



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 SEPTEMBER 11, 2017 5:00 P.M.

- 5:00 1. **CALL TO ORDER** Board Chair
- 5:02 2. **CLOSED SESSION**
- A. Approval of Minutes
 - B. Student Records - N.C.G.S. 143-318.11(a)(1)
 - C. Reportable Offenses –N.C.G.S.115C-288(g)
 - D. 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** Kelsie Marlett and Isabelle Trew
- 6:18 8. **PUBLIC RECOGNITION**
- A. National Jr. BETA Club winners Ms. Christy Welch
 - B. Future Farmers of America Award Winners Ms. Olivia Haigler
 - C. 2017 Exceptional Children’s Teacher of the Year Dr. Mike Marcela
 - D. Back2School Festival Committee Dr. Paul Holden
 - E. Servant’s Heart Award Dr. Scott Elliott
- 6:35 9. **CONSENT AGENDA** Board Chair
- A. Correction and Approval of Minutes 08/14/17, 08/30/17
 - B. Field Trip Requests
 - C. Declaration of Surplus Property
 - D. Budget Resolution
 - E. Lottery Requests
 - F. Personnel Report
- 6:50 10. **WATAUGA OPPORTUNITIES CONTRACT APPROVAL** Dr. Michael Marcela

6:53 11. WATAUGA AVERY MITCHELL SUMMER CAMP REPORT Ms. Emily Greer

-----BREAK-----

7:05 12. POLICIES FOR FIRST READ Dr. Wayne Eberle
4316-R Student Dress Code

7:10 13. POLICIES FOR SECOND READ Dr. Wayne Eberle

3620 Extracurricular Activities
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

7:15 14. BOARD OPERATIONS Board Chair

7:20 15. BOARD COMMENTS

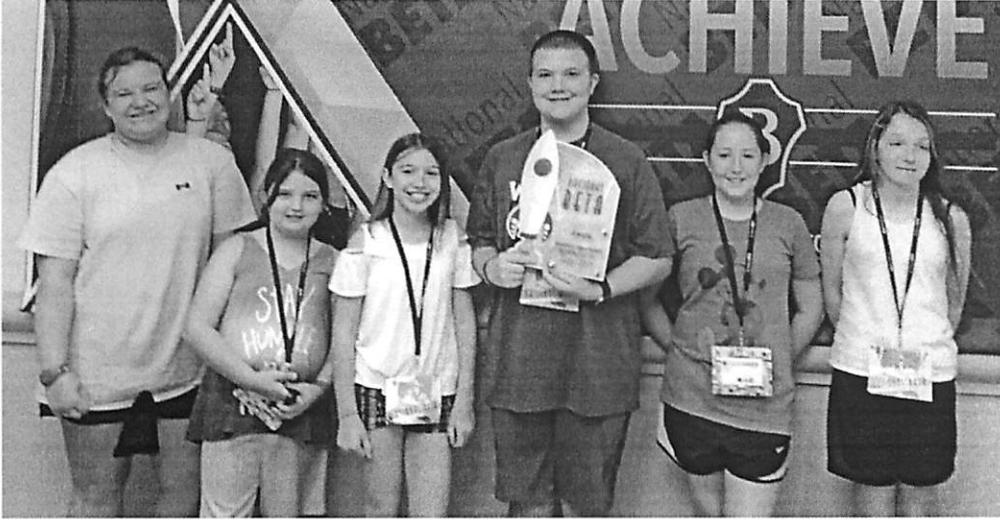
7:25 16. ADJOURNMENT

17. MISCELLANEOUS

Calendar Committee Minutes

Mabel School students attend National Junior Beta Convention

By Kayla Lasure kayla.lasure@wataugademocrat.com Jul 3, 2017



Mabel School students Fayla Martin, Lindsey Sturgill, Katie Ward, Logan Sturgill, Madison Welch and Diane McGlamery receive second place in Service Snapshot at the National Junior Beta Convention.

Photo Submitted

ORLANDO, Fla. — Seven Mabel School students had the opportunity to compete at the National Beta Junior Beta Club Convention with 13,000 students from around the country.

The convention took place at the Swan and Dolphin Resort at Walt Disney World in Orlando, Fla. in late June.

Students who qualified at their state conventions were invited to attend the national convention, said Mabel School counselor Christy Welch. The national convention hosted competitions in areas such as academics, arts, critical thinking, speech and others.

"Not just anyone can compete at the national level," Welch said. "It is a wonderful honor to have such a small school like Mabel competing at the national level and not just representing Watauga County, but North Carolina as well."

Mabel had students competing in Division I Sketching, Division II Fiber arts — such as quilting, cross stitch and sewing — and Service Snapshot. In the Service Snapshot competition, a club creates and implements a service project and then presents its project at the national level at the Service Expo.

The Mabel Service Snapshot team qualified for nationals at the Regional Leadership Summit for Service Snapshot. Out of all of the groups competing at the national competition, the Mabel School group received second place.

Students from Mabel that competed nationally are Katie Ward who competed in sketching, Fayla Martin who competed in fiber arts, and Logan Sturgill, Lindsey Sturgill, Madison Welch, Diane McGlamery and Katie Ward who competed in Service Snapshot.

ward and Martin both received third places at the state level but didn't place at the national level. However, Welch said she "was so proud of their presentation."

The Service Snapshot team did a year-long project called Giving the Gift of Service. The project included five "gifts." These include the gift of curriculum, the gift of professional development, the gift of service learning, the gift of service action and the gift of paying it forward.

The students received permission from teachers to have Mabel's 7th graders read the Young Readers edition of "Pay It Forward," organized a 45-minute workshop with Mabel's teachers on service learning, coordinated a day where nonprofit groups came and presented what they did and how kids could help, arranged trips for the entire school to do a day of service and finally asked national convention visitors to take a present with an action attached and complete the action to pass it on.

Welch said she was proud of these students as they worked over their summer break to perfect their presentation and make it the best it could be. She said what the students accomplished is a testament to all the "wonderful educators that they have the privilege to interact with at Mabel School, as well the support of their wonderful parents." "For me as an educator, the best part was when other sponsors at convention were so impressed with us that y asked me what our criteria for admission to our school was — they assumed we were a private school," Welch said. "I responded that the admission criteria was the front door. It was wonderful to be able to praise our public school system and show that with the right support, quality teachers, caring community and supportive parents, any public school can be amazing and life changing for our students."

Welch's daughter, Madison Welch, received the John W. Harris National Leadership Award — the highest student award that the Junior Beta Club bestows.

National Sponsor/Leadership Director Ritchie Garland said Madison Welch was an outstanding role model for other kids to follow.

"Her application was outstanding but beyond that, we have gotten to know Madison on a personal level at camp, leadership summits and convention," Garland said. "Her drive to make a difference in her community on multiple levels is unmatched. Madison is the epitome of what a Beta should be....outstanding character...excellence in academic achievement.....and most importantly a leader that has a servant's heart." Madison Welch is currently finishing up a book she is writing called "Voices from the Heart" where she interviewed young people from the Hospitality House. Welch said the idea came to her daughter after she heard a speaker at the Beta Club Leadership Summit.

Madison Welch plans to have the book finished and printed by late summer and use money from book sales to give back to the Hospitality House to help with children's programming and support.

"Her purpose is to give a voice to the children who live at the Hospitality House and to help break the stigma that so many of those children carry," Welch said. "As parents, (John and I), are so grateful that Mabel School continues to foster her love of service and emphasizes character above all else. We could not be happier with her experience in both Beta Club and Mabel School."

Fayla Lasure



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

DATE: August 14, 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, and N.C.G.S.143-318.11(a)(6) Personnel

OPEN SESSION

The meeting was called to order at 6:17 PM by Board Chair, Ron Henries. He began the meeting with a moment of silence.

DISCUSSION AND ADJUSTMENT OF AGENDA

A Human Resources Addendum was added. A motion to approve the updated agenda was made by Jay Fenwick and seconded by Jason Cornett. The motion to approve the agenda carried unanimously.

PUBLIC COMMENT

A comment was heard from Mr. David Grig. He spoke about a potential increase in property taxes due to funding for education in the county. He stated that he had seen school employees driving school vehicles to their homes after work and questioned the necessity of the use of school property and funding for their commute.

SUPERINTENDENT'S REPORT

Dr. Elliott welcomed Mr. Henries and the Board members. He gave a special welcome to the new Junior representative, Ms. Isabelle Trew, and Senior representative, Ms. Kelsey Marlett, as well as administrators, teachers, parents, and community members. He apologized for the delay in beginning open session, due to the many re-assignments that had been heard in closed session. Dr. Elliott invited the Board to the Convocation events the following day and to lunch following Convocation.

He thanked the Central services staff for providing at least 47 different professional development sessions during the summer involving a large number of school teachers and staff.

He stated that 1200 students attended the Back2School Festival sponsored by Mast General Store, ECRS, Wells-Fargo, and the High Country United Way. He thanked the community and businesses for helping the students be prepared for the start of school.

He noted that student enrollment has seen an increase, and that WCS will have 76 more students at the beginning of the school year, and 176 more than the average enrollment during the 16-17 school year. The approximately 4,629 students including pre-k students, is the highest enroll in the last 12 years.

CONSENT AGENDA

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

EXTENDED LEARNING CENTER

Ms. Shirley updated the Board on the proposed nine-month fee structure and change in the term of payment which she feels will be more convenient for parents who have many students in the program. She stated that she is proud of the Afterschool program which has eight 5-star programs, due to the excellent, dedicated staff and the professional development provided to them. She hopes to have school Teacher's Assistants who don't drive buses trained as substitute staff for the program which will also allow for professional development. She noted that in October the program will conform to new snack regulations which will reduce the sugar and carbohydrates consumed by the students

Jay Fenwick moved to approve the rates for the Afterschool program for the 17-18 year, which was seconded by Brenda Reese. Discussions included that the increased rates are due to the cost of snacks. Dr. Fenwick thanked Ms. Shirley for running a high quality program. The vote was called and was unanimous to approve. Mrs. Shirley thanked the Board for their support.

Following a brief break, the meeting resumed at 6:45.

POLICIES FOR FIRST READING

3620	Extracurricular Activities
4040/7310	Staff-Student Relations
4100	Age Requirements for Initial Entry

Dr. Wayne Eberle

4120	Domicile or Residence Requirements
7130	Licensure
7130-R	Licensure
7811	Plans for Growth and Improvement of Licensed Employees

Dr. Childers suggested some changes in phrasing in policy 3620 and all agreed. Middle School student participation in sports was clarified for this policy.

Several additional changes were noted and Dr. Eberle will present these updated policies for second read at the September meeting.

POLICIES with citation changes only

Dr. Eberle stated that the referenced policies had no changes to content, and all changes were updates to the citations included within them.

4200/ 7270 School Safety
7800 Professional and Staff Development
4021/ 7230 Prohibition Against Discrimination, Harassment, and Bullying
3000 Goals and Objectives of the Educational Program
3101 Dual Enrollment
3102 Online Instruction
3220 Technology in the Educational Program
3300 School Calendar and Time for Learning
3320 School Trips
3405 Students at Risk of Academic Failure
3450 Class Rankings
3460 Graduation Requirements
3520 Special Education Programs/ Rights of Students with Disabilities
3540 Comprehensive Health Education Program
3610 Counseling Program
4152 Unsafe School Choice Transfer
7271 Injury and Loss Prevention
4270/ 6145 Concussion and Head Injury
4307 Disciplinary Action for Exceptional Children/ Students with Disabilities
4335 Criminal Behavior
4340 School-Level Investigations
4351 Short-Term Suspension
4353 Long-Term Suspension, 365-Day Suspension, Expulsion
4400 Attendance
6120 Student Health Services
6125 Administering Medicines to Students
6200 Goals of Student Nutrition Services
6220 Operation of School Nutrition Services
6230 School Meal and Competitive Foods Standards
6305 Safety and Student Transportation Services
6306 School Bus Idling
6315 Drivers and Vehicles

6321 Bus Routes
6322 Student Assignment to Buses
6340 Transportation Service/ Vehicle Contracts
6524 Network Security
7100 Recruitment and Selection of Personnel
7265 Occupational Exposure to Hazardous Chemicals in Science Laboratories
7335 Employee Use of Social Media
7405 Extracurricular and Non-Instructional Duties
7410 Teacher Contracts
7430 Substitute Teachers
7510 Leave
7635 Return to Work
7810 Evaluation of Licensed Employees
9020 Facility Design

A motion to approve these policies on first read was made by Brenda Reese and seconded by Jason Cornett. The vote to approve was unanimous. Dr. Eberle explained the process for updating the online policy manual, where these policies would be included.

BOARD OPERATIONS

Mr. Henries stated that he had a question from a teacher whose child is enrolled in preschool, who had received a bill of \$600 per month, and was dissatisfied with the amount. Ms. Stamey explained that the fee was accurate and that the fee schedule included spaces for students without developmental needs who paid full tuition. This amount was dictated by state regulations.

COMMENTS

Ms. Reese commended those who organized and participated in the Back2School Festival and the New Teacher Orientation. Dr. Childers noted that he appreciated the employees who were participating in so many events so close to the start of school.

Mr. Henries reminded the Board of the Budget work session on August 30th at 2PM.

ADJOURNMENT

A motion to adjourn Open Session was made by Gary Childers, and seconded by Jason Childers. The vote was unanimous at 7:34 PM.

R. Ivan Henries, Board Chair

Dr. Scott Elliott, Superintendent



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

DATE: August 30, 2017

PRESENT:

Ron Henries, Brenda Reese,
and Gary Childers
Dr. Scott Elliott, Superintendent,
Dr. Stephen Martin, Asst.
Superintendent, Tamara Stamey, CFO

TIME: 2.06 PM.

PLACE: Margaret E. Gragg Education Center

CALL TO ORDER

Ron Henries, Board Chair, called the meeting to order at 2:06 PM.

SUPERINTENDENT'S REPORT

Dr. Elliott welcomed Mr. Henries and the Board members. He briefed the Board about the highlights of the budget to be presented by Ms. Marze.

BUDGET

Ms. Marze presented the current budget proposal. The members discussed various budget items.

ADJOURNMENT

The meeting was adjourned by common consent at 3:16 PM.

R. Ivan Henries, Board Chair

Dr. Scott Elliott, Superintendent

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

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

Sponsoring teacher: (Print) Lauren Collier School: Parkway
Cell phone number: 704-996-8820 Grade(s): 5 Number of students: approx. 55
Departure time/date: 6:00 am March 28, 2017 Return time/date: 7:00 pm March 30, 2017

Educational purpose:

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

Salter Path, NC Trinity Environmental Center

Purpose of trip and how it relates to the curriculum: hands-on learning experiences
that align with our 5th grade Science and Social
Studies curriculum

Supervision and Safety:

Names of all school staff chaperones: Lauren Collier, Kelly Pettit, Allison Strahan

Names of all non-school chaperones: parents to be determined

All chaperones have a background check completed:

Sponsoring teacher initials: LC

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: _____

(If applicable, bus request form must be attached)

Driver/s: STI Bus Charters Round trip mileage: 684 # of buses needed: 1

Total cost per student \$ approx. \$250.00 Source of funds: student/chaperone cost

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

Approval/Signatures:

Sponsoring teacher signature: Lauren Collier Date: 8/16/17

Principal approval: Justin Brulaur Date: 8/17/17

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 8/22/17

Superintendent approval: [Signature] Date: 8/23/17

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) Laura Elliott School: Parkway School
Cell phone number: 828-553-8596 Grade(s): 8 Number of students: 48
Departure time/date: 6:30 am on 10/6/17 Return time/date: 6:30 pm on 10/6/17

Educational purpose:

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

Gatlinburg / Pigeon Forge, TN
Ripley's Aquarium of the Smokies, Cici's Pizza & The
Titanic

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

8th grade Science curriculum covers ocean life
which is the emphasis of the aquarium visit

8th grade Social Studies curriculum covers
U.S. History. Over 300 passengers aboard
the Titanic were United States Citizens.

Supervision and Safety:

Names of all school staff chaperones: Hannah Clarke, Laura Elliott, Cogie Reed
Patty Buckner

Names of all non-school chaperones: N/A

All chaperones have a background check completed: yes Sponsoring teacher initials: JE
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.

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: _____ # of buses needed: _____

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

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

Approval/Signatures:

Sponsoring teacher signature: Laura Elliott Date: 8/28/17

Principal approval: Anty Brum Date: 8/28/17

Required signatures if applicable:

Transportation Director approval: Jeff Zeman Date: 8/30/17

Superintendent approval: Ellen Date: 8/30/17

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) Olivia Haigler School: WHS
 Cell phone number: (919) 387-0856 Grade(s): 9-12 Number of students: 8
 Departure time/date: 3pm March 6th 2018 Return time/date: 8pm March 7th 2018

Educational purpose:

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

NC FFA Ag. Business Competitions at the University of Mount Olive, Mt. Olive, NC.

Purpose of trip and how it relates to the curriculum: Students will apply accounting & math skills used in managing businesses within the agriculture sector. This is related to Ag. Apps. 1.00, Hort I Comp 2.00, & Hort. II Comp. 2.00.

Supervision and Safety:

Names of all school staff chaperones: Olivia Haigler

Names of all non-school chaperones: Dustin Haigler

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

Driver/s: Olivia Haigler Round trip mileage: 510 # of buses needed: 1
Total cost per student \$ 50 Source of funds: FFA/CTE

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

Approval/Signatures:

Sponsoring teacher signature: Olivia Haigler Date: 8 / 7 / 17
Principal approval: Chase Date: 8 / 9 / 17

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 8 / 26 / 17
Superintendent approval: [Signature] Date: 8 / 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) Olivia Haigler School: WHS
 Cell phone number: (828) 387-0856 Grade(s): 9-12 Number of students: 12
 Departure time/date: 7am ^{Sat} March, 2018 (TBD) Return time/date: 4pm ^{Sun} March, 2018
(2 day weekend event)

Educational purpose:

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

FFA Students will be attending the NC FFA MEGA State Leadership Conference at the Greensboro-High Point Marriott Hotel.

Purpose of trip and how it relates to the curriculum: Students will develop their leadership skills for goal planning, post graduation planning, and advancement within our organization as officers.

Supervision and Safety:

Names of all school staff chaperones: Olivia Haigler

Names of all non-school chaperones: Dustin Haigler

All chaperones have a background check completed: ☒

Sponsoring teacher initials: OH

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)

Driver/s: Olivia Haigler Round trip mileage: 222 # of buses needed: 1

Total cost per student \$ 100 Source of funds: FFA/CTE

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

Approval/Signatures:

Sponsoring teacher signature: Olivia Haigler Date: 8/7/17

Principal approval: Chris Be Date: 8/9/17

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 8/26/17

Superintendent approval: [Signature] Date: 8/28/17

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) Olivia Haigler School: WHS
Cell phone number: (828) 387-0856 Grade(s): 9-12 Number of students: 8
Departure time/date: Nov. 27 3:00pm Return time/date: Nov. 28, 2017 8pm

Educational purpose:

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

NC FFA Livestock Evaluation CDE, Hunt Horse Complex, Raleigh, NC. We
will be staying at the Holiday Inn Express @ NCSU.

Purpose of trip and how it relates to the curriculum: Students will be testing their evaluation
& critical thinking skills in selecting sheep, goats, beef cattle,
& swine. This is supported in Agniscience Applications Comp. 4.00.

Supervision and Safety:

Names of all school staff chaperones: Olivia Haigler

Names of all non-school chaperones: Dustin Haigler

All chaperones have a background check completed: ☒ Sponsoring teacher initials: OH
Are all site(s) accessible to students with disabilities? yes ☐ no How will students with disabilities be
accommodated for site access and transportation? N/A

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: _____

(If applicable, bus request form must be attached)

Driver/s: Olivia Haigler Round trip mileage: 364 # of buses needed: 1
Total cost per student \$ 50 Source of funds: FFA/CTE

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

Approval/Signatures:

Sponsoring teacher signature: Olivia Haigler Date: 8 / 7 / 17
Principal approval: Chabe Date: 8 / 9 / 17

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 8 / 26 / 17
Superintendent approval: [Signature] Date: 8 / 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) Olivia Haigler School: WHS
 Cell phone number: (828) 387-0488 Grade(s): 9-12 Number of students: 8
 Departure time/date: 10 am Nov. 17th, 2017 Return time/date: 8 pm Nov. 18th, 2017

Educational purpose:

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

West Johnston H.S., Benson, NC - Students will be competing in the FFA
Land Judging Competition. We will be staying at a hotel close by - TBD

Purpose of trip and how it relates to the curriculum: Students will be tested on their abilities
to evaluate land for use related to agriculture &/or construction.
This is supported in Agriscience Applications Comp. 5.00 & Hort. I
Comp. 5.00.

Supervision and Safety:

Names of all school staff chaperones: Olivia Haigler

Names of all non-school chaperones: Dustin Haigler

All chaperones have a background check completed: ☒

Sponsoring teacher initials: OH

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

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: or CTE truck ☒

(If applicable, bus request form must be attached)

Driver/s: Olivia Haigler Round trip mileage: 428 # of buses needed: 0

Total cost per student \$ 50 Source of funds: FFA / CTE

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

Approval/Signatures:

Sponsoring teacher signature: Olivia Haigler Date: 8 / 7 / 17

Principal approval: CRABE Date: 8 / 9 / 17

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 8 / 26 / 17

Superintendent approval: [Signature] Date: 8 / 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) Olivia Haigler School: WHS
Cell phone number: (425) 357-0656 Grade(s): 9-12 Number of students: 20-30
Departure time/date: 12pm June 18th, 2018 Return time/date: 5pm June 21, 2018

Educational purpose:

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

Raleigh Convention Center, Raleigh, NC

Purpose of trip and how it relates to the curriculum: Students will be competing in state FFA events along with being recognized with awards earned this year within the organization

Supervision and Safety:

Names of all school staff chaperones: Olivia Haigler

Names of all non-school chaperones: Dustin Haigler

All chaperones have a background check completed: ☒ Sponsoring teacher initials: OH
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 OH (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: Olivia Haigler Round trip mileage: 382 # of buses needed: 1
Total cost per student \$ 100 Source of funds: FFA / CTE

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

Approval/Signatures:

Sponsoring teacher signature: Olivia Haigler Date: 8 / 7 / 17
Principal approval: [Signature] Date: 8 / 9 / 17

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 8 / 26 / 17
Superintendent approval: [Signature] Date: 8 / 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) Olivia Haigler School: WHS
 Cell phone number: (828) 387-0856 Grade(s): 9-12 Number of students: 12
 Departure time/date: 2pm July 29th 2016 Return time/date: 8pm Aug. 3rd 2016

Educational purpose:

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

NC FFA Center, White Lake, NC State Leadership Conference

Purpose of trip and how it relates to the curriculum: FFA members will prepare & plan for the school year by learning speaking skills, goal planning, & other leadership skills

Supervision and Safety:

Names of all school staff chaperones: Olivia Haigler

Names of all non-school chaperones: Dustin Haigler

All chaperones have a background check completed: ☒ Sponsoring teacher initials: OH
Are all site(s) accessible to students with disabilities? ☒ yes ☐ no How will students with disabilities be
accommodated for site access and transportation? N/A

Sponsoring Teacher Initials OH (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. Lifeguards on duty
at all times.

Transportation plan:

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

(If applicable, bus request form must be attached)

Driver/s: Olivia Haigler Round trip mileage: 508 # of buses needed: 1
Total cost per student \$ 225 Source of funds: FFA/CTE

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

Approval/Signatures:

Sponsoring teacher signature: Olivia Haigler Date: 8 / 7 / 17
Principal approval: And Be Date: 8 / 9 / 17

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 8 / 26 / 17
Superintendent approval: [Signature] Date: 8 / 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) Josh Ogle School: Watauga High

Cell phone number: 865-850-0041 Grade(s): 9-12 Number of students: 65

Departure time/date: 11:00 AM 11/25/17 Return time/date: 2:00 pm 11/25/17

Educational purpose:

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

Blowing Rock

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

Supervision and Safety:

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

Names of all non-school chaperones: BAND Boosters

All chaperones have a background check completed: Y

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 _____ (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: Barry Houch / TBO Round trip mileage: 20 # of buses needed: 2

Total cost per student \$ 0 Source of funds: 104.08

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

Approval/Signatures:

Sponsoring teacher signature: [Signature] Date: 8 / 17 / 17

Principal approval: [Signature] Date: 8 / 18 / 17

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 8 / 22 / 17

Superintendent approval: _____ Date: ____ / ____ / ____

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) Josh Ogle School: Watauga High

Cell phone number: 865-850-0041 Grade(s): 9-12 Number of students: 65

Departure time/date: 11:00 am 10/28/17 Return time/date: 3:00 pm 10/28/17
Saturday

Educational purpose:

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

Appalachian State Univ.

Purpose of trip and how it relates to the curriculum: Marching BAND Comp.

Supervision and Safety:

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

Names of all non-school chaperones: BAND Boosters

γ



y

Transportation plan:

✓

Barry Houck / TSD

Round trip mileage: 6

of buses needed: 2

Q

Source of funds: 104.08



Approval/Signatures:

[Handwritten signature]

Date: 8 / 17 / 17

Chabe

Date: 8 / 18 / 17

Required signatures if applicable:

[Signature]

Date: 8 / 22 / 17

Date: ____ / ____ / ____

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) Josh Ogle School: WHS

Cell phone number: 865-850-0041 Grade(s): 9-12 Number of students: 65

Departure time/date: ~ 10:00 am 10/21/17 Return time/date: 11:30 pm 10/21/17

Educational purpose:

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

Newton - Conover High School

Purpose of trip and how it relates to the curriculum: Marching Band Competition

Supervision and Safety:

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

Names of all non-school chaperones: Band Boosters

All chaperones have a background check completed: Y Sponsoring teacher initials: [Signature]
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.

Transportation plan:

Mode of transportation: Activity bus ___Rental car/mini-van___ ___Charter bus___ ___Other:___

(If applicable, bus request form must be attached)

Driver/s: Barry Houck / TBD Round trip mileage: 112 # of buses needed: 2

Total cost per student \$ 0 Source of funds: 104-08

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

Approval/Signatures:

Sponsoring teacher signature: [Signature] Date: 8 / 17 / 17

Principal approval: [Signature] Date: 8 / 18 / 17

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 8 / 22 / 17

Superintendent approval: _____ Date: ____ / ____ / ____

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) Josh Ogle School: WHS
Cell phone number: 865-850-0041 Grade(s): 9-12 Number of students: 65
Departure time/date: 4:00 pm 9/1/17 Return time/date: 11:00 pm 9/1/17
Friday

Educational purpose:

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

Avery County High School

Purpose of trip and how it relates to the curriculum: Marching Band trip to FB
game.

Supervision and Safety:

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

Names of all non-school chaperones: Band Booster parents

All chaperones have a background check completed: Y 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 _____ (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: Barry Houck + TBD Round trip mileage: 46 # of buses needed: 2

Total cost per student \$ 0 Source of funds: 104.08 or 226.01

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

Approval/Signatures:

Sponsoring teacher signature: [Signature] Date: 8 / 17 / 17

Principal approval: [Signature] Date: 8 / 18 / 17

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 8 / 22 / 17

Superintendent approval: _____ Date: _____ / _____ / _____

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) Josh Ogle School: WHS

Cell phone number: 865-850-0041 Grade(s): 9-12 Number of students: 65

Departure time/date: ~ 11:00 am 10/14/17 Return time/date: ~ 11:30 pm 10/14/17
Saturday

Educational purpose:

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

South Caldwell High School

Purpose of trip and how it relates to the curriculum: Marching competition

Supervision and Safety:

Names of all school staff chaperones: Josh Ogle and W. H. Selle

Names of all non-school chaperones: Band Boosters

All chaperones have a background check completed: Y 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 _____ (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: Barry Houck / TBD Round trip mileage: 76 # of buses needed: 2

Total cost per student \$ 0 Source of funds: 104-08

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

Approval/Signatures:

Sponsoring teacher signature: _____ Date: 8 / 17 / 17

Principal approval: Chase Date: 8 / 18 / 17

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 8 / 22 / 17

Superintendent approval: _____ Date: _____ / _____ / _____

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) Josh Ogle School: Watauga High
Cell phone number: 865-850-0041 Grade(s): 9-12 Number of students: 65
Departure time/date: 10:30 AM 12/2/17 Return time/date: 1:00 pm 12/2/17

Educational purpose:

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

Boone, NC

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

Supervision and Safety:

Names of all school staff chaperones: Josh Ogle + Will Sells

Names of all non-school chaperones: Band Boosters

All chaperones have a background check completed: Y 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 _____ (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: Barry Houck / TBD Round trip mileage: 3 # of buses needed: 2

Total cost per student \$ 0 Source of funds: 104.08

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

Approval/Signatures:

Sponsoring teacher signature: [Signature] Date: 8 / 12 / 17

Principal approval: [Signature] Date: 8 / 18 / 17

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 8 / 22 / 17

Superintendent approval: _____ Date: / /

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) Kirbi Bell / Carly Lippart School: Green Valley
Cell phone number: 336-254-0292 Grade(s): 5 Number of students: 38
Departure time/date: Feb 21, 2018 5:00am Return time/date: Feb 23, 2018 6:00pm

Educational purpose:

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

Trinity Center - Sound To Sea Program
Salter Path, NC

Purpose of trip and how it relates to the curriculum: Ties in With Science & Social Studies

Compare Characteristics of several ecosystems (5-L-2)
Study Coastal history (5-G-1) *understand how human activity has and continues to shape the U.S.
Underground Railroad Exploration (5-H-1) (5-H-2) *Analyze the chronology of key events in U.S. *understand the role of prominent figures in shaping U.S.
Classify organisms (5-L-1) (5-L-2) (5-L-3)
Study interconnected relationships - plants & Animals (5-L-3) (5-L-2)

*5-L-1 = understand how structures and systems of organisms perform functions necessary for life.

*5-L-2 = understand the interdependence of plants and animals with their ecosystem *5-L-3 = understand why organisms differ or are similar to their parents based on the characteristics of the organism.

Supervision and Safety:

Names of all school staff chaperones: Kirbi Bell, Carly Lippart

Names of all non-school chaperones: parents - about 12 - will know first names and names by October

All chaperones will complete a background check. KAB

All chaperones have a background check completed:

Sponsoring teacher initials: _____

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

ramps, paved sidewalks

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

Transportation plan:

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

(If applicable, bus request form must be attached)

Driver/s: _____ Round trip mileage: 600 # of buses needed: 1

Total cost per student \$ 230 Source of funds: Fundraising

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

Approval/Signatures:

Sponsoring teacher signature: Kim Bell Date: 8 / 28 / 17

Principal approval: [Signature] Date: 8 / 28 / 17

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 9 / 7 / 17

Superintendent approval: [Signature] Date: 9 / 7 / 17

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

Itinerary

Wednesday, February 21, 2018 Depart Greenville at 5:00am

6:30/7:00am stop for breakfast in Yadkinville at McDonalds

10:00am stop at reststop in West of Raleigh

12:00pm arrive at Trinity Center

12:30 lunch - Dining Hall

1:00 - 4:00 Cabin Move in

Orientation Meetings

Barrier Island Ecology Class

4:00 Classes

6:00 Dinner - Dining Hall

7:30 Night Class - "Beach Walk Turtle Talk"

9:00 Cabins

Thursday, February 22, 2018

8:00am Breakfast - Dining Hall

9:00^{9:30} Classes

12:30 lunch

1:30 - 4:30 classes

4:45 - 6:00 Recreation Time

6:00 Dinner

7:30 Underground Railroad Exploration

9:00 cabins

Friday, February 23, 2018

8:00am Breakfast

3:30 stop at reststop in Burlington

9:00 Classes

6:00 Arrive at Greenville

10:30 Departure.

12:30 stop at reststop in Raleigh to eat bagged lunches

~~XXXXXXXXXX~~

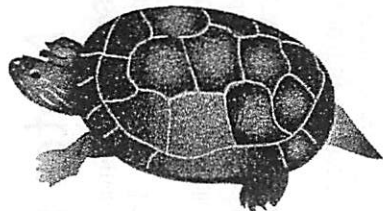
Wednesday, January 26, 2011

SOUND TO SEA Welcomes:

Green Valley Elementary

5th Grade

*** Indicates Chaperone Coverage



Sample
Itinerary

12:00 Arrival
Unload Busses

12:15 Waitrons

12:30 Lunch***
Cabin Move-in
Orientation Meetings

BARRIER ISLAND ECOLOGY

3:45 Transition***

4:00 CLASSES
Group 1-Sound/Salt Marsh, 2-Pond,
3- Maritime Forest. 4-Challenge Course

5:30 Transition***

5:45 Waitrons***
6:00 Dinner***

6:45 Journal Writing***

7:30 BEACH WALK TURTLE TALK

8:45 Snack***
9:00 Good Night***

Thursday, January 27, 2011

7:15 Wake Up! ***
7:45 Waitrons***

8:00 Breakfast***

9:00 CLASSES
ALL ADULTS: Underground Railroad Meeting
Group 1-Challenge Course, 2-Beach,
3- Pond, 4-Sound/Salt Marsh

10:15 Transition***

10:30 CLASSES
Group 1-Maritime Forest, 2-Sound/Salt Marsh,
3-Beach, 4-Pond

12:00 Transition***
12:15 Waitrons***

12:30 Lunch***

1:30 CLASSES
Group 1-Dissection, 2-Challenge Course,
3- Sound/Salt Marsh, 4-Beach

3:00 Transition***

3:15 CLASSES
Group 1-Beach, 2-Pond, 3-Dissection,
4-Maritime Forest

4:45 RECREATION TIME***

5:45 Waitrons***
6:00 Dinner***

6:45 Journal Writing***

7:30 UNDERGROUND RAILROAD***

8:45 Snack***
9:00 Good Night***

Friday, January 28, 2011

7:15 Wake Up!***
7:45 Waitrons***

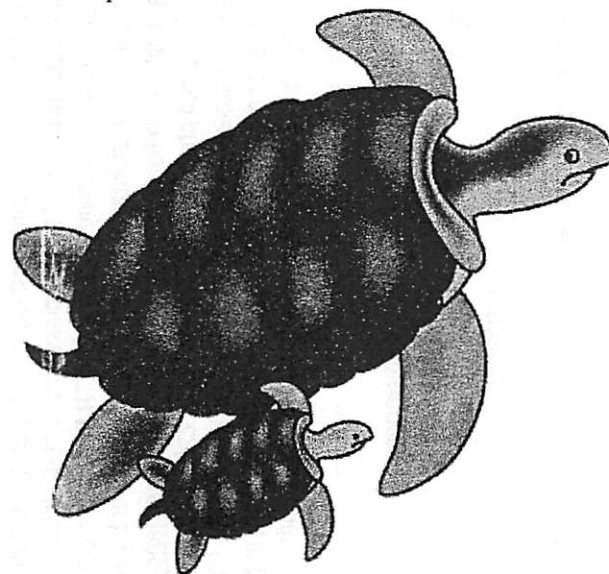
Please carry luggage to the Centrum on your way to...
8:00 Breakfast***

8:50 CLASSES
Group 1-Pond, 2-Maritime Forest,
3-Challenge Course, 4-Dissection

10:10 Evaluations***

10:20 Closure***

10:30 Departure***



Thank you from all of us at Sound to Sea!

Sam Meghan Shane Liz

Jane Grant Suzannah

Kelley Resa Mindy Alison

Notes for Chaperones at Sound to Sea

Welcome to the Sound to Sea Environmental Education Program at Trinity Center! We are happy to have you and your students here to spend some time with us. The following notes may be helpful during your stay with us.

We want you to be comfortable while you are here, so coffee and water is available from 7:30 am to 7 pm in the camp dining room. If you run out, feel free to ask the kitchen staff for more, but please do not enter the service area of the kitchen. If you have any maintenance problems while you are here, please inform an STS instructor.

Because your group may be sharing the Trinity Center property with various guests, we ask that chaperones and students use only the space reserved for Sound to Sea. This includes the centrum, camp dining room, and your dorm/room space. Conference groups most often reserve and use the conference center, porches overlooking the pond, housing cluster living rooms, and the beach house. Also please observe the Trinity Center quiet hours: 10 pm-8 am.

All Trinity Center buildings are non-smoking areas. Please smoke outside, away from class, and deposit your cigarette butts in the trash cans or appropriate smoker's outposts. Also step away from class if you must use your cell phone as it can be very distracting to students. It is helpful to keep it on vibrate. If your cell phone does not work and you need to make a phone call, the STS office is open 24 hours a day. Please use a calling card if it is not an emergency. Make sure to dial 9 and then listen for a dial tone before dialing!

Feel free to participate, observe, assist and or photograph any STS activity. Note the transition and recreation times on your schedule. These are times when the chaperones *must be* responsible for the students, as the Sound to Sea staff uses that time to prepare for and clean up from their classes. We ask that the chaperones please meet the students in the centrum for transition and recreation times. If the students need to go back to their living spaces, adults must be there to supervise. We ask that you help your students be on time to begin classes in the centrum. Another part of your role is to help us with the large group crowd control for meals and evening activities.

We use the "3 strikes" method to discipline students who are distracting the community with unacceptable behavior. If an incident occurs one time, the STS instructor will talk to the student after class. If an incident occurs a second time, the instructor, student, as STS administrator and a teacher will have a short conference after class. If an incident occurs a third time, the student will be removed from the group and handed over to a teacher or chaperone. Chaperone coverage of a third strike is required. Rough housing or fighting is grounds for an automatic third strike.

Students are not allowed to swim while they are with their Sound to Sea instructor, as we cannot provide lifeguards. Students who are in the water for a class should be in the water only ankle to knee deep unless specified by the STS instructor. Chaperones are responsible for students if the school permits swimming during recreation time.

Sound to Sea will not provide any major medical service or medication administration while school students are attending programs. All STS staff are First Aid, CPR and EPI pen certified and will treat minor first aid issues that occur during class. School chaperones will be responsible for administering medications for students, as well as non-class time first aid issues. School chaperones can handle medical emergencies by taking students to area medical facility or calling 911. If there is an emergency *before* 10 p.m. please take emergency precautions and ask a STS staff member for assistance. If no STS staff is present, you may go to the Trinity Center Point of Arrival/Registration where an attendant is available to help *until 10pm*. If there is an emergency *after* 10 p.m. or there is no attendant on duty at the Registration area, please use a cell phone or the office phone to call 911 directly. Then, please call the Trinity Center night manager at 252.240.6640, leave a message, and they will call you back directly. If there is an emergency during class times, we must account for all teachers, students, and Sound to Sea instructors. Please meet in the centrum with the students seated and quiet. We will signal an emergency by ringing the camp bell, located next to the centrum.

Trinity Center Address:

618 Salter Path Road, Pine Knoll Shores

EMS dial 911

Carteret General Hospital: 252-808-6000

Arendell St. Morehead City

Taxicab Service

A-1 Yellow Cab: 240-2700

Atlantic Beach Taxi: 240-3555

Cartert Cab: 247-4600

We hope that you have a pleasant stay. If you have any questions or need anything while here please do not hesitate to stop in to the Sound to Sea office located on the pool side of the centrum.



H&R Tours, Inc
PO Box 266
Boonville, NC 27011
336-367-3966(Office)
www.handrtours.com
charters@handrtours.com
COMMERCIAL CHARTER



ORDER # 18-2106

CHARTER ORDER/INVOICE CONFIRMATION

Date Booked: 08/28/17
Customer: Green Valley Elem. School
Contact: Kerbi Bill

Charter Number: 18-2106
TEL: 336-254-0292
Email: bellk@wataugaschools.org

Number of Coaches: 1 Number of Passengers: 56 Number of Days: 3

Leave Date: Feb. 21, 2018

PICKUP CITY/STATE

Boone, NC.

DESTINATION

Salter Path, NC.

Return Date: Feb. 23, 2018

RETURN CITY/STATE

Boone, NC.

DETAILS FOR PICK UP LOCATION/DESTINATION

PU: 189 Big Hill Rd. Boone, NC. 28607 Cell:336-254-0292

Dest: Salter Path, NC. 28575

Spot Time: 04:30AM

Leave: 05:00AM

Return Time: 6:00PM

\$ 3,500.00X 1= \$3,500.00

CHARTER TOTAL: \$3,500.00

DEPOSIT DUE: \$350.00

BALANCE DUE PRIOR TO DEPARTURE: \$3,150.00 Parking&Permits: **YES**

CUSTOMER PAYS:

YES NO

Tolls: **YES**

Drivers Rooms: **NO**

WiFi: **N/A**

110VAC Outlets: **N/A**

**WE CANNOT HOLD A COACH/BUS UNLESS WE HAVE A SIGNED CONTRACT
PLEASE SIGN & MAIL OR FAX BACK TO H & R TOURS WITHIN 7 DAYS**

FINAL ITINERARY DUE 2 WEEKS BEFORE TRIP

* We **MUST** have the itinerary (including pickup location(s) - addresses, times, daily schedule(s), etc.) 14 days before trip, or we may cancel your trip.

I have read and agree to all of the "Terms and Conditions". I understand the total length of the Driver's day cannot exceed 15 hours. Remember the driver leaves from and returns to the office.

Signed: _____

Date: _____

We appreciate your business!!

Thank You, *H&R Tours, Leslie Robbins - VP*

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) Gail Richards and Brittany Ball School: Green Valley School

Cell phone number: 828-773-7294 Grade(s): Eighth Number of students: 38

Departure time/date: 6:00 am March 27, 2018 Return time/date: 10:00 pm March 30, 2018

Educational purpose:

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

We will visit Monticello near Charlottesville Virginia on our way to Washington DC where we will spend most of our time, see attached Itinerary.

Purpose of trip and how it relates to the curriculum: It relates to portions of the Social Studies, Language Arts, and Science curricula, see attached standards

Supervision and Safety:

Names of all school staff chaperones: Brittany Ball, Susan Milhaupt, and Gail Richards

Names of all non-school chaperones: various parents who have a background check

All chaperones have a background check completed: They will

Sponsoring teacher initials: gr

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

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

Transportation plan:

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

(If applicable, bus request form must be attached)

Driver/s: STILLC Round trip mileage: 875 # of buses needed: one

Total cost per student \$ 524.00 Source of funds: fundraisers and student families

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

Approval/Signatures:

Sponsoring teacher signature: [Signature] Date: 9 / 5 / 17

Principal approval: [Signature] Date: 8 / 30 / 17

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 9 / 7 / 17

Superintendent approval: [Signature] Date: 9 / 7 / 17

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

Highland Tours, LLC
130 Pickatree Lane
Boone, North Carolina

GREEN VALLEY SCHOOL / WASHINGTON, DC and more!
MARCH 27 – 30,2018

DAY 1: Tuesday, MARCH 27, 2018

5:30 AM Coaches arrive at Green Valley School for loading
6:00 AM Depart Boone and travel to Charlottesville, VA with ample rest stops enroute
lunch (on own) bring picnic lunch from home or school to be eaten upon arrival at Monticello
Thomas Jefferson / Monticello Movie; Museum Walk-through; Shuttle ; 1:00 Slave Tour
House tour at **MONTICELLO**, home of Thomas Jefferson
Depart Monticello and travel on to Washington, DC
VIETNAM, KOREAN, and WWII MEMORIALS as time and weather permit
7:30 PM Dinner (included) **MAGILL'S PIZZA** with **TOKENS**
9:00 PM Hotel check-in: **COMFORT INN LORTON, VA 703-643-3100**
10:00 PM Private security guard on duty until 6:00 AM

DAY 2: Wednesday, MARCH 28, 2018

7:00 AM Breakfast (included) continental in hotel
7:45 AM Depart hotel
ARLINGTON NATIONAL CEMETERY
NAT'L MUSEUM OF AFRICAN AMERICAN HISTORY & CULTURE
AMERICAN HISTORY MUSEUM
Lunch (included) \$15.00
HOLOCAUST MUSEUM
AFRICAN AMERICAN MUSEUM
NATIONAL ARCHIVES (if possible)
Dinner (included) **\$10.00 cash UNION STATION**
Short riding tour of the city ending with a visit to **LINCOLN** and **IWO JIMA MEMORIALS**
Return to hotel
10:00 PM Private security guard on duty until 6:00 AM

DAY 3: Thursday, MARCH 29, 2018

7:00 AM Breakfast (included) continental in hotel
7:45 AM Depart hotel
CAPITOL HILL for tour of the Capitol with Senator Richard Burr's Staff
FORD THEATRE for presentation of **ONE DESTINY**
PETERSEN HOUSE
Lunch (included) \$10.00 cash Regan Food Court
Return to hotel for refreshing
Depart hotel
Mystery Dinner Theatre
Dinner (included)
Return to hotel
10:00 PM Private security guard on duty until 6:00 AM

NICKIE SPINKS
office: 828-264-5417
cell: 828-964-2707
nickiespinks@att.net

Highland Tours, LLC
130 Pickatree Lane
Boone, North Carolina

GREEN VALLEY SCHOOL / DC

Page 2

DAY 4: Friday, MARCH 30, 2018

7:00 AM	Breakfast (included) buffet
7:45 AM	Coach open for loading
8:00 AM	Hotel check-out and departure
	FDR MEMORIAL
	MARTIN LUTHER KING MEMORIAL
	NATIONAL AIR AND SPACE MUSEUM
	Lunch (included) \$15.00 cash Air and Space Museum's McDonalds
	Depart DC for travel homeward with ample rest and meal stops enroute
	Dinner (included) \$10.00 cash for fast food enroute
10:30 PM	eta arrival at Green Valley School

NICKIE SPINKS

office: 828-264-5417

cell: 828-964-2707

nickiespinks@att.net

Highland Tours, LLC

130 Pickatree Lane
Boone, North Carolina
CONTRACT AGREEMENT

Client: **GREEN VALLEY SCHOOL**

Gail Richards, Teacher
189 Big Hill Road
Boone, NC 28607

phone: 828-264-3606

fax: 828-264-8108

email: richardg@watauga.k12.nc.us

Ref: 4 days/ 3 nights "WASHINGTON DC"

Date: March 27 – 30, 2018

Features include: roundtrip, deluxe motorcoach transportation / first class lodging for 3 nights: COMFORT INN, Lorton, VA / 3 breakfasts in hotel / 4 dinners (as per itinerary) / 4 lunches (as per itinerary) / Gratuities and taxes / private hotel security guard / Two (2) adult chaperones (Double Occupancy) complimentary packages with minimum paying participants per motorcoach / tour director from *Highland Tours, LLC*

*** HOTELS LISTED DEPENDS UPON AVAILABILITY AT TIME OF SIGNED CONTRACT**

Attractions: As per itinerary and depending on availability and weather.

Highland Tours, LLC Courtesy includes: * Descriptive itineraries for attendees

INCLUSIONS SUBJECT TO AVAILABILITY UPON RECEIPT OF SIGNED CONTRACT.

Net Per Person Price Based on 40 to capacity minimum paying participants.

(IF NUMBER IS BELOW 40 PAYING, THE COST PER PERSON WILL BE ADJUSTED ACCORDINGLY)

STUDENT: \$524.00 lodging 4 to a room and with no more than 3 triples

ADULTS: QUAD: \$512.00 * TRIPLE: \$553.00 * DOUBLE: \$635.00

Net Per Person Price Based on 35 through 39 minimum paying participants.

(IF NUMBER IS BELOW 35 PAYING, THE COST PER PERSON WILL BE ADJUSTED ACCORDINGLY)

STUDENT: \$544.00 lodging 4 to a room and with no more than 3 triples

ADULTS: QUAD: \$546.00 * TRIPLE: \$577.00 * DOUBLE: \$665.00

Payment schedule:

Confirm reservations by **SIGNED CONTRACT and DEPOSIT of \$300.00**. We encourage you to send the contract and deposit to us as soon as possible as we do not make any definite reservations for the tour until both are received in our office; however the latest possible date they are due is SEPTEMBER 1, 2017

DEPOSIT of \$100.00 per person DUE OUR OFFICE NOT LATER THAN DECEMBER 1, 2017

ROOMING LIST DUE OUR OFFICE NOT LATER THAN FEBRUARY 15, 2018.

FINAL ROOMING LIST and FINAL PAYMENT DUE OUR OFFICE NOT LATER THAN FEBRUARY 27, 2018.

Cancellations: If cancellation of this booking becomes necessary, *Highland Tours, LLC* must receive WRITTEN NOTIFICATION by NINETY (90) days prior to the date of departure. There will be a \$100.00 cancellation fee assessed from the deposit. Individual cancellations must be made IN WRITING not later than 3 working days prior to departure. Refund will be made less any charges *Highland Tours, LLC* is unable to get refunded from tour inclusions.

Disclaimer: *Highland Tours, LLC* providing services in this contract, acts as agent for accommodations, meals and attractions, assuming no responsibility and not liable for delays, changes in tax laws, theft, accidents, loss, damage, or injury to persons or property, and/or acts of God. We reserve the right to change arrangements when necessary to enhance the tour, or for reasons beyond our control which might necessitate a change.

Proposed prices are subject to change at actual booking of tour if any inclusions change or are not available.

Authorized signature for **GREEN VALLEY SCHOOL**

DATE

Authorized signature for *Highland Tours, LLC*

(ns 08/21/17)

DATE

Nickie Spinks
Office: 828-264-5417
nickiespinks@att.net

Eighth Grade Essential Standards/Common Core Correlations to Washington, D.C. Trip

Specific **Social Studies** objectives reinforced and expanded upon in Washington D.C. are:

Monticello, the home of Thomas Jefferson:

8.C&G.1 Analyze how democratic ideals shaped government in North Carolina and the United States.

8.C&G.1.2 Evaluate the degree to which democratic ideals are evident in historical documents from North Carolina and the United States (e.g. the Mecklenburg Resolves, the Halifax Resolves, the Declaration of Independence, the Articles of Confederation, the Bill of Rights and the principles outlined in the US Constitution and North Carolina Constitutions of 1776, 1868 and 1971).

8.C&G.1.1 Summarize democratic ideals expressed in local, state, and national government (e.g. limited government, popular sovereignty, separation of powers, republicanism, federalism and individual rights).

Vietnam, Korean, and Lincoln Memorials:

8.H.2 Understand the ways in which conflict, compromise and negotiation have shaped North Carolina and the United States.

8.H.2.1 Explain the impact of economic, political, social, and military conflicts (e.g. war, slavery, states' rights and citizenship and immigration policies) on the development of North Carolina and the United States.

8.C&G.2.2 Analyze issues pursued through active citizen campaigns for change (e.g. voting rights and access to education, housing and employment).

8.C&G.2 Understand the role that citizen participation plays in societal change.

8.C&G.2.3 Explain the impact of human and civil rights issues throughout North Carolina and United States history.

FDR Memorial:

8.E.1.2 Use economic indicators (e.g. GDP, inflation and unemployment) to evaluate the growth and stability of the economy of North Carolina and the United States.

8.E.1.3 Explain how quality of life is impacted by personal financial choices (e.g. credit, savings, investing, borrowing and giving).

Capital Hill:

8.C&G.1 Analyze how democratic ideals shaped government in North Carolina and the United States.

8.C&G.1.1 Summarize democratic ideals expressed in local, state, and national government (e.g. limited government, popular sovereignty, separation of powers, republicanism, federalism and individual rights).

8.C&G.1.3 Analyze differing viewpoints on the scope and power of state and national governments (e.g. Federalists and anti-Federalists, education, immigration and healthcare).

8.C&G.2.2 Analyze issues pursued through active citizen campaigns for change (e.g. voting rights and access to education, housing and employment).

National Air and Space Museum:

8.H.3 Understand the factors that contribute to change and continuity in North Carolina and the United States.

8.H.3.2 Explain how changes brought about by technology and other innovations affected individuals and groups in North Carolina and the United States (e.g. advancements in transportation, communication networks and business practices).

8.H.3.3 Explain how individuals and groups have influenced economic, political and social change in North Carolina and the United States.

Arlington National Cemetery:

8.H.2 Understand the ways in which conflict, compromise and negotiation have shaped North Carolina and the United States.

8.H.2.1 Explain the impact of economic, political, social, and military conflicts (e.g. war, slavery, states' rights and citizenship and immigration policies) on the development of North Carolina and the United States.

National History Museum:

8.H.3 Understand the factors that contribute to change and continuity in North Carolina and the United States.

8.H.3.2 Explain how changes brought about by technology and other innovations affected individuals and groups in North Carolina and the United States (e.g. advancements in transportation, communication networks and business practices).

8.H.3.3 Explain how individuals and groups have influenced economic, political and social change in North Carolina and the United States

8.H.3.4 Compare historical and contemporary issues to understand continuity and change in the development of North Carolina and the United States.

Ford Theater:

4.04: "Evaluate the importance of the roles played by individuals at the state and national levels during the Civil War and Reconstruction Period."

Lincoln Museum:

8.H.2.2 Summarize how leadership and citizen actions influenced the outcome of key conflicts in North Carolina and the United States.

8.H.2.3 Summarize the role of debate, compromise, and negotiation during significant periods in the history of North Carolina and the United States.

8.H.3 Understand the factors that contribute to change and continuity in North Carolina and the United States.

National Archives:

8.H.1.3 Use primary and secondary sources to interpret various historical perspectives.

8.H.1.4 Use historical inquiry to evaluate the validity of sources used to construct historical narratives (e.g. formulate historical questions, gather data from a variety of sources, evaluate and interpret data and support interpretations with historical evidence).

8.H.1.1 Construct charts, graphs, and historical narratives to explain particular events or issues.

8.H.1.2 Summarize the literal meaning of historical documents in order to establish context.

Holocaust Museum/African American History Museum:

8.C.1 Understand how different cultures influenced North Carolina and the United States.

8.C.1.3 Summarize the contributions of particular groups to the development of North Carolina and the United States (e.g. women, religious groups, and ethnic minorities such as American Indians, African Americans, and European immigrants).

8.H.1.3 Use primary and secondary sources to interpret various historical perspectives.

8.H.1.4 Use historical inquiry to evaluate the validity of sources used to construct historical narratives (e.g. formulate historical questions, gather data from a variety of sources, evaluate and interpret data and support interpretations with historical evidence).

Specific **Language Arts** objectives reinforced and expanded upon in Washington D.C. are:

Holocaust Museum:

Key Ideas and Details:

1. Cite the textual evidence that most strongly supports an analysis of what the text says explicitly as well as inferences drawn from the text.

Dinner Theatre-:**Integration of Knowledge and Ideas:**

7. Analyze the extent to which a filmed or live production of a story or drama stays faithful to or departs from the text or script, evaluating the choices made by the director or actors.

9. Analyze how a modern work of fiction draws on themes, patterns of events, or character types from myths, traditional stories, or religious works such as the Bible, including describing how the material is rendered new.

Specific **Science** objectives reinforced and expanded upon in Washington D.C. are:

National History Museum and National Air and Space Museum:

8.P.2.2 Explain the implications of the depletion of renewable and nonrenewable energy resources and the importance of conservation.

8.E.1.2 Summarize evidence that Earth's oceans are a reservoir of nutrients, minerals, dissolved gases, and life forms:

- Estuaries
- Marine ecosystems
- Deep ocean technology and understandings gained

8.E.2.1 Infer the age of Earth and relative age of rocks and fossils from index fossils and ordering of rock layers (relative dating and radioactive dating).

8.E.2.2 Explain the use of fossils, ice cores, composition of sedimentary rocks, faults, and igneous rock formations found in rock layers as evidence of the history of the Earth and its changing life forms.

8.L.1.1 Summarize the basic characteristics of viruses, bacteria, fungi and parasites relating to the spread, treatment and prevention of disease.

8.L.1.2 Explain the difference between epidemic and pandemic as it relates to the spread, treatment and prevention of disease.

8.L.2.1 Summarize aspects of biotechnology including:

- Specific genetic information available
- Careers
- Ethical issues
- Implications for agriculture

8.L.3.1 Explain how factors such as food, water, shelter and space affect populations in an ecosystem.

8.L.3.2 Summarize the relationships among producers, consumers, and decomposers including the positive and negative consequences of such interactions.

8.L.3.3 Explain how the flow of energy within food webs is interconnected with the cycling of matter (including water, nitrogen, carbon dioxide and oxygen).

8.L.4.1 Summarize the use of evidence drawn from geology, fossils, and comparative anatomy to form the basis for biological classification systems and the theory of evolution.

8.L.4.2 Explain the relationship between genetic variation and an organism's ability to adapt to its environment.

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

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

Sponsoring teacher: (Print) Sarah Holt
Zachary Strickland School: Blowing Rock
Cell phone number: 828-493-6117 Grade(s): 4 Number of students: 32
Departure time/date: 10/4/17 5:30AM Return time/date: 10/6/17 5:30 pm

Educational purpose:

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

Sound to Sea at Trinity Center, Salter Path, NC

Purpose of trip and how it relates to the curriculum: Students will learn about adaptations of plants and animals throughout history and learn about biodiversity. They will learn about NC history and the impact that these historical events (pirates, Revolutionary war) had on the barrier islands of NC.

Supervision and Safety:

Names of all school staff chaperones: Patrick Sukow, Marcia Winkler

Names of all non-school chaperones: N/A

All chaperones have a background check completed: N/A Sponsoring teacher initials: SH

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

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

Transportation plan:

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

(If applicable, bus request form must be attached) Summit Charters - Winston Salem, NC

Driver/s: _____ Round trip mileage: 685 # of buses needed: 1

Total cost per student \$ 270 Source of funds: Parents and two additional fundraisers

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

Approval/Signatures:

Sponsoring teacher signature: Sarah Holt Date: 8 / 29 / 17

Principal approval: Peterson Date: 9 / 5 / 17

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 9 / 7 / 17

Superintendent approval: [Signature] Date: 9 / 8 / 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 field trips require the prior approval of the principal, superintendent, and Board of Education. In the case of overnight requests, this form must be submitted to the superintendent by the first day of each month in order for the request to come before the Board of Education on the second Monday of the month. Also see Board policy 3320 and regulation 3320-R.

Sponsoring Teacher: (Print) Zach Walker Cell phone number: 828.280.6920

Other School Staff Chaperones: Sarah Miller (maybe), Theatre Interim, Joe Gragg

Names of Non-School Chaperones: Terry Woolard Kerri Woolard, Deanne Smith, Kendra Souza + Playmaker Parents

All chaperones have a Background Check completed: ZW (Sponsoring Teacher Initials)

Grade(s): 10-12 Number of Students: 21 Dates of Trip: from 10/26/17 to 10/28/17

Departure Time/Date: 5:00 PM Return Time/Date: 11:00 PM

City, State, Place to be visited: (attach detailed itinerary as needed)

King Mountain High School, Kings Mtn. NC

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

If applicable, a Safety/Supervision plan for High Risk and/or Water Activities has been shared with the parents: ___ (Sponsoring Teacher Initials). Please attach a copy of that plan to this form if applicable.

Mode of Transportation: Activity bus (If applicable, bus request form must be attached)

Driver/s: Joe Gragg Round Trip Mileage: @200 miles # of Buses Needed: 1

Total Cost per student \$ @50.00

Source of Funds: 228.00 school account.

Purpose of Trip and How It Relates to the Curriculum: Regional site for the North Carolina Theatre Conference.

Sponsoring Teacher Signature: Zach Walker Date of Request: 8/29/17

Principal Approval: C. Be Date: 8/31/17

If your request is for an overnight trip (in or out of state) the following signatures are required: 9-7-17

Superintendent Approval: [Signature] Date: 9/8/17

Board of Education Approval: _____ Date: 1/1/

If necessary... (we move to State)

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 field trips require the prior approval of the principal, superintendent, and Board of Education. In the case of overnight requests, this form must be submitted to the superintendent by the first day of each month in order for the request to come before the Board of Education on the second Monday of the month. Also see Board policy 3320 and regulation 3320-R.

Sponsoring Teacher: (Print) Zach Walker Cell phone number: 828.280.6920

Other School Staff Chaperones: Sarah Miller

Names of Non-School Chaperones: Playmaker Parents

All chaperones have a Background Check completed: ZW (Sponsoring Teacher Initials)

Grade(s): 10-12 Number of Students: 21 Dates of Trip: from 11/15/17 to 11/16/17

Departure Time/Date: 5:00 PM Return Time/Date: 1:00 AM

City, State, Place to be visited: (attach detailed itinerary as needed)

Greensboro College, Greensboro NC

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

If applicable, a Safety/Supervision plan for High Risk and/or Water Activities has been shared with the parents: ___ (Sponsoring Teacher Initials). Please attach a copy of that plan to this form if applicable.

Mode of Transportation: Activity Bus (If applicable, bus request form must be attached)

Driver/s: TBA (hopefully Joe Gragg) Round Trip Mileage: @250 # of Buses Needed: 1

Total Cost per student \$ @\$50.00

Source of Funds: 22.8 school acct.

Purpose of Trip and How It Relates to the Curriculum: If passed on - The State NC Theatre Conference

Sponsoring Teacher Signature: Zach Walker Date of Request: 8/29/17

Principal Approval: C. B. R. Date: 8/31/17

If your request is for an overnight trip (in or out of state) the following signatures are required: 9-6-17

Superintendent Approval: [Signature] Date: 9/7/17

Board of Education Approval: ___ Date: 1/1/

Declaration of Surplus Items - September 2017

<u>School</u>	<u>Quantity</u>	<u>Description</u>	<u># that are Usable</u>	<u># that are Unusable</u>
Transportation	2	Seon Trooper TL4 Mobile Bus Cameras w/DVR,GPS		2
Cove Creek	1	Black Metal Cart	1	
Green Valley	1	Vacuum Cleaner		1
	3	SmartTech Smart Slate WS200s	3	
	4	Flip Video Camcorders		4
	1	Phillips DVP3345V DVD Player	1	
	2	Dell Optiplex 755 CPUs		2
	1	Elmo 5.3x Optical Zoom Document Camera		1
	1	Altec VS2621 3-Pc Sound System		1
	1	Alphasmart Pro Keyboard		1
	1	Cyber Acoustics 3-Pc Sound System		1
	<u>15</u>		<u>4</u>	<u>11</u>
Hardin Park	1	GE Profile JBP79A0B1AA Electric Range	1	
	1	Wooden Desk		1
	1	Wooden Table	1	
	1	Rolling Chair		1
	2	Chairs		2
	1	Teacher's Desk	1	
	1	Wooden Computer Desk		1
	3	Rolling Storage Carts	3	
	1	Small Child's Chair		1
	1	Credenza	1	
	4	Blue Student Chairs		4
	1	Wooden Filing Cabinet		1
	6	Wooden Rolling Carts		6
	3	Pull Down Maps	2	1
	1	Pull Down Screen	1	
	1	Piano	1	
	1	Piano Bench	1	
	1	John Deere Spreader	1	
	1	Quikfill Work Station		1
	1	North Star 157301B Pressure Washer		1
	1	Wooden Rectangle Table	1	
	1	Kenmore Dishwasher	1	
	1	TV Wall Mount	1	
	1	Staples Shredder		1
	7	Dell Monitors	6	1
	1	Zenith XBV613 DVD-VHS Player		1
	1	Dell Optiplex 380 CPU		1
	2	TOA BG-115 Amps		2
	1	TOC BG-2115 Amp		1
	1	Califone Audio Set	1	
	1	Zenith TV	1	
	<u>51</u>		<u>24</u>	<u>27</u>

Valle Crucis

1	Large Desk
1	Large Chalkboard
<hr/>	
2	

	1
1	
<hr/>	
1	1



Watauga County Board of Education

OFFICE OF THE SUPERINTENDENT
MARGARET E. GRAGG EDUCATION CENTER
PO BOX 1790, BOONE, NC 28607

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

MEMORANDUM

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

FROM: Ly Marze, Finance Officer

DATE: September 11, 2017

RE: 2017-18 Budget Resolution

Attached is the Budget Resolution for Watauga County Schools for fiscal year 2017-18.

A summary budget for all funds is as follows:

Local Current Expense Fund	\$ 13,495,611
State Public School Fund	26,941,351
Federal Grants Fund	1,980,686
School Nutrition Fund	1,792,100
Extended Learning Centers Fund	447,475
Capital Outlay Fund	1,671,800
Special Revenue Fund	701,528
Total	\$ 47,030,551

WATAUGA COUNTY PUBLIC SCHOOL SYSTEM

BUDGET RESOLUTION

BE IT RESOLVED by the Board of Education of the Watauga County School Administrative Unit:

Section 1 – The following amounts are hereby appropriated for the operation of the school administrative unit in the Local Current Expense Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018:

5100 Regular Instructional Services	\$ 4,893,620
5200 Special Populations Services	355,565
5400 School Leadership Services	893,686
5500 Co-Curricular Services	289,758
5800 School-Based Support Services	520,292
6400 Technology Support Services	554,425
6500 Operational Support Services	2,738,191
6600 Financial and Human Resource Services	2,175,633
6700 Accountability Services	6,000
6900 Policy, Leadership, and Public Relations Services	588,532
8100 Payments to Charter Schools	479,909

TOTAL LOCAL CURRENT EXPENSE FUND APPROPRIATION **\$ 13,495,611**

Section 2 – The following revenues are estimated to be available to the Local Current Expense Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018:

TOTAL LOCAL CURRENT EXPENSE FUND REVENUE **\$ 13,495,611**

Section 3 – The following amounts are hereby appropriated for the operation of the school administrative unit in the State Public School Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018:

5100 Regular Instructional Services	\$ 20,292,081
5200 Special Populations Services	3,090,139
5300 Alternative Programs and Services	232,262
5400 School Leadership Services	1,250,335
5800 School-Based Support Services	563,198
6200 Special Populations Support and Development Services	568,907
6500 Operational Support Services	942,559
6700 Accountability Services	1,870

TOTAL STATE PUBLIC SCHOOL FUND APPROPRIATION **\$ 26,941,351**

Section 4 – The following revenues are estimated to be available to the State Public School Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018:

TOTAL STATE PUBLIC SCHOOL FUND REVENUE **\$ 26,941,351**

Section 5 – The following amounts are hereby appropriated for the operation of the school administrative unit in the Federal Grants Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018:

5100 Regular Instructional Services	\$ 195,090
5200 Special Populations Services	978,576
5300 Alternative Programs and Services	807,020

TOTAL FEDERAL GRANTS FUND APPROPRIATION	\$ 1,980,686
---	--------------

Section 6 – The following revenues are estimated to be available to the Federal Grants Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018:

TOTAL FEDERAL GRANTS FUND REVENUE	\$ 1,980,686
-----------------------------------	--------------

Section 7 – The following amounts are hereby appropriated for the operation of the school administrative unit in the School Nutrition Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018:

7200 Nutrition Services	\$ 1,792,100
-------------------------	--------------

TOTAL SCHOOL NUTRITION FUND APPROPRIATION	\$ 1,792,100
---	--------------

Section 8 – The following revenues are estimated to be available to the School Nutrition Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018:

Local Funds, Receipts, and Transfers	\$ 639,100
Federal Funds	1,153,000

TOTAL SCHOOL NUTRITION FUND REVENUE	\$ 1,792,100
-------------------------------------	--------------

Section 9 – The following amounts are hereby appropriated for the operation of the school administrative unit in the Extended Learning Centers Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018:

7100 Extended Learning Centers	\$ 447,475
--------------------------------	------------

TOTAL EXTENDED LEARNING CENTERS FUND APPROPRIATION	\$ 447,475
--	------------

Section 10 – The following revenues are estimated to be available to the Extended Learning Centers Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018:

Local Funds and Receipts	\$ 447,475
--------------------------	------------

TOTAL EXTENDED LEARNING CENTERS FUND REVENUE	\$ 447,475
--	------------

Section 11 – The following amounts are hereby appropriated for the operation of the school administrative unit in the Capital Outlay Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018:

Category I Projects (Acquisition of land and acquisition, construction, or renovation of buildings and other structures)	\$ 1,051,800
Category II Projects (Acquisition or replacement of furnishings and equipment)	455,000
Category III Projects (Acquisition of school buses, activity buses and other motor vehicles)	165,000
TOTAL CAPITAL OUTLAY FUND APPROPRIATION	\$ 1,671,800

Section 12 – The following revenues are estimated to be available to the Capital Outlay Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018:

Local Funds	\$ 1,270,000
State Lottery Funds	401,800
TOTAL CAPITAL OUTLAY FUND REVENUE	\$ 1,671,800

Section 13 – The following amounts are hereby appropriated for the operation of the school administrative unit in the Special Revenue Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018:

5100 Regular Instructional Services	\$ 214,618
5300 Alternative Programs and Services	371,910
5800 School-Based Support Services	115,000
TOTAL SPECIAL REVENUE FUND APPROPRIATION	\$ 701,528

Section 14 – The following revenues are estimated to be available to the Special Revenue Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018:

Restricted Funds	\$ 701,528
TOTAL SPECIAL REVENUE FUND REVENUE	\$ 701,528

Section 15 – All appropriations shall be paid first from revenues restricted as to use and then from general unrestricted revenues.

Section 16 – The superintendent is hereby authorized to transfer appropriations within a fund under the following conditions:

- A. The superintendent may transfer amounts between purposes and between functions within a purpose without limitations and without a report to the Board of Education being required.
- B. The superintendent may transfer amounts not to exceed \$5,000 between functions of the same fund with a report on such transfers being required to the Board of Education.
- C. The superintendent may not transfer any amounts between funds or from any contingency appropriation within a fund without Board of Education approval.

Section 17 – Copies of the Budget Resolution shall be immediately furnished to the superintendent and school finance officer for direction in carrying out their duties.

Adopted this 11th day of September 2017.

Chair
Watauga County Board of Education

CURRENT EXPENSE FUND 2017-18					9/11/2017
DESCRIPTION		2016-17 ADOPTED BUDGET	2017-18 PROPOSED BUDGET	CHANGE	PERCENT INCREASE
5100	REGULAR INSTRUCTIONAL SERVICES				
1	Salary - Local Positions	2,689,799	2,915,527	225,728	8.39%
	2 Additional Middle Grades Positions	-	84,100	84,100	100.00%
	1 Instructional Support Positions	-	72,180	72,180	100.00%
2	Salary - JROTC	147,730	151,425	3,695	2.50%
3	Salary - Spanish Translator/Interpreter	24,705	25,622	917	3.71%
4	PreK Program	45,000	55,000	10,000	22.22%
5	Substitute Teacher Salaries	30,000	50,000	20,000	66.67%
	Substitutes for 3D Assessments	15,000	15,000	-	0.00%
	Substitutes for Area Level Meetings	-	22,000	22,000	100.00%
6	Mentor Stipends	27,500	36,000	8,500	30.91%
7	District-wide Supplies/Materials	20,000	20,000	-	0.00%
	New Classroom Needs Due to Increased Enrollment	-	50,000	50,000	100.00%
8	Student Planners for K-8	5,000	4,000	(1,000)	-20.00%
9	Piano Tuning and Repairs	2,400	2,400	-	0.00%
10	Instrument Repairs	4,500	4,500	-	0.00%
11	Itinerant Teacher Travel	10,000	8,000	(2,000)	-20.00%
12	Homebound Services	5,000	5,000	-	0.00%
13	Workers Compensation Insurance	70,000	70,000	-	0.00%
14	Unemployment Insurance	60,000	10,000	(50,000)	-83.33%
15	Life Insurance	5,000	5,000	-	0.00%
16	Employee Assistance Program	4,000	3,500	(500)	-12.50%
17	Disability	5,000	5,000	-	0.00%
18	Social Security	224,507	258,329	33,822	15.07%
19	Retirement Cost	471,894	557,385	85,492	18.12%
20	Hospital Insurance	407,448	463,651	56,203	13.79%
		4,274,483	4,893,620	619,137	14.48%
5200	SPECIAL POPULATIONS SERVICES				
21	Salary - Exceptional Children	207,125	233,215	26,090	12.60%
22	Social Security	15,845	17,841	1,996	12.60%
23	Retirement Cost	33,824	39,950	6,126	18.11%
24	Hospital Insurance	50,931	64,559	13,628	26.76%
		307,725	355,565	47,840	15.55%
5400	SCHOOL LEADERSHIP SERVICES				
25	Salary - Principals	30,537	30,537	-	0.00%
26	Travel - Principals	10,800	10,800	-	0.00%
27	Salary - Assistant Principals	167,765	52,878	(114,887)	-68.48%
28	Salary - Office Personnel	449,020	422,629	(26,391)	-5.88%
29	Longevity	2,565	3,077	512	19.96%
30	Media Center Supplies and Materials				
	Bethel	1,208	1,188	(20)	-1.66%
	Blowing Rock	1,888	1,884	(4)	-0.21%
	Cove Creek	1,604	1,576	(28)	-1.75%
	Green Valley	1,940	1,992	52	2.68%
	Hardin Park	3,692	3,980	288	7.80%
	Mabel	1,236	1,164	(72)	-5.83%
	Parkway	2,480	2,644	164	6.61%
	Valle Crucis	1,840	1,824	(16)	-0.87%
	Watauga High	5,748	5,840	92	1.60%

CURRENT EXPENSE FUND 2017-18					9/11/2017
DESCRIPTION		2016-17 ADOPTED BUDGET	2017-18 PROPOSED BUDGET	CHANGE	PERCENT INCREASE
31	School Needs, Staff Development, and Supplies				
	Bethel	6,102	5,972	(130)	-2.13%
	Blowing Rock	10,522	10,496	(26)	-0.25%
	Cove Creek	8,676	8,494	(182)	-2.10%
	Green Valley	10,860	11,198	338	3.11%
	Hardin Park	22,248	24,120	1,872	8.41%
	Mabel	6,284	5,816	(468)	-7.45%
	Parkway	14,370	15,436	1,066	7.42%
	Valle Crucis	10,210	10,106	(104)	-1.02%
	Watauga High	35,612	36,210	598	1.68%
32	Social Security	50,543	39,774	(10,769)	-21.31%
33	Retirement Cost	106,127	87,212	(18,914)	-17.82%
34	Hospital Insurance	113,180	96,839	(16,342)	-14.44%
		1,077,056	893,686	(183,370)	-17.03%
5500	CO-CURRICULAR SERVICES				
35	Middle School Athletics				
	Coaching Supplements	35,000	35,000	-	0.00%
	Transportation	20,000	20,000	-	0.00%
	Catastrophic Insurance	6,175	6,175	-	0.00%
	Supplies	9,000	9,000	-	0.00%
	Contract Services	15,000	15,000	-	0.00%
36	WHS Athletics				
	Coaching Supplements	100,000	100,000	-	0.00%
	Transportation	20,000	20,000	-	0.00%
	Catastrophic Insurance/NCSHAA Dues	13,300	13,500	200	1.50%
	Athletic Complex - WHS Athletics	20,000	27,630	7,630	38.15%
	Athletic Drug Testing	5,000	3,000	(2,000)	-40.00%
37	Cultural Arts Program	7,000	7,000	-	0.00%
38	Social Security	10,328	10,328	-	0.00%
39	Retirement Cost	29,546	23,126	(6,420)	-21.73%
		290,348	289,758	(590)	-0.20%
5800	SCHOOL-BASED SUPPORT SERVICES				
40	Salary - School Media Coordinators	136,655	42,050	(94,605)	-69.23%
41	Salary - School Nurses	132,000	30,220	(101,780)	-77.11%
42	Salary - Student Office /Data Manager	144,165	174,409	30,244	20.98%
43	Longevity	3,586	2,592	(994)	-27.72%
44	WHS/ASU Assessment Center	28,000	30,000	2,000	7.14%
45	Student Assistance and Risk Assessment Program	4,000	4,000	-	0.00%
46	Mountain Alliance Partnership	8,000	9,000	1,000	12.50%
47	Supplies and Materials for School Nurses	2,000	2,000	-	0.00%
48	Supplies and Materials for Social Workers	-	500	500	100.00%
49	Safe Schools Program	2,000	2,000	-	0.00%
50	OSHA/Employee Safety	1,500	700	(800)	-53.33%
51	ASU Clinical Screenings	700	700	-	0.00%
52	SACS Accreditation	1,000	1,000	-	0.00%
53	Staff Development for Departments and Programs				
	Administrative	6,000	6,000	-	0.00%
	Countywide	10,000	10,000	-	0.00%
	National Board Academy	3,000	3,000	-	0.00%
	K-3 Staff Development	12,000	12,000	-	0.00%
	4-8 Staff Development	12,000	12,000	-	0.00%
	9-12 Staff Development	2,000	2,000	-	0.00%

CURRENT EXPENSE FUND 2017-18					9/11/2017
DESCRIPTION		2016-17 ADOPTED BUDGET	2017-18 PROPOSED BUDGET	CHANGE	PERCENT INCREASE
	MTSS Staff Development	-	6,000	6,000	100.00%
	ITF/Media Staff Development	3,000	3,000	-	0.00%
	AIG	2,000	2,000	-	0.00%
	Science and Chemical Safety	5,500	5,500	-	0.00%
	School Nurses	3,000	3,000	-	0.00%
54	Staff Development/Travel for Departments and Directors				
	Superintendent	5,000	5,000	-	0.00%
	Assistant Superintendent/Personnel	3,200	3,450	250	7.81%
	K-3 Curriculum	2,000	2,000	-	0.00%
	4-8 Curriculum	1,500	1,500	-	0.00%
	Curriculum Support	-	2,000	2,000	100.00%
	Instructional Support	1,000	1,000	-	0.00%
	Testing	1,500	1,500	-	0.00%
	Student Services	3,800	3,600	(200)	-5.26%
	Exceptional Children	2,000	2,000	-	0.00%
	Finance	2,800	2,800	-	0.00%
	Technology	12,000	9,000	(3,000)	-25.00%
	Maintenance	7,000	7,000	-	0.00%
	Transportation	4,800	4,800	-	0.00%
	School Nutrition	1,500	1,500	-	0.00%
	Public Relations	750	750	-	0.00%
55	Social Security	31,855	19,069	(12,786)	-40.14%
56	Retirement Cost	67,999	42,700	(25,299)	-37.20%
57	Hospital Insurance	62,249	46,952	(15,297)	-24.57%
		733,059	520,292	(212,767)	-29.02%
6400	TECHNOLOGY SUPPORT SERVICES				
58	Salary - Technology	216,194	227,961	11,767	5.44%
59	Longevity	893	2,134	1,241	138.97%
60	Technical Operating Contracts	172,510	150,000	(22,510)	-13.05%
61	Communication Systems	36,500	36,500	-	0.00%
62	Technology Repairs, Supplies and Wiring Needs	35,000	25,000	(10,000)	-28.57%
63	Maintenance Agreements	25,000	25,000	-	0.00%
64	Social Security	16,607	17,602	995	5.99%
65	Retirement Cost	35,450	39,415	3,965	11.18%
66	Hospital Insurance	28,295	30,812	2,517	8.90%
		566,449	554,425	(12,025)	-2.12%
6500	OPERATIONAL SUPPORT SERVICES				
67	Salary - Maintenance	636,557	614,935	(21,622)	-3.40%
68	Salary - Transportation	55,305	56,305	1,000	1.81%
69	Longevity	15,374	10,848	(4,526)	-29.44%
70	Electricity	692,000	650,000	(42,000)	-6.07%
71	Heating Fuel	310,000	275,000	(35,000)	-11.29%
72	Water/Sewer	60,000	50,000	(10,000)	-16.67%
73	Solid Waste Services	22,000	20,000	(2,000)	-9.09%
74	Telephone/Data - Central Office and Administrators	20,000	22,000	2,000	10.00%
75	Telephone/Data - Schools	110,000	140,000	30,000	27.27%
76	Postage	6,000	6,000	-	0.00%
77	Maintenance Supplies	179,200	186,000	6,800	3.79%
78	Maintenance Fees	147,300	153,000	5,700	3.87%
79	Custodial Supplies	95,000	95,000	-	0.00%

CURRENT EXPENSE FUND 2017-18					9/11/2017
DESCRIPTION		2016-17 ADOPTED BUDGET	2017-18 PROPOSED BUDGET	CHANGE	PERCENT INCREASE
80	AHERA Inspection of Asbestos	4,000	4,000	-	0.00%
81	Elevator Maintenance	7,440	7,440	-	0.00%
82	Water System Maintenance	32,500	32,500	-	0.00%
83	Painting	22,500	40,000	17,500	77.78%
84	Digitizing Facility Plans	-	3,500	3,500	100.00%
85	Transportation - Service and License Agreements	24,600	24,600	-	0.00%
86	Hazardous Waste Disposal	2,500	2,500	-	0.00%
87	Garage/Transportation Supplies	2,300	2,300	-	0.00%
88	Vehicle Repair Parts	18,000	19,300	1,300	7.22%
89	Gas	32,000	35,000	3,000	9.38%
90	Oil	1,000	1,000	-	0.00%
91	Tires	4,000	3,500	(500)	-12.50%
92	License/Title Fees	4,800	2,800	(2,000)	-41.67%
93	Drug Testing	7,100	4,000	(3,100)	-43.66%
94	Bus Lift Maintenance	2,000	2,000	-	0.00%
95	Social Security	54,104	52,180	(1,924)	-3.56%
96	Retirement Cost	115,492	116,842	1,350	1.17%
97	Hospital Insurance	101,862	105,642	3,780	3.71%
		2,784,934	2,738,191	(46,742)	-1.68%
6600	FINANCIAL AND HUMAN RESOURCE SERVICES				
98	Salary - Finance	140,305	143,936	3,630	2.59%
99	Salary - Personnel	68,840	70,840	2,000	2.90%
100	Classified Salary Revision	-	90,000	90,000	100.00%
101	Supplements				
	Certified Staff	937,876	937,876	-	0.00%
	Classified Staff	241,576	241,576	-	0.00%
	School Administrators	80,130	80,130	-	0.00%
	Directors	37,910	37,910	-	0.00%
	School Nutrition	35,487	35,487	-	0.00%
	One Time Bonus per State	114,556	-	(114,556)	-100.00%
102	Finance Office Supplies	5,000	5,000	-	0.00%
103	Recruitment	13,000	13,000	-	0.00%
104	Teacher License Renewal Fees	-	3,500	3,500	100.00%
105	Pre-employment Screenings	1,250	1,000	(250)	-20.00%
106	Awards Program	7,500	8,000	500	6.67%
107	Beginning Teachers Program	4,000	4,000	-	0.00%
108	Liability Insurance	6,000	6,000	-	0.00%
109	Vehicle Insurance	18,000	18,000	-	0.00%
110	Property Insurance	65,000	65,000	-	0.00%
111	Fidelity Bonds	1,500	1,500	-	0.00%
112	Social Security	126,736	118,403	(8,333)	-6.57%
113	Retirement Cost	251,829	265,130	13,301	5.28%
114	Hospital Insurance	31,125	29,345	(1,780)	-5.72%
		2,187,620	2,175,633	(11,987)	-0.55%
6700	ACCOUNTABILITY SERVICES				
115	Supplies and Materials for Testing Department	6,000	6,000	-	0.00%
		6,000	6,000	-	0.00%

CURRENT EXPENSE FUND 2017-18					9/11/2017
DESCRIPTION		2016-17 ADOPTED BUDGET	2017-18 PROPOSED BUDGET	CHANGE	PERCENT INCREASE
6900	POLICY, LEADERSHIP, AND PUBLIC RELATIONS SERVICES				
116	Salary - District Personnel	260,655	290,264	29,609	11.36%
117	Board of Education Staff Development	15,000	20,000	5,000	33.33%
118	Board of Education Compensation	23,000	23,000	-	0.00%
119	Board of Education Travel	7,500	7,500	-	0.00%
120	Legal Services	50,000	50,000	-	0.00%
121	Audit Services	42,000	42,000	-	0.00%
122	Membership Fees	60,000	60,000	-	0.00%
123	Public Relations Supplies	3,900	3,900	-	0.00%
124	Social Security	22,273	24,538	2,265	10.17%
125	Retirement Cost	42,565	49,722	7,157	16.81%
126	Hospital Insurance	28,295	17,607	(10,688)	-37.77%
		555,188	588,532	33,343	6.01%
8100	PAYMENT TO OTHER GOVERNMENTAL UNITS				
127	Transfer to Charter Schools	482,538	479,909	(2,629)	-0.54%
TOTAL CURRENT EXPENSE BUDGET		13,265,400	13,495,610	230,210	1.74%

CURRENT EXPENSE FUND 2017-18					9/11/2017
SOURCE OF FUNDS		2016-17 ADOPTED BUDGET	2017-18 PROPOSED BUDGET	CHANGE	PERCENT INCREASE
Fines and Forfeitures		323,000	323,000	-	0.00%
County Appropriation - General		12,231,174	12,515,197	284,023	2.32%
County Appropriation - COLA Reserve		228,688	177,505	(51,183)	-22.38%
County Appropriation - Charter Schools*		482,538	479,909	(2,629)	-0.54%
CURRENT EXPENSE REVENUE TOTAL		13,265,400	13,495,610	230,210	1.74%
	Local Revenue	12,782,862	13,015,702		
	Allotted ADM per DPI	4,371	4,475		
	Local Revenue per ADM	2,924	2,909		
	Projected Charter School ADM	165	165		
	Total Budget for Charter Schools*	482,538	479,909		
		2016-17 ADOPTED BUDGET	2017-18 PROPOSED BUDGET	CHANGE	PERCENT INCREASE
	Current Expense County Appropriation	12,942,400	13,172,610	230,210	1.78%

CAPITAL PROJECTS 2017-18			9/11/2017
	Project	Amount	Total
1	Architectural Study of Facilities	75,000	75,000
2	1:1 Devices	211,000	286,000
3	Projector Replacements	100,000	386,000
4	Correct Flooding Issues @ BR	67,300	453,300
5	Fire Alarm Replacement (1)	57,500	510,800
6	Replace Water Heaters @ VC	6,500	517,300
7	Roof Repairs and Maintenance	167,000	684,300
8	VOIP and Bell Systems (1)	60,000	744,300
9	Gym Floor Refinish/Recoat	21,000	765,300
10	Activity Bus Replacement	90,000	855,300
11	Staff Vehicle Replacement	75,000	930,300
12	Replace Carpet/Tile	30,000	960,300
13	Door Replacements	15,000	975,300
14	Custodial Floor Equipment	15,000	990,300
15	Furniture/Equipment District-wide	69,380	1,059,680
16	Band/Arts Program Equipment	35,000	1,094,680
17	Repair Bleachers in Gym @ WHS	30,000	1,124,680
18	Mobile Units	318,620	1,443,300
19	Replace Stairs to Upper Field @ Green Valley	3,500	1,446,800
20	Replace Cafeteria Tables District-wide	15,000	1,461,800
21	Resurface Parking Areas	155,000	1,616,800
22	Sealant to WHS Track	35,000	1,651,800
23	Lead Paint Abatement @ Blowing Rock	20,000	1,671,800
24	Electrical Upgrades	322,300	1,994,100
25	Install AC in Classrooms	280,000	2,274,100
26	Repair Inoperable Staff Bathrooms @ Bethel	25,000	2,299,100
27	Roof Replacements	253,000	2,552,100
28	LED Lighting	210,000	2,762,100
29	Repair Concrete Pad for Dumpsters @ Parkway	5,000	2,767,100
30	Replace Dish Machine @ BR, CC, Mabel	60,000	2,827,100
31	Repair Tennis Court Surface @ WHS	5,000	2,832,100
32	Replace/Repair Fencing @ HP	20,000	2,852,100
33	Repair Ventilation System and Insulate Gym @ Bethel	10,000	2,862,100
34	Replace Windows in Classrooms @ GV	40,000	2,902,100
35	Replace Windows in Dish Room @ GV	4,000	2,906,100
36	Access Control System @ CO	6,000	2,912,100
37	Improve Sound Barriers between Classrooms @ Bethel	2,500	2,914,600
38	Install Parking at Lacrosse Field @ WHS	20,000	2,934,600
39	Renovate Middle and 2/3 Girls Bathrooms @ GV	3,500	2,938,100
40	Repair Front Sidewalk @ Parkway	8,000	2,946,100
41	Replace Floor Timbers @ Bethel	378,350	3,324,450
42	Install Security Wall/ Doors at Main Ent. @ BR	18,000	3,342,450
43	Add Faculty Restroom in Middle School Wing @ BR	30,000	3,372,450
44	Seal Coal Room to Prevent Flooding @ GV	2,500	3,374,950
45	Replace Water Coolers @ Bethel	4,500	3,379,450
46	Additional Cameras In Hallway @ Bethel	1,000	3,380,450
47	Renovate Bathrooms in 3/5 Hallway @BR	65,500	3,445,950
48	Replace Bathroom Stall Dividers @ CC	10,000	3,455,950
49	Renovate Bathrooms @ GV	115,000	3,570,950
50	Replace Gym Bleachers @ GV	40,000	3,610,950
51	Upgrade Sound System in Gym @ GV	10,000	3,620,950
52	Replace HVAC Heat Pump @ HP	86,250	3,707,200
53	Replace HVAC Air Handlers @ Parkway	345,000	4,052,200
54	Install Water Fountain at Playground @ GV	1,000	4,053,200
55	Replace Front Desk @ GV	3,500	4,056,700
	Total Needs for 2017-18	4,056,700	

CAPITAL OUTLAY FUND 2017-18		9/11/2017
DESCRIPTION		2017-18 PROPOSED BUDGET
CATEGORY I		
1	Correct Flooding Issues @ BR	Lottery 67,300
2	Fire Alarm Replacement (1)	Lottery 57,500
3	Roof Repairs and Maintenance	Lottery 167,000
4	VOIP and Bell Systems (1)	Lottery 60,000
5	Replace Carpet/Tile	Lottery 30,000
6	Lead Paint Abatement @ BR	Lottery 20,000
7	Mobile Units	CIP Reserves 309,000
8	Sealant to WHS Track	CIP Reserves 35,000
9	Architectural Study of Facilities	Current Capital 75,000
10	Replace Water Heaters @ VC	Current Capital 6,500
11	Gym Floor Refinish/Recoat	Current Capital 21,000
12	Door Replacements	Current Capital 15,000
13	Repair Bleachers in Gym @ WHS	Current Capital 30,000
14	Replace Stairs to Upper Field @ Green Valley	Current Capital 3,500
15	Resurface Parking Areas	Current Capital 155,000
TOTAL CATEGORY I		1,051,800
CATEGORY II		
1	1:1 Devices	CIP Reserves 211,000
2	Projector Replacements	CIP Reserves 100,000
3	Custodial Floor Equipment	Current Capital 15,000
4	Schools - Furniture/Equipment	Current Capital 53,880
5	Mobile Units - Furniture/Equipment	Current Capital 9,620
6	Central Office - Furniture/Equipment	Current Capital 1,500
7	Maintenance Equipment	Current Capital 8,000
8	Transportation Equipment	Current Capital 6,000
9	Band Equipment	Current Capital 20,000
10	Arts Programs	Current Capital 15,000
11	Replace Cafeteria Tables District-wide	Current Capital 15,000
TOTAL CATEGORY II		455,000
CATEGORY III		
1	Activity Bus Replacement	CIP Reserves 90,000
2	Staff Vehicle Replacement	CIP Reserves 75,000
TOTAL CATEGORY III		165,000
CAPITAL OUTLAY BUDGET TOTAL		1,671,800

CAPITAL OUTLAY FUND 2017-18					9/11/2017	
SOURCE OF FUNDS			2016-17 ADOPTED BUDGET	2017-18 PROPOSED BUDGET	CHANGE	PERCENT INCREASE
NC Public School Building Lottery Fund			525,000	401,800	(123,200)	-23.47%
County Appropriation			1,076,750	1,270,000	193,250	17.95%
CAPITAL OUTLAY TOTAL			1,601,750	1,671,800	70,050	4.37%

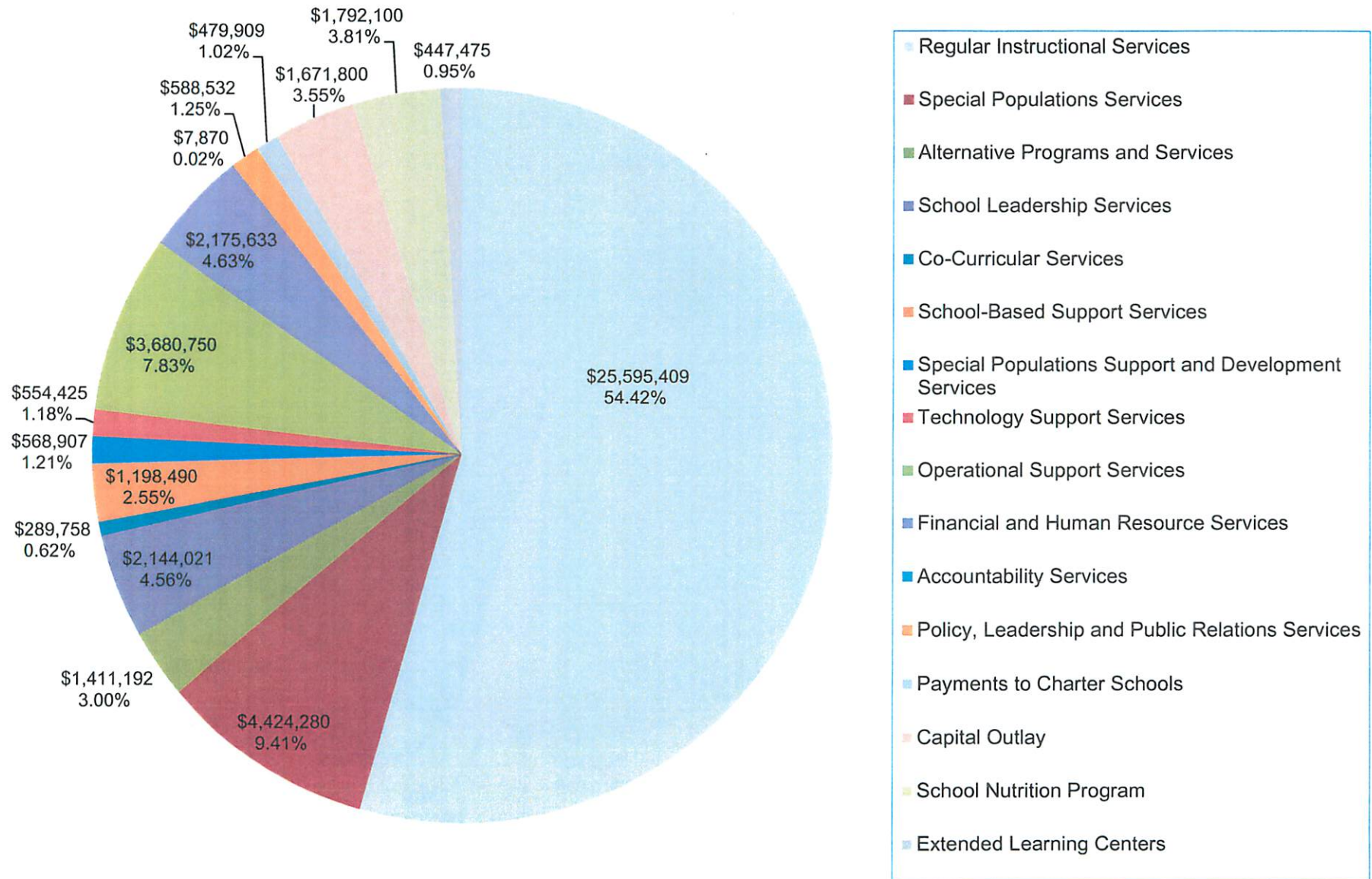
CURRENT EXPENSE AND CAPITAL OUTLAY FUND REVENUE 2017-18				9/11/2017	
SOURCE OF FUNDS		2016-17 ADOPTED BUDGET	2017-18 PROPOSED BUDGET	CHANGE	PERCENT INCREASE
Fines and Forfeitures		323,000	323,000	-	0.00%
NC Public School Building Lottery Fund		525,000	401,800	(123,200)	-23.47%
County Appropriation		14,019,150	14,442,610	423,460	3.02%
TOTAL		14,867,150	15,167,410	300,260	2.02%

SPECIAL REVENUE FUND 2017-18		9/11/2017
DESCRIPTION		
1	NC PRE-K PROGRAM	
	Salaries/Benefits	371,910
	NC PRE-K BUDGET TOTAL	371,910
2	DHHS SCHOOL NURSE CONTRACT	
	Salaries/Benefits	50,000
	DHHS SCHOOL NURSE BUDGET TOTAL	50,000
3	ABC ALCOHOL EDUCATION PROGRAM	
	Salaries/Benefits	65,000
	ABC ALCOHOL EDUCATION BUDGET TOTAL	65,000
4	CAREER AND COLLEGE PROMISE AGREEMENT	
	Salaries/Benefits	214,618
	CAREER AND COLLEGE PROMISE AGREEMENT BUDGET TOTAL	214,618
SPECIAL REVENUE FUND TOTAL EXPENSES		701,528
SOURCE OF FUNDS		
	NC Pre-K / Children's Council Agreement	371,910
	DHHS School Nurse Contract	50,000
	ABC Revenue Restricted-Alcohol Education	65,000
	Caldwell Community College Agreement	214,618
SPECIAL REVENUE FUND TOTAL REVENUES		701,528

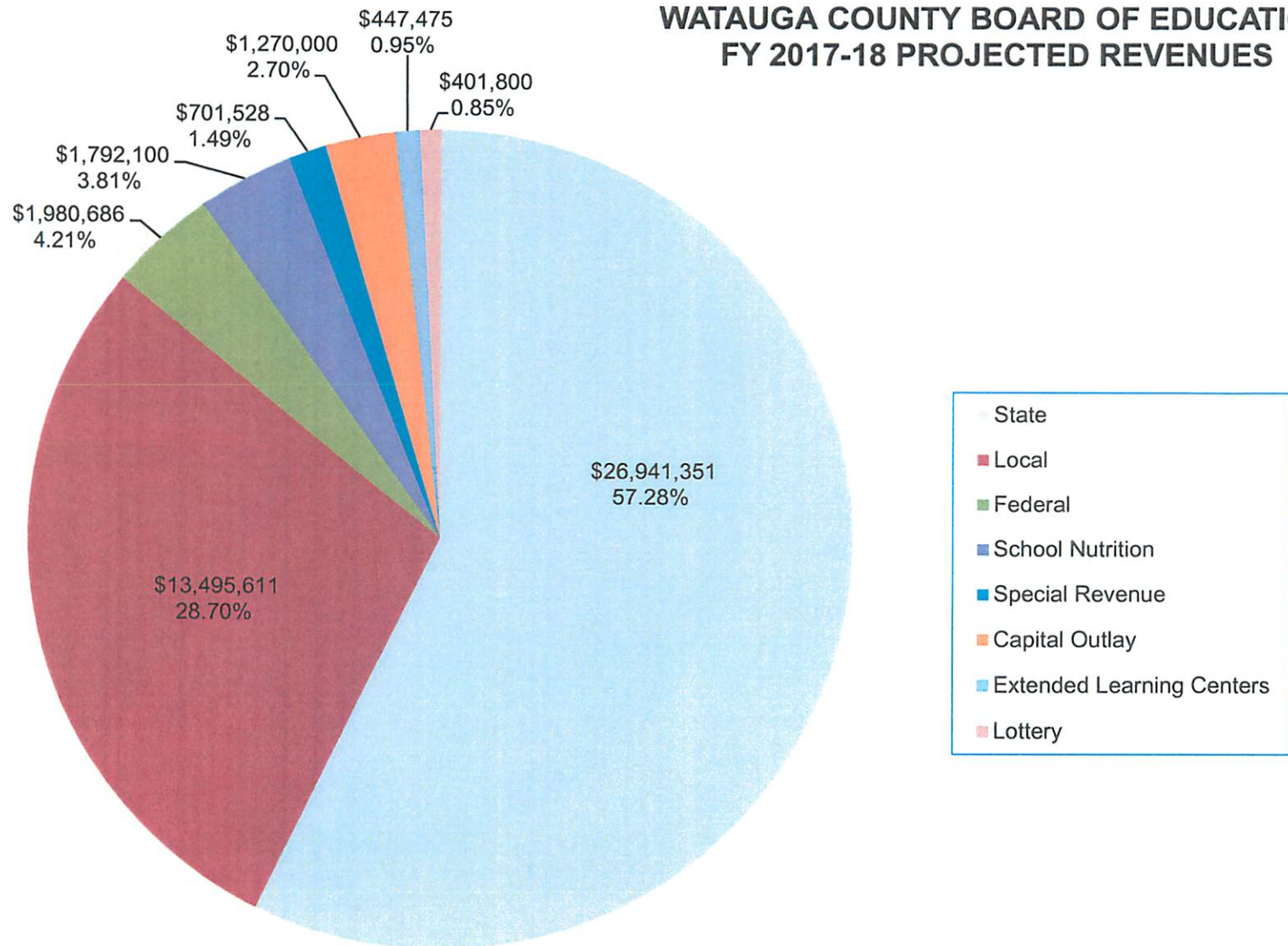
SCHOOL NUTRITION FUND 2017-18		9/11/2017
PROGRAM EXPENSES		
5.7200.035.151	CLERICAL SALARY	36,000
5.7200.035.165	SUBSTITUTES	15,200
5.7200.035.174	SALARY-CAFETERIA WORKER	330,000
5.7200.035.176	SALARY-MANAGER	237,500
5.7200.035.180	BONUS	3,000
5.7200.035.184	LONGEVITY PAY	8,000
5.7200.035.185	BONUS ANNUAL LEAVE	3,500
5.7200.035.188	ANNUAL LEAVE	3,200
5.7200.035.189	SHORT-TERM DISABILITY	3,000
5.7200.035.199	OVERTIME PAY	1,500
5.7200.035.211	EMPLOYERS SOC SEC COST	46,000
5.7200.035.221	EMPLOYERS RETIREMENT COST	104,000
5.7200.035.231	EMPLOYERS HOSP INS COST	150,000
5.7200.035.233	UNEMPLOYMENT INSURANCE	1,000
5.7200.035.311	CONTRACTED SERVICES	7,000
5.7200.035.312	WORKSHOP EXPENSES	400
5.7200.035.313	ADVERTISING FEES	300
5.7200.035.314	PRINTING/BINDING	1,000
5.7200.035.326	CONTRACTED REPAIRS/MATERIALS	1,000
5.7200.035.332	TRAVEL	4,500
5.7200.035.342	POSTAGE	500
5.7200.035.361	MEMBERSHIP DUES	500
5.7200.035.411	OFFICE SUPPLIES	1,500
5.7200.035.418	SOFTWARE	500
5.7200.035.422	REPAIR PARTS/MATERIALS	7,000
5.7200.035.451	FOOD PURCHASED	640,000
5.7200.035.452	USDA COMMODITY FOODS USED	122,000
5.7200.035.453	FOOD PROC. SUPPLIES	42,000
5.7200.035.541	EQUIPMENT	3,000
5.7200.035.571	DEPRECIATION	19,000
Grand Total Expenses		1,792,100
PROGRAM REVENUES		
5.3811.035.000	USDA GRANTS	1,031,000
5.3815.035.000	USDA GRANTS/COMM.FOODS	122,000
5.4311.035.000	PAID STUDENT BREAKFASTS	34,000
5.4314.035.000	SALES LUNCH FULL PAY	325,000
5.4315.035.000	LUNCH REDUCED PREPAID	17,500
5.4316.035.000	LUNCH ADULT CASH	45,500
5.4318.035.000	SUPPLEMENTAL SALES	202,000
5.4321.035.000	CATERED BREAKFASTS	1,500
5.4322.035.000	CATERED LUNCHES	1,500
5.4323.035.000	CATERED SUPPERS & BANQUETS	3,000
5.4324.035.000	CATERED SUPPLEMENTS	1,000
5.4341.035.000	STATE REIMBURSEMENT BREAKFAST	7,000
5.4490.035.000	MISC LOCAL OPERATING REV	100
5.4820.035.000	DISPOSITION SCHOOL FIXED ASSETS	1,000
Grand Total Revenues		1,792,100

EXTENDED LEARNING CENTERS FUND 2017-18										9/11/2017
		Blowing	Cove	Green	Hardin			Valle	Holiday/	
Expenses	Bethel	Rock	Creek	Valley	Park	Mabel	Parkway	Crucis	Snowday	Total
Salaries	10,265	30,400	19,822	17,595	51,621	24,993	57,521	21,109	15,846	249,172
Longevity		131				658	374	341		1,504
Social Security	785	2,336	1,516	1,346	3,949	1,962	4,429	1,641	1,212	19,177
Retirement					4,026	4,394	4,958			13,378
Health Insurance					5,869	5,869	5,869			17,607
subtotal, personnel	11,050	32,867	21,338	18,941	65,465	37,876	73,151	23,091	17,058	300,838
Snacks	954	3,710	2,650	1,908	6,360	1,400	6,360	2,650	1,100	27,092
Center Supplies	300	750	550	500	1,600	350	1,600	550	300	6,500
Field Trips/presenters	200	200	200	200	200	200	200	200	200	1,800
Telephone	375	211	375	150	150		150	375		1,786
subtotal, program	1,829	4,871	3,775	2,758	8,310	1,950	8,310	3,775	1,600	37,178
Site Total Costs	12,879	37,738	25,113	21,699	73,775	39,826	81,461	26,866	18,658	338,016
Administrative and Other Program Costs										109,459
Grand Total Expenses										447,475
Revenues										
Estimated 17-18 Revenues	10,483	\$ 57,321	\$ 39,033	\$ 31,626	\$ 123,248	\$ 13,511	\$ 120,283	\$ 40,120	\$ 11,850	447,475
Grand Total Revenues										447,475
Administrative Costs				Other Program Costs						
704.113 ELC Director		42,298		704.311 Contracted Services			1,400			
704.151 Office Personnel		21,050		704.312 Workshop expenses			1,400			
704.184 Longevity		1,500		704.332 Travel			1,800			
704.211 Social Security		4,961		704.342 Postage			200			
704.221 Retirement		11,108		704.399 Other purchased services			895			
704.231 Health Insurance		10,271		704.411 Supplies			948			
		91,188		704.418 Software			939			
Key Factors/Assumptions:				704.461 Computer Equipment			3,000			
State mandated increases				704.462 Furniture & Equipment			7,689			
Increased snack costs							18,271			
Cost savings in CO personnel										
Increased phone costs										

WATAUGA COUNTY BOARD OF EDUCATION FY 2017-18 PROJECTED EXPENDITURES



WATAUGA COUNTY BOARD OF EDUCATION FY 2017-18 PROJECTED REVENUES



**APPLICATION
PUBLIC SCHOOL BUILDING CAPITAL FUND
NORTH CAROLINA EDUCATION LOTTERY**

Approved: _____

Date: _____

County: Watauga County

Contact Person: Ly Marze

LEA: Watauga County Schools

Title: Finance Officer

Address: PO Box 1790, Boone, NC 28607

Phone: 828-264-7190

Project Title: Blowing Rock School - Correct Flooding Issues

Location: 165 Morris St, Blowing Rock, NC 28605

Type of Facility: K-8 School

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-546.2. Further, G.S. 115C-546.2 (d) has been amended to include the following:

(3) No county shall have to provide matching funds...

(4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.

(5) A county may not use monies in this Fund to pay for school technology needs.

As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. **Applications must be submitted within one year following the date of final payment to the Contractor or Vendor.**

Short description of Construction Project: Install storm water drainage structures to control flooding in the school building

Estimated Costs:

Purchase of Land	_____	\$	_____
Planning and Design Services	_____		_____
New Construction	_____		_____
Additions / Renovations	_____		67,300.00
Repair	_____		_____
Debt Payment / Bond Payment	_____		_____
TOTAL	_____	\$	67,300.00

Estimated Project Beginning Date: June 2017 Est. Project Completion Date: August 2017

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 67,300.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature — Chair, County Commissioners)

(Date)

(Signature — Chair, Board of Education)

(Date)

**APPLICATION
PUBLIC SCHOOL BUILDING CAPITAL FUND
NORTH CAROLINA EDUCATION LOTTERY**

Approved: _____

Date: _____

County: Watauga County

Contact Person: Ly Marze

LEA: Watauga County Schools

Title: Finance Officer

Address: PO Box 1790, Boone, NC 28607

Phone: 828-264-7190

Project Title: Replace carpet and tile floors

Location: District-wide

Type of Facility: K-8 schools

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-546.2. Further, G.S. 115C-546.2 (d) has been amended to include the following:

(3) No county shall have to provide matching funds...

(4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.

(5) A county may not use monies in this Fund to pay for school technology needs.

As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. ***Applications must be submitted within one year following the date of final payment to the Contractor or Vendor.***

Short description of Construction Project: Replace carpet and tile in classrooms for student safety

Estimated Costs:

Purchase of Land	_____	\$	_____
Planning and Design Services	_____		_____
New Construction	_____		_____
Additions / Renovations	_____		30,000.00
Repair	_____		_____
Debt Payment / Bond Payment	_____		_____
TOTAL	_____	\$	30,000.00

Estimated Project Beginning Date: December 2017 Est. Project Completion Date: August 2018

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 30,000.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature — Chair, County Commissioners)

(Date)

(Signature — Chair, Board of Education)

(Date)

**APPLICATION
PUBLIC SCHOOL BUILDING CAPITAL FUND
NORTH CAROLINA EDUCATION LOTTERY**

Approved: _____

Date: _____

County: Watauga County

Contact Person: Ly Marze

LEA: Watauga County Schools

Title: Finance Officer

Address: PO Box 1790, Boone, NC 28607

Phone: 828-264-7190

Project Title: Blowing Rock School - Lead Paint Abatement

Location: 165 Morris St, Blowing Rock, NC 28605

Type of Facility: K-8 School

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-546.2. Further, G.S. 115C-546.2 (d) has been amended to include the following:

(3) No county shall have to provide matching funds...

(4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.

(5) A county may not use monies in this Fund to pay for school technology needs.

As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. **Applications must be submitted within one year following the date of final payment to the Contractor or Vendor.**

Short description of Construction Project: Abatement of lead paint found on the exterior door lentils of the school auditorium

Estimated Costs:

Purchase of Land	_____	\$	_____
Planning and Design Services	_____		_____
New Construction	_____		_____
Additions / Renovations	_____		20,000.00
Repair	_____		_____
Debt Payment / Bond Payment	_____		_____
TOTAL	_____	\$	20,000.00

Estimated Project Beginning Date: September 2017 Est. Project Completion Date: October 2017

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 20,000.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature — Chair, County Commissioners)

(Date)

(Signature — Chair, Board of Education)

(Date)

**CLIENT SERVICES AND REIMBURSEMENT AGREEMENT BETWEEN
WATAUGA COUNTY BOARD OF EDUCATION AND
WATAUGA OPPORTUNITIES, INC.**

The terms of this contract shall be effective July 1, 2017, and shall remain in effect through June 30, 2018, between Watauga County Board of Education and Watauga Opportunities, Inc. the provider.

Section I. Responsibilities

- A. The provider agrees to:
1. Assist with transition plans, provide transitional and transportation services which shall enable students to move effectively from the educational programs of the school system into competitive employment, community internships or the vocational training programs of Watauga Opportunities, Inc.
 2. Students served shall be determined by IEP teams in collaboration with Watauga Opportunities.
 3. Provide on-site training at Watauga High School and in the community for those students who might be placed competitively without entering the Watauga Opportunities facilities.
 4. Provide student progress reports to the appropriate teacher and/or counselor as required by the Board of Education.
 5. Submit monthly billings to the Board of Education for payment.
- B. The Board of Education agrees to:
1. Reimburse the provider as soon as practical after receiving a billing from Watauga Opportunities, Inc.
 2. Provide space in which to teach the supported employment skills at Watauga High School.
 3. Provide the information necessary to structure a meaningful vocational program for those students coming from Watauga County schools to Watauga Opportunities, Inc.
 4. Work with the staff of Watauga Opportunities, Inc. to assure that program goals are consistent with each student's needs.
 5. Provide staff to assist Watauga Opportunities staff with the provision of community based pre-employment transitional services

The rate of reimbursement for the above mentioned services shall be \$47,000.00 which shall be divided into twelve monthly payments of \$3916.67, beginning July 2017 and ending June 2018.

Section III. Termination

This agreement can be terminated by either party at any time during this agreement period. Termination of the agreement may be effected on a 30-day written notice by either party.

Ron Henries, Chair
Watauga County Board of Education



Date

7/14/2017

F. Michael Maybee, President/CEO
Watauga Opportunities, Inc.

Date

Dr. Scott Elliott, Superintendent
Watauga County Board of Education

Date

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. Shoes shall be worn at all times in the school building and on the school campus.
3. 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.
4. Profanity on clothing shall not be permitted.
5. 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.
6. 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.
7. No undergarments shall be visible.
8. No bathing suits shall be worn.
9. No pajamas shall be worn.
10. Midriffs, waist, and hips shall be covered.
11. The waistband of all pants, shorts and skirts shall be worn above the hips at all times.
12. 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. Private body parts shall be covered and not visible when moving, standing, bending or sitting.
14. No chains, studded or spiked necklaces/bracelets that could be considered weapons are to be worn.
15. 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: _____

EXTRACURRICULAR ACTIVITIES AND STUDENT ORGANIZATIONS

Policy Code:

3620

The Watauga County Board of Education (the “board”) recognizes the value of interscholastic athletics and extracurricular activities in promoting leadership and team skills, practicing democratic principles, and encouraging the lifelong learning process. Students are encouraged to participate in opportunities available at the school, including interscholastic athletics and student organizations. All activities are open to all students attending that school unless a restriction is justified and has been approved by the principal. The principal shall ensure that students and parents are notified of the various opportunities for participation in extracurricular activities. The principal shall establish any rules necessary for school- and student-initiated extracurricular activities.

A. EXTRACURRICULAR ACTIVITY REQUIREMENTS

Participation in extracurricular activities, including student organizations and interscholastic athletics, is a privilege, not a right, and may be reserved for students in good academic standing who meet behavior standards established by the board and the school. Participation in extracurricular activities may be restricted if a student (1) is not performing at grade level as provided in policy 3400, Evaluation of Student Progress; (2) has exceeded the number of absences allowed by policy 4400, Attendance; (3) has violated the student conduct standards found in the 4300 series of policies; or (4) has violated school rules for conduct. In addition, in order to be eligible for interscholastic athletics participation, students must have been in daily attendance 85 percent of the previous semester and must meet all applicable eligibility standards of the North Carolina High School Athletic Association, the North Carolina Department of Public Instruction, and any locally established requirements for interscholastic athletics participation. Students in the sixth grade are eligible to participate in all interscholastic athletics except football.

School administrators choosing to exercise the authority to restrict participation based upon any of the reasons provided in the previous paragraph shall provide this policy and any additional rules developed by the superintendent or the principal to all parents or guardians and students. The grievance procedure provided in policy 4010, Student and Parent Grievance Procedure, may be utilized by parents or students who believe that a student has been aggrieved by a decision made pursuant to this policy.

B. SPECIAL CIRCUMSTANCES

1. Students with disabilities must be accorded the legal rights required by federal and state law.
2. School administrators shall facilitate the inclusion and participation of transitioning military children in extracurricular activities, to the extent they are otherwise qualified, by:

- a. providing information about extracurricular activities to transitioning military children; and
- b. waiving application deadlines.

Legal References: Americans with Disabilities Act, 42 U.S.C. 12132, 28 C.F.R. pt. 35; Equal Access Act, 20 U.S.C. 4071-4074; Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, 34 C.F.R. pt. 300; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; G.S. 115C art. 9, 115C-47(4), -390.2, -407.5; State Board of Education Policy ATHL-001 *Policies Governing Services for Children with Disabilities*, State Board of Education Policy EXCP-000; State Board of Education Policy HRS-D-001; N.C. High School Athletic Association Handbook; Middle/Junior High School Athletic Manual (NCDPI), available at <http://www.ncpublicschools.org/curriculum/healthfulliving/athletics/>

Cross References: Parental Involvement (policy 4002), Student and Parent Grievance Procedure (policy 4010), Evaluation of Student Progress (policy 3400), Student Promotion and Accountability (policy 3420), School Improvement Plan (policy 3430), Children of Military Families (policy 4050), Student Clubs (4060), Student Behavior Policies (4300 series), Attendance (policy 4400), Community Use of Facilities (policy 5030)

Adopted: March 21, 2016

Revised: June 13, 2016; _____

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

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

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

A. ROMANTIC RELATIONSHIPS AND SEXUAL CONTACT PROHIBITED

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

B. RESTRICTIONS ON ELECTRONIC COMMUNICATIONS

1. In accordance with policy 7335, Employee Use of Social Media, employees are prohibited from communicating with students through non-school-controlled social media except to the extent that the employee and student have an appropriate relationship which originated outside of the school setting. Any communication authorized under policy 7335 must meet the professional standards established in this policy and must otherwise be consistent with law and all other Board policy.
2. Instant messages shall be treated as a form of communication through social media subject to the terms of policy 7335 and subsection B.1 above, regardless of whether the messaging service is actually provided through a social media service or otherwise.

and state law.

2. School administrators shall facilitate the inclusion and participation of transitioning military children in extracurricular activities, to the extent they are otherwise qualified, by:
 - a. providing information about extracurricular activities to transitioning military children; and
 - b. waiving application deadlines.

Legal References: Americans with Disabilities Act, 42 U.S.C. 12132, 28 C.F.R. pt. 35; Equal Access Act, 20 U.S.C. 4071-4074; Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, 34 C.F.R. pt. 300; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; G.S. 115C art. 9, 115C-47(4), -390.21, -407.5; State Board of Education Policy ATHL-001 Policies Governing Services for Children with Disabilities, State Board of Education Policy EXCPGCS-D-000; State Board of Education Policy HRS-D-001; N.C. High School Athletic Association Handbook; Middle/Junior High School Athletic Manual (NCDPI), available at <http://www.ncpublicschools.org/curriculum/healthfulliving/athletics/>

Cross References: Parental Involvement (policy 4002), Student and Parent Grievance Procedure (policy 4010), Evaluation of Student Progress (policy 3400), Student Promotion and Accountability (policy 3420), School Improvement Plan (policy 3430), Children of Military Families (policy 4050), Student Clubs (4060), Student Behavior Policies (4300 series), Attendance (policy 4400), Community Use of Facilities (policy 5030)

Adopted: March 21, 2016

Revised: June 13, 2016; _____

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

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

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

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

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

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

C. Reporting Inappropriate Conduct

1. Reporting by Employees

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

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

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

2. Reporting by Students

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

3. Report of Criminal Misconduct

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

Legal References: Elementary and Secondary Education Act, 20 U.S.C. 7926; Title IX of the

Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; G.S. 14-27.32, -202.4; 115C-47(18); 16 N.C.A.C. 6C.0601, .0602; State Board of Education Policy ~~TCP-C-014~~NCAC-6C-0601.

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

Approved: July 14, 2014

Revised: June 8, 2015; January 11, 2016: _____

The Watauga County Board of Education (the "board") of education requires all students to meet the eligibility requirements for school admission established by the state and the board, including age. Any parent or guardian who is unclear whether a child meets the age requirements is encouraged to contact the superintendent's office or the elementary school that the child is likely to attend.

A. ENTITLEMENT TO INITIAL ENTRY

A child who is presented for enrollment at any time during the first 120 days of a school year will be considered eligible for initial entry in any of the following circumstances.

1. The child reaches or reached the age of five on or before August 31 of that school year.
2. The child resided in another state and was attending school during that school year in accordance with that state's laws or rules prior to moving to North Carolina. (The child does not need to reach the age of five on or before August 31 in this circumstance.)
3. The child did not reach the age of five on or before August 31 of that school year but would be eligible to attend school during that school year in another state in accordance with the laws or rules of that state, and if all of the following apply:
 - a. the child's parent is a legal resident of North Carolina who is an active member of the uniformed services assigned to a permanent duty station in another state;
 - b. the child's parent is the sole legal custodian of the child;
 - c. the child's parent is deployed for duty away from the permanent duty station; and
 - d. the child resides with an adult who is a domiciliary of a local school administrative unit in North Carolina as a result of the parent's deployment away from the permanent duty station.

B. DISCRETIONARY ENROLLMENTS

The board may allow a child to be enrolled in either of the following circumstances.

1. The child is presented for enrollment after the first 120 days of a school year and meets one of the circumstances specified above for entitlement to initial entry.

2. The child reached the age of four on or before April 16; the child is presented for enrollment no later than the end of the first month of the school year; and the principal of the school finds, based on information submitted by the child's parent or guardian, that the child is gifted and has the maturity to justify admission to school. The board regards admission of a four-year-old child to be an extraordinary measure that should not to be used merely because the child is developmentally advanced. In making such a determination, the principal shall follow guidelines established by the State Board of Education.

C. GRADE LEVEL OF INITIAL ENTRY

The initial point of entry will be the kindergarten level. After initial entry, a principal may move the child to the first grade if the principal determines that by reason of maturity, the child may be served more appropriately in the first grade.

D. EVIDENCE OF AGE

When a child is presented for admission for the first time, the principal shall require the parent or guardian of the child to furnish a certified copy of the child's birth certificate or other competent and verifiable evidence of the child's date of birth. Such evidence may include, but is not limited to: (1) a certified copy of any medical record of the child's birth issued by the treating physician or the hospital in which the child was born; or (2) a certified copy of a birth certificate issued by a church, mosque, temple or other religious institution that maintains birth records of its members.

A birth certificate or other satisfactory proof of age issued by a foreign country or institution will be accepted and treated in the same manner as comparable documents issued in the United States. School officials shall use such documents only for the purpose of establishing the age of the child and not to inquire about the citizenship or immigration status of the child, parent or guardian.

For a student who is in foster care or considered homeless, the inability to provide documentation must not prevent immediate enrollment of the student. ~~prohibit or cause a delay in enrollment of the student.~~ School officials, or in the case of a homeless student, the homeless liaison, shall immediately contact the last school the student attended to obtain relevant enrollment records or other information needed for enrollment. These officials shall work with the student, the parent or guardian, school personnel, and other agencies as necessary to obtain the necessary enrollment records or other enrollment information in a timely manner.

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-288, -364; 130A-109; 16 N.C.A.C. 6E.0105; State Board of Education Policy GCS-JKNEC-001

Cross References: Homeless Students (policy 4125)

Adopted: July 14, 2014

Revised:

A student who is domiciled within the geographic area served by the school system, who is under age 21 (22 for students entitled to special education services), who has not completed the prescribed courses for high school graduation and who otherwise qualifies for admission, is entitled to be admitted without payment of tuition. Under certain circumstances specified by law, a student who resides in the area served by the school system and who otherwise qualifies for admission to its schools also is entitled to be admitted without payment of tuition. In addition, students who are homeless or in foster care may be entitled to continue attending their school of origin without payment of tuition regardless of a change in their domicile or residency status.

Children with disabilities are required to meet state domicile requirements to be entitled to admission to school without payment of tuition unless they are "grandfathered" into the system under subsection C.5, below, or unless they otherwise meet one of the circumstances that entitle them to admission without payment of tuition. (See Section C, below.)

A. DOMICILE AND RESIDENCE DEFINED

Domicile requires the intent to abandon one's prior home and remain in the new location as a permanent home for an indefinite period. In contrast, a residence need not be one's exclusive home and does not require an intention that the residence be the permanent home.

B. MEETING DOMICILE REQUIREMENTS

1. Domicile of Students Generally

The domicile of a student under 18 years of age is presumed to be the domicile of his or her parents, legal guardian, or legal custodian as defined by the General Statutes of North Carolina.

2. Domicile of Emancipated Students

If a student is at least 18 years of age, is married, or has been abandoned by his or her parents, or if the court declares a student to be emancipated, the student may establish a domicile independent from that of his or her parents, legal guardian, or legal custodian. A student who establishes domicile as a result of being emancipated is a domiciliary of the school system and is entitled to the same rights and privileges of other students domiciled in the school system.

3. Domicile of Students with Divorced or Separated Parents

Domicile for the purpose of school admission and assignment will be determined by the following criteria.

- a. In the event that a student's parents are divorced or separated and physical custody has been given to only one parent, the student's domicile follows that of the parent who has been granted physical custody.
- b. If physical custody has not been determined or has been granted jointly to both parents, or if the custodial parent wishes the student to attend school in the non-custodial parent's system of residence, then the parents must jointly agree on which residence will be used to determine the student's domicile. The selected residence must be submitted in writing to the superintendent.
- c. The selection may not be changed during the school year unless the parents satisfy the Watauga County Board of Education's (the "board") policies on transfers and releases.
- d. In the event that the parents cannot agree on which residence will be used to determine the student's domicile for school assignment purposes, school officials shall assign the student according to the residence of the parent with physical custody of the student at the beginning of the school year.

C. MEETING RESIDENCE REQUIREMENTS

A student who resides in the system in any of the following circumstances will be admitted without payment of tuition.

1. The student is homeless as defined in state and federal law and policy 4125, Homeless Students. A student living with a friend or relative is not a homeless student unless he or she lives there due to conditions that constitute homelessness under state and federal statutes. Subject to the provisions set forth in policy 4125, aA homeless student will be assigned to a school in the attendance area where he or she is physically located or wherever the interests of the child are best met.
2. The parent, guardian, or legal custodian residing in the school system attendance area is a student, employee, or faculty member of a college or university or is a visiting scholar at the National Humanities Center.
3. The student resides in a group home, foster home, or other similar facility or institution.
4. The student resides in a pre-adoptive home following placement by a county department of social services or a licensed child-placing agency.

5. The student is considered a child with a disability by the General Statutes and the North Carolina *Policies Governing Services for Children with Disabilities*, and the child was (a) enrolled in the school system on the last day of school for the 2006-07 school year or (b) enrolled in and attending a school in the school system on August 1, 2007, for the 2007-08 school year, so long as the child lives within and is continuously enrolled in the system.
6. The student resides with an adult who is a domiciliary of the school system as a result of any of the following.
 - a. The death, serious illness, or incarceration of the child's parent or legal guardian.
 - b. The abandonment by the child's parent or legal guardian of the complete control of the student as evidenced by the failure to provide substantial financial support and parental guidance.
 - c. Abuse or neglect by the parent or legal guardian.
 - d. The physical or mental condition of the parent or legal guardian is such that he or she cannot provide the student with adequate care and supervision.
 - e. The relinquishment of physical custody and control of the student by the student's parent or legal guardian upon the recommendation of the department of social services or the Division of Mental Health.
 - f. The loss or uninhabitability of the student's home as the result of a natural disaster.
 - g. The parent or legal guardian is one of the following: (1) on active military duty, not including periods of active duty for training for less than 30 days, and is deployed out of the local school administrative unit in which the student resides; (2) a member or veteran of the uniformed services who is severely injured and medically discharged or retired (but only for a period of one year after the medical discharge or retirement of the parent or guardian); or (3) a member of the uniformed services who has died while on active duty or as a result of injuries sustained on active duty (but only for a period of one year after the death of the parent or guardian). Assignment under this subsection is only available if some evidence of the deployment, medical discharge, retirement, or death is tendered with the affidavits required under G.S. 115C-366.

In order to be admitted under this provision, the student may not be currently under a term of suspension or expulsion from a school for conduct that could have led to a suspension or an expulsion from the local school administrative unit,

unless the student is identified as eligible for special education and related services under the Individuals with Disabilities Education Act, 20 U.S.C. 1400, *et seq.*, and evidence of such eligibility is tendered with the affidavits described below.

The adult with whom the student resides and the student's parent, guardian, or legal custodian, if available, must complete and sign separate affidavits available from the superintendent's office attesting to information required by G.S. 115C-366(a3). If it is found that a person willfully and knowingly provided false information in the affidavit, the maker of the affidavit will be guilty of a Class 1 misdemeanor and will pay to the board an amount equal to the cost of educating the student during the period of enrollment. Repayment will not include state funds.

D. STUDENTS PARTICIPATING IN THE NORTH CAROLINA ADDRESS CONFIDENTIALITY PROGRAM

In determining whether a student meets the domicile or residence requirements of this policy, school personnel shall consider the actual address of a participant in the North Carolina Address Confidentiality Program established by G.S. Chapter 15C, but such address will remain confidential in accordance with law and policy 4250/5075/7316, North Carolina Address Confidentiality Program.

E. APPEAL OF ADMISSION DECISIONS

Within 10 working days of receiving all of the information required under this policy, the superintendent or designee shall provide a written decision to the applicant for admission to the school system. The superintendent's decision regarding admission of the student may be appealed to the board in accordance with subsection E.5 in policy 4010, Student and Parent Grievance Procedure.

Legal References: Elementary and Secondary Education Act, 20 U.S.C. 6303 *et seq.*; Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, 34 C.F.R. pt. 300; McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431 *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); *Non-Regulatory Guidance on Education for Homeless Children and Youths Program*, U.S. Department of Education (July 2016); G.S. 7B art. 35; 35A art. 6; 15C-8(i); 50-13.1 to 13.3; 115C-106.2, -106.3, -107.6, -108.1(a), -366, -407.5; ~~State Board of Education Policy GCS-D-000; Policies Governing Services for Children with Disabilities, State Board of Education Policy EXCP-000~~, available at <http://ec.ncpublicschools.gov/policies/nc-policies-governing-services-for-children-with-disabilities>

Cross References: Student and Parent Grievance Procedure (policy 4010), Children of Military Families (policy 4050), Homeless Students (policy 4125), North Carolina Address Confidentiality Program (policy 4250/5075/7316)

Adopted: November 10, 2014

Revised:

Replaces: Policy 5.02.50, Student Assignments (in part) and Policy 5.02.60 (in part)

The Watauga County Board of Education (the "board") intends to comply fully with all licensure requirements of the ~~No Child Left Behind Act of 2001 (NCLB)~~ Elementary and Secondary Education Act, state law, and State Board of Education policies.

A. LICENSURE AND OTHER QUALIFICATION REQUIREMENTS

1. Except as otherwise permitted by the State Board of Education or state law, provided below, a professional employee must hold at all times a valid North Carolina license appropriate to his or her the position in which he or she is employed.
- 1.2. To the extent possible, all professional teaching assignments will be in the area of the professional employee's license except as may be otherwise allowed by state and federal law and State Board policy. In addition, all professional teachers employed to teach core academic subjects must be "highly qualified" as required by the State Board of EducationNCLB. Core academic subjects include English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography.
- 2.3. The board encourages lateral entry into the teaching profession by skilled individuals from other professions the private sector who meet state licensing requirements.

B. EXCEPTIONS TO LICENSURE REQUIREMENTS

1. Emergency Permit to Practice

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

2. Adjunct CTE Instructors

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

C. BEGINNING TEACHER SUPPORT PROGRAM

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

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

D. LICENSE CONVERSION

~~The superintendent or designee shall designate a school official in the Beginning Teacher Support Program plan to be responsible for approving the acceptance of all continuing (Standard Professional 2) licenses automatically converted from the initial (Standard Professional 1) license. The designated official shall reject an automatic conversion license and immediately notify DPI if (1) the teacher has not taught three years; or (2) the official has knowledge of any reason related to conduct or character to deny the individual teacher a continuing license.~~

~~Beginning teachers must be rated "Proficient" on North Carolina Professional Teaching Standards I through V on the most recent Teacher Summary Rating Form in order to be eligible for the Standard Professional 2 License.~~

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

E. LICENSE RENEWAL

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

The school system may offer courses, workshops, and independent study activities to help school personnel meet license renewal requirements. Any renewal activity offered must be consistent with State Board of Education policy. In addition, the superintendent or designee shall develop a procedure to determine the appropriateness of any credit offered in advance of renewal activities.

Decisions regarding the employment of teachers who fail to meet the required proficiency

standard for renewal of a continuing license will be made in accordance with state law G.S. 115C-296(b)(1)b.4 and applicable State Board of Education requirements.

F. PARENTAL NOTIFICATION

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

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

A. EQUITABLE DISTRIBUTION OF ~~HIGHLY QUALIFIED TEACHERS~~

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

Legal References: ~~No Child Left Behind Act~~Elementary and Secondary Education Act, 20 U.S.C. 6301 *et seq.*; 34 C.F.R. 200.55-57, 200.61; 20 U.S.C. 6319; 20 U.S.C. 7801(11); G.S. 115C-296, -325(e)(1)(m) (applicable to career status teachers), -325.4(a)(12) (applicable to non-career status teachers), -333, -333.1; State Board of Education Policies ~~TCP-A-000~~EVAL-004, EVAL-023, LICN-001, -004, -005, ~~-016~~, -018, -021, NCAC-6C.0102, NCAC-6C.0307~~TCP-C-004~~

Cross References:

Adopted: February 9, 2015

Revised:

Replaces: Policy 3.02.40, Qualifications of Certified Personnel

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

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

2. Middle and High School Teachers

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

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

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

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

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

4. Out-of-State Teachers

An out-of-state teacher who submits documentation that he or she has been deemed "highly qualified" in another state will be designated "highly qualified" in North Carolina provided that he or she has at least a bachelor's degree from an accredited college or university. This documentation may include satisfactory test scores from the originating state, verification of satisfactory completion of the High Objective Uniform State Standard for Evaluation (HOUSSE) for the originating state, or verification of National Board Certification, ~~as authorized by the No Child Left Behind Act.~~

5. Veteran Teachers

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

B. BEGINNING TEACHER SUPPORT PROGRAM PLAN

The plan for beginning teacher support must:

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

throughout the year and specify a date by which the annual evaluation is to be completed.

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

Legal References: ~~No Child Left Behind Act, 20 U.S.C. 6301 et seq.; 34 C.F.R. 200.55-56; G.S. 115C-296, -296.2, -325(e)(1)(m), -333, 333.1, -325(e)(1)(m); State Board of Education Policies y-TCP-A-000, LICN -001, -004, -016~~NCAC-6C.0102, NCAC-6C.0307

Cross References:

Adopted: February 9, 2015

Revised:

PLANS FOR GROWTH AND IMPROVEMENT OF LICENSED EMPLOYEES

Policy Code:

7811

The Watauga County Board of Education (the "board") expects all professionally licensed employees to maintain high levels of performance. If an employee does not meet this standard, the superintendent and administrative staff shall address any identified performance or other deficiencies through appropriate means, including placing the employee on a monitored growth, directed growth, or mandatory improvement plan when required by state law, State Board policy or this policy, or when otherwise deemed necessary.

Growth and mandatory improvement plans as defined by law and this policy are valuable tools to promote the professional development of licensed employees. The board recognizes, however, that not all conduct and performance issues require the development of a plan. Administrators and supervisory personnel are authorized to address inappropriate conduct and/or inadequate performance using such other lawful means as they may deem appropriate. This policy ~~shall~~should not be interpreted to limit in any way the authority of administrators or other supervisory personnel to direct and reprimand licensed employees for inappropriate conduct or inadequate performance.

Further, the superintendent may move to recommend nonrenewal, dismissal, or demotion of a licensed employee whether or not the employee has been first placed on a growth or other improvement plan. (See policies 7930, Professional Employees: Demotion and Dismissal, and 7950, Non-Career Status Teachers: Nonrenewal.)

The superintendent shall require administrative staff to implement the requirements of this policy ~~develop procedures in accordance with state law; and State Board guidelines; and this policy as necessary to carry out the board's directives.~~

A. DEFINITIONS

1. As used in this policy, "teacher" means an individual defined as a teacher in G.S. 115C-325(a)(6) (for career status teachers) or G.S. 115C-325.1(6) (for non-career status teachers).
2. As used in this policy, "licensed employee(s)" includes principals, assistant principals, and other school administrators as defined in G.S. 115C-325.1(5), and teachers.
- 2.3. "The North Carolina Educator Evaluation System" refers to the professional standards, processes, and rubrics approved by the State Board of Education for each educator role in North Carolina public schools.

B. INDIVIDUAL, MONITORED, AND DIRECTED GROWTH PLANS FOR TEACHERS

1. Use of Growth Plans for Teachers

PLANS FOR GROWTH AND IMPROVEMENT OF LICENSED EMPLOYEES

Policy Code:

7811

The Watauga County Board of Education (the “board”) expects all professionally licensed employees to maintain high levels of performance. If an employee does not meet this standard, the superintendent and administrative staff shall address any identified performance or other deficiencies through appropriate means, including placing the employee on a monitored growth, directed growth, or mandatory improvement plan when required by state law, State Board policy or this policy, or when otherwise deemed necessary.

Growth and mandatory improvement plans as defined by law and this policy are valuable tools to promote the professional development of licensed employees. The board recognizes, however, that not all conduct and performance issues require the development of a plan. Administrators and supervisory personnel are authorized to address inappropriate conduct and/or inadequate performance using such other lawful means as they may deem appropriate. This policy ~~shall~~should not be interpreted to limit in any way the authority of administrators or other supervisory personnel to direct and reprimand licensed employees for inappropriate conduct or inadequate performance.

Further, the superintendent may move to recommend nonrenewal, dismissal, or demotion of a licensed employee whether or not the employee has been first placed on a growth or other improvement plan. (See policies 7930, Professional Employees: Demotion and Dismissal, and 7950, Non-Career Status Teachers: Nonrenewal.)

~~The superintendent shall require administrative staff to implement the requirements of this policy develop procedures in accordance with state law; and State Board guidelines, and this policy as necessary to carry out the board’s directives.~~

A. DEFINITIONS

1. As used in this policy, “teacher” means an individual defined as a teacher in G.S. 115C-325(a)(6) (for career status teachers) or G.S. 115C-325.1(6) (for non-career status teachers).
2. ~~As used in this policy, “licensed employee(s)” includes principals, assistant principals, and other school administrators as defined in G.S. 115C-325.1(5), and teachers.~~
- 2.3. “The North Carolina Educator Evaluation System” refers to the professional standards, processes, and rubrics approved by the State Board of Education for each educator role in North Carolina public schools.

B. INDIVIDUAL, MONITORED, AND DIRECTED GROWTH PLANS FOR TEACHERS

1. Use of Growth Plans for Teachers

Teachers

Teachers who receive an overall rating of at least “proficient” on all standards on the North Carolina ~~Teacher~~Educator Evaluation System Rubric as indicated on the Teacher Summary Rating Form shall develop an individual growth plan designed to improve performance on specifically identified standards and elements.

A teacher who is performing below a proficient level on the Teacher Summary Rating Form shall will be placed on a monitored growth plan or a directed growth plan unless dismissal, demotion, nonrenewal, or placement on a mandatory improvement plan (see Section CD, below) is warranted. A monitored growth plan developed in accordance with State Board policy is required for a teacher who is rated “developing” on one or more standards of the North Carolina ~~Teacher~~Educator Evaluation System Rubric. State Board policy also requires that a teacher who is rated “not demonstrated” on any standard or who is rated “developing” on any standard for two sequential years be placed on a directed growth plan. The board or superintendent may establish other criteria that will be deemed evidence that performance is below a proficient level or otherwise represents unsatisfactory or below standard performance and warrants placement on either a monitored growth plan or a directed growth plan.

Unless otherwise limited by state law or State Board policy, the principal is authorized to place a teacher on a monitored or directed growth plan or other plan of improvement~~assistance~~ at any point during the school year if the principal determines that the teacher is performing below the expected level.

a. ~~School Administrators~~

~~Professional growth plans will be developed for school administrators as provided in State Board policy. A professional growth plan will include mutually agreed upon performance goals and recommendations based upon the school administrator’s self-assessment, the consolidated assessment and the summary evaluation using the North Carolina School Executive, Principal and Assistant Principal Evaluation Process. Development of the professional growth plan will be discussed at a meeting between the school administrator and the superintendent or designee when completing the annual evaluation process.~~

~~The superintendent may move to dismiss or demote a licensed employee whether or not the employee has been first placed on a growth or other improvement plan. See policy 7930, Professional Employees: Demotion and Dismissal.~~

2. Components of Growth Plans for Teachers

Individual growth plans may contain, but are not limited to, any of the components listed below. However, monitored or directed growth plans must include at least the following components.

a. Identification of Performance Deficiencies

All performance deficiencies, including conduct deficiencies and all specific standards and elements of the Teacher Evaluation Rubric identified for improvement during the teacher's evaluation, must be identified and addressed in the growth plan.

b. Performance Expectations and Goals

For each performance deficiency ~~problem~~ identified, the growth plan must include a statement of the expected level of performance and/or other goals to be accomplished.

c. Strategies

The growth plan must set forth a strategy or strategies designed to correct each identified performance deficiency. The strategies should be specific and clearly state the activities the teacher should undertake to achieve the expected level of performance. The strategies also should identify all individuals responsible for implementing the plan.

d. Dates for Monitoring and Completion

The growth plan must include dates upon which the teacher's progress under the plan will be reviewed and the date by which performance or conduct is to be improved to the expected level. Under a monitored growth plan, the teacher must achieve proficiency within one school year. A directed growth plan may provide for a shorter period to achieve proficiency, not to exceed one school year.

3. Review of Growth Plans

~~Individual and professional growth plans should be reviewed at least annually with the licensed employee's teacher's principal or supervisor and/or the principal, the superintendent, or their designees, as applicable.~~

In the case of a teacher's monitored or directed growth plan, once the designated time period for completion of a plan has elapsed, the principal or supervisor shall review the teacher's performance, including the results of any subsequent evaluation and determine whether the teacher continues to perform below the expected level in any area or whether the teacher's performance has improved sufficiently. If the teacher's performance remains below proficient, the principal

or supervisor shall recommend to the superintendent one of the following:

- a. the board non-renew, dismiss, the teacher or demote the teacher, or transfer the teacher to a position in which the teacher can be successful;
- b. the teacher be placed on a mandatory improvement plan in accordance with the provisions of Section CD below; or
- c. the teacher be moved to a new monitored or directed growth plan or continue on a previous growth plan that has been revised as necessary, provided the principal or supervisor determines that:
 - 1) the teacher's continuing performance problems are not having an adverse impact on student learning or the school environment, or
 - 2) the teacher is making good progress toward improvement in deficient areas and is likely to improve to an acceptable level within a reasonable, additional time period.

C. PROFESSIONAL GROWTH PLANS FOR PRINCIPALS AND ASSISTANT PRINCIPALS

1. Professional Growth Plans

Professional growth plans will be developed for principals and assistant principals as provided in State Board policy. The professional growth plan will include mutually agreed upon performance goals and recommendations based upon the principal or assistant principal's self-assessment, the consolidated assessment, and the summary evaluation using the *North Carolina School Executive, Principal and Assistant Principal Evaluation Process*. Development of the professional growth plan will be discussed at a meeting between the principal or assistant principal and the superintendent or designee when completing the annual evaluation process. The superintendent or designee should review the professional growth plan with the employee at least annually.

2. Optional Action Plan Component to the Professional Growth Plan

- a. The superintendent may incorporate an action plan into the principal or assistant principal's professional growth plan to address performance or conduct deficiencies. The action plan must include the following:

i. Identification of Performance Deficiencies

All performance and conduct deficiencies identified in the employee's evaluation must be identified and addressed in the action plan.

ii. Performance Expectations and Goals

For each performance deficiency identified, the action plan must include a statement of the expected level of performance and/or other goals to be accomplished.

iii. Strategies

The action plan must set forth a strategy or strategies designed to correct each identified performance or conduct deficiency. The strategies should be specific and clearly stated and should identify all individuals responsible for implementing the plan.

iv. Dates for Monitoring and Completion

The action plan must include the dates upon which the employee's progress under the plan will be reviewed and the date by which performance is to be improved to the expected level, which will be no less than 60 calendar days and no longer than the end of the current school year.

b. Upon completion of the action plan, the superintendent or designee shall reevaluate the employee and determine whether the employee continues to perform below the expected level in any area or whether the employee's performance has improved sufficiently. If the employee is within the final year of his or her contract, the reevaluation must occur prior to the statutory deadline for notice of contract nonrenewal. If the employee's performance remains below proficient, the superintendent shall either:

i. recommend that the board non-renew, dismiss, demote, or transfer the employee to a position in which the employee can be successful; or

ii. retain the employee in the current position if the superintendent determines that the employee is making good progress toward improvement in deficient areas and is likely to improve to an acceptable level within a reasonable period of time. A principal or assistant principal who is retained in his or her position after demonstrating performance below proficiency on the reevaluation must be given a new action plan and reevaluated as described in subsection C.2.b, above.

C.D. MANDATORY IMPROVEMENT PLANS

A mandatory improvement plan is an instrument designed to improve a licensed employee's performance by providing the employee with notice of specific performance areas that have substantial deficiencies and a set of strategies, including the specific

support to be provided to the employee, so that he or she may satisfactorily resolve such deficiencies within a reasonable timeframe.

The use of mandatory improvement plans as provided in this policy is discretionary and will be determined on a case-by-case basis. Nothing in this policy will be interpreted so as to require the use of mandatory improvement plans in addition to, or in lieu of, growth plans or other disciplinary action, including nonrenewal or dismissal from employment as provided by law.

1. Initiating a Mandatory Improvement Plan

a. Licensed Employees in Low-Performing Schools

If a licensed employee in a low-performing school receives a rating on any standard on an evaluation that is below proficient or otherwise represents unsatisfactory or below standard performance in an area that the licensed employee was expected to demonstrate, the individual or team that conducted the evaluation shall recommend to the superintendent that (i) the employee receive a mandatory improvement plan designed to improve the employee's performance, ~~or~~ (ii) the superintendent recommend to the board that the employee be dismissed, ~~or~~ demoted (if a career teacher), or non-renewed (if the teacher is on a contract), or (iii) a proceeding for immediate dismissal or demotion be instituted against the employee for conduct or performance that causes substantial harm to the educational environment. If the individual or team that conducted the evaluation elects not to make ~~either~~any of the above recommendations, the ~~said~~ individual or team evaluator shall notify the superintendent of this decision. The superintendent shall determine whether to develop a mandatory improvement plan, to recommend nonrenewal of the employee's contract, or to recommend a dismissal proceeding.

b. Teachers in Schools Not Identified as Low-Performing

If, in an observation report or year-end evaluation, a teacher in a school not identified as low-performing receives a rating that is below proficient or otherwise represents unsatisfactory or below standard performance on any standard that the teacher was expected to demonstrate, the principal may place the employee on a mandatory improvement plan. The mandatory improvement plan will be utilized only if the superintendent or designee determines that an individual, monitored or directed growth plan would not satisfactorily address the deficiencies.

c. Any Licensed Employees Engaging in Inappropriate Conduct or Performance

A principal may recommend to the superintendent or designee that a

licensed employee be placed immediately on a mandatory improvement plan if the employee engages in inappropriate conduct or performs inadequately to such a degree that the conduct or performance causes substantial harm to the educational environment, but immediate dismissal or demotion of the employee is not appropriate. The principal must document the exigent reason for immediately instituting such a plan.

2. Components of the Plan

A mandatory improvement plan for any licensed employee must include the following components.

a. Identification of Performance Deficiencies

The performance or conduct areas in which the employee is deficient must be identified and addressed in the mandatory improvement plan.

b. Performance Expectations

For each performance or conduct deficiency problem identified, the plan must include a statement of the expected level of performance.

c. Strategies

The plan must establish a strategy or strategies designed to correct each identified performance or conduct deficiency. The strategies should be specific and clearly state the activities the employee should undertake to achieve the expected level of performance or conduct and the specific support to be provided to the employee. The strategies also should identify all individuals responsible for implementing the plan.

d. Dates for Monitoring and Completion

The plan must include dates upon which the employee's progress under the plan will be reviewed and the date by which performance is to be improved to the expected level.

3. Development and Implementation of the Plan

a. Licensed Employees in Low-Performing Schools

When directed by the superintendent, a mandatory improvement plan to improve the performance of a licensed employee will be developed by the person who evaluated the licensed employee or the employee's supervisor, unless the evaluation was conducted by an assistance team. If the evaluation was conducted by an assistance team, that team shall develop

the mandatory improvement plan in collaboration with the employee's supervisor. Mandatory improvement plans will be designed to be completed within 90 instructional days or before the beginning of the next school year.

b. Teachers in Schools Not Identified As Low-Performing

When a principal decides to put a teacher on a mandatory improvement plan, the principal shall develop the plan in consultation with the teacher. The teacher shall have five instructional days after receiving the plan to request a modification to the plan before it is implemented. The principal must consider the requested modification before finalizing the plan. The teacher shall have at least 60 instructional days to complete the mandatory improvement plan.

A teacher has five workdays after finalization of the mandatory improvement plan within which to submit a request to the principal for a qualified observer, as defined in G.S. 115C-333.1(c)(1), to observe the teacher in the area or areas of concern identified in the plan. In accordance with G.S. 115C-333.1(c)(2), the board will create and maintain a list of qualified observers who are employed by the board and available to conduct observations. The board will strive to limit the list to administrators and teachers who have excellent reputations for competence and fairness. Selection of the qualified observer and submission of the qualified observer's report to the principal will be in accordance with G.S. 115C-333.1(c)(3).

4. Reassessment

a. Licensed Employees in Low-Performing Schools

After the expiration of the time period for the mandatory improvement plan, the superintendent or designee or the assistance team shall assess the employee's performance. If the assessor determines that the employee has failed to become proficient in any of the performance or conduct standards articulated in the mandatory improvement plan or to demonstrate sufficient improvement toward such standards, the superintendent shall recommend that the employee be dismissed, ~~or demoted,~~ or non-renewed under applicable state law, or that the employee be immediately dismissed for conduct or performance that causes substantial harm to the educational environment.

b. Teachers in Schools Not Identified As Low-Performing

Upon completion of a mandatory improvement plan, the principal or supervisor shall assess the performance of the employee. ~~For teachers,~~ The principal shall also review and consider any report provided by the

qualified observer if one has been submitted before the end of the mandatory improvement plan period. If, after the assessment of the employee and consideration of any report from the qualified observer, the superintendent or designee determines that the teacher has failed to become proficient in any of the performance or conduct standards identified as deficient in the mandatory improvement plan or demonstrate sufficient improvement toward such standards, the superintendent may recommend that the employee be dismissed, ~~or demoted~~, or non-renewed under applicable state law or that the employee be immediately dismissed for conduct or performance that causes substantial harm to the educational environment.

Legal References: G.S. 115C-325 (applicable to career status teachers), -325.1 *et seq.* (applicable to non-career status teachers), -333, -333.1; State Board of Education Policies ~~y-TCP-CEVAL-004~~, ~~TCP-CEVAL-005~~

Cross References: Professional and Staff Development (policy 7800), Evaluation of Licensed Employees (policy 7810), Professional Employees: Demotion and Dismissal (policy 7930), Non-Career Status Teachers: Nonrenewal (policy 7950)

Adopted: January 11, 2016

Revised:

Replaces: Policy 3.05.25, Action Plans for Certified Employees, policy 3.05.35, Growth and Improvement Plans, and policy 3.05.35, Plans for Growth and Improvement of Licensed Employees

**WCS Calendar Committee
Meeting Minutes 8/31/2017**

Attendance: Dr. Wayne Eberle (Central Services), Dr. Jay Fenwick (WCS Board of Education), Susan Brookshire (Mabel), Allyson McFalls (Blowing Rock), Beth Loflin (WHS parent), Dr. Chris Blanton (WHS), Kelly Wilson (Hardin Park), Amy Warren (Cove Creek), Karen Cable (Bethel), Anne Sukow (Bethel), Michele Lee (Green Valley), Sue Walker (Blowing Rock), Charlena Townsend (Parkway), Dr. Stephen Martin (Central Services), Allison Hodge (Mabel), Joshua Roberts (WHS), Heather Ward (Green Valley), Lindsey Gough (Cove Creek), Dr. Susan Mochen (WHS)

Welcome, Introductions

Dr. Eberle opened the meeting with a welcome. The agenda for the meeting was reviewed. Committee members were introduced.

Information Sharing

- **Timeline for building a calendar:**
 - August/September 2017 - First meeting of committee. Share and gather information.**
 - October/November 2017 - Choose 2 calendar options for consideration. Present for vote.**
 - November 2017 - Review tally of votes. Consensus on recommendation.**
 - December 2017 - Calendar committee submits recommendation to BOE.**
- **School Calendar Law:**

Watauga as a calendar waiver (Good Cause Exemption) in place for 2017-18 to begin the school year no earlier than the Monday closest to August 19. A total of 14 districts have waivers for the current school year. We will apply for a waiver for next school year. The legislation (General Statute 115C-84.2 and Session Law 2012-145) provides that school calendars must have a minimum of 185 days or 1,025 hours of instruction. Also, there must be 42 consecutive days in the summer after the end of the school year and prior to the beginning of the next school year.
- **History of Inclement Weather Days in WCS:**

A chart reviewing the bad weather days in WCS since 1975 was reviewed with the committee.
- **Guidelines for Inclement Weather Days and Staff Time:**

Options for faculty and staff for accounting for time on inclement weather days were reviewed.
- **School Calendar section (chapter 5) from the School Attendance and Student Accounting Manual.**

Provides guidance and requirements in building a school calendar.

Regular school days = 6.5 hours/ Early Release school days = 4 hours
- **We must build 215 days in the calendar for 10 month employees.**

School Year	Student Days	Instructional Hours
2012-2013	180	1,129
2013-2014	179	1,120
2014-2015	178	1,132.5
2015-2016	180	1,131
2016-2017	180	1,149

Calendar Scenario 2018-2019

- This calendar was based on the 2017-18 calendar elements with the priorities.
- 85 days first semester; 95 days second semester.
- 44 days - 1st nine weeks; 41 days - 2nd nine weeks; 47 days - 3rd nine weeks; 48 days - 4th nine weeks.
- Calendar starts on a Monday.
- Early release on Nov 21.

Discussion of Priorities

- 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
- 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

Note: Dr. Eberle shared a letter from an employee about consideration for Memorial Day observance. This conversation will be further discussed after the calendar is built and we begin to look at the make-up plan since Memorial Day will not be a student day during the regularly planned school calendar.

Consideration/consensus on 2-3 calendar choices/ Next Steps

Dr. Eberle asked committee members to share the discussion calendar with their schools and provide feedback and possible adjustments during our next meeting time.

Questions/Concerns

Concerns were addressed about a Monday start as well as testing calendars at both K-8 and WHS in the Spring.

Future Meetings

- September 28 (Thursday) at 3:45pm at WHS media center
- 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 4:56P

Agenda
Calendar Committee Meeting
31 August 2017
3:45P WHS

Welcome and Introductions

Information Sharing:

Timeline for creating the 2018-2019 Calendar

School Calendar Law, Waiver (No Waivers to be granted this year only "good cause" for start and end dates), and Guidelines

History of Inclement Weather Days in WCS

Guidelines for Inclement Weather Days and Staff Time

Discussion of Priorities from past meetings:

- 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 2-3 calendar choices

- Start with presented calendar as template with the following options to consider:
 - Wednesday before Thanksgiving either Early Release or Optional WD
 - Students return on the 2nd or 3rd of January

Next Steps for sharing with faculties, parent groups

Questions/Concerns

Next Calendar Committee meeting dates: Thursday, 28 Sept. 3:45P WHS

Thursday, 19 Oct. 3:45P WHS

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

Board Meeting Monday, 11 Dec 6P

Historical Information:

SY 12-13 180 days/ 1129 hrs.

SY 13-14 179 days/ 1120 hrs.

SY 14-15 178 days/ 1132.5 hrs.

SY 15-16 180 days/ 1131 hrs.

SY 16-17 180 days/ 1149 hrs.

Historical Information:

SY 12-13 180 days/ 1129 hrs.

SY 13-14 179 days/ 1120 hrs.

SY 14-15 178 days/ 1132.5 hrs.

SY 15-16 180 days/ 1131 hrs.

SY 16-17 180 days/ 1149 hrs.

Watauga County Schools
2017-2018 Calendar Committee

Member Name	Representative School/ Area
Dr. Wayne M. Eberle II- Chair	Central Office
Dr. Stephen Martin- Co-Chair	Central Office
Rhonda Cook	Central Office
Pam Shirley	Central Office
Dr. Jay Fenwick	Board of Education
Karen Cable	Bethel
Anne Sukow	Bethel
Allyson McFalls	Blowing Rock
Sue Walker	Blowing Rock
Lindsey Gough	Cove Creek
Amy Warren*	Cove Creek
Heather Ward	Green Valley
Michele Lee	Green Valley
Jamie Hayes	Hardin Park
Kelley Wilson*	Hardin Park
Wanda Hamilton	HP/ WHS (Parent Rep)
Susan Brookshire	Mabel
Allison Hodge	Mabel
Kim Pryor	Parkway
Charlena Townsend*	Parkway
Allison Sparks	Valle Crucis
Leslie Howser	Valle Crucis
Jennifer Blackledge	VC (Parent Rep)
Dr. Chris Blanton*	Watauga High School
Laurie Nixon	Watauga High School
Beth Loflin	WHS (Parent Rep)

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

CALENDAR COMMITTEE TIMELINE

August/ September 2017

Organizational/Informational meeting

Members educate/inform their constituencies

Solicit any additional information that may help the calendar committee make its decision

Consider 2-3 calendar options for coming school year.

October/November 2017

Choose 2 calendar options to present for consideration to faculties, parents, and staff members.

Present both to faculties/staffs for votes. Have staff members complete Google Survey to choose calendar for 2018-19.

November 2017

Meet to see final tally of votes and come to consensus on calendar recommendation to be taken to Board of Education.

December 2017

Calendar Committee makes its recommendation to the Board of Education.

January- May 2108

Make necessary adjustments to calendar based on inclement weather.

Be mindful of any changes made to calendar law that would impact the creation of future calendars.

2017-18 LEA-WIDE CALENDAR WAIVER REQUEST

These are weather-related waiver requests, based on the eligibility criteria of having more than 8 missed instructional days to include delayed starts or early closings of 2 or more hours during any 4 of the last 10 years. Note: All LEAs eligible under the statute requested waivers.

Effective July 1, 2013, Senate Bill 187 states that the opening date for students shall not be before the Monday closest to August 26, and closing date shall not be after the Friday closest to June 11. An approved waiver allows the districts to start no earlier than the Monday closest to August 19.

ELIGIBLE LEAS		DISTRICT	START DATE
030	Alleghany County	Northwest	08/21/2017
050	Ashe County	Northwest	08/21/2017
060	Avery County	Northwest	08/21/2017
220	Clay County	Western	08/21/2017
380	Graham County	Western	08/21/2017
440	Haywood County	Western	08/21/2017
500	Jackson County	Western	08/21/2017
570	Madison County	Western	08/21/2017
610	Mitchell County	Northwest	08/21/2017
870	Swain County	Western	08/21/2017
880	Transylvania County	Western	08/21/2017
950	Watauga County	Northwest	08/21/2017
990	Yadkin County	Piedmont Triad	08/21/2017
995	Yancey County	Northwest	08/21/2017

All waivers were approved by the State Board of Education – November 2016

Watauga County Schools

Bad Weather Days

Year	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Total
1975-1976						3	3	1			7
1976-1977				1	4	21	7				33
1977-1978				4	2	17	13	3			39
1978-1979						8	11				19
1979-1980						2	7	2			11
1980-1981						7	5	1			13
1981-1982				1	6	6					13
1982-1983					1	5	8	1	1		16
1983-1984				1		2	6	4			13
1984-1985					2	8	6				16
1985-1986					1	8	3				12
1986-1987					2	9	7		4		22
1987-1988					1	6	1	2			10
1988-1989					1	3	5				9
1989-1990		1		1	8	1					11
1990-1991						2	2				4
1991-1992						2	1	3			6
1992-1993				1	6		2	5			14
1993-1994				1	1	11	1	1			15
1994-1995	2					4	7	1			14
1995-1996			2	2	1	5	9	4			23
1996-1997		1			4	4	1				10
1997-1998					1	5	4	3			13
1998-1999						5	2	4			11
'99-2000						9	3				12
'00-2001					2	4	2	6			14
'01-2002						3	4				7
'02-2003					3	7	6	1			17
'03-2004				1	5	6	6				18
'04-2005		4			3	1	4	3			15
'05-2006					5	2	2	1			10
'06-2007					1	2	2		1		6
'07-2008					2	1	3				6
'08-2009			1	2	2	4	6	2	1		18
'09-2010					3	8	13	2			26
2010-2011					9 (+1)*	9 (+1)*	1	1			22
2011-2012					1	2	1	1			5
2012-2013			2			4	6	7		1*	20
2013-2014				2		9	3	4			18
2014-2015				1		5	11				17
2015-2016						4	9	1			14
2016-2017						3	2	2			7
2017-2018											

*Buses ran but turned around without having school.

**Start and End Dates (Actual Last days of school)
Watauga County Schools – 1996-97 to present**

Year	Start	End
1996-97	Aug. 15	June 6
1997-98	Aug. 14	June 9
1998-99	Aug. 13	June 8
1999-00	Aug. 12	June 7
2000-01	Aug. 10	June 6
2001-02	Aug. 9	May 28
2002-03	Aug. 8	June 6
2003-04	Aug. 7	June 7
2004-05	Aug. 12	June 7
2005-06	Aug. 11	June 1
2006-07	Aug. 10	May 29
2007-08	Aug. 9	May 28
2008-09	Aug. 7	June 8
2009-10	Aug. 12	June 4
2010-11	Aug. 11	June 8
2011-12	Aug. 10	May 25
2012-13	Aug. 8	June 12
2013-14	Aug. 19	June 12
2014-15	Aug. 19	June 12
2015-16	Aug. 18	June 10
2016-17	Aug. 22	June 1
2017-18	Aug. 21	

Watauga County Schools

Guidelines for Inclement Weather Days and Staff Time

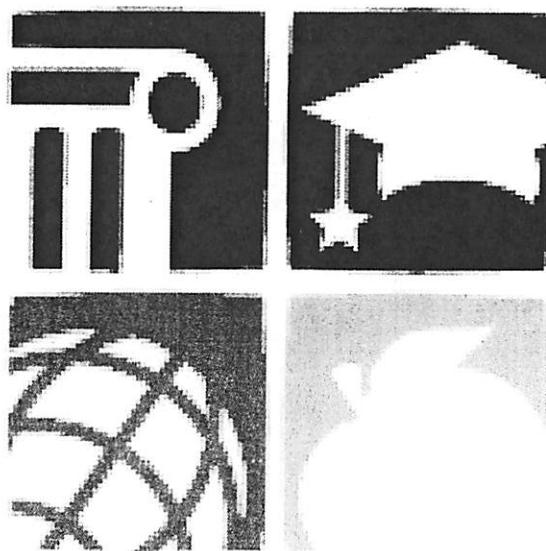
It is often necessary to alter the regularly scheduled workday due to inclement weather. WCS Board Policy 7500 defines the processes for Workday and Overtime/Compensatory Time while WCS Board Policy 7510 details procedures for using leave including Annual Vacation Leave and Compensatory Time/Leave. The following guidelines should be used by administrators, school finance officers, teachers, and staff to help accurately record time worked or leave utilized for time missed due to inclement weather.

Employee Safety First. When students are not in school due to inclement weather, employees must use their own discretion when deciding on whether or not to travel to school.

Options for accounting for time:

1. *Annual Leave.* Employees may take Annual Leave for days that are designated Optional Work Days. If the school day is cancelled for students and staff and declared an Annual Leave Day, ten-month staff members must use an Annual Leave Day as TEN Annual Leave days are mandatory to be designated and used in the calendar by State Law. Annual leave should be used in full or half day increments.
2. *No Pay.* Employees may take a No Pay day if their Annual Leave balance has been exhausted.
3. *Make-Up Time.* On inclement weather days that have been designated as Optional Work Days, certified employees may make up the time with prior approval from the site administrator. The administrator must approve the use of make-up time with the administrator and the employee agreeing on when the time will be made up.
4. *Snow Day Passes.* There are occasions during the summer months or other non-scheduled working hours that teachers or other certified employees may be given "snow day passes" for work completed. These passes may be used on inclement weather days that are designated as Optional Work Days in lieu of working. In essence, a "snow day pass" is equivalent to trade time for certified employees.
5. *Compensatory/Banked/Overtime.* Classified employees may use accrued compensatory or banked time as reflected on the TimeKeeper System on inclement days that are designated as Optional Work Days. Classified employees cannot accrue compensatory time/banked time/overtime without the prior approval of their immediate supervisor. An employee may accrue a maximum of 45 compensatory hours (30 worked hours). An employee may be required to use compensatory time prior to using Annual Leave or Sick Leave.
6. *Sick Leave.* On occasion, employees may have an illness on a day designated as an optional teacher workday due to inclement weather. Certified and classified employees may use sick leave in this case with the understanding of providing appropriate documentation to the school administrator including a doctor's note when requested.

*School Attendance
and
Student Accounting Manual
2016 – 2017*



**Public Schools of North Carolina
State Board of Education
Department of Public Instruction
School Business Services
School Reporting**

CHAPTER 5:

School Calendar

Opening & Closing Dates

G. S. 115C-84.2 states that local boards of education shall determine the dates of opening and closing the public schools. Except for year-round schools, the opening date for students shall be no earlier than the Monday closest to August 26, and the closing date for students shall be no later than the Friday closest to June 11. On a showing of good cause, the State Board of Education may waive the requirement that the opening date for students be no earlier than the Monday closest to August 26 and may allow the local board of education to set an opening date no earlier than the Monday closest to August 19, to the extent that school calendars are able to provide sufficient days to accommodate anticipated makeup days due to school closings. A local board may revise the scheduled closing date if necessary in order to comply with the minimum requirements for instructional days or instructional time. The opening and closing dates apply to instructional days only as teacher workdays may be scheduled outside of these dates. G. S. 115C-84.2 requires the school calendar must...

1. Have a minimum of 185 days or 1,025 instructional hours.
2. Cover at least nine calendar months.
3. Have a minimum of 10 annual vacation leave days.
4. The remaining days scheduled should be for use as teacher workdays, additional instructional days or other lawful purposes.
5. Have the same or an equivalent number of legal holidays occurring within the school calendar as those designated by State Personnel Commission for State employees.
6. Not have Sunday as an instructional or staff work day.
7. Not have Veterans Day as an instructional or staff work day.
8. Local Boards shall designate two (2) workdays on which teachers may take accumulated vacation leave. Local Boards may designate the remaining workdays as days teachers may take accumulated vacation leave.

In addition, teachers are paid for a term of 10 months (G.S.115C-302.1) and therefore, the calendar should not schedule instructional days or workdays on a Saturday. A Saturday may be used as a makeup day for an inclement weather day when the school has been closed.

Exemptions from the opening and closing dates:

- Year-round schools (must be designated as such in the Educational Directory and Demographical Information Exchange (EDDIE))
- Charter schools
- Schools designated as having a modified calendar for the 2003-04 school year or planned to have a modified calendar in 2003-04. This includes those schools that have been identified by the SBE as High Priority or Continually Low Performing.

NOTE: Clarification of Instructional Hours - Though definitely a part of school life, some activities, such as the following, are not considered to be part of instructional time: changing classes, homeroom, lunch, pep rallies, and school dances. Local boards of education will decide which other activities are instructional, and therefore considered part of the instructional time.

Cooperative Innovative High Schools-GS 115C-238.53

Calendar law 115C-84.2 no longer applies to these schools. CIH are required to have at least 185 days or 1,025 hours of instruction covering at least nine calendar months.

Charter Schools –GS 115C-218.85

Required to have 185 days or 1,025 hours.

Regional Schools – GS 115C-238.66

Required to have 185 days or 1,025 hours.

School Closings Due to Inclement Weather and Other Emergencies**Requirements and Procedures**

Requirements of G.S. 115C-84.2 and State Board of Education policy relative to school closings due to inclement weather and emergency conditions are summarized below:

- A. School Calendar:** Each local board of education shall adopt a school calendar to include a minimum of 185 days or 1,025 hours of instruction covering at least nine calendar months. The school calendar shall include a plan for making up days and instructional hours missed when schools are not opened due to inclement weather.

If school is closed early due to inclement weather, the State Board of Education shall allow the day and the scheduled amount of instructional hours to count toward the required minimum number of days and instructional hours. If school buses are en route to schools when school is canceled for the day, then the day and instructional hours scheduled for that day will count toward the required minimum.

- B. Make-Up Days:** The school calendar shall include a plan for making up days and instructional hours missed when schools are not open due to inclement weather.

G.S. 115C-84.2 places certain limitations on the scheduling of make-up days. All days in the school calendar must fall within the fiscal year. School shall not be held on Sundays. Veteran's Day shall be a holiday for all public school personnel and for all students enrolled in the public schools.

A local board may revise the scheduled closing date of school if necessary in order to comply with the minimum requirements for instructional days or instructional time within the limits of G.S.115C-84.2.

- C. Reporting Missed Days:** Local boards of education shall report to the State Board all days for which schools are closed for students during the school year. This report shall include the total number of days and reasons missed, by date, and the dates of make-up days. The Department of Public Instruction shall collect this information at the end of each school year.
- D. Individual School Closings:** Beginning with the 1998-99 school year, the State Board of Education will no longer approve the suspension of days from the required minimum 185-day or 1,025 hour school term for individual school closings. G.S. 115C-84.2 does not authorize the State Board to suspend days or hours for individual school closings.

E. Superintendent Authorized to Close Schools: The Superintendent of a local education agency, in the event of an emergency, act of God, or any other conditions requiring the termination of classes before the end of a school day, may suspend the operation of any school for that particular day; and the day and the scheduled amount of instructional hours shall count toward the required minimum.

- **Waiver Requests:** Waivers may be requested for the opening and closing dates or in accordance with Session Law 2012-145. An LEA cannot request a waiver for any other provision in the G.S. 84.2, e.g. pay schedules, days in the month for salary purposes or the number of school calendar days. LEA Based Calendar Waiver request forms must be submitted to DPI by August 15 of the preceding school year. Waivers may be requested for all schools in the LEA if the LEA meets the "Missed Days" eligibility using the LEA Based Calendar Waiver Request for Weather Related Causes form. Calendar Waiver Request forms can be located on the Financial and Business Services' Web Page at www.ncpublicschools.org/fbs/accounting/forms/.

Waiver from open dates

The State Board may waive the open dates for showing of good cause and allow the LEA to set an opening date no earlier than the Monday closest to August 19.

Definition of "good cause"

"Good cause" is limited to severe weather conditions and is defined as all schools being closed for eight or more days during any four of the last ten years. Partial day closures are not included.

- There is no longer a waiver for the 185 day calendar.

Missed Days

The State Board of Education may waive the opening date requirement for any LEA within a county where all schools have been closed for a full day, eight or more days per year during any four of the last ten years because of severe weather conditions, energy shortages, power failures or other emergency situations. The list of LEAs eligible to submit a request can be found at www.ncpublicschools.org/fbs/accounting/calendar/.

Process

- The Division of School Business will publish the LEA ten year history of missed days and identify those LEAs which are eligible to request a LEA-wide waiver
- The LEA will choose one of two ten year periods to determine their eligibility for a waiver. The first ten year period option includes the last ten years (excluding the current year). The second ten year period option includes the last ten years (including the current year).
- The LEA that chooses option one must submit a waiver request by August 15 for State Board of Education approval or denial during their calendar development for the following school year.
- The LEA that chooses option two must submit a waiver by April 1 of the current year for State Board of Education approval or denial for the following school year.

If approved, the waiver will be applicable to all schools within the LEA.

FINANCIAL & BUSINESS SERVICES

[E-PAID](#) [NUTRITION](#) [CHARTERS](#) [PFI UPDATES](#) [QUICK LINKS](#)
[Google™ Search!](#)

[FBS HOME](#)
[SCHOOL FINANCE](#)
[BUDGET & LEGISLATION](#)
[ALLOTMENTS](#)
[ARRA](#)
[STUDENT ACCOUNTING](#)
[Data & Reports](#)
[Manuals](#)
[School Calendar](#)
[Forms](#)
[Educational Directory & Demographical Information Exchange \(EDDIE\)](#)
[CHARTER SCHOOLS FINANCIAL OPERATIONS](#)
[SAFE & HEALTHY SCHOOLS SUPPORT](#)
[RESOURCES](#)
[CONFERENCES](#)
[INTERN RESEARCH](#)
[SCHOOL PERSONNEL](#)
[WORK 4 NC SCHOOLS](#)
[SUGGESTION BOX](#)
[FBS DIRECTORY](#)


SCHOOL CALENDAR

LEGISLATION SUMMARY FOR LEAS

EFFECTIVE JULY 1, 2013

2012 Senate Bill 187 (Session Law 2012-145), applies beginning with the 2013-2014 school year, rewrites a portion of the calendar law (General Statute 115C-84.2). Legislation: Session Law 2012-145, Senate Bill 187, Section 7A.11.

School Calendars must meet the following requirements:

1. Start date no earlier than the Monday closest to August 26 and end date no later than the Friday closest to June 11 (unless a weather related calendar waiver has been approved, year-round school, charter school or cooperative innovative high school.) If waiver is approved the start date can be no earlier than the Monday closest to August 19.
2. There are no educational purpose waivers for exemption of the opening and/or closing dates.
3. All schools within the district must be closed all day for purposes of determining eligibility for a weather related waiver (delayed starts or early dismissals of two or more hours no longer apply).
4. Covers at least nine calendar months.
5. Must have a minimum of 185 days **OR** 1,025 hours of instruction.
6. Must have at least nine (9) teacher workdays.
7. Local Boards shall designate two (2) workdays on which teachers may take accumulated vacation leave. Local Boards may designate the remaining workdays as days teachers may take accumulated vacation leave.
8. Have a minimum of ten (10) annual vacation leave days.
9. Have the same or an equivalent number of legal holidays occurring within the school calendar as those designated by the State Personnel Commission for State employees.
10. School shall not be held on Sunday.
11. Veterans Day shall be a holiday for all public school personnel and for all students enrolled in the public schools.

Note: Charter schools must meet the requirements of 185 days or 1,025 hours of instruction.

CALENDAR RESOURCES FOR LEAS

- **Make-up Days FAQ**
(pdf, 15kb) UPDATED 3/14/16
- **LEAs with Calendar Waivers (Weather) 2017-18**
(pdf, 19kb) POSTED 11/3/16
- **LEAs with Calendar Waivers (Weather) 2016-17**
(pdf, 16kb) UPDATED 5/24/16
- **History - LEAs eligible for a Calendar Waiver**
(pdf, 257kb) UPDATED 8/4/16
- **Use of Workdays Table**
(pdf, 40kb) UPDATED 1/27/15
- **Attorney General's Ruling on School Calendar**
(pdf, 78kb)
- **History of the School Calendar**
(pdf, 80kb) UPDATED 3/4/15
 - History Grid
(pdf, 16kb) UPDATED 1/27/15

CALENDAR TYPES

- **Traditional:** A school has one track in operation for at least 185 days, with a long summer break (approximately 10 weeks.)
- **Year Round:** A school that remains in session for the entire calendar year.
- **Modified Year Round:** A school has only one track in operation for at least 185 days, with longer Fall & Spring breaks (approximately 2 weeks each) and a short Summer break (approximately 6-7 weeks.)

Note: At this time, a school may not open with or convert to a modified calendar. Pre-existing modified calendar schools from 2003-04 are exempt. Legislation states that the "the required opening and closing dates shall not apply to any school that a local board designated as having a modified calendar for the 2003-04 school year or to any school that was part of a planned program in the 2003-04 school year for a system of modified calendar schools, so long as the school operates under a modified calendar."

- **Traditional and Year Round Combination:** A school that offers two or more calendar types.

Note: LEAs and charter schools are responsible for entering a calendar type for each school in EDDIE.

> [Printer Friendly Version](#)

FOR MORE INFORMATION, VISIT <http://www.dpi.state.nc.us/fbs/accounting/calendar/>

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
--	---