



Watauga County Board of Education

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

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

WATAUGA COUNTY BOARD OF EDUCATION MEETING JULY 11, 2016 5:00 P.M.

- 5:00 1. CALL TO ORDER Board Chair
- 5:00 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
- 6:02 4. DISCUSSION AND ADJUSTMENT OF AGENDA Board Chair
- 6:05 5. SUPERINTENDENT'S REPORT Dr. Scott Elliott
- 6:08 6. PUBLIC COMMENT Board Chair
- Note: Anyone who wishes to address the Board should sign the Public Comment Roster
- 6:13 7. PUBLIC RECOGNITION
- A. Education Partnership Award for Smart Products Keron Poteat, Scott Lewis
 - B. Skybest Athletic Grant Presentation Edward Hinson
 - C. District Teacher of the Year, Martha Trimble Dr. Stephen Martin
- 6:30 8. CORRECTION AND APPROVAL OF MINUTES Board Chair
- 6:35 9. CONCURRENCE
- A. Field Trip Requests Dr. Scott Elliott
 - B. Personnel Advisory Committee Members 2016-2017 Dr. Stephen Martin
- 6:40 10. PERSONNEL
- I. Resignations Dr. Stephen Martin
 - II. Certified Personnel
 - A. New Employment
 - B. Re-Employment: Contract Employee (One-Year Contract)
 - C. Extended Employment

- III. Classified Employment
 - A. Re-Employment for 2016-2017
 - B. Extended Employment
 - C. Transfer of Assignment
 - D. Leave of Absence Requests

6:45 11. FINANCE

- A. Declaration of Surplus
- B. Interim Budget Resolution

Ly Marze

6:55 12. POLICIES SECOND READING

- 1330 Board Member Compensation and Expenses
- 1600 Hearings Before the Board
- 3400 Evaluation of Student Progress
- 3530 Citizenship and Character Education
- 6440 Local Purchasing Requirements
- 6445/6535 Energy Efficiency
- 7280 Prohibition Against Retaliation
- 7650 Employee Travel and Other Expense Reimbursement
- 8305 Federal Grant Administration

7:05 13. POLICY FIRST READING

- 3420 Student Promotion and Accountability

7:10 14. POLICIES FOR REPEAL

- 5.07.10 Automobile Use at Watauga High School
- 6.00 Finance Committee

7:15 15. BOARD COMMENT/OPERATIONS

7:20 16. ADJOURNMENT



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DATE: June 13, 2016 **PRESENT:** Ron Henries, Brenda Reese,
Barbara Kinsey, Jay Fenwick
and Jason K. Cornett
TIME: 5:30 p.m. Dr. Scott Elliott, Superintendent
PLACE: Margaret E. Gragg Education Center

CALL TO ORDER

Ron Henries, Board Chair, called the meeting to order.

CLOSED SESSION

Ron 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 by Board Chair Ron Henries. He began the meeting with a moment of silence.

DISCUSSION AND ADJUSTMENT OF AGENDA

Mr. Henries informed everyone that we will resume closed session after open session is adjourned.

SUPERINTENDENT'S REPORT

Dr. Elliott welcomed everyone in attendance including administrators, teachers and community members. He pointed out that we've given a reprieve to the student representatives for the summer break. Our four day work week for the summer schedule is starting this week with office hours open from 7:30-4:30. Employees work ten hour days, four days a week. He also reported that as of today we have completed 180 days of school and 1131 hours of instruction. He also reminded everyone that there are only 71 days until the first day of school for the 2016-2017 school year. The retirement breakfast was held this morning honoring 16 different professionals from our school system who are retiring. Dr. Elliott thanked Angela Mosner, Christy Parker and Dr. Martin in the human resources department for coordinating a very nice event. We continue to wait on a state budget but Dr. Elliot indicated that most likely we will not have a budget in place by the start of the July 1 fiscal year. Dr. Elliott expressed his appreciation of the county commissioners who passed the budget which funds many of our most critical capital needs.

PUBLIC COMMENT

There was no public comment at tonight's meeting.

PUBLIC RECOGNITION

Tamara Stamey, Chief Academic Officer, presented the 2015-2016 Outstanding Elementary Mathematics teacher, Jamie Dale Sherrill. Ms. Sherrill is a first grade teacher at Parkway School.

Oliva Watson Haigler, teacher and advisor to the FFA, presented her students who have experienced great success at regional competitions. She had the students talk about the parliamentary procedures in the competition. Max Hagaman was elected to the highest office position a student can achieve, the regional officer position. He is the third student from Watauga to ever achieve this high position. FFA is an extracurricular organization for students with an agriculture background and interest.

Amanda Wallace has been an English teacher for sixteen years and was nominated to be a teacher leader with the Hope Street Fellowship. She gave a very informative overview of the program and answered in depth, numerous questions from the board.

Dr. Elliott presented Monica Bolick, Child Nutrition Director, with the Servant's Heart Award for June. Dr. Elliott commented, "it is an honor to recognize a colleague who understands this tough business and excels in her leadership of our child nutrition department." Mrs. Bolick works alongside her team and there is nothing she asks of them that she will not do herself. She is a reliable and steady leader and Dr. Elliott is grateful for her service to the students of Watauga County Schools.

CORRECTION AND APPROVAL OF MINUTES

A motion was made by Barbara Kinsey and seconded by Jay Fenwick to approve the May 9, 2016 minutes as printed. The motion passed unanimously.

CONCURRENCE

A motion was made by Jason Cornett and seconded by Brenda Reese to approve the requested field trips as presented. The motion passed unanimously.

A motion was made by Brenda Reese and seconded by Jay Fenwick to approve the Watauga County Schools Schedule of Fees for 2016-2017. The motion passed unanimously.

A motion was made by Barbara Kinsey and seconded by Jason K. Cornett to approve the Elementary Curriculum Committee Members for 2016-2017. The motion passed unanimously.

A motion was made by Brenda Reese and seconded by Jay Fenwick to approve the 2016-2017 High School Curriculum Committee Members. The motion passed unanimously.

A motion was made by Barbara Kinsey and seconded by Brenda Reese to approve the 2016-2017 CTE Local Plan Executive Summary. The motion passed unanimously.

A motion was made by Jason K. Cornett and seconded by Barbara Kinsey to approve the Calendar Committee Representatives for 2016-2017. The motion passed unanimously.

A motion was made by Jason K. Cornett and seconded by Jay Fenwick to approve the Title I Budget for 2016-2017. The motion passed unanimously.

A motion was made by Brenda Reese and seconded by Barbara Kinsey to approve the Student Services Advisory Committee members for 2016-2017. The motion passed unanimously.

FACILITIES

Eric Gustaveson, Public Works Director for the Town of Boone, presented an easement request for 3000 square feet in front of Hardin Park School for a sidewalk installation. A motion was made by Jay Fenwick and seconded by Jason K. Cornett to approve the request. The motion passed unanimously.

PERSONNEL

A motion was made by Barbara Kinsey and seconded by Jay Fenwick to approve sections one through four of the personnel report. The motion passed unanimously.

Dr. Elliott introduced Nancy Zeiss as the new Technology Director for Watauga County Schools. Dr. Elliott is also very excited that we just hired the North Carolina Teacher of the Year, Keanna Triplett as an English teacher at Watauga High School.

CURRICULUM

Ike Smith presented the AIG Plan for final approval. A motion was made by Jay Fenwick and seconded by Brenda Reese to approve the AIG plan for a period of three years. The motion passed unanimously.

FINANCE

A motion was made by Brenda Reese and seconded by Jason K. Cornett to approve the Budget Amendment #6 as presented. The motion passed unanimously.

A motion was made by Barbara Kinsey and seconded by Jay Fenwick to approve the Declaration of Surplus report as presented. The motion passed unanimously.

A motion was made by Brenda Reese and seconded by Jason K. Cornett to approve the Provider for Banking Services as presented. The motion passed unanimously.

CHILD NUTRITION

A motion was made by Jay Fenwick and seconded by Barbara Kinsey to approve the Grocery Distributor Fixed Delivery Fee as presented. The motion passed unanimously.

A motion was made by Jay Fenwick and seconded by Jason K. Cornett to approve the Bakery Products New Bid as presented. The motion passed unanimously.

A motion was made by Jason K. Cornett and seconded by Brenda Reese to approve the Beverages New Bid as presented. The motion passed unanimously.

A motion was made by Brenda Reese and seconded by Jay Fenwick to approve the Delivered Pizza New Bid as presented. The motion passed unanimously.

A motion was made by Barbara Kinsey and seconded by Jason K. Cornett to approve the Vended Snacks New Proposal. The motion passed unanimously.

POLICIES SECOND READING

A motion was made by Jason K. Cornett and seconded by Brenda Reese to approve policy 6350 School Bus Regulations as presented. The motion passed unanimously.

POLICIES FIRST READING

The following policies were presented for first reading:

1330	Board Member Compensation and Expenses
3400	Evaluation of Student Progress
3530	Citizenship and Character Education
6445/6535	Energy Efficiency
6440	Local Purchasing Requirements
7280	Prohibition Against Retaliation
7650	Employee Travel and Other Expense Reimbursement
8305	Federal Grant Administration

REVISED POLICIES

The following revised policies were presented for approval on first reading:

1600	Hearings Before the Board
3400-R	Grading and Reporting
3410	Testing and Assessment Program
3620	Extracurricular Activities and Student Organizations
4015/7225	Discrimination, Harassment, and Bullying Complaint Procedure
4135	Tuition for Discretionary Admissions
4333	Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety
5027/7275	Weapons and Explosives Prohibited
5030	Community Use of Facilities
7635	Return to Work
7810	Evaluation of Licensed Employees
7950	Non-Career Status Teachers: Nonrenewal

A motion was made by Brenda Reese and seconded by Jay Fenwick to approve all the revisions, with the exception of 1600, on first reading. The motion passed unanimously.

CLOSED SESSION

Closed session was resumed under Student Records – N.C.G.S.143-318.11(a)(1).

BOARD COMMENT/OPERATIONS

ADJOURNMENT

A motion was made by Barbara Kinsey and seconded by Brenda Reese to adjourn the meeting at 9:50 p.m. The motion passed unanimously.



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4.01.20c

OVERNIGHT STAY FIELD TRIP REQUEST FORM

MUST BE APPROVED BY PRINCIPAL, SUPERINTENDENT AND BOARD OF EDUCATION

Date of Request: 7/5/16 School: WHS Teacher: Olivia Haigler

School Staff Chaperones: Olivia Haigler

Non-School Staff Chaperones: Dustin Haigler
(See SBE Policy 2.04.50 for standards School Volunteers must meet)

Grade: 9-12 Number of Students: 6 Dates of Trip: from 7/25/16 to 7/26/16

Time Leaving: 10:00 am Time Returning: 2:00 pm

City, State, Place to be Visited: TBD - See attached sheet

Mode of Transportation: Mini-Bus

Driver/s: Olivia Haigler

Round Trip Mileage: TBD #Buses Needed: 1 Per Student Expense: \$

Source of Funds: FFA

Purpose of Trip and How It Relates to the Curriculum: Prepare students
to lead as officers in our organization (FFA)
& plan our calendar for this school year.

Principal's Approval: [Signature] Date: 7/5/16

Superintendent's Approval: _____ Date: ____/____/____

Board of Education's Approval: _____ Date: ____/____/____

This field trip request form must be submitted to the superintendent by the first day of each month in order for the request to come before the Board of Education on the 2nd Monday of each month.

We will be traveling to do our officer retreat where we will be doing teamwork development and leadership development activities along with planning out our year as a FFA chapter. At this time, the location is yet to be determined as it depends on our financial situation as to what we can afford. We are planning do to this in conjunction with Freedom High School's FFA where my husband, Dustin Haigler, is the FFA advisor and can serve as my male chaperone. We will probably go somewhere in Western North Carolina camping or to a cabin in order to accomplish.

I will pass along further details as we get all the details finalized. If you have any additional questions, please contact me at watsonow@watauga.k12.nc.us.

Thank you!

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

Day trips must be submitted to the principal 15 days before the trip. Overnight field trips require the prior approval of the principal, superintendent, and Board of Education. In the case of overnight requests, this form must be submitted to the superintendent by the first day of each month in order for the request to come before the Board of Education on the second Monday of the month. Also see Board policy 3320 and regulation 3320-R.

Sponsoring Teacher: (Print) Andy Eggers Cell phone number: (828) 773-3041

Other School Staff Chaperones: Jeff Hopkins, Arlam Pyles, Mary Smalling, Disa Herring
Courtney Hartzog & Amy Peterson

Names of Non-School Chaperones: _____

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

Grade(s): 8th Number of Students: 84 Dates of Trip: from 4/10/17 to 4/14/17

Departure Time/Date: 4/10 6:30 am Return Time/Date: 4/14 3:00 pm

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

Wilmington / Carolina Beach, NC

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

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

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

Driver/s: TBD Round Trip Mileage: Approx 706 # of Buses Needed: 2

Total Cost per student \$ 425

Source of Funds: Student Payments, Various fundraisers, scholarships

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 NC Social Studies Curriculum

Sponsoring Teacher Signature: Andy Eggers Date of Request: 6/13/16

Principal Approval: Mary Smalling Date: 6/13/16

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

Superintendent Approval: [Signature] Date: 6/14/16

Board of Education Approval: _____ Date: / /



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4.01.20c

OVERNIGHT STAY FIELD TRIP REQUEST FORM

MUST BE APPROVED BY PRINCIPAL, SUPERINTENDENT AND BOARD OF EDUCATION

Date of Request: 6/16/16 School: WHS Teacher: Will Selle
School Staff Chaperones: Will Selle, Erin Selle, Anna Welsh, Josh Ogle
Non-School Staff Chaperones: WHS Parents TBD, Tom Templeton
(See SBE Policy 2.04.50 for standards School Volunteers must meet)
Grade: 9-12 Number of Students: 250 Dates of Trip: from 9/16/16 to 9/18/18
Time Leaving: 9/16 2pm Time Returning: 9/18 5pm
City, State, Place to be Visited: Brevard Music Center, Brevard NC
Mode of Transportation: School Bus
Driver/s: Tom Templeton, Terry Gunnell-Beck
Round Trip Mileage: 240 #Buses Needed: 2 Per Student Expense: \$ 65
Source of Funds: Fundraising if student need.
Purpose of Trip and How It Relates to the Curriculum: Fall Orchestra Retreat
to Brevard Music Center. Music Study, Team Building,
community outreach. School Board/Central Office staff invited!
Principal's Approval: [Signature] Date: 6/15/16
Superintendent's Approval: [Signature] Date: 6/27/16
Board of Education's Approval: _____ Date: 7/1

This field trip request form must be submitted to the superintendent by the first day of each month in order for the request to come before the Board of Education on the 2nd Monday of each month.

Personnel Advisory Committee Members

School	Member 2015-2016	Member 2016-2017
Bethel	Lee Carter	Lee Carter
Blowing Rock	Mary Catherine Felts (Harriet Stepuch)	Mary Catherine Felts (Harriet Stepuch)
Cove Creek	Madison Padgett	Madison (Padgett) Hollar
Green Valley	Amy Lunceford (Kirbi Bell and Melissa Miller)	Amy Lunceford
Hardin Park	Kim James	Maria Nash
Mabel	Tonya McKinney	Tonya McKinney
Parkway	Deanna Holaday	Deanna Holaday
Valle Crucis	Chris King	Chris King
Watauga High	Kellie Gore (Jonathan Miller)	Jonathan Miller
Central Office	Dr. Stephen Martin	Dr. Stephen Martin
Central Office	Dr. Scott Elliott	Dr. Scott Elliott
Central Office	Christy Parker	Christy Parker
Central Office	Angela Mosner	Angela Mosner
BOE member	Ron Henries	Ron Henries
BOE member	Barbara Kinsey	Barbara Kinsey

Declaration of Surplus Items - July 2016

<u>School</u>	<u>Quantity</u>	<u>Description</u>	<u># that are Usable</u>	<u># that are Unusable</u>
C.Office	1	APC Smart 750 Battery Backup		1
Maintenance	1	Makita Battery Drill Kit		1
	1	HP Laserjet 4050TN Printer		1
	1	McCulloch ProMac 55 Chainsaw	1	
	1	Tecumseh Portable Generator		1
	<u>4</u>		<u>1</u>	<u>3</u>
Transportation	5	Bus Camera/Video Systems		5
Bethel	1	Fijitsu Laptop		1
	2	Dell Latitude 2120 Laptops		2
	1	HP Laserjet 1300N Printer		1
	1	Epson Powerlite 98 Projector		1
	1	Avermedia 300AF+ Document Camera		1
	1	Dell GX270 Optiplex CPU		1
	1	Lakeshore Sand/Water Table w/Lid		1
	1	Stihl String Trimmer		1
	1	Weedeater/String Trimmer		1
	1	Tennant Model 615215 Vacuum Cleaner		1
	1	GE Window A/C Unit		1
	<u>12</u>		<u>0</u>	<u>12</u>
Blowing Rock	20	Desks - Plastic with wooden tops/metal legs	20	
	26	Desks - Metal with formica tops/metal legs	26	
	<u>46</u>		<u>46</u>	<u>0</u>
WHS	1	Digital Piano (Keyboard)		1
	3	Roland EP5 Digital Pianos (Keyboards)		3
	2	Roland EP77 Digital Pianos (Keyboards)		2
	1	Dell Optiplex 620 CPU		1
	1	HP DC7900 Compaq CPU		1
	<u>8</u>		<u>0</u>	<u>8</u>
Child Nutrition	1	Hobart Dish Machine	1	
	1	Champion Dish Machine	1	
	<u>2</u>		<u>2</u>	<u>0</u>

Hardin Park

1	HP DJ D4160 Printer	1	
1	Portable Pull-Down Screen	1	
1	Wooden Printer Table	1	
1	Buhl Overhead Cart	1	
2	Pull-Down Screens (one brown, one white)	2	
1	Set of Califone Headphones	1	
2	Califone Cassette Players	2	
1	HP Deskjet 5650 Printer	1	
6	Dell Monitors	6	
1	Viewsonic Monitor	1	
2	NEC Opticlear Monitors	2	
1	SmartTech Senteo Response System	1	
1	Emerson DVD/VHS Player	1	
1	Canon Powershot A2200 Camera		1
2	Pure Digital Ultra U1120B Flip Camcorders		2
1	Mino Flip Video		1
1	Sanyo DWM-400 DVD Player	1	
1	Apex AD-1115 DVD Player	1	
3	Coby DVD-514 DVD Players	3	
1	InFocus W240 Projector		1
2	Dell Latitude 2120 Laptops		2
1	NEC NP400 Projector		1
1	Emerson DVD Player	1	
1	HP Deskjet 890C Printer	1	
6	Dell Optiplex 755 CPUs		6
2	Dell Optiplex 380 CPUs		2
1	Magnavox Boom Box	1	
4	SmartBoard 680s		4
1	Cisco Catalyst 3560S Switch	1	
4	NEC VT695 Projectors		4
2	NEC NP400 Projectors		2
1	HP DJ 6122 Printer	1	
1	Durabrand TV	1	
1	HP DJ880C Printer	1	
<hr/> 59		<hr/> 33	<hr/> 26

Parkway

15	Samsung Color TVs	15	
1	14 Ft. Chalkboard		1
1	Wall-Mounted Computer Table (23'4")	1	
1	Wall-Mounted Computer Table (11'5")	1	
1	SmartBoard 680		1
1	NEC NP400 Projector		1
1	NEC VT670 Projector		1
2	NEC VT695 Projectors		2
1	Dell Optiplex GX620 CPU		1
2	Dukane Digital Presenters		2
1	HP DJ960C Printer	1	
1	HP Deskjet 930C Printer	1	
1	HP Deskjet 890C Printer	1	
1	Dell Latitude C500/600 Laptop	1	
2	HP ProBook 4510 Laptops		2
1	HP Scanjet 4570C Scanner		1
13	Dell Optiplex 745 CPUs	8	5
18	Dell Optiplex 755 CPUs	18	
1	Dell Latitude D830 Laptop		1
1	HP LJ P1102w Printer	1	
1	Dukane 220E Document Camera		1
1	Dukane Digital 335 Document Camera		1
1	SmartBoard 580		1
6	TI-73 Explorer Graphing Calculators		6
2	TI-83 Plus Graphing Calculators		2
5	TI-15 Explorer Calculators		5
1	Zenith Color TV	1	
1	NEC Monitor	1	
1	Dell Monitor	1	
48	Dell Keyboards	48	
15	Dell LED Monitors	15	
1	Sharp Liquid Crystal XG-NV1U Projector		1
1	LaserJet 400N Printer		1
150		114	36



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MEMORANDUM

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

FROM: Ly Marze, Finance Officer *LM*

DATE: July 11, 2016

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. Since the State Legislature normally meets into July, the Department of Public Instruction cannot 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 2016-17 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, 2016. The Interim Budget would allow disbursements to continue at the prior year level until the new Budget Resolution is adopted.

Progress Chart for Policy Manual Revision
For Board meeting of July 11, 2016

Policies for Second Reading			
Recommended Policy	Current WCS Policy	Lead Reviewer	Comments
1330 Board Member Compensation and Expenses	Same	Ly Marze	Recommended with changes as shown (most changes were proposed by NCSBA)
1600 Hearings Before the Board	Same	Marshall Ashcraft	Updated cross references
3400 Evaluation of Student Progress	4.03.20 Grading and Reporting, K-8 Schools; 4.04.60 Grading and Reporting for WHS	Curriculum Team	Recommended with changes as shown
3530 Citizenship and Character Education	Not applicable	Curriculum Team	Recommended with changes as shown; one additional change made at June Board meeting
6440 Local Purchasing Requirements	Same	Marshall Ashcraft	Updated cross-reference to reflect Energy Efficiency policy
6445/6535 Energy Efficiency	2.05.50 Energy Conservation & Management	Daniel Clark & Marshall Ashcraft	In-house revision of existing WCS policy; changes made per Board discussion at June meeting
7280 Prohibition Against Retaliation	Same	Dr. Stephen Martin	Recommended with revisions for clarification as shown
7650 Employee Travel and Other Expense Reimbursement	Not applicable/new	Ly Marze	Recommended with changes as shown
8305 Federal Grant Administration	Not applicable/new	Ly Marze	Recommended as drafted

Policies for First Reading			
Recommended Policy	Current WCS Policy	Lead Reviewer	Comments
3420 Student Promotion and Accountability	4.03.35 Accountability Standards	Curriculum Team	Recommended as drafted
Old Policies Recommended for Repeal			
5.07.10 Automobile Use at WHS		Marshall Gasperson	The parking policy approved by the Board in April (6325, Parking Areas for Students) addresses the key issues
6.00 Finance Committee		Ly Marze	Not needed; Board policy 1370, Board Committees, provides the necessary guidelines
Policies Received from NCSBA and Currently Under Review			
1402 Remote Participation in Board Meetings	Not applicable		Would establish guidelines for Board members to participate in Board meetings via technology
4305 Alternative Ed. Programs & Schools	Not applicable	Dr. Paul Holden & Marshall Gasperson	Issue of alternative education in WCS must be addressed before policy is reviewed
9125 Participation by Women and Minority Owned Businesses	Not applicable	Daniel Clark	On hold for revised version from NCSBA; will require public hearing and possibly review by Board attorney prior to approval

BOARD MEMBER COMPENSATION AND EXPENSES

Policy Code:

1330

A. COMPENSATION

Watauga County Board of Education (the “board”) members will be compensated for the performance of official school system business. The amount of compensation will be established according to applicable laws.

B. EXPENSES FOR CONFERENCES, CONVENTIONS, AND OTHER BOARD DEVELOPMENT ACTIVITIES

Subject to budgetary limitations, the board will defray reasonable out-of-pocket expenses incurred by board members for professional and board development. In accordance with policy 1323, Board Member Opportunities for Development, funds for board member participation in development activities will be budgeted annually. The board chair will monitor expenditures to ensure that expenditures do not exceed the funds allocated in the budget.

1. Authorization to Attend Professional and Board Development

All professional and board development expenses to be paid with school system funds must support school system objectives and be reasonable in cost.

~~Board members who wish to use school system funds to attend a development opportunity within the state must have the prior written approval of the board chair. Board members’ use of school system funds to attend professional development shall be authorized through a blanket authorization form signed by the board chair. In order for a board member to use school system funds to attend a development opportunity located out-of-state, the board member must receive the written approval of the board in advance at an official board meeting.~~

Board members who attend a conference, convention, or other professional development activity will provide a report of the event to other board members.

2. Reimbursable Expenses

The board intends that its members exercise good judgment in incurring travel expenses when pursuing professional and board development opportunities. Members are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. School system funds are not to be

used to pay excess costs or additional expenses that are for the convenience or personal preference of a board member or to pay for expenses incurred by family members or other guests of a board member.

School system funds may be used to pay the following expenses incurred by a board member for attendance at an approved conference, convention, or other professional development activity.

a. Conference Registration Fees

The board will pay registration fees for approved conferences and other events. Ordinarily, registration is arranged through the superintendent's office and prepaid. If not prepaid, registration fees will be reimbursed in accordance with the requirements of subsection D.1.

b. Lodging Expense

Hotel reservations will be scheduled through the superintendent's office. Hotel expenses not prepaid will be reimbursed in accordance with the requirement of subsection D.1. The allowance for lodging will be limited to reasonable actual and necessary expenses. A board member sharing a room with a family member or guest will be limited to the single occupancy rate. Tips for room service, valet, and other hotel services are not reimbursable. Personal services available at the hotel, such as spa services, laundry, child care, and other personal services, are not reimbursable.

c. Meals

The total daily allowance for meals while traveling overnight on official school system business will be limited to the current state allowances. No reimbursement will be provided for meals for family members or other guests of the board member. Alcoholic beverages are not reimbursable.

~~In extenuating circumstances, the board chair may authorize reasonable meal costs in excess of the state approved rates. The vice-chair may authorize excess meal costs incurred by the board chair.~~

d. Travel by Private Vehicle

Mileage for out-of-county travel will be reimbursed at the current state rate, using the board member's home as the origination point. Parking fees and tolls are also reimbursable. Reimbursement for travel within Watauga County shall be paid through the monthly

supplement approved by the Board.

e. Air Travel

If air travel is necessary, airline reservations will be scheduled through the superintendent's office and paid by the school system in advance. Reservations will be for coach fare only. Airline reservations for traveling companions may be booked at the same time if the board member provides a personal credit card or makes other advance arrangements with the finance officer for personal payment. Taxi or other reasonable and necessary transportation fees for travel to and from airports are reimbursable. Rental car fees will be reimbursed when it is more reasonable to rent a car than to use a taxi or other transportation option.

3. Personal Expenses

All other travel and related expenses not covered in these guidelines, including, but not limited to, expenses for laundry, entertainment, between meal snacks, pet boarding, and toiletries or other personal items, are considered personal expenses and are not reimbursable.

4. Cancelled Trips and Missed Events

If a board member cancels a trip or otherwise fails to attend an event for which the school system has prepaid or incurred other expense, the board member is responsible for reimbursing the school system for all funds advanced or expended on the member's behalf, including any cancellation fees.

A board member will not be required to reimburse the school system for expenses paid on the member's behalf if the member is not able to travel because of a medical emergency or death in the immediate family or an emergency work situation; ~~however, the board member must reimburse the school system any funds advanced for the travel.~~

C. OTHER BUSINESS EXPENSES

1. Purchase of Merchandise or Products

Board members should not ordinarily find it necessary to purchase merchandise or other products to carry out official school business. In circumstances when it is reasonable for a board member to make such a purchase, the member should notify the board chair and superintendent in advance of any purchase in an amount greater than \$50. Requests for reimbursement for the expenditure of personal funds for merchandise or

other products must follow the procedures established in subsection D.1 below, and any additional procedures requested by the finance officer.

2. Other Expenses Incurred in the Conduct of Official Board Business

The board chair may approve reimbursement of other reasonable and necessary business expenses incurred by board members. The vice-chair may approve reimbursement of other reasonable and necessary business expenses incurred by the board chair. ~~Expenses associated with overnight travel require prior written approval from the board chair (or vice-chair for overnight travel by the board chair).~~ All reimbursements will be made in accordance with subsection D.1, below.

D. PROCESS FOR REIMBURSEMENT, TRAVEL ADVANCES, AND LIABILITY INSURANCE

1. Reimbursements

Board members will be reimbursed for out-of-pocket expenses incurred in the performance of their duties as provided in Sections B and C. All reimbursements are contingent upon funds available.

Board members should submit requests for reimbursement, along with documentation of the expenses, within ~~30~~ 60 days of incurring the expenses. ~~The board member incurring the expense must sign the reimbursement request, and the board chairperson will approve such requests provided the expenses are reasonable and appropriately documented. Requests for reimbursement submitted by the chairperson will be approved by the superintendent.~~

All claims for reimbursement of expenses must (1) be in writing, itemized, and supported with original detailed receipts, except that no receipt is required for meals that will be reimbursed at the state-approved flat rates; (2) document the official school business purpose for which the expenses were incurred; (3) be signed by the board member; and (4) be approved by the board chair (or vice-chair for requests submitted by the board chair). Claims for reimbursement of expenses that required prior approval must also include a copy of the prior written approval. Claims related to attendance at a conference, convention, or other board development activity must also include a copy of the event agenda if meal reimbursement is being requested. Claims involving an event hosted by a board member must also include a list of the individuals in attendance.

2. ~~Travel Advances~~

~~Board members may request an advance of funds for estimated out-of-pocket travel and related reimbursable expenses. The board member is responsible for returning any funds advanced in excess of the board member's~~

~~documented reimbursable expenses.~~

3. **Liability Insurance**

Board members shall be covered by professional and general liability insurance in the minimum amount of \$1,000,000 annual aggregate per claim.

Legal References: G.S. 115C-38; 138-6; 153A-92

Cross References: **Board Member Opportunities for Development (policy 1323), Employee Travel and Other Expense Reimbursement (policy 7650)**

Other References: *North Carolina Budget Manual*, Section 5 (Office of State Budget and Management), available at <https://www.osbm.nc.gov/library>

Adopted: October 12, 2015

Revised:

Replaces: Board policy 1.02, Membership of the Board (in part)

The Watauga County Board of Education (the “board”) is guided by generally accepted standards of fairness in establishing processes for hearings before the board. Given the board's considerable responsibilities for overseeing the educational program and operations of the schools, the board also strives to be efficient in carrying out its various functions, including conducting hearings.

Unless other hearing processes are required by law or board policy, the following procedures will apply in board hearings. The board reserves the right to modify the procedures described in this policy as necessary in any particular hearing in order to be fair and efficient, in order to meet legal requirements or for any other reason the board deems sufficient.

1. A hearing will be open to the public unless a closed session is permitted by law.

It is the express policy of the State and this board to make hearings open to the public except for certain purposes specified in the Open Meetings Law.

Grievance appeals pursuant to policies 4010, Student and Parent Grievance Procedure, and 7220, Grievance Procedure for Employees, typically will be heard in closed sessions in order to prevent the disclosure of confidential information. Closed sessions will be conducted in accordance with policy 1420, Compliance with the Open Meetings Law.

The board will consider requests made by a parent, student or employee to conduct a hearing in open session that is permitted by law to be held in closed session. However, the board will make the final determination of whether a hearing will be held in open or closed session.

2. The superintendent is responsible for providing sufficient notice of the time and place that a hearing will be held and the nature of the hearing that will be available.

In order to resolve complaints expeditiously, board hearings will be scheduled as promptly as possible and notice given to the parties. The superintendent should provide as much notice as is feasible given the particular circumstances. The superintendent shall provide a copy of this policy and, when possible, specify time limitations on the oral presentation if different from what is provided in number 5 of this policy.

3. Individual hearings will be held unless the board determines that a group hearing would be a more effective process for hearing and addressing the matter.

When two or more individuals share the same or a similar concern or are involved in the same matter to be heard by the board, the board may consider whether to conduct a group hearing. The board may consider factors such as generally accepted standards of fairness, the need for efficiency and the ability to prevent the disclosure of confidential information. The board will consider requests for group or individual hearings and will make the final determination.

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4. Unless otherwise required by law, the board may designate a panel of two or more board members to hear and act on behalf of the board.

The superintendent shall confer with the chairperson of the board to determine whether the full board or a panel of the board will conduct a hearing. The board also may establish a panel to hear certain types of appeals, such as student grievances.

5. All parties involved in the hearing may submit written position statements and will be given the opportunity for a limited oral presentation.

Written statements may be submitted at the hearing or in advance of the hearing unless otherwise specified. All parties will be given the opportunity to address the board orally as well. The board may establish time limitations for oral presentations for different types of hearings or may set the time limitation for a particular hearing. Unless a different time frame is established in the notice, in applicable board policies or at the hearing, each party will be offered 15 minutes to present his or her position to the board.

6. The board may limit oral presentation to be made by the parties themselves; other witnesses may be excluded.

The board believes that in most instances, permitting the parties to speak before the board enables a fair presentation of the parties' positions. The board may designate types of hearings in which parties may or may not be represented by legal counsel. Any individual intending to be represented by legal counsel must notify the superintendent in advance of the hearing so that there will be an opportunity to clarify whether legal counsel may be used and to provide the superintendent and board the opportunity to be represented by legal counsel. If necessary, the meeting may be rescheduled to enable the board and/or superintendent to secure legal counsel for the hearing.

7. Legal rules of evidence do not apply to information considered by the board.

The board may consider any information that a reasonably prudent person would consider in conducting the serious affairs of a business.

8. In reviewing any appeal of a decision of school personnel, the board will determine whether the administrative record as a whole provides sufficient evidence to justify the decision of the superintendent. New evidence will not be permitted unless necessary to prevent a threat of substantial unfairness.

The board will review the administrative record, including any administrative proceedings, and will provide an opportunity for the superintendent and the party contesting the decision to make a limited oral presentation of their positions. The submission of documentary evidence and presentation of additional witnesses will be allowed at the discretion of the board.

9. The superintendent is responsible for making a record of the hearing.

The superintendent shall make any record required by law. At a minimum, the board record will incorporate the administrative record provided to the board for review and any written documents submitted by the parties. The record also will provide the decision of the board and the basis for the decision when such information is required or specified in law or board policy.

Legal References: G.S. 115C-45(c); 143-318.11

Cross References: Discrimination, Harassment and Bullying Complaint Procedure (policy 4015/7225), Student and Parent Grievance Procedure (policy 4010), Grievance Procedure for Employees (policy 7220), Compliance with the Open Meetings Law (policy 1420), Long-Term Suspension, 365-Day Suspension, Expulsion (policy 4353), Requests for Readmission of Students Suspended for 365 Days or Expelled (policy 4362), Teacher Contracts (policy 7410), School Administrator Contracts (policy 7425), Classified Personnel: Suspension and Dismissal (policy 7940), **Non-Career Status Teachers: Nonrenewal (policy 7950)**

Adopted: November 9, 2015

Revised:

EVALUATION OF STUDENT PROGRESS

Policy Code:

3400

An evaluation system of students' academic performance is necessary to help ensure that all students are succeeding within the framework of the educational goals and objectives of the board. The Watauga County Board of Education (the "board") believes that the formal issuance of student evaluations on a regular basis promotes continuous assessment of a student's performance; informs the student, his or her parents or guardians, and the school ~~counselor~~ **staff** about the student's performance and progress; and provides a system of notice that allows intervention strategies to be implemented if necessary to improve the student's performance. The board encourages teachers and principals to pursue innovative methods of evaluating progress.

The superintendent or designee shall establish an evaluation system for assessing an individual student's academic achievement and progress relative to benchmarks set for students at that instructional level. The evaluation system should provide for regular communication with parents so that they may be informed and involved in their child's education.

Teachers shall evaluate student performance and keep accurate records in order to substantiate a grade or assessment given in a course. In evaluating student performance, each teacher shall make use of all available information, including but not limited to:

1. ~~Formative, and Benchmark, and Summative~~ Classroom assessments and grades
2. North Carolina Ready End-of-Course tests (EOC)
3. North Carolina Ready End-of-Grade tests (EOG)
4. Writing Assessments
5. VoCATS
6. Other standardized tests
7. Teacher observation of student performance
8. Assistance of resource personnel

Legal References: G.S. 115C-47, -81

Cross References: Goals and Objectives of the Educational Program (policy 3000), **Grading and Reporting (regulation 3400-R)**, Student Promotion and Accountability (policy 3420), Parental Involvement (policy 4002)

Adopted:

~~Replaces: Board Policy 4.03.20, Grading and Reporting for Elementary Schools, policy 4.03.35,~~

~~Accountability Standards (in part) and policy 4.04.60, High School Grading and Reporting~~

The Watauga County Board of Education (the "board") encourages all students to develop an understanding of citizenship, including the importance of a citizen's rights and responsibilities. At a minimum, ~~the~~ **citizenship curriculum education** will incorporate the civic literary requirements of the Basic Education Plan and any statutory requirements regarding the recitation of the Pledge of Allegiance and the display of flags. In addition, within the timeframe established by state requirements, the high school curriculum will meet all state standards for teaching individual responsibility and other historical founding principles of our nation.

BOARD CITIZENSHIP REQUIREMENTS AND OPTIONS

~~The curriculum committee established in policy 3100, Curriculum Development, shall develop the curriculum regarding citizenship.~~ In addition to meeting any state requirements, **the citizenship curriculum education** also should be designed to reinforce the student behavior management plan. ~~The curriculum and~~ shall include addressing character traits as provided in the Basic Education Plan. The character traits should include, but are not limited to, courage, good judgment, integrity, civility, kindness, perseverance, responsibility, tolerance, self-discipline, respect for school personnel, responsibility for school safety, service to others and good citizenship.

~~The e~~**Citizenship curriculum education** must require that: (1) the United States and North Carolina flags be displayed in each classroom, when available; (2) recitation of the Pledge of Allegiance be scheduled on a daily basis; (3) appropriate instruction be provided on the meaning and historical origins of the North Carolina and United States flags and the Pledge of Allegiance; (4) Constitution and Citizenship Day be observed on September 17 to commemorate the signing of the United States Constitution or be observed the preceding or following week if students are not in school on September 17; and (5) appropriate instruction and/or recognition be provided concerning the significance of Memorial Day.

~~The e~~**Citizenship curriculum education** also may include appropriate instruction on the rights and responsibilities of citizenship and guidelines for the use and display of the North Carolina and United States flags. The curriculum must ensure that no student will be compelled to salute the flag, recite the Pledge of Allegiance, stand to acknowledge the flag or stand to participate in the Pledge of Allegiance, or otherwise feel coerced to participate. ~~In addition, the citizenship curriculum may encourage Teachers to~~ **may** use the recitation of the Pledge of Allegiance as an opportunity to teach students about the history concerning coercion and the importance of the First Amendment to the Bill of Rights. ~~Any flags donated or otherwise made available must be displayed in the classrooms.~~

Furthermore, ~~the~~ **citizenship curriculum education** may include for middle school and high school students a community volunteer service requirement in order to demonstrate the value and effectiveness of volunteer contributions to the community. To be approved by the board, the curriculum (1) must provide students with sufficient notice of the service requirement; (2) must provide students with enough options to meet the interests and transportation needs of the students; and (3) must not infringe on the constitutional rights of students by compelling or

coercing a student to hold a particular viewpoint on volunteerism.

Legal References: 36 U.S.C. 106(d); G.S. 115C-12(33), -47(29a), -81(g), (h), (h1); N.C. Session Law 2011-273

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

Adopted:

LOCAL PURCHASING REQUIREMENTS FOR EQUIPMENT, MATERIALS AND SUPPLIES

Policy Code:

6440

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

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

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

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

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

Adopted: February 8, 2016

Revised: May 9, 2016

Energy costs are the school system's greatest expense other than personnel. As responsible stewards of public funds and natural resources, all employees will conserve energy in the areas of heating, cooling, lighting, equipment operation, and other activities to the maximum extent possible consistent with providing a safe and appropriate environment for students and school personnel.

A. BUILDING AND EQUIPMENT OPERATIONS**1. Heating and Cooling**

The temperature for air-conditioned classrooms, media centers, and offices will be set no lower than 74 degrees during the school day and other scheduled uses (the ELC/afterschool program, school festivals, athletic events, PTO meetings, etc.). ~~No air conditioning will be left on at the end of the day.~~ **Air conditioners will be turned off or the building cooled to no lower than 80 degrees at 5:00 p.m. on school days and/or whenever the space will be unoccupied for more than four hours.**

The temperature for heated spaces will be set no higher than 70 degrees during the school day and other scheduled uses (the ELC/afterschool program, school festivals, athletic events, PTO meetings, etc.) **For spaces not using heat pumps, the heat will be set no higher than 60 degrees at 5:00 p.m. and/or whenever the space will be unoccupied for more than four hours. For spaces heated by heat pumps, the heat should be set no higher than 65 degrees on weekends and holidays; no setback is recommended for shorter periods.**

The Maintenance Director will develop and implement guidelines for thermostat settings and other energy management practices when a building or major portions of a building are largely or entirely unoccupied for school holidays, summers, and other extended periods. Principals and other personnel will support the implementation of these guidelines.

~~Space heaters and other portable heating devices will not be allowed within any facility. Exceptions will only be made when necessary to avoid structural damage to buildings during an emergency.~~

2. Lighting

~~Lights will be turned off in unoccupied spaces.~~ **Except for security lighting, lights will be turned off in areas that will not be occupied for 15 minutes or longer.**

3. Appliances and Space Heaters

Microwaves, refrigerators, coffee makers, crock pots, hot plates, toasters, and any similar equipment will be limited to kitchens and teacher work rooms and must be approved by the principal before installation.

The use of appliances and space heaters shall be kept to a minimum and their installation must be approved by the principal or other building manager as appropriate. With the assistance of school and Maintenance personnel as needed, the principal shall ensure that the placement and use of all appliances is in compliance with all applicable fire codes and other regulations.

The principal may approve the use of refrigerators or other appliances in classrooms as necessary for educational or medical purposes. The principal may also approve the use of aquarium and terrarium equipment (filters, lights, heating) as appropriate for educational purposes.

4. Office Equipment

All office equipment, computers and copiers will be turned off (not in standby mode) each night and on weekends.

B. RESPONSIBILITIES

The Maintenance Director/designee will monitor energy use and costs for each facility. **At least every six months** the Maintenance Director/designee will provide a ~~monthly~~ report of energy consumption and costs to each school, the Central Office, Maintenance Department, and Bus Garage. The Maintenance Director/designee shall report this information to the Superintendent at least every six months and to the Board of Education annually.

Each school principal is responsible for ensuring efficient energy management on his/her campus. All school system personnel shall support efficient use of energy as directed by the principal or principal's designee.

C. PURCHASE OF VEHICLES AND OTHER EQUIPMENT

Energy efficiency will be a primary consideration in purchasing vehicles, HVAC systems, and other energy using equipment.

For motor vehicles for which EPA mileage ratings are available, bids will be evaluated taking into account both the purchase price and the fuel cost for 150,000 miles of operation using the city mileage rating. The cost of fuel will be based on the price used to set the budget for fuel in the then-current fiscal year.

Large appliances, HVAC systems, water heaters, and computers and related equipment shall meet the applicable Energy Star standards or shall be the lowest cost option after taking into account both the purchase price and energy costs. The cost of energy will be based on current electrical/fuel prices for five years of operation for computers and related equipment and ten years of operation for HVAC systems, large appliances, and water heaters.

PROHIBITION AGAINST RETALIATION

Policy Code:

7280

Board members and employees are expected to be honest and ethical in the performance of their duties and to comply with applicable federal, state, and local laws, policies, and regulations. The Watauga County Board of Education (the "board") encourages employees to report possible financial improprieties, ethical violations, and other illegal practices and intends that employees who report such matters in good faith will not be subject to retaliation or other adverse employment consequences.

~~If an employee reasonably believes that (1) there has been a~~ School personnel have a duty to report suspected violations of any federal, state, or local law, policy, or regulation, public policy, or an individual's ethical duties and (2) the violation is due to a practice, policy, act, or omission of by the board of education, an individual board member, a school system employee, or an entity/person with whom the school system has a business relationship.

The employee should report that matter ~~the suspected violation in accordance with using~~ the process described in policy 7220, Grievance Procedure for Employees, or policy 4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure. Any complaint alleging a violation by the superintendent or the board should be filed with the board chair for investigation. The board chair will report the complaint to the board, and the board will authorize a prompt and thorough investigation or take other action as necessary.

The board prohibits and will not tolerate any form of reprisal, retaliation or discrimination against any employee who (1) in good faith, has made or intends to make a report of wrongdoing described in this policy; ~~that there has been a violation of federal, state, or local law, regulation or public policy due to a practice, policy, act or omission of the board of education, of a school system employee or of an entity/person with whom the school system has a business relationship~~; or (2) has refused to carry out a directive which may constitute a violation of federal, state, or local law, policy, or regulation or poses a substantial or specific danger to public health and safety.

~~An employee who reasonably believes that any such violation exists may file a grievance in accordance with policy 7220, Grievance Procedure for Employees, or a complaint in accordance with policy 4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure.~~

To be protected by this policy, employees who report violations or suspected violations must be acting in good faith based on a reasonable belief that the reported information represents an unlawful activity, policy, or practice. The protection extends to those whose allegations are made in good faith but prove to be mistaken. The board reserves the right to discipline employees who know or have reason to believe that the report is inaccurate. Further, except as otherwise required by law, the provisions of this policy apply only to those situations in which an employee brings the alleged unlawful activity, policy, or practice to the attention of school officials or the board and provides school officials or the board with a reasonable opportunity to investigate and correct the alleged unlawful activity. If necessary, school officials or the board may specify reasonable steps to protect the complaining employee

from retaliation.

Each employee will receive a copy of this policy and will sign a statement verifying his or her receipt and understanding of this policy.

Legal References: Sarbanes-Oxley Act, 18 U.S.C. 1513(e); G.S. 115C-335.5; 126-5(c5), -84, -85, -86, -87, -88

Cross References: Discrimination, Harassment and Bullying Complaint Procedure (policy 4015/7225), Grievance Procedure for Employees (policy 7220), **Code of Ethics for School Board Members (policy 1320), Board Member Conflict of Interest (policy 1321), Ethics and the Purchasing Function (policy 6401), Staff Responsibilities (policy 7300), Employee Conflict of Interest (policy 7730), Federal Grant Administration (policy 8305)**

Adopted: February 9, 2015

Revised:

EMPLOYEE TRAVEL AND OTHER EXPENSE REIMBURSEMENT

Policy Code:

7650

The Watauga County Board of Education (the "board") may reimburse employees for reasonable and necessary travel and other expenses incurred while performing school system business. All employee requests for reimbursement for travel or other expenses are subject to this policy. The superintendent and finance officer are responsible for developing and disseminating forms for requesting travel and other expense reimbursement, for maintaining and disseminating current information concerning applicable reimbursement rates, and for establishing any procedures or regulations necessary to implement this policy.

A. EMPLOYEE RESPONSIBILITY FOR CONTROLLING TRAVEL EXPENSES

The board intends that its employees who are required to travel do so in reasonable comfort. All employees traveling on school system business are expected to exercise good judgment in distinguishing between reasonable comfort and extravagance and to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Reimbursement will not be approved for excess costs or additional expenses that are for the convenience or personal preference of the employee. Unless specifically approved by the board in advance, unauthorized expenses include, but are not limited to, alcohol or tobacco, entertainment activities (e.g., sporting events, pay TV, movies), personal services (e.g., spa, laundry), personal items (e.g., toiletries, magazines, souvenirs), supplemental insurance on rental cars, fines for traffic violations, and meals, lodging, or other expenses for spouses, children, guests, or pets. Employees are responsible for being aware of applicable reimbursement rates and any other limitations established by the superintendent or finance officer prior to travel.

B. APPROVAL FOR TRAVEL

Out-of-county travel by any employee except the superintendent must receive prior written approval of the employee's supervisor on the designated travel authorization form. ~~Out-of-state travel also requires the superintendent's prior written approval. The superintendent's travel, whether out-of-county or out-of-state, must receive prior approval from the board chair on the designated travel authorization form.~~ The request for approval must include an estimate of the anticipated cost of the travel and related expenses. Travel requests that exceed the amount budgeted for such purposes will be denied. The superintendent or designee shall have the authority to approve travel reimbursement from local funds in excess of state established per diem rates for lodging and meals at his/her discretion. **Travel by the superintendent and board shall be approved annually using the Blanket Authorization Form.**

C. REIMBURSEMENT FOR TRAVEL EXPENSES

Employees may request reimbursement of actual expenses for mileage, meals, lodging, and other business-related expenses, such as conference registration fees and parking fees, incurred on approved trips for official school system business. Travel that does not

directly benefit the school system is not reimbursable.

The reimbursement rates for mileage, meals, lodging, and other travel expenses will be in accordance with those established for state employees. Reimbursements will not exceed the annual budget allocated to the respective employee or department. All reimbursements are contingent upon funds available.

All claims for reimbursement of travel expenses must (1) include a copy of the approved travel request form; (2) be in writing, itemized, and supported with original receipts, except that no receipt is required for meals that will be reimbursed at the state-approved flat rates; (3) document the official school business purpose for which the expenses were incurred; (4) include a copy of the agenda if the travel was to a conference, meeting, or similar event if meal reimbursement is being requested; (5) be signed by the employee; and (6) be approved by the employee's supervisor, or in the case of the superintendent, by the board chair. ~~If reimbursement is to be paid from federal funds, documentation of the business purpose must include the reason the claimant's travel is necessary to the federal program.~~ All claims must be submitted in accordance with any additional requirements, procedures, or deadlines established by the superintendent or finance officer.

In extenuating circumstances, such as when lodging is not reasonably available at the state-approved rate, authorization for reasonable costs in excess of the state-approved rates may be approved by the employee's supervisor and the superintendent or designee, or in the case of the superintendent, by the board chair.

No advance payment of travel expenses is permitted.

~~D. — ADVANCEMENT OF TRAVEL EXPENSES~~

~~The board discourages providing an advance travel allowance to employees. In extraordinary circumstances, an advancement of funds not to exceed the estimated travel expense with a limit of \$500 for an approved trip may be made to an employee provided the employee makes a written request no later than one month prior to the departure date. The request must be approved by the employee's supervisor and the superintendent or designee except that advances for the superintendent must be approved by the board chair. The advance will be forwarded to the employee no sooner than five working days before the scheduled departure date.~~

~~Funds advanced may be used only for expenses that are otherwise reimbursable and documented in accordance with this policy. Upon return from the trip, the employee must provide a reconciliation of the actual expenses incurred as compared to the amount advanced in accordance with procedures and any applicable deadline established by the finance officer. The employee shall be responsible for returning any funds advanced in excess of the employee's documented reimbursable trip expenses.~~

~~An employee who fails to file a complete reconciliation by the applicable deadline or who does not return travel funds owed to the school system may be subject to~~

~~disciplinary action and/or to recovery actions for the amount owed.~~

E. CANCELLED TRIPS

If an employee cancels a trip for which (1) ~~a travel advance has been extended~~, (2) trip-related expenses have been prepaid by the school system, or (2) a penalty or charge resulting from the cancellation is incurred, the employee is responsible for reimbursing the school system for all funds advanced or expended by the school system as a result of the cancellation unless otherwise approved by the superintendent or designee. Failure to reimburse the school system as required may result in disciplinary action and/or actions to recover the amounts owed.

F. MILEAGE REIMBURSEMENT FOR USE OF PERSONAL VEHICLE

Employees who use their personal vehicle to travel in the performance of their official job duties will be reimbursed at the rate for state employees for mileage incurred when traveling for job-related activities, subject to budgetary limitations. The superintendent may establish criteria for determining which employees are eligible for this mileage reimbursement. Reimbursement will not be authorized for travel between the employees' residence and the first or last scheduled stop of the day.

Mileage reimbursement requests for all employees except the superintendent must be approved by the employee's immediate supervisor and submitted as directed by the finance officer or superintendent. ~~The superintendent's mileage reimbursement requests must be approved by the board chair and submitted to the finance officer at least quarterly.~~

G. REIMBURSEMENT OF OTHER BUSINESS EXPENSES

Employees purchasing merchandise or other items on behalf of the school system with personal funds must have prior approval of their supervisor and may be reimbursed for reasonable costs, ~~up to a limit of \$50. Expenses of greater than \$50 must be approved in advance by the superintendent or designee, or in the case of the superintendent, by the board chair.~~ Requests for reimbursement must follow the procedures established by the finance officer. All requests for reimbursement must be accompanied by a statement of the business purpose for the expense and a detailed receipt. Employees who are authorized to use school system procurement cards will not be reimbursed for purchases made using personal funds without prior approval of the superintendent or designee.

H. RESPONSIBILITY FOR MONITORING COMPLIANCE WITH THIS POLICY

The superintendent is responsible for monitoring employee compliance with this policy. ~~The superintendent's expenditures for travel and other expenses will be reviewed at least quarterly by the board chair.~~ The board chair is responsible for monitoring the superintendent's compliance with this policy.

Legal References: G.S. 115C-36, -47(21), 138-6; 2 C.F.R. 200.474

Cross References: Board Member Compensation and Expenses (policy1330)

Other References: *North Carolina Budget Manual*, Section 5 (Office of State Budget and Management), available at <https://www.osbm.nc.gov/library>

Adopted:

Replaces: Board policy 6.04, Management of Funds (in part)

The Watauga County Board of Education (the “board”) intends to administer federal grant awards efficiently, effectively, and in compliance with all requirements imposed by law, the awarding agency, and the North Carolina Department of Public Instruction or other applicable pass-through entity.

A. FINANCIAL MANAGEMENT SYSTEMS AND INTERNAL CONTROLS

The finance officer shall be responsible to the superintendent to develop, monitor, and enforce effective financial management systems and other internal controls over federal awards that provide reasonable assurance that the school system is managing the awards in compliance with all requirements for federal grants and awards. Systems and controls must meet all requirements of federal law and regulation, including the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (“Uniform Guidance”) issued by the U.S. Office of Budget and Management and any applicable state requirements, and shall be based on best practices.

The financial management and internal controls must provide for (1) identification of all federal funds received and expended and their program source; (2) accurate, current, and complete disclosure of financial data in accordance with federal requirements; (3) records sufficient to track the receipt and use of funds; (4) effective control and accountability over assets to assure they are used only for authorized purposes; and (5) comparison of expenditures against budget. In addition, written procedures must be established for cash management and for determining the allowability of costs, as required by the Uniform Guidance.

At a minimum, the systems and controls shall address the following areas.

1. Allowability

Costs charged by the school system to a federal grant must be allowed under the individual program and be in accordance with the cost principles established in the Uniform Guidance, including how charges made to the grant for personnel are to be determined. Costs will be charged to a federal grant only when the cost is (1) reasonable and necessary for the program; (2) in compliance with applicable laws, regulations, and grant terms; (3) allocable to the grant; (4) adequately documented; and (5) consistent with school system policies and administrative regulations that apply to both federally-funded and non-federally funded activities. Internal controls shall be sufficient to provide reasonable assurance that charges to federal awards for personnel expenses are accurate, allowable, and properly allocated and documented. Prior written approval for certain cost charges must be obtained as required by the awarding agency in order to avoid subsequent disallowances.

2. Cash Management and Fund Control

Payment methods must be established in writing that minimize the time elapsed between the draw of federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments.

3. Procurement

All purchases for property and services made using federal funds must be conducted in accordance with all applicable federal, state and local laws and regulations, the Uniform Guidance, and the school system's written policies and procedures. The district shall avoid situations that unnecessarily restrict competition, as defined in 2 C.F.R. 200.319, and shall avoid acquisition of unnecessary or duplicative items. Noncompetitive procurement will be used only in the circumstances allowed by 2 C.F.R. 200.320. Individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate, must be excluded from competing for such purchases.

Contracts are to be awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. No contract shall be awarded to a contractor who is suspended or debarred from eligibility for participation in federal assistance programs or activities.

Purchasing records must be sufficiently maintained to detail the history of all procurements and must include at least the rationale for the method of procurement, selection of contract type, and contractor selection or rejection; the basis for the contract price; and verification that the contractor is not suspended or debarred.

The requirements for conflicts of interest established below in subsection A.4 are applicable to all procurements.

4. Conflict of Interest

Each employee, board member, or agent of the school system who is engaged in the selection, award, or administration of a contract supported by a federal grant or award ("covered individual") and who has a potential conflict of interest shall disclose that conflict in writing to the superintendent. The superintendent shall disclose in writing any potential conflict of interest to the federal awarding agency in accordance with 2 C.F.R. 200.112.

For purposes of this paragraph, a conflict of interest would arise when (1) the covered individual, (2) any member of his or her immediate family, (3) his or her

partner, or (4) an organization which employs or is about to employ any of those parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for a contract. A covered individual who is required to disclose a conflict in accordance with this paragraph shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

Covered individuals shall not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontract for a federal grant or award; however, covered individuals may accept (1) a single unsolicited item with a value of \$50 or less or (2) multiple unsolicited items from a single contractor or subcontractor having an aggregate monetary value of \$100 or less in a 12-month period. Violations of this rule are subject to disciplinary action.

5. **Mandatory Disclosures**

The superintendent shall disclose in writing to the federal awarding agency in a timely manner all violations of federal criminal law involving fraud, bribery, or gratuities potentially affecting any federal award. The superintendent shall fully address any such violations promptly and shall notify the board accordingly. The board may request the superintendent to develop a plan of correction for board approval in appropriate situations as determined by the board.

6. **Equipment and Supplies Purchased with Federal Funds**

Equipment and supplies acquired with federal funds will be used, managed, and disposed of in accordance with applicable state and federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds.

7. **Accountability and Certifications**

All fiscal transactions must be approved by the finance officer and by the program manager or other person who can attest that the expenditure is allowable and approved under the federal program.

The finance officer shall submit all required certifications and is authorized to sign them on behalf of the board.

8. **Monitoring and Reporting Performance**

The superintendent shall establish sufficient oversight of the operations of federally supported activities to assure compliance with applicable federal requirements and to ensure that program objectives established by the awarding agency are being achieved. Performance reports, including reports of significant

developments that arise between scheduled performance reporting dates, must be submitted as required by federal or state authorities.

B. AUDITS AND CORRECTIVE ACTION

1. An annual independent audit will be conducted as provided in policy 8310, Annual Independent Audit. The finance officer will prepare all financial statements, schedules of expenditures, and other documents required for the audit.
2. At the completion of the audit, the superintendent or designee shall prepare a corrective action plan to address any audit findings. The plan must identify the responsible party and the anticipated completion date for each corrective action to be taken. The superintendent shall present the plan to the board for approval.
3. Compliance deficiencies discovered internally through administrative supervision must be addressed promptly with the goal of improving processes to encourage future compliance and reduce audit findings.

C. TRAINING

All individuals responsible for the administration of a federal grant or award shall be provided sufficient training to carry out their duties in accordance with all applicable requirements for the federal grant or award.

D. OTHER APPLICABLE BOARD POLICIES

Other board policies provide additional controls over the administration of federal grants. These include, but are not necessarily limited to:

1. Educational programs policies (policies in the 3000 series)
2. School nutrition services policies (policies in the 6200 series)
3. Purchasing policies (policies in the 6400 series)
4. Equipment, materials, and supplies policies (policies in the 6500 series)
5. Personnel policies (policies in the 7000 series)
6. Fiscal management policies (policies in the 8000 series)

The board intends to comply with all requirements applicable to the use of federal funds. To the extent that any provision of a board policy is contrary to a federal law, regulation, term, or condition applicable to a federal award, employees must follow the applicable federal requirement.

E. REPORTING MISMANAGEMENT OF FEDERAL FUNDS

Any employee who reasonably believes that federal funds have been misused or that the school system is otherwise in violation of any requirement applicable to the receipt and use of federal funds should report the matter as provided in policy 1760/7280, Prohibition Against Retaliation.

Legal References: 2. C.F.R. Part 200

Cross References: Prohibition Against Retaliation (Policy 7280), Fiscal Management Standards (policy 8300)

Other References: *Standards for Internal Control in the Federal Government* ("The Green Book") (GAO), available at <http://www.gao.gov/greenbook/overview>; *Internal Control Framework* (Committee of Sponsoring Organizations of the Treadway Commission (COSO)), executive summary, available at <http://www.coso.org/ic.htm>; *Compliance Supplement, Part 6, Internal Control* (Office of Management and Budget), available at https://www.whitehouse.gov/omb/financial_fin_single_audit

Adopted:

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.

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, 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

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 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:

Policy AUTOMOBILE USE AT WATAUGA HIGH SCHOOL	<i>Watauga County Schools</i>	
	<i>Number</i>	5.07.10
	<i>Adopted</i>	6/3/85
	<i>Revised</i>	9/11/00

Eligibility

All members of the faculty and staff of Watauga High School who drive a motor vehicle are eligible for a numbered parking space at the beginning of each school year.

A number of parking spaces shall also be available for student use. These spaces shall be assigned at the beginning of the school year and at appropriate times during the school term when spaces are needed or as they become available.

Student assignment shall be contingent upon the following:

1. The student shall be enrolled at Watauga High School and shall have a valid driver's license.
2. The student shall complete and return a written application to the principal or his/her designee in charge of transportation.

All use of motor vehicles on the campus of Watauga High School shall be under jurisdiction of the principal or his/her designee in charge of transportation. This person shall appoint a Traffic Committee at the beginning of each school year to include an assistant principal, one teacher, and one student. The principal or designee shall determine the number of parking spaces available. The types of spaces shall be faculty-staff, visitor, student, and handicapped.

The principal or his/her designee shall assign spaces for use by faculty and staff members. The committee shall then assign spaces in the following order of priority:

1. A physically handicapped person may ask for permanent assignment to a handicapped parking space.
2. Academic Seniors
3. Academic Juniors
4. Academic Sophomores and Freshmen in a school-sponsored activity
5. The Traffic Committee will have discretion for determining eligibility of financial hardship cases requiring the student to maintain employment (i.e., student provides transportation for disabled family members on a regular basis.)
6. All remaining spaces shall be assigned by lottery to seniors first, juniors second, sophomores third, and freshmen fourth.

Vehicle Registration

All faculty and staff members parking motor vehicles on the campus of Watauga High School shall register the vehicle with the principal or his/her designee.

5.07.10b

All students meeting eligibility requirements shall register license tag numbers in the office of all vehicles that may occupy the assigned parking space. All students shall pay a fee set by the Board of Education. Any additional vehicles registered will be charged \$1.00. Any request for temporary space will be charged \$1.00 per day.

All registration fees and fines shall be used for the maintenance of the parking area and for providing security services for the school.

Only authorized persons shall park on the campus of Watauga High School between the hours of 7:00 a.m. and 3:30 p.m., Monday through Friday, and they shall park only in spaces designated or limited by signs or other markings.

Operation of Vehicles

No person shall park a vehicle on the campus of Watauga High School, except in the spaces marked for parking by signs or printed markings, at any time between the hours of 7:00 a.m. and 3:30 p.m., Monday through Friday.

The principal or designee shall have the authority to tow vehicles at the owners expense without prior notification and/or assess the owner a fine approved by the board for any vehicle parked or operated in such a manner as listed below:

1. Obstructing the flow of traffic, creating a safety hazard, endangering life and property
2. Illegally stopped or parked
3. By anyone whose operation and parking privileges have been suspended from the campus of Watauga High School
4. Within an intersection or crosswalk or in front of a public driveway
5. On sidewalks or walkways
6. In driving lanes, on the grass or landscaped areas
7. In the approaches to or other portions of a parking area which is not clearly marked for parking
8. Blocking fire hydrants, trash receptacles, fire lanes, or service entrances
9. Unauthorized parking in visitors' or handicapped persons' parking spaces
10. Vehicles parked in an area not assigned
11. Parking in a timed parking space longer than the time indicated

12. Un-registered vehicles

13. In excess of posted speed limits, or 15 mph, or in violation of other posted traffic signs

Violations and Penalties

Persons having the privilege of parking on the campus of Watauga High School are expected to park in the appropriate spaces and follow all traffic rules and regulations. Failure to do so shall be grounds for revocation of the parking privilege, having the car towed away, and assessment of a fine approved by the board.

5.07.10c

The following penalties shall be enforced for violations:

1. Any person who violates the rules and regulations in this policy shall be fined. Fines are payable in the principal's office. The principal shall withhold grades/or diplomas until all fines for student violations are paid.
2. Any person parked in a space assigned to another person shall be subject to a fine and/or having the vehicle towed at the owner's expense.
3. Any person parked in a no-parking zone or in a fire zone shall be subject to a fine and/or having the vehicle towed at the owner's expense.
4. Any person who violates any traffic rule as set forth herein is subject to forfeiture of the assigned parking space for the remainder of the year. A written notice of the violation and the penalty shall be issued to the person, with a copy filed in the office of the principal.
5. Students who repeatedly violate school rules (eg, detentions/suspensions) shall have parking privileges revoked without refund. These violations can be but are not limited to: leaving campus without permission, skipping class, loitering in the parking lot without permission, or having excessive tardies
6. Persons who vandalize vehicles or other property on campus shall have parking privileges revoked permanently without refund and the incident shall be reported to the appropriate law enforcement official.

Appeal

1. Any parking citation issued pursuant to these ordinances may be appealed to the Traffic Committee within seven (7) days of its issuance. If not appealed within seven (7) days, the citation shall not thereafter be subject to appeal. To appeal a citation, the person shall complete an appeals form in the office of the assistant principal.
2. The Traffic Committee shall set a date for the hearing of the appeal. The appellant shall be given reasonable notice of said hearing and the right to present evidence at the hearing, and may appeal with a representative present of his/her choice. The Traffic Committee shall render promptly its decision on the appeal.
3. The appellant has the right to appeal the decision of the Traffic Committee to the person in

charge of transportation. The request for appeal shall be made in writing to the person in charge of transportation within forty-eight hours of notification of the decision.

Revised: August 10, 1987
 August 29, 1988
 August 6, 1990
 March 25, 1991
 June 12, 1995
 July 8, 1997
 June 8, 1998
 September 11, 2000

<i>Policy</i> FINANCE COMMITTEE POLICY	<i>Watauga County Schools</i>	
	<i>Number</i>	6.00
	<i>Adopted</i>	11/18/02
	<i>Revised</i>	09/10/07

Purpose

The purpose of the Finance Committee is to review budget requests from the schools and the central office, and to recommend a proposed budget for Watauga County Schools to the Watauga County Board of Education.

Membership

Superintendent
 Associate Superintendent
 Director of Personnel
 Finance Officer
 Director of Physical Operations
 School Board Member (Ex officio)

Procedure of Operation

1. The finance committee shall meet as often as needed after budget requests have been submitted to the superintendent, or at any other time as needed to make budget recommendations.
2. Meetings shall be scheduled by the Board of Education. Meetings may be rescheduled as needed, and special meetings may be called by the Board of Education or the superintendent.
3. Minutes of the meetings shall be maintained as a permanent file of business.

Revised: September 10, 2007