

JACKSON COUNTY PUBLIC SCHOOLS

Regular Business Meeting
September 26, 2023 – 6:00 p.m.
Central Office Boardroom

AGENDA

I. JACKSON COUNTY BOARD OF EDUCATION

- A. Call to Order (Elizabeth Cooper, Chairperson)
- B. Pledge of Allegiance
- C. Approve Agenda

II. SPECIAL RECOGNITION (Dr. Dana L. Ayers, Superintendent)
Brittany Boaz - 2023 EC Educator of Excellence

III. CONSENT ACTION AGENDA

- A. [Draft Open Session Minutes of Regular Meeting on August 22, 2023.](#)

IV. INFORMATION

- A. Superintendent's Report (Dr. Dana L. Ayers, Superintendent)
- B. [State Accountability Data Release](#) (Adam Holt, Director Testing and Accountability)
- C. [School Mental Health Plan](#) Update (Meagan Crews, Mental Health Director)
- D. [Purchase A/V equipment for Central Office Boardroom](#) (Jake Buchanan, Deputy Superintendent)
- E. [Unaudited Financial Statement](#) (Kristie Walker, Chief Financial Officer)

V. OPEN SESSION FOR PUBLIC COMMENTS

Sign up to speak before meeting. • Designed for school board to listen.
Time to speak limited to 3 minutes • Complaints about individual employees or students prohibited.

VI. ACTION AGENDA

- A. [2023 - 2024 Budget Resolution](#) (Kristie Walker, Chief Financial Officer)
- B. [Board of Education Meeting Schedule date change for November 2023](#) (Dr. Dana L. Ayers, Superintendent)
- C. Policy Updates (Jake Buchanan, Deputy Superintendent)
First Reading:
 - 1. [Parental Involvement](#) (1310/4002)
 - 2. [Parental Inspection of and Objection to Instructional Materials](#) (3210)
 - 3. [Comprehensive Health Education Program](#) (3540)
 - 4. [Criminal Behavior](#) (4335)
 - 5. [Surveys of Students](#) (4720)
 - 6. [Student Health Services](#) (6120)
 - 7. [Staff Responsibilities](#) (7300)
- D. Field Trips (Dana Ayers)
 - 1. [Blue Ridge Early College, Grade 8 - Charleston, SC, 04-22-24 to 04-24-24, TT8685.](#)

2. [Blue Ridge Early College, Grade 12 - Historic Banning Mills, Whitesburg, GA, 04-30-24 to 05-03-24, TT8688.](#)
3. [Cullowhee Valley Elementary School, Grade 3 - Young Harris College, Young Harris, GA, 12-06-23, TT8690.](#)
4. [Fairview Elementary School, Grade 3 - Young Harris College, GA, 10-26-2023, TT8759.](#)
5. [Fairview Elementary School, Grade 4 - Ripley's Aquarium, Gatlinburg, TN, 03-21-24 to 03-22-24, TT8680.](#)
6. [Fairview Elementary School, Grade 5 - Knoxville Zoo, Knoxville, TN, 10-06-2023, TT8704.](#)
7. [Smokey Mountain Elementary School, Grade 1 - Pigeon Forge, TN, 10-27-2023, TT8749.](#)
8. [Smokey Mountain Elementary School, Grade 6, 7, 8 - Dollywood, Pigeon Forge, TN, 10-19-23, TT8764.](#)

VII. CLOSED SESSION – Pursuant to G.S. 143.318.11 for the following purposes: under subsection; (a) (1) to prevent the disclosure of privileged or confidential personnel information pursuant to G.S. 115C-319-321 and (a) (3) to discuss matters protected by the attorney-client privilege.

VIII. PERSONNEL ACTION AGENDA

The next regularly scheduled business meeting of the Board of Education is October 24, 2023, at 6:00 p.m., at the Board of Education Administrative Office, 398 Hospital Road, Sylva, NC.

Adjournment

**Jackson County Board of Education
Minutes of Regular Meeting
Sylva, North Carolina**

398 Hospital Road, Sylva

August 22, 2023

6:00 p.m.

The Jackson County Board of Education held their regular session on Tuesday, August 22, 2023, at 6:00 p.m., at the Board of Education Administrative Office Boardroom, 398 Hospital Road, Sylva, North Carolina. The following members were present:

Wes Jamison, Vice Chairperson
Abigail Clayton
Kim Moore
Dr. Lynn Dillard

Also present were Dr. Dana L. Ayers, Superintendent; Jacob Buchanan, Deputy Superintendent; Teri Walawender, Director of Human Resources; Greg Stewart, Chief Technology Officer; Ashley Leonard, School Board Attorney; and Cora Fields, Board Assistant.

CALL TO ORDER

Vice Chairperson Wes Jamison called the business meeting to order.

Mr. Jamison led the Pledge of Allegiance.

APPROVAL OF AGENDA

Upon a motion by Mrs. Abigail Clayton and seconded by Mrs. Mrs. Kim Moore, the board voted unanimously to approve the Agenda.

CONSENT ACTION AGENDA

Action: *Upon a motion by Mrs. Abigail Clayton and seconded by Mrs. Kim Moore, the board unanimously approved the consent action agenda:*

- A. Draft Open Session Minutes of Regular Meeting of July 25, 2023.

SPECIAL RECOGNITION

Dr. Dana L. Ayers presented a Certificate of Recognition to Angie Dills. Dr. Ayers nominated Ms. Dills for recognition in K-12 Dive's Rising Leaders, a nationally recognized publication and website that covers topics such as leadership, school models, technology, curriculum, professional development and more. An article about Ms. Dills will be featured during the month of September.

INFORMATION AGENDA

- A. **Agenda Item:** Superintendent's Report

Presenter: Dr. Dana L. Ayers, Superintendent

Dr. Ayers reported on the following:

1. Last week was a near-perfect start to the school year. A successful first week hinges on the safe pick-up and delivery of students as well as ensuring that everyone is fed. I'd say we succeeded. I want to shout out, our bus drivers, school nutrition and custodial staff for ensuring our students were cared for in a safe, clean and positive manner!
2. August has allowed us to have more than adequate time for teachers and administrators to prepare for the opening of school. The school calendar for this year had seven days designated as work and professional development days. This has been extremely helpful in our preparation to welcome students on August 16th.
3. In addition to the excitement of the first day of school, we cut the ribbon on our second SMES preschool classroom with our grantor, Dogwood Health Trust, attending. The classroom was busy and fun, and we are proud to have so many opportunities for our "littles" in Jackson County. The preschool program has grown exponentially over the last two years, and I am pleased to also have Cassie Rogers, our new preschool coordinator, to manage all aspects of the preschool program.
4. Our athletics programs from Blue Ridge all the way across the county to Smokey Mountain Elementary are fully in action. The SMHS varsity football team competed Friday night and came away victorious over Cherokee High School. This Friday night, the Mustangs will host Swain. I love seeing our student-athletes and coaches bring their love and passion to the fields, courts and tracks.
5. The Back to School Bash held on Saturday, August 5th was a monumental success! The weather was ideal, and we were blessed to serve so many families in Jackson County and beyond. Here are a few statistics:
 - Backpacks distributed: 826
 - Haircuts given: 30
 - Sports physicals: 20
 - Meals served: around 1000
 - Vaccines: 7 school-required vaccines and scheduled others to come inWe have already set a date for next year, Saturday, August 3, 2024!
6. Finally, the North Carolina Department of Public Instruction will be releasing assessment data about our schools in the next few weeks. Though I cannot share specifics because the data is still embargoed, I will share how proud I am of many aspects of this data. Our schools are making progress. I'll repeat what I shared last year. With common curriculum materials, our solid instructional practices and the knowledge of our dedicated teachers, we will see a positive growth trajectory over the next several years. We are yet to be where I want but we are growing!
7. Thank you to our families, community, businesses, Jackson County Sheriff's Office, the Sylva Police Department and staff for making the beginning of the year a great one!

B. Agenda Item: Memorandum of Understanding with Mountain Projects Head Start

Presenter: Laura Dills, Executive Director of Federal Programs

Mrs. Dills presented the updated Memorandum of Understanding with Mountain Projects/Head Start for the 2023-2024 school year.

- C. **Agenda Item:** Memorandum of Understanding with College Advising Corps - Appalachian State

Presenter: Mrs. Angie Dills, Chief Academic Officer

Mrs. Dills presented the Memorandum of Understanding with College Advising Corps - Appalachian State for 2023-2024 and asked for board approval.

- D. **Agenda Item:** 4th Quarter Internal Audits and Bank of America Audits

Presenter: Mrs. Kristie Walker, Chief Financial Officer

Mrs. Walker informed the board that the 4th quarter internal audit and Bank of America purchase card audits have been completed with no findings.

- E. **Agenda Item:** Parent Organizations

Presenter: Mrs. Kristie Walker, Chief Financial Officer

Mrs. Walker presented the list of recognized parent organizations for the 2023-2024 school year.

- F. **Agenda Item:** Unaudited Financial Summary

Presenter: Mrs. Kristie Walker, Chief Financial Officer

Mrs. Walker presented the Unaudited Financial Summary as of August 22, 2023.

OPEN SESSION FOR PUBLIC COMMENTS

None.

ACTION AGENDA

- A. **Agenda Item:** Consolidated Federal Programs Application for 2023-2024

Presenter: Laura Dills, Executive Director of Federal Programs

Mrs. Dills presented the Consolidated Federal Programs Application for the 2023-2024 school year and asked for board approval.

Action: *Upon a motion by Mrs. Abigail Clayton and seconded by Mrs. Kim Moore, the board voted unanimously to approve the Consolidated Federal Programs Application for 2023-2024.*

- B. **Agenda Item:** Hello Hero Contract renewal

Presenter: Kelly Doppke, Student Support Services Director

Mrs. Doppke presented a Contract Addendum from Hello Hero for EC and Psychological Services for 2023-2024 and asked for board approval.

Action: *Upon a motion by Mrs. Abigail Clayton and seconded by Dr. Lynn Dillard, the board voted unanimously to approve the Hello Hero Contract renewal for 2023-2024.*

- C. **Agenda Item:** Physical Therapy Contract renewal

Presenter: Kelly Doppke, Student Support Services Director

Mrs. Doppke presented the contract renewal for Physical Therapy Services and asked for board approval.

Action: *Upon a motion by Mrs. Abigail Clayton and seconded by Mrs. Kim Moore, the board voted unanimously to approve the Physical Therapy Services contract for 2023-2024.*

D. Agenda Item: Beautifully Intertwined Contract for Therapy Services

Presenter: Kelly Doppke, Student Support Services Director

Mrs. Doppke presented the contract renewal from Beautifully Intertwined for Therapy Services for 2023-2024 and asked for board approval.

Action: *Upon a motion by Mrs. Abigail Clayton and seconded by Mrs. Kim Moore, the board voted unanimously to approve the Beautifully Intertwined contract for Therapy Services for 2023-2024.*

E. Agenda Item: Field Trips

Presenter: Dr. Dana L. Ayers, Superintendent

1. FES, Grade 5 - Dollywood, Pigeon Forge, TN, 04-26-2024, TT8662.
2. CVES, Grade 3 - Ripley's Aquarium, Gatlinburg, TN, 09-08-2023, TT8682.

Dr. Ayers presented the above-listed field trip requests and asked for board approval.

Action: *Upon a motion by Mrs. Abigail Clayton and seconded by Mrs. Kim Moore, the board voted unanimously to approve the above-listed field trips.*

F. Agenda Item: Facility Use Fee Proposal

Presenter: Dr. Dana L. Ayers, Superintendent

Dr. Ayers presented the updated facility use fees for 2023-2024 and asked for board approval.

Action: *Upon a motion by Mrs. Abigail Clayton and seconded by Mrs. Kim Moore, the board voted unanimously to approve the updated Facility Use Fees for 2023-2024.*

CLOSED SESSION

The board unanimously approved a motion by Mrs. Abigail Clayton and seconded by Mrs. Kim Moore, to enter into closed session pursuant to G.S. 143.318.11 for the following purposes: under subsection; (a) (1) to prevent the disclosure of privileged or confidential personnel information pursuant to G.S. 115C-319-32 and (a) (3) to discuss matters protected by attorney-client privilege.

Upon a motion by Mrs. Abigail Clayton and seconded by Dr. Lynn Dillard, the board voted unanimously to return to open session.

OPEN SESSION

Action: Upon a motion by Mrs. Abigail Clayton and seconded by Mrs. Kim Moore, the board unanimously approved the consent action agenda:

- A. Closed Session Minutes of Regular Meeting of June 28, 2023.
- B. Closed Session Minutes of Regular Meeting of July 25, 2023.

PERSONNEL ACTION AGENDA

Action: Upon a motion made by Mrs. Abigail Clayton and seconded by Mrs. Kim Moore, the board voted unanimously to approve the personnel agenda as recommended by Dr. Dana L. Ayers. The board unanimously approved the following recommendations:

Employee Recommendations:

1. Alcantar, Elena - School Nutrition Assistant Manager, BRS
2. Ammons, Stephanie - Teacher, FES
3. Bennett, John - School Nutrition Assistant, FES
4. Brown, Megan - Athletic Director, CVES
5. Clawson, Gail - Instructional Support Assistant, CVES
6. Cope, Clarissa - Teacher Assistant, FES
7. Coyne, Tamara - High Impact Tutor, SMES
8. Ellenburg, Jeremy - Athletic Director, FES
9. Flintoff, Amy - School Nutrition Assistant, FES
10. Frese, Jamie - Substitute Bus Driver, SMES
11. Hall, Gregory - Part-time Band Instructor, BREC
12. Hansen, Debbie - Teacher, FES
13. Higgins, Molly - High Impact Tutor, SMES
14. Houtzer, Deborah - Summer Custodian, BRS
15. Houtzer, Deborah - Part-time Custodian, BRS and BREC
16. Kurr, Tim - Substitute Bus Driver, SMES
17. Manning, Samantha - Instructional Support Assistant, SMES
18. Martin, Candy - School Nutrition Assistant, FES
19. Mathis, Anthony - EC Teacher Assistant, CVES
20. Mathis, Brandon - Fuel Truck Driver, Bus Garage
21. Mulligan, Tyler - Teacher, SMHS
22. Pippio, Shaina - Bookkeeper, CVES
23. Plaster, Mica - School Nutrition Assistant, SCES
24. Rainwater, Erin - Teacher, CVES
25. Roth, Natalie - School Mental Health Clinician, SCES
26. Silvers, Danielle - Teacher, JCS
27. Smith, Kelsey - Teacher Assistant, FES
28. Smithdeal, Erica - Part-time Custodian, BRS and BREC
29. Steinel, Ashley - Summer Custodian, BRS
30. Stewart, Samantha - School Nurse, FES
31. Sutton, Russell - Custodian and Bus Driver, CVES
32. Ward, Charlene - EC Teacher, BREC
33. Watkins, Susan - Part-time Custodian, BRS and BREC
34. Watty, Andy - School Nutrition Assistant, SMHS
35. Whitaker, Stefanie - Afterschool Assistant, CVES

36. Wyatt, Pauline - EC Bus Monitor, CVES

Employee Resignations:

1. Bailey, Doug - Bus Driver and School Nutrition Assistant, FES and SMHS
2. Buchanan, Amy - Bus Driver and Custodian, FES
3. Drake, Lindsay - Speech Language Pathologist, SMHS
4. Eckard, Stefanie - Teacher, SMHS
5. Marshall, Joan - School Nutrition Assistant, SMHS
6. Reece, Elijah - Teacher, SCES
7. Reece, Gretchen - EC Teacher, CVES
8. Sheppard, Mark - Behavior Management Specialist, SMES
9. Sparks, William - Teacher, JCS
10. Tallent, Natasha - Teacher Assistant, SMES
11. Walker, Logan - Custodian, Central Office

Employee Retirements:

1. McKee, Jennifer - Teacher, BRS

Staff, Non-Staff and Returning Coach Recommendations:

1. Buenting, Abby - Head Coach Varsity Women's Soccer, SMHS - Returning Non-Staff
2. Gray, Cole - Head Coach MS Soccer, FES - New Non-Staff
3. Hansen, Debbie - Head Coach MS Volleyball - Returning Staff
4. Jamison, Jack - Assistant Coach MS Volleyball, FES - Returning Non-Staff
5. Johnson, Alexandra - Head Coach Women's Cross Country, SMHS - New Staff
6. Long, Michelle - Assistant Coach MS Volleyball, SCES - Returning Staff
7. McMahan, Luisa - Head Coach MS Volleyball, SCES - Returning Staff
8. Schiele, Brittany - Assistant Coach MS Volleyball, BREC - Returning Staff
9. Shull, Heather - Assistant Coach Varsity Cheer, SMHS - New Staff
10. Steinel, Ashley - Head Coach MS Volleyball, BREC - Returning Staff
11. Stephens, Chelsea - Assistant Coach MS Soccer, SCES - Returning Staff
12. Swartzwelder, Katie - Head Coach MS Soccer, SCES - Returning Staff
13. Trivette, Todd - Assistant Coach District MS Soccer, SMHS - New Non-Staff
14. Watkins, Rebekkah - Head Coach MS Soccer, BREC - New Staff

General Discussion - CEP

The board discussed the Community Eligibility Provisions for free breakfast and lunch and how it is being implemented in other districts in the area. The CEP has been put in place for the 2023-2024 school year in five JCPS schools: BREC, BRS, CVES, SMES and JCS. Adding the remaining four schools to the CEP would result in a budgetary shortfall. The board discussed asking the County Commissioners for additional funding to cover the shortfall but came to consensus that items on the capital projects list should have priority before requesting additional funding. Dr. Ayers said that she will investigate possible ways that the community can assist with the funding issue.

ANNOUNCEMENTS

The next regularly scheduled business meeting of the Board of Education is September 26, 2023, at 6:00 p.m., at the Board of Education Administrative Office, 398 Hospital Road, Sylva, NC.

ADJOURNMENT

There being no objection, Vice Chairperson Wes Jamison adjourned the meeting at 8:05 p.m.

Elizabeth Cooper, Chairperson

Dr. Dana Ayers, Secretary

DRAFT



State Data Release

2022-2023 School Year

September 2023

Adam Holt
Director of Testing and Accountability



Accountability Updates

- All Accountability Business Rules are back in effect with data from 2021-22
- Students completed End of Year Testing May/June 2023
- NC Department of Public Instruction and NC State Board of Education publicly released data on September 6, 2023
- School level Growth - represents 20% of the School Performance Grade
- School Achievement (Proficiency Test Scores) - represents 80% of the School Performance Grade
- School Performance Grades are on a 15 point scale

School Performance Grades

JCPS: School Performance Grades 2023						
School	Achievement	Growth Rating	Growth index	Growth score	Final Score SPG	Letter Grade
BREC	35.0	Met	-1.87	70.6	42	D
BRS	59.4	Exceeds	2.70	86.7	65	C
CV	44.4	Met	0.13	80.3	52	D
FV	60.5	Not Met	-2.24	68.8	62	C
JCEC	87.5	Met	1.70	84.2	87	A
SCE	42.8	Met	1.70	84.2	51	D
SME	30.9	Met	-1.74	71.3	39	F
SMHS	65.3	Met	-0.98	75.1	67	C
JCS	52.2		Maintaining/ALT_D			



Cohort Graduation Rate

School	2023	2022	2021	2020	2019
Blue Ridge Early College	85.7%	>95%	93.1%	>95%	>95%
Jackson County Early College	>95%	>95%	>95%	>95%	>95%
Jackson Community School	70.0%	76.1%	82.1%	73.8%	79.5%
Smoky Mountain High School	92.5%	90.1%	93.9%	>95%	90.8%
Jackson County Public Schools	87.8%	90.2%	92.9%	93.1%	89.4%

District Name	State Board Region	Subject	Percent Level 3 and Above (GLP)
Polk County Schools	Western	All Subjects	67.1
Haywood County Schools	Western	All Subjects	64.6
Clay County Schools	Western	All Subjects	61.6
Madison County Schools	Western	All Subjects	61.0
Rutherford County Schools	Western	All Subjects	59.0
Transylvania County Schools	Western	All Subjects	58.9
Henderson County Schools	Western	All Subjects	57.9
Cherokee County Schools	Western	All Subjects	56.2
Asheville City Schools	Western	All Subjects	55.5
Buncombe County Schools	Western	All Subjects	55.3
State of North Carolina		All Subjects	53.6
Macon County Schools	Western	All Subjects	51.9
Swain County Schools	Western	All Subjects	48.9
Jackson County Schools	Western	All Subjects	47.7
Graham County Schools	Western	All Subjects	40.8
All Subjects		State Rank	Region Rank
JCPS		76	13


District Name	State Board Region	The ACT Subtest or Composite	Percent Meeting Benchmark or Standard
Asheville City Schools	Western	ACT composite score	67.8
Polk County Schools	Western	ACT composite score	54.1
Haywood County Schools	Western	ACT composite score	50.9
Buncombe County Schools	Western	ACT composite score	49.2
Transylvania County Schools	Western	ACT composite score	46.6
Cherokee County Schools	Western	ACT composite score	42.9
Henderson County Schools	Western	ACT composite score	42.5
Madison County Schools	Western	ACT composite score	42.2
Jackson County Schools	Western	ACT composite score	41.3
State of North Carolina		ACT composite score	41.1
Macon County Schools	Western	ACT composite score	39.3
Rutherford County Schools	Western	ACT composite score	38.3
Swain County Schools	Western	ACT composite score	38.2
Clay County Schools	Western	ACT composite score	35.6
Graham County Schools	Western	ACT composite score	30.9
ACT composite score of 19 or higher		State Rank	Region Rank
JCPS		37	9

District Name	State Board Region	4-Year Cohort Graduation Rate Percent	
Macon County Schools	Western	92.7	
Cherokee County Schools	Western	92.0	
Graham County Schools	Western	91.5	
Asheville City Schools	Western	91.2	
Buncombe County Schools	Western	91.0	
Haywood County Schools	Western	90.7	
Henderson County Schools	Western	90.3	
Madison County Schools	Western	89.8	
Rutherford County Schools	Western	89.0	
Clay County Schools	Western	88.4	
Jackson County Schools	Western	87.8	
Swain County Schools	Western	87.7	
State of North Carolina		86.4	
Transylvania County Schools	Western	84.2	
Polk County Schools	Western	81.7	
4-Year Cohort Graduation Rate Percent		State Rank	Region Rank
JCPS		51	11



JCPS Growth Highlights

- 8 of 9 JCPS Schools Met or Exceeded Growth
 - 1 of those 8 schools exceeded School Growth Status
 - Blue Ridge School - Had not exceeded growth since 2017
- All elementary/middle JCPS met or exceeded growth on Reading and math EOG at grades 3-8
- Jackson Community School Met Growth, had not met since 2019



JCPS Proficiency Highlights

- As a district, JCPS increased our Math and Reading EOG Grade Level Proficiency rate by at least 1.5% in each area as compared to 2022.
 - EOG Reading increased by 1.5 percentage points
 - EOG Math increased by 1.6 percentage points
- JCPS NC Math 1 (9-12) proficiency is 7.5 percentage points higher than the NC state average for 2023



JCPS ACT Highlights

- JCPS continues to be above the state average for percent of students meeting the UNC System minimum requirement of 19 or higher.
 - JCPS = 41.3%
 - NC = 41.1%

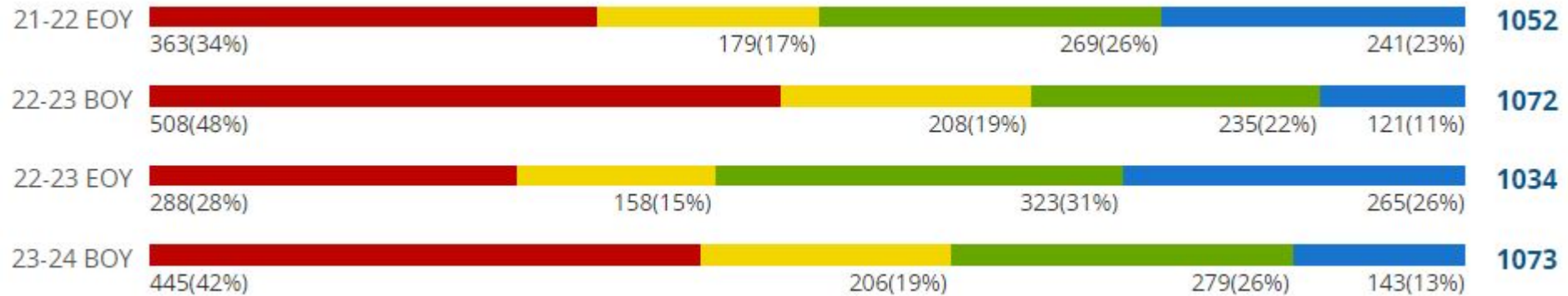


JCPS Federal Designations Highlights

- No Jackson County Public School received any new Federal CSI/TSI designations this year.
- Blue Ridge Early College and Jackson Community School both exited their Federal TSI designation for Economically Disadvantaged Students for having improved data in this subgroup over the last two school years.



District Composite Scores K-3





PUBLIC SCHOOLS OF NORTH CAROLINA

State Board of Education | Department of Public Instruction

PSU Improvement Plan for Social Emotional Learning (SEL) and School Mental Health (SMH) (per NC SBOE Policy [SHLT-003](#))

Note: PSUs whose District MTSS teams have completed the Core SEL Practices course and developed a Core SEL implementation plan around instruction, curriculum, and environment will be well situated to develop a compliant local improvement plan for promoting student health and well-being by July 1, 2021, per SHLT-003 requirements.

In addition, it is strongly recommended that a local needs assessment and resource mapping be conducted prior to completing the improvement plan below. Completion of the [SHAPE Quality Assessment](#) and/or use of the [needs assessment](#) and [resource mapping](#) tools on the [NCDPI SEL and Crisis Response Practice Guide](#) will provide the data needed for the targeted improvement planning below.

PSU Compelling Why & Vision for SEL and School Mental Health Improvement: Jackson County Public Schools recognizes that students need a strong and resilient social/emotional foundation in order to access and unlock their fullest academic potential. Partnering with schools, families, and the community provides students with the best opportunity for present and future success.

CORE SEL and Mental Wellness Supports

Content	Action Items/Status	Person(s) responsible & Timeline	Helpful Resources
SEL and MH Prevention Strengths & Needs	<ul style="list-style-type: none">- Annual completion of SHAPE (Completed 6/8/2023)- Annual completion of FAM-S (Completed 4/30/2023)- Annual completion of FAM-D (Completed 5/10/2023)- Quarterly completion of the BASC-3 BESS Universal Screener at each school (Completed Oct 2022 and Mar 2023)- Daily entry on SMHI forms (ongoing)- Reconnect for Resilience is offered multiple times annually, and was held	<ul style="list-style-type: none">- District Mental Health staff- School MTSS Leadership- District MTSS Leadership- School Student Support Staff / Teachers- Student Support Staff- RfR Trainers	FAM-S YRBS (Youth Risk Behavior Survey) Annual School Health Services Report Healthy Active Children report PowerSchool data Say Something App data SHAPE (School Health Assessment and Performance Evaluation) ECATS MTSS Early Warning System data District Report Card data

	<p>7/11/22, 8/8/22, 10/5/22, 2/10/23, and RfR Orientation on 1/6/22</p> <ul style="list-style-type: none"> - Youth Mental Health First Aid is offered multiple times annual and was held 10/20/22, 1/6/23, and 3/9/23 - SEL Curriculum assessment process was completed involving extensive research, and input from all stakeholders including teachers, SIS, administrators, board members, and parents. Character Strong was selected for roll out with grades 6-12 in 23-24, and then grades K-5 in 24-25 - Check and Connect training was provided to district and school level staff to be implemented in pilot sites. Training was provided 7/19-7/20/23 - JCS, the alternative high school setting, was selected to participate in the Sources of Strength 2 year suicide prevention program. Training for staff will take place 10/16-10/17/23 - SME is receiving ongoing coaching and support from the NC Center for Resilience and Learning through the Dogwood Health Trust effective 23-24 - New and updated MOUs have been developed with outside providers including Vaya, Blue Ridge Health, HIGHTS, and 30th Judicial Alliance to provide assessments, services, and school-based services to JCPS students - Developed and implementing new Risk Screening Protocol based on BTAM model implemented by CCS and SC schools (trainings 9/18 and 10/4/23) - 4 staff members were trained in Circle of Security Parenting in July 2022 and are implementing groups with parents and caregivers 	<ul style="list-style-type: none"> - YMHFA Trainers - C&I Team, all stakeholders - Project AWARE Coach - Project AWARE Director / JCS Principal - NC Center for Resilience and Learning - Project AWARE Director / MH Coordinator (ongoing) - Project AWARE Director/ Project AWARE Coach - COSP trainers 	<p>Racial Equity Report Card data</p>
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Describe existing PSU SEL/ MH prevention initiatives	<p>JCPS is a Project AWARE pilot site, and has employed 8 Mental Health Clinicians who are working in partnership with SISP to strengthen problem-solving processes, resource mapping, and effective partnerships with outside providers.</p> <p>Clinicians are providing direct services to students, in addition to coaching and case management. They are assisting with the implementation of several of the initiatives listed above.</p> <p>The JCPS MH Team promotes and implements prevention and awareness practices in September (suicide prevention), October (substance use prevention), and May (mental health acceptance) across the district.</p> <p>JCPS is focused on offering robust professional development and increasing our capacity to offer training to our community partners and strengthen the existing resources in our community, including DSS, DJJ, MH providers, and LE.</p> <p>Each JCPS school team has SEL champions who are providing SEL lessons and modules within each faculty meeting that address self-care for adults as well as SEL best practices for students. We are rolling out and implementing a “Character Spotlight” in which we will highlight teachers and staff in the district who are embedding SEL practices in their teaching and routines. These will be videos that are shared with JCPS staff and shared on social media with community members.</p>	<ul style="list-style-type: none"> - JCPS Project AWARE MH Team and SISP teams 	
Build/Align Infrastructure	<ul style="list-style-type: none"> ● Adopt/implement mental health training program which includes adult SEL and mental wellness – ongoing, includes monthly SEL modules and sessions in faculty meetings in addition to Character 	District MH Team	FAM-S SEL in Homes and Communities

	<p>Strong training for new staff</p> <ul style="list-style-type: none"> ● Adopt/implement suicide risk referral protocol (completed June 2021, and updated yearly) – training provided yearly to all staff with specific training for SISP ● Improve SISP staffing ratios – ongoing process including cultivating buy-in from stakeholders such as county commissioners, local service clubs, local health foundations, etc – applying for grants to fund positions and programming – building capacity to seek reimbursement for services to sustain positions and programming – taking on school psych, school counselor, and MH clinician interns through WCU ● Engage relevant stakeholders, including families, students, community providers, and cross-system partners (e.g., county agencies, faith-based organizations, professional associations, etc.), with the goal of building school, family, and community partnerships to strengthen SEL and MH prevention (SHAC meets quarterly) – presentations to school board and community organizations – participation in community events in partnership with other organizations such as Region A, local providers, health department, etc ● Early Intervention Team meetings to support school attendance ● Employee Assistance Program available to all staff 	<p>District MH Team</p> <p>HR, Student Support Director, MH Team</p> <p>SHAC, District MH Team</p> <p>SISP</p> <p>HR</p>	
Align with Academic Objectives	School and District SEL Teams explored CASEL resources and followed a plan for implementation of CASEL 3 signature practices at every level, and the adoption of Character Strong	SEL Teams, C&I team, MH Team	NC SEL Standards Mapping Documents Webinar Series Recordings:

	SEL curriculum for 6-12 with a plan to roll down to K-5 in 24-25 (after LETRS is completed)		Integrating SEL into the Content Areas Aligning SEL and Academic Objectives Aligned SEL Sample Lesson Plan
SEL/MH prevention curriculum SEL/MH prevention instruction SEL/MH prevention environment	SEL Champions in each school continue to embed SEL lessons and practices each month in faculty meetings and provide PD to their school staff. All 6-12 school staff participated in Character Strong PD 8/11/23 SEL Support Assistants are in place in 5 elementary school settings since Summer 2021	SEL Champions, SEL Teams, C&I team, School Leadership	Evidence-based Programs Decision Tree NC Professional Teaching Standard II CASEL Supportive School/Classroom Environment
SEL and MH prevention Data Evaluation -student data (screening)	The BASC3/BESS has been administered twice annually. This has been put on hold due to the new Parents Bill of Rights legislation that prohibits screeners and surveys without explicit parental consent. The district is in the process of developing policies and practices to be able to implement screening in the future. School and district MTSS teams, as well as the JCPS MH Team collect and analyze data from the SMHI forms, student records such as grades, attendance, and discipline to assess outcomes and whether our programming is effective.	JCPS MH Team, district leadership	Create SEL/ MH Data Evaluation Plan School Mental Health Quality Guide: Screening MTSS Assessment Guidelines

System of Interventions for SEL and Mental Health

Content & Time	Action Items/Status	Person(s) responsible & Timeline	Helpful Resources
<i>Early Intervention</i>	<ul style="list-style-type: none"> Identify students who are at risk of developing SEL and/or mental health issues at school Identify students experiencing SEL and/or mental health issues at school Provide intervention for at-risk or 	SISP	MTSS Module 2.4 Develop a Behavior/ Social-Emotional and Attendance Component to System of Interventions ECATS Early Warning System

	<p>struggling students</p> <ul style="list-style-type: none"> • Annually review of crisis intervention policies, practices, and personnel • Annually review of discipline policies, practices, and personnel • Ensure PSU is included in local community emergency preparedness plan 	<p>District MH Team</p> <p>Deputy Superintendent, Director of Student Support Services</p>	
<i>Treatment, Referral, Re-entry</i>	<ul style="list-style-type: none"> • improve access to school-based and community-based services for students and their families • improve transitions between and within school and community-based services • Formalize protocol for students re-entering school following acute/residential mental health treatment 	<p>Project AWARE Director, MH Coordinator</p> <p>Project AWARE Director, MH Coordinator</p> <p>District MH Team</p>	Resources for Early Intervention and Treatment

Improvement Plan Review

- Update at each team meeting
- Review quarterly based on evaluation data

Links to supporting documents and resources:

[JCPS Suicide Ideation and Risk Assessment Protocol Best Practices Guide](#)

[JCPS School-Based Risk Screening Tool](#)

[Characterstrong.com](#)

[Youth Mental Health First Aid](#)

[Sources of Strength](#)

[Resources for Resilience](#)

[NC Center for Resilience and Learning](#)

[Check and Connect](#)

[Circle of Security Parenting](#)

Pisgah Audio Video Lighting, LLC

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Estimate

ADDRESS

Mr. Greg Stewart
Jackson County Public Schools
398 Hospital Rd
Sylva, NC 28779

SHIP TO

Mr. Greg Stewart
Jackson County Public Schools
398 Hospital Rd
Sylva, NC 28779

ESTIMATE # S-2795**DATE 09/12/2023****EXPIRATION DATE 12/12/2023**

ITEM	QTY	RATE	AMOUNT
Audio Sales QSC Q-SYS Core 110f-v2 DSP w/ Perpetual Scripting License, UCI Deployment License & 8X8 Dante License	1	4,282.56	4,282.56T
Audio Sales QSC Q-SYS SPA-Qf 60x4 Amplifier	1	3,263.72	3,263.72T
Audio Sales QSC Q-SYS NS10-125+ Network Switch	1	1,081.08	1,081.08T
Audio Sales QSC Q-SYS TSC-101-G3 Touchscreen Control	1	2,596.23	2,596.23T
Audio Sales QSC AC-C6T 6.5-inch 2-way In-Ceiling Speaker	6	128.58	771.48T
Audio Sales Shure SLXD24D/SM58 Dual Wireless System with 2 SLXD2/SM58 Handheld Transmitters	4	1,397.05	5,588.20T
Audio Sales Shure UA844+SWB/LC 5-Way Active Antenna Distribution System	2	568.65	1,137.30T
Audio Sales Ultimate Support JS-DMS50 Table-Top Microphone Stand	8	15.61	124.88T
Audio Sales SKB 1SKB-R6UW 6RU Molded Rack Case with Wheels	1	295.97	295.97T
Audio Sales SKB 1SKB-R8UW 8RU Molded Rack Case with Wheels	1	319.53	319.53T
Audio Sales Furman M-8X2 15A Power Conditioner with 8 Outlets	2	86.94	173.88T
Audio Sales Whirlwind MK401NP 1' MK4 Series XLRM-XLRF Microphone Cable	8	36.02	288.16T
Audio Sales Middle Atlantic D2 2RU Rack Drawer	2	185.60	371.20T
Audio Sales Whirlwind PR1-ND 1 Space Rack Panel with 10 D Series Punches	2	50.39	100.78T

ITEM	QTY	RATE	AMOUNT
Audio Sales Neutrik NC3MD-LX-BAG DLX Series 3-pin XLRM Panel Connector	8	3.52	28.16T
Audio Sales Neutrik NC3FDM3LBAG-1 DL1 Series 3 pin Female Receptacle	8	4.08	32.64T
Audio Sales Pro Co WP1057 Single Gang Wallplate with RJ45 Jack, Steel	2	38.52	77.04T
Video Sales Samsung BEC-H Series 65" 4K UHD Commercial TV	2	294.76	589.52T
Video Sales Peerless SA771PU Universal Articulating Arm Mount (for 37"-71" Flatscreens, Black)	2	552.29	1,104.58T
Video Sales IOGEAR GWHD11 Wireless HDMI Transmitter and Receiver Kit	3	294.76	884.28T
Shop Supplies Tools, connectors, fasteners, hardware, etc.	1	700.00	700.00T
Labor One Full Day of Q-SYS Certified Supervisor Installation/QSYS Programming/Training	5	600.00	3,000.00
Labor One Full Day of AV Technician Installation Labor	2	400.00	800.00

50% Deposit required for confirmation	SUBTOTAL	27,611.19
	TAX	1,666.78
	TOTAL	\$29,277.97

Accepted By

Accepted Date

UNAUDITED FINANCIAL SUMMARY SEPTEMBER 2023

Fund		Beginning Budget/Beg Balance		Budget Adjustments		Current Budget/Balance		Year-to-Date Exp/Rev		PO's & Encumbrances Outstanding		Remaining Balance	Percent Spent
1	STATE PUBLIC SCHOOL FUND	\$27,351,510.00		\$0.00		\$27,351,510.00		\$5,848,975.79		\$133,194.92		\$21,369,339.29	21.87%
2	LOCAL FUNDS	\$10,005,814.00		\$0.00		\$10,005,814.00		\$1,735,948.81		\$78,855.72		\$8,191,009.47	18.14%
3	FEDERAL GRANT FUND	\$4,101,053.58		\$0.00		\$4,101,053.58		\$1,073,813.66		\$132,508.13		\$2,894,731.79	29.41%
4	THE CAPITAL OUTLAY FUND	\$1,822,510.00		\$0.00		\$1,822,510.00		\$354,649.75		\$644,096.30		\$823,763.95	54.80%
5	CHILD NUTRITION FUND	\$3,343,992.00		\$0.00		\$3,343,992.00		\$368,182.71		\$175,942.64		\$2,799,866.65	16.27%
6	TRUST AND AGENCY FUND	\$60,000.00		\$0.00		\$60,000.00		\$0.00		\$0.00		\$60,000.00	0.00%
8	OTHER SPECIFIC REVENUE FUND	\$5,403,198.00		\$0.00		\$5,403,198.00		\$503,089.75		\$121,230.95		\$4,778,877.30	11.55%
	Grand Total	\$52,088,077.58		\$0.00		\$52,088,077.58		\$9,884,660.47		\$1,285,828.66		\$40,917,588.45	21.45%

We are on target with our budget and project to be within budget by June 30, 2024.

UNAUDITED FINANCIAL SUMMARY SEPTEMBER 2022

Fund		Beginning Budget/Beg Balance		Budget Adjustments		Current Budget/Balance		Year-to-Date Exp/Rev		PO's & Encumbrances Outstanding		Remaining Balance	Percent Spent
1	STATE PUBLIC SCHOOL FUND	\$28,250,936.00		(\$63,129.00)		\$28,187,807.00		\$5,852,406.34		\$158,094.36		\$22,177,306.30	21.32%
2	LOCAL FUNDS	\$10,377,387.00		\$0.00		\$10,377,387.00		\$1,780,486.66		\$120,205.79		\$8,476,694.55	18.32%
3	FEDERAL GRANT FUND	\$7,181,970.00		\$0.00		\$7,181,970.00		\$1,154,677.51		\$206,171.55		\$5,821,120.94	18.95%
4	THE CAPITAL OUTLAY FUND	\$1,767,700.00		\$25,000.00		\$1,792,700.00		\$301,521.23		\$788,593.64		\$702,585.13	60.81%
5	CHILD NUTRITION FUND	\$3,132,855.00		\$1,500.00		\$3,134,355.00		\$361,144.78		\$116,354.56		\$2,656,855.66	15.23%
8	OTHER SPECIFIC REVENUE FUND	\$4,732,575.00		(\$242,118.00)		\$4,490,457.00		\$443,654.11		\$283,840.90		\$3,762,961.99	16.29%
	Grand Total	\$55,419,223.00		(\$278,747.00)		\$55,140,476.00		\$9,893,890.63		\$1,673,260.80		\$43,573,324.57	20.98%

Comparison Data Only

BUDGET RESOLUTION
2023-2024

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

Section 1-

The following amounts are hereby appropriated for the operation of the school administrative unit in the State Public School Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

Fund 1	1 digit Purp	1 digit Purp Desc	Beginning Budget
State Public School Funds	5XXX	Instructional Services	\$24,410,945
	6XXX	System-Wide Support Services	\$2,905,565
	7XXX	Ancillary Services	\$35,000
Total State Public School Fund Appropriation			\$27,351,510

Section 2-

The following revenues are estimated to be available to the State Public School Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

Total State Funds	3100	\$27,351,510
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Section 3-

The following amounts are hereby appropriated for the operation of the school administrative unit in the Local Current Expense Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

Fund 2	1 digit Purp	1 digit Purp Desc	Beginning Budget
Local Current Expense Fund	5XXX	Instructional Services	\$4,701,627
	6XXX	System-Wide Support Services	\$4,362,583
	7XXX	Ancillary Services	\$46,604
	8XXX	Non-Programmed Charges	\$895,000
Total Local Current Expense Fund Appropriation			\$10,005,814

Section 4-

The following revenues are estimated to be available to the Local Current Expense Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

Federal Funds	3700	Timber Receipts	\$147,605
Local Funds:	4110	County Appropriation	\$9,270,008
	4410	Fines & Forfeitures	\$160,000
	4910	Fund Balance Appropriated	\$428,201

Total Local Current Expense Fund Revenue	\$10,005,814
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Section 5-

The following amounts are hereby appropriated for the operation of the school administrative unit in the Federal Grants Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

Fund 3	1 digit Purp	1 digit Purp Desc	Beginning Budget
Federal Grants Funds	5XXX	Instructional Services	\$3,134,713
	6XXX	System-Wide Support Services	\$625,284
	7XXX	Ancillary Services	\$0
	8XXX	Non-Programmed Charges	\$341,057
Total Federal Grants Fund Appropriation			\$4,101,054

Section 6-

The following revenues are estimated to be available to the Federal Grants Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

Total Federal Grants Funds	3600	\$4,101,054
-----------------------------------	-------------	--------------------

Section 7-

The following amounts are hereby appropriated for the operation of the school administrative unit in the Capital Outlay Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

Fund 4	1 digit Purp	1 digit Purp Desc	Beginning Budget
Capital Outlay Fund	5XXX	Instructional Services	\$25,000
	6XXX	System-Wide Support Services	\$1,797,510
	8XXX	Non-Programmed Charges	\$0
Total Capital Outlay Fund Appropriation			\$1,822,510

Section 8-

The following revenues are estimated to be available to the Capital Outlay Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

1/2 Cent Sales Tax	4140	County appropriation	\$1,455,700
Replacement School Bus	3400	State appropriation	\$325,000
Fund Balance appropriated	4910	Fund Balance Appropriated	\$41,810
Total Capital Outlay Fund Revenue			\$1,822,510

Section 9-

The following amounts are hereby appropriated for the operation of the school administrative unit in the School Nutrition Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

Fund 5	1 digit Purp	1 digit Purp Desc	Beginning Budget
School Nutrition Fund	7XXX	Ancillary Services	\$3,168,992
	8XXX	Non-Programmed Charges	\$175,000

Total School Nutrition Fund Appropriation	\$3,343,992
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Section 10-

The following revenues are estimated to be available to the School Nutrition Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

State Funds	3250	Revenues	\$1,500
Federal Funds	38xx	Revenues	\$2,027,503
Local Funds	43xx, 44xx & 48xx	Revenues	\$722,300
Transfer from State Public School Funds	4921	Revenues	\$45,000
Transfer from Federal Grants Funds	4923	Revenues	\$10,000
Fund Balance appropriated	4910	Prior Year	\$537,689
Total School Nutrition Fund Revenues			\$3,343,992

Section 11-

The following amounts are hereby appropriated for the operation of the school administrative unit in the Other Specific Revenue Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

Fund 6 & 8	1 digit Purp	1 digit Purp Desc	Beginning Budget
Other Specific Revenue Fund	6XXX	System-Wide Support Services	\$60,000
			\$725,873
	5XXX	Instructional Services	\$2,671,306
	7XXX	Ancillary Services	\$113,880
	8XXX	Non-Programmed Charges	\$1,892,139
Total Other Specific Revenue Fund Appropriation			\$5,463,198

Section 12-

The following revenues are estimated to be available to the Other Specific Revenue Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

State Funds	32xx	State-Other	\$50,000
Federal Funds	37xx	Federal Other	\$464,555
Local Funds	4xxx	Local Other	\$1,414,889
Fund Balance Appropriated	4910	Fund Balance	\$3,533,754
Transfers from Other Funds			\$0
Total Other Specific Revenue Fund Revenue			\$5,463,198

Section 13-

All appropriations shall be paid first from revenue restricted as to use, and second from general unrestricted revenues.

Section 14-

The Superintendent and Finance Officer are hereby authorized to transfer appropriations within a fund under the following conditions:

- A. Amounts up to \$10,000 may be transferred between sub-functions and objects of expenditures within a function without a report to the Board of Education being required.
- B. Amounts up to \$10,000 may be transferred between functions of the same fund with a report on such transfers to be made to the Board of Education at its next regular meeting.
- C. Proposed expenditures from State, Federal or other sources of revenues may be amended upon receipt of information altering the anticipated revenues. Budget Amendments shall be reported to the Board of Education at its next regular meeting.
- D. Transfers between funds shall not be made without prior approval of the Board of Education.

Section 15-

Copies of the Budget Resolution shall be immediately be furnished to the Superintendent and School Finance Officer for direction in carrying out their duties.

Section 16-

This Budget Resolution shall be effective July 1, 2023. Adopted, this the 30th day of September 2023.

Chairperson, Board of Education

Secretary, Board of Education

**JACKSON COUNTY PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING SCHEDULE
2023 - 2024**

The Board of Education voted on July 25, 2023, to hold its regular monthly meetings on the fourth **Tuesday** night of each month at 6:00 p.m. at the locations listed below. (*Exceptions)

Regular meetings, special meetings, emergency meetings, and recessed meetings will be posted in accordance with the North Carolina Open Meetings Statute 143-318.12.

<u>MONTH</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
JULY	Tuesday	July 25	6:00 p.m.	Central Office
AUGUST	Tuesday	August 22	6:00 p.m.	Central Office
SEPTEMBER	Tuesday	September 26	6:00 p.m.	Central Office
OCTOBER	Tuesday	October 24	6:00 p.m.	Central Office
NOVEMBER	Tuesday	*November 14	6:00 p.m.	Central Office
DECEMBER	Tuesday	*December 19	6:00 p.m.	Central Office
JANUARY	Tuesday	January 23	6:00 p.m.	Central Office
FEBRUARY	Tuesday	February 27	6:00 p.m.	Central Office
MARCH	Tuesday	*March 19	6:00 p.m.	Central Office
APRIL	Tuesday	April 23	6:00 p.m.	Central Office
MAY	Tuesday	May 28	6:00 p.m.	Central Office
JUNE	Tuesday	June 25	6:00 p.m.	Central Office

Public Notice: If you are disabled and in need of reasonable accommodation in order to attend any school event, please notify the school office or central office 10 days in advance with specific information concerning your need.

UPDATED AND APPROVED BY JACKSON COUNTY BOARD OF EDUCATION 09/28/2023

Posted: **September 29, 2023**

The board recognizes the critical role of parents in the education of their children and in the schools. The board directs school administrators to develop programs that will promote and support parental involvement in student learning and achievement at school and at home and encourage successful progress toward graduation. Each parent is encouraged to learn about the educational program, the educational goals and objectives of the school system, and his or her own child's progress. The board also encourages parents to participate in their children's education and in activities designed by school personnel to involve them, such as parent conferences, in order to foster effective teacher and parent communication. Parents are responsible for cooperating with school employees to facilitate their children's compliance with board policies concerning homework, school attendance, and behavior.

For purposes of this policy, "parent" includes parents, legal guardians, and legal custodians of students who are under 18 years old and who have not been emancipated.

A. PARENTAL INVOLVEMENT PLANS**1. Parental Involvement Plan as Part of the School Improvement Plan**

The board directs each principal to ensure that the school improvement team develops a plan for the school's parental involvement program as a part of the school improvement plan. The principal shall publicize drafts of the parental involvement plan prior to finalization and solicit input from parents of students in the school. This plan must include, at a minimum, efforts to enhance parental involvement by promoting the following priorities:

- a. regular, meaningful, two-way communication between home and school;
- b. responsible parenting;
- c. involvement of parents in student learning;
- d. parental volunteering in the school;
- e. involvement of parents in school decisions that affect children and families;
- f. parental training based on parents' informational needs;
- g. collaboration with community agencies and other organizations to provide resources to strengthen school programs, families, and student learning; and
- h. student health awareness among parents by addressing the need for health programs and student health services, which are linked to student learning.

2. Title I Parent and Family Engagement Plan

Each school participating in the Title I program must develop, with parents and family members, a school-level written parent and family engagement plan that involves parents in the planning and improvement of Title I activities and describes the means for carrying out school-level policy, sharing responsibility for student academic achievement, building the capacity of school staff and parents for involvement, and increasing accessibility for participation of all parents and family members of children participating in Title I programs. See policy 1320/3560, Title I Parent and Family Engagement.

3. Parental Involvement Component of a School Plan for Managing Student Behavior

Each school's plan for managing student behavior should include parental involvement strategies that address when parents will be notified or involved in issues related to their child's behavior. See policy 4302, School Plan for Management of Student Behavior.

B. PARENT COMMUNICATION, PARTICIPATION, AND CONFERENCES

1. Communication with Parents

The board encourages school personnel to have regular contact with parents for informational purposes as well as for commendation of students and notification of concerns. School personnel shall communicate with parents about student behavior issues in accordance with requirements of policy 4341, Parental Involvement in Student Behavior Issues, and about student attendance as described in policy 4400, Attendance. In addition, parents will be notified promptly if school personnel suspect that a criminal offense has been committed against the parent's child, unless notification would impede an investigation by law enforcement or the child welfare agency.

The principal must effectively communicate to parents the manner in which textbooks are used to implement the school's curricular objectives. Any parent interested in learning more about their child's course of study or the source of any supplementary instructional materials should contact the principal for more information. If a parent would like to inspect and review particular instructional materials, the parent should make such a request in accordance with policy 3210, Parental Inspection of and Objection to Instructional Materials.

The principal also shall ensure that information about the nature and purpose of all clubs and activities, curricular and extracurricular, offered at the school is available at the school's main office. Any parent who would like information about such clubs or activities should contact the school's main office.

The principal or designee shall strive, through oral or written communication or

other means, to include the parents of students identified as at-risk in the implementation and review of academic and/or behavioral interventions for their children, in accordance with policy 3405, Students at Risk of Academic Failure.

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

2. Parent Participation at Schools

The board encourages parents to engage in activities in their children's schools. Parents are welcome to visit schools in accordance with policy 5020, Visitors to the Schools, and, if interested, are urged to participate in school volunteer programs as described in policy 5015, School Volunteers. In addition, opportunities exist for parents to participate on school advisory councils, such as the school health advisory council (see policy 6140, Student Wellness), school improvement teams (see policy 3430, School Improvement Plan), school media and technology advisory committees (see policy 3200, Selection of Instructional Materials), and the business advisory council (see policy 2670, Business Advisory Council).

3. Conferences

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

C. PARENTAL NOTIFICATION

1. Title I Notifications

Each principal or designee of a Title I school shall effectively notify parents of all parental rights and other required information regarding Title I schools and programs, in accordance with federal law. Parents of students in Title I schools shall receive a copy of the system-wide Title I parent and family engagement policy (policy 1320/3560) and the school-wide parent involvement plan.

2. Parent Guide for Student Achievement

Each year, the superintendent or designee shall create a parent guide for student achievement that meets the requirements of state law and the State Board of Education. All parents will receive a written copy of the guide, and information in

the guide will be discussed at the beginning of each school year in meetings of students, parents, and teachers.

At a minimum the guide will include the following:

- a. information for parents regarding the following as it pertains to their child: (1) requirements for promotion to the next grade, including the requirements of the North Carolina Read to Achieve Program as set forth in Part 1A of Article 8 of Chapter 115C; (2) the course of study, textbooks, and other supplementary instructional materials and policy 3210, Parental Inspection of and Objection to Instructional Materials, which provides for the inspection and review of those materials; (3) the child's progress toward achieving State and unit expectations for academic proficiency, including policies for student assessment, and the child's assessment results, report cards, and progress reports; (4) qualifications of the child's teachers, including licensure status; and (5) school entry requirements, including required immunizations;
- b. parental actions that can do the following: (1) strengthen the child's academic progress, especially in the area of reading as provided in the North Carolina Read to Achieve Program; (2) strengthen the child's citizenship, especially social skills and respect for others; (3) strengthen the child's realization of high expectations and setting lifelong learning goals; and (4) place a strong emphasis on the communication between the school and the home;
- c. services available for parents and their children, such as family literacy services; mentoring, tutoring, and other academic reinforcement programs; after-school programs; and college planning, academic advisement, and student counseling services (see policy 3610, Counseling Program);
- d. opportunities for parental participation, such as parenting classes, adult education, school advisory councils, and school volunteer programs;
- e. opportunities for parents to learn about rigorous academic programs that may be available for their child, such as honors programs, Career and College Promise and other dual enrollment opportunities, advanced placement, Advanced International Certificate of Education (AICE) courses, International Baccalaureate, North Carolina Virtual High School courses, and accelerated access to postsecondary education;
- f. educational choices available to parents, including each type of public school unit available to residents of the county in which the child lives and nonpublic school options, educational choice options offered within the school system, and programs for scholarship grants for nonpublic schools (Part 2A of Article 39 of Chapter 115C) and for personal education student

accounts for students with disabilities (Article 41 of Chapter 115C);

- g. rights of students who have been identified as students with disabilities, as provided in Article 9 of Chapter 115C;
- h. contact information for school and unit offices;
- i. resources for information on the importance of student health and other available resources for parents, including the following information on available immunizations and vaccinations: (1) a recommended immunization schedule in accordance with the United States Centers for Disease Control and Prevention recommendations; and (2) information about meningococcal meningitis and influenza, including the causes, symptoms, and vaccines, how the diseases are spread, and places where parents and guardians may obtain additional information and vaccinations for their children as required by G.S. 115C-375.4; and
- j. this policy (policy 1310/4002, Parental Involvement); policy 1320/3560, Title I Parent and Family Engagement; policy 2670, Business Advisory Council; policy 3210, Parental Inspection of and Objection to Instructional Materials; policy 3430, School Improvement Plan; policy 3540, Comprehensive Health Education Program; policy 4400, Attendance; policy 5015, School Volunteers; policy 5020, Visitors to the Schools; and policy 6140, Student Wellness.

3. Additional Annual Notifications

The principal or designee shall annually notify parents of the following information to the extent that it has not already been provided to parents as part of the parent guide for student achievement:

- a. parental rights related to student records (see policy 4700, Student Records);
- b. parental rights related to student surveys (see policy 4720, Surveys of Students);
- c. the approximate dates of any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered and scheduled in advance by the school administration, and (c) not necessary to protect the immediate health and safety of students;
- d. the schedule of pesticide use on school property and their right to request notification of nonscheduled pesticide use (see policy 9205, Pest Management);

- e. student behavior policies, the Code of Student Conduct, and school standards and rules (see policies in the 4300 series);
- f. the permissible use of seclusion and restraint in the schools (see regulation 4302-R, Rules for Use of Seclusion and Restraint in Schools);
- g. policy 4329/7311, Bullying and Harassing Behavior Prohibited;
- h. policy 1740/4010, Student and Parent Grievance Procedure;
- i. the dates of the system-wide and state-mandated tests that students will be required to take during that school year, how the results from the tests will be used, and whether each test is required by the State Board of Education or by the local board;
- j. grading practices that will be followed at the school and, for parents of high school students, the method of computing the grade point averages that will be used for determining class rank (see policies 3400, Evaluation of Student Progress, and 3450, Class Rankings);
- k. available opportunities and the enrollment process for students to take advanced courses and information explaining the value of taking advanced courses;
- l. if applicable, that their child will be provided advanced learning opportunities in mathematics or will be placed in an advanced mathematics course;
- m. a clear and concise explanation of the North Carolina testing and accountability system that includes all information required by federal law;
- n. a report containing information about the school system and each school, including, but not limited to:
 - i. the following information both in the aggregate and disaggregated by category: student achievement, graduation rates, performance on other school quality and/or student success indicators, the progress of students toward meeting long-term goals established by the state, student performance on measures of school climate and safety, and, as available, the rate of enrollment in post-secondary education;
 - ii. the performance of the school system on academic assessments as compared to the state as a whole and the performance of each school on academic assessments as compared to the state and school system as a whole;

- iii. the percentage and number of students who are:
 - 1. assessed,
 - 2. assessed using alternate assessments,
 - 3. involved in preschool and accelerated coursework programs, and
 - 4. English learners achieving proficiency;
- iv. the per pupil expenditures of federal, state, and local funds; and
- v. teacher qualifications;
- o. the grade earned by the school on the most recent annual report card issued for it by the State Board of Education if the grade was a D or F;
- p. supportive services available to students, including health services;
- q. for parents of students in grades 5 through 12, information about cervical cancer, cervical dysplasia, and human papillomavirus, including the causes and symptoms of these diseases, how they are transmitted, how they may be prevented by vaccination, including the benefits and possible side effects of vaccination, and places parents and guardians may obtain additional information and vaccinations for their children;
- r. how to reach school officials in emergency situations during non-school hours;
- s. information about and an application form for free and reduced price meals and/or free milk (see policy 6225, Free and Reduced Price Meal Services);
- t. information about the school breakfast program;
- u. information about the availability and location of free summer food service program meals for students when school is not in session;
- v. for parents of children with disabilities, procedural safeguards (see also policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities);
- w. information on the availability of the asbestos management plan and planned or in-progress inspections, re-inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities;
- x. education rights of homeless students (see policy 4125, Homeless Students);
- y. the content and implementation of the local school wellness policy (see

policy 6140, Student Wellness);

- z. their right to take four hours of unpaid leave from their jobs every year in order to volunteer in their child's school as stated in G.S. 95-28.3 (see policy 5015, School Volunteers);
- aa. that the school system does not discriminate on the basis of race, color, national origin, sex, disability, or age, and that the school system provides processes for resolving discrimination and harassment complaints (see policies 1710/4020/7230, Discrimination and Harassment Prohibited by Federal Law, 1720/4030/7235, Title IX Nondiscrimination on the Basis of Sex, and 1730/4022/7231, Nondiscrimination on the Basis of Disabilities);
- bb. that the school system provides equal access to its facilities, programs, and activities to the Boy Scouts and other designated youth groups (see policy 1710/4020/7230, Discrimination and Harassment Prohibited by Federal Law); and
- cc. the availability of and the process for requesting a waiver or reduction of student fees (see policy 4600, Student Fees).

4. Opportunities to Withhold Consent/Opt Out Notifications

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

- a. release of student directory information about their child for school purposes or to outside organizations (see policy 4700, Student Records);
- b. release of their child's name, address, and telephone listing to military recruiters or institutions of higher education (see policy 4700, Student Records);
- c. their child's participation in curricula related to (a) prevention of sexually transmitted diseases, including HIV/AIDS; (b) avoidance of out-of-wedlock pregnancy; or (c) reproductive health and safety education, as provided in policy 3540, Comprehensive Health Education Program. A copy of the materials that will be used in these curricula will be available in the school media center during the school year and at other times that the media center is available to the public. To meet any review periods required by law, materials also may be made available for review in the central office;
- d. their child's participation in academic or career guidance or personal or social counseling services of a generic nature offered to groups of students (e.g., peer relations strategies offered to all sixth graders). However, parental notification and permission are not required for: (a) short-duration

academic, career, personal, or social guidance and counseling and crisis intervention that is needed to maintain order, discipline, or a productive learning environment; (b) student-initiated individual or group counseling targeted at a student's specific concerns or needs; and (c) counseling if child abuse or neglect is suspected (see policies 3610, Counseling Program, and 4240/7312, Child Abuse and Related Threats to Child Safety);

- e. their child's participation in any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance; (b) administered and scheduled in advance by the school administration; and (c) not necessary to protect the immediate health and safety of students;
- f. the collection, disclosure, or use of their child's personal information for marketing purposes (see policy 4720, Surveys of Students); and
- g. release of their child's free and reduced-price meal information to State Medicaid or State children's health insurance program (SCHIP).

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

D. PARENTAL PERMISSION REQUIRED

Written parental permission is required prior to the following activities:

- 1. the administration of medications to students by employees of the school system (see policy 6125, Administering Medicines to Students);
- 2. the release of student records that are not considered directory information, unless the release is allowed or required by law (see policy 4700, Student Records);
- 3. off-campus trips;
- 4. students' participation in high-impact or high-risk sports or extracurricular activities, such as football or mountain climbing (see policy 4220, Student Insurance Program);
- 5. all decisions or actions as required by the IDEA with regard to providing special education or related services to students with disabilities (see policy 3520, Special Education Programs/Rights of Students with Disabilities);
- 6. certain health services, as required by law;

7. participation in a mental health assessment or mental health services under circumstances prescribed by federal law;
8. students' participation in programs or services that provide information about where to obtain contraceptives or abortion referral services;
9. students' participation in surveys that are conducted concerning protected topics (see policy 4720, Surveys of Students);
10. disclosure of students' free and reduced price lunch eligibility information or eligibility status; and
11. students' access to the Internet, as described in policy 3225/4312/7320, Technology Responsible Use.

E. PROCEDURES FOR PARENTAL INVOLVEMENT IN STUDENT HEALTH

1. Parent Notifications Regarding Student Physical and Mental Health

At the beginning of each school year, the principal or designee shall notify parents of (1) each health care service offered at their children's schools and the means for parents to provide consent for any specific services; (2) acknowledgement that consenting to a health care service does not waive the parents' right to access their children's educational records or health records or to be notified of changes in their children's services or monitoring; and (3) the procedures to exercise the parental remedies for concerns related to student health provided by G.S. 115C-76.60 and described below in subsection E.6.

Before any student well-being questionnaire or health screening form is administered to students in kindergarten through third grade, the principal or designee shall provide parents with a copy of the questionnaire or form and shall inform parents of the means for parents to consent to the use of the questionnaire or form for their children.

The principal or designee shall notify parents of changes in services or monitoring related to their children's mental, emotional, or physical health or well-being and the school's ability to provide a safe and supportive learning environment for their children prior to or contemporaneously with the changes being made. In addition, the principal or designee shall notify parents before any changes are made to the names or pronouns used for their children in school records or by school personnel.

No school system policy, procedure, or form will expressly or otherwise prohibit school employees from notifying parents about their children's mental, emotional, or physical health or well-being or a change in related services or monitoring, nor will any school system policy, procedure, or form intentionally encourage or be

designed in a manner that is reasonably likely to have the effect of encouraging any children to withhold from their parents information about their mental, emotional, or physical health or well-being or a change in related services or monitoring. School personnel shall not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being.

2. Discussions Related to Student Well-Being

In accordance with the rights of parents provided in Chapter 114A of the General Statutes, when issues of a student's well-being arise, school personnel shall encourage the student to discuss the issues with his or her parent. As appropriate, school personnel may facilitate discussions of such issues with parents.

3. Parent Access to Student Records

Parents will not be prohibited from accessing any of their children's education and health records created, maintained, or used by the school system, except as permitted by law. See policy 4700, Student Records.

4. Student Support Services Training

Student support services training developed or provided by the school system to school personnel will adhere to student services guidelines, standards, and frameworks established by the Department of Public Instruction.

5. Instruction on Gender Identity, Sexual Activity, and Sexuality

Instruction on gender identity, sexual activity, or sexuality will not be included in the curriculum provided in kindergarten through fourth grade, regardless of whether the information is provided by school personnel or third parties. For purposes of this subsection, curriculum includes the standard course of study and support materials, locally developed curriculum, supplemental instruction, and textbooks and other supplementary materials, but does not include responses to student-initiated questions.

6. Remedies for Parental Concerns Related to Student Health

If a parent has a concern about the school or school system's procedure or practice under Part 4 of Article 7B of Chapter 115C, as described here in Section E of this policy, the parent should submit the concern in writing to the principal. The principal shall schedule and hold a meeting with the parent within five days after the concern was submitted. The principal shall conduct any necessary investigation. If possible, the principal should resolve the concern within seven days after the concern was submitted. If the principal cannot resolve the concern within seven days, the principal shall immediately notify the superintendent or

designee. The superintendent or designee shall assist, as needed, in resolving the concern.

If the concern has not been resolved within 15 days after the parent initially submitted the concern, the superintendent or designee shall schedule a board hearing to be conducted pursuant to policy 2500, Hearings Before the Board, to occur within the next 15 days. If the concern is not resolved 30 days after the parent initially submitted the concern, the board will provide a statement of the reasons for not resolving the concern.

If the concern is not resolved within 30 days of initial submission, the parent has the right to pursue additional remedies as provided in G.S. 115C-76.60(b).

F. PARENT REQUESTS FOR INFORMATION

A parent may request in writing from the principal any of the information the parent has the right to access under Part 3 of Article 7B of Chapter 115C. The principal, within 10 business days, shall either provide the requested information to the parent or provide an extension notice to the parent that, due to the volume or complexity of the request, the information will be provided no later than 20 business days from the date of the parental request.

If the principal (1) denies or fails to respond to the request for information within 10 business days or (2) fails to provide information within 20 business days following an extension notice, the parent may then submit the written request for information to the superintendent, along with a statement specifying the time frame of the denial or failure to provide information by the principal.

If the superintendent denies or does not respond to the request for information within 10 business days, the parent may appeal the denial or lack of response to the board no later than 20 business days from the date of the request to the superintendent. The board will place the parent's appeal on the agenda for the next board meeting occurring more than three business days after submission of the appeal.

The information in this Section F will be posted on the school system's website along with the list of parents' legal rights for their child's education as described in G.S. 115C-76.25.

G. COMMUNITY SERVICES AVAILABLE

A variety of community services are available to provide parents and families of students in the school system with needed information, support, and resources. Parents are encouraged to utilize applicable community services such as the following:

[G.S. 115C-76.35(a)(1) requires that board policy provides links to parents for community services. Insert here a list of applicable links to community services available to parents of students in your school system.]

H. REPORTING REQUIREMENTS

By September 15 of each year, the superintendent or designee shall report to the State Board of Education parental involvement information as required by G.S. 115C-76.70.

Legal References: Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Asbestos Hazard Emergency Response Act, 15 U.S.C. 2641, *et seq.*; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. 108.9; Elementary and Secondary Education Act, as amended, 20 U.S.C. 6301 *et seq.*, 34 C.F.R. pt. 200; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, 34 C.F.R. pt. 99; Individuals with Disabilities Education Act, 20 U.S.C. 1400, *et seq.*; McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, *et seq.*; National School Lunch Program, 42 U.S.C. 1751 *et seq.*, 7 C.F.R. 210.12, 7 C.F.R. pt. 245; Protection of Pupil Rights Amendment, 20 U.S.C. 1232h, 34 C.F.R. pt. 98; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, 34 C.F.R. pt. 100; Title IX of the Education Amendments Act of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; 20 U.S.C. 7908; G.S. 90-21.1, -21.10B; 95-28.3; 114A-10; 115C-47(47), -47(51), -47(54), -47(58), -76.1, -76.20, -76.25, -76.30, -76.35, -76.40, -76.45, -76.50, -76.55, -76.60, -76.65, -76.70, -81.25, -81.30, -81.36, -105.41, -109.1, -174.26(d), -307(c), -375.4, -390.2, -391.1, -402.15, -407.16; 16 N.C.A.C. 6D .0307; State Board of Education Policies KNEC-002, PRNT-000, TEST-001

Cross References: Title I Parent and Family Engagement (policy 1320/3560), Discrimination and Harassment Prohibited by Federal Law (policy 1710/4020/7230), Title IX Nondiscrimination on the Basis of Sex (policy 1720/4030/7235), Nondiscrimination on the Basis of Disabilities (policy 1730/4022/7231), Student and Parent Grievance Procedure (policy 1740/4010), Hearings Before the Board (policy 2500), Business Advisory Council (policy 2670), Selection of Instructional Materials (policy 3200), Parental Inspection of and Objection to Instructional Materials (policy 3210), Technology Responsible Use (policy 3225/4312/7320), Evaluation of Student Progress (policy 3400), Students at Risk of Academic Failure (policy 3405), School Improvement Plan, (policy 3430), Class Rankings (policy 3450), Special Education Programs/Rights of Students with Disabilities (policy 3520), Comprehensive Health Education Program (policy 3540), Counseling Program (policy 3610), Homeless Students (policy 4125), Student Insurance Program (policy 4220), Child Abuse and Related Threats to Child Safety (policy 4240/7312), Student Behavior Policies (4300 series), Rules for Use of Seclusion and Restraint in Schools (regulation 4302-R), Bullying and Harassing Behavior Prohibited (policy 4329/7311), Parental Involvement in Student Behavior Issues (policy 4341), Attendance (policy 4400), Student Fees (policy 4600), Student Records (policy 4700), Surveys of Students (policy 4720), School Volunteers (policy 5015), Visitors to the Schools (policy 5020), Registered Sex Offenders (policy 5022), Student Health Services (policy 6120), Administering Medicines to Students (policy 6125), Student Wellness (policy 6140), Free and Reduced Price Meal Services (policy 6225), Pest Management (policy 9205)

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Updated: April 25, 2017
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Updated: October 23, 2018
Updated: December 16, 2019
Updated: October 27, 2020
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PARENTAL INSPECTION OF AND OBJECTION TO INSTRUCTIONAL MATERIALS

Policy Code:

3210

In policy 3200, Selection of Instructional Materials, the board establishes a process for the selection of instructional materials to meet State Board of Education requirements and the educational goals of the board. That process provides an opportunity for parental input in the selection of materials.

The board recognizes that despite the opportunity to participate in the selection of materials, parents still may have concerns about instructional materials used in the school system. Thus, to further involve parents in the education of their children, the board also provides opportunities for parents to review instructional materials and a process for parents to use when they object to instructional materials.

A. PARENTAL RIGHT TO INSPECT MATERIALS

Parents may review all instructional materials, as defined in policy 3200, Selection of Instructional Materials. Instructional materials do not include academic tests or assessments. Parents who would like to inspect and review instructional materials should make a request in writing to the principal. The principal shall schedule a mutually agreeable date and time for the parent to come into the school to review the materials. All efforts should be made to schedule the time as soon as possible but no later than 10 business days from the date of the request. All materials used in reproductive health and safety education shall be available for review as provided in policy 3540, Comprehensive Health Education Program.

B. PARENTAL OBJECTION TO MATERIALS

Parents may submit an objection in writing to the principal regarding the use of particular instructional materials. The principal may establish a committee to review the objection. While input from the community may be sought, the board believes professional educators are in the best position to determine whether a particular instructional material is appropriate for the age and maturity of the students and for the subject matter being taught.

If the principal or the committee determines that any material violates constitutional or other legal rights of the parent or student, the principal or the committee shall either remove the material from instructional use or accommodate the particular student and parent. Before any material is removed, the principal or the committee shall ensure that the curriculum is still aligned with current statewide instructional standards and articulated from grade to grade. If an objection made by a parent or student is not based upon constitutional or legal rights, the principal or the committee may accommodate the objection after considering the effect on the curriculum; any burden on the school, teacher, or other students that the accommodation would create; and any other relevant factors. Books and other instructional materials may be removed from the school media collection only for legitimate educational reasons and subject to the limitations of the First

Amendment.

The decision of the committee or principal may be appealed to the superintendent. The decision of the superintendent may be appealed to the board.

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

Legal References: U.S. Const. amend. I; 20 U.S.C. 1232h; N.C. Const. art. I, § 14; *Board of Educ. v. Pico*, 457 U.S. 853 (1982); G.S. 115C art. 8 pt. 1; 115C-45, -47, -76.25(a)(5), -76.35(b), -76.40, -98, -101

Cross References: Parental Involvement (1310/4002), Goals and Objectives of the Educational Program (policy 3000), Curriculum Development (policy 3100), Selection of Instructional Materials (policy 3200), Comprehensive Health Education Program (policy 3540)

Adopted: February 25, 2002, effective April 1, 2002
Updated: September 25, 2012
Updated: July 23, 2013
Updated: October 28, 2014
Updated: November 21, 2017

The board is committed to a sound, comprehensive health education program that provides students with accurate information and encourages them to be responsible for their own health and behavior. The board recognizes the primary role of parents in providing for the health and well-being of their children and seeks to involve parents as provided in this policy. The comprehensive health education program provided by the school system will meet the requirements of state law and the objectives established by the State Board of Education. The board may, in its discretion, expand on the subject areas to be included in the program and on the instructional objectives to be met.

A. COMPREHENSIVE HEALTH EDUCATION PROGRAM

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

Instruction on gender identity, sexual activity, or sexuality will not be included in the health education program in kindergarten through fourth grade (see also policy 1310/4002, Parental Involvement). As required by law and beginning in seventh grade, reproductive health and safety education will include age-appropriate instruction on sexual abstinence until marriage, STDs, the human reproductive system, preventable risks for preterm birth in subsequent pregnancies, the effectiveness of contraceptive methods in preventing pregnancy, awareness of sexual assault and sexual abuse, and sex trafficking prevention and awareness.

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

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

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

awareness. Parents may also withhold consent to student participation in other separate instruction on the prevention of STDs, including HIV/AIDS, or the avoidance of out-of-wedlock pregnancy. Any parent wishing to withhold consent must do so in writing to the principal.

C. STANDARDS FOR INSTRUCTION

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

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

Legal References: G.S. 115C art. 9; 115C-36, -76.25(a)(1), -76.35(b)(5), -76.40, -76.55, -81.25, -81.30; *Policies Governing Services for Children with Disabilities*, State Board of Education Policy EXCP-000; State Board of Education Policy SCOS-007

Cross References: Parental Involvement (policy 1310/4002)

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Updated: November 24, 2008
Updated: February 23, 2010
Updated: October 22, 2013
Updated: May 23, 2017
Updated: October 30, 2017

Criminal or other illegal behavior is prohibited. Any student who the principal reasonably believes has engaged in criminal behavior on school premises or at school activities will be subject to appropriate disciplinary action, as stated in applicable board policies, and also may be criminally prosecuted.

School officials shall cooperate fully with any criminal investigation and prosecution. School officials shall independently investigate any criminal behavior that also violates school rules or board policy.

A. STUDENTS CHARGED WITH OR CONVICTED OF CRIMINAL BEHAVIOR

The superintendent and principal may take reasonable or legally required measures to preserve a safe, orderly environment when a student has been charged with or convicted of a serious crime, regardless of whether the alleged offense was committed on school grounds or was related to school activities. Depending upon the circumstances, including the nature of the crime or alleged crime, the child's age, and the publicity within the school community, reasonable or legally required efforts may include changing a student's classroom assignment or transferring the student to another school. Transfer to an alternative school may be made in accordance with the criteria established in policy 3470/4305, Alternative Learning Programs/Schools. The student will continue to be provided with educational opportunities unless and until the student is found to have violated board policy or school rules and is suspended or expelled in accordance with procedures established in board policy.

B. REPORTING CRIMINAL BEHAVIOR

A school employee is permitted to report to law enforcement an assault by a student on a school employee. Principals or other supervisors shall not, by threats or in any other manner, intimidate, or attempt to intimidate the school employee from doing so.

Principals must immediately report to law enforcement the following acts when they have personal knowledge or actual notice from school personnel that such acts have occurred on school property, regardless of the age or grade of the perpetrator or victim: (1) assault resulting in serious personal injury; (2) sexual assault; (3) sexual offense; (4) rape; (5) kidnapping; (6) indecent liberties with a minor; (7) assault involving the use of a weapon; (8) possession of a firearm in violation of the law; (9) possession of a weapon in violation of the law; and (10) possession of a controlled substance in violation of the law. A principal who willfully fails to make a required report to law enforcement will be subject to disciplinary action, up to and including dismissal.

The principal or designee shall notify the superintendent or designee in writing or by e-mail of any report made by the principal to law enforcement. Such notice must occur by the end of the workday in which the incident occurred, when reasonably possible, but not

later than the end of the following workday. The superintendent must inform the board of any such reports.

In addition, the principal or designee must promptly notify the parents if a school system employee suspects that any criminal offense has been committed against the parents' child, including but not limited to any of the offenses required to be reported to law enforcement, regardless of where the offense allegedly occurred, unless the incident has been reported to law enforcement or the county child services agency and notification of the parents would impede the investigation.

Certain crimes must be reported to the Department of Public Instruction in accordance with 16 N.C.A.C. 6E .0107.

Legal References: Gun-Free Schools Act, 20 U.S.C. 7961; G.S. 14-17, -18, -27.21, -27.22, -27.24 through -27.27, -27.29, -27.30, -27.33, -32 through -34.10, -39, -87, -202, -202.1, -202.2, -269.2; ch. 90 art. 5; 114A-10; 115C-47(56), -288(g); 16 N.C.A.C. 6E .0107

Cross References: Alternative Learning Programs/Schools (policy 3470/4305), Drugs and Alcohol (policy 4325), Theft, Trespass, and Damage to Property (policy 4330), Assaults and Threats (policy 4331), Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety (policy 4333), School-Level Investigations (policy 4340)

Adopted: June 25, 2001
Updated: September 23, 2008
Updated: February 23, 2010
Updated: October 25, 2011
Updated: January 27, 2014
Updated: October 27, 2015
Updated: October 25, 2016
Updated: May 23, 2017

The superintendent shall ensure that all notification and other requirements of state law and the Protection of Pupil Rights Amendment are met, including all legal requirements regarding the surveying of students.

A. SURVEYS INVOLVING PROTECTED TOPICS**1. Definition of Protected Topic Survey**

For purposes of this policy, the following are considered a “protected topic”:

- a. political affiliations or beliefs of the student or the student’s parent;
- b. mental or psychological problems of the student or the student’s family;
- c. sex behavior or attitudes;
- d. illegal, anti-social, self-incriminating, or demeaning behavior;
- e. critical appraisals of other individuals with whom respondents have close family relationships;
- f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- g. religious practices, affiliations, or beliefs of the student or the student’s parent; or
- h. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

For purposes of this policy, a “protected topic survey” is any survey, analysis, or evaluation that reveals information concerning any of the protected topics.

2. Rules Regarding Protected Topic Surveys**a. Protection of Student Privacy**

The school system will take measures to protect the identification and privacy of students participating in any protected topic survey. These measures may include limiting access to completed surveys and to survey results, as allowed by law.

b. Parental Notification

The school system will notify parents at the beginning of each school year of the specific or approximate dates of administration of protected topic surveys. At least 10 days prior to the administration of a protected topic survey, parents and eligible students (students who are 18 years of age or older or who are emancipated minors) will be provided the opportunity to review both electronically and in person the process for providing consent to participate in the protected topic survey and the full text of the protected topic survey.

c. Parental Consent

Before a student will be permitted to participate in any protected topic survey, the parent or eligible student must provide prior written consent.

B. WELL-BEING QUESTIONNAIRES AND HEALTH SCREENING FORMS

Before any student well-being questionnaire or health screening form is administered to students in kindergarten through third grade, the principal or designee shall provide parents with a copy of the questionnaire or form and shall inform parents of the means for parents to consent to the use of the questionnaire or form for their children. See also policy 1310/4002, Parental Involvement.

If a well-being questionnaire or health screening form falls under the definition of a protected topic survey, all rules for protected topic surveys, as described above in subsection A.2, also apply.

C. OTHER SURVEYS CREATED BY A THIRD PARTY

Parents and eligible students have the right, upon request, to inspect any other survey created by a third party before the survey is administered or distributed to a student.

D. COLLECTION OF STUDENT DATA FOR MARKETING PURPOSES

The school system generally will not collect, disclose, or use personal student information for the purpose of marketing or selling the information or otherwise providing the information to others for that purpose. However, in the event the board approves a collection, disclosure, or use of personal student information for one of those purposes, the school system will (1) notify parents at the beginning of each school year of the specific or approximate dates of such collection, disclosure, or use, (2) allow parents to inspect any instrument used to collect the information before the instrument is administered or distributed to a student, and (3) offer the parent the opportunity to opt out of the collection, disclosure, or use of the student's personal information.

The preceding rules for the collection, disclosure, and use of personal student information do not apply if the school system collects, discloses, or uses personal information from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

1. college or other postsecondary education recruitment or military recruitment;
2. book clubs, magazines, and programs providing access to low-cost literary products;
3. curriculum and instructional material used by elementary schools and secondary schools;
4. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. the sale by students of products or services to raise funds for school-related or education-related activities; and
6. student recognition programs.

E. OTHER RELEVANT POLICIES

In addition to this policy, the board, with parental and community input, has developed other policies concerning surveys and related matters as required by the Protection of Pupil Rights Amendment. These policies include: 1310/4002, Parental Involvement; 3210, Parental Inspection of and Objection to Instructional Materials; 4700, Student Records; and 5240, Advertising in the Schools.

Legal References: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, 34 C.F.R. pt. 99; Protection of Pupil Rights Amendment, 20 U.S.C. 1232h; G.S. 115C-36, -76.25(a)(11), -76.45(a)(3), -76.65, -402.15

Cross References: Parental Involvement (policy 1310/4002), Student and Parent Grievance Procedure (policy 1740/4010), Parental Inspection of and Objection to Instructional Materials (policy 3210), Student Discipline Records (policy 4345), Student Records (policy 4700), Advertising in the Schools (policy 5240)

Adopted: September 19, 2005
Updated: November 20, 2007
Updated: October 28, 2008

A. STUDENT HEALTH SERVICES GENERALLY

The board will provide health services to students as required by law. State law authorizes school employees to administer medication prescribed by a health care practitioner upon the written request of the parents; give emergency health care when reasonably apparent circumstances indicate that any delay would seriously worsen the physical condition or endanger the life of the student; and perform any other first aid or lifesaving technique in which training has been provided to school employees. A registered nurse will be available to provide assessment, care planning, and ongoing evaluation of students with special health care service needs in the school setting.

The superintendent may develop procedures or delegate the development of procedures to each principal for providing these health services and meeting the board requirements listed below.

1. The principal shall determine at the beginning of each school year prior to the beginning of classes, and thereafter as circumstances require, which employees will be selected to participate in the health services program. The principal shall inform his or her staff about which health services duties are delegated to which employees.
2. Any employee designated to provide health care services must receive appropriate training.
3. Health manuals prepared by the governing state agencies must be followed in developing appropriate procedures and for determining which tasks must be performed by registered nurses.
4. Procedures must be consistent with all related board policies, including policy 4230, Communicable Diseases – Students, and policy 6125, Administering Medicines to Students.
5. Procedures must be consistent with state and federal law for students with disabilities, including the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The *Policies Governing Services for Children with Disabilities* will be followed, as applicable.
6. Procedures must be consistent with guidelines adopted by the State Board of Education under G.S. 115C-12(31) to serve students with diabetes, including developing and implementing individual diabetes care plans for such students and providing information and training to school personnel to appropriately support and assist such students, in accordance with their individual diabetes care plans.

7. Written information maintained by the school or school personnel regarding a student's medicinal and health needs is confidential. Parents and students must be accorded all rights provided by the Family Educational Rights and Privacy Act (FERPA) and state confidentiality laws. Any employee who violates the confidentiality of the records may be subject to disciplinary action.
8. School personnel must obtain parental consent for medical services as required by law. Parents will be notified of their rights in accordance with policy 1310/4002, Parental Involvement.
9. Health professionals will be consulted in the development of health services. Opportunities also will be provided for input from staff, parents, and students on the health services provided.

B. SCHOOL SYSTEM MENTAL HEALTH PLAN

The superintendent shall develop a school-based mental health plan that includes a mental health training program and suicide risk referral protocol that satisfies the requirements of State Board of Education Policy SHLT-003. The superintendent shall submit the plan to the board for approval and direct implementation of the plan within all applicable deadlines.

By September 15 of each year, the superintendent shall report to the Department of Public Instruction on (1) the content of the school system's mental health plan, including the mental health training program and suicide risk referral protocol, and (2) the school system's prior school year compliance with the requirements of State Board of Education Policy SHLT-003. The board will review the components of the school system's mental health plan at least every five years, starting August 1, 2025, and will update the mental health plan in accordance with any updated requirements provided by the State Board of Education.

Legal References: Americans with Disabilities Act, 42 U.S.C. 12134, 28 C.F.R. pt. 35; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, 34 C.F.R. pt. 300; Rehabilitation Act of 1973, 29 U.S.C. 705(20), -794, 34 C.F.R. pt. 104; G.S. 90-21.10B; 115C-12(12), -12(31), -36, -307(c), -375.1, -375.3, -376.5; 16 N.C.A.C. 6D .0402; 21 N.C.A.C. 36 .0221, .0224; *Policies Governing Services for Children with Disabilities*, State Board of Education Policies EXCP-000, SHLT-003

Cross References: Parental Involvement (policy 1310/4002), Communicable Diseases – Students (policy 4230), Student Records (policy 4700), Administering Medicines to Students (policy 6125)

Adopted: June 25, 2001
Revised: April 14, 2003
Revised: January 24, 2005
Updated: August 22, 2005

Updated: March 27, 2006
Updated: January 22, 2007
Updated: January 31, 2008
Updated: October 28, 2008
Updated: September 22, 2009
Updated: January 25, 2011
Updated: February 28, 2012
Updated: September 24, 2013
Updated: October 28, 2014
Updated: November 29, 2016
Updated: April 25, 2017
Updated: October 30, 2017
Updated: October 23, 2018
Updated: December 16, 2019
Updated: October 27, 2020
Updated: October 26, 2021

For students to succeed, all school employees must approach their responsibilities conscientiously, always remembering that the ultimate responsibility of the school system is to provide students with the opportunity to receive a sound basic education.

All school employees shall:

1. be familiar with, support, comply with and, when appropriate, enforce board policies, administrative procedures, school rules, and applicable laws;
2. attend to the safety and welfare of students, including the need to provide appropriate supervision of students;
3. demonstrate integrity, respect, and commitment to the truth through attitudes, behavior, and communications with others;
4. address or appropriately direct any complaints concerning school employees, the school program, or school operations;
5. support and encourage good school-community relations in all interactions with students, parents, and members of the community; and
6. support parents in effectively participating in their child's education and never encourage or coerce a child to withhold information from a parent.

Employees shall notify the assistant superintendent for human resources if they are arrested for, charged with or convicted of a criminal offense (including entering a plea of guilty or *nolo contendere*) other than a minor traffic violation (i.e., speeding, parking, or a lesser violation). Notice must be in writing, must include all pertinent facts, and must be delivered to the assistant superintendent for human resources no later than the next scheduled business day following the arrest, charge, or conviction, unless the employee is hospitalized or incarcerated, in which case the employee must report the alleged violation within 24 hours after his or her release. Upon judicial action in the matter, the employee must report the disposition and pertinent facts in writing to the assistant superintendent for human resources no later than the next business day following adjudication.

In addition, all driver education instructors must immediately report to the board any conviction that results in three or more points, and any conviction that could cause suspension or revocation of the driver license in any state. The board will notify the Department of Public Instruction when an instructor loses his or her privilege to drive in North Carolina or any other state. The superintendent or designee shall conduct annual checks of the driving records of all driver education instructors.

Failure by an employee to provide timely notice as described in this policy may lead to disciplinary

action up to, and including, dismissal.

Legal References: G.S. 114A-20; 115C-47, -307, -308; State Board of Education Policies DRIV-003, DRIV-004

Cross References:

Adopted: June 25, 2001
Updated: August 26, 2008
Updated: October 23, 2018

Travel Request Form

Please Note: Welcome to Jackson County Public Schools Travel Tracker, your one-stop travel center. Within this software, you can submit student field trip requests, reserve an activity bus for a field trip or athletic event, and reserve a car for staff travel. If you have any questions or comments please email Josh Francis at Jackson County Schools Transportation.

Trip Number **8685**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event
Standard Field Trip

Trip Leave

* Date 4/22/24 **Monday**

* Time 6:00 AM

Trip Return

* Date 4/24/24 **Wednesday**

* Time 6:00 PM

Trip Year/Week 2024-17

* Overnight or Out-of-State Yes

Comments Pick up at circle of BRS campus.

* Your School/Dept  302 Blue Ridge Early College
95 Bobcat Drive, Cashiers, NC 28717

* Main Destination  Other (Type Below)
Charleston, SC, USA

Destination Not Listed Charleston, SC * **Destination Name** Patriot's Point, Old Exchange, Magnolia Plantation, Isle of Palms

* Approximate Nbr of Miles Round Trip

Special Instructions for Permission Slip

Funding Source #1 Select

Budget Code

Funding Source Desc

Budget Code Desc

Funding Approver

Are funds payable to a third party? No
(Does venue require payment prior to trip?)

Accepted
Dana [Signature]
Date 9/19/23

* Teacher / Advisor / Staff Name Brittany Schiele
* Teacher / Advisor / Staff Phone # 828-743-2646 ext 1358
Teacher / Advisor / Staff Email bschiele@jcpsmail.org

Note: This email will receive the requester emails if different from requester

Emergency Contact Info ☒ **Same as Teacher / Advisor / Staff**

* Emergency Contact Name Brittany Schiele
* Emergency Contact Phone # 828-743-2646 ext 1358

* Grade Level(s) Making Trip 8
* Description of Group or Person(s) Making Trip Current 2023-24 8th grade class.
* Educational Objective for Field Trip Analyze geography differences between regions in the Carolinas. Visit and learn about historical land marks such as the Old Exchange and Patriot's Point. Explore by reading a map on the battle ship. etc.

Special Indicators

Number of Individuals Making Trip

* Male Adults	1	* Female Adults	3	Total Adults	4
* Male Students	13	* Female Students	5	Total Students	18

Need 1 adult(s) for 10 or more students.
Need 1 adult(s) for every additional 10 students.

* Will the students be away from school during lunch? Yes
* If so, will these students need packed lunches? Yes

Nbr Students 18 **Teacher** Brittany Schiele

Bagged lunches have been requested for this field trip. Please contact teacher to verify number of lunches needed.

Additional Information

* Please list all Chaperones: Nathan Frizzell
Brittany Schiele
Anita Coggins
Fransisca Theiry
* Please list the driver's name: Nathan Frizzell and/or Anita Coggins

* Will you be using external transportation (ex. train, plane, walking)? No

Vehicles Needed

* Do you need vehicles? Yes

Vehicle Pickup

* **Date** 4/22/24
* **Time** 6:00 AM

Vehicle Return

* **Date** 4/24/24
* **Time** 6:00 PM

Total Trip Hours 60.00

* Type of vehicles needed to reserve

Approved Charter



*

Approved Charter

Select

[Email](#)

[Phone](#)

[Contact](#)

[Address](#)

* How many vehicles do you need? 1

* Need Lift? No

[Nbr Wheelchair Slots](#) 0 [Nbr Safety Vests](#) 0 [Nbr Fold Down Seats](#) 0

Special Needs

Comments or Details Concerning
Needs

Bus driver unknown - Charter Bus Company not yet selected.

Additional Comments:

Owner kcowan@jcpsmail.org

Bid Id/Closing Date

Person Submitting Request bschiele@jcpsmail.org

Date Submitted

Field Trip Acceptance of Responsibility

By submitting this request, the trip sponsor (Teacher, Coach, Staff Member, etc.) is validating the following conditions:

1. Possess a current/valid Driver's License for the vehicle you will be driving
2. Absent of any medical condition, medications/alcohol/drugs that will impede the operation of a vehicle
3. You will obey all traffic laws while operating the vehicle
4. You will not "text" or operate any device that may distract you while driving the vehicle
5. Properly authorized use of a JCPS vehicle for official travel
6. Will only transport authorized passengers for the purpose of official travel
7. The lift is to be operated only for wheelchairs.
8. Chaperones must be at least 21 years old.
9. There must be one adult for every five students in grades K-6 for overnight trips.
10. There must be one adult for every seven students in grades 7-13 for overnight trips.
11. There must be one adult for every ten students in grades K-13 for non-overnight trips.
12. Chaperones must have an approved VOLUNTEER application on file with JCPS Human Resources

* I have read and understand the information above.

Yes

Level 01 Approval - Location Approval

Comment

Decision

Approved

Name

nfrizzell@jcpsmail.org

Decision Date

Aug 28, 2023, 2:44:09 PM

Level 07 Approval - Central Office Approval

Comment

Decision

Designated Approver

cfields@jcpsmail.org

Name

Decision Date

Travel Request Form

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Trip Number

8688

* Category

Travel With Students

* Type of Trip

Field Trip

* Field Trip Event

Standard Field Trip

Trip Leave

* Date

4/30/24

Tuesday

* Time

6:00 AM

Trip Return

* Date

5/3/24

Friday

* Time

11:45 PM

Trip Year/Week 2024-18

* Overnight or Out-of-State Yes

Comments

4/30:
6:00AM - Depart BREC
9:30AM - Atlanta Zoo
12:30PM - Depart Zoo
1:00PM - Downtown Atlanta
6:00PM - Depart Aquarium
8:30PM - Arrive at hotel in Douglasville

5/1 & 5/2:
8:30AM - Depart hotel
9:00AM - Arrive at Banning Mills
5:00PM - Depart Banning Mills
9:00PM - Arrive at hotel in Douglasville

5/3:
10:00AM - Depart hotel in Douglasville
11:00AM - Arrive at Six Flags
8:00PM - Depart Six Flags
11:45PM - Arrive at BREC

Handwritten signature and date: 8/21/23

* Your School/Dept 

302 Blue Ridge Early College

95 Bobcat Drive, Cashiers, NC 28717

* Main Destination 

Other (Type Below)

Historic Banning Mills, 205 Horseshoe Dam Rd, Whitesburg, GA 30185, USA

Destination Not Listed

Historic Banning Mills, Horseshoe Dam Road,
Whitesburg, GA, USA

* Destination
Name

Historic Banning
Mills

* Approximate Nbr of Miles Round Trip

373.77

Special Instructions for Permission
Slip

Funding Source
#1 Select

Budget Code

Funding Source
Desc

Budget Code
Desc

Funding Approver

Are funds payable to a third party?
(Does venue require payment prior to trip?)

* Teacher / Advisor / Staff Name Brittany Elkins
* Teacher / Advisor / Staff Phone # 7278090742
Teacher / Advisor / Staff Email belkins@jcpsmail.org

Note: This email will receive the requester emails if different from requester

Emergency Contact Info ☒ Same as Teacher / Advisor / Staff

* Emergency Contact Name Brittany Elkins
* Emergency Contact Phone # 7278090742

* Grade Level(s) Making Trip 12
* Description of Group or Person(s) Making Trip Class of 2024
* Educational Objective for Field Trip GPS adventure challenge that combines both adventure and technology to bring about a unique and exciting team building experience.

Special Indicators

Number of Individuals Making Trip

* Male Adults	2	* Female Adults	2	Total Adults	4
* Male Students	13	* Female Students	12	Total Students	25

Need 1 adult(s) for 10 or more students.
Need 1 adult(s) for every additional 10 students.

* Will the students be away from school during lunch? Yes
* If so, will these students need packed lunches? No

Nbr Students 25 Teacher Brittany Elkins
Students will be away from school during the lunch period.

Additional Information

* Please list all Chaperones: Brittany Elkins
Nick Pressler
Nathan Frizzell
Stephanie Wilson
* Please list the driver's name: Cherokee Boys Club or Premier Transportation LLC

* Will you be using external transportation (ex. train, plane, walking)? No

Vehicles Needed

* Do you need vehicles? Yes

Vehicle Pickup

* **Date** 4/30/24
* **Time** 6:00 AM

Vehicle Return

* **Date** 5/3/24
* **Time** 11:45 PM

Total Trip Hours 89.75

* Type of vehicles needed to reserve **Approved Charter**



* **Approved Charter** Cherokee Boys Club

Email

Phone 828-359-5585

Contact Greg Owle

Address Acquoni Road Cherokee, NC

* How many vehicles do you need? 1

* Need Lift? No

Nbr Wheelchair Slots 0 **Nbr Safety Vests** 0 **Nbr Fold Down Seats** 0

Special Needs

Comments or Details Concerning
Needs

Additional Comments:

Owner kcowan@jcpsmail.org

Bid Id/Closing Date

Person Submitting Request belkins@jcpsmail.org

Date Submitted

Field Trip Acceptance of Responsibility

By submitting this request, the trip sponsor (Teacher, Coach, Staff Member, etc.) is validating the following conditions:

1. Possess a current/valid Driver's License for the vehicle you will be driving
2. Absent of any medical condition, medications/alcohol/drugs that will impede the operation of a vehicle
3. You will obey all traffic laws while operating the vehicle
4. You will not "text" or operate any device that may distract you while driving the vehicle
5. Properly authorized use of a JCPS vehicle for official travel
6. Will only transport authorized passengers for the purpose of official travel
7. The lift is to be operated only for wheelchairs.
8. Chaperones must be at least 21 years old.
9. There must be one adult for every five students in grades K-6 for overnight trips.
10. There must be one adult for every seven students in grades 7-13 for overnight trips.
11. There must be one adult for every ten students in grades K-13 for non-overnight trips.
12. Chaperones must have an approved VOLUNTEER application on file with JCPS Human Resources

* I have read and understand the information above.

Yes

Level 01 Approval - Location Approval

Comment	Senior Trip.
Decision	Approved
Name	nfrizzell@jcpsmail.org
Decision Date	Aug 21, 2023, 8:06:56 AM

Level 07 Approval - Central Office Approval

Comment	
Decision	
Designated Approver	cfields@jcpsmail.org
Name	
Decision Date	

Travel Request Form

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Trip Number **8690**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event
Standard Field Trip

Trip Leave

* Date **12/6/23** **Wednesday**

* Time 8:00 AM

Trip Return

* Date **12/6/23** **Wednesday**

* Time 2:15 PM

Trip Year/Week 2023-49

* Overnight or Out-of-State Yes

Comments

* Your School/Dept  304 **Cullowhee Valley School**
240 Wisdom Dr, Cullowhee, NC 28723

* Main Destination  **Young Harris College**
1 College Street, Young Harris, GA

* Approximate Nbr of Miles Round Trip

Special Instructions for Permission
Slip

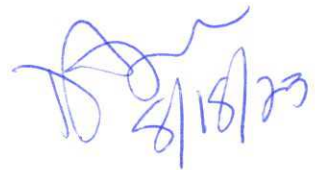
Funding Source
#1 Select

Budget Code

Funding Source
Desc

Budget Code
Desc

Funding Approver



Are funds payable to a third party? No
(Does venue require payment prior to trip?)

* Teacher / Advisor / Staff Name Natalie Sutton

* Teacher / Advisor / Staff Phone # 8287360607

Teacher / Advisor / Staff Email nsutton@jcpsmail.org

Note: This email will receive the requester emails if different from requester

Emergency Contact Info

☒ Same as Teacher / Advisor / Staff

- * Emergency Contact Name Natalie Sutton
- * Emergency Contact Phone # 8287360607

- * Grade Level(s) Making Trip 3
- * Description of Group or Person(s) Making Trip 79 Third Graders from CVS and 10 Chaperones
- * Educational Objective for Field Trip
3.E.1 Recognize the major components and patterns observed in the earth/moon/sun system.
3.E.1.1 Recognize that the earth is part of a system called the solar system that includes the sun (a star), planets, and many moons and the earth is the third planet from the sun in our solar system.
3.E.1.2 Recognize that changes in the length and direction of an object's shadow indicate the apparent changing position of the Sun during the day although the patterns of the stars in the sky, to include the Sun, stay the same.

Special Indicators

Number of Individuals Making Trip

* Male Adults	0	* Female Adults	8	Total Adults	8
* Male Students	48	* Female Students	31	Total Students	79

Need 1 adult(s) for 10 or more students.
Need 1 adult(s) for every additional 10 students.

- * Will the students be away from school during lunch? Yes
- * If so, will these students need packed lunches? Yes

Nbr Students 79 Teacher Natalie Sutton

Bagged lunches have been requested for this field trip. Please contact teacher to verify number of lunches needed.

Additional Information

- * Please list all Chaperones:
Natalie Sutton
Audrey Thompson
Drew Solesbee
Beth Pitcher
Autumn (Solesbee's Intern)
Holly Whisnant
Tammy Cabe
Jamie Davis
- * Please list the driver's name:
Natalie Sutton
Holly Whisnant

- * Will you be using external transportation (ex. train, plane, walking)? No

Vehicles Needed

- * Do you need vehicles? Yes

Vehicle Pickup

* Date 12/6/23


Vehicle Return

* Date 12/6/23

* Time 8:00 AM

* Time 2:15 PM

Total Trip Hours 6.25

- * Type of vehicles needed to reserve Activity Bus 
- * How many vehicles do you need? 2
- * Need Lift? Yes * How many vehicles need a lift? 1

Nbr Wheelchair Slots 1 Nbr Safety Vests 0 Nbr Fold Down Seats 0

Special Needs

Comments or Details Concerning Needs

Additional Comments:

Owner joshwatson@jcpsmail.org

Bid Id/Closing Date

Person Submitting Request nsutton@jcpsmail.org

Date Submitted

Field Trip Acceptance of Responsibility

By submitting this request, the trip sponsor (Teacher, Coach, Staff Member, etc.) is validating the following conditions:

1. Possess a current/valid Driver's License for the vehicle you will be driving
2. Absent of any medical condition, medications/alcohol/drugs that will impede the operation of a vehicle
3. You will obey all traffic laws while operating the vehicle
4. You will not "text" or operate any device that may distract you while driving the vehicle
5. Properly authorized use of a JCPS vehicle for official travel
6. Will only transport authorized passengers for the purpose of official travel
7. The lift is to be operated only for wheelchairs.
8. Chaperones must be at least 21 years old.
9. There must be one adult for every five students in grades K-6 for overnight trips.
10. There must be one adult for every seven students in grades 7-13 for overnight trips.
11. There must be one adult for every ten students in grades K-13 for non-overnight trips.
12. Chaperones must have an approved VOLUNTEER application on file with JCPS Human Resources

- * I have read and understand the information above.

Yes

Level 01 Approval - Location Approval

Comment

Decision Approved

Name hwhisnant@jcpsmail.org

Decision Date Aug 17, 2023, 9:24:35 PM

Level 07 Approval - Central Office Approval

Comment

Decision

Designated Approver

cfields@jcpsmail.org

Name

Decision Date

Travel Request Form

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Trip Number **8759**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event
Standard Field Trip

Trip Leave

* Date **10/26/23** **Thursday**

* Time 8:45 AM

Trip Return

* Date **10/26/23** **Thursday**

* Time 2:00 PM

Trip Year/Week 2023-43

* Overnight or Out-of-State Yes

Comments Pick up and drop off at FV bus lot. Drop off in front of Rollins Planetarium.

* Your School/Dept  314 Fairview Elementary
227 Fairview Road, Sylva, NC 28779

* Main Destination  Young Harris College
1 College Street, Young Harris, GA

* Approximate Nbr of Miles Round Trip 128.22

Special Instructions for Permission
Slip

Funding Source
#1 Select

Budget Code

Funding Source
Desc

Budget Code
Desc

Funding Approver

Are funds payable to a third party? Yes

(Does venue require payment prior to trip?)

Amount of Payment 75.00

Payment Option Will Pick Up Check

Purchase Order/Requisition Nbr

Accepted
Lana L
Date 9/19/23

Payment Due To

Young Harris College
1 College St.
Young Harris, GA 30582

Comments Concerning Payment

We can pick up the check at school in the morning before we leave and hand deliver it.

* Teacher / Advisor / Staff Name Pamela Martin
* Teacher / Advisor / Staff Phone # 8285862819
Teacher / Advisor / Staff Email pmartin@jcpsmail.org

Note: This email will receive the requester emails if different from requester

Emergency Contact Info ☒ Same as Teacher / Advisor / Staff

* Emergency Contact Name Pamela Martin
* Emergency Contact Phone # 8285862819

*** Grade Level(s) Making Trip**

3

* Description of Group or Person(s) Making Trip
All third grade classes from Fairview
Stephanie Ammons
Jeri Hensley
Pam Martin
April Mayes
Elizabeth Turnmire
Rayna Crisp (AP)

* Educational Objective for Field Trip
This planetarium show includes a variety of concepts that build on content referred to in the Earth, Moon & Sun show. Because writing is such an important skill to develop throughout a child's school years, many of the activities emphasize language arts. Science, social studies, and information skills are also addressed. Specific standards include:
Objective 3.2—Observe that objects in the sky have patterns of movement including stars, the sun and the moon. Objective 3.3—Using shadows, follow and record the apparent movement of the sun in the sky during the day. Objective 3.5—Observe and record the change in the apparent shape of the moon from day to day over several months and describe the pattern of changes.1

Special Indicators**Number of Individuals Making Trip**

* Male Adults	1	* Female Adults	15	Total Adults	16
* Male Students	34	* Female Students	51	Total Students	85

Need 1 adult(s) for 10 or more students.
Need 1 adult(s) for every additional 10 students.

* Will the students be away from school during lunch? Yes
* If so, will these students need packed lunches? Yes

Nbr Students 85 **Teacher** Pamela Martin

Bagged lunches have been requested for this field trip. Please contact teacher to verify number of lunches needed.

Additional Information

* Please list all Chaperones:
Pam Martin
April Mayes
Elizabeth Turnmire
Stephanie Ammons

Jeri Hensley
Rayna Crisp
Allison Hawkins
Sabrina Worrell
Brittany Bowers
Amanda Carnes
Allison Upchurch
Sam Bartlett
Amber Bennett
Jessica Swigger
Melissa Hawkins
Jessica Wheatley

* Please list the driver's name:

Rayna Crisp
Stephanie Ammons

* Will you be using external transportation (ex. train, plane, walking)? No

Vehicles Needed

* Do you need vehicles? Yes

Vehicle Pickup

* **Date** 10/26/23
* **Time** 8:00 AM

Vehicle Return

* **Date** 10/26/23
* **Time** 2:00 PM

Total Trip Hours 6.00

* Type of vehicles needed to reserve Activity Bus



* How many vehicles do you need? 2

* Need Lift? No

Nbr Wheelchair Slots 0 **Nbr Safety Vests** 0 **Nbr Fold Down Seats** 0

Special Needs

Comments or Details Concerning
Needs

Additional Comments:

Owner rcrisp@jcpsmail.org

Bid Id/Closing Date

Person Submitting Request pmartin@jcpsmail.org

Date Submitted

Field Trip Acceptance of Responsibility

By submitting this request, the trip sponsor (Teacher, Coach, Staff Member, etc.) is validating the following conditions:

1. Possess a current/valid Driver's License for the vehicle you will be driving
2. Absent of any medical condition, medications/alcohol/drugs that will impede the operation of a vehicle
3. You will obey all traffic laws while operating the vehicle
4. You will not "text" or operate any device that may distract you while driving the vehicle
5. Properly authorized use of a JCPS vehicle for official travel
6. Will only transport authorized passengers for the purpose of official travel
7. The lift is to be operated only for wheelchairs.
8. Chaperones must be at least 21 years old.

9. There must be one adult for every five students in grades K-6 for overnight trips.
10. There must be one adult for every seven students in grades 7-13 for overnight trips.
11. There must be one adult for every ten students in grades K-13 for non-overnight trips.
12. Chaperones must have an approved VOLUNTEER application on file with JCPS Human Resources

* I have read and understand the information above.

Yes

Level 01 Approval - Location Approval

Comment

Decision

Approved

Name

emacaulay@jcpsmail.org

Decision Date

Sep 19, 2023, 8:18:57 AM

Level 07 Approval - Central Office Approval

Comment

Decision

Designated Approver

cfields@jcpsmail.org

Name

Decision Date

Travel Request Form

Please Note: Welcome to Jackson County Public Schools Travel Tracker, your one-stop travel center. Within this software, you can submit student field trip requests, reserve an activity bus for a field trip or athletic event, and reserve a car for staff travel. If you have any questions or comments please email Josh Francis at Jackson County Schools Transportation.

Trip Number **8680**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event
Standard Field Trip

Trip Leave

* Date **3/21/24** **Thursday**

* Time 5:00 PM

Trip Return

* Date **3/22/24** **Friday**

* Time 2:30 PM

Trip Year/Week 2024-12

* Overnight or Out-of-State Yes

Comments

* Your School/Dept  314 Fairview Elementary
227 Fairview Road, Sylva, NC 28779

* Main Destination  Ripley's Aquarium of the Smokies
88 River Road, Gatlinburg, TN

Stops on the return: Lunch Stop: McDonald's, Casino Trail, Cherokee, NC, USA

* Approximate Nbr of Miles Round Trip

Special Instructions for Permission
Slip

Funding Source #1 Select

Budget Code

Funding Source
Desc

Budget Code
Desc

Funding Approver



Are funds payable to a third party?

(Does venue require payment prior to trip?)

* Teacher / Advisor / Staff Name Sarah Hendershot

* Teacher / Advisor / Staff Phone # 828-586-2819
Teacher / Advisor / Staff Email shendershot@jcpsmail.org
Note: This email will receive the requester emails if different from requester
Emergency Contact Info ☒ Same as Teacher / Advisor / Staff
* Emergency Contact Name Sarah Hendershot
* Emergency Contact Phone # 828-586-2819

* Grade Level(s) Making Trip 4
* Description of Group or Person(s) Making Trip 4th grade classes
* Educational Objective for Field Trip 4.L.1 Understand the effects of environmental changes, adaptations and behaviors that enable animals (including humans) to survive in changing habitats.

Special Indicators

Number of Individuals Making Trip

* Male Adults	7	* Female Adults	7	Total Adults	14
* Male Students	42	* Female Students	42	Total Students	84

Need 1 adult(s) for 10 or more students.
Need 1 adult(s) for every additional 10 students.

* Will the students be away from school during lunch? Yes
* If so, will these students need packed lunches? No

Nbr Students 84 **Teacher** Sarah Hendershot

Students will be away from school during the lunch period.

Additional Information

* Please list all Chaperones: Sarah Hendershot, Mandy Green, Morag Miller, Emily Bryson, Rayna Crisp, Becky Barlowe, Melissa Lewis, Cassie McAbee, Andrea Rearigh, Brandon Cope, Casey Finley, Stacey Collins, Erin Daniel, Cindy Wray, Becky Sessoms, Jessica Green, and Mia Cutting
* Please list the driver's name: Sarah Hendershot
Rayna Crisp

* Will you be using external transportation (ex. train, plane, walking)? No

Vehicles Needed

* Do you need vehicles? Yes

Vehicle Pickup

* Date 3/21/24
* Time 3:30 PM

Vehicle Return

* Date 3/22/24
* Time 2:30 PM

Total Trip Hours 23.00

* Type of vehicles needed to reserve Activity Bus



* How many vehicles do you need? 2

* Need Lift? No

Nbr Wheelchair Slots 0 Nbr Safety Vests 0 Nbr Fold Down Seats 0

Special Needs

Comments or Details Concerning
Needs

Additional Comments:

Owner rcrisp@jcpsmail.org

Bid Id/Closing Date

Person Submitting Request shendershot@jcpsmail.org

Date Submitted

Field Trip Acceptance of Responsibility

By submitting this request, the trip sponsor (Teacher, Coach, Staff Member, etc.) is validating the following conditions:

1. Possess a current/valid Driver's License for the vehicle you will be driving
2. Absent of any medical condition, medications/alcohol/drugs that will impede the operation of a vehicle
3. You will obey all traffic laws while operating the vehicle
4. You will not "text" or operate any device that may distract you while driving the vehicle
5. Properly authorized use of a JCPS vehicle for official travel
6. Will only transport authorized passengers for the purpose of official travel
7. The lift is to be operated only for wheelchairs.
8. Chaperones must be at least 21 years old.
9. There must be one adult for every five students in grades K-6 for overnight trips.
10. There must be one adult for every seven students in grades 7-13 for overnight trips.
11. There must be one adult for every ten students in grades K-13 for non-overnight trips.
12. Chaperones must have an approved VOLUNTEER application on file with JCPS Human Resources

* I have read and understand the information above.

Yes

Level 01 Approval - Location Approval

Comment

Decision Approved

Name emacaulay@jcpsmail.org

Decision Date Aug 14, 2023, 8:15:49 PM

Level 07 Approval - Central Office Approval

Comment

Decision

Designated Approver cfields@jcpsmail.org

Name

Decision Date

Travel Request Form

Please Note: Welcome to Jackson County Public Schools Travel Tracker, your one-stop travel center. Within this software, you can submit student field trip requests, reserve an activity bus for a field trip or athletic event, and reserve a car for staff travel. If you have any questions or comments please email Josh Francis at Jackson County Schools Transportation.

Trip Number

8704

* Category

Travel With Students

* Type of Trip

Field Trip

* Field Trip Event

Standard Field Trip

Trip Leave

* Date

10/6/23

Friday

* Time

8:00 AM

Trip Return

* Date

10/6/23

Friday

* Time


5:30 PM

Trip Year/Week 2023-40

* Overnight or Out-of-State Yes

Comments

Fairview Bus Ramp

* Your School/Dept 

314 Fairview Elementary

227 Fairview Road, Sylva, NC 28779

* Main Destination 

Knoxville Zoo

3500 Knoxville Zoo Drive, Knoxville, TN

* Approximate Nbr of Miles Round Trip

227.01

Special Instructions for Permission Slip

Students will return from the field trip at 5:30. They will need to be picked up from the teacher parking lot at 5:30.

Funding Source #1

Select

Budget Code

Funding Source Desc

Budget Code Desc

Funding Approver

 8/25/23

Are funds payable to a third party?

No

(Does venue require payment prior to trip?)

* Teacher / Advisor / Staff Name

Andrea N Rearigh

* Teacher / Advisor / Staff Phone #

8282264914

Teacher / Advisor / Staff Email

arearigh@jcpsmail.org

Note: This email will receive the requester emails if different from requester

Emergency Contact Info

☒ Same as Teacher / Advisor / Staff

- * Emergency Contact Name Andrea N Rearigh
- * Emergency Contact Phone # 8282264914

- * Grade Level(s) Making Trip 5
- * Description of Group or Person(s) Making Trip 5th Grade Class
- * Educational Objective for Field Trip 5.L.2 Understand the interdependence of plants and animals with their ecosystem.

Special Indicators

Number of Individuals Making Trip

- | | | | | | |
|-----------------|----|-------------------|----|----------------|----|
| * Male Adults | 1 | * Female Adults | 7 | Total Adults | 8 |
| * Male Students | 31 | * Female Students | 45 | Total Students | 76 |

Need 1 adult(s) for 10 or more students.
Need 1 adult(s) for every additional 10 students.

- * Will the students be away from school during lunch? Yes
- * If so, will these students need packed lunches? Yes

Nbr Students 76 Teacher Andrea N Rearigh

Bagged lunches have been requested for this field trip. Please contact teacher to verify number of lunches needed.

Additional Information

* Please list all Chaperones:

Rayna Crisp
Andrea Rearigh
Lori Gilbert
Rebecca Barlowe
Heather Pittman
Evelyn Graning
Jason Fisher
Rosa Goss
Kim Mullan

* Please list the driver's name:

Rayna Crisp
Dennis Proffit

* Will you be using external transportation (ex. train, plane, walking)? No

Vehicles Needed

* Do you need vehicles? Yes

Vehicle Pickup

- * Date 10/6/23
- * Time 8:00 AM

Vehicle Return

- * Date 10/6/23
- * Time 5:30 PM

Total Trip Hours 9.50

* Type of vehicles needed to reserve Activity Bus



- * How many vehicles do you need? 2
- * Need Lift? No

Nbr Wheelchair Slots 0 Nbr Safety Vests 0 Nbr Fold Down Seats 0

Special Needs

Comments or Details Concerning Needs

Additional Comments:

Owner rcrisp@jcpsmail.org

Bid Id/Closing Date

Person Submitting Request arearigh@jcpsmail.org

Date Submitted

Field Trip Acceptance of Responsibility

By submitting this request, the trip sponsor (Teacher, Coach, Staff Member, etc.) is validating the following conditions:

1. Possess a current/valid Driver's License for the vehicle you will be driving
2. Absent of any medical condition, medications/alcohol/drugs that will impede the operation of a vehicle
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7. The lift is to be operated only for wheelchairs.
8. Chaperones must be at least 21 years old.
9. There must be one adult for every five students in grades K-6 for overnight trips.
10. There must be one adult for every seven students in grades 7-13 for overnight trips.
11. There must be one adult for every ten students in grades K-13 for non-overnight trips.
12. Chaperones must have an approved VOLUNTEER application on file with JCPS Human Resources

- * I have read and understand the information above.

Yes

Level 01 Approval - Location Approval

Comment

Decision Approved

Name emacaulay@jcpsmail.org

Decision Date Aug 24, 2023, 8:15:47 PM

Level 07 Approval - Central Office Approval

Comment

Decision

Designated Approver cfields@jcpsmail.org

Name

Decision Date

Travel Request Form

Please Note: Welcome to Jackson County Public Schools Travel Tracker, your one-stop travel center. Within this software, you can submit student field trip requests, reserve an activity bus for a field trip or athletic event, and reserve a car for staff travel. If you have any questions or comments please email Josh Francis at Jackson County Schools Transportation.

Trip Number **8749**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event
Standard Field Trip

Trip Leave

* Date **10/27/23** **Friday**

* Time 8:15 AM

Trip Return

* Date **10/27/23** **Friday**


* Time 2:30 PM

Trip Year/Week 2023-43

* Overnight or Out-of-State Yes

Comments Pickup in Bus Parking lot of Smokey Mountain Elementary. Dropoff at Wonderworks, Pigeon Forge, TN

* Your School/Dept  337 Smokey Mountain Elementary
884 N U.S 441, Whittier, NC 28789

* Main Destination  Other (Type Below)
100 Music Rd, Pigeon Forge, TN 37863, USA

Destination Not Listed 100 Music Rd, Pigeon Forge, TN, USA * Destination Name Wonderworks

* Approximate Nbr of Miles Round Trip

Special Instructions for Permission Slip

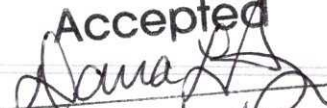
Funding Source #1 Select

Budget Code

Funding Source Desc

Budget Code Desc

Funding Approver

Accepted

Date 9/15/23

Are funds payable to a third party? Yes
(Does venue require payment prior to trip?)

Amount of Payment \$480.30

Payment Option School System Credit Card

Purchase Order/Requisition Nbr

Payment Due To Wonderworks
100 Music Rd.
Pigeon Forge, TN 3786

Comments Concerning Payment

* Teacher / Advisor / Staff Name King/Tidwell

* Teacher / Advisor / Staff Phone # 828-497-5535

Teacher / Advisor / Staff Email mking@jcpsmail.org

Note: This email will receive the requester emails if different from requester

Emergency Contact Info ☒ Same as Teacher / Advisor / Staff

* Emergency Contact Name King/Tidwell

* Emergency Contact Phone # 828-497-5535

* Grade Level(s) Making Trip 1

* Description of Group or Person(s) Making Trip First Grade Classes of Smokey Mountain Elementary

* Educational Objective for Field Trip To enhance learning with hands-on STEM opportunities.

Special Indicators

Number of Individuals Making Trip

* Male Adults 0 * Female Adults 5 Total Adults 5

* Male Students 14 * Female Students 19 Total Students 33

Need 1 adult(s) for 10 or more students.
Need 1 adult(s) for every additional 10 students.

* Will the students be away from school during lunch? Yes

* If so, will these students need packed lunches? No

Nbr Students 33 **Teacher** King/Tidwell

Students will be away from school during the lunch period.

Additional Information

* Please list all Chaperones: Morgan King
Teresa Haney
Wendy Tidwell
Jenny Monteith

* Please list the driver's name: Jamie Frese

* Will you be using external transportation (ex. train, plane, walking)? No

Vehicles Needed

* Do you need vehicles? Yes

Vehicle Pickup

Vehicle Return

* **Date** 10/27/23
* **Time** 8:15 AM

* **Date** 10/27/23
* **Time** 2:30 PM

Total Trip Hours 6.25

* Type of vehicles needed to reserve Activity Bus
* How many vehicles do you need? 1
* Need Lift? No

Nbr Wheelchair Slots 0 **Nbr Safety Vests** 0 **Nbr Fold Down Seats** 0

Special Needs

Comments or Details Concerning
Needs

Additional Comments:

Owner jfrese@jcpsmail.org

Bid Id/Closing Date

Person Submitting Request mking@jcpsmail.org

Date Submitted

Field Trip Acceptance of Responsibility

By submitting this request, the trip sponsor (Teacher, Coach, Staff Member, etc.) is validating the following conditions:

1. Possess a current/valid Driver's License for the vehicle you will be driving
2. Absent of any medical condition, medications/alcohol/drugs that will impede the operation of a vehicle
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6. Will only transport authorized passengers for the purpose of official travel
7. The lift is to be operated only for wheelchairs.
8. Chaperones must be at least 21 years old.
9. There must be one adult for every five students in grades K-6 for overnight trips.
10. There must be one adult for every seven students in grades 7-13 for overnight trips.
11. There must be one adult for every ten students in grades K-13 for non-overnight trips.
12. Chaperones must have an approved VOLUNTEER application on file with JCPS Human Resources

* I have read and understand the information above.

Yes

Level 01 Approval - Location Approval

Comment

Decision Approved

Name jfrese@jcpsmail.org

Decision Date Sep 17, 2023, 7:10:37 PM

Level 07 Approval - Central Office Approval

Comment

Decision

Designated Approver

cfields@jcpsmail.org

Name

Decision Date

Travel Request Form

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Trip Number **8764**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event
Standard Field Trip

Trip Leave

* Date **10/19/23** **Thursday**

* Time 8:15 AM

Trip Return

* Date **10/19/23** **Thursday**


* Time 8:00 PM

Trip Year/Week 2023-42

* Overnight or Out-of-State Yes

Comments

* Your School/Dept  337 **Smokey Mountain Elementary**
884 N U.S 441, Whittier, NC 28789

* Main Destination  **Dollywood**
2700 Dollywood Parks Boulevard, Pigeon Forge, TN

* Approximate Nbr of Miles Round Trip

Special Instructions for Permission
Slip

Funding Source
#1 Select

Budget Code

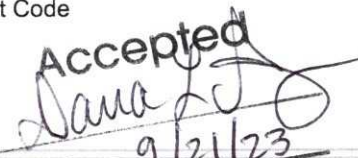
Funding Source
Desc

Budget Code
Desc

Funding Approver

Are funds payable to a third party? No
(Does venue require payment prior to trip?)

* Teacher / Advisor / Staff Name Tonya Pruett
* Teacher / Advisor / Staff Phone # 828-226-0541
Teacher / Advisor / Staff Email tpruett@jcpsmail.org

Accepted

Date 9/21/23

Note: This email will receive the requester emails if different from requester

Emergency Contact Info

☐ Same as Teacher / Advisor / Staff

* Emergency Contact Name Lisa Pruett
* Emergency Contact Phone # 828-507-8743

* Grade Level(s) Making Trip 6
7
8
* Description of Group or Person(s) Making Trip 6-8th grade fall trip
Cost per person: 60.00
* Educational Objective for Field Trip Science in the park:
-forces and motion (CTE STEM)
https://hfe.widen.net/s/j6hfdpwqgk/dw20_scienceintheparksfinal
-Raptor Academy
https://hfe.widen.net/s/sqlskvvxtr/dw21_general_workbook1_raptoracademy_eaglefoundation
-History & local crafting
<https://www.dollywood.com/groups/education/educational-resources/>

Special Indicators

Number of Individuals Making Trip

* Male Adults	5	* Female Adults	5	Total Adults	10
* Male Students	50	* Female Students	50	Total Students	100

Need 1 adult(s) for 10 or more students.
Need 1 adult(s) for every additional 10 students.

* Will the students be away from school during lunch? Yes
* If so, will these students need packed lunches? No

Nbr Students 100 Teacher Tonya Pruett

Students will be away from school during the lunch period.

Additional Information

* Please list all Chaperones:

1. Tonya Pruett
2. Charity Jamison
3. Wes Willoughby
4. Scott Miller
5. Michael Beam
6. Suzanne Hummer
7. Heather Waldroup
8. Suzanne Hummer
9. Michelle Raby
10. Reuben Sharpless
11. Mary Bumgarner

* Please list the driver's name:

1. Wes Willoughby
2. Scott Miller
3. Mary Bumgarner

* Will you be using external transportation (ex. train, plane, walking)? No

Vehicles Needed

* Do you need vehicles? Yes

Vehicle Pickup

* **Date** 10/19/23
* **Time** 8:15 AM

Vehicle Return

* **Date** 10/19/23
* **Time** 8:00 PM

Total Trip Hours 11.75

* Type of vehicles needed to reserve Activity Bus



* How many vehicles do you need? 3

* Need Lift? No

Nbr Wheelchair Slots 0 **Nbr Safety Vests** 0 **Nbr Fold Down Seats** 0

Special Needs

Comments or Details Concerning Needs Scott Miller may not have his bus license by the time of this trip. Do you have another bus driver? Where are we getting another activity bus from?

Additional Comments:

Owner jfrese@jcpsmail.org

Bid Id/Closing Date

Person Submitting Request tpruett@jcpsmail.org

Date Submitted

Field Trip Acceptance of Responsibility

By submitting this request, the trip sponsor (Teacher, Coach, Staff Member, etc.) is validating the following conditions:

1. Possess a current/valid Driver's License for the vehicle you will be driving
2. Absent of any medical condition, medications/alcohol/drugs that will impede the operation of a vehicle
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11. There must be one adult for every ten students in grades K-13 for non-overnight trips.
12. Chaperones must have an approved VOLUNTEER application on file with JCPS Human Resources

* I have read and understand the information above.

Yes

Level 01 Approval - Location Approval

Comment

Decision Approved

Name

jfrese@jcpsmail.org

Decision Date

Sep 20, 2023, 5:25:02 PM

Level 07 Approval - Central Office Approval

Comment

Decision

Designated Approver

cfields@jcpsmail.org

Name

Decision Date