many teachers. They had concerns that performance over a period of time is evaluated, not just the previous year. Drs. Elliott and Eberle explained the normal curve equivalent which takes high and low achieving students into consideration when calculating growth. They noted that adopting new curriculum could affect growth. The Board asked for definitions of the standards required for the different levels in evaluations. Dr. Martin requested that revisions to the policy be made, and hopefully the policy adopted in February to facilitate the offering of contracts in March. Dr. Elliott will work with leadership to provide a revision to be shared with the Board prior to February's meeting.

POLICIES: SUBSTANTIVE CHANGES FOR SECOND READ

4250/5075/7316

North Carolina Address Confidentiality Program

6140

Student Wellness Policy

6320

Use of Student Transportation Services

4302-R

Rules for Use of Seclusion and Restraint in Schools

3470/4305

Alternative Learning Programs

Dr. Wayne Eberle shared that there were no changes from first read for the first three policies, the fourth has the requested change of location of a phrase, and the last had no changes from first read. Following discussion, a motion was made by Jay Fenwick and seconded by Brenda Reese to approve the five policies for second read as amended. The unanimous vote was made to approve the policies as written.

Dr. Eberle shared that there are 66 new policies in the "fall updates", and that 40 of them are technical changes only. The balance have been distributed to the appropriate departments for review and changes, while one is recommended to be rescinded.

STRATEGIC PLAN UPDATE

Mr. Ike Smith shared the reason for the development of the strategic plan. It is intended to be an anchor; to tell the story of the district's values and work using the feedback from the stakeholders. Data was then added by Curriculum Directors and Dr. Elliott, with additions by the school-based stakeholders and Board representation to create the strategic plan. It has enabled instructional improvements like FLEX, MTSS, and updated School Improvement Plan templates. The Plan enables Watauga County Schools to know what is working in the school district and where improvements are necessary.

Mr. Smith explained the composition of the golden circle. At the center of the circle is the Vision...that Watauga County Schools will be the best place to learn and work. To achieve this vision, the inner ring identifies goals related to students, staff, and facilities and environment which will be necessary for success. The outer ring denotes specific strategies used to achieve each of the goals. Each strategy relates to student achievement and development, attaining quality well-supported staff, and providing a sustainable environment for both students and staff. The Strategic Planning Team has identified measureable statistics corresponding to each strategic area which can be used to study growth and improvement over time each of these specific strategies. These metrics are found on the new live dashboard.

Data has been aggregated for the last few months and will be able to be updated, and allow for study of both changes and current data. The data is housed in Google to be independent of the website, but will be available to be viewed by the public on the district website. Mr. Smith shared that it is a goal to revise and update the Strategic Plan, and there will be continued emphasis on discerning how to achieve goals and measure progress.

Dr. Childers appreciated the dynamic nature of Strategic Plan. He wondered about how well it is embraced by the staff in the schools. He was told that while most teachers are able to articulate the vision of "the best place to learn and work," and use the golden circle as part of the committee's presentations to achieve focus on goals, the strategic plan is too new to have been widely used. There will be continued improvements to and exploitation of the examples and descriptions of this data.

BOARD OPERATIONS

Mr. Henries suggested that the Board members consider attending the NCSBA Spring Law Conference as he had found it to be a valuable experience in the past.

Dr. Elliott noted that a Ribbon Cutting for the Will Dicus Center is in planning stages.

Mr. Henries and Dr. Fenwick will meet with commissioners to discuss the budget.

Last year, a program named Pioneer Strong was designed to facilitate athletic physicals for athletes. Mr. Henries is happy to have discovered that Special Olympics Athletes can be included in this program.

Mr. Henries thanked Dr. Eberle and Dr. Martin for the work that they put into developing policies that reflect the experience and desires of the Board along with the legal recommendations of State Board. He is pleased that the Board is approaching having a current and effective policy manual. He thanked all directors and committee members for their work.

Dr. Fenwick thanked Ms. Marze for her constant attention to Finance which yields an excellent audit each year. He thanked Dr. Elliott for the good decisions on school cancellations, and also for the early decision to cancel the Saturday school recovery day due to unexpected bad weather.

BOARD COMMENTS

All comments were made during Board Operations.

ADJOURNMENT

A motion to adjourn Open Session was made by Jay Fenwick, and seconded by Brenda Reese. The vote to adjourn was unanimous at 8:15 PM.

R. Ivan Henries, Board Chair



Dr. Scott Elliott, Superintendent

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

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

Sponsoring teacher: (Print) Brett Green School: WHS
Cell phone number: (828) 719-0722 Grade(s): 9-12 Number of students: 65
Departure time/date: 3/8/18 7am Return time/date: 3/10/18 5pm

Educational purpose:

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

Kary Convention Center - Greensboro, NC

Purpose of trip and how it relates to the curriculum:

DECA Career Development Conference
(state competition)

Supervision and Safety:

Names of all school staff chaperones: Brett Green, Laura Barry, Tierra Stark,
Klay Anderson

Names of all non-school chaperones: Olivia Watson (student teacher)

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

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

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

Transportation plan:

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

(If applicable, bus request form must be attached) 8143 and 8148 buses have been assigned

Driver/s: Brett Green, Klay Anderson Round trip mileage: 218 # of buses needed: 2

Total cost per student \$ 200 Source of funds: Student's responsibility / DECA fundraising

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

Approval/Signatures:

Sponsoring teacher signature: Brett M. Green Date: 2 / 6 / 18

Principal approval: [Signature] Date: 2 / 6 / 18

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 2 / 6 / 18

Superintendent approval: [Signature] Date: 2 / 6 / 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) LtCol Harper School: WHS
Cell phone number: 910-382-3327 Grade(s): 11 Number of students: 1
Departure time/date: 4:00 PM Feb 15, 2018, ~~Thurs~~ Return time/date: 6:00 PM Feb 18, 2018 Sun

Educational purpose:

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

Civilian Marksmanship Program (CMP) South Competition Center
in Anniston, AL

Purpose of trip and how it relates to the curriculum: To allow Cadet Captain Noah Pearson
to compete in the US Marine Corps service-wide JROTC
Air Rifle Championship. He qualified for this invitation-only
honor through competitive matches in the Fall of 2017.
A qualifying score in the service championship would
qualify Cadet Pearson to compete in the All-service
National Championship 22-24 March in Camp Perry OH.

Supervision and Safety:

Names of all school staff chaperones: Funding unavailable for staff chaperone

Names of all non-school chaperones: Cadet Pearson's parents will transport
and chaperone throughout the competition. He will be squadded
on a relay with another team from this region,
which has been coordinated.

All chaperones have a background check completed:

Sponsoring teacher initials: N/A

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

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

Transportation plan:

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

(If applicable, bus request form must be attached)

Driver/s: Mr & Mrs. Pearson 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: GH

Approval/Signatures:

Sponsoring teacher signature: [Signature] Date: 1 / 8 / 2018

Principal approval: [Signature] Date: 1 / 23 / 18

Required signatures if applicable:

Transportation Director approval: _____ Date: _____ / _____ / _____

Superintendent approval: [Signature] Date: 1 / 23 / 18

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

Declaration of Surplus Items - February 2018

<u>School</u>	<u>Quantity</u>	<u>Description</u>	<u># that are Usable</u>	<u># that are Unusable</u>
Blowing Rock	7	Samsung Television	7	
	2	Sylvania Television	2	
	2	Magnavox Television	2	
	1	Dell Monitor		1
	12		11	1
Cove Creek	1	Laptop - Samsung Sam Series 3 Chromebook		1
	1	Laptop - Acer Chromebook		1
	2		0	2
Mabel	1	Dukane Image Pro 8756A Projector		1
	1	Dell Monitor		1
	1	NEC NP310 Projector		1
	4	HP External DVD Drive		4
	1	NEC VT695 Projector		1
	1	HP Compac TC4400 Laptop		1
	1	Dell Optiplex 745 Desktop		1
	7	Sony FD Mavica FD200 Camcorder		7
	1	Sony FD Mavica FD75 Camcorder		1
	18		0	18
WHS	1	Dell E5420 Laptop		1
	1	InFocus Projector		1
	1	Sony Projector		1
	1	Kinyo Video Cassette Rewinder		1
	1	Smart Slate Tablet		1
	1	HP PSC1300 Printer/Scanner		1
	1	HP PSC1610 Printer/Scanner		1
	1	HP PSC1210 Printer/Scanner		1
	1	HP PSC1350 Printer/Scanner		1
	2	Epson Powerlite 460 Projector		2
	11		0	11
Transportation	1	Tecumseh TCII Generator/Charger		1
	1	2003 Ford F250 3/4 Ton	1	
	2		1	1

Technology

379	Aerohive Access Point AP121	379	
3	HP Officejet All In One Printer		3
1	Follett Printer		1
1	Bay Stack Switch 350T		1
1	HP Laserjet Printer 1320		1
1	Insignia DVD/VCR Combo		1
1	Epson Perfection 1650 Scanner		1
1	Epson Perfection 1660 Photo Scanner		1
1	OKI Page Printer 8W		1
1	Lenovo N23 Chromebook		1
13	SMART Slate WS200	13	
1	Interwrite Pad Tablet		1
1	Companion Touch Tablet		1
3	SMART Response PE Interactive Classroom System	3	
1	Quizdom Model Q5 Response System	1	
11	Dell Monitor Speaker Bars		11
6	Schoolmate Headphones		6
1	Dell Tablet Docking Station	1	
1	Dell Tablet	1	
1	NEC NP400 Projector		1
1	Epson Powerlite 460 Projector		1
4	Topaz System Signature Pads TS460-HSB-R	4	
<u>434</u>		<u>402</u>	<u>32</u>

Safe schools are critical to creating a learning environment in which students can succeed. Staff and students share the responsibility for taking reasonable precautions and following established safety measures to create and maintain safe schools. The following safety measures must be implemented at each school.

A. SUPERVISION OF STUDENTS

Students must be reasonably supervised while in the care and custody of the school system. This supervision must occur throughout school hours, including during class, between classes, on the playground, and during recess or lunch periods; during authorized school field trips; and on school buses. Reasonable precautions should be taken to protect the safety of students on school grounds and on buses before, during and after school.

Students who are subject to policy 4260, Student Sex Offenders, and are receiving educational services on school property must be supervised by school personnel at all times.

B. SUPERVISION OF VISITORS

School administrators shall strictly enforce policies 5015, School Volunteers, and 5020, Visitors to the Schools.

C. SAFETY OF SCHOOL BUILDINGS AND GROUNDS

The superintendent and each building principal shall comply with all duties set out for their respective positions in G.S. 115C-288(d) and G.S. 115C-525 to minimize fire hazards. The principal is required to inspect school buildings, playgrounds, and equipment for health, fire, and safety hazards on a regular basis, as required by law, and to notify the superintendent immediately of unsanitary conditions or repairs needed to meet safety standards.

Any employee who observes any potential hazards must notify the principal or the employee's supervisor immediately.

All warning systems must meet building and equipment codes required by law and must be properly maintained. When necessary, proper signs indicating potential hazards or recommended safety precautions must be posted.

D. ESTABLISHING PROCESSES TO ADDRESS POTENTIAL SAFETY CONCERNS AND EMERGENCIES

1. Responding to Student Altercations and Other Threats to Safety

All school system employees have a duty to be alert at all times to situations that

may pose a threat to the safety of students, employees, or visitors on school property, at school events, or in other situations in which the students are under the authority of school employees. Even an employee who does not have responsibility for supervising students is expected to make an immediate report if the employee observes or has reason to suspect that a situation poses a threat to safety and no administrator, teacher, or other supervisory employee is present and aware of the potential threat.

Teachers, teacher assistants, coaches, and other employees with responsibility for supervising students will use appropriate student behavior management techniques to maintain order and discipline on school property, at school events, and anywhere that students are under the employees' authority. Such employees must enforce the Code of Student Conduct and address student behavior in accordance with the school plan for management of student behavior (see policy 4302, School Plan for Management of Student Behavior).

When employees with responsibility for supervising students have personal knowledge or actual notice of a student altercation or other situation that poses an immediate threat to safety, they shall use their professional ~~judgement~~judgment to determine how best to address the situation to protect the safety of everyone in the vicinity. Emergency procedures identified in a student's Behavior Intervention Plan shall be followed to the maximum extent possible under the circumstances. For minor threats or altercations or altercations involving young children, the employee shall intervene directly to end the fight or address the safety threat if the employee can do so safely. An employee who encounters a situation that cannot be managed safely and effectively by that employee immediately shall request assistance from other employees or administrative staff and shall take steps to remove bystanders from the area. Only the degree of force or physical control reasonably necessary shall be used to re-establish a safe environment.

Employees should take further action as appropriate in accordance with any response protocols established by the principal or superintendent. All employees are responsible for knowing and following such protocols to the fullest extent reasonable under the circumstances at the time.

2. School Rules

The principal or designee shall develop rules to help prevent accidents in school buildings, on school buses, and on school grounds.

3. Training for Staff and Students

Staff training must include detailed instruction on how to respond to a variety of emergency situations. In addition, staff should be able to recognize and respond to behavior, information, and related indicators that warn of impending problems. School personnel must teach and review with students (1) safety procedures,

including fire safety procedures; (2) precautions for handling chemicals or potentially dangerous equipment; and (3) appropriate responses to threats to school safety.

4. Safety Equipment

School employees shall provide students and visitors with safety equipment as required by law and shall enforce school rules pertaining to wearing safety equipment. School employees shall wear and use appropriate safety equipment as required for the safe performance of their specific job assignments.

5. Planning for Emergencies and Conducting Fire Drills and Other Emergency Drills

The board, in coordination with local law enforcement and emergency management agencies, will adopt a school risk management plan relating to incidents of school violence for each school in the school system. The superintendent must provide the Department of Public Safety's Division of Emergency Management (Division) with emergency response information it requests for the school risk management plan and updated emergency response information when such updates are made. The superintendent must also provide the Division and local law enforcement with schematic diagrams, including digital schematic diagrams, of all school facilities and updates of the schematic diagrams when the school system makes substantial facility modifications, such as the addition of new facilities or modifications to doors or windows. Schematic diagrams must meet any standards established by the Department of Public Instruction for the preparation and content of the diagrams. In addition, the superintendent shall provide local law enforcement with (1) either keys to the main entrance of all school buildings or emergency access to key storage devices for all school buildings and (2) updated access to school buildings when changes are made to the locks of the main entrances or to the key storage devices.

At least one school-wide tabletop exercise and drill that meets the requirements of state law and is based on the procedures documented in the school risk management plan will be held annually at each school. Principals shall also conduct fire drills as required by law.

6. Reporting Suspicious Behavior

Students should notify any staff member of any acts of violence, harassment, or bullying or any other unusual or suspicious behavior that may endanger safety. Ongoing student education efforts will aim at minimizing any fear, peer pressure, embarrassment, or other impediments to students reporting potential problems.

Maintaining a safe school environment that is conducive to learning requires staff to be proactive in dealing with violence, harassment, and bullying. Staff members must report immediately to the principal any information regarding unusual or

suspicious behavior or acts of violence, harassment, or bullying.

Every principal is required to investigate and act upon any report of such behavior, including, when appropriate, reporting criminal activities to law enforcement, the State Board, and the superintendent or designee (see policies 4021/7230, Prohibition Against Discrimination, Harassment, and Bullying, 4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure, and 4335, Criminal Behavior).

7. Potential Threats of Registered Sex Offenders

The principal of each school shall register with the North Carolina Sex Offender and Public Protection Registry to receive e-mail notification when a registered sex offender moves within a one-mile radius of the school.

8. Student Behavior Standards

Students are expected to meet behavior standards set forth in Watauga County Board of Education policies.

Legal References: G.S. 14-208.18; 115C-36, -47, ~~-81.4~~, -105.49, -105.53, -105.54, -166, ~~-167~~, -288, -289.1, -307, -390.3, -391.1, -521, -524, -525; State Board of Education Policies SSCH-000, SCFC-005

Cross References: Prohibition Against Discrimination, Harassment, and Bullying (policy 4021/7230), Discrimination, Harassment, and Bullying Complaint Procedure (policy 4015/7225), School Improvement Plan (policy 3430), Student Sex Offenders (policy 4260), Student Behavior policies (4300 series), School Volunteers (policy 5015), Visitors to the Schools (policy 5020), Registered Sex Offenders (policy 5022), Weapons and Explosives Prohibited (policy 5027/7275), Public Records – Retention, Release, and Disposition (policy 5070/7350), Relationship with Law Enforcement (policy 5120), Occupational Exposure to Hazardous Chemicals in Science Laboratories (policy 7265), Staff Responsibilities (policy 7300), Security of Facilities (policy 9220)

Other Resources:

Practical Information on Crisis Planning: A Guide for Schools and Communities, U.S. Department of Education Office of Safe and Drug-Free Schools (January 2007), available at <http://www2.ed.gov/admins/lead/safety/crisisplanning.html>

Adopted: February 9, 2015

Replaces: Policy 5.05.60, Fire Drills and 5.07.80, Threat Against the General Population

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

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

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

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

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

Legal References: ~~S.L. 2011-145~~S.L. 2017-173; State Board of Education Policy CCRE-001

Cross References: Dual Enrollment (policy 3101)

Adopted: August 3, 2015

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

INNOVATION IN CURRICULUM AND INSTRUCTION

Policy Code:

3110

The Watauga County Board of Education (the “board”) welcomes new and innovative ideas in curriculum as additional avenues to achieve the goals and objectives of the educational program. Administrators are encouraged to pursue innovative programs and to take advantage of community resources in order to enhance and enrich the learning process. In addition, the board believes that parental involvement is vital to the development and implementation of new programs and encourages administrators to involve parents in plans for innovative projects.

The board encourages school administrators to use community resources, including businesses, that can effectively contribute to the advancement of educational goals. Resource persons in the community may be used in the classroom to help with teaching the prescribed curriculum. High school administrators are encouraged to partner with local businesses to facilitate high school-to-work partnerships for students who have indicated that they are unlikely to seek higher education. The board encourages local businesses to work with high school administrators to create opportunities for students to complete job shadows, internships, or apprenticeships. The career and technical education administrator shall designate a career development coordinator at each high school to be the contact person for local businesses.

The superintendent shall periodically consult with local industries, employers, business advisory councils, and the local workforce development board to identify industry certification and credentials the board may offer to best meet workforce needs. The superintendent shall consider this information in planning the educational program.

Other innovative pilot programs may be initiated by the administrators of any school with the approval of the board. Such programs should be included in the proposed school improvement plan. If the program will modify the curriculum, the proposal should first be submitted to the curriculum committee in accordance with policy 3100, Curriculum Development. If a school improvement plan is already in effect, school administrators may submit a modified plan for board approval. Board approval is required before implementation may take place.

All pilot projects and educational programs must comply with state and federal laws and regulations. Parents and guardians of children in applicable federally funded programs have the right to inspect all instructional materials used in connection with such programs.

The superintendent shall develop administrative regulations, as necessary, to implement this policy.

Legal References: 20 U.S.C. 1232h; G.S. 115C art. 16; 115C-36, -47, -156.2(a), -157

Cross References: Goals and Objectives of the Educational Program (policy 3000), Curriculum Development (policy 3100), School Improvement Plan (policy 3430)

Adopted: August 3, 2015

| Revised:

COMPREHENSIVE HEALTH EDUCATION PROGRAM

Policy Code:

3540

The Watauga County Board of Education (the "board") is committed to a sound, comprehensive health education program that provides students with accurate information and encourages them to be responsible for their own health and behavior. The board recognizes the primary role of parents in providing for the health and well-being of their children and seeks to involve parents as provided in this policy. The comprehensive health education program provided by the school system will meet the requirements of state law and the objectives established by the State Board of Education~~the Basic Education Program (BEP), G.S. 115C-81(e1), and aligned state-adopted standards~~. The board may, in its discretion, expand on the subject areas to be included in the program and on the instructional objectives to be met.

A. COMPREHENSIVE HEALTH EDUCATION PROGRAM

A comprehensive health education program must be taught to students from kindergarten through ninth grade. As required by law, the health education program must include age-appropriate instruction on bicycle safety, nutrition, dental health, environmental health, family living, consumer health, disease control, growth and development, first aid and emergency care, mental and emotional health, drug and alcohol abuse prevention, prevention of sexually transmitted diseases (STDs), including HIV/AIDS and other communicable diseases, and reproductive health and safety education.

As required by law and beginning in seventh grade, reproductive health and safety education will include age-appropriate instruction on sexual abstinence until marriage, STDs, the human reproductive system, preventable risks for preterm birth in subsequent pregnancies, the effectiveness of contraceptive methods ~~for~~in preventing pregnancy, awareness of sexual assault and sexual abuse, and sex trafficking prevention and awareness.

B. PARENTAL OPPORTUNITIES TO REVIEW MATERIALS AND WITHHOLD CONSENT FOR STUDENT PARTICIPATION

Each year before students participate in reproductive health and safety education or in other separate instruction on the prevention of STDs, including HIV/AIDS, or the avoidance of out-of-wedlock pregnancy, the principal or designee shall notify parents of the opportunity to review the materials and objectives that will be used in instruction. A copy of all objectives and materials will be available for review in the media center of each school where these subjects will be taught.

The principal or designee shall also notify parents of the right to withhold or withdraw consent for their child's participation in all reproductive health and safety education instruction or in specific topics such as STDs, the effectiveness and safety of contraceptive methods, awareness of sexual assault and sexual abuse, and sex trafficking prevention and awareness. Parents may also withhold consent to student participation in other separate instruction on the prevention of STDs, including HIV/AIDS, or the

avoidance of out-of-wedlock pregnancy. Any parent wishing to withhold consent must do so in writing to the principal.

C. STANDARDS FOR INSTRUCTION

For reproductive health and safety education, teachers shall follow the instructional objectives and only use the age-appropriate materials that have been made available to parents for review in accordance with this policy. Information conveyed during instruction will be objective and based upon scientific research that is peer reviewed and accepted by professionals and credentialed experts in the field of sexual health education or other field authorized by law.

A determination of what is an appropriate education for a student with disabilities must be made in accordance with the student's individualized education plan, following all procedures as provided in the North Carolina *Policies Governing Services for Children with Disabilities*.

Legal References: G.S. 115C art. 9; 115C-36, -81.25, -81.30(e1); ~~State Board of Education Policies GCS-D-000, GCS-F-007; *Policies Governing Services for Children with Disabilities*, State Board of Education Policy EXCP-000; State Board of Education Policy SCOS-007 available at <http://ec.nepublicschools.gov/policies/nc-policies-governing-services-for-children-with-disabilities>~~

Adopted: March 21, 2016

Revised

The Watauga County Board of Education (the “board”) promotes the health and safety of all students and staff and the cleanliness of all school facilities. The board believes that the use of tobacco products on school grounds, in school buildings and facilities, in or on any other school property owned or operated by the school board, or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and school visitors. To this end, and to comply with state and federal law, the board adopts this tobacco-free policy that prohibits smoking and the use of tobacco products as follows. For the purposes of this policy, the term “tobacco product” means any product that contains or is made or derived from tobacco and is intended for human consumption, including electronic cigarettes and 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.

1. All employees and other persons performing services or activities on behalf of the school system, including volunteers and contractors, as well as students and visitors, are prohibited from using any tobacco products at any time in any school building, in any school facility, on school campuses, and in or on any other school property owned or operated by the school board.
2. In addition, persons attending a school-sponsored event at a location not specified in subsection 1 above are prohibited from using tobacco products when (a) in the presence of students or school personnel, or (b) in an area where use of tobacco products is otherwise prohibited by law.
3. Nothing in this policy prohibits the use of tobacco products for an instructional or research activity conducted in a school building, provided that such activity is conducted or supervised by a faculty member and that the activity does not include smoking, chewing or otherwise ingesting tobacco.
4. The administration will consult with the county health department and other appropriate organizations to provide employees with information about support systems and programs to encourage employees to abstain from the use of tobacco products. The school system may, from time to time, provide free non-smoking programs and services to employees of the school system after the regular school day.
5. The principal of each school and other school personnel responsible for school facilities shall post signs in system facilities in a manner and location that adequately notify staff, students and visitors that the use of tobacco products by any person is prohibited at all times in or on school property.
6. The superintendent and designees shall ensure that adequate notice of this policy is provided to students, parents, school personnel and the public.
7. All school personnel are required to adhere to and enforce this policy and other policies,

rules or regulations addressing the use of tobacco products.

Legal References: Pro-Children Act of 1994, 20 U.S.C. 6081 *et seq.*; 21 C.F.R. 1100 *et seq.*; G.S. 14-313; 115C-47(18), -407

Cross References: Tobacco Products – Students (policy 4320)

Adopted: February 9, 2015

Revised: _____ (Legal references only)

Replaces: Policy 3.08.70, Tobacco Use and policy 5.07.60, Tobacco Use

The superintendent or designee shall develop school bus routes in accordance with state law and regulations. All bus routes will be kept on file in the superintendent's office, and all changes will be filed within 10 days after such change becomes effective.

Students ~~ordinarily~~ will be assigned to a bus that passes within one mile of the student's residence. To the extent practicable and economically feasible, ride time should be less than 45 minutes one way.

Parents will be informed of students' scheduled school bus arrival times. It is the parent's responsibility to ensure that a student is present at a bus stop prior to the scheduled arrival time.

A. TRANSPORTATION TO LOCATIONS OTHER THAN HOME

Upon request, the superintendent or designee may, but is not required to, assign a student to a bus to transport the student to and/or from a location other than home if the following conditions are met.

1. The student's parent or guardian submits a written, signed request that states the specific location other than home to which the student is to be transported and acknowledges that the parent or guardian and not the school system is responsible for the student's safety once the child has departed from the bus.
2. The request for such transportation does not require a bus to deviate in any significant way from an established route.
3. There is capacity on the bus if the request would necessitate the student's riding a different bus from the regularly assigned bus.
4. The student's residence and requested bus stop are within the zone eligible for transportation service.
5. The request for such transportation does not cause the school system to incur any additional cost.
6. The proposed bus stop meets safety standards established by law, the Watauga County Board of Education, the superintendent or the principal.

Any changes in bus stops must be approved by the superintendent or designee.

B. BUS ROUTES IN HAZARDOUS CONDITIONS

School buses will not be allowed to operate if there is a serious threat to the safety of students or drivers. The superintendent may develop a more limited bus route for hazardous weather conditions in order to operate only on roads that are safe. To the extent

possible, parents will be notified in advance of the bus route that will be used in hazardous conditions. The hazardous conditions bus route will be on file in the superintendent's office.

A student who is identified as having special needs following procedures in the North Carolina *Policies Governing Services for Children with Disabilities* will be provided with transportation services as required by law.

Legal References: Individuals with Disabilities Education Act Amendments of 1997, 20 U.S.C. 1400 *et seq.*; G.S. 115C-240(d), -246; *Policies Governing Services for Children with Disabilities*, State Board of Education Policy EXCP-000; State Board of Education Policies TRAN-000, -002, -006

Cross References:

Adopted: April 11, 2016

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

VENDOR LISTS

Policy Code:

6442

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

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

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

Cross References: ~~Local~~ Purchasing Requirements for Equipment, Materials and Supplies (policy ~~6440~~6430), Participation by Women- and Minority-Owned Businesses (policy 9125)

Adopted: February 8, 2016

Revised: May 9, 2016;

DISPOSAL OF SURPLUS PROPERTY

Policy Code:

6560

When personal property becomes unnecessary and undesirable for public school purposes, the school system will sell or dispose of the property in order to provide additional revenue for educational purposes, in accordance with the requirements of G.S. 115C-518 and G.S. 160A, article 12. Contracts for the sale or disposal of surplus property must be consistent with G.S. 147, art. 6E and 6G. Prior to disposition, the superintendent or designee must make a finding that the property is no longer necessary or desirable for school use. Before any property may be sold or disposed of, it must be removed from the appropriate fixed asset inventory.

The superintendent or designee shall ensure that any confidential, proprietary or other identifying information is removed from surplus property prior to disposition. In addition, the disposal of any equipment or other property through waste management services must be done in a manner consistent with environmental or other relevant rules and regulations.

The board will approve the disposal of surplus property pursuant to the requirements of G.S. 160A, article 12.

Legal References: G.S. 115C-518; 147, art. 6E, art. 6G; 160A, art. 12

Cross References: Fixed Assets Inventory (policy 8350), Fixed Assets (8350-R)

Adopted: April 11, 2016

Revised: May 9, 2016;

GRANTS AND FUNDING FOR SPECIAL PROJECTS

Policy Code: **8210**

To fulfill the educational goals of the Watauga County Board of Education (the “board”), the board will seek as many sources of revenue as possible. Where appropriate, the superintendent is directed to seek public and private grants and funding for special projects as a source of supplemental funding. Employees are also encouraged to learn about special funding opportunities and to participate in the development of proposals to obtain the funding.

All applications for grants or specially funded projects must be consistent with the educational goals of the board. Contracts with non-governmental funding entities must be consistent with G.S. 147, art. 6E and art. 6G.

When required by the funding agency, the proposals will be presented for board approval. The board must be notified of all 1) funding awards in excess of \$10,000, and 2) all grants which require a matching cash contribution in excess of \$5,000.

The superintendent shall establish any procedures necessary to develop an efficient and effective process for seeking special funding.

Legal References: G.S. 115C-36, -47; 147; art. 6E, art. 6G

Cross References: Federal Grant Administration (policy 8305)

Adopted: February 8, 2016

Revised: May 9, 2016;

SALE, DISPOSAL, AND LEASE OF BOARD-OWNED REAL PROPERTY

Policy Code: **9400**

The Watauga County Board of Education (the “board”) will consider the sale and disposal of board-owned real property, including land and buildings, as authorized by law. The board is guided in its decisions by its commitment to help students succeed by providing appropriate facilities and to use its resources in a fiscally and environmentally sound manner.

Any sale or disposal of real property, including school buildings, will be conducted in accordance with statutory requirements. The superintendent should secure the services of consultants as necessary to conduct feasibility assessments and determine the fair market value. No building or land will be sold below the fair market value or exchanged for less than full and fair consideration, except that the board will afford the board of county commissioners the first opportunity to obtain any real property at the fair market price or a price negotiated between the two boards.

When the board decides to lease board-owned property to another entity, the lease will be at the fair market value, except that the board may negotiate a lesser amount with another governmental unit. The board will lease available board-owned buildings and land to charter schools when required by law.

All contracts for the sale, disposal, or lease of real property must be consistent with G.S. 147, art. 6E and art. 6G.

Legal References: G.S. 115C-72, -218.35, -518, -521; 160A, art. 12; 147, art. 6E, art. 6G

Cross References: Community Use of Facilities (5030), Guidelines for Community Use of Facilities (5030-R), Planning to Address Facility Needs (policy 9000), Site Selection (policy 9010), Use and Selection of Architects, Engineers, Surveyors, and Construction Managers at Risk (policy 9110)

Adopted: April 11, 2016

Revised: May 9, 2016; December 12, 2016;

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

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

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

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

A. PARENT COMMUNICATION AND CONFERENCES

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

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

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

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

B. PARENTAL NOTIFICATION

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

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

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

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

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

29. the availability of and the process for requesting a waiver or reduction of student fees (see policy 4600, Student Fees).

C. OPPORTUNITIES TO WITHHOLD CONSENT/OPT OUT

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

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

8. release of their child's free and reduced-price meal information to State Medicaid or State children's health insurance program (SCHIP).

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

D. PARENTAL PERMISSION REQUIRED

Written parental permission is required prior to the following activities:

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

Legal References: Elementary and Secondary Education Act, as amended, 20 U.S.C. 6301 *et seq.*, 34 C.F.R. pt. 200; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, 34 C.F.R. pt. 99; Protection of Pupil Rights Amendment, 20 U.S.C. 1232h, 34 C.F.R. pt. 98; Individuals with Disabilities Education Act, 20 U.S.C. 1400, *et seq.*; Asbestos Hazard Emergency Response Act, 15 U.S.C. 2641, *et seq.*; McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, *et seq.*; 42 U.S.C. 1758, 7 C.F.R. pt. 245; 42 U.S.C. 1758b; National School Lunch Program, 42 U.S.C. 1751 *et seq.*, 7 C.F.R. 210.12; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. 108.9; 20 U.S.C. 7908; G.S. 90-21.1; 95-28.3; 115C-47(47), -47(51), -47(54), -47(58), -81.25(e), -81.30, ~~-83.4A(d)~~, -105.41, -109.1, ~~-174.26(d)~~, -307(c), -375.4, -390.2, -391.1, -407.16; State Board of Education Policies ~~FCB-A-000, GCS-A-001, GCS-J-002~~ KNEC-002, PRNT-000, TEST-001

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

Adopted: July 14, 2014

Replaces: Policy 2.04.60, Parental Involvement (in part)

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

STATE PURCHASING REQUIREMENTS FOR EQUIPMENT, MATERIALS, AND SUPPLIES

Policy Code:

6430

All purchases of apparatus, supplies, materials, and equipment will be made in accordance with all applicable state laws and regulations, including Article 8 of Chapter 143, ~~Article 8,~~ and Articles 6E and 6G of Chapter 147 of the North Carolina General Statutes, Watauga County Board of Education (the “board”)- policy, and school system purchasing procedures. Purchasing contracts subject to the E-Verify requirement will contain a provision stating that the contractor and contractor’s subcontractors must comply with the requirements of G.S. Chapter 64, Article 2. Purchases using federal funds must also be made in accordance with all applicable requirements of federal law and regulation, including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (“Uniform Guidance”) issued by the U.S. Office of Budget and Management. (See also policy 8305, Federal Grant Administration.) All employees involved in purchasing must be familiar with applicable requirements.

The purchasing officer shall ensure that written specifications for desired products are descriptive and clear and incorporate the quality requirements and service needs of the school system. There is no minimum number of bids, proposals, or quotes required for the purchase of apparatus, supplies, materials, and equipment (whether formally or informally bid); however, the board encourages the purchasing officer to obtain at least two bids, proposals, or quotes when feasible.

Except as otherwise required by law or specified by the board, the board delegates to the superintendent the authority to award contracts for the purchase of apparatus, supplies, materials, and equipment involving amounts up to \$90,000. Any purchases or contracts involving expenditures greater than this amount must be approved by the board. The purchasing officer and any additional staff deemed appropriate by the superintendent shall review submissions of bids, proposals, or quotes to determine if they are responsive to the system’s specifications and make recommendations to the superintendent. The superintendent may award the contract based upon such recommendations or make a recommendation to the board for award of the contract by the board.

Apparatus, supplies, materials, and equipment must be purchased in accordance with the following requirements.

A. FORMAL BIDS (EQUAL TO OR MORE THAN \$90,000)

The purchase of apparatus, supplies, materials, or equipment for expenditures equal to or more than \$90,000 must be secured through the competitive bid process governed by G.S. 143-129. The superintendent, in consultation with the purchasing officer, is authorized to determine the best method for formally bidding a product or, as appropriate, utilizing one of the exceptions to formal bidding as provided below in Section E. The purchasing officer shall oversee the use of any purchasing method and ensure that all state requirements are met, including advertisement, sealed bids, maintaining records, and public opening of bids. The board authorizes the use of newspaper advertisement,

electronic advertisement, or both for formal bids; however, the superintendent has the authority to determine which method will be used for a specific purchase or categories of purchases.

Awards will be made to the lowest responsible bidder(s) whose bid or proposal meets the requirements and criteria set forth by the school system, taking into consideration quality, performance, and the time specified in the proposal for the performance of the contract. To be eligible for an award of a contract subject to G.S. 143-129, the contractor and its subcontractors, if any, must demonstrate compliance with all applicable provisions of G.S. Chapter 64, Article 2, including the responsibility to use E-Verify. All contracts awarded must be in writing.

The board permits the use of the following processes for contracts that require formal bidding.

1. Competitive Sealed Bids

A competitive sealed bid (or invitation to bid) may be used to request the cost of particular goods by providing detailed specifications in advance.

2. Reverse Auction

Pursuant to G.S. 143-129.9(a)(1), the school system may use reverse auctions as an alternative to sealed bid procedures. For purposes of this policy, "reverse auction" means a real-time purchasing process in which bidders compete to provide goods at the lowest selling price in an open and interactive environment. The superintendent, in consultation with the purchasing officer, shall determine whether reverse auctions are appropriate for a specific purchase or category of purchases. To conduct a reverse auction, the purchase officer may use a third party, may use the state's electronic procurement system, or, if appropriate equipment is available, may conduct the auction using school system equipment.

3. Exceptions to Formal Bids

Any of the processes outlined below in Section E may be used in lieu of formal bidding, so long as all requirements of state law are met.

B. INFORMAL BIDS (\$10,000 TO \$90,000)

The purchase of apparatus, supplies, materials, or equipment for expenditures of at least \$10,000 but less than \$90,000 must be secured through the informal bidding process governed by G.S. 143-131. The superintendent, in consultation with the purchasing officer, is authorized to determine the best method for securing informal bids on a product. The purchasing officer shall oversee the use of any purchasing method and ensure that all state requirements are met, including maintaining records of all bids submitted. Records of informal bids will not be available for public inspection until the

contract has been awarded. Awards will be made to the lowest responsible, responsive bidder(s) whose bid or proposal meets the requirements and criteria set forth by the school system, taking into consideration quality, performance, and the time specified in the proposal for the performance of the contract.

1. Competitive Sealed Bids

Informal bid requirements may be met by the use of sealed bids. The purchasing officer may utilize the methods for formal competitive bids provided in Section A or may determine other appropriate methods for soliciting sealed bids. The bid specifications must include the time, date, and place for opening bids. No advertisement for bids is necessary (unless the formal bid process is used); however, the purchasing officer may advertise for bids as he or she deems appropriate.

1.2. Quotations

Informal bid requirements may be met by the solicitation of quotes from prospective vendors. Quotations may be solicited and submitted via telephone, fax, e-mail, or the North Carolina E-Procurement system. Telephone quotes must be placed in writing before a final contract will be awarded. Written quotations must be on the vendor's letterhead or an official quotation form.

2.3. Reverse Auction

A reverse auction may be used to solicit informal bids, consistent with the process provided in sSection A.2.

3.4. Exceptions to Informal Bids

Any of the processes outlined below in Section E may be used in lieu of informal bidding, so long as all requirements of state law are met.

C. LOCAL REQUIREMENTS FOR PURCHASES FOR LESS THAN \$10,000

When competitive bidding is not statutorily required, purchases should be made under conditions that foster competition among potential vendors. Purchasing decisions should be made after considering price, quality, suitability for specified need, energy costs when applicable under policy 6445/6535 Energy Efficiency, and the timeliness of delivery and performance. The board may refuse to enter into a contract with a supplier or contractor whose performance on a previous contract was found to be unsatisfactory by the superintendent or the board.

If informal bidding is used, the informal bidding process described in Section B, above, will be followed. Purchases for apparatus, supplies, materials, and equipment costing less than \$10,000 will be awarded pursuant to the standards provided in policy 6440,

~~Local Purchasing Requirements for Equipment, Materials, and Supplies.~~

D. ELECTRONIC BIDDING

Pursuant to G.S. 143-129.9(a)(2), the school system may receive bids electronically in addition to or instead of paper bids. If electronic bids are used for purchases that must be formally bid, procedures for receipt of electronic bids must be designed to ensure the security, authenticity, and confidentiality of the bids to at least the same extent as provided with paper bids. The superintendent, in consultation with the purchasing officer, shall determine whether electronic bidding is appropriate for a specific purchase or category of purchases.

E. EXCEPTIONS TO THE FORMAL AND INFORMAL BIDDING REQUIREMENTS

The school system may utilize the following purchasing options instead of pursuing competitive bidding. Formal or informal bidding is not required if any of these processes are used. The purchasing officer shall gather information to document the basis for the use of any exceptions to the competitive bidding requirements. The superintendent, in consultation with the purchasing officer, may determine that using one of the following exceptions is appropriate for a specific purchase or group of purchases.

1. Purchases from Other Governmental Agencies

Pursuant to G.S. 143-129(e)(1), the school system may contract for the purchase, lease, or other acquisition of apparatus, supplies, materials, or equipment from any other federal, state, or local governmental agency.

2. Special Emergencies

Pursuant to G.S. 143-129(e)(2), competitive bidding is not required in cases of special emergencies involving the health and safety of people or their property. For an emergency to exist under the statute, the following factors must exist: (1) the emergency is present, immediate, and existing; (2) the harm cannot be averted through temporary measures; and (3) the emergency was not self-created by the school system.

3. Competitive Group Purchasing

Pursuant to G.S. 143-129(e)(3), the school system may make purchases through a competitive bidding group purchasing program, through which another entity uses a competitive process to establish contracts on behalf of multiple entities at discount prices.

4. State Term Contract

Pursuant to G.S. 143-129(e)(9), the school system may purchase products

included in state term contracts with the state vendor for the price stipulated in the state contract, if the vendor is willing to extend to the school system the same or more favorable prices, terms, and conditions as established in the state contract.

5. Sole Source Items

Pursuant to G.S. 143-129(e)(6), upon approval of the board of education, the school system may purchase an item through a single or sole source contract under the following circumstances: (1) when performance or price competition is not available; (2) when a needed product is available from only one source of supply; or (3) when standardization or compatibility is the overriding consideration. When requesting a purchase under the sole source exception, the purchasing officer shall provide the board with documentation that justifies the use of the exception.

6. "Piggybacking" or Previously Bid Contracts

Pursuant to G.S. 143-129(g), upon approval of the board of education, the school system may purchase from any supplier that, within the previous 12 months, has contracted to furnish the needed item to the federal government, to any state government, or to any agency or political subdivision of the federal government or any state government. Before recommending a purchase using the piggybacking exception, the purchasing officer shall ensure that the following requirements are met: (1) the price and other terms and conditions of the contract are at least as favorable as the prior contract; (2) the contract was entered into following a public, formal bidding process substantially similar to that required by North Carolina General Statutes; (3) the same vendor is used; and (4) notice of intent to award the contract without bidding is publicly advertised at least 10 days prior to the regularly-scheduled board meeting at which the contract will be approved. Before approving the contract, the board must determine that using the contract is in the best interest of the school system.

7. Purchases of Information Technology Goods and Services

Pursuant to G.S. 143-129(e)(7) and 143B-1324(b), the school system may purchase or lease information technology through contracts established by the Department of Information Technology. The purchasing officer shall work with the information technology department to ensure that any such purchases meet the needs of the school system.

In addition, the school system also may purchase information technology goods and services by using a request for proposal (RFP) pursuant to G.S. 143-129.8, provided that the following requirements are met: (1) notice of the request is provided consistent with the formal bidding notice requirements and (2) contracts are awarded to the person or entity that submits the best overall proposal as

determined by the purchasing officer and superintendent. The RFP should describe the scope of work, general terms and conditions, specifications of the product needed by the school system, and the application process. The information technology supervisor shall assist the purchasing officer in reviewing the responsiveness of any RFP submitted pursuant to this subsection. RFPs will be evaluated using the “best value” method as defined in G.S. 143-135.9(a)(1) so that the system may select the most appropriate technological solution to meet the school system’s objectives. However, if the purchasing officer considers the purchase to be highly complex or is unable to clearly determine what the optimal solution for the school system is, the “solution-based solicitation” or “government-vendor partnership” method may be used. The purchasing officer may negotiate with the proposer to obtain a final contract that meets the best needs of the school system, so long as the alterations based on such negotiations do not deprive proposers or potential proposers of the opportunity to compete for the contract and do not result in the award of the contract to a different person or entity than would have received it if the alterations had been included in the RFP.

8. Gasoline, Fuel, and Oil Purchases

Pursuant to G.S. 143-129(e)(5), the school system may purchase gasoline, fuel, and oil products without using formal competitive bidding. However, such purchases are subject to the informal bidding requirements provided above.

9. Used Products

Pursuant to G.S. 143-129(e)(10), the school system may purchase previously used apparatus, supplies, materials, or equipment without using formal competitive bidding. Before purchasing used products, the purchasing officer shall ensure that the products are in good, usable condition and will be sufficient to meet the school system’s needs for a reasonable period of time.

10. Published Materials

Pursuant to G.S. 115C-522(a), compliance with Article 8 of Chapter 143 of the General Statutes is not mandatory for the purchase of published books, manuscripts, maps, pamphlets, and periodicals. Such purchase shall be made in accordance with Section C of this policy 6440.6430.

F. LEASE PURCHASE CONTRACTS AND OTHER CONTRACTS FINANCED OVER TIME

Lease purchase contracts, contracts that include options to purchase, and leases for the life of equipment all must be bid consistent with the requirements of G.S. 143-129 and 143-131. The purchasing officer shall ensure that such contracts meet the legal requirements and the provisions of policy 6420, Contracts with the Board.

G. USE OF SCHOOL SYSTEM TERM CONTRACTS

The school system may create and use term contracts for items that are routinely purchased by the school system. If the estimated expenditure for a routine item under the term contract is equal to or exceeds \$90,000, the contract must be formally bid. If the estimated expenditure is at least \$10,000 but less than \$90,000, the contract must be informally bid. The purchasing officer may incorporate the use of a term contract in the bidding specifications. If term contracts are used, the board attorney, in consultation with the purchasing officer, shall review the contracts.

H. HISTORICALLY UNDERUTILIZED BUSINESSES

The board affirms the state's commitment to encouraging the participation of historically underutilized businesses in purchasing functions. The board will comply with all legal requirements and the standards in policy 6402, Participation by Historically Underutilized Businesses.

Legal References: 2 C.F.R. 200.317-326; G.S. 64, art. 2; 115C-~~36~~, -522; 143, art. 8; 143B, art. 14; 147 art. 6E, art. 6G; Sess. Law 2013-128

Cross References: Participation by Historically Underutilized Businesses (policy 6402), Organization of the Purchasing Function (policy 6410), Contracts with the Board (policy 6420), Energy Efficiency (policy 6445/6535), ~~Local Purchasing Requirements for Equipment, Materials, and Supplies (policy 6440)~~Federal Grant Administration (policy 8305)

Adopted: February 8, 2016

Revised:

Services will be purchased in a manner consistent with the purchasing goals of the Watauga County Board of Education (the “board”). Competitive bidding is not required for the purchase of services; however, contracts for services will be made under conditions that foster competition among potential providers when feasible and after careful pricing.

No contract may be entered into with a restricted company, as listed by the state treasurer in accordance with G.S. 147, art. 6E or 6G, except as permitted by those laws. For all purchases and contracts valued at \$1,000 or more, the board will require the service provider to certify that it is not listed on the state treasurer’s “Final Divestment List” or “Iran Parent and Subsidiary Guidance,” as required by G.S. 147, Article 6E, and that it will not engage subcontractors who are on either list.

This policy does not apply to contracts for architectural, engineering, surveying, and construction management at risk services, which are governed by policy 9110, Use and Selection of Architects, Engineers, Surveyors, and Construction Managers At Risk.

Legal References: G.S. 115C-36; 143-64.31; 147, art. 6E, art. 6G

Cross References: Goals of the Purchasing Function (policy 6400), Use and Selection of Architects, Engineers, Surveyors, and Construction Managers At Risk (policy 9110)

Adopted: February 8, 2016

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

USE AND SELECTION OF ARCHITECTS, ENGINEERS, SURVEYORS, AND CONSTRUCTION MANAGERS AT RISK

Policy Code:

9110

A. USE OF ARCHITECTS AND/OR ENGINEERS

To the extent required by North Carolina General Statute 133-1.1, a registered architect or registered engineer, or both, will be used to design and inspect school system buildings being repaired or constructed. In addition, architects and/or engineers may be used for services, such as:

1. preparing feasibility studies for additions, alterations, or renovations of existing facilities;
2. providing consulting services on technical matters;
3. providing services related to long-range planning or facility design; and
4. assisting in the preparation and submission of any documents requested by other governmental agencies.

B. SELECTION PROCESS FOR ARCHITECTURAL, ENGINEERING, SURVEYING, AND CONSTRUCTION MANAGEMENT AT RISK SERVICES

Except as otherwise permitted under G.S. 115C-521(g), the procurement of architectural, engineering, surveying, or construction management at risk services for facility design, construction, and related services will be accomplished in accordance with the following requirements.

1. Projects with an Estimated Professional Fee of \$50,000 or More
 - a. The superintendent shall solicit proposals from service providers for selection based upon qualifications using the following or similar criteria:
 - 1) training and experience of the service provider, especially in school-related projects;
 - 2) planning ability and promptness;
 - 3) experience in specification writing, including reputation for accuracy and sufficiency of detail;
 - 4) experience in the construction of K-12 buildings;
 - 5) reputation for quality of design and construction in appearance and utility;

- 6) history of thorough inspections and follow-through with jobs;
 - 7) timely completion of projects within the established budgets;
 - 8) relationships with contractors and designers; and
 - 9) any other factors the superintendent deems relevant.
- b. The superintendent shall provide a list of qualified service providers to the Watauga County Board of Education (the "board") for consideration and selection unless the estimated professional fee for the project is within the superintendent's authority to contract as provided in policy 6420, Contracts with the Board. The list shall not include any ~~company~~ service provider whose name appears on the state treasurer's lists of restricted companies, Final Divestment List or Iran Parent and Subsidiary Guidance list, ~~developed in accordance with~~ as required by G.S. 147, art. 6E or art 6G.
 - c. A North Carolina resident firm will be granted a preference over a nonresident firm if the home state of the nonresident firm has a practice of granting a preference to its resident firms over North Carolina resident firms. Any preference granted to a resident firm will be in the same manner, on the same basis, and to the same extent as the preference granted by the nonresident firm's home state. The solicitation documents must require that nonresident firms disclose and describe any construction contract preferences granted by the firm's home state.
 - d. Fees will be negotiated with the selected firm. If a fair and reasonable fee cannot be agreed upon, the board or superintendent will select the next best qualified firm and negotiate fees. The contract with the firm must be reviewed by the board attorney and meet all applicable laws and board policies. The contract must have board approval unless the board has delegated this authority to the superintendent in policy 6420.
2. Projects with an Estimated Professional Fee of Less than \$50,000
 - a. The process established in subsection B.1 is not required unless otherwise directed by the board or superintendent for a specific project.
 - b. When the estimated professional fee for a project is estimated to be within the superintendent's authority to contract on behalf of the board as provided in policy 6420, Contracts with the Board, the superintendent shall have authority to select the firm. Board approval of the firm is not required. The contract with the firm must meet all applicable laws and board policies and must be consistent with G.S. 147, art. 6E and art. 6G.

- c. When the professional fee is estimated to exceed the superintendent's authority to contract on behalf of the board as provided in policy 6420, Contracts with the Board, the superintendent shall recommend one or more firms to the board for consideration. The board will approve the selection of the firm. The contract with the firm must be reviewed by the board attorney, be approved by the board, meet all applicable laws and board policies, and be consistent with G.S. 147, art. 6E and art. 6G.

Legal References: G.S. 115C-521(g); 133, arts. 1 and 3; 143-64.31, -64.32; 147, art. 6E, art. 6G

Cross References: Contracts with the Board (policy 6420), Site Selection (policy 9010), Facility Design (policy 9020)

Adopted: April 11, 2016

Revised: May 9, 2016 February 13, 2017;

PREQUALIFICATION OF BIDDERS FOR CONSTRUCTION PROJECTS

Policy Code:

9115

A. GENERAL

1. The purpose of this prequalification process is to impartially evaluate a contractor, and to properly determine by its responsible business practices, work experience, manpower, and equipment that it is qualified to bid on a Watauga County Board of Education (the "board") construction project, including prime contracts awarded by construction managers pursuant to the Construction Manager at Risk ("CM at Risk") process. The award of contracts should be the result of open competition in bidding; impartiality in the selection of contractors; integrity in business practices; and skillful performance of public contracts.
2. The administration shall be responsible for prequalifying individual contractors to bid on board construction projects when the administration believes prequalification is preferred. The administration is not required to prequalify contractors for any particular project or projects. However, a contractor shall not be allowed to submit a bid on a construction project subject to prequalification, unless it has been prequalified in accordance with board policy. ~~Prequalification shall not relieve the contractor from compliance with the certification requirements of G.S. 147, art. 6E at the time the contractor's bid is submitted or the contract is executed.~~
3. The construction manager and the administration shall jointly develop the assessment tool and criteria for each CM at Risk project, including the prequalification scoring values and minimum requirement score. The construction manager shall use the process outlined in this policy for the prequalification of contractors on CM at Risk projects.
4. Notwithstanding the fact that a contractor was prequalified, the board, administration, and construction manager reserve the right to reject a contractor's bid if it is determined that the contractor has not submitted the lowest responsible and responsive bid. The prequalification of the contractor shall not preclude the board, administration, or construction manager from subsequently concluding that the contractor is not a responsible bidder pursuant to G.S. 143-129. The prequalification of a contract for a project shall only apply to the individual project. All construction and repair contracts shall be awarded to the lowest responsive and responsible bidder, taking into consideration quality, performance, and the time specified in the proposals for the performance of the contract.

B. APPLICATION PROCESS

1. The superintendent or designee shall designate a school official to oversee the prequalification process for each individual project ("School Prequalification Official").

2. Each prospective bidder on contracts identified for prequalification by the administration and all CM at Risk projects shall submit an application on the approved prequalification application form in order to become prequalified. The approved prequalification application form will require information to be provided on the ownership of the firm, experience of the firm's personnel, any affiliations with other construction firms, bonding capacity, financial resources, the type of work performed by the firm, and other objective criteria rationally related to the contract to be awarded.
3. The administration shall ensure that applications prepared for the projects comply with this policy and State law. The application is to be submitted by the deadline established in the notice of prequalification. The act of submitting the application does not permit the firm to submit a bid. Incomplete applications will be rejected or returned for further detail or correction in the sole discretion of the school system or construction manager.

C. APPLICATION

The application used by the school system or the construction manager must be approved by the School Prequalification Official and shall, at a minimum, address the following items:

1. **Organizational Structure** – The firm shall provide a list of all owners, officers, partners, or individuals authorized to represent or conduct business for or sign legal documents for the firm. This list must include the full legal name, typed or printed in a clear legible form. Firms experiencing changes in ownership, organizational structure, or material changes in assets must inform the school system prior to the award of a contract. Failure of the firm to comply with this requirement may result in the termination of any contract awarded by the school system or construction manager.
2. **Classification** – The firm shall indicate the type(s) of work the firm's workforce and equipment normally perform, licensure, and other pertinent information. The firm shall provide its MWSBE (Minority, Women, Small Business Enterprise) status.
3. **Experience** – The firm shall furnish information that documents the ability of the firm to undertake a project involving the type(s) of work for which prequalification is requested.
4. **Financial** – Firms will be required to provide a complete current annual financial statement (current within the previous 12-month period).
5. **Litigation/Claims** – Firms must provide information on its success at completing projects on time, including the payment of liquidated damages. The firm will be

required to submit information regarding its litigation history, including litigation with owners.

6. Capacity – Firms shall demonstrate sufficient bonding capacity, insurance, and resources for the project. Firms must provide relevant information on the personnel that will be directly responsible for the work, including the location of the office that will be primarily responsible for work. Firms shall also demonstrate an acceptable safety history for construction projects.
7. Legal Authorization – All firms must show that they are legally authorized to conduct business in the State of North Carolina and with the school system and have all required licensure for the work to be performed.

D. REVIEW OF APPLICATION – SCHOOL SYSTEM BID PROJECTS

1. Prequalification Committee – The School Prequalification Official shall establish a committee to review and score applications, including approving and denying prequalification (“Prequalification Committee”). The superintendent or designee shall not be a member of the Prequalification Committee.
2. Review of Applications – The school system’s Prequalification Committee shall use the school system’s objective assessment process. The prequalification criteria shall not require the firm to have previously been awarded a construction or repair project by the school system. The prequalification criteria used by the Prequalification Committee shall include prequalification scoring values and the minimum required score to be prequalified for the project. The school system’s Prequalification Committee shall approve or deny the applications in accordance with the prequalification criteria and scoring system.
3. Notice of Decision – The firms shall be promptly notified of the school system’s Prequalification Committee’s decision, including the reason for denial, via e-mail. Notice shall be provided prior to the opening of bids for the project and with sufficient time for the firm to appeal the denial of prequalification.

E. REVIEW OF APPLICATION – CM AT RISK PROJECTS

1. Prequalification Committee – The construction manager and the School Prequalification Official shall agree upon the members of the construction manager’s Prequalification Committee. The superintendent or designee shall not be on the Prequalification Committee. The construction manager’s Prequalification Committee will review prequalification applications submitted by the firms and will determine the firm’s prequalification eligibility for the CM at Risk project.
2. Review of Applications – The construction manager’s Prequalification Committee and the School Prequalification Official shall agree upon an objective assessment

process. The construction manager and the School Prequalification Official shall develop prequalification criteria, including prequalification scoring values and the minimum required score to be prequalified for the project. The prequalification criteria shall not require the firm to have previously been awarded a construction or repair project by the construction manager or the school system. The construction manager's Prequalification Committee shall approve or deny the applications in accordance with the prequalification criteria and scoring system.

3. Notice of Decision – The firms shall be promptly notified of the construction manager's Prequalification Committee's decision, including the reason for denial, via e-mail. Notice shall be provided prior to the opening of bids for the project and with sufficient time for the firm to appeal the denial of prequalification.

F. APPEALS PROCEDURE

The firm may appeal from the denial of prequalification as noted below:

1. Written Appeal – A written appeal may be filed via hand-delivery or e-mail to the applicable Prequalification Committee within three business days of receipt of notice that the firm has been denied prequalification. The written appeal shall clearly articulate the reasons why the firm is contesting the denial and attach all documents and additional information supporting the firm's position. The Prequalification Committee may contact the firm regarding the information provided prior to ruling on the appeal. If the Prequalification Committee is satisfied that the firm should be prequalified, the firm shall be notified that it is prequalified to bid on the project and allowed to participate in the bid process. If the Prequalification Committee upholds its denial, the firm shall be promptly notified in writing via e-mail.
2. Hearing – The firm may appeal the Prequalification Committee's decision on the written appeal by requesting a hearing before the superintendent or designee via hand-delivery or e-mail within three (3) business days of the receipt of the Prequalification Committee's decision. The hearing shall be held within five (5) business days. The firm shall not be allowed to submit additional information without the written consent of the superintendent or designee. The firm shall be allowed thirty (30) minutes for the hearing. In the event the superintendent or designee is unable to hold a hearing in a timely manner, he/she may designate a school official to handle the appeal.
3. Decision – For projects bid by the school system, the decision of the superintendent or designee or designee shall be final, and the firm shall be promptly notified of the decision via e-mail. For CM at Risk projects, the superintendent or designee shall notify the construction manager of its recommended decision. The construction manager shall review the recommended decision and issue a final decision to the school system and firm. In the event the construction manager rejects a recommendation from the superintendent or

designee to prequalify the firm, the construction manager shall provide a written explanation of the denial to both the superintendent or designee and the firm.

4. General Rules for Appeals – Firms submitting applications shall be provided an e-mail address for communication with the construction manager or school system during the appeal process. The firm shall provide at least two e-mail addresses for use by the school system or construction manager in communicating with the firm. All appeals shall be completed prior to the date and time for the receipt and opening of bids.

| Legal References: G.S. 143-128.1, -129, and -135.8; G.S. 147; art. 6E, art 6G

Adopted: April 13, 2015

| Revised: May 9, 2016;

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

A. STANDARDS FOR PARTICIPATION IN CONSTRUCTION CONTRACTS

All contracts formally or informally bid will be awarded to the lowest responsible bidder, taking into consideration quality, performance, reliability, and the time specified in the bids for performance of the contract. Contracts will contain a provision stating that the contractor and contractor's subcontractors, if any, must comply with the requirements of G.S. Chapter 64, Article 2. Prior to bidding, contractors may be required to prequalify if the board has elected to use this process. No contract may be entered into with a restricted company, as listed by the state treasurer in accordance with G.S. 147, art. 6E or 6G, except as permitted by those laws. ~~For all contracts valued at \$1,000 or more, the board will require each bidder or vendor to certify that it is not listed on the state treasurer's Final Divestment List or Iran Parent and Subsidiary Guidance list, as required by G.S. 147, Article 6E, and that it will not engage subcontractors who are on either list.~~

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

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

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

B. BIDDING METHODS

The board may request bids for contracts for building projects using single prime, multi-prime (separate prime), construction management at-risk, dual bidding, design-build, design-build bridging, and public-private partnership methods, as permitted by law. The

superintendent shall make a recommendation to the board as to the method(s) that should be used for a particular project.

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

C. FORMAL BIDDING

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

D. INFORMAL BIDDING

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

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

E. APPROVAL

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

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

F. RECORDS AND REPORTING REQUIREMENTS

Records of all informal or formal bids received will be maintained and will be available for public inspection. Such records should include the date the bid is received, from whom it is received, and what project it is for. The records will document why the selected contractor was the lowest responsive, responsible bidder if the contractor was not the low bidder.

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

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

G. DISPUTE RESOLUTION PROCESS

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

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

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

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

Adopted: April 11, 2016

Revised: May 9, 2016; November 14, 2016;

LOCAL PURCHASING REQUIREMENTS FOR EQUIPMENT, MATERIALS AND SUPPLIES

Policy Code: **6440**

~~All purchases of equipment, materials and supplies will be made in accordance with applicable laws and regulations, including Chapter 143 Article 8 of the North Carolina General Statutes, board policy and any school system purchasing procedures. For purchases and contracts valued at \$1,000 or more, the board will obtain certification from each bidder or vendor affirming that it is not listed on the state treasurer's "Final Divestment List," as required by G.S. 147, Article 6E. All employees involved in purchasing must be familiar with these requirements.~~

~~When competitive bidding is not required, purchases should be made under conditions that foster competition among potential vendors. Purchasing decisions should be made after considering price, quality, suitability for specified need, energy costs when applicable under policy 6445/6535 Energy Efficiency, and timeliness of delivery and performance. The Watauga County Board of Education (the "board") will not enter into a contract with any supplier or contractor when performance on any previous contract has been found to be unsatisfactory by the superintendent or the board.~~

~~Records of all informal bids will be kept but will not be available for public inspection until the contract has been awarded. Such records should include the date the bid is received, from whom it is received, and for what item it is made.~~

~~Legal References: G.S. 115C 36, 522; 143, art. 8; 143-129, 129.9, 131, 135.9; 147, art. 6E~~

~~Cross References: Contracts with the Board (policy 6420), State Purchasing Requirements for Equipment, Materials and Supplies (policy 6430), Energy Efficiency (policy 6445/6535)~~

~~Adopted: February 8, 2016~~

~~Revised: May 9, 2016; July 11, 2016~~

~~Rescinded:~~

A. SELECTION AND EVALUATION

The superintendent shall select and the Watauga County Board of Education (the "board") will approve a school finance officer. The finance officer serves at the pleasure of the superintendent. The superintendent shall evaluate the finance officer to help ensure that all duties as required by law, board policy, and/or the superintendent are met.

B. DUTIES

The school finance officer provides critical services for the effective planning and use of fiscal resources. The school finance officer shall be responsible to the superintendent for:

1. keeping the accounts of the school system in accordance with generally accepted principles of governmental accounting, board policy, the rules and regulations of the State Board of Education, and the rules and regulations of the Local Government Commission;
2. giving the preaudit and disbursements certificates required by G.S. 115C-441(a1) and (d1), respectively, and establishing procedures to assure compliance with the preaudit requirements;
3. approving or disapproving a disbursement, in accordance with G.S. 115C-441(b), when a bill, invoice, or other claim is presented and establishing procedures to assure compliance with all applicable legal requirements for disbursements;
4. signing and issuing all checks, drafts, and state warrants by the school system;
5. investing the cash balance of any funds, subject to board policy 8110, Budget Resolution;
6. receiving and depositing all moneys accruing to the school system;
7. preparing and filing a statement of the financial condition of the school system as often as requested by the superintendent;
8. preparing and filing a statement of the financial condition of the school system when requested by the board of education or the board of county commissioners, but only if such requests are in writing and copied to the superintendent;
9. providing a copy to the board and notice to the county commissioners of any report received from the Teachers' and State Employees' Retirement System containing a list of employees whose retirement in the upcoming year would likely result in an assessment to the board for additional employer contribution;

- 9-10. performing such other duties as may be assigned by law, by the superintendent, or by rules and regulations of the State Board of Education and the Local Government Commission;
- ~~10-11.~~ submitting reports to the Secretary of the Local Government Commission as required by law;
- ~~11-12.~~ receiving and accounting for all clear proceeds of fines, penalties, and forfeitures and notifying the superintendent and board of such funds;
- ~~12-13.~~ reviewing school improvement plans that provide for the transfer of funds between funding allotments or lease purchase contracts;
- ~~13-14.~~ evaluating all continuing contracts, including the principal and interest to be paid, and making recommendations to the superintendent and reports to the superintendent and board as provided in board policy 6425, Continuing Contracts;
- ~~14-15.~~ assisting the superintendent in the development of the budget;
- ~~15-16.~~ prescribing the form and detail of records maintained by the school treasurer;
- ~~16-17.~~ making salary deductions as provided in policy 7620, Payroll Deductions;
- ~~17-18.~~ maintaining custody of the facsimile signature device as provided in policy 8330, Facsimile Signatures; and
- ~~18-19.~~ maintaining custody of insurance policy and programs as provided in policy 8340, Insurance.

C. FIDELITY BOND

The finance officer shall carry a true accounting and faithful performance bond as provided in board policy 8530, Fidelity Bonds.

Legal References: G.S. 115C-105.25, -435, -436, -441, -442, -443, -445, -446, -448, -452, -528

Cross References: Continuing Contracts (policy 6425), Payroll Deductions (policy 7620), Budget Resolution (policy 8110), Facsimile Signatures (policy 8330), Insurance (policy 8340), Fidelity Bonds (policy 8530)

Adopted: February 8, 2016

Replaces: Policy 6.04, Management of Funds (in part)

Revised:

PUBLIC PARTICIPATION AT BOARD MEETINGS

Policy Code: **1410**

Watauga County Board of Education (the "board") meetings are conducted for the purpose of carrying on the official business of the school system. The public is cordially invited to attend board meetings to observe the board as it conducts its official business.

The board of education, as an elected representative body of the school system, also wishes to provide a forum for citizens to express interests and concerns related to the school system. In order that the board may conduct an orderly meeting while providing an opportunity for input, individuals or groups may be heard by the board in accordance with this policy or subsection D.2 of policy 1400, Board Meetings, which addresses public hearings.

A. REQUESTS TO PLACE ITEM ON THE AGENDA

In order that the board may fairly and adequately discharge its overall responsibility, citizens desiring an item to be placed on the agenda for a specific board meeting should direct written requests to the superintendent at least six working days prior to the meeting.

The request should include:

1. the name and address of the person or persons making the request;
2. the organization or group, if any, represented; and
3. a brief explanation of the nature of the item. Questions and/or materials to be presented to the board are to be submitted along with the request. ~~Additional items may be added to the agenda by the board on a two-thirds vote of the board members.~~

The superintendent shall confer with the chairperson of the board concerning whether to approve placing the requested item on the agenda and to determine the appropriate meeting for such discussion. The superintendent, with the consent of the board chairperson, shall accept or deny a request for inclusion on the agenda for any reason determined appropriate by the superintendent and chairperson.

The superintendent shall notify the requesting party of the response to the request. If the request is denied, the superintendent shall explain any other processes available for addressing the concerns. (See Section C, Reports of Complaints, below.) ~~Upon request immediately before or during the meeting, At the meeting,~~ the board may, by majority vote and notwithstanding prior denial by the superintendent, add an item to the agenda before the agenda is adopted. ~~consent to hear the party's presentation by adding it to the agenda before the agenda is adopted.~~ After the agenda has been adopted, a two-thirds vote is required to add a new ~~the~~ item to the agenda.

The chairperson shall establish the amount of time for individual or group presentations.

B. PUBLIC COMMENT

Each month, ~~a-the first part of at least one regularly scheduled board meeting will be set aside for citizens to address the board through public comment. Each speaker will receive three minutes to present comments; however, the public comment session will not exceed 30 minutes total except by majority vote of the board.~~ A Public Comment sign-up sheet will be available 30 minutes before the meeting begins in the board room for any individual or group to indicate their desire to address the board. Any individual or group who wishes to address the board must sign the sheet and complete and submit a written Request to Make Public Comments form to the board chair or superintendent through the board assistant, prior to the start of the meeting. During the public comment period, the board chair will recognize speakers in the order in which they signed in. Substitute speakers will not be permitted, and speakers may not donate any portion of their time to another speaker. If a speaker is unable to present all of his or her information within the specified time limit, the speaker may provide the board with the additional information in written form. If an unusually large number of people requests to speak, a majority of the board may decide to reduce the time for each individual or to require the designation of a spokesperson for each group of persons supporting or opposing the same positions.~~The chairperson will decide the amount of time devoted to public comments. At any time, the board may establish~~ As requested by the board, the superintendent shall develop additional procedures to ensure that public comment sessions proceed in an efficient and orderly manner. Each individual or group (10 or more) is limited to three minutes to speak. In the interest of efficiency and fairness, a group (10 or more) sharing the same opinion should select one spokesperson to represent the group (10 or more) before the board. The chairperson of the board may allow up to five minutes of public comment by an individual or group if deemed necessary.

Speakers should understand that public comment is not a time for asking questions or receiving feedback from board members. Board members will not respond to individuals who address the board except to request clarification of points made by the presenter.

Speakers will refrain from discussion of any of the following: Items which are closed session matters including, but not limited to, the attorney-client privilege, anticipated or pending litigation, property acquisition or liquidation or complaints about specific employees and students in open session. This is in accordance with G.S. 115C-321 and the Open Meetings Law, which protects students' and employees' records.

Any member of the board or the superintendent may reject, postpone, or halt any speaker or subject listed for public comment based on the guidelines and requirements for public comment set forth in law or board policy.

Except in cases of emergency, information received during presentations will not be acted upon at the time it is received. It will take unanimous vote of the board members

present to take action on a presentation considered to be of an unusual or emergency nature at the time it is presented.

Disruptions by any person or persons of a public meeting will be subject to action in accordance with G.S. 143-318.17.

If the board does not hold a regular meeting during a month, the board will not provide a time for public comment at any other meeting held during that month, unless a majority of the board votes to allow public comment at the meeting or unless the purpose of the meeting is a public hearing.

C. REPORTS OF COMPLAINTS

Complaints about the performance of school personnel, implementation of board policy, the quality of the educational program or school facilities should be submitted initially for a response to the school system official responsible for the program or facility or to the superintendent. The superintendent or designee shall make available this policy and other relevant grievance procedures to any individual or group submitting a complaint.

Legal References: G.S. 143-318.10 and -318.17; 115C-36, -51

Cross References: Student and Parent Grievance Procedure (policy 4010), Responding to Complaints (policy 5060), Role of Board Members in Handling Complaints (policy 1322), Board Meetings (policy 1400), Board Meeting Agenda (policy 1430)

Adopted: November 9, 2015

Replaces: Board policy 1.04, Procedures for Board Meetings

Revised:

The Watauga County Board of Education (the “board”) reserves to itself the functions of developing and revising policies for the school system. The formation and adoption of policies will constitute the primary method through which the board exercises its leadership in the operation of the school system. All policy decisions will be made while keeping in mind the board’s objective to provide students with the opportunity to receive a sound basic education.

Board policy is applicable to all schools and programs within the school system unless the board directs otherwise in an individual policy. However, unless otherwise directed by the board, the superintendent may exempt any school designated as a restart model authorized by G.S. 115C-105.37B(a)(2) from any board policy requirements that correspond to a state statute or rule from which restart schools are exempted by law.

A. POLICY DEVELOPMENT

Any Watauga County Board of Education (the “board”) member, individual, group of citizens, student, or employee may initiate proposals for new policies or changes to existing policies. The initiator must refer the suggestions to the superintendent for study prior to public discussion of the proposal and board action.

As appropriate in the development of proposed policies, the superintendent shall seek input from the board attorney, other professionals, school system personnel, parents, students and citizens.

B. ADOPTION OF POLICIES

Policies may be proposed for adoption, amendment or repeal at any Watauga County Board of Education (the “board”) meeting by any member of the board or by the superintendent. A request to place the proposed policy on the agenda must be made in accordance with board policy.

New and revised policies will normally go through separate readings at two consecutive board meetings before approval. However, the board may waive second reading and approve a policy at first reading when the board determines this action is warranted by exceptional circumstances or when policy revisions are technical or otherwise non-substantive.

Temporary approval to follow a new or revised policy may be granted by the board in lieu of formal policy approval when necessary due to emergency conditions or special events that will take place before formal action can be taken.

During discussion of a policy proposal, the views of the public, parents, students and staff will be considered. Board members may propose amendments. An amendment will not require that the policy go through an additional reading except as the board determines that the amendment needs further study and that an additional reading would be desirable. The board must adopt by majority vote, and the superintendent must record the policy in the minutes of the board meeting in order for the policy to be considered official board policy.

Unless otherwise specified by the board, a policy is effective as of the date it is adopted by the board.

No policy formally adopted by the board of education may be revised or rescinded except by majority vote in accordance with policy 1442, Voting Methods.

C. DISSEMINATION AND PRESERVATION OF POLICIES

The superintendent shall establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Watauga County Board of Education (the “board”) and any accompanying administrative procedures or memoranda.

All policies adopted by the board of education will be maintained in both electronic and physical form. The electronic form shall be accessible through the school system website. The physical form shall be kept in a policy manual that will constitute a public record that will be open for inspection at the board of education offices during regular office hours. The board will endeavor to keep both the electronic policies on the website and the physical policy manual updated with the most recent policies adopted by the board. Any discrepancies between the policies on the website and in the physical manual shall be resolved in accordance with the board’s most recent action on the policy.

The superintendent shall ensure that all board members and employees have convenient access to copies of the board’s policies.

All physical policy manuals distributed remain the property of the board, will be deemed to be “on loan” to any person or organization, and are subject to recall at any time deemed necessary for purpose of amendment, rescission or recodification.

D. REVIEW AND EVALUATION OF POLICIES

The Watauga County Board of Education (the “board”) assigns to the superintendent the responsibility of continued review and evaluation of the policies adopted by the board and of bringing to the board’s attention the need for adopting, amending, updating or rescinding any particular policy.

The superintendent has the authority to make to any existing policies technical and conforming changes necessitated by changes in state and federal law. Such changes are effective immediately subject to ratification by the board at its next regular meeting.

The superintendent is responsible for the dissemination of updated, revised and newly adopted policies to all holders of policy manuals.

E. SUSPENSION OF POLICIES

The operation of any section or sections of Watauga County Board of Education (the “board”)

policies not established by law or contract may be suspended temporarily by a majority vote of board members present at a board meeting held in compliance with law and board policy.

Legal References: G.S. 115C-36, -47, -105.37B(a)(2); *Leandro v. State*, 346 N.C. 336 (1997)

Cross References: Board Meetings Agenda (policy 1430), Voting Methods (policy 1442)

Adopted: November 9, 2015

Replaces: Board policy 1.05, Development and Administration of Board Policy

Revised: January 28, 2016; July 10, 2017;

The Watauga County Board of Education (the “board”) is the sole entity authorized to execute formal contracts between the school system and any firm or person offering to provide materials, equipment, or services to the school system. Creditors are on notice that the board may choose not to honor contracts entered into by school or school system officials without authority to enter into contracts.

A. AUTHORIZATION TO ENTER INTO CONTRACTS

No contract requiring the expenditure of funds may be entered into unless the budget resolution adopted pursuant to policy 8110, Budget Resolution, authorizes the expense and there is a sufficient unencumbered balance to pay the amount to be disbursed. (See policy 6421, Pre-Audit Certification.) No contract may be entered into with a restricted company person or entity, as listed by that is on the state treasurer’s in accordance with G.S. 147, art. 6E or 6G, Final Divestment List or Iran Parent and Subsidiary Guidance list, except as permitted by those laws G.S. 147, art. 6E.

Any contract involving expenditures in excess of \$90,000 must be approved in advance by the board unless provided otherwise in board policy. (Approval requirements for construction and repair contracts are established in policy 9120, Bidding for Construction Work.) Unless otherwise prohibited by statute or regulation, the superintendent or designee is authorized to enter into contracts or approve amendments to contracts involving amounts up to \$90,000. However, change orders for construction and repair contracts are subject to the requirements of policy 9030, Facility Construction, not this provision.

To provide greater flexibility at the school level, the superintendent also may establish circumstances in which principals may enter contracts involving amounts up to \$5,000. The superintendent, with appropriate involvement of the finance officer, shall establish any procedures necessary to ensure fiscal accountability and reporting by principals who enter into contracts.

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

B. CONTRACT FORMS

The board attorney shall review any contract forms developed for use by a school or the school system.

C. LEASE PURCHASE CONTRACTS

The finance officer must approve any request to enter lease purchase contracts as authorized by G.S. 115C-528, regardless of the dollar amount. After considering the

principal and amount of interest, the superintendent must determine that the lease purchase is a fiscally prudent choice that is consistent with board policy.

The finance officer shall provide the board with periodic reports on lease purchase contracts, including the amount of the principal, interest paid, and the amount of the outstanding obligation.

D. OTHER APPLICABLE POLICIES AND LAWS

Purchases may be made through the State Division of Purchase and Contract in accordance with the Division's rules and regulations, as authorized by G.S. 115C-522.

All contracts involving construction or repair work or purchase of apparatus, supplies, materials, or equipment must be undertaken in compliance with Chapter 143 of the North Carolina General Statutes, except as provided elsewhere by state law. Contracts must also comply with applicable board policies, including, but not limited to, policies 6430, State Purchasing Requirements for Equipment, Materials, and Supplies; ~~6440, Local Purchasing Requirements for Equipment, Materials, and Supplies;~~ 6450, Purchase of Services; 9030, Facility Construction; 9110, Use and Selection of Architects, Engineers, Surveyors, and Construction Managers At Risk; and 9120, Bidding for Construction Work.

All contracts subject to the E-Verify requirement will contain a provision stating that the contractor and the contractor's subcontractors must comply with the requirements of Article 2 of Chapter 64 of the General Statutes.

Legal References: G.S. 64, art. 2; 115C-36, -47, -264, -440, -441, -522, -528; 143-49 and art. 8; 147; art. 6E, art. 6G

Cross References: Pre-Audit Certification (policy 6421), ~~State Purchasing Requirements for Equipment, Materials, and Supplies (policy 6430),~~
~~Local Purchasing Requirements for Equipment, Materials, and Supplies (policy 6440),~~ Purchase of Services (policy 6450), Budget Resolution (policy 8110), Facility Construction (policy 9030), Use and Selection of Architects, Engineers, Surveyors, and Construction Managers At Risk (policy 9110), Bidding for Construction Work (policy 9120)

Adopted: February 8, 2016

Revised: May 9, 2016; November 14, 2016;

The Watauga County Board of Education (the “Board”) recognizes the importance of establishing a clear contractual relationship with teachers employed by the school system. All teacher employment contracts entered into by the Board will meet the requirements of state law and State Board of Education policy. Nothing in this policy is intended to grant or confer any employment rights beyond those existing in law.

For the purposes of this policy, the term “teacher” is defined as a person who meets the requirements of G.S. 115C-325.1(6). An individual who is employed under a part-time teacher contract does not meet this definition of teacher; however, the Board’s performance expectations established in this policy apply to such individuals.

A. TEACHER PERFORMANCE EXPECTATIONS

Teachers are responsible for facilitating student learning in a safe and orderly environment in which students become college and career ready. Teachers must be familiar with the current statewide instructional standards for their teaching assignment and able to teach the curriculum effectively. The Board expects teachers to meet all performance standards established by the Board, state law, and State Board of Education policy, and pursue professional development as provided in policy 1610/7800, Professional and Staff Development. Employment contracts for teaching will be granted or renewed only for individuals of proven ability who strive for excellence.

B. SUPERINTENDENT’S RECOMMENDATION

The Board will employ teachers upon the recommendation of the superintendent. The superintendent is expected to be able to substantiate with supporting information any recommendation for a new or renewed contract for an applicant or current teacher. The superintendent’s recommendation for a new or renewed contract must include the length of the term of the contract, which must be consistent with state law and Board requirements as described in Section C, below. The Board will follow a recommendation of the superintendent regarding the length of the contract that is consistent with law and this policy unless specific circumstances justify offering the teacher a contract of a different term. In considering the superintendent’s recommendation, the Board may review any information that was in the teacher’s personnel file at the time of the superintendent’s recommendation.

C. DETERMINATION OF CONTRACT LENGTH

This section applies when the superintendent has decided to recommend that the Board offer a teacher a new or renewed contract. For information regarding a decision by the superintendent not to recommend that the Board offer a teacher a renewed contract, see policy 7950, Non-Career Status Teachers: Nonrenewal.

A new or renewed contract will be for a term of one school year unless the teacher meets the following criteria for a four-year contract at the time of contract offer.

To be recommended for a four-year contract, a teacher must meet all of the following:

1. have been employed by the Board as a teacher for at least the last three consecutive years;
2. have received a rating of at least “proficient” on all standards on the two most recent annual summative evaluations;
3. not be on a growth, improvement, or corrective action plan currently and not have been on any such plan at any time during the current or previous school year;
4. not have received a reprimand, demotion, suspension without pay, or other disciplinary consequence during the current or previous school year;
5. not have other relevant performance information in his or her personnel file that would support a decision to disqualify the teacher from a multi-year contract; and
6. By meeting at least two of the following qualifications:
 - a. have received a rating of at least “accomplished” on a majority of the standards on the evaluation instrument in the most recent annual evaluation;
 - b. as reported to the board of education by September 30th, be licensed in an area in which the school system is experiencing difficulty recruiting qualified applicants for a posted position or that is otherwise in high demand, as determined by the superintendent or designee;
 - c. be licensed in multiple areas;
 - d. have received a measure of “met expected growth” or “exceeded growth” as determined by state assessment data in two of the last three years;
 - e. be National Board for Professional Teaching Standards (NBPTS) certified;
 - f. have earned a master’s degree or higher in an area deemed relevant to the teacher’s professional role by the superintendent or designee;
 - g. have served in an advanced leadership role during at least one of the last four years, such as mentor teacher, department chair, leading

professional development, grade-level chair, or school improvement team member; or

- h. be currently performing extra-duty services as described in policy 7405, Extracurricular and Non-Instructional Duties, such as serving as a coach or a faculty sponsor for a student extracurricular club.

D. DISMISSAL AND NONRENEWAL

This policy is not intended to limit the superintendent's discretion to recommend dismissal, demotion, or nonrenewal of any teacher in accordance with law and Board policy. Any employee who does not meet the performance or other standards of the Board, the standards of state law or the State Board of Education, or the terms of the employment contract may be subject to demotion or dismissal, as provided in policy 7930, Professional Employees: Demotion and Dismissal, or to nonrenewal, as provided in policy 7950, Non-Career Status Teachers: Nonrenewal.

Legal References: G.S. 115C-36, -47(18), -325.1, -325.3 through -325.13; S.L. 2013-360; State Board of Education Policy BENF-009

Cross References: Professional and Staff Development (policy 7800), Hearings Before the Board (policy 1600), Recruitment and Selection of Personnel (policy 7100), Evaluation of Licensed Employees (policy 7810), Professional Employees: Demotion and Dismissal (policy 7930), Non-Career Status Teachers: Nonrenewal (policy 7950)

Adopted: April 13, 2015

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

The Watauga County Board of Education (the “Board”) recognizes the importance of establishing a clear contractual relationship with teachers employed by the school system. All teacher employment contracts entered into by the Board will meet the requirements of state law and State Board of Education policy. Nothing in this policy is intended to grant or confer any employment rights beyond those existing in law.

For the purposes of this policy, the term “teacher” is defined as a person who meets the requirements of G.S. 115C-325.1(6). An individual who is employed under a part-time teacher contract does not meet this definition of teacher; however, the Board’s performance expectations established in this policy apply to such individuals.

A. TEACHER PERFORMANCE EXPECTATIONS

Teachers are responsible for facilitating student learning in a safe and orderly environment in which students become college and career ready. Teachers must be familiar with the current statewide instructional standards for their teaching assignment and able to teach the curriculum effectively. The Board expects teachers to meet all performance standards established by the Board, state law, and State Board of Education policy, and pursue professional development as provided in policy 1610/7800, Professional and Staff Development. Employment contracts for teaching will be granted or renewed only for individuals of proven ability who strive for excellence.

B. SUPERINTENDENT’S RECOMMENDATION

The Board will employ teachers upon the recommendation of the superintendent. The superintendent is expected to be able to substantiate with supporting information any recommendation for a new or renewed contract for an applicant or current teacher. The superintendent’s recommendation for a new or renewed contract must include the length of the term of the contract, which must be consistent with state law and Board requirements as described in Section C, below. The Board will follow a recommendation of the superintendent regarding the length of the contract that is consistent with law and this policy unless specific circumstances justify offering the teacher a contract of a different term. In considering the superintendent’s recommendation, the Board may review any information that was in the teacher’s personnel file at the time of the superintendent’s recommendation.

C. DETERMINATION OF CONTRACT LENGTH

This section applies when the superintendent has decided to recommend that the Board offer a teacher a new or renewed contract. For information regarding a decision by the superintendent not to recommend that the Board offer a teacher a renewed contract, see policy 7950, Non-Career Status Teachers: Nonrenewal.

A new or renewed contract will be for a term of one school year unless the teacher meets the following criteria for a four-year contract at the time of contract offer.

To be recommended for a four-year contract, a teacher must meet all of the following:

1. have been employed by the Board as a teacher for at least the last three consecutive years;
2. have received a rating of at least “proficient” on all standards on the two most recent annual summative evaluations;
3. not be on a growth, improvement, or corrective action plan currently and not have been on any such plan at any time during the current or previous school year;
4. not have received a reprimand, demotion, suspension without pay, or other disciplinary consequence during the current or previous school year;
5. not have other relevant performance information in his or her personnel file that would support a decision to disqualify the teacher from a multi-year contract; and

D. DISMISSAL AND NONRENEWAL

This policy is not intended to limit the superintendent’s discretion to recommend dismissal, demotion, or nonrenewal of any teacher in accordance with law and Board policy. Any employee who does not meet the performance or other standards of the Board, the standards of state law or the State Board of Education, or the terms of the employment contract may be subject to demotion or dismissal, as provided in policy 7930, Professional Employees: Demotion and Dismissal, or to nonrenewal, as provided in policy 7950, Non-Career Status Teachers: Nonrenewal.

Legal References: G.S. 115C-36, -47(18), -325.1, -325.3 through -325.13; S.L. 2013-360; State Board of Education Policy BENF-009

Cross References: Professional and Staff Development (policy 7800), Hearings Before the Board (policy 1600), Recruitment and Selection of Personnel (policy 7100), Evaluation of Licensed Employees (policy 7810), Professional Employees: Demotion and Dismissal (policy 7930), Non-Career Status Teachers: Nonrenewal (policy 7950)

Adopted: April 13, 2015

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

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For the purposes of this policy, the term "teacher" is defined as a person who meets the requirements of G.S. 115C-325.1(6). An individual who is employed under a part-time teacher contract does not meet this definition of teacher; however, the Board's performance expectations established in this policy apply to such individuals.

A. TEACHER PERFORMANCE EXPECTATIONS

Teachers are responsible for facilitating student learning in a safe and orderly environment in which students become college and career ready. Teachers must be familiar with the current statewide instructional standards for their teaching assignment and able to teach the curriculum effectively. The Board expects teachers to meet all performance standards established by the Board, state law, and State Board of Education policy, and pursue professional development as provided in policy 1610/7800, Professional and Staff Development. Employment contracts for teaching will be granted or renewed only for individuals of proven ability who strive for excellence.

B. SUPERINTENDENT'S RECOMMENDATION

The Board will employ teachers upon the recommendation of the superintendent. The superintendent is expected to be able to substantiate with supporting information any recommendation for a new or renewed contract for an applicant or current teacher. The superintendent's recommendation for a new or renewed contract must include the length of the term of the contract, which must be consistent with state law and Board requirements as described in Section C, below. The Board will follow a recommendation of the superintendent regarding the length of the contract that is consistent with law and this policy unless specific circumstances justify offering the teacher a contract of a different term. In considering the superintendent's recommendation, the Board may review any information that was in the teacher's personnel file at the time of the superintendent's recommendation.

C. DETERMINATION OF CONTRACT LENGTH

This section applies when the superintendent has decided to recommend that the Board offer a teacher a new or renewed contract. For information regarding a decision by the superintendent not to recommend that the Board offer a teacher a renewed contract, see policy 7950, Non-Career Status Teachers: Nonrenewal.

A new or renewed contract will be for a term of one school year unless the teacher meets the following criteria for a four-year contract at the time of contract offer.

To be recommended for a four-year contract, a teacher must meet all of the following:

1. have been employed by the Board as a teacher for at least the last three consecutive years;
2. have received a rating of at least “proficient” on all standards on the two most recent annual summative evaluations;
3. not be on a growth, improvement, or corrective action plan currently and not have been on any such plan at any time during the current or previous school year;
4. not have received a reprimand, demotion, suspension without pay, or other disciplinary consequence during the current or previous school year;
5. not have other relevant performance information in his or her personnel file that would support a decision to disqualify the teacher from a multi-year contract; and
6. By meeting at least two of the following qualifications:
 - a. have received a rating of at least “accomplished” on a majority of the standards on the evaluation instrument in the most recent annual evaluation;
 - b. as reported to the board of education by September 30th, be licensed in an area in which the school system is experiencing difficulty recruiting qualified applicants for a posted position or that is otherwise in high demand, as determined by the superintendent or designee;
 - c. be licensed in multiple areas;
 - d. have received a measure of “met expected growth” or “exceeded growth” as determined by state assessment data in two of the last three years;
 - e. be National Board for Professional Teaching Standards (NBPTS) certified;
 - f. have earned a master’s degree or higher in an area deemed relevant to the teacher’s professional role by the superintendent or designee;
 - g. have served in an advanced leadership role during at least one of the last four years, such as mentor teacher, department chair, leading

professional development, grade-level chair, or school improvement team member; or

- h. be currently performing extra-duty services as described in policy 7405, Extracurricular and Non-Instructional Duties, such as serving as a coach or a faculty sponsor for a student extracurricular club.

D. DISMISSAL AND NONRENEWAL

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