

**WATAUGA COUNTY BOARD OF EDUCATION MEETING**  
**MONDAY, JULY 10, 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)
- E. Attorney Client - N.C.G.S.143-318.11(a)(3)

**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. CONSENT AGENDA**

- A. Correction and Approval of Minutes Board Chair
  - 1. Minutes 6/12/17
  - 2. Minutes 6/15/17
- B. Field Trip Request Dr. Scott Elliott
- C. Watauga High Curriculum Committee for 17-18 Dr. Scott Elliott
- D. Media & Technology Advisory Committee (MTAC) Dr. Scott Elliott
  - Committee for 17-18
- E. Afterschool Advisory Committee for 17-18 Dr. Scott Elliott
- F. Personnel Report Dr. Scott Elliott
- G. Declaration of Surplus Property Dr. Scott Elliott

**6:23 8. FINANCE**

- A. Interim Budget Resolution Ms. Ly Marze

**-----BREAK-----**

**6:33 9. POLICY FOR FIRST READ**

<b>1500</b>	Board policies	Dr. Wayne Eberle
<b>4002</b>	Parental Involvement	
<b>3410</b>	Testing and Assessment	
<b>3560</b>	Title I Parent and Family Engagement	
<b>3420</b>	Student Promotion and Accountability	
<b>4155</b>	Assignment to Classes	

**6:45 10. POLICY FOR SECOND READ**

<b>6450</b>	Purchase of Services	Dr. Wayne Eberle
<b>7930</b>	Professional Employees: Demotion and Dismissal	
<b>4150-R</b>	School Assignment Procedure	
<b>5030</b>	Community Use of facilities	

**6:55 11. BOARD OPERATIONS**

Board Chair

**7:00 12. BOARD COMMENTS**

Board Chair

**7:05 13. ADJOURNMENT**

**14. MISCELLANEOUS**



# 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:** June 15, 2017

**PRESENT:**

Ron Henries, Brenda Reese,  
Jay Fenwick, and Jason K. Cornett,  
Dr. Scott Elliott, Superintendent

**TIME:** 4:30 p.m.

**PLACE:** Margaret E. Gragg Education Center

## CALL TO ORDER

Ron Henries, Board Chair, called the meeting to order at 4:30.

## OPEN SESSION

Mr. Henries announced that at the Board of Education meeting on Monday, June 12, 2017, Dr. Gary Childers had been nominated and was confirmed as the new Board member who would fulfill the unexpired term of Mrs. Barbara Kinsey.

## ADMINISTRATION OF OATH

Mr. Henries introduced the Honorable Rebecca Eggers-Gryder and Dr. Gary L. Childers and stated that Judge Eggers-Gryder would administer the Oath of Office to Dr. Childers.

Dr. Childers placed his hand upon the Bible and, raising his right hand, and repeated the Oath of Office read by Judge Eggers-Gryder.

Judge Eggers-Gryder stated that she was honored to perform this service for the Watauga County School system. She stated that she had known Dr. Childers since he had student-taught when she was in the sixth grade at Hardin Park School, and that he had been an inspiration to her.

## BOARD COMMENTS

Following the ceremony, Mrs. Reese welcomed Dr. Childers.

Mr. Cornett spoke about the honor of having two of his former Principals serve alongside of him on the Board of Education. Mr. Henries stated that Dr. Childers experience in education, with non-profit organizations, and with Board decisions would make him a learned, amiable, and well qualified addition to the existing Board.

Dr. Childers stated his pleasure in being nominated and approved to fill the vacant seat and thanked the Board for their confidence in his ability, and that he was honored to be chosen from among the many qualified applicant. He shared his hope to be a wise member of this organization. He regretted that Mrs. Kinsey was unable to complete her term.

Dr. Fenwick stated his admiration for the caliber of the Board members with whom he served and felt that he was on the "shoulders of giants".

Dr. Elliott thanked Dr. Childers for the legacy of excellence that Dr. Childers had helped to provide to the school system. He presented Dr. Childers with a WeAreWatauga tee-shirt.

### **ADJOURNAMENT**

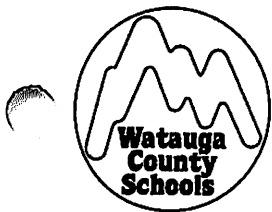
Mr. Henries called for a motion to adjourn which was made by Jason Cornett and seconded by Brenda Reese. The vote to adjourn was unanimous at 4:35.

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R. Ivan Henries, Board Chair

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Dr. Scott Elliott, Superintendent



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TEL: (828) 264-7190  
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**DATE:** June 12, 2017

**PRESENT:**

Ron Henries, Brenda Reese,  
Jay Fenwick, and Jason K. Cornett,  
Dr. Scott Elliott, Superintendent,  
Dr. Stephen Martin, Asst.  
Superintendent; Mr. John Henning,  
Board Attorney;  
Kelsie Marlett, Student Representative

**TIME:** 5:30 p.m.

**PLACE:** Margaret E. Gragg Education Center

## CALL TO ORDER

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

## CLOSED SESSION

Mr. Henries called the meeting to order in closed session under N.C.G.S.143-318.11(a)(1) Student Records, N.C.G.S.115C-288(g) Reportable Offenses, N.C.G.S.143-318.11(a)(6) Personnel, and N.C.G.S.143-318.11(a)(3) Attorney Client

## OPEN SESSION

The meeting was called to order at 6:03 PM by Board Chair, Ron Henries. He began the meeting with a moment of silence.

## DISCUSSION AND ADJUSTMENT OF AGENDA

As Ms. Marlett was present and prepared to speak, an agenda item was added following the Superintendent's report and before the public recognition. A Human Resources Addendum was also added. A motion to approve the updated agenda was made by Jay Fenwick and seconded by Brenda Reese. The motion to approve the agenda carried unanimously.

## BOARD OPERATIONS

Mr. Henries stated that there had been many very qualified candidates apply to fill the vacant Board of Education seat. He noted that Brenda Reese and Jay Fenwick had reviewed all of the information that the applicants had submitted. Brenda Reese moved that Dr. Gary L. Childers be nominated to

fill the vacant position. Jay Fenwick seconded the nomination. A vote was unanimous to approve Gary Childers to complete the unexpired term of office.

### **CORRECTION AND APPROVAL OF MINUTES**

A motion to approve the minutes for the May 8, 2017 meeting as written was made by Jason Cornett and seconded by Brenda Reese. The motion carried unanimously.

### **PUBLIC COMMENT**

There were no public comments at the June 2017 meeting.

### **SUPERINTENDENT'S REPORT**

Dr. Elliott welcomed Mr. Henries and the Board members, as well as Mr. John Henning, Board Attorney. He welcomed the administrators, teachers, parents, and other community members.

He stated that a great school year had ended with a special graduation ceremony on June 3. Watauga High and the first graduating class of Watauga Innovation Academy had a total of 315 graduates with the potential of three to six additional students who are hopeful to graduate at the end of summer school.

Watauga Innovation Academy successfully graduated 54 students. One hundred seventy-eight students earned a total of 653 college credits while in high school.

Summer professional development sessions have already begun and the program will be comprised of over 47 opportunities during the six-week summer period. Two hundred teachers will participate and most of the sessions are teacher-led. There will be weekly professional development opportunities available for administrators.

### **STUDENT REPORT**

Ms. Marlett highlighted the repeated needs and desires of the students to whom she had spoken during the year. She felt that strong communication with Student Council will be beneficial to the Board. She hoped that more resources would be offered to educate about Mental Health which would serve to reduce the stigmas many students face. She shared that the K-8 students needed more interaction between their schools so that relationships are formed and the transition to high school would be eased as a result. She felt that the #WeAreWatauga campaign has helped to unify the district and hopes that will continue. She spoke about the beneficial growing sense of community. She looks forward to the coming year in school and on the Board.

Dr. Elliott shared that it had been Ms. Marlett's initiative that had taken the high school students to the K-8 schools to listen and share and help with the transition to high school, and commended her efforts.

## **PUBLIC RECOGNITION**

Dr. Elliott described the Servant's Heart award and said that this month it was his honor to recognize Dr. Wayne Eberle. Dr. Elliott had had faith in him to serve as the Principal in this time of need. He spoke about the exemplary job that Dr. Eberle had done in filling the transition time until the selection of Dr. Blanton. Dr. Eberle had received accolades from teachers, students, and other administration within the high school. They spoke about his positive attitude, openness, his work ethic, and his approachability. Dr. Elliott had asked him to over-communicate with him during the transition, and to raise expectations for the new Principal. Dr. Elliott thanked Dr. Eberle for stepping up to the challenge of this role while continuing to execute his duties at the Central office.

Dr. Eberle thanked Dr. Elliott and thanked his wife, Amy, for her support. He stated that he willingly served at the pleasure of the Board and the office of the Superintendent. He said that he enjoyed seeing that of many of the students that he had known as younger folks are succeeding in the high school setting.

## **CONCURRENCE**

The five field trip requests were presented to the Board. A motion was made by Jay Fenwick to approve the requests. Jason Cornett seconded the motion. The vote to approve was unanimous. The committee memberships, items B-F were approved simultaneously by a motion from Brenda Reese which was seconded by Jay Fenwick. The vote to approve was unanimous.

A motion was made by Jason Cornett to approve the School Resource Officer contract and was seconded by Brenda Reese. The vote to approve was unanimous.

## **WATAUGA-AVERY-MITCHELL YOUTH (WAMY)**

Ms. Emily Greer presented information about the summer camp program. They serve 91 students, which included attendance of 70-80 each day. Students are at the Cove Creek location in the summer. Students from every school except BR attend and the reading camp at Cove creek has been a blessing to the camp and the students. She thanked the Board for their support. On behalf of WAMY Community Action, she thanked Ms. Bolick for Summer Feeding program. Dr. Elliott suggested that she return in August with photos and an update on the successes of the program during the summer.

## **FINANCE**

Ms. Marze presented the surplus report. Jay Fenwick moved to approve the surplus declaration report which was seconded by Jason Cornett. The vote to approve was unanimous.

Ms. Marze presented Budget Amendment #8. A motion was made by Jay Fenwick to approve the budget amendment which was seconded by Brenda Reese. A vote was taken and approval was unanimous.

## **SCHOOL NUTRITION**

Ms. Bolick presented the Bakery bid. A motion was made by Brenda Reese and seconded by Jason Cornett to approve the bid. A vote was taken and was unanimously approved.

Ms. Bolick presented the Grocery Fixed Fee Distributor renewal. A motion was made by Brenda Reese and was seconded by Jay Fenwick to approve the contract. A vote was taken and approval of the Contract was unanimous.

### **FACILITIES**

Mr. Daniel Clark presented information regarding the Architectural firm selection for the District-wide Facilities Assessment and Long Range Plan. The ClarkNexsen proposal is under budget and proposes that all site visits will be made and their proposal complete by October. One presentation to the Board is included in the proposal. Additional presentations will be at a per hour cost if necessary. Dr. Elliott has received favorable recommendations for them from several sources. This is the number one item on the prioritized long-range plan. Jay Fenwick moved to approve the proposal subject to Board oversight. Brenda Reese seconded the motion. The vote to approve was unanimous.

Mr. Daniel Clark presented the drainage project at Blowing Rock School. Work to date has already caused improvement. On June 5, 2017 a bid tabulation was held to receive three bids. Mr. Clark recommended that the Board award the project to JW Hampton Construction. Their lower bid was due to projects being ahead of schedule. They are doing the WHS drainage work as a sub-contractor to Greene construction. Jason Cornett moved that the contract be approved provided the contract was found to be satisfactory. The motion was seconded by Jay Fenwick. A unanimous vote to approve occurred.

### **PERSONNEL**

Dr. Martin shared information regarding the culmination of a project completed on Saturday. Named Pioneer Strong, it is modeled after the Huskies program. One hundred three students were served with free sports physicals. He presented Mr. Henries a Pioneer Pride tee shirt.

Dr. Martin presented the personnel report for June and an addendum. He said it was the most aggressive report in June. As of today, 21 new teachers have been hired, 13 in-county transfers made, and 18 re-employments occurred totaling 52 new positions. Twenty-eight vacancies remain. The Board thanked Dr. Martin for the aggressive strategy to hire early. A motion was made by Brenda Reese and seconded by Jason Cornett to approve items 1-5 of the Personnel report and the addendum. The vote to approve was unanimous.

Dr. Elliott thanked Personnel. He noted the hiring of three new assistant principals. Mrs. Buckner introduced Mrs. Rubin. Dr. Elliott recognized Ms. Tierra Stark, WHS and WIA Assistant Principal and the new Director of Career and Technical Education. He introduced Dr. Mochen as Assistant Principal.

Following a brief break, the meeting resumed with the discussion of policies at 7:21.

### **Policy for Repeal**

**4135 Tuition Policy**



Following discussion, a motion was made by Jay Fenwick and seconded by Brenda Reese to repeal policy 4135. The vote to repeal the policy was unanimous.

### **POLICIES FOR FIRST READING**

6450	Purchases of Services
7930	Professional Employees: Demotion and Dismissal
4150-R	School Assignment Procedures
5030	Community Use of Facilities

### **POLICIES FOR SECOND READING**

4400-R(1)	Attendance – High School
6220	Operation of School Nutrition Services

Following discussion a motion was made by Brenda Reese and seconded by Jay Fenwick to approve the Policy 4400-R1. The vote to approve the policy was unanimous.

Following discussion, and a comment by Dr. Eberle that Policy 6220 is required by USDA to be in force by July 1, 2017, a motion was made by Jay Fenwick and seconded by Brenda Reese to approve the policy 6220. The vote to approve the policy was unanimous.

### **BOARD COMMENTS**

Mr. Henries displayed the Certificate given to the Board by FFA. Watauga FFA has made many high strides this year.

Dr. Fenwick participated in a workshop to learn how to mediate and improve skills which he thinks would be valuable for Principals as Professional Development.

Brenda Reese expressed excitement about the new administrators to move Watauga County Schools forward, including those who haven't officially begun.

### **ADJOURNMENT**

A motion to adjourn Open Session was made by Jay Fenwick, and seconded by Brenda Reese. The vote was unanimous at 8:11 PM.

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R. Ivan Henries, Board Chair

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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) Andy Eggers School: HARDIN PARK

Cell phone number: 828 773 3041 Grade(s): 8th Number of students: \_\_\_\_\_

Departure time/date: April 16th 6:00am Return time/date: April 20th 3:00pm  
2018 2018

## Educational purpose:

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

Wilmington/Carolina Beach, NC - see attached itinerary -  
an updated itinerary will be sent in March

Purpose of trip and how it relates to the curriculum: Natural Science Activities that support  
state curriculum (Greenfield Lake, NC Aquarium, Marsh Exploration,  
Science Museum). Visit Fort Fisher, USS NC Battleship, Oakdale  
Cemetery and various other historical sites around Wilmington  
to support current North Carolina Social Studies Curriculum

## Supervision and Safety:

Names of all school staff chaperones: Jeff Hopkins, Amy Peterson, Adam Pyles, Andy  
Eggers, Mary Smalling, Chad Safferstone, Alex Vines, Lisa Mast-Herning

Names of all non-school chaperones: \_\_\_\_\_

All chaperones have a background check completed: yes      Sponsoring teacher initials: ARE  
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 ARE (If applicable) A safety/supervision plan for high risk and/or water activities has  
been shared with the parents. Please attach a copy of the plan to this form if applicable.

*See attachments*

**Transportation plan:**

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

(If applicable, bus request form must be attached)

Driver/s: Provided by Charter Bus      Round trip mileage:         # of buses needed: 2

Total cost per student \$ \$425      Source of funds: Fundraising efforts & parents  
*plan to use Blue Ridge Charters - no contract yet*

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

**Approval/Signatures:**

Sponsoring teacher signature: Andy Eggers      Date: 6 / 1 / 17

Principal approval: Mary Smalling      Date: 6 / 2 / 17

**Required signatures if applicable:**

Transportation Director approval: [Signature]      Date: 6 / 13 / 17

Superintendent approval: [Signature]      Date: 6 / 14 / 17

Board of Education approval:         Date:    /    /

## Eighth Grade Coastal Ecology and History Trip



### Monday, April 10<sup>th</sup>

- 5:45 – Arrive at Hardin Park in front of the middle school building. Please do not park in unauthorized spaces. The tour buses will need to be able to drive through this area. Suitcases and backpacks must be lined up on the sidewalk in front of our building for inspection. Any prescription medications not already turned in must be given to the school nurse at this time (**Parents must bring them in**). Students **must** wait inside the middle grades lobby.
- 6:15 – Load bus. You must report to your correct bus assignment. Our first stop will be at NC Museum of Natural Science in Raleigh. **Take your lunch on the bus, not under the bus.** We will not be able to open the luggage compartment to get lunches.
- 6:30 – Leave Hardin Park. **Any late students will be left in Boone. There is no refund if you miss the bus.**
- 10:30-11:45 – Visit NC Museum of Natural Science and History (919-807-7900)
  - 1) Bus #1 – NC Museum of Natural Science (10:30-11:45 and 12:15-1:00)
  - 2) Bus #2 – NC History Museum (10:30-11:45)
- 11:45-12:15 Eat Lunch at Museum (This is the lunch that you pack from home.)
- 12:15 – 2:15 – Visit NC Museum of Natural Science and History
  - 1) Bus #1 NC Museum of Natural Science (12:15-1:00), NC History Museum (1:00-2:15)
  - 2) Bus #2 NC Museum of Natural Science (12:15-2:15)
- 2:30 – Load busses and travel to Carolina Beach
- 4:45 - Check in at Oceaneer Motel in Carolina Beach: Unpack your bags and arrange your rooming quarters. (910-458-8537) Possible free time on beach and pool if time allows.
- 6:30 – Dinner at Fin's Restaurant (910-707-1169)
- 7:45 – Visit Kure Beach Pier and walk on beach 1.5 miles back to the hotel

## **Tuesday, April 11<sup>th</sup>**

- 7:30 – Breakfast at motel provided by Hardee's
- 8:30 – Bus leaves motel (Bring socks for bowling)
- 9:00 – 11:30 – USS North Carolina Battleship (910-251-5797)
  - Closed toed shoes must be worn
- 11:45 – 1:00 – Lunch- Subway and Cupcakes at Battleship
- 1:15 – 2:30 – Oakdale Historical Cemetery (910-762-5682)
- 3:00 – 6:00 – Bowling and dinner at Ten Pin Alley. Dinner will be served at approximately 5:00 pm. (910-452-5455)
- 6:30 – Pool / Free time

## **Wednesday, April 12<sup>th</sup>**

- 6:30 – Breakfast at motel provided by Hardin Park
- 7:15 - Bus leaves hotel for ferry
- 7:45 - Ride ferry to Southport
- 9:00-12:00- Visit and explore Brunswick Town and Oak Island Lighthouse
  - 1) Bus #2 will visit Brunswick Town while Bus #1 visits Oak Island Lighthouse.
  - 2) Bus #1 will visit Brunswick Town while Bus #2 visits Oak Island Lighthouse.
    - Tennis Shoes or similar closed toe shoes required with rubber soles
- 12:00-12:30 - Lunch at Brunswick Town Historic Site (Papa John's Pizza)
- 12:30 – Load buses to travel to Greenfield Lake and Thalian Hall (910-632-2285)
- 1:30 - 5:00 Greenfield Lake and Thalian Hall Tour/Downtown Wilmington
  - 1) Bus #1 Greenfield Lake (1:30-3:00), Thalian Hall (3:30-5:00)
  - 2) Bus #2 Thalian Hall (1:30-3:00), Greenfield Lake (3:30 -5:00)**Life-jackets are required to be worn at all times while on the water**
- 5:30 – 6:45 Dinner at Golden Corral (910-392-1984)
- 6:45 - Souvenir shopping
- Return to hotel for free time at pool

- 7:30 – Breakfast at motel provided by Hardee's
- 8:40 – Leave hotel
- 9:00 – 10:30 – NC Aquarium at Fort Fisher ( 910-772-0500)
- 10:45 – 12:15 – Fort Fisher State Park (910-458-5538)
- 12:15-12:45 – Lunch at Fort Fisher (Island Hots)
- 1:00 – 4:00 UNCW Salt Marsh Seining and Shell Collection (Federal Point)  
Students **must** bring a towel, water shoes or an old pair of tennis shoes that can be thrown away. They may be covered in sand and mud. **You must wear closed toed shoes. (Water shoes or old tennis shoes) No sandals, Tevas or Crocs allowed. Wear shorts. You will get wet and dirty.) You are not allowed to take a hotel towel!**
- 1) Bus #2 will go seining with UNCW while Bus #1 explores and collect shells on a walk down the coast. (1:00-2:30)
- 2) Bus #1 will go seining with UNCW while Bus #2 explores and collect shells on a walk down the coast. (2:30-4:00)
- 4:00-5:00 – Swimming and free time on the beach. We will be leaving the hotel, promptly at 6:00
- 6:30 – 8:30 - Winner Queen Hawaiian Luau dinner and dance. Boat will be sailing down the Intracoastal Waterway. Wear your bright Hawaiian clothing! You may also want to bring a jacket.

#### **Friday, April 14<sup>th</sup>**

- 7:00 - Wake-up and room inspection
- 7:30 - Breakfast provided by Hardin Park
- 8:00 – Bus leaves Carolina Beach
- 11:00 – Lunch at Chick-fil-A / Wendy's in Cary, NC (919-678-1444)
- 3:00 – Arrive back at Hardin Park. Parents should be present at the school. It is not appropriate for your child to call after he/she arrives at school. The last 15 years we have been on time. If we are running late, we will call the school and have a sign posted in front of the middle school building.

**School Personnel on Trip****Transportation Company: Blue Ridge Charters**

- Mary Smalling
- Jeff Hopkins
- Adam Pyles
- Andy Eggers
- Amy Peterson
- Disa Herring
- Jenny Horton
- Alex Vines

**Remember that all food is provided, except for lunch on Day 1 and room snacks.**

**Packing List****Lunch and drink for Day 1**

Long and short sleeve shirts

Long and short pants

Hat

Light jacket or hooded sweatshirt

Sunglasses

Sleepwear

Bathing suit with t-shirt

Tennis shoes

Water shoes or old tennis shoes

Water bottle

Beach towel and salt marsh towel

Sunscreen

Hawaiian outfit for dinner/dance

Small amount of cash for souvenirs

Snacks

\$5.00 for hotel maid tip (Will be collected on first day)

Cell phones or any other electronics are the total responsibility of the student.

Plastic bag for wet clothes and towel and trash bag for dirty clothes

**WHS Curriculum Committee  
2017-18**

Dr. Chris Blanton (Principal)  
Emily Collins (CTE)  
Cynthia Darcy (OCS)  
Lora Davis (Health/PE)  
Jana Dobbins (EC)  
Amber Hazelwood (Math)  
Robin Lowe (English)  
Leigh Lyall (Student Services)  
Abril Martinez-Behrand (World Languages)  
Dr. Jennie McGuire (FOSGA)  
Jonathan Miller (Social Studies)  
Sarah Miller (Arts)  
Laurie Nixon (Science)  
Page Sauder (Parent Representative)  
Tamara Stamey (Chief Academic Officer)  
Rebecca Underer (Media)  
Dr. Susan Mochen (Assistant Principal for Curriculum)\*\* Chair of Committee  
Dr. Gary Childers (School Board Representative)

**2017-18 Meeting Dates**

September 12, 2017  
October 10, 2017  
November 14, 2017  
December 12, 2017  
January 9, 2018  
February 13, 2018  
March 13, 2018  
April 10, 2018  
May 8, 2018



## WCS MTAC Committee 2017-2018

School	Name	Role	Term Expires
Bethel	Jake Orange	AIG Teacher	2018
	John Downs	ITF	2019
Blowing Rock	Robert Smith	ITF	2018
	Zack Strickland	3-5 Teachers	2019
	Renee Robinson	Teacher Assistant	2018
Cove Creek	Christy Laws	6-8 Teachers	2019
Green Valley	Sarah Cardwell	ITF	2018
	Mitzi London	Media Specialist	2018
Hardin Park	Amy Hiatt	Media Specialist	2018
	Regina Parsons-Allen	Occupational Therapy Assistant	2018
Mabel	Jeanie Hicks (Ward)	K-2 Teacher	2018
Parkway	Kim Pryor	3-5 Teacher	2018
Valle Crucis	Natasha Lyons	6-8 Teacher	2018
	Jane Brown	Media Specialist	2018
	Preston Clarke	Principal	2019
Watauga High School	Laura Carson	ITF	Permanent
	Olivia Haigler	9-12 Teacher	2018
Central Office- Technology	Nancy Zeiss	Technology Director	Permanent
	Jon Triplett	WAN Engineer	Permanent
	Jarrett Whiteside	Technician	Permanent
	Chris Hutelmyer	Technician	Permanent
Central Office-Instr. Services	Tamara Stamey	Chief Academic Officer	Permanent
	Meredith Jones	Director of Middle Grades Education	Permanent
	Ike Smith	Director of Instructional Support Services	Permanent
Central Office-Superintendent	Dr. Scott Elliott	Superintendent	Permanent (ex-officio)

Central Office Finance Department	Ly Marze	Finance Officer	2018
Central Office Assistive Technology Team	Tanya Priest	Speech Language Pathologist	2018
Board of Education	Dr. Jay Fenwick	BOE Member	Permanent
Parent Representatives	Ben Powell	Parent (Blowing Rock)	2018
	Rob Robertson	Parent (Cove Creek)	2018
	Emory Maiden	Parent (Cove Creek)	2018
Student Representatives	Lucy Gray	WHS Student	2018
	Isabelle Trew	WHS Student	2018



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# Watauga County Board of Education

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

TEL: (828) 264-7190  
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June 27, 2017

Dear Mr. Henries and Board members,

As a way to gather additional information about methods to be more competitive as well as input on management, policies and regulation I have put together an After School Advisory Committee.

The following people have volunteered to meet quarterly for the purpose as stated above. The first meeting is scheduled for September 29, 3:00-4:00 p.m.

- Gary Childers, Board of Education member
- Debbie Glover, Valle Crucis
- Leslie Houser, Valle Crucis
- Lisa Shaw, Hardin Park
- Diane Wilcox, ASU
- Trevor Owens, Parkway ELC Program Coordinator

Thank you,  
Pamela Shirley  
After School Director

## Declaration of Surplus Items - July 2017

<u>School</u>	<u>Quantity</u>	<u>Description</u>	<u># that are Usable</u>	<u># that are Unusable</u>
<b>Central Office</b>	1	Dell Latitude E5400 Laptop		1
<b>Maintenance</b>	1	Dell Optiplex 755 CPU		1
	1	Dell Optiplex 745 CPU		1
	<u>2</u>		<u>0</u>	<u>2</u>
<b>Transportation</b>	1	Seon Bus Camera w/DVR, GPS		1
	1	Fortress Mini Bus Camera System (2 cameras)		1
	3	Seon Trooper TL4 Bus Cameras w/DVR, GPS		3
	1	Memorex Model MVDP1085 DVD Player		1
	1	Nikon Coolpix L6 Digital Camera		1
	<u>7</u>		<u>0</u>	<u>7</u>
<b>Bethel</b>	1	Bretford Model TX322LL/A 20-Slot Laptop Charging Cart	1	
	1	Dell Optiplex 755 CPU		1
	<u>2</u>		<u>1</u>	<u>1</u>
<b>Blowing Rock</b>	1	Tyco Technol Touch Screen Monitor		1
	2	Texas Instrument Overhead Projector Displays	2	
	1	Dell Latitude E5430 Laptop	1	
	1	Computer Monitor	1	
	9	Dell 17" Ultrasharp 1707FP Flat Panel Monitors	9	
	1	HP L1710 Computer Monitor	1	
	1	Dell 745 Optiplex CPU	1	
	2	Dragon Touch Model Y88X 7" Tablets		2
	4	Cisco Flip Ultra U1120 Camcorders		4
	2	Texas Instrument TI-73 Graphing Calculators		2
	1	Pure Digital Flip Ultra (2nd Gen) U1120B Camcorder		1
	1	Magnavox MWD 200F DVD Player		1
	7	Texas Instrument TI-83 Plus Graphing Calculators		7
	1	Hunter Model 30055 Air Purifier		1
	1	Lazy Boy 3 Model 80802 Tiller		1
	1	Compound Table-top Miter Saw		1
	1	Storage Shed		1
	1	Whirlpool AD50G1 Dehumidifier		1
	3	Texas Instrument TI-84 Graphing Calculators		3
	1	Texas Instrument TI-84 Plus Graphing Calculator		1
	1	ASUS DVD RW External Hard Drive		1
	1	Sony Portable CFD-S50 CD Player		1
	1	HYT TC508V2 2-Way Radio		1
	1	Guardian Tech AC5000E Air Purifier		1
	1	Idylis Hepa IAP-10-125 Air Purifier		1
	<u>47</u>		<u>15</u>	<u>32</u>

<b>Cove Creek</b>	1	NEC VT695 Projector		1
	2	NEC NP400 XGA 2600 Projectors		2
	3		0	3
<b>Green Valley</b>	1	Sony Lasermax DVD Player		1
	1	Zenith DVB312 DVD Player		1
	1	JVC HRXVC18 DVD-VHS Player		1
	1	Netgear Fast Ethernet Switch	1	
	1	Smart Tech Senteo Response System Receiver	1	
	1	Texas Instrument TI-83 Plus Graphing Calculator		1
	1	NEC NP400 XGA 2600 Projector		1
	8	AlphaSmart NEO Keyboards	8	
	2	Smart Tech Airline WS100 Smart Slates	2	
	2	Zenith ZDA-311 DBD Players	2	
	1	Zenith XBV713 DVD-VCR		1
	1	Zenith DVB412 DVD Player	1	
	1	DVD/VHS Player		1
	1	Pioneer LaserDisc CD Player		1
	1	Epson Brightlink 575WI Projector		1
	1	Dell Optiplex 755 CPU		1
	1	Safari Montage Server		1
	26		15	11
<b>Hardin Park</b>	5	NEC NP400 Projectors		5
<b>Mabel</b>	1	Bretford Model TX323LL/A 30-Slot Laptop Charging Cart	1	
<b>Parkway</b>	1	Dell Optiplex GX620 CPU		1
	1	HP LJ P1006 Printer	1	
	1	Dell Latitude E5420 Laptop		1
	1	Wireless Keyboard		1
	1	Wireless Optical Mouse		1
	1	Brother Intellifax 2820 Fax Machine	1	
	1	SmartTech VT695 Projector		1
	1	Dell Optiplex 755 CPU		1
	2	NEC NP400 XGA Projectors		2
	1	NEC VT676 Projector		1
	11		2	9
<b>Valle Crucis</b>	2	NEC NP400 Projectors		2
	1	Dell Optiplex 755 CPU		1
	2	Dell Optiplex 745 CPUs		2
	5		0	5

**WHS**

1	Apple iPad	1
3	Apple iPad1s	3
1	HP OfficeJet 6410 All-In-One Printer	1
1	Canon Rebel Camera	1
1	APC SmartUPS 700 Battery Backup	1
4	Epson Powerlite 460 Projectors	4
3	Dell Optiplex 745 CPUs	3
2	Dell Optiplex 755 CPUs	2
<hr/>		<hr/>
16		0
		16



# Watauga County Board of Education

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## MEMORANDUM

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

FROM: Ly Marze, Finance Officer

DATE: July 10, 2017

RE: Request for Adoption of Interim Continuing Budget Resolution

### Background Information:

According to State Statute, school systems are required to operate under an adopted budget. The Department of Public Instruction could not compute and distribute State and Federal allotments by the start of the new Fiscal Year on July 1. Until State, Federal, and County allocations are received, the 2017-18 Uniform Budget cannot be prepared.

### Consideration:

Pursuant to General Statute 115C-434, an interim budget will meet statutory requirements for operating under an adopted budget. So that Watauga County Schools may disburse funds in the new fiscal year until allocations are received and the Uniform Budget can be prepared, we ask the Board to adopt an Interim Budget, effective July 1, 2017. The Interim Budget would allow disbursements to continue at the prior year level until the new Budget Resolution is adopted.

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

**A. POLICY DEVELOPMENT**

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

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

**B. ADOPTION OF POLICIES**

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

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

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

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

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

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



**C. DISSEMINATION AND PRESERVATION OF POLICIES**

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

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

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

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

**D. REVIEW AND EVALUATION OF POLICIES**

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

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

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

**E. SUSPENSION OF POLICIES**

The operation of any section or sections of Watauga County Board of Education (the “board”) policies not established by law or contract may be suspended temporarily by a majority vote of board members present at a board meeting held in compliance with law and board policy.

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

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

Adopted: November 9, 2015

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

Revised: January 28, 2016

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

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

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

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

**A. PARENT COMMUNICATION AND CONFERENCES**

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

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

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

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

## **B. PARENTAL NOTIFICATION**

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

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

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

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

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

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

**C. OPPORTUNITIES TO WITHHOLD CONSENT/OPT OUT**

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

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

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

**D. PARENTAL PERMISSION REQUIRED**

Written parental permission is required prior to the following activities:

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



Legal References: Elementary and Secondary Education Act, as amended, 20 U.S.C. 6301 *et seq.*, 34 C.F.R. pt. 200; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, 34 C.F.R. pt. 99; Protection of Pupil Rights Amendment, 20 U.S.C. 1232h, 34 C.F.R. pt. 98; Individuals with Disabilities Education Act, 20 U.S.C. 1400, *et seq.*; Asbestos Hazard Emergency Response Act, 15 U.S.C. 2641, *et seq.*; McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, *et seq.*; 42 U.S.C. 1758, 7 C.F.R. pt. 245; 42 U.S.C. 1758b; National School Lunch Program, 42 U.S.C. 1751 *et seq.*, 7 C.F.R. 210.12; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. 108.9; 20 U.S.C. 7908; G.S. 90-21.1; 95-28.3; 115C-47(47), -47(51), -47(54), -47(58), -81(e1), -83.4A(d), -105.41, -109.1, -174.26(d), -307(c), -375.4, -390.2, -391.1, -407.16; State Board of Education Policies FCB-A-000, GCS-A-001, GCS-J-002, KNEC-002, PRNT-000, TEST-001

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

Adopted: July 14, 2014

Replaces: Policy 2.04.60, Parental Involvement (in part)

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

The Watauga County Board of Education (the "board") believes that an effective testing and assessment program evaluates the progress of individual students and helps ensure that educational goals and objectives are being met for every child. A testing program also assists in the continued refinement of the instructional program. In addition, data from tests and assessments provide measures of student learning that are useful for evaluating educator effectiveness.

Every effort will be made to ensure that the testing program contributes to the learning process rather than detracts from it. Efforts also will be made to use only culture-free or culture-fair tests in order to ensure that measurements are reasonably accurate.

**A. ADMINISTRATION OF TESTS, SCREENINGS, AND OTHER ASSESSMENTS**

The superintendent shall provide for the proper administration of all state-required tests, screenings, and other assessments and any state-required remedial instruction and/or retesting in accordance with all requirements established by law or the State Board of Education. The superintendent, in consultation with the school principals, shall determine how results from such measures will be used in determining students' final grades, provided that the requirements described in Section B, below, and any other applicable state requirements are met.

The superintendent shall provide for the online administration of state-required tests to the extent required by the State Board of Education or the Department of Public Instruction, and otherwise as feasible within available resources. The superintendent shall keep the board informed of any resources or other measures needed to support online test administration.

Students may participate in field testing and other sample testing as designated by the State Board or the Department of Public Instruction.

The superintendent shall develop security and administration procedures for the state testing program and other assessments that are consistent with State Board of Education requirements and relevant law. The superintendent shall ensure that all relevant personnel are instructed in such procedures. All testing personnel, teachers, and school administrators are required to be familiar with and adhere to all applicable testing manuals, handbooks, and guides, including the Testing Code of Ethics, for state and locally-required tests. Failure to follow procedures may result in disciplinary sanctions, including termination or revocation of administrative and/or teaching licenses.

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

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

Assessments will count as 25% percent of a student's final grade in each high school course for which there is an EOC test, NC Final Exam, or CTE Post-Assessment. This requirement does not apply to EOC tests for students following the Occupational Course of Study Pathway. Further, CTE students who earn a credential that is approved under Department of Public Instruction guidelines as evidence of technical skill attainment will not be required to take the CTE Post-Assessment in the course.

### C. MINIMIZING TIME SPENT TESTING

The superintendent or designee shall ensure that the time students spend taking standardized state and local tests and the frequency of field testing at a particular school are minimized. Specifically, the superintendent shall ensure the following.

1. Schools will devote no more than two days of instructional time per year to the taking of practice tests that do not have the primary purpose of assessing current student learning.
2. Students will not be subject to field tests or national tests during the two-week period preceding their school's administration of end-of-grade tests, end-of-course tests, or regularly scheduled final exams.
3. No school will participate in more than two field tests at any one grade level during a school year.
4. All annual assessments of student achievement adopted by the State Board of Education pursuant to G.S. 115C-174.11(c)(1) -or other applicable law and all final exams for courses will be administered within the final ten instructional days of the school year for year-long courses and within the final five instructional days of the semester for semester courses. Exceptions will be permitted on an individual basis to accommodate a student's individualized education program and-or Section 504 plans and for the administration of final exams for courses with national or international curricula required to be held at designated times; for make-up testing; and as otherwise permitted by the Department of Public Instruction.

Legal References: The Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, -h; 34 C.F.R. pt. 99; G.S. 115C, art. 10A; 115C-47, -81, -83.5, -83.6, -174.11, -174.12(a), -174.13, -174.22, -174.25, -276, -288, -307, -402.5; State Board of Education Policies series TEST and GRAD GCS-A series; GCS-C series; GCS-N series; TCP-C; EVAL-006; EVAL-025 through -031; 16 N.C.A.C. 6D .0301—.0306

Cross References: Professional and Staff Development (policy 7800), Goals and Objectives of the Educational Program (policy 3000), Student Promotion and Accountability (policy 3420), Student Records (policy 4700), Public Records – Retention, Release, and Disposition (policy 5070/7350)

Other References: *NC Final Exams Test Administrators' Guides*, available at <http://www.dpi.state.nc.us/accountability/common-exams/>; *North Carolina Test Coordinators' Policies and Procedures Handbook*, available at <http://www.dpi.state.nc.us/accountability/policies/generalinfo>

Adopted: August 3, 2015

Revised: June 13, 2016;

Replaces: Board policy 4.01.60, Student Assessment and policy 4.03.35, Accountability Standards (in part)

# **TITLE I PARENT AND FAMILY ENGAGEMENT**

*Policy Code:*

**3560**

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The Watauga County Board of Education (the “board”) recognizes the value of family engagement in a child’s academic success and believes that the education of children is an ongoing cooperative partnership between the home and the school. Parents and other family members are their children’s first teachers; therefore, the continued involvement of parents and family members in the educational process is most important in fostering and improving educational achievement. School system officials shall strive to support parents and provide parents and family members with meaningful opportunities to become involved in the programs offered by the Title I schools. The board encourages parents and family members to participate in the design and implementation of the programs and activities in order to increase the effectiveness of the school system’s Title I program in helping students meet state and local achievement standards.

## **A. DEFINITION OF PARENT AND FAMILY ENGAGEMENT**

For the purposes of this policy, the term “parent and family engagement” means the participation of parents, guardians, and other family members in regular, two-way, and meaningful communication involving student learning and other school activities, including ensuring the following:

1. that parents and family members play an integral role in assisting their child’s learning;
2. that parents and family members are encouraged to be actively involved in their child’s education at school;
3. that parents are full partners in their child’s education and parents and family members are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and
4. that the school system utilizes activities to support parent and family engagement in the Title I programs.

## **B. PURPOSE AND OPERATION OF TITLE I PROGRAM**

The Title I program is a federally supported program that offers assistance to educationally and economically disadvantaged children to help ensure they receive an equitable, high-quality, well-rounded education and meet the school system’s challenging academic standards. The Title I program provides instructional activities and supportive services to eligible students over and above those provided by the regular school program.

Qualified Title I schools will operate as school-wide programs or targeted assistance programs based upon federal eligibility criteria. School-wide programs will provide

comprehensive support to offer improved opportunities for all students in the school to meet the school system's academic standards. Targeted assistance programs will provide services to eligible students most in need of assistance in the school, as determined by objective criteria established by the superintendent or designee. Eligibility criteria may include, for example, standardized test scores, teacher judgment, and results of preschool screening and home-school surveys. .

Both school-wide and targeted assistance programs shall be based on effective means of improving student achievement and shall include evidence-based strategies to support parent and family engagement.

**C. ANNUAL MEETING AND PROGRAM EVALUATION**

Each year, school officials must invite parents of students participating in Title I programs to a meeting to explain parental rights, discuss the programs and activities to be provided with Title I funds, and solicit input on the Title I program and this policy. In addition, school officials must provide parents and family members a meaningful opportunity annually to evaluate the content and effectiveness of the Title I programs and the parent and family engagement policies and plans. Information collected from these proceedings will be used to revise Title I programs and parent and family engagement plans.

**D. PARENT AND FAMILY ENGAGEMENT EFFORTS**

The board believes that the involvement of Title I parents and family members in the design and implementation of the Title I program will increase the effectiveness of the program and contribute significantly to the success of the children. The Title I staff and all school system personnel shall strive to conduct outreach to parents and family members and involve them in activities throughout the school year.

The superintendent shall ensure that this system-level parent and family engagement policy and plan is developed with, agreed upon with, and annually distributed to parents and family members of participating students. In addition to the system-level parent and family engagement plan, each school participating in the Title I program shall jointly develop and annually distribute to parents and family members a school-level written parent and family engagement plan that describes the means for carrying out school-level policy, sharing responsibility for student academic achievement, building the capacity of school staff and parents for involvement, and increasing accessibility for participation of all parents and family members of children participating, in Title I programs, including parents and family members who have limited English proficiency, who have disabilities, or who are migratory. School-level plans must involve parents in the planning and improvement of Title I activities and must provide for the distribution to parents of information on expected student achievement levels and the school's academic performance.

School officials shall invite appropriate school personnel from private schools to consult

on the design and development of its programs in order to provide equitable services to students enrolled in private schools. The superintendent or designee shall establish any additional procedures necessary to achieve timely and meaningful consultation with private school officials in accordance with federal law.

In addition, school system officials and Title I school personnel shall do the following:

1. involve parents and family members in the joint development of the Title I program and school support and improvement plan and the process of school review and improvement by including parents on the school advisory committee and any committees that review the Title I program;
2. provide coordination, technical assistance, and other support from various central office departments necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family engagement activities that are designed to improve student academic achievement and school performance;
3. coordinate and integrate parent and family engagement strategies in the Title I program to the extent feasible and appropriate with parental engagement strategies established in other federal, state, and local laws and programs;
4. with the meaningful involvement of parents, conduct an annual evaluation of the content and effectiveness of the school system parent and family engagement policies and program in improving the academic quality of the school and assisting students to meet the school system's academic standards;
5. strive to eliminate barriers to parental participation by assisting parents who have disabilities and parents who are economically disadvantaged, have limited English proficiency, are migratory, or have other backgrounds or characteristics that may affect participation;
6. provide outreach and assistance to parents and family members of children who are participating in Title I programs in understanding the state's testing standards, the assessments used, Title I requirements, and all national, state, and local standards and expectations through such efforts as community-based meetings, posting information on school websites, sending information home, newsletters, workshops, and newspaper articles;
7. design a parent-student-school staff compact that sets out respective responsibilities in striving to raise student achievement and explains how an effective home/school partnership will be developed and maintained;
8. with the assistance of parents, ensure that teachers, specialized instructional support

personnel, principals, and other staff are educated in the value of parents as partners in the educational process and understand how to work with, communicate with, and reach out to parents as equal partners in education;

9. distribute to parents information on expected student proficiency levels for their child and the school's academic performance, and provide materials and training to help parents monitor their child's progress and work with educators to improve achievement through such methods as literacy training or using technology, which may include education about the harms of copyright piracy;
10. coordinate and integrate, to the extent feasible and appropriate, parental involvement programs and activities with federal, state, and local programs, including public preschool programs and conduct other activities in the community that encourage and support parents to more fully participate in the education of their child;
11. strengthen the partnership with agencies, businesses, and programs that operate in the community, especially those with expertise in effectively engaging parents and family members in education;
12. ensure that parents are involved in the school's Title I activities, providing a comprehensive range of opportunities for parents to be informed and involved through:
  - a. helping parents understand standards and expectations through community-based meetings, parent conferences and home visits if needed;
  - b. providing materials and suggestions to help parents support the education of their children at home;
  - c. working with school staffs to ensure a system-wide value and encouragement of parent involvement;
  - d. including parents on advisory councils, School Improvement Teams and other representative committees;
  - e. soliciting parent involvement in program and policy review and evaluation
  - f. encouraging parent volunteerism in the classroom, and at school activities; and
  - g. participating in parent-teacher-student organizations and activities.



13. provide such other reasonable support for Title I parental involvement activities as requested by parents.

**E. NOTICE REQUIREMENTS**

School system officials and Title I school personnel shall provide effective notice of the following information as required by law. The notice must be in an understandable and uniform format and, to the extent practicable, in a language the parents can understand.

**1. Program for English Learners**

Each year the principal or designee shall provide notice of the following to parents of English learners identified for participation in a Title I, Part A or Title III funded language-instruction educational program:

- a. the reasons for the child's identification;
- b. the child's level of English proficiency and how such level was assessed;
- c. methods of instruction;
- d. how the program will help the child;
- e. the exit requirements for the program;
- f. if the child has a disability, how the language instruction educational program meets the objectives of the child's individualized educational program (IEP);
- g. any other information necessary to effectively inform the parent of the program and the parental rights regarding enrollment, removal, and selection of a program for English learners; and
- h. notice of regular meetings for the purpose of formulating and responding to recommendations from parents.

**2. System Report Card**

Each year, school system officials shall disseminate to all parents, schools, and the public a school system report card containing information about the school system and each school, including, but not limited to:

- a. the following information both in the aggregate and disaggregated by category: student achievement, graduation rates, performance on other school quality

and/or student success indicators, the progress of students toward meeting long-term goals established by the state, student performance on measures of school climate and safety, and, as available, the rate of enrollment in post-secondary education;

- b. the performance of the school system on academic assessments as compared to the state as a whole and the performance of each school on academic assessments as compared to the state and school system as a whole;
- c. the percentage and number of students who are:
  - i. assessed,
  - ii. assessed using alternate assessments,
  - iii. involved in preschool and accelerated coursework programs, and
  - iv. English learners achieving proficiency;
- d. the per pupil expenditures of federal, state, and local funds; and
- e. teacher qualifications.

### 3. Teacher Qualifications

- a. At the beginning of each year, school system officials shall notify parents of students who are participating in Title I programs of the right to request certain information on the professional qualifications of the student's classroom teachers and paraprofessionals providing services to the child (see policy 7820, Personnel Files).
- b. The principal or designee of a Title I school shall provide timely notice informing parents that their student has been assigned to or has been taught for at least four consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level or subject area in which the teacher has been assigned.

### 4. Parental Rights and Opportunities for Involvement

- a. Each year, the principal or designee of a Title I school shall provide notice to parents of the school's written parent and family engagement policy, parents' right to be involved in their child's school, and opportunities for parents and family members to be involved in the school.
- b. Each year, the principal or designee of a Title I school shall provide notice to parents of their right to request information regarding student participation in state-required assessments.

**F. WEBSITE DISTRIBUTION OF INFORMATION**

Each year, school system officials shall publicize on the school system website and, where practicable, on the website of each school:

1. the report card described in subsection E.2, above; and
2. information on each assessment required by the state and, where feasible, by the school system, organized by grade level. The information must include:
  - a. the subject matter assessed;
  - b. the purpose for which the assessment is designed and used;
  - c. the source of the requirement for the assessment;
  - d. if available, the amount of time students will spend taking the assessments and the schedule of the assessments; and
  - e. if available, the time and format for distributing results.

The superintendent shall develop any administrative procedures necessary to implement the requirements of this policy.

Legal References: Elementary and Secondary Education Act, as amended, 20 U.S.C. 6301 *et seq.*, 34 C.F.R. pt. 200

Cross References: Parental Involvement (policy 4002), Goals and Objectives of the Educational Program (policy 3000), Curriculum Development (policy 3100), Personnel Files (policy 7820)

Adopted: August 3, 2015

Revised: December 14, 2015; February 13, 2017

**A. PURPOSE**

The Watauga County Board of Education (the "board") believes that students should progress to the next level of study only after they are proficient in their knowledge and application of the current curriculum level. To the extent reasonably possible, students should be given as much time or as little time as they need to be proficient at a particular level of study. Students will be promoted to the next level of study as described in this policy.

**B. STUDENT PROMOTION STANDARDS**

The superintendent shall develop (1) proposed promotion standards and (2) a process to be used in determining a student's readiness to progress to the next level of study and shall submit the standards and process to the board for approval. The standards will be based, in part, upon proficiency in reading. The standards and process must provide multiple criteria for assessing a student's readiness to progress to the next level of study, such as standardized test scores, formative and diagnostic assessments, grades, a portfolio or anthology of the student's work, and, when appropriate, accepted standards for assessing developmental growth. The standards and process will incorporate all state law and State Board of Education policy requirements, including those for the assessment and promotion of third grade students as described in G.S. 115C-83.6 *et seq.* and State Board of Education Policies ~~GCS-J-002 and -003~~ KNEC-002 and -003.

Principals shall ensure that the promotion standards are used by teachers and school administrators in assessing each student's readiness to progress to the next level of study. Principals have the authority to promote or retain students based upon the standards approved by the board and any applicable standards set by the State Board of Education.

To reduce the number of students who do not meet promotion standards, the board directs school administrators and teachers to address the needs of students who are not making adequate academic progress as required by policy 3405, Students at Risk of Academic Failure.

**C. DIPLOMA STANDARDS**

To receive a North Carolina high school diploma, a student must complete the requirements set forth in policy 3460, Graduation Requirements.

**D. APPEALS OF PROMOTION DECISIONS****1. Appeal to the Superintendent**

Within five workdays of receiving the principal's written decision to promote or retain a student, the student's parents may appeal the decision to the

superintendent. The superintendent may overturn the principal's decision only upon a finding that the principal's decision was arbitrary and capricious (i.e., without a rational basis) or was otherwise an abuse of discretion.

The superintendent must render a decision within 10 workdays of receiving the appeal. The superintendent may support the principal's decision, remand it back to the principal for consideration of additional issues, or reverse the decision.

The superintendent's findings must be in writing and must be provided to the parents.

2. Appeal to the Board of Education

The superintendent's decision to promote or retain a student may be appealed to the board in accordance with the procedures set forth in subsection E.5 of policy 4010, Student and Parent Grievance Procedure.

**E. READING CAMPS**

The board will provide reading camp opportunities as required by law at no fee for students who have not yet demonstrated reading proficiency on a third grade level at the end of third grade and for first and second grade students whose demonstrated reading comprehension is below grade level. The superintendent or designee shall encourage parents of eligible students to enroll their students in a reading camp. To the extent resources permit, the board will offer fee-based reading camp opportunities to students who have successfully demonstrated reading proficiency appropriate for a third grade student and to first and second grade students who have demonstrated appropriate developmental abilities in reading comprehension. Annually, the board will establish criteria for priority enrollment in its fee-based reading camps and will set the attendance fee at an amount not to exceed the statutory limit. The superintendent or designee shall notify interested parents of the application procedure for the fee-based reading camps.

**F. PROMOTION STANDARDS FOR STUDENTS WITH DISABILITIES**

To the extent possible, students with disabilities must be held to the same promotion standards as all other students. However, for students who take alternative assessments in lieu of the end-of-grade (EOG) or end-of-course (EOC) tests, promotion decisions must be based on criteria recommended by the IEP team. The IEP Team shall make a recommendation to the principal for special placement. The principal shall determine the student's placement. The superintendent/designee shall review the recommendation before special placement is made. The school principal has the ultimate responsibility for placement and grading of students in accordance with federal, state, and local regulations.

All intervention strategies and other opportunities, benefits, and resources that are made available to students without disabilities must be made available to those students with disabilities who are subject to the student promotion standards. Such opportunities must

be in addition to the special education services provided to the student.

**G. CREDIT BY DEMONSTRATED MASTERY**

The superintendent shall provide opportunities for students in grades 9 through 12 to earn course credit by demonstrating mastery of course material without first completing the regular period of classroom instruction in the course. Students in grades 6 through 8 may earn credit by demonstrated mastery for high school courses offered in middle school. To earn credit by demonstrated mastery, students must demonstrate a deep understanding of the content standards and application of knowledge through a multi-phase assessment, in accordance with standards established by the State Board of Education and any additional standards established by the superintendent.

**H. REPEATING A COURSE FOR CREDIT**

**1. Repeating a Previously Failed Course**

As provided in State Board of Education policy ~~GCS-M-001-CCRE-001~~, high school students who fail a course for credit may repeat that course. To take advantage of this option, the student must repeat the entire course. Beginning with the 2015-16 school year, when a student initially fails a high school course and successfully repeats the course for credit, the new course grade will replace the original failing grade for the course on the student's transcript and in calculations of the student's GPA, class rank, and honor roll eligibility. The superintendent may develop procedures for students to indicate their intent to repeat a course for credit under this paragraph and may establish any other rules as necessary and consistent with State Board policy.

**2. Repeating a Course for which Credit was Earned (Grade Replacement)**

The board recognizes that high school students may need to repeat a course for which they have earned credit in order to increase their understanding of the course content, to improve skill mastery, or to meet postsecondary goals. Students may repeat a course for which they have previously earned credit, subject to the following preconditions and any other reasonable rules established by the superintendent:

- a. the student must have earned a letter grade of C or lower in the course on the first attempt;
- b. the student must make a written request to repeat the course;
- c. the principal or designee must approve the request;
- d. there must be space available after seats have been assigned to students who are taking the course for the first time or repeating a previously failed

course;

- e. the course to be repeated must be a duplicate of the original class and must be taken during the regular school day at a high school in this school system or through the North Carolina Virtual Public School;
- f. upon completion of the repeated course, the new course grade will replace the student's original grade on the student's transcript and in calculations of the student's GPA, class rank, and honor roll eligibility, regardless of whether the later grade is higher or lower than the student's original mark;
- g. credit towards graduation for the same course will be given only once;
- h. a course may be repeated only one time; and
- i. students may repeat a maximum of four previously passed courses during their high school careers.

The superintendent shall require notice to students and parents of these preconditions and of any other relevant information deemed advisable by the superintendent.

#### **I. ACCELERATION**

Some students may need less time to learn the curriculum. Teachers are encouraged to challenge these students by expanding the curriculum, providing opportunities to explore subjects in greater detail or providing different types of educational experiences. To challenge a student sufficiently, the principal may reassign the student to a different class or level of study and/or may identify concurrent enrollment or other curriculum expansion options (see policy 3101, Dual Enrollment).

The principal, after consulting with the professional staff and the student's parents, may determine that skipping a grade level is appropriate.

#### **J. REPORTING REQUIREMENTS**

##### **1. Superintendent's Report to the Board**

At least on an annual basis, the superintendent shall provide the board with the following information for each school:

- a. aggregate student performance scores on state-mandated tests and any other standardized tests used by a school or the school system;
- b. the number and percentage of students retained and/or not meeting the standards for their grade level;
- c. the number and percentage of third grade students exempt from mandatory

third grade retention by category of exemption as listed in state law; and

- d. remedial or additional educational opportunities provided by the school system and the success of these efforts in helping students meet promotion standards.

2. Report to the North Carolina State Board of Education and Department of Public Instruction

Pursuant to statutory requirements and standards established by the Department of Public Instruction, all required information regarding student performance will be provided annually to the State Board of Education and the Department of Public Instruction.

3. Publication on the School System Website

Information about the reading performance of first, second, and third grade students will be posted on the school system website in accordance with state law.

## K. RESOURCES

Consistent with the objective of improving student performance, the board will provide schools with maximum flexibility in the allocation of state funds. School personnel are expected to budget financial resources in a manner that will meet the standards established in this policy. The board will consider requests to transfer funds from other funding allotment categories to intervention strategies as part of the school improvement plan submitted by school officials. All funds will be used in a fiscally sound manner in accordance with policy 8300, Fiscal Management Standards.

## L. NOTIFICATION TO PARENTS

The superintendent or designee shall provide information regarding promotion standards to all students and parents. In addition, if a kindergarten, first grade, second grade, or third grade student (1) is demonstrating difficulty with reading development or (2) is not reading at grade level, the student's teacher shall provide the student's parents timely written notice advising that if the student is not demonstrating reading proficiency by the end of third grade, the student will be retained, unless exempt from mandatory retention for good cause. Parents are encouraged to help their children meet the promotion standards and will have opportunities to discuss the promotion standards and procedures with teachers and the principal. Information provided to parents should be in the parents' native language when appropriate foreign language resources are readily available.

The teacher of a student who does not meet promotion standards must notify the student's parents that the student has failed to meet the standards for progression to the next level of study and must provide the parents with information concerning retesting, intervention, review, and appeal opportunities. When a student is to be retained, the principal shall provide the student's parents written notice of the retention and, if the



student will be retained in accordance with G.S. 115C-83.7(a) for failure to demonstrate reading proficiency, (1) written notice of the reason the student is not eligible for a good cause exemption as provided in G.S. 115C-83.7(b) and (2) a description of proposed reading interventions that will be provided to the student to remediate identified areas of reading deficiency. Teachers shall provide parents of students retained under G.S. 115C-83.7(a) at least monthly written reports on student progress toward reading proficiency. The evaluation of a student's progress will be based upon the student's classroom work, observations, tests, assessments, and other relevant information.

#### **M. CHILDREN OF MILITARY FAMILIES**

As required by the Interstate Compact on Educational Opportunity for Military Children (G.S. 115C-407.5) and policy 4155, Assignment to Classes, school administrators have the authority to exercise flexibility in waiving course or program prerequisites or other preconditions for the placement of children of military families in courses or programs offered by the school system.

Legal References: G.S. 115C-36, -45(c), -47, -81, -83.2, -83.3, -83.6, -83.7, -83.8, -83.9, -83.10, -83.11, -105.21, -174.11, -288(a), -407.5; State Board of Education Policies ~~GCS-J-002, GCS-J-003, GCS-M-001~~ CCRE-001, KNEC-002, KNEC-003

Cross References: Student and Parent Grievance Procedure (policy 4010), Goals and Objectives of the Educational Program (policy 3000), Dual Enrollment (policy 3101), Students at Risk of Academic Failure (policy 3405), School Improvement Plan (policy 3430), Graduation Requirements (policy 3460), Extracurricular Activities and Student Organizations (policy 3620), Children of Military Families (policy 4050), Assignment to Classes (policy 4155), Fiscal Management Standards (policy 8300)

Other Resources: *Guidelines for Testing Students Identified as Limited-English Learners Proficient*, (N.C. Department of Public Instruction), available at <http://www.dpi.state.nc.us/docs/accountability/policyoperations/lep/testinglep1314.pdf>; *North Carolina Read to Achieve: A Guide to Implementing House Bill 950/S.L. 2012-143 Section 7A* (N.C. Department of Public Instruction), available at <http://www.dpi.state.nc.us/docs/k-3literacy/resources/guidebook.pdf>

Adopted: July 11, 2016

Revised:

**A. GENERAL AUTHORITY**

The principal has the authority to assign students to classes, subject to applicable legal requirements. The principal is encouraged to seek input from the professional staff in making these decisions. Parents may submit to the principal written requests for assignment or reassignment of their children so long as the parents provide a compelling reason for the request. The principal shall consider parental requests in assigning students to classes. Unless otherwise required by law or the special circumstances described below, the principal shall balance any individual request for assignment or reassignment against the welfare of other students and the efficient operation of the school.

**B. SPECIAL CIRCUMSTANCES****1. Multiple Birth Siblings**

School officials will defer to parental preference in making the initial classroom assignment of multiple birth siblings to the extent provided in this section and applicable state law. "Multiple birth siblings" means twins, triplets, quadruplets or other siblings resulting from a multiple birth.

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**a. Consultative Meeting with the School Principal**

The parent or guardian of multiple birth siblings who are assigned to the same grade level and school may request a consultative meeting with the principal to consider whether to initially place the siblings into the same classroom or into separate classrooms. The request must be made no later than five days before the first day of each school year or, if the students are enrolled after the school year starts, five days after their first day of attendance.

At the meeting, the parent may request either that the students be placed (1) into the same classroom; or (2) into separate classrooms. School officials may offer professional educational advice to the parent or guardian and may recommend an appropriate classroom placement for the students.

**b. Initial Classroom Placement**

Following the meeting, the principal shall place the students in accordance with the parent or guardian's request unless doing so would require adding an additional class at the students' grade level.

This section shall not otherwise limit the principal's authority to determine the specific classroom assignment(s) for multiple birth siblings, including the students' assignment to a specific teacher or team.

c. Change to Initial Classroom Placement

The principal may change the initial classroom assignment of one or more multiple birth siblings in the following circumstances:

- 1) the principal, in consultation with the students' classroom teacher(s), determines at the end of the first grading period that the requested placement is disruptive to the school; or
- 2) the principal determines that one or more of the multiple birth siblings must be removed from a classroom pursuant to any Watauga County Board of Education (the "board") discipline policy, school rule and/or the Code of Student Conduct.

2. Newly Enrolled Children of Military Families

The principal shall comply with the requirements of the Interstate Compact for Military Children (G.S. 115C-407.5) when making class assignments for children of military families, as defined in policy 4050, Children of Military Families.

a. Course Placement

When a student transfers before or during the school year, school administrators shall initially honor placement in educational courses based on the student's enrollment in his or her sending school and/or educational assessments conducted at the sending school if the courses are offered. Course placement includes, but is not limited to, Honors, International Baccalaureate, Advanced Placement, ~~vocational, technical and career~~ career and technical education (CTE) pathways courses. Continuing the student's academic program from the previous school and promoting placement in academically and career challenging courses is to be a primary concern when considering the student's course placement.

b. Educational Program Placement

For a newly enrolled student, school administrators shall initially honor placement of the student in educational programs based on current educational assessments conducted at the school in the sending state or participation/placement in similar programs in the sending state. Such programs include, but are not limited to, ~~gifted and talented academically~~ or intellectually gifted (AIG) programs and English as a Second Language programs.

c. Special Education Services

In compliance with the Individuals with Disabilities Education Act, school administrators shall initially provide comparable services to a student with disabilities based on his or her current Individualized Education Program (IEP). In compliance with the requirements of Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act, school administrators shall make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, in order to provide the student with equal access to education. This accommodation does not preclude school administrators from performing subsequent evaluations to ensure appropriate placement of the student.

d. Placement Flexibility

The board authorizes and directs the superintendent and school administrators to be flexible in waiving course or program prerequisites or other preconditions for placement in courses or programs offered by the school system.

Legal References: Americans with Disabilities Act, 42 U.S.C. 12131 *et seq.*, 28 C.F.R. pt. 35; Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, 34 C.F.R. pt. 300; G.S. 115C-36, -83.1G, -288, -366.3, -366.4, -390.7, -407.5

Cross References: Children of Military Families (policy 4050)

Adopted: July 14, 2014

Revised:

## **PURCHASE OF SERVICES**

*Policy Code:*

**6450**

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

For all purchases and contracts valued at \$1,000 or more, the board will require the service provider to certify that it is not listed on the state treasurer's "Final Divestment List" or "Iran Parent and Subsidiary Guidance," as required by G.S. 147, Article 6E, and that it will not engage subcontractors who are on either list.

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

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

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

Adopted: February 8, 2016

Revised: May 9, 2016;

## **PROFESSIONAL EMPLOYEES: DEMOTION AND DISMISSAL**

*Policy Code:*

**7930**

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

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

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

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

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

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

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

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

Legal References: G.S. 90 art. 5; 115C-287.1, -307, -325 (applicable to career status teachers), -325.1 *et seq.* (for non-career status teachers), -333, -333.1; 143 art. 60; 16 N.C.A.C. 6C .0502

Cross References: ~~Professional and Staff Development (policy 7800)~~, Staff Responsibilities (policy 7300), Job Descriptions (policy 7400), Teacher Contracts (policy 7410), School Administrator Contracts (policy 7425), Professional and Staff Development (policy 7800).

Evaluation of Licensed Employees (policy 7810), Plans for Growth and Improvement of Licensed Employees (policy 7811), Personnel Files (policy 7820), Resignation (policy 7900), Non-Career Status Teachers: Nonrenewal (policy 7950)

Adopted: December 14, 2015

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

Revised:



The superintendent issues the following rules and procedures to supplement the Watauga County Board of Education's policies and address the assignment of students in the Watauga County School System.

**A. Attendance Area Assignment**

Watauga County is divided into eight elementary public school attendance areas and one public high school. Students are assigned to the school serving their grade level in the attendance area in which the student is domiciled; unless otherwise assigned by the Watauga County Board of Education. All students must be age eligible as defined by N.C. law and must have proof of required immunization and medical examination to be admitted.

Under no circumstances can a student have more than one domicile for the purpose of attendance. The domicile of any student shall be deemed to be that of his parents or the sole supervising parent. In the event the parents are separated or divorced, the domicile of the student shall be that of the parent to whom custody has been awarded by a court of competent jurisdiction. If no custody order has been entered, the domicile shall be deemed to be that of the parent who had actual custody immediately upon the separation. See Board Policy 4120, Domicile or Residence Requirements.

**B. Exceptions to Domicile Requirement Board Policy 4120, Domicile or Residence Requirements**

The following are statutorily created exceptions to the domicile requirement:

1. G. S. 115C-366.2 provides that a child whose parent or guardian is a student, employee, or faculty member of a college or university or a visiting scholar at the National Humanities Center need only be a resident of the school district in order to attend its schools.
2. G.S. 115C-366.2 provides that a child who is placed in or assigned to a group home, foster home, or similar facility need only be a resident of the school district in order to attend its school.
3. Federal and State law provides that state educational agencies are required to provide education to children of homeless individuals and to homeless youths regardless of their domicile. This exception is limited to "homeless individuals" as they are defined by the *Homeless Assistance Act*, 42 U.S.C. Section 11431 (also known as the McKinney Act).
4. The parent or legal guardian is one of the following: (1) on active military duty 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 or medically discharged or retired (but only for a period of one year after

medical discharge or retirement of the parent or legal 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 legal guardian. For the purposes of this subsection, the term "active duty" does not include periods of active duty for training for less than 30 days. Assignment under this subsection is only available if some evidence of the deployment is tendered with the affidavits required under G.S. 115C-366.

### **C. Pre-School Assignments**

**Except as otherwise provided in law and board policy the following applies:**

1. Only children domiciled in the Watauga County Schools administrative unit will be allowed to seek placement in the Watauga County Schools pre-school program.
2. Children that qualify for pre-school placement will be assigned to a school by the pre-school coordinator.
3. Pre-school assignment to a school outside the domiciled attendance area will not be considered as a basis for reassignment requests.

### **D. Kindergarten Orientation**

Watauga County residents with children of kindergarten age and planning to attend kindergarten in a Watauga County School may only attend Kindergarten Orientation at the school in their domiciled attendance area. A rising kindergarten student whose parent or guardian is a permanent part-time or permanent full-time Watauga County School employee may attend Kindergarten Orientation in the school where the employee plans to request reassignment of the child.

### **E. Standards For All Transfer or Reassignment Requests See Policy 4150 E.4.**

The following standards must be met before a request for reassignment can be submitted:

1. Parent/guardian shall provide documentation of legal residence of domicile based on a 911 address (building permit, certificate of occupancy, purchase agreement, lease agreement, utility bills, deed, and/or any other documentation deemed necessary).
2. Student(s) shall be in good academic standing having passed or currently passing all course work;
3. Student(s) shall have passed all state mandated tests;
4. Student(s) shall have a clean disciplinary record at their assigned school;
5. Student(s) shall have no more than 10 excused/unexcused absences from their assigned school unless granted prior approval from school administration;
6. Student(s) shall have no more than 10 excused/unexcused tardies from their assigned school.

7. Fresh Start Clause: Parents may request a Principal review for this purpose and upon unanimous agreement of the Principal, Superintendent, and Review Officer, items in Paragraph (E) 2-6 may be waived if reassignment is deemed to be in the best interest of the student.

**F. Exceptions to Student Assignments During the School Year**

Upon written request of the parent/guardian the Watauga County Board of Education may make exceptions for the following reasons considered legitimate for reassignment into a school district other than the one in which the student is domiciled:

1. School aged children of permanent full-time or permanent part-time Watauga County Board of Education employees will be allowed to attend the school where their parent is employed; however the Superintendent may deny transfer of employees' children to any school or grade level closed to transfer because of overcrowding. Parents who serve in an itinerant capacity will be allowed to have their children in the school where they spend the majority of their time.
2. Any student who is the victim of a violent offense committed on the grounds of a public school he or she attends shall be allowed to transfer to another school in the Watauga County Schools Administrative Unit.
3. Watauga County school age students having an Individualized Education Plan (IEP) which requires special placement in a Watauga County school which offers the necessary program components to meet the child's needs, may be allowed to be reassigned without the Board of Education's approval. However, the Director of the Exceptional Children's Programs will be responsible for submitting the request. Once the IEP objectives have been attained as determined by the IEP team and services are no longer needed, the child shall be returned to the original attendance area school.
4. Space permitting, siblings of students that require special placement in a school outside their district may request reassignment to that school for the duration the special placement is in effect.
5. Student(s) that have been placed by the courts or the Department of Social Services in a foster home outside their attendance area may request to remain at the school of previous domicile.
6. If a parent or guardian changes domicile after ninety (90) days from the beginning of the school year, the student may attend school in the district of the previous domicile for the remainder of that school year.

**G. Requests for Student Reassignment During the Academic School Year**

**During the academic school year exceptions to student assignments will only be considered for requests based on the criteria listed in Board policy 4150 and part F of this regulation. See Board Policy 4150 Section D.**

1. Procedure: Parents or court appointed guardians may submit a written request for reassignment to the Office of the Superintendent 14 days prior to a regularly scheduled board meeting. *Request for Reassignment* applications shall be furnished by the

Watauga County Board of Education and shall be kept on file with the Office of the Superintendent. Requests for reassignment shall be forwarded to the Review Officer for consideration.

2. Review Officer - The Superintendent shall appoint a review officer to screen and make decisions on all requests for reassignment or transfer that comply with all policy guidelines and when both principals are in favor of the request. However, the WCBOE may choose to rule on ANY request.
3. Recommendations of the Review Officer and Superintendent shall be presented to the Watauga County Board of Education for a ruling on the request when the request does not comply with this policy guidelines or when principals' recommendations do not agree.

*In an effort to maintain proper enrollment ratios a specific school or grade level may be closed to out of attendance area reassignments. Any grade level that is projected to be at or above the state recommended average class size shall be closed to reassignment requests.*

#### **H. Requests for Reassignment or Transfer For Following School Year Policy 4150 C.**

1. Parents or court appointed guardians may submit a written request for reassignment to the Office of the Superintendent between April 1<sup>st</sup> and May 15<sup>th</sup> of the current school year. *Request for Reassignment* applications shall be furnished by the Watauga County Board of Education and shall be kept on file with the Office of the Superintendent. Request for reassignment shall be forwarded to the Review Officer for consideration.
2. Review Officer - The Superintendent shall appoint a review officer to screen and make decisions on all requests for reassignment or transfer that comply with all policy guidelines and when both principals are in favor of the request. However, the WCBOE may choose to rule on ANY request.
3. Recommendations of the Review Officer and Superintendent shall be presented to the Board of Education for a ruling on requests when the request does not comply with this policy guidelines or when principals' recommendations do not agree.
4. The request must specify the reason why reassignment is being sought. In reviewing requests, the Superintendent, Review Officer, and the Board of Education will consider such requests based on the law, Board policy and the following rationale:
  - A. School aged children of permanent full-time or permanent part-time Watauga County Board of Education employees will be allowed to attend the school where their parent is employed; however the Superintendent may deny transfer of employees' children to any school or grade level closed to transfer because of overcrowding. Parents who serve in an itinerant capacity will be allowed to have their children in the school where they spend the majority of their time.
  - B. Watauga County school age students having an Individualized Education Plan (IEP) which requires special placement in a Watauga County school offering the necessary program components to meet the

child's needs, may be allowed to be reassigned without Board of Education approval. However, the Director of the Exceptional Children's Programs will be responsible for submitting the request. Once the IEP objectives have been attained as determined by the IEP team and services are no longer needed, the child shall be returned to the original attendance area school.

- C. Space permitting, siblings of students that require special placement in a school outside their district may request reassignment to that school for the duration the placement is in effect.
  - D. If a bona fide hardship exists for a student(s) (i.e., matters that may negatively impact the education, health or safety of the student) a request for reassignment may be made to the Board of Education.
  - E. The Board of Education requires documentation (i.e. legal, medical) to support specific reasons addressed in a request for reassignment.
  - F. The Board of Education will consider the impact reassignment would place on the enrollment of the requested school (the reassignment or transfer shall not cause a classroom to exceed state recommended average).
  - G. The Board of Education will consider the impact reassignment would place on the enrollment of the vacating school.
5. If a parent or guardian of a seventh (7<sup>th</sup>) grade student changes domicile after ninety (90) days from the beginning of the school year, the student may attend school in the district of the previous domicile through completion of the eighth (8<sup>th</sup>) grade.
  6. In cases where space is limited due to class size regulations, applications will be considered in the order in which they are received, with priority given to residents of Watauga County and school aged children of permanent full-time or permanent part-time Watauga County Board of Education employees.
  7. For all requests received by May 15<sup>th</sup> of each year, the Watauga County Board of Education will issue its decision in writing by June 30<sup>th</sup>.

*In an effort to maintain proper enrollment ratios a specific school or grade level may be closed to out of attendance area reassignments. Any grade level that is projected to be at or above the state recommended average class size shall be closed to reassignment requests.*

#### **I. Transfer of Student to Another Administrative Unit**

The Watauga County Board of Education may release students domiciled in Watauga County to other school units if their parent(s) or legal guardian(s) provide compelling and sufficient reasons for such release.

**J. Transfer of Student from Another Administrative Unit**

The Watauga County Board of Education may approve enrollment of a student who resides in another administrative unit under certain conditions.

1. Parents or court appointed guardians must complete and submit a written request for reassignment to the Office of the Superintendent.
2. Evidence must be provided that the student requesting reassignment was in good standing upon leaving the student's previous school system.
3. Students requesting reassignment from outside the Watauga County Schools attendance area must be granted a release from their county and/or state of domicile.
4. All standards, procedures, and conditions stated in this policy must be met and/or followed for all out of district transfers.
- ~~5. Students requesting reassignment from outside the Watauga County Schools attendance area shall pay tuition pursuant to board policy. See Board Policy 4135, Tuition and Discretionary Admission.~~

**K. Appeal Procedure Board Policy 4150 Section C2.**

If the application for reassignment is denied, the Office of the Superintendent shall give notice to the applicant by registered or certified mail. The applicant may, within five (5) days after receipt of such notice, apply in writing to the Board of Education for an appeal hearing. The hearing on the appeal for reassignment to a different school shall be held at the next regular meeting or a special called meeting of the Board of Education. Both the sending and receiving schools' administration shall be given the opportunity to address the Board of Education during an appeal hearing. The Board of Education shall render a prompt decision on the appeal and shall send a notice of the decision to applicant by registered or certified mail.

**L. Other Student Assignments**

1. Students improperly enrolled: Students discovered to be enrolled without approval of the Board of Education shall be enrolled immediately in the school in the attendance area in which the student's domicile has been established.
2. Transfer students to Watauga High School:
  - a. Students under eighteen (18) years of age shall be accompanied by a parent or legal guardian, who shall present evidence of legal

guardianship and legal evidence of domicile to the Office of the Superintendent.

- b. Students eighteen (18) through twenty-one (21) years of age shall present a transcript of previous high school credits, legal evidence of date of birth, and legal evidence of domicile to the Office of the Superintendent.
- c. All requests of transfer students to Watauga High School will be referred to the Review Officer for consideration in accordance with the procedures outlined in this policy.

**M. Conditions for All Reassignments or Transfers 4150 Section E.**

All reassignment requests that are approved will be valid for the duration of the students' career as long as the following conditions are met:

- 1. Reassigned students are expected to exhibit exemplary conduct at the schools to which they are assigned, to attend school regularly, to pass all courses in which the student is enrolled, and to pass all state mandated tests.
- 2. Reassigned students are expected not to exceed ten (10) or more excused or unexcused absences per year, nor have excessive number of tardies or early check outs (10 days per year).
- 3. Any reassignment request that is approved based upon false or misleading information will be declared void and the transfer will be rescinded.
- 4. The parent is responsible for transportation of a student granted reassignment (except for school improvement choice transfers where the district must provide transportation for as long as the original school is identified for Title I school improvement).
- 5. The transfer or reassignment is valid for the duration of the student's school career or until a review/change is deemed necessary by the Board of Education or the Office of the Superintendent.

**N. Administrative Process For Reassignment Revocation**

In the event that a student granted a reassignment fails to meet the standards and conditions set forth in this policy the following steps shall be taken:

- 1. The Principal requesting reassignment revocation shall submit the revocation recommendation in writing to the Office of the Superintendent ten (10) days prior to the next regularly scheduled meeting of the Board of Education.

2. The Principal shall notify the parents or legal guardian of the student in writing that a recommendation for reassignment revocation has been submitted to the Office of the Superintendent and that the recommendation for reassignment revocation shall be heard by the Board of Education at its next regularly scheduled meeting.
3. The recommendation shall include all pertinent and compelling evidence. Examples: attendance records, academic performance, chronic discipline and safe school issues.
4. The administrative request for reassignment revocation shall be heard at the next regularly scheduled meeting of the Board of Education. The Board of Education shall render a prompt decision on the request and provide written notification to the parent or legal guardian by registered or certified mail.

Legal Ref.: Legal References: McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431 *et seq.*; No Child Left Behind Act, 20 U.S.C. 6301 *et seq.*; *Unsafe School Choice Option Non-Regulatory Guidance*, U.S. Department of Education (May 2004); U.S. Department of Education approval of Elementary and Secondary Education Act (ESEA) Flexibility Request (May 29, 2012); G.S. 15C-8; 115C-36, -366, -367, -369; State Board of Education Policy HRS-A-006

Approved: April 13, 2015



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

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

**A. GENERAL PRINCIPLES**

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

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

**B. PRIORITY IN USE**

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

1. Use by the school, including the after school program, provided that, subject to any applicable federal and state legal requirements, special consideration may be given to government and non-profit use in case of emergencies due to flooding, fire, or other disaster situations
2. In accordance with G.S. 163-129, use as a polling place on election days
3. School affiliated groups such as PTA/PTO organizations, booster clubs, the Watauga Education Foundation, and student clubs, including organizations permitted to meet under the Equal Access Act
4. In accordance with G.S. 115C-527, use by political parties for the express purpose of annual or biennial precinct meetings and county or district conventions

5. Use for youth athletics or youth development activities, including but not limited to summer camps, in which no admission fees are charged, provided that such use is exclusively or primarily for youth residing in Watauga County, and education related use by local Chambers of Commerce
6. Non-commercial use by local government, non-profit agencies, religious or political groups (including political parties when meeting for purposes other than precinct meetings or county or district conventions), and Watauga County residents and organizations
7. Use for commercial purposes, provided that school facilities may not be used to promote or sell any products or services except those with a major emphasis on education

**C. FEES FOR USE**

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

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

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

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

**D. REQUESTS FOR USE OF FACILITIES**

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

**E. ADDITIONAL RULES GOVERNING USE OF SCHOOL FACILITIES**

**1. Regulations for Use of Facilities**

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

**2. Compliance with Laws and Policies**

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

**3. Concession Rights Reserved to Schools**

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

**4. Non-Discrimination Notice**

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

**5. Opening and Closing of Buildings**

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

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

**F. DAMAGES AND LIABILITY INSURANCE**

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

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

**G. TERM AND ACCEPTANCE OF LEASE**

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

be renewed following the same process.

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

#### **H. LIMITATION OF ROUTINE USE**

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

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

#### **I. USE OF OUTDOOR SCHOOL FACILITIES BY THE GENERAL PUBLIC**

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

#### **J. REVIEW OF DECISIONS CONCERNING USE OF SCHOOL FACILITIES**

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

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

Cross References: Prohibition Against Discrimination, Harassment and Bullying (policy 4021/7230), Student and Parent Grievance Procedure (policy 4010), Prohibition of Alcoholic

Beverages (policy 5025), Smoking and Tobacco Products (policy 5026/7250), Weapons and Explosives Prohibited (policy 5027/7275), Sale, Disposal and Lease of Board-Owned Real Property (policy 9400)

Adopted: February 8, 2016

Revised: May 9, 2016; June 13, 2016;

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