



Watauga County Board of Education

OFFICE OF THE SUPERINTENDENT
MARGARET E. GRAGG EDUCATION CENTER
P.O. BOX 1790 BOONE N.C. 28607

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

WATAUGA COUNTY BOARD OF EDUCATION MEETING MONDAY October 9, 2017 5:30 P.M.

- 5:30 1. **CALL TO ORDER** Board Chair
- 5:32 2. **CLOSED SESSION**
- A. Approval of Minutes
 - B. Reportable Offenses –N.C.G.S.115C-288(g)
 - C. Personnel – N.C.G.S.143-318.11(a)(6)
- 6:00 3. **OPEN SESSION/MOMENT OF SILENCE** Board Chair
- 6:03 4. **DISCUSSION AND ADJUSTMENT OF AGENDA** Board Chair
- 6:05 5. **PUBLIC COMMENT** Board Chair
- Note: Anyone who wishes to address the Board should sign the Public Comment Roster**
- 6:08 6. **SUPERINTENDENT'S REPORT** Dr. Scott Elliott
- 6:13 7. **STUDENTS' REPORT** Kelsey Marlett and Isabelle Trew
- 6:18 8. **PUBLIC RECOGNITION**
- A. National School Principal Month Dr. Scott Elliott
 - B. Servant's Heart Award Dr. Scott Elliott
 - C. NCSBA Gold Bell Award Dr. Scott Elliott
- 6:30 9. **CONSENT AGENDA** Board Chair
- A. Correction and Approval of Minutes
 - B. Budget Amendment #1
 - C. Field Trip Requests
 - D. Declaration of Surplus Property
 - E. Boone Roundball Classic Contract
 - F. Personnel Report

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

6:45 10. DISCUSSION OF FUTURE WORK SESSION TOPICS

7:00 11. POLICIES FOR FIRST READ

Dr. Scott Elliott

4110 Immunizations and Health Requirements

4125 Homeless Students

4150 School Assessments

4700 Student Records

5000 Schools and the Community

7430 Substitute Teachers

7500 Workday and Overtime

7:10 12. POLICIES FOR SECOND READ

Dr. Scott Elliott

4316-R Student Dress Code

7:15 13. BOARD OPERATIONS

Board Chair

7:20 14. BOARD COMMENTS

7:25 15. ADJOURNMENT

16. MISCELLANEOUS

Calendar Committee Minutes 9/28/17

Personnel Advisory Committee Minutes 09/25/17



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TEL: (828) 264-7190
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DATE: September 11, 2017

PRESENT:

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

TIME: 5:30 p.m.

PLACE: Margaret E. Gragg Education Center

CALL TO ORDER

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

CLOSED SESSION

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

No adjustments necessary to the agenda.

PUBLIC COMMENT

There were no public comments at the September 2017 Board meeting.

SUPERINTENDENT'S REPORT

Dr. Elliott welcomed Mr. Henries and the Board members, Ms. Isabelle Trew, and, Ms. Kelsey Marlett. He welcomed all administrators, teachers, parents, and community members.

He noted that there were several guests present for special recognition by the Board and asked everyone to remain until all students and guests had been recognized.

Dr. Elliott thanked all teachers, administrators, and staff members for a smooth start to the school year. He noted that the first three Mondays had included a solar eclipse, a holiday, and a hurricane and yet everything ran smoothly.

Dr. Elliott said a special word of thanks to the schools for their hard work in raising money for hurricane relief efforts in Texas. A few examples were "Hat days" to raise money for the Red Cross, school supply drives, and one school adopting a school in Texas. He noted that he was certain efforts would be put forth by the schools and community to aid those affected by Hurricane Irma in Florida and throughout the southeast. He spoke of the giving community of Watauga County and the many thoughts and prayers that were given on behalf of victims.

Dr. Elliott celebrated the release of state-wide student accountability results, in which Watauga continued to show strong results in many areas, including many areas where Watauga County Schools (WCS) is 1st, 2nd, 3rd, 4th, and 5th highest in the state in many categories. He noted increases in Watauga's four year cohort graduation rate, and a 91.2% graduation rate, which was the highest in (WCS) history. He stated that while there are areas in which to grow and improve, this system should also celebrate its many successes.

He said that the schools were glad to see former students return, but that WCS was especially happy to welcome so many new and additional students this year. In August, WCS expected approximately 4,629 students, but to date the number enrolled had risen to 4,645 students in pre-K through 12th grade. That number represents 155 more students than at the close of the 2016-2017 year, and 177 students greater than funding for the previous year. He stated that he was honored that so many families choose Watauga County Schools. He noted that the safe, positive, and exciting experiences offered by our schools and the outstanding WCS teachers were a great factor in many family's decisions to choose Watauga County Schools. He thanked the families and his colleagues for working toward making Watauga County Schools the best place to learn and work.

Lastly, he noted that Watauga County Schools had completed 15 days of school and 97.5 hours of instruction.

STUDENT'S REPORT

Ms. Trew spoke about eleven Watauga High teens who completed Mountain Alliance Rolling Academy during June and July during the previous summer. They completed challenging application requirements to participate, and spent five days engaged in team-building events, selling pancake breakfasts at the Farmer's Market and doing service together. This team departed for two weeks on a leadership adventure which included travel to Detroit and Flint Michigan, to the Great Lakes, and then back to Boone. Activities included learning about the Flint water crisis, volunteering and staying in a homeless shelter, volunteering on a University water quality sampling experiment, working with a craftsman to make leather journals, camping almost every night, cooking their own meals, and backpacking for four days around Lake Superior.

She also spoke about the Sustainability Club which has its highest membership ever, and has worked ceaselessly over the past few years. Thanks to their efforts, Watauga High School has become the first school in the state to be recognized as an NC Green School of Excellence.

Ms. Marlett spoke about Student Council plans for Homecoming and organizing a Fun Run hosted at Watauga High School to raise money for disaster relief in Texas.

She said that the Future Farmers of America is sponsoring a school-wide service project. The project is open to all clubs or organizations at the high school and FFA will be providing the direction, tools, and tasks.

She stated that she and Ms. Trew would be visiting the Mabel student leadership in the near future.

PUBLIC RECOGNITION

Ms. Christy Welch presented National Junior BETA Club winners who went to Orlando, FL for the National Convention. Placing 2nd at the National Convention in the Service Snapshot Division were Lindsey Sturgill, Madison Welch, Katie Ward, Logan Sturgill, Fayla Martin, Diane McGlamery. Madison Welch, received the John W. Harris National Leadership Award — the highest student award that the Junior Beta Club bestows, for her work with Hospitality House on a book *Voices from the Heart*. Mabel School has had more John W. Harris winners than any other middle school in the United States. Fayla Martin received second place in the Fiber Arts II category, and Katie Ward received 3rd place in the Sketching Division I at the North Carolina State Convention. Mr. Henries and Ms. Reese both commented on the overwhelming achievements of our students and their outstanding state and national recognitions.

Ms. Olivia Haigler, Watauga High Agriculture teacher, presented some of the Future Farmers of America State Convention participants: Sadie LaPointe, Robyn Langdon/Lisandra Mejia, and Cooper Hagaman. Fifteen students represented Watauga, with this group placing 5th in parliamentary procedure, while others competed in quiz bowl, nursery landscape, food science, and milk quality. Max Hagaman, Chapter and Regional President, also earned the distinguished award of his FFA State degree. He will be one of seven delegates representing North Carolina at the National Convention in October. Ms. Haigler stated that she was proud and blessed by her group. Mr. Henries and Dr. Elliott commented on the outstanding leadership development of FFA and the honors that the FFA club had received.

Dr. Michael Marcela presented the 2017 Exceptional Children's Teacher of Excellence award to Mrs. Erin Selle, Kindergarten teacher from Hardin Park School. She is a National Board Certified Teacher, who began her career in Henderson County before moving to Watauga. Dr. Marcella described her as a Teacher Leader, and a Math Foundation Trainer, who serves on numerous teams and committees, she was nominated for Hardin Park Teacher of the year, and teaches the first fully inclusive Kindergarten class there.

Dr. Scott Elliott, on behalf of Dr. Paul Holden, thanked the Back2School Festival Committee for their significant contribution to the well-being of the children of Watauga County. Two of the members, Kendra Sink and Sandra Ruppert, have been involved in the festival which has been in existence for 5 years through an initial collaboration of The Children's Council, Western Youth

Network, Hospitality House, and Quiet Givers. The guests in 2016 numbered 800 students, and in 2017 had grown to over 1000. All schools participated, with an increase of 50 students at the high school alone. Among the items donated for distribution to the guests were: abundant school supplies, over 800 pairs of shoes and Shoe Dept. gift cards, a pair of socks provided by Mast Store to go with each pair of shoes, 200 haircuts, food, key chain activities, face painting, and many more activities. Ms. Sink spoke of their storage unit with additional supplies for future re-supply. Walmart donated eight pallets of left-over school supplies in October 2016 for distribution at this year's festival. She shared that with tremendous community support, businesses donated over \$35,000 towards needed purchased items. The planning team is all volunteer. Mr. Henries said that it was an amazing event serving 23% of WCS students. Dr. Elliott thanked the planning committee, and faculty and staff who participated, for their flexibility and working together. He said that due to the festival, students started the school without financial burden and were well-supplied.

Dr. Elliott further recognized planning team members Kendra Sink, Sandra Ruppert, Sara Stollenmaier, Patricia Harper, and Kathy Crutchfield with the September installment of the highest honor that the WCS Board presents, the Servant's Heart Award.

CONSENT AGENDA

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

Dr. Elliott thanked the County Commissioners for the additional funds which have enabled many needed maintenance projects at our schools. The Blowing Rock drainage project was notable where drainage pipe sizes were increased from 4 inches to 12 or 18 inch pipes and should reap significant improvement and benefit to the school. He stated that Watauga Schools Principals have appreciated the Board's attention to and prioritizing of capital projects. Dr. Fenwick thanked the Budget Committee for their work. He noted that several schools had continued using the old field trip forms. Mr. Henries called the vote which was unanimous.

WATAUGA OPPORTUNITIES CONTRACT APPROVAL

Mr. Ron Henries stated that he is Vice-Chair of Watauga Opportunities and recused himself from voting. Dr. Michael Marcela presented the contract with Watauga Opportunities. He spoke about the 40 year relationship between the organization and WCS. He spoke about the value of the innovations and the CAET program and the opportunities provided to our students to make them ready for the workforce. He stated that the contract is the same as the previous year.

Approximately 100 students will be impacted, which could double in the future. Watauga Opportunities services Watauga, Ashe, Avery, Mitchell, Yancey, and Buncombe counties.

Jay Fenwick moved to approve the rates for the contract for the Watauga Opportunities program for the 17-18 year, which was seconded by Gary Childers. The vote was called and was unanimous to approve, with Mr. Henries abstaining.

WATAUGA AVERY MITCHELL YANCEY SUMMER CAMP REPORT

Ms. Emily Greer shared photographs and information about the successful 10 week summer camp for area students housed at Cove Creek School during the summer. Over 120 campers were enrolled, averaging 70-80 per day. They gardened, watched the indoor bee-hive, field trips, experienced swim days, service learning projects, nature adventures, rebuilding hiking trails, and had enrichment opportunities at Valle Crucis Park. Seven of 87 students learned and became competent at swimming. She thanked the Board for their continued support of the program which provides fun and safe activities, snacks from F.A.R.M. Café, and meals to students through the summer feeding program. Transportation was provided by a WAMY van from the eastern end of the county.

Following a brief break, the meeting resumed at 7:05.

POLICIES FOR FIRST READING

4316-R Student Dress Code

Dr. Eberle explained that this was an attempt to bring an enforceable policy to the schools. Dr. Elliott spoke about the inconsistency in “hat days” where violations are forgivable for a fee. Head-coverings (hoodies) were explained. Dr. Elliott will discuss the current policy with the high school principal, and reword the policy to be clear that it covers students while in a classroom. This will allow support for a teacher who attempts to enforce it. The Board will consider revision to the policy during second reading in October.

POLICIES FOR SECOND READING

3620	Extracurricular Activities	Dr. Wayne Eberle
4040/7310	Staff-Student Relations	
4100	Age Requirements for Initial Entry	
4120	Domicile or Residence Requirements	
7130	Licensure	
7130-R	Licensure	
7811	Plans for Growth and Improvement of Licensed Employees	

Following discussions of middle school sports, communication and prior relationship between teachers/coaches and students which existed prior to the current classroom relationship, and clarification of grammar (inclusion of a comma), a motion to approve these policies on second read was made by Jason Cornett and seconded by Jay Fenwick. The vote to approve was unanimous.

BOARD OPERATIONS

Mr. Henries identified members willing to be voting delegates at the Fall NCSBA Conference. Ms. Reese and Jason Cornett hope to attend.

COMMENTS

Dr. Fenwick commended the WCS staff for the professional development sessions, ITF sessions, and proactive planning regarding the hurricane. Ms. Reese appreciates the development available for new Assistant Principals. Jason Cornett stated that he regretted missing the Budget work session and that he appreciates the good communication that is always present. Mr. Henries stated his appreciation of Dr. Elliott's willingness to listen to concerns and accommodate the many desires of parents regarding the eclipse on the first day of school.

Dr. Elliott shared that the Standing Planning Committee of Board of Commissioners, the Superintendent, and two BOE members was being reactivated to help with school and community planning. Dr. Fenwick, Mr. Henries and Dr. Elliott will meet with Mr. Geoque and another Commissioner, perhaps Mr. Hodges. Meetings will begin soon and Dr. Elliott finds it exciting that the school system will be able to begin needed facilities improvements. Dr. Elliott will be meeting with the Commissioners at their next meeting near the end of September. Kelsey Marlett thanked the Board for allowing the student voice to be heard by allowing the Student Representative's participation in the Board Meetings. She feels that the students' best interest is being supported by the Board.

ADJOURNMENT

A motion to adjourn Open Session was made by Jay Fenwick, and seconded by Brenda Reese. The vote was unanimous to adjourn at 8:05 PM.

R. Ivan Henries, Board Chair



Dr. Scott Elliott, Superintendent



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MEMORANDUM

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

FROM: Ly Marze, Finance Officer

DATE: October 9, 2017

RE: 2017-18 Budget Amendment #1

Attached is Budget Amendment #1 that changes totals in Watauga County Schools 2017-18 adopted budget.

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

<u>Fund</u>	<u>Adopted Budget</u>	<u>Amendments</u>	<u>Amended Budget</u>
Local Current Expense	\$ 13,495,611	\$ 0	\$ 13,495,611
State Public School	26,941,351	520,826	27,462,177
Federal Grants	1,980,686	0	1,980,686
School Nutrition	1,792,100	0	1,792,100
Extended Learning Centers	447,475	0	447,475
Capital Outlay	1,671,800	492,250	2,164,050
Special Revenue	701,528	0	701,528
 Total	 \$ 47,030,551	 \$ 1,013,076	 \$ 48,043,627

Watauga County Schools
BUDGET AMENDMENT #1
October 9, 2017

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

BA #1-1 Explanation:

This amendment is to budget 2016-17 carryover Capital Outlay projects.

Appropriations:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
4.5110.076.529.000.002	Carpet/Tile	12,050
4.5110.076.529.000.006	Blowing Rock Fire Alarms	52,040
4.5110.076.529.000.007	WHS Drainage at Stadium	115,968
4.5110.076.529.000.031	Blowing Rock Drainage Issues	54,267
4.5110.901.529.067.336	House Project A 6/7	257,925
Total Appropriations		492,250

Revenues:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
4.3460.076	PSBCF - Lottery Funds	234,325
4.4910.002	Restricted Fund Balance - Voc. Ed. House	257,925
Total Revenues		492,250

BA #1-2 Explanation:

This amendment is to budget state transfers and additional state allotment dollars as reflected in DPI revisions #1-13. Reductions are due to NCVPS transfers.

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
1.5110.001.121	Classroom Teachers	(41,484)
1.5110.003.162	Non-Instructional Support	(12,285)
1.5120.014.121	Career and Technical Education - Program	2,439
1.5110.015.311	School Technology Fund	52,051
1.5350.016.121	Summer Reading Camp	71,281
1.5210.029.121	Behavioral Support	119,068
1.5110.055.411	Watauga Innovative Academy	200,000
1.6550.056.165	Transportation	48,677
1.5310.069.142	At-Risk Student Services	39
1.6400.073.311	School Connectivity	68,240
1.5110.085.462	Excellent Schools Act	12,800
1.5110.130.412	State Textbooks	(1,000)
1.5110.131.413	Textbooks and Digital Resources	1,000
Total Appropriations		520,826

Revenues:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
1.3100	State Allocation	520,826
Total Revenues		520,826

WATAUGA COUNTY FIELD TRIP REQUEST FORM

This request is for a: ___ day trip ___ out of state day trip ___ overnight trip X 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) Will Selle/Josh Ogle School: WHS
Cell phone number: (828) 553.1823 Grade(s): 7-12 Number of students: TBD 780
Departure time/date: Friday April 27th 6AM Return time/date: Sunday April 29th 9PM

Educational purpose:

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

Charleston, SC. Band & Orchestra Highlight Trip, and Participation/Competition
at the Charleston Music Festival. 4/28/18

Purpose of trip and how it relates to the curriculum: Students who have had a successful
year in Band + Orchestra will travel to Charleston SC for the weekend.
WHS music students will participate in the festival by
performing as a Symphony. We will receive a private clinic
and comments for feedback + assessment. Students will also
experience Historic Tours & Sightseeing and other tentative activities
while on the trip as well.

Supervision and Safety:

Names of all school staff chaperones: Will Selle, Josh Ogle

Names of all non-school chaperones: Chaperons TBD - Select parents of WHS students

Sponsoring Teacher Initials was (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.

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

Sponsoring teacher signature: William C. Sells Date: 9 / 26 / 17
Principal approval: C. A. B. E. Date: 9 / 27 / 17

Transportation Director approval: _____ Date: 10 / 3 / 17

Superintendent approval: _____ Date: 10 / 4 / 17

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

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Sponsoring teacher: (Print) Josh Ogle / Brandon Winbush School: WHS
Cell phone number: 865.850.0041 Grade(s): 10-12 Number of students: Pending Audition
Departure time/date: Friday 11/10 2pm Return time/date: Sun 11/12 5pm

Educational purpose:

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

Winston Salem NC, travel to NC Honors Orchestra & Chorus

Purpose of trip and how it relates to the curriculum: Student Participation in
NC Honors Orchestra & NC Honors Chorus. This is
the highest achievement of the year for student musical
competition, students perform at the NC Music Educators'
Annual Convention.

Supervision and Safety:

Names of all school staff chaperones: Josh Ogle, Brandon Winbush

Names of all non-school chaperones: _____

All chaperones have a background check completed: ☒

Sponsoring teacher initials: JO

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: County Car

(If applicable, bus request form must be attached)

Driver/s: _____ Round trip mileage: _____ # of buses needed: 0

Total cost per student \$ 0 Source of funds: _____

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

Approval/Signatures:

Sponsoring teacher signature: _____ Date: 9 / 26 / 17

Principal approval: _____ Date: 9 / 27 / 17

Required signatures if applicable:

Transportation Director approval: _____ Date: 10 / 3 / 17

Superintendent approval: _____ Date: 10 / 4 / 17

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

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

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Sponsoring teachers: C.Freeman, W.Lawrence, M.Lancaster, J.Presnell-Greene School: Hardin Park

Cell phone number: (Freeman) 828-773-7232 (Lawrence) 828-773-4370 (Lancaster) 828-231-1795 (Presnell) 828-266-3450

Grade(s): 4th Grade Number of students: 102

Departure time/date: April 18th @ 6:00 AM Return time/date: April 20th @ 6:00 PM

Educational purpose:

trip destination including city, state, and all places to be visited: (attach detailed itinerary as needed)
the North Carolina Natural Sciences Museum and the North Carolina Legislative Building located in Raleigh, North Carolina and Sound to Sea (Trinity Episcopal Center) located in Salter Path, North Carolina

Purpose of trip and how it relates to the curriculum:

Sound to Sea Curriculum meets Science Essential Standard 4.L.1.: *Understand the effects of environmental changes, adaptations and behaviors that enable animals (including humans) to survive in a multitude of habitats.* Sound to Sea provides students the opportunity to visualize, experience and explore the life of animals in their natural habitat that are starkly different from the habitats we are surrounded by here in the mountains. Students are exposed to a multitude of different habitats and a whole new way of life on the coast. Students experience the different adaptations of marine life in a unique, hands on way. At the Science Museum, students are given the opportunity to see North Carolina resources and animals from each region on display. The museum culminates our study on North Carolina. Our trip to the Legislative Building is a visual way for the students to really see what North Carolina Government looks like. In closing, the students also get the experience of truly traveling from the mountains to the sea, experiencing the changes in landscape and geography of North Carolina.

Social Studies Essential Standard 4.H.2.1: *Explain why important buildings, statues and monuments are associated with the state's history.*

Social Studies Essential Standard 4.C & G.1: *Understand the development, structure and function of North Carolina's government.*

Supervision and Safety:

Names of all school staff chaperones:

Jake Orange, Corrie Freeman, Wendy Lawrence, Meagan Lancaster, Barbara Myers

Names of all non-school chaperones: Kim Holt, Sonya Burchell

All chaperones have a background check completed: ☒

Sponsoring teacher initials: CF 3PW ML

Are all site(s) accessible to students with disabilities? ☒ yes ☐ no How will students with disabilities be accommodated for site access and transportation? Teachers have read over all IEP and 504 modifications and checked to make sure that the needs of all students are met. Alternate transportation is not needed this year.

Sponsoring Teacher Initials CF 3PW ML (If applicable) A safety/supervision plan for high risk and/or water activities has been shared with the parents. Please attach a copy of the plan to this form if applicable.

Transportation plan:

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

(If applicable, bus request form must be attached)

Driver/s: _____ Round trip mileage: 684 miles # of buses needed: 2

Charter Bus Company: Young Transportation

Total cost per student \$230.00-\$250.00 Source of funds: Students pay their own cost with fundraising available. Scholarships provided as needed.

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

Approval/Signatures:

Sponsoring teacher signature: M Lancaster Date: 09 / 28 / 17

Principal approval: Corrie Freeman Date: 9 / 28 / 17

Required signatures if applicable:

Transportation Director approval: _____ Date: 10 / 3 / 17

Superintendent approval: _____ Date: 10 / 4 / 17

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

4th Grade Sound to Sea Itinerary

Wednesday, April 18th

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

Friday, April 20th

- 9:00 AM Buses arrive at Sound to Sea
- 10:00 AM Depart Sound to Sea
- 12:00 *ish* Lunch
I-40 Exit 364 – Warsaw, NC
- TBA Snack
I-85 Exit 139 – Burlington
- 6:00 PM Arrive at Hardin Park
361 Jefferson Road, Boone NC 28607

Contact Information:

Corrie Freeman: 828-773-7232
Meagan Lancaster: 828-231-1795
Wendy Lawrence: 828-773-4370
Jessie Presnell: 828-266-3450
Sound to Sea: 252-247-7159

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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Sponsoring teacher: (Print) A. Shumb P. West School: Bethel

Cell phone number: 336-430-7080 Grade(s): 7th/8th Number of students: 30

Departure time/date: 4/11/18 6 a.m. Return time/date: 4/13/18 7:30 p.m.

Educational purpose:

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

Raleigh - NC Museum of Natural History, Capitol Tour, Museum of Natural Sciences; Wilmington - Poplar Grove Plantation, NC Aquarium, Fort Fisher State Park; Durham - Duke Lemur Center, Museum of Life Science

Purpose of trip and how it relates to the curriculum:

The Museum of Natural Sciences has several exhibits relating to weather to support standard 7.E.1. In addition the exhibits and experiments open to students at the Duke Lemur Center and the NC Aquarium have connections to 7.L.1. Our time with the Aquarium staff allows more details about 8.E.1. and the hydrosphere of North Carolina. The NC Museum of Natural History and the Poplar Grove Plantation support social studies standards including 8.H.2 and the discussion of conflict and compromise in shaping NC history.

Supervision and Safety:

Names of all school staff chaperones: Pam West, Adrienne Shumb, Jacob Beach, Brian Betts

Names of all non-school chaperones: N/A

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

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

Sponsoring Teacher Initials AE (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.

See attached

Transportation plan:

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

(If applicable, bus request form must be attached)

Driver/s: Educational Travel Tours Carolina Charters of Vale Blue Ridge
Round trip mileage: _____ # of buses needed: _____
still being calculated

Total cost per student \$ 350 Source of funds: parent contributors
and fundraising

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

Approval/Signatures:

Sponsoring teacher signature: [Signature] Date: 9 / 19 / 17

Principal approval: Brian A. Bittis Date: / /

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 9 / 26 / 17

Superintendent approval: [Signature] Date: 9 / 28 / 17

Board of Education approval: _____ Date: / /



edtravelross@aol.com
www.educationaltraveladv.com

Bethel School
NC History Tour
April 11-13, 2018

Wednesday, April 11

6:00 AM	Depart for Raleigh
10:00 AM	NC Museum of Natural History, Capital tour and Museum of Natural Sciences http://www.nchistoricsites.org/capitol/VC/sites.htm
TBD	Lunch
3:30 PM	Depart for Wilmington
6:15 PM	Dinner (Golden Corral- Wilmington)
7:45 PM	Wilmington hotel

Thursday, April 12

7:45 AM	Continental Breakfast
9:00 AM	Poplar Grove Plantation http://www.poplargrove.org/
11:30 AM	Sub Lunch (subs, chips, cookies, water)
1:00 PM	NC Aquarium (with 1 hour educational program) http://www.ncaquariums.com/fort-fisher
3:15 PM	Beach time (Ft. Fisher State Park)
4:45 PM	USS North Carolina
7:00 PM	Dinner Cici's Pizza 341 S. College Road 910-332-0281
10:00 PM	Durham hotel

Friday, April 13

6:30 AM	Continental Breakfast
9:00 AM	Duke Lemur Center http://lemur.duke.edu/
TBD	Lunch (TBD)
1:00 PM	Museum of Life Science https://www.lifeandscience.org/
4:00 PM	Depart for home (fast food dinner enroute- each person given \$6)
7:30 PM	Arrive Bethel School

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) Jennifer Lacy School: Parkway
Cell phone number: 828-719-7849 Grade(s): 4 Number of students: 60
Departure time/date: 7:00 AM Oct. 20, 2017 Return time/date: 7:00 PM
Friday

Educational purpose:

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

NC Zoo, Asheboro, NC

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

Our trip to the N.C. Zoo is a culmination activity for our science unit of study on animals. Our students learned about natural environments, the five basic needs for survival, and the physical and behavioral adaptations that enable animals to meet their needs. Visiting the zoo to observe animals in their natural habitats provides our students with the opportunity to apply their new knowledge in a real-world setting.

Supervision and Safety:

Names of all school staff chaperones: Jennifer Lacy, Haleigh Waterman, Rebecca Czerkowski

Names of all non-school chaperones: parents- TBD

All chaperones have a background check completed:

Sponsoring teacher initials: gk

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

n/a

Transportation plan:

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

(If applicable, bus request form must be attached)

(Burke Int. Tours)

Driver/s: _____ Round trip mileage: 250 # of buses needed: _____

Total cost per student \$ 25.00 Source of funds: students

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

Approval/Signatures:

Sponsoring teacher signature: Jennifer Lacey Date: 8/25/17

Principal approval: Anthony Brunk Date: 9/15/17

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 9/18/17

Superintendent approval: [Signature] Date: 9/28/17

Board of Education approval: _____ Date: 1/1/17

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) Mary Ruth Hagaman School: Valle Crucis
Cell phone number: 828-406-5270 Grade(s): 5 Number of students: 43
Departure time/date: 7:30am, 4-26-18 Return time/date: 8:30p.m., 4-27-18

Educational purpose:

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

Latta Plantation, Huntersville NC
Carowinds, Charlotte NC

Purpose of trip and how it relates to the curriculum: Latta: 5.H.1.2.- Political/Economic
and Social Aspects of Colonial life.

Carowinds: 5.P.1. Understand Force, motion and the
relationship between them

Supervision and Safety:

Names of all school staff chaperones: Mary Ruth Hagaman, Christopher King

Names of all non-school chaperones: Krystal Townsend, Katrina Shook,
Rachel and Gene Highfield

All chaperones have a background check completed: ☒

Sponsoring teacher initials: MRH

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

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

Transportation plan:

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

(If applicable, bus request form must be attached)

Driver/s: Katrina Shook or Krystal Townsend Round trip mileage: 255 # of buses needed: 1

Total cost per student \$ 175.00 Source of funds: Fundraisers, Parents

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

Approval/Signatures:

Sponsoring teacher signature: Mary Ruth Hagaman Date: 9 / 13 / 17

Principal approval: [Signature] Date: 9 / 13 / 17

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 9 / 28 / 17

Superintendent approval: [Signature] Date: 9 / 28 / 17

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) Jennifer Lacy School: Parkway
Cell phone number: 828-719-7849 Grade(s): 4 Number of students: 60
Departure time/date: 7:00 AM May 4, 2018 Return time/date: 7:30 PM
Friday

Educational purpose:

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

Raleigh, NC - History Museum, Science Museum,
Legislative Building, Capitol Building

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

The fourth grade students will visit the state's capitol building, legislative offices, history museum, and science museum. The students will experience real-world connections to the social studies and science units of study during their visit to Raleigh.

Supervision and Safety:

Names of all school staff chaperones: Jennifer Lacy, Haleigh Waterman,
Rebecca Czerkawski

Names of all non-school chaperones: parents - TBD

All chaperones have a background check completed:

Sponsoring teacher initials:

JK

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 _____ (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.

np

Transportation plan:

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

(If applicable, bus request form must be attached)

(Burke Int. Tours)

Driver/s: _____ Round trip mileage: 450 # of buses needed: _____

Total cost per student \$ 30.00 Source of funds: students

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

JK

Approval/Signatures:

Sponsoring teacher signature:

Jennifer Racy

Date:

8/25/17

Principal approval:

Cathy Burner

Date:

9/15/17

Required signatures if applicable:

Transportation Director approval:

[Signature]

Date:

9/18/17

Superintendent approval:

[Signature]

Date:

9/28/17

Board of Education approval:

Date:

____/____/____

Declaration of Surplus Items - October 2017

<u>School</u>	<u>Quantity</u>	<u>Description</u>	<u># that are Usable</u>	<u># that are Unusable</u>
Bethel	1	Igloo ICE103 Counter Top Ice Maker		1
	1	Roper 4-Burner Electric Range		1
	1	Over-the-stove Cabinet		1
	1	Island Cabinet		1
	1	White Westinghouse Refrigerator		1
	1	Hoover Vacuum Cleaner		1
	22	Desks	22	
	27	Chairs	27	
	1	Teacher Desk	1	
	1	Wooden Desk	1	
	1	Computer Desk	1	
	2	Samsung TVs	2	
	1	Dell Latitude E5420 Laptop	1	
	1	Averkey PC-TV Converter		1
	62		55	7
Blowing Rock	31	TI-81 Graphing Calculators	31	
	1	Dell Optiplex GX755 CPU	1	
	1	Dell Optiplex 745 CPU	1	
	1	HP Compaq DC7900 CPU	1	
	4	Dell 17-Inch Flat Panel Monitors	3	1
	1	Stinger MHST2000P Carpet Cleaner		1
	2	Samsung TVs	2	
	4	Magnavox TVs	4	
	1	Echo Backpack PB400 Leaf Blower		1
	1	John Deere JS63 Walk-Behind Mower		1
	47		43	4
Cove Creek	1	Merit Fitness Elliptical 715E		1
Green Valley	1	Bundy Clarinet		1
Mabel	1	Smart-Senteo Response System		1
	1	Mavica Digital Camcorder		1
	2	Digital Apple TVs		2
	4	Averkey PC-TV Converters		4
	8		0	8
Parkway	1	Conn French Horn		1
Valle Crucis	1	Simba Clarinet		1
	1	Selmer USA Clarinet		1
	1	Prelude Flute		1
	3		0	3
WHS	11	Catalyst CS-C4506-E Switches	11	
	2	Xirrus Wireless Access Points		2

1	NEC VT695 Projector		1
1	Fluke OptiView Network Analyzer		1
1	Dell Optiplex 755 CPU		1
1	Epson PowerLite 480 Projector		1
1	MacBook Air 13" Laptop	1	
1	Dell Optiplex 745 CPU		1
1	NEC NP410 Projector		1
20		12	8

Child Nutrition

3	5-Well Serving Lines	3	
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Maintenance

1	Dewalt Hammer-Drill		1
3	Milwaukee Hammer-Drills		3
1	Milwaukee Cordless Reciprocating Saw		1
1	Fluke Clamp Meter		1
1	Milwaukee Inspection Camera		1
3	Makita Circular Saws		3
1	Makita Hammer-Drill		1
1	Dewalt Wood Router		1
1	Dewalt Jig Saw		1
2	Dewalt Circular Saws		2
1	Dewalt Cordless Drill		1
1	24' Extension Ladder		1
1	Impact Driver		1
1	Impact Drill		1
1	Dewalt Grinder		1
1	Shindaiwa Leaf Blower		1
2	Shindaiwa String Trimmers		2
1	AW Sperry Clamp Meter		1
1	Dewalt Heat Gun		1
1	20' Extension Ladder		1
1	Visual Fault Finder		1
1	ProStandard Fan		1
1	A&D Counting Scale		1
1	Monarch 10' Snow Blade		1
1	Monarch 8' Snow Blade		1
1	Kut-Kwick Riding Mower		1
1	Kerosene Heater		1
1	Canon Powershot A480 Camera		1
2	Honda Push Mowers		2
1	Honda Generator		1
1	Marlow Model 2H1-9 Pump		1
1	Makita Finishing Sander		1
1	Milwaukee Sander-Grinder		1
1	Dewalt Reciprocating Saw		1
1	Milwaukee Lighting Tester		1
1	Milwaukee Light Meter		1
1	2006 John Deer Ztrak Mower		1
1	Telephone Test Set		1
2	Salt Dog Salt Spreaders		2
47		0	47



Watauga County Board of Education

OFFICE OF THE SUPERINTENDENT
MARGARET E. GRAGG EDUCATION CENTER
P.O. BOX 1790 BOONE N.C. 28607

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

CONTRACT FOR USE OF SCHOOL FACILITIES

This Contract entered into this day 9th day of October, 2017 by and between the Watauga County Board of Education (hereinafter referred to as the "Board") and Andy Eggers, West Eppley, Scott Prewitt and Stephen Poulos doing business as the Boone Roundball Classic (hereinafter referred to as the "Boone Roundball Classic").

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

1. The Board agrees to allow the Boone Roundball Classic to use the gyms at Watauga High School, Parkway School, Green Valley School, Hardin Park School, Blowing Rock School, Valle Crucis School, Cove Creek School and Mabel School to hold a basketball tournament on March 16, 2018, March 17, 2018 and March 18, 2018. On March 16, 2018, the gyms may be used between the hours of 4:30 p.m. – 11:30 p.m. On March 17, 2018, the gyms may be used between the hours of 7:00 a.m. – 11:30 p.m. On March 18, 2018, the gyms may be used between the hours of 7:00 a.m. – 5:00 p.m. No other facilities at the schools may be used by the Boone Roundball Classic except the restroom facilities closest to the gyms.
2. For its use of the gyms for its basketball tournament, the Boone Roundball Classic agrees to pay each school \$600.00 (\$4,800.00 total). In addition, the Boone Roundball Classic agrees to pay each of the seven K-8 schools \$350.00 (\$2,450.00 total) for custodial services and to pay each school \$50.00 (\$400.00 total) for janitorial supplies. Per the fee schedule for the Community Use of Watauga High School Facilities, a custodian must be present during the event with the approved fee of \$45.00 per hour. The custodian at Watauga High School will record their hours worked toward the Boone Roundball Classic (minimum of 12 hours). These sums shall be paid on or before March 23, 2018.
3. The Boone Roundball Classic agrees to pay for three (3) security officers to be geographically shared among the eight (8) school locations for all times that the tournament is in session. These should be off duty Boone Police Department officers or off duty Watauga County Sheriff's deputies. The rate of payment for the two (2) officers serving the K-8 schools shall each be \$25.00 per hour. Per the fee schedule for the Community Use of Watauga High School Facilities, the approved fee for a security officer for Watauga High School is \$45.00 per hour. These sums shall be paid on or before March 23, 2018.
4. The Boone Roundball Classic will award 2 scholarships (1 male, 1 female) of \$500 each (total \$1,000) to Watauga High School seniors in May, 2018 (selection criteria attached).



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



Watauga County Board of Education

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FAX: (828) 264-7196

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

Watauga County Board of Education

By: _____

Andy Eggers

West Eppley

Scott Prewitt

Stephen Poulos

IMMUNIZATION AND HEALTH REQUIREMENTS

Policy Code: **4110**

The Watauga County Board of Education (the "board") requires all students to meet the eligibility requirements for school admission established by the State and the board, including immunization and health assessments. The principal or designee shall maintain on file immunization and health assessment records for all students, and these records may be inspected by officials of the county or state health departments in accordance with state and federal law. Each school principal shall file required reports with the Department of Health and Human Services and the Department of Public Instruction.

A. IMMUNIZATION

1. Requirements for Initial Entry

Within 30 calendar days of his or her first day of attendance in the school system, each student must show evidence of age-appropriate vaccination in accordance with state law and regulation, including the following vaccines as applicable:

- a. DTaP (diphtheria, tetanus, and pertussis);
- b. poliomyelitis (polio);
- c. measles (rubeola);
- d. rubella (German measles);
- e. mumps;
- f. Haemophilus influenzae, type b (Hib);
- g. hepatitis B;
- h. varicella (chickenpox); and
- i. any other vaccine as may be required by law or regulation.

The current required vaccination schedule is available from the N.C. Immunization Branch online at <http://www.immunize.nc.gov/>.

2. Additional Requirements

All students entering seventh grade or who have reached age 12, whichever comes first, are required to receive the following:

- a. a booster dose of Tdap (tetanus, diphtheria, and pertussis vaccine), if they

have not previously received it; and

- b. the meningococcal conjugate vaccine (MCV).

3. Certificate of Immunization

- a. Evidence of immunizations must be shown in the form of a certificate furnished by a licensed physician or by the health department. A student who received immunizations in a state other than North Carolina must present an official certificate that meets the immunizations requirements of G.S. 130A-154(b).
- b. Principals are required to refuse admittance to any child whose parent or guardian does not present a medical certification of proper immunizations within the allotted time. If, following approved medical practice, the administration of a vaccine requires more than 30 calendar days to complete, upon certification of this fact by a physician, additional days may be allowed in order to obtain the required immunizations.
- c. Exceptions to the immunization requirements will be made only for religious reasons or for medical reasons approved by a physician pursuant to state law and regulation.

Medical exemptions must be certified in writing by a physician licensed to practice in NC, and must state the basis for the exemption, the specific vaccination(s) that the student should not receive, and the length of time for which the exemption is necessary.

Religious exemptions require the submission of a written statement from a parent or guardian saying that he/she holds bona fide religious beliefs in opposition to immunization requirements.

B. HEALTH ASSESSMENT/VISION SCREENING

Within 30 calendar days of the first day of school entry, all kindergarten students and, beginning with the 2016-17 school year, all students entering public schools for the first time, regardless of grade level, must furnish to the principal a form that meets the requirements of state law indicating that the student has received a health assessment pursuant to G.S. 130A-440. A student who fails to meet this requirement will not be permitted to attend school until the required health assessment form has been presented. Such absences will not be considered suspensions, and the student will be given an opportunity to make up work missed during the absence as described below. The principal or designee shall, at the time of enrollment, notify the parent, guardian, or person standing *in loco parentis* that the completed health assessment form is needed on or before the child's first day of attendance. The date the student's health assessment form is received will be recorded in the student's official record, and the form will be

maintained on file in the school.

The assessment must include a medical history and physical examination with screening for vision and hearing and, if appropriate, testing for anemia and tuberculosis. The health assessment must be conducted no more than 12 months prior to the date of school entry. Exceptions to the health assessment requirement will be made only for religious reasons.

Vision screening must comply with the vision screening standards adopted by the former Governor's Commission on Early Childhood Vision Care. Within 180 days of the start of the school year, the parent of the child must present to the principal or designee certification that within the past 12 months, the child has obtained a comprehensive eye examination performed by an ophthalmologist or optometrist or has obtained a vision screening conducted by a licensed physician, an optometrist, a physician assistant, a nurse practitioner, a registered nurse, an orthoptist or a vision screener certified by Prevent Blindness North Carolina. ~~If a child enters the first grade without having been enrolled in a kindergarten program requiring a vision screening, the screening is required at that point.~~

Children who receive and fail to pass the required vision screening must obtain a comprehensive eye exam conducted by a duly licensed optometrist or ophthalmologist. The provider of the exam must present to the parent a signed transmittal form, which the parent must submit to the school. If a member of the school staff has reason to believe that a child enrolled in kindergarten through third grade is having problems with vision, the staff member may recommend to the child's parent that the child have a comprehensive eye examination.

No child will be excluded from attending school for a parent's failure to obtain a comprehensive eye exam. If a parent fails or refuses to obtain a comprehensive eye exam or to provide the certification of a comprehensive eye exam, school officials shall send a written reminder to the parent of required eye exams.

Upon request, the teacher(s) of a student subject to an absence from school for failure to provide the health assessment form required by this section shall provide to the student all missed assignments, and to the extent practicable, the materials distributed to students in connection with the assignments. The principal or designee shall arrange for the student to take home textbooks and school-furnished digital devices for the duration of the absence and shall permit the student to take any quarterly, semester, or grading period examinations missed during the absence period.

C. HOMELESS STUDENTS

Notwithstanding the provisions of this policy, admissions for homeless students will not be prohibited or delayed due to the student's inability to provide documentation of immunizations or health assessments. The homeless liaison shall work with the student, parent/guardian, school personnel or other agencies to obtain documentation of immunization and/or the health assessment or to arrange for such immunizations and/or assessments in a timely manner.

D. FOSTER CHILDREN

Notwithstanding the provisions of this policy, admissions for students in foster care will not be prohibited or delayed due to the student's inability to provide documentation of immunizations or health assessments. The enrolling school will immediately contact the school last attended by the foster child to obtain any relevant documentation.

D.E. CHILDREN OF MILITARY FAMILIES

The board acknowledges that immunization requirements for newly enrolling military children are governed by the Interstate Compact on Educational Opportunity for Military Children. Children of military families, as defined in policy 4050, Children of Military Families, will have 30 days from the date of enrollment or within such time as reasonably determined by the rules of the Interstate Commission to obtain any required immunization. For a series of immunizations, initial vaccinations must be obtained within 30 days or within such time as is reasonably determined under the Interstate Commission.

Legal References: Elementary and Secondary Education Act, 20 U.S.C. 6311(g)(1)(E); McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431 et seq.; G.S. 115C-390.2(l), -407.5; 130A-152 to -157, -440 to -443; 143B-216.75; 10A N.C.A.C. 41A .0401

Cross References: Children of Military Families (policy 4050), Homeless Students (policy 4125), Attendance (policy 4400)

Other References: N.C. Immunization Branch, available at <http://www.immunize.nc.gov/>

Adopted: July 14, 2014, replaces policies 5.03.40 and 5.03.50

Revised: August 3, 2015; March 14, 2016: _____

As required by the North Carolina Constitution and North Carolina law, the Watauga County Board of Education (the "board") is committed to providing a free public school education to all children who are legally entitled to enroll in the school system. In accordance with the McKinney-Vento Homeless Assistance Act and the North Carolina State Plan for Educating Homeless Children, the board will make reasonable efforts to identify homeless children and youth of school age located within the ~~county~~area served by the school system, encourage their enrollment, and eliminate barriers to their receiving an education that may exist in school system policies or practices. Based on individual need, homeless students will be provided services available to all students, such as preschool, free or reduced price school meals, services for English language learners, special education, ~~vocational/technical career and technical~~ education (CTE), ~~gifted and talented services~~academically or intellectually gifted (AIG) services, and before- and after-school care.

The provisions of this policy will supersede any and all conflicting provisions in board policies that address the areas discussed in this policy.

A. DEFINITION OF HOMELESS STUDENTS

Homeless students are children and youth who lack a fixed, regular, and adequate nighttime residence. The term "homeless student" ~~shall~~will also be deemed to include the term "unaccompanied youth," which includes a youth who is not in the physical custody of a parent or guardian. Homeless children and youth include those students who are as follows:

1. sharing the house of other persons due to loss of housing, economic hardship or a similar reason;
2. living in motels, hotels, transient trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
3. living in emergency or transitional shelters;
4. abandoned in hospitals ~~or awaiting foster care placement~~;
5. living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
6. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
7. living in a migratory situation that qualifies as homeless because the child lacks a fixed, regular and adequate nighttime residence.

B. HOMELESS LIAISON

The superintendent or designee shall appoint and train a school employee to serve as the homeless liaison. The homeless liaison's duties include, but are not limited to, the following:

1. ensuring that school personnel identify homeless children and youth;
2. ensuring school/preschool enrollment of and opportunities for academic success for homeless children and youth;
3. ensuring that homeless families and children have access to and receive educational services for which they are eligible;
4. ensuring that homeless families and children receive referrals to healthcare, dental, mental health and substance abuse, housing, and other appropriate services;
- 3-5. informing parents or guardians and any unaccompanied youth of available transportation services and helping to coordinate such services;
- 4-6. ensuring that public notice of the educational rights of homeless students is disseminated in locations frequented by parents or guardians and unaccompanied youth~~where these students and families receive other support services;~~
- 5-7. informing parents or guardians of educational and related opportunities available to their children and ensuring that parents or guardians have a meaningful opportunities~~y~~ to participate in their children's education;
- 6-8. helping to mediate enrollment disputes, including ensuring that a homeless child or youth is enrolled immediately pending final resolution of the dispute;
9. informing unaccompanied youth of their status as independent students and assisting in verifying such status for the purposes of the Free Application for Federal Student Aid;
10. ensuring that school personnel providing services to homeless students receive professional development and other support;
- 7-11. working with school personnel, the student, parents or guardians, and/or other agencies to obtain critical enrollment records, including immunization and medical records, in a timely manner; and
- 8-12. working with the superintendent or designee to identify board policies or procedures that might serve as a barrier to enrollment of homeless students,

including those related to immunization records, medical records, uniforms or dress codes, school fees, and school admission.

C. ACCESS TO STUDENTS' RECORDS

Homeless students transferring into the school system may provide cumulative and other records directly to school system personnel. The superintendent or designee shall not require that such records be forwarded from another school system before the student may enroll. However, school personnel shall immediately request the official records from the previous school.

School personnel shall immediately enroll homeless students, even if they do not have proof of residency, school and immunization records, birth certificates, or other documents; have missed application or enrollment deadlines during a period of homelessness; have outstanding fees; or and even if they are not accompanied by an adult. The homeless liaison shall assist the students and /parents or guardians in securing appropriate records or otherwise meeting enrollment requirements. Homeless students of preschool age shall also be immediately enrolled under the terms of this policy if space is available in a preschool classroom.

Information regarding a child or youth's homeless situation must be treated as a student record and protected accordingly. See policy 4700, Student Records.

D. ENROLLMENT

A homeless student (or ~~his or her~~ the student's parent or guardian) may request to attend his or her school of origin or any public school that other students living in the same attendance area are eligible to attend. The school of origin is defined as the school the student attended before losing permanent housing or the school in which the student was last enrolled, including a preschool. When a student completes the final grade level served by the school of origin, the school of origin includes the designated receiving school at the next grade level for all feeder schools. ~~To the extent feasible~~ Unless, not in the student's best interest, the a homeless student who continues attending the school of origin will remain enrolled in the school of origin for the entire time the student is homeless or and until the end of any academic year in which the student moves into permanent housing.

The superintendent shall designate the Director of Student Assignment or other appropriate personnel to decide, in consultation with the homeless liaison, which school a homeless student will attend. The decision will be based upon the student's best interests. The superintendent's designee must presume that keeping the student in the school of origin is in the student's best interest unless contradicted by the student's parent or guardian or the unaccompanied youth. The superintendent's designee must consider student-centered factors related to the student's best interest, including factors concerning the impact of mobility on achievement, education, health, and safety of homeless

students, giving priority to the request of the student's parent or guardian or the unaccompanied youth. To the extent feasible, the school system should defer to the student or parent's wishes for assignment. ~~In making the enrollment decision, the superintendent's designee may consider the following factors:~~

~~the age of the student;~~

~~the distance of the commute and its impact on the student's education;~~

~~personal safety issues;~~

~~the student's need for special instruction (such as special education and related services);~~

~~the length of any anticipated stay in a temporary shelter or other temporary location; and~~

~~the time remaining in the school year.~~

If the superintendent's designee determines that it is not in the student's best interest to attend the school of origin or the school requested by the parent or guardian or unaccompanied youth assigns a student to a school other than the one requested by the parent or guardian, he or she must provide a written explanation of the reasons for the determinations decision to the parent or guardian or unaccompanied youth, along with a statement information regarding the right to appeal the placement decision and referral to the homeless liaison.

E. ENROLLMENT DISPUTE RESOLUTION

The school system will implement an enrollment dispute resolution process that is consistent with the process required by the State Board of Education in the North Carolina Administrative Code, Section 16 N.C.A.C. 6H .0112.

1. Initiation of the Dispute and Stay Put

If a dispute arises over school selection or enrollment in a school for a homeless student, the following must occur:

- a. The homeless student will be immediately admitted to the school in which enrollment is sought, will receive all services for which he or she is eligible and will be allowed to participate fully in school activities, pending resolution of the dispute.
- b. The unaccompanied youth or parent or guardian of the student will be provided a written explanation of the school's decision regarding the enrollment, including the right to appeal the decision. Such information must be provided in a language that the parent or guardian or unaccompanied youth can understand. The information must contain:

- 1) contact information, including telephone number and address of the homeless liaison and of the State coordinator for homeless education, with a brief description of their roles;
 - 2) the right to initiate the dispute resolution process either orally or in writing;
 - 3) a simple form that parents, or guardians, or unaccompanied youth can complete and submit to the homeless liaison to initiate the dispute resolution process;
 - 4) a step-by-step description of how to dispute the school's decision;
 - 5) notice of the right to enroll immediately in the school of choice or remain in the school of origin with transportation provided pending resolution of the dispute;
 - 6) notice that immediate enrollment includes full participation in all school activities; and
 - 7) notice of the right to obtain assistance of advocates or attorneys.
- c. The student or parent or guardian will be referred to the system's homeless liaison, who shall carry out the appeal process as expeditiously as possible after receiving notice of the dispute.

2. Homeless Liaison Review

- a. Any parent or guardian or student initiating an enrollment dispute (hereinafter "complainant") is encouraged to attempt to resolve the dispute informally through discussion with the homeless liaison. If the dispute cannot be resolved informally, the complainant may present a formal complaint orally or in writing to the homeless liaison either directly or through the principal of the school at which enrollment is sought.
- b. The complaint should include the date of the filing, a description of the disputed enrollment action, the name of the person(s) involved and a description of the relief requested. The complainant must be informed of the right to provide supporting written or oral documentation and to seek the assistance of an advocate or attorney.
- c. Within five school days after receiving the complaint, the homeless liaison shall provide a written decision, including the reasons for the decision, to the complainant and the superintendent.

3. Appeal to the Superintendent of the Liaison's Decision

- a. Within five school days of receiving the liaison's decision, the complainant may appeal the decision to the superintendent in writing. The homeless liaison shall ensure that the superintendent receives copies of the written complaint and the response.
- b. The superintendent or designee shall schedule a conference with the complainant to discuss the complaint.
- c. Within five school days of receiving the appeal, the superintendent or designee shall provide a written decision to the complainant including a statement of the reasons for the decision.

4. Appeal to the Board of the Superintendent's Decision

If the complainant is dissatisfied with the superintendent's decision, he or she may file a written appeal with the board of education. The board will provide the complainant with a written decision within 30 days of receiving the appeal. The board's decision will constitute the final decision of the school system. The written statement of the board's opinion will include the name and contact information of the State coordinator for homeless education and will describe the appeal rights to the State coordinator.

5. Appeal to the State Coordinator of the Board's Decision

If the complainant is dissatisfied with the action taken by the board of education, he or she may file an appeal with the State coordinator for homeless education, who will issue a final decision on the complaint. Within five school days following a request from the State coordinator, the homeless liaison shall provide the record of complaint and a copy of the board's decision along with any other information requested regarding issues in the appeal.

F. TRANSPORTATION

The board of education will provide homeless students with transportation services comparable to those of other students. In addition, at the parent or guardian's request (or at the request of the homeless liaison for unaccompanied youth), the board will provide transportation services to/from the school of origin. The superintendent or designee and the homeless liaison shall coordinate homeless students' transportation needs, based on the child's best interest ~~and feasibility~~. In situations in which a student attends school in this system but his or her temporary housing is in another system (or vice versa), the superintendent or designee shall work with the other system to share the cost and/or responsibility for transportation. If an agreement cannot be reached between the systems, the cost of such transportation will be divided evenly.

If a homeless student becomes permanently housed and chooses to remain in his or her school of origin, the board may provide transportation to the student for the remainder of the school year.

G. TITLE I

Homeless students are automatically eligible for Title I services. The homeless liaison and the Title I director shall collaborate to identify the needs of homeless students.

Legal References: McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, *et seq.*; *Non-Regulatory Guidance on Education for Homeless Children and Youths Program*, U.S. Department of Education (July 2016⁰⁴); G.S. 115C-366(a2); 16 N.C.A.C. 6H .0112; State Board of Education Policy TCS-~~ISPLN~~-000

Cross References: Immunization and Health Requirements for School Admission (policy 4110), Domicile or Residence Requirements (policy 4120), Discretionary Admission (policy 4130), School Assignment (policy 4150), Student Records (policy 4700)

Adopted: July 14, 2014

Revised:

Replaces: Policy 5.02.70, Homeless Students

A. ASSIGNMENT AREAS

The superintendent shall recommend to the Watauga County Board of Education (the "board") school assignment areas for the schools in the system.

The assignment areas will be developed in accordance with state requirements and court rulings; the need to serve all school-age children who live in the school system; and the effective use of each school facility. Assignments must be made in a non-discriminatory manner.

The superintendent shall review periodically the attendance areas and submit recommendations for revisions to the board when necessary.

B. ASSIGNMENT OF STUDENTS

The superintendent shall assign students to particular schools based upon the established assignment areas. Notwithstanding the provisions of this policy, the superintendent shall (1) assign homeless students in a manner consistent with state and federal law and policy 4125, Homeless Students; and (2) assign students in foster care to their school of origin unless contrary to their best interest, as required by federal law. The superintendent or designee(s) may also assign or reassign students needing exceptional children services to help balance student needs and school resources for these students.

Assignment of students to the pre-kindergarten program shall be determined by the pre-kindergarten coordinator consistent with applicable state laws and policies.

Students who are participating in or whose parent is participating in the North Carolina Address Confidentiality Program established by G.S. Chapter 15C will be assigned on the basis of their actual address, but such address will remain confidential in accordance with law and policy 4250/5075/7316, North Carolina Address Confidentiality Program.

C. REQUESTS FOR REASSIGNMENT FOR THE FOLLOWING SCHOOLS YEAR

Parents or guardians may request in writing the reassignment of the child to a different public school outside of their regular attendance area. The request for reassignment must be submitted to the Office of the superintendent between April 1st and May 15th. The request must specify the reason why reassignment is sought. The superintendent may develop procedures for this process. If the application for reassignment is disapproved, the board will give notice to the applicant by registered or certified mail.

Within five days of receiving the notice of the disapproval, the parent may request a hearing on the reassignment request. The board or a panel of the board will hear the appeal. If a panel hears the appeal, the panel's recommendation will be submitted to the full board for a final determination. At the hearing the board will consider and make a determination based upon the best interest of the child, the orderly and efficient administration of the public schools, the proper administration of the school to which reassignment is requested, and the instruction, health and safety of the pupils there enrolled. The board will promptly render a decision, and notice of the decision will be given to the applicant by mail, telephone, telefax, e-mail or any other method reasonably designed to achieve notice.

D. TRANSFER OF STUDENTS DURING THE SCHOOL YEAR

1. Change of Residence

Students whose legal residence changes from one school assignment area to another within the school system during the same school year may choose to finish out that school year in the same school or attend school in the area to which they have moved. If they elect to remain in the first school in order to complete that year, they will be assigned to the school according to the area in which they live at the beginning of the next school year. Students whose legal residence has changed but who choose to complete the school year at their first school will be responsible for their own transportation to school.

2. Unsafe School Choice Transfer under the ~~No Child Left Behind Act~~ Elementary and Secondary Education Act

Transfers for students who are victims of violent criminal offenses at school or for students attending persistently dangerous schools as defined by State Board of Education policy will be made pursuant to policy 4152, Unsafe School Choice Transfer.

3. Transfer of Homeless Students

Students who become homeless between academic years or during an academic year may request to remain at the school of origin for the duration of their homelessness or may request to be enrolled in any public school that other students living in the same attendance area are eligible to attend. Any decision about the transfer or reassignment of a homeless student will be consistent with legal requirements and based on the student's best interest. (See policy 4125, Homeless Students.)

4. Transfer of Students in Foster Care

Students who are assigned to foster care between academic years or during an academic year will remain in their school of origin unless remaining in the school of origin is not in the best interest of the student. The best interest of the student will be decided based on all relevant factors, including consideration of the appropriateness of the educational setting and proximity to the school in which the child is enrolled at the time of placement in foster care.

4.5. Other Transfers

The superintendent shall consider student requests for transfer to another school during the school year based upon space availability, the needs of the child, the effect on the school to which transfer is requested, principal recommendations and other criteria established by the superintendent. See Administrative Regulation 4150-R.

E. CONDITIONS FOR REASSIGNMENT OR TRANSFER

The following conditions apply in regard to any reassignments or transfers made in accordance with sections C and D of this policy.

1. The parent is responsible for transportation (except for homeless student transfers and transfers of students in foster care based on the student's best interest, for which the system will provide transportation in a manner consistent with legal requirements and policy 4125).
2. Any transfer request that is approved based upon false or misleading information will be declared void, and the transfer will be rescinded.
3. The standards provided by the superintendent must be met.

Legal References: McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431 *et seq.*; ~~No Child Left Behind~~ Elementary and Secondary Education Act, 20 U.S.C. 6301 *et seq.*; Non-Regulatory Guidance: Ensuring Educational Stability for Children in Foster Care, U.S. Department of Education and U.S. Department of Health and Human Services (June 2016); and Non-Regulatory Guidance on Education for Homeless Children and Youths Program, U.S. Department of Education (July 2016) both available at <https://www2.ed.gov/policy/elsec/leg/essa/index.html>; Unsafe School Choice Option Non-Regulatory Guidance, U.S. Department of Education (May 2004), available at <https://www2.ed.gov/policy/elsec/guid/edpicks.jhtml?src=ln>; ~~U.S. Department of Education approval of Elementary and Secondary Education Act (ESEA) Flexibility Request (May 29, 2012)~~; G.S. 15C-8; 115C-36, -366, -367, -369; State Board of Education Policy HRS-ASSCH-006

Cross References: Alternative Learning Programs/Schools (policy 3470/4305), Homeless Students (policy 4125), Unsafe School Choice Transfer (policy 4152), North Carolina Address Confidentiality Program (policy 4250/5075/7316)

Adopted: April 13, 2015

Revised:

Replaces: Policy 5.02.50, Student Assignments (in part)

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

A. ANNUAL NOTIFICATION OF RIGHTS

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

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

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

B. DEFINITION OF PARENT AND ELIGIBLE STUDENT

1. Parent

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

2. Eligible Student

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

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

C. CLASSIFICATION AND MAINTENANCE OF RECORDS

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

1. Cumulative Records

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

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

2. Discipline Records

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

3. Records of Students with Disabilities

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

4. Records Received from the Department of Social Services

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

5. Juvenile Records

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

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

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

6. Other Student Records

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

7. Sole Possession, Employment, and Law Enforcement Records

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

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

D. RECORDS OF STUDENTS PARTICIPATING IN THE NORTH CAROLINA ADDRESS CONFIDENTIALITY PROGRAM

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

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

E. RECORDS OF MISSING CHILDREN

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

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

F. RECORDS OF MILITARY CHILDREN

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

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

1. For Students Leaving the School System

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

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

2. For Students Enrolling in the School System

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

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

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

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

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

H. RELEASE OR DISCLOSURE OF RECORDS TO OTHERS

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

1. Release/Disclosure With Parental Consent

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

2. Release/Disclosure Without Parental Consent

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

~~When personally identifiable information from a student's record is released or disclosed to someone other than a parent or eligible student without prior written consent of the parent or eligible student only as specifically provided by federal law. Except as otherwise permitted by federal law, when personally identifiable information from a student's record is released or disclosed to someone other than a parent or eligible student without their written consent, the party to whom the information is released must agree not to disclose the information to any other party without the prior written consent of the parent or eligible student. This restriction does not apply to the release of directory information, release of information to parents of non-eligible students, release of information to parents of dependent students, or release of information in accordance with a court order or subpoena.~~

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

3. Release of Directory Information

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

- a. The board designates the following student record information as directory information:
- (1) name;
 - (2) address;
 - (3) telephone listing;
 - (4) electronic mail address;
 - (5) photograph;
 - (6) date and place of birth;
 - (7) participation in officially recognized activities and sports;
 - (8) weight and height of members of athletic teams;
 - (9) dates of attendance;
 - (10) grade level;
 - (11) diplomas (including endorsements earned), industry credentials/certifications, and awards received; and
 - (12) most recent previous school or education institution attended by the student.
- b. The telephone number and actual address of a student who is or whose parent is a participant in the North Carolina Address Confidentiality Program is not considered directory information and will not be released, except as required by law.
- c. Information about a homeless student's living situation is not considered directory information and will not be released.
- e.d. As required by law, the names, addresses, and telephone numbers of secondary school students shall be released, upon request, to military recruiters or institutions of higher learning, whether or not such information is designated directory information by the school system. Students or their parents, however, may request that the student's name, address, and telephone number not be released without prior written parental consent. School officials shall notify parents of the option to make a request and shall comply with any requests made.

d.e. All requests for directory information must be submitted to the superintendent or designee for approval. The superintendent is directed to establish regulations regarding the release of directory information. At a minimum, the regulations must:

- (1) specify the types of organizations that are eligible to receive directory information and for what purposes;
- (2) provide for equal disclosure to organizations that are similar in purpose; and
- (3) authorize access to directory information to recruiters of military forces of the state or United States for the purpose of informing students of educational and career opportunities available in the military to the same extent that such information is made available to persons or organizations that inform students of occupational or educational options.

4. Records of Students with Disabilities

Students with recognized disabilities must be accorded all rights in regard to their records as provided by state and federal law, including the Individuals with Disabilities Education Act.

5. Disclosure of De-Identified Information

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

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

I. WITHHOLDING RECORDS

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

J. RECORD OF ACCESS AND DISCLOSURE

The principal or designee shall maintain a record in each student's file indicating all

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

K. DESTRUCTION OF STUDENT RECORDS

School officials shall only destroy student records in accordance with state and federal law and the *Records Retention and Disposition Schedule for Local Education Agencies*. After notifying parents, school officials may destroy student records when the records are no longer needed to provide educational services to the student or to protect the safety of the student or others. School officials must destroy student records if the parent or eligible student requests their destruction and if such records are no longer needed to provide educational services to the student or to protect the safety of the student or others. School officials shall not destroy student records if there is an outstanding request to inspect the particular records.

L. LONGITUDINAL DATA SYSTEM

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

Legal References: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, h, 34 C.F.R. pt. 99; Individuals with Disabilities Education Act, 20 U.S.C. 1411 *et seq.*; ~~No Child Left Behind~~ Elementary and Secondary Education Act, 20 U.S.C. 7908; McKinney-Vento Homeless Assistance Act, 42 U.S.C. 111431 *et seq.*; G.S. 7B-302, -3100; 14-208.29; 115C-47(26), -109.3, -402, -403, -407.5; 116E-6; *Records Retention and Disposition Schedule for Local Education Agencies*, N.C. Department of Natural and Cultural Resources (1999), available at <http://archives.ncdcr.gov/For-Government/Retention-Schedules/Local-Schedules>

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

Adopted: January 12, 2015

Replaces: Policy 5.06.20, Maintenance of Student Records

| Revised: January 28, 2016;

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

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

A. POLICIES

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

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

1. Parental Involvement (policy 4002);
2. Title I Parent and Family Engagement (policy ~~1320~~/3560);
- ~~2.3.~~ Public Records – Retention, Release, and Disposition (policy 5070/7350);
- ~~3.4.~~ School Volunteers (policy 5015);
- ~~4.5.~~ Compliance with the Open Meetings Law (policy 1420);
- ~~5.6.~~ Registered Sex Offenders (policy 5022);
- ~~6.7.~~ Distribution and Display of Non-School Material (policy 5210);
- ~~7.8.~~ Community Use of Facilities (policy 5030); and
- ~~8.9.~~ Visitors to the Schools (policy 5020).

B. SCHOOL ADMINISTRATORS

School administrators shall:

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

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

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

Legal References: ~~No Child Left Behind Act of 2001~~ Elementary and Secondary Education Act, 20 U.S.C. 6318; G.S. 115C-12(9)c3, -36, -47, -83.10, -105.25(c); *Leandro v. State*, 346 N.C. 336 (1997)

Cross References: Parental Involvement (4002), Compliance with the Open Meetings Law (policy 1420), Title I Parent and Family Engagement (policy 1320/3560), School Volunteers (policy 5015), Visitors to the Schools (policy 5020), Registered Sex Offenders (policy 5022), Community Use of Facilities (policy 5030), Public Records – Retention, Release, and Disposition (policy 5070/7350), Distribution and Display of Non-School Material (policy 5210)

Adopted: February 8, 2016

Revised:

A. GENERAL EMPLOYMENT OF SUBSTITUTES

The Watauga County school system will employ substitute teachers as deemed appropriate by the administration and in accordance with State Board policies. Substitute teachers are "at will" employees hired on an as needed basis.

The Watauga County Board of Education (the "board") recognizes the importance of employing licensed teachers as substitutes and will give first priority to substitutes who hold or have held any teaching license and second priority to those who have completed Effective Teacher Training or comparable professional development courses. Teaching experience also will be considered.

A criminal history check will be conducted on applicants for substitute teaching positions in accordance with policy 7100, Recruitment and Selection of Personnel, and administrative procedures.

B. TEACHER ASSISTANTS AS SUBSTITUTES

A teacher assistant may serve as a substitute teacher in the classroom(s) in which the assistant is regularly assigned and will be paid additional compensation according to state policies.

C. PARENTAL NOTIFICATION

In accordance with policy 3560, Title I Parent and Family Engagement~~Involvement~~, school principals shall notify the parent of any child who receives instruction in ~~a core academic subject~~ for four or more consecutive weeks from a substitute teacher who does not meet the certification and licensure standards for the grade level and subject area to which the substitute teacher has been assigned. ~~definition of "highly qualified" under the No Child Left Behind Act.~~

Legal References: ~~No Child Left Behind Elementary and Secondary Education Act, 20 U.S.C 6311(h)(6)(B)(ii) 6312(e)(1)(B)(ii);~~ G.S. 115C-12, -36, -47, -332; 16 N.C.A.C. 6C .0313, 16 N.C.A.C. 6C .0403; State Board of Education Policy TCP-A-001, TCP-D-005

Cross References: Title I Parent and Family Engagement~~Involvement~~ (policy 3560), Recruitment and Selection of Personnel (policy 7100)

Adopted: May 11, 2015

Revised:

Replaces: Policy 3.02.50-, Qualifications of Substitute Teachers

A. EXEMPT AND NON-EXEMPT EMPLOYEES

Certain employees are exempt from coverage under the Fair Labor Standards Act ("FLSA") and are not subject to compensation for overtime work. Exempt employees include executive, administrative, and professional employees such as teachers, counselors, supervisors and administrators. Any employee or supervisor who is unsure if an employee is "exempt" under the Fair Labor Standards Act should contact the Superintendent or Personnel Director.

B. WORK SCHEDULES

The length of the school day for licensed and professional staff will be a minimum of seven hours and thirty minutes of time worked and will continue until professional responsibilities to the students and school are completed. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum for licensed and professional staff. Work schedules for other employees will be defined by the superintendent or his/her designee, consistent with the FLSA and the provisions of this policy. Teacher assistants are hired to work a forty (40) hour work week.

C. WORKWEEK DEFINED

Working hours for all employees not exempted under the Fair Labor Standards Act (FLSA), including secretarial, cafeteria, janitorial and maintenance personnel, will conform to federal and state regulations. The superintendent shall ensure that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors shall make every effort to avoid circumstances that require non-exempt employees to work more than 40 hours each week. For purposes of FLSA Compliance, the workweek for school system employees will be 12:00 a.m. Monday until 11:59 p.m. Sunday. A copy of the FLSA and any administrative procedures established by the superintendent will be available to employees in the human resources office.

D. OVERTIME

1. Authorization for Overtime Work: The Watauga County Board of Education (the "board") discourages overtime work by non-exempt employees. A non-exempt employee shall not work overtime without the express approval of his/her supervisor. All overtime work must be approved by the superintendent or designee. Every supervisor responsible for the supervision of employees subject to the FLSA shall, prior to permitting any overtime work, receive authorization from the Superintendent, Associate/Assistant Superintendent, or the Human Resources Director. All supervisory personnel shall monitor overtime use on a weekly basis and report such use to the Superintendent or designee monthly. Principals and supervisors shall monitor employees'

work, shall ensure that overtime provisions of this policy and the FLSA are followed, and shall ensure that all employees are compensated for any overtime worked. Principals or supervisors may need to adjust daily schedules to prevent non-exempt employees from working more than 40 hours in a workweek. Accurate and complete timesheets of actual hours worked during the workweek must be signed by each employee and submitted to the finance officer. The finance officer shall review work records of employees on a regular basis to make an assessment of overtime use. Overtime (or compensatory time) pay may not be waived by an agreement between the school system and the employee. Overtime pay for non-exempt employees is compensable at 1.5 times the rate of pay for any time worked in excess of 40 hours during the workweek.

2. **Unauthorized Employee Overtime Work:** Non-exempt employees who work overtime without prior approval must be allowed to claim the hours worked in accordance with the FLSA. If the supervisor determines that the work was unforeseen and emergency in nature, it should be approved. If the supervisor determines that the performance of the work was unnecessary at the time it was performed, the hours worked must be paid to the employee, but disciplinary action may be taken for failure to follow established policy. The finance officer must be notified of any unauthorized and/or emergency overtime the next business day.

3. **Supervision of Employee Work Hours and "Release Time":** Supervisors may need to adjust daily schedules to allow for "release time" to prevent non-exempt employees from working more than 40 hours in a workweek. For example, if an employee works 10 hours on Monday, that employee can be given 2 hours of "release time" at some point during the same work week to avoid the employee working in excess of 40 hours during that work week.

4. **Time Records of Non-exempt Employees.** Accurate and complete time sheets of exact time worked during the workweek shall be signed by each non-exempt employee. Each non-exempt employee is responsible for signing-in and signing-out. Supervisors and building-level principals shall review and approve each time card or time sheet and shall sign the payroll data sheet before it is submitted to the school system payroll office.

5. **Rate of Pay.** The monthly salary of any nonexempt employee paid on a salary basis shall be reduced to its hourly rate equivalent. Hours shown on timesheets for holidays, annual leave or vacation days, and sick leave do not count as hours actually worked for purposes of the overtime calculation.

E. COMPENSATORY TIME:

1. **Agreement to Accept Compensatory Time:** Pursuant to federal regulation 29 CFR 553.23(c), the acceptance of compensatory time in lieu of overtime pay in accordance with this policy, is an express condition of employment for all non-exempt employees to be earned and used in compliance with this policy. In addition, the official job application for the school system will include a statement that the acceptance of compensatory time is a condition of employment for all non-exempt employees and may be earned and used in compliance with this policy.

2. **Compensatory Time:** In lieu of overtime compensation, all non-exempt employees shall receive compensatory time off at a rate of not less than one and one-half hours for each one hour of overtime worked, if such compensatory time (1) is agreed to by the employee before the overtime work is performed and (2) is authorized by the immediate supervisor. Employees must be allowed to use compensatory time within a reasonable period after requesting such use (see policy 7510, Leave). **Supervisors shall arrange for employees to take compensatory time before the end of the pay period in which it was earned. Exceptions may be made in cases where doing so significantly interferes with fulfilling critical operations of the school system.** Employees may accrue a maximum of 240 compensatory time hours before they must be provided overtime pay at the appropriate rate. In addition, upon leaving the school system, an employee must be paid for any unused compensatory time at the rate of not less than the higher of (1) the average regular rate received by the employee during his or her last three years of employment or (2) the final regular rate received by the employee.

Non-exempt employees whose workweek is less than 40 hours will be paid at the regular rate of pay for time worked up to 40 hours ("gap time".) Such employees will be provided overtime pay or compensatory time as provided above for working more than 40 hours in a workweek.

F. ATTENDANCE EXPECTATIONS

All employees are expected to be present during all working hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours (including unauthorized overtime) are all considered neglect of duty and will result in disciplinary action up to and including dismissal.

G. RECORDKEEPING

The Superintendent shall require all records on wages, hours, and other items listed in the recordkeeping regulations (29 CFR 615) to be kept by the business office for the time specified by the FLSA.

Legal References: The Fair Labor Standards Act of 1938, as amended, 29 U.S.C. 201, *et seq.*; G.S. 115C-47(18), -288, -307; *North Carolina Public School Personnel Employee Salary and Benefits Manual* (most current version), North Carolina Department of Public Instruction, Division of School Business, available at <http://www.ncpublicschools.org/fbs/finance/salary/>

Cross References: Leave (policy 7510)

Adopted: December 14, 2015

Replaces: Policy 3.01.50, Workday, Overtime, Compensatory Time and policy 3.08.60, School Day

Students and parents/guardians have a right to determine their pattern of dress and grooming provided such patterns do not interfere with the orderly operation of the school or conflict with the educational mission of the school. Therefore, dress should be appropriate for the schools learning environment.

K-12 DRESS STANDARDS

Watauga County School students shall dress in a manner that is appropriate and conducive to a safe learning environment. The following standards shall be appropriate student dress:

1. Sun glasses, ~~hats, caps, and all other head coverings~~ shall not be worn in the building.
2. Hats, caps, and all other head coverings shall not be worn in K-8 schools except during specific activities as approved by the principal. Hats, caps, and all other head coverings may be worn at the high school level in areas designated by the principal and listed in the student handbook. Head coverings, including those required for specific instructional purposes, may be worn at appropriate times as directed or allowed by teachers.
3. Shoes shall be worn at all times in the school building and on the school campus.
4. Clothing and accessory items that have printed statements or pictures that are plainly offensive, threatening, vulgar, lewd, obscene, or in conflict with the educational mission of the school shall not be permitted.
5. Profanity on clothing shall not be permitted.
6. Clothing, accessory items and jewelry promoting activities which are illegal to minors such as tobacco, alcohol, drugs, or lewd sexual messages shall not be worn.
7. Clothing, accessory items, and jewelry that tend to substantially interfere with the educational process or which have in the past substantially interfered with the educational process shall not be permitted. Before starting disciplinary action against the student, the administrator will make a reasonable assessment as to the disruptive nature of the clothing, accessory item, or jewelry. Such assessment shall be in writing.
8. No undergarments shall be visible.
8. 9. No bathing suits shall be worn.
9. 10.No pajamas shall be worn.
- 10.11. Midriffs, waist, and hips shall be covered.
- 11.12.The waistband of all pants, shorts and skirts shall be worn above the hips at all times.

~~12.~~ 13. All tops, shirts, and blouses shall be closed on the sides, back, and front. The sleeves shall cover the shoulders. Elementary principals may use discretion when dealing with younger students.

~~13.~~ 14. Private body parts shall be covered and not visible when moving, standing, bending or sitting.

~~14.~~ 15. No chains, studded or spiked necklaces/bracelets that could be considered weapons are to be worn.

~~15.~~ 16. Exceptions. Exceptions to this policy may be made by school administration on an individual basis for a *bona fide* religious, medical, or other appropriate reason.

The rules of this policy may be waived by the school administration for school approved activities.

Anything not addressed by this policy shall be left to the discretion of the school administration.

THE MINIMUM EXPECTATION FOR THE DRESS AND GROOMING OF EMPLOYEES, INTERNS, STUDENT TEACHERS AND VOLUNTEERS IS THAT THEY MEET OR EXCEED THE STANDARDS FOR WATAUGA COUNTY SCHOOLS STUDENTS.

GRADES 9-12 PROCEDURES FOR DRESS STANDARDS VIOLATIONS

The following procedures shall be employed when a Watauga High School student violates the Watauga High School Dress Standards:

Female students shall be referred to a female administrator or female designee and male students shall be referred to a male administrator or male designee.

The teacher will address the issue with the student, or complete a disciplinary referral form and send the student to the office.

WHEN THE STUDENT IS REFERRED TO THE OFFICE:

FIRST OFFICE REFERRAL:

The student will receive a warning and be required to correct the violation.

SECOND and THIRD OFFICE REFERRAL:

The student will be required to correct the violation and be given an "unexcused absence" for any and all classes missed while a) the student returns home to change clothes or b) the student waits in the office or ISS room for a parent to bring appropriate clothing.

Note: The parent will be contacted before the student is allowed to leave campus to correct the violation.

FOURTH AND ALL SUBSEQUENT REFERRALS:

The student will be required to correct violation and will be disciplined per Watauga High School guidelines for “insubordination”.

GRADES K-8 PROCEDURES FOR DRESS STANDARDS VIOLATIONS

Female students shall be referred to a female administrator or female designee and male students shall be referred to a male administrator or male designee.

WHEN A STUDENT IS OBSERVED TO BE IN VIOLATION OF THE DRESS STANDARDS, THE FOLLOWING PROCEDURES SHALL BE FOLLOWED:

FIRST OFFENSE:

The teacher will request a correction of the inappropriate dress. The student may go to their locker for proper clothing, to the office for clothing, or call home for their parent to bring the item(s) of clothing needed.

SECOND OFFENSE:

Referral is made to the office where the principal requests a correction of the inappropriate dress. The student may go to their locker for the proper clothing, to the office for clothing, or call home for the parent to bring the item(s) of clothing needed. The parent will receive a call or letter to report this as the second incident.

THIRD OFFENSE:

ISS for one day. The administrator will notify the parent and require a conference with the parent and student.

ADDITIONAL OFFENSES:

The administrator refers to Watauga County Board of Education policy 4300-R *Rules of Conduct and Procedural Code for Student Suspensions* and policy 4316, Student Dress Code.

Replaces: 5.07.25, Student Dress Standards

Revised: May 13, 2002; July 15, 2004; May 14, 2007; May 11, 2015: _____

Agenda
Calendar Committee Meeting
28 September 2017
3:45P WHS

Welcome

Review items discussed from 31 August meeting

Continue Discussion of Priorities including:

- WHS is willing to reduce number of days in 1st semester to as low as 84 to ensure 1st semester testing occurs before holiday break- last year was successful
- One full week at Spring Break
- Easter at the beginning of Spring Break (Easter is 21 April 2019)
- Support the use of Saturday school as early as possible

Consideration/consensus on 2 calendar choices for WCS Faculty/ Staff survey

Discussion of survey deployment

Next Steps for sharing with faculties, parent groups

Make-up Plan with consideration given to Memorial Day

Questions/Concerns

Next Calendar Committee meeting dates: Thursday, 19 Oct 3:45P WHS

Thursday, 16 Nov. 3:45P WHS (if needed)

Board Meeting Monday, 11 Dec 6P

2018-2019 Calendar Scenario **For Discussion Only**

July 2018							August 2018							September 2018							October 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4							1		1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
														30													
November 2018							December 2018							January 2019							February 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3							1		1	2	3	4	5						1	2	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28		
							30	31																			
March 2019							April 2019							May 2019							June 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6			1	2	3	4							1	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
31																					30						

Key Holidays for SY 2018-19:

September 3- Labor Day

November 11- Veteran's Day

November 22- Thanksgiving Day

December 25- Christmas Day

January 1- New Year's Day

January 21- MLK Day

April 19- Good Friday

April 21- Easter Sunday

May 27- Memorial Day

August- 10 (# of student days in month)

14-17 Mandatory WD

20 First Day of 180-day term

September- 19

3 Labor Day Holiday

19 Early Release/ PD Day

October- 23

19 End of 1st quarter (44 days)

25-26 Early Release

November- 19

12 Veteran's Day Holiday (Observed)

21 Early Release Day

22-23 Thanksgiving Holiday

December- 14

20 Early Release Day (41/ 85 days)

21 Opt WD

24-26 Holiday

27-31 AL

January- 20

1 Holiday

2 Opt WD

3 Students return

21 Opt WD (MLK Day)

February- 20

March- 21

11 End of 3rd quarter (47 days)

April- 17

22-26 Spring Holiday (2 Holidays/ 3 AL)

May- 17

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

24 Mandatory WD

27-31 Opt WD

June- 0

3-4 Opt WD

5-10 AL

Mand WD- 5 Holiday- 10

Opt WD- 10 ER Day- 5

AL- 10

Student Days 180

Instructional Hours- 1157.5 Hrs

Watauga County Schools
2018-2019 Make-Up Plan for
School Days Missed Due to Inclement Weather
(DISCUSSION ONLY- DRAFT)

After one (1) or more days are missed, Saturday (during the week we miss a day) may be used as a make-up day. No more than two (2) Saturdays in a four (4) week period and no more than two (2) consecutive Saturdays will be used to make up days missed due to inclement weather.

There must be a mandatory workday at the end of the year. As these make-up days are used, teachers and staff should keep this in mind. The following days may be used in this order for making up missed days during the 2017-2018 school year:

1. May 24
2. May 28
3. May 29
4. May 30
5. May 31
6. June 3
7. June 4
8. June 5
9. June 6
10. June 7
11. June 10
12. June 11
13. June 12
14. June 13
15. June 14
16. April 26
17. April 25
18. April 24
19. April 23
20. April 22

*Reminder: After the last student day, a Mandatory Workday will be added for teachers and administrators.

- Please note that the Superintendent has the discretion to make necessary changes to the make-up plan for various circumstances. Such changes may impact not only the order of days used, but also potentially the last day of school for students and teachers.
- Please note that Saturday make up days may begin with the first missed day. As such the make up plan may be altered. Saturday school may be held even if schools are closed on a Friday.
- There are several ways to get school closing information: email updates, text messages, Twitter, website (www.watauga.k12.nc.us), the snowline at (828) 264-0200, and the Connect 5 phone call that goes out to all households from the superintendent's office.
- The make up plan may be altered throughout the school year depending upon when days are missed in the calendar.
- Memorial Day (May 27th) will NOT be used as a makeup day. Schools will be CLOSED for students and teachers should the calendar need to be extended for inclement weather.

**WCS Calendar Committee
Meeting Minutes 9/28/2017**

Attendance: Dr. Wayne Eberle (Central Services), Rhonda Cook (Central Services), Anne Sukow (Bethel), Wanda Hamilton (Parent), Pam Shirley (Central Services), Leslie Howser (Valle Crucis), Allyson McFalls (Blowing Rock), Kim Pryor (Parkway), Kelly Wilson (Hardin Park), Heather Ward (Green Valley), Allison Hodge (Mabel), Michele Lee (Green Valley), Dr. Stephen Martin (Central Services), Beth Loflin (Parent), Jamie Hayes (Hardin Park), Laurie Nixon (Watauga High), AMy Warren (Cove Creek), Dr. Chris Blanton (Watauga High), Susan Brookshire (Mabel), Charlena Townsend (Parkway)

Welcome

Dr. Eberle opened the meeting at 3:45pm with a welcome. The agenda for the meeting was reviewed.

Reminder that our task is to build a calendar that meets student needs first and other considerations after.

Dr. Eberle has submitted a request for calendar waiver for Watauga for the 2018-19 school year.

Review items discussed from August 31 meeting

Make up plan has been built for next year.

To protect Memorial Day in the calendar, we could designate it as a "no day."

Continue Discussion of Priorities including:

- WHS is willing to reduce number of days in 1st semester to as low as 84 to ensure 1st semester testing occurs before holiday break - last year was successful
- One full week at Spring Break
- Easter at the beginning of Spring Break (Easter is April 21, 2019)
- Support the use of Saturday school as early as possible

Consideration/consensus on 2 calendar choices for WCS Faculty/Staff survey

- Feedback shared via email from Cove Creek.
- Optional day Wednesday before Thanksgiving. Consider student absences and travel plans.
- Parent/Teacher conference days - it is not possible to have all conference in two half days especially with larger class sizes.
- Prefer two full weeks at Christmas.
- Start school year on Wednesday. Difficult to start on a Monday.
- Workday after Christmas is preferred.
- High school faculty surveyed - majority preferred finishing first semester before Christmas.
- Half day PD each nine weeks would be nice.
- Align spring break with ASU.
- Parents shared they would like to have 2 weeks at Christmas (possible Dec. 21-Jan 4)
- Need to look at the balance for a schedule. Last year was a mild winter (7 days missed).

- 2 calendar options will be created. 1- Discussion calendar. 2 - Nov. 21 OWD; Dec. 20 full student day; Dec. 21 ER day. Jan. 2 AL; Jan. 3 AL; Jan. 4 OWD. Jan. 7 - students return. Last student day is May 28. Consider Memorial Day as a holiday and moving a holiday from Spring Break.

Future Meetings

- October 19 (Thursday) at 3:45pm at WHS media center
- November 16 (Thursday) at 3:45pm at WHS media center (if needed)

The meeting adjourned at 4:54pm

Personnel Advisory Committee Meeting
September 25, 2017

Welcome, Introductions

Madison Hollar (Cove Creek), Kim Dunnagan (Bethel), Joni Horine (Hardin Park), Jonathan Miller (WHS), Tonya McKinney (Mabel), Melissa Searcy (Blowing Rock), Deanna Holaday (Parkway), Maria Nash (Hardin Park), Mitzi Ledford (Green Valley), Ron Henries (Board of Education), Dr. Gary Childers (Board of Education), Christy Parker (Central Services), Jennifer Hendrix (Central Services), Dr. Stephen Martin (Central Services)

School Updates

- Bethel-4/5th grade to Biltmore on 10/6; 3rd grade Global Read Aloud; Fall Festival is 10/14; Dental Sealant Program at Bethel was successful
- Blowing Rock-gift cards collected for a school in Houston, TX to help with Hurricane Relief; great to see new teachers and veterans working well together through collaboration and team teaching
- Cove Creek-Fall Festival is 11/3; several 8th grade field trips such as Alpine Tower and Gear Up events; 8th grade students will visit International Civil Rights Museum later in the fall; 7th grade college visit to UNC-A and Renaissance Festival; classrooms are working together across grade levels
- Green Valley-several new staff this year; Fall Festival on 9/29 from 5-8pm; many interns in the building; Mitzi and Nancy Pepper just got back from NCCAT
- Hardin Park-MTSS school; intervention is working especially seeing a reduction in number of students needing Tier 3 interventions; 2 mobile classrooms have been ordered and will be installed soon; 10/13 is Fall Festival from 5-8pm; Boone Film Festival on 9/28 at WHS
- Mabel-several field trips coming up such as K and 4th grade to the zoo on 9/29; Dental Sealant program at Mabel was successful; Fall Festival on 10/13
- Parkway-middle school fundraiser for hurricane victims; Fall Festival on 9/29 from 5:30-8:30pm
- WHS-creating professional learning teams by sharing common literature; implementing flex time (40 minutes each day)
- BOE-members will be going to regional meeting on 9/27/17 at Avery High School; Dr. Elliott, Mr. Henries, and Dr. Fenwick will be meeting with Deron Geouque and 2 county commissioners to have discussions about facility needs; WHS will be completely paid for in 9 years which could result in additional funds for WCS facility needs.

District Updates

- Enrollment has increased in Watauga County Schools this year. The system has over 150 students from the end of last year. Significant enrollment increases at WHS, Hardin Park, Parkway, and Valle Crucis. Increased enrollment will result in additional ADM funding from the state next school year.

- The BOE has contracted for an architectural study to assess our facility needs which will help to refine the short and long range plans for facility maintenance and construction. The architect has visited all 9 school sites and will be preparing a report in the months to come.

Board Policy 7500: Workday and Overtime

Committee members reviewed the policy especially the section concerning compensatory time. While there are instances where it is necessary for employees to work over 40 hours per week, this should be approved and monitored by the supervisor. The suggested revision to the policy was to add language stating employees should take comp time within one pay period after it has been earned. Comp time should be used by an employee before using annual leave or sick leave. It is important to monitor comp time carefully as a district as this is not an expense that is in the budget each year. For clarification, classified employees who also serve as a bus driver are paid overtime if they exceed 40 hours in a given week.

Supplemental Benefits- Bid Process and Selection

Our current Supplemental Benefits provider is Aflac. The 3 year contract will be ending at the close of the 17-18 school year. A Request for Proposals (RFP) was distributed at the beginning of September and will close on Oct. 6. After the RFP period, a representative review team made up of WCS employees will review the proposals. Members of the Personnel Advisory Committee who would like to serve on the review team may contact Dr. Martin. A brief online survey will be shared with all employees to gather feedback to be used in the review and selection process. The plan is to have a provider selected and approved by the BOE prior to December, 2017.

State Health Plan

Open enrollment begins 9/30 and ends 10/31. The online enrollment process should be simpler compared to previous years as there will now be 2 plans (70/30 and 80/20) from which employees will select. Employees may enroll online themselves, and additionally, help sessions have been scheduled at each school during the month of October. Employees should contact Jennifer Hendrix, Benefits Specialist, if they need assistance with open enrollment. The Consumer Directed Health Plan (CDHP) will no longer be an option. The state has reset all employee plans to the 70/30 plan. Therefore, ALL employees should login to the system to make sure they receive the Tobacco Attestation credit and also if they would like to select the 80/20 plan. Retirees do not have to do the tobacco attestation. Active employees will be charged \$25 for 70/30 plan and \$50 for 80/20 plan beginning January 1, 2018.

Special Bonus Leave Days

ALL permanent employees who were employed and eligible to earn leave on July 1, 2017, will receive 3.0 bonus leave days. These days were pro-rated if the employee was not full-time. These special bonus leave days should show up on the September check under the category of Bonus 17-18 Leave. These days do not expire BUT there is no cash value attached to them. It is strongly recommend that these 3 special bonus leave days be used during the first 3 annual leave days that

are in the calendar. Employees need to notify their bookkeeper that they are using the bonus annual leave. Ly Marze will send an email later this week to help clarify the use of these days.

Question: Can these days be donated to other employees?

Answer: No, only sick leave days may be donated as Voluntary Shared Leave to other employees. These special bonus leave days are treated like annual leave days with some special provisions.

Agenda Items from Schools:

1. Concern about teacher retention especially in areas such as science and math.

For the 2017-18 hiring season, WCS filled 124 positions (27 transfers, 25 reemployment; 72 new employees). There has been significant turnover in recent years in the areas of science, math, and EC in WCS and across the state. At the state level there is initiative to identify highly qualified teacher graduates in STEM (science, technology, engineering, and math) and EC to provide additional compensation. Teacher leaders within WCS can be great assets with retention and recruitment as we seek to be the best place to work and learn in NC. Some additional factors shared by the committee were the need for affordable housing (there are working groups in Watauga looking at options) and a possible partnership/grant with SECU for housing. Mr. Henries shared that the number of teacher candidates at ASU is currently on the rise. A limiting factor that was mentioned was possible turnover due to the removal of career status. Current legislation does include plans for teacher contracts of up to 4 years beginning with the 2018-19 school year. This might also be a tool to help with retention.

2. Concern about CEUs and the renewal process.

All teachers need 8 CEUs every 5 years for their license renewal process. Following is a table with the number of required CEUs:

Teachers Renewing in June 2017 or June 2018	Teachers Renewing in June 2019 or later
K-8 teachers need 3 Academic/Content, 3 Literacy, 2 General	K-8 teachers need 3 Academic/Content, 3 Literacy, 2 Digital Learning Content
9-12 teachers need 3 Academic/Content, 5 General	9-12 teachers need 3 Academic/Content, 3 General, 2 Digital Learning Content

As CEU reports are submitted, the goal is to have CEUs entered for teachers to review on their individual reports at least on a quarterly basis throughout the year.

Future Meetings for 2017-2018:

December 6, 2017

February 22, 2018

April 26, 2018

Meetings will be held at the Central Office and will begin at 3:45pm.