



**WATAUGA COUNTY  
BOARD OF EDUCATION**

Margaret E. Gragg Education Center  
175 Pioneer Trail Boone, NC 28607  
(828) 264-7190

***WATAUGA COUNTY BOARD OF EDUCATION MEETING AGENDA***  
***April 16, 2024***

- |                  |                                                                                                                                                                                                                                                                    |                                    |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| <b>5:15 p.m.</b> | <b>1. CALL TO ORDER</b>                                                                                                                                                                                                                                            | Board Chair                        |
| <b>5:18 p.m.</b> | <b>2. CLOSED SESSION</b><br>A. Approval of the Minutes for 3/11/2024<br>B. Reportable Offenses – N.C.G.S.115C-288(g)<br>C. Student Records - N.C.G.S.143-318.11(a)(1)<br>D. Personnel – N.C.G.S.143-318.11(a)(6)<br>E. Attorney-Client - N.C.G.S. 143-318.11(a)(3) | Board Chair                        |
| <b>6:00 p.m.</b> | <b>3. OPEN SESSION CALL TO ORDER/<br/>WELCOME/MOMENT OF SILENCE</b>                                                                                                                                                                                                | Board Chair                        |
| <b>6:03 p.m.</b> | <b>4. DISCUSSION AND ADJUSTMENT OF AGENDA</b>                                                                                                                                                                                                                      | Board Chair                        |
| <b>6:05 p.m.</b> | <b>5. SUPERINTENDENT'S REPORT</b>                                                                                                                                                                                                                                  | Dr. Leslie Alexander               |
| <b>6:10 p.m.</b> | <b>6. VALLE CRUCIS SCHOOL UPDATE</b>                                                                                                                                                                                                                               | Dr. Leslie Alexander               |
| <b>6:15 p.m.</b> | <b>7. STUDENTS' REPORT</b>                                                                                                                                                                                                                                         | Ms. Mia Llibre<br>Ms. Ellary Smith |
| <b>6:20 p.m.</b> | <b>8. SPECIAL RECOGNITION</b><br>★ Watauga High School Women's Basketball Team<br>(Coach: Bill Torgerson)                                                                                                                                                          | Board Chair                        |
| <b>6:25 p.m.</b> | <b>9. PUBLIC COMMENT</b>                                                                                                                                                                                                                                           | Board Chair                        |

<b>6:35 p.m.</b>	<b>10. CONSENT AGENDA</b> A. Approval of the Minutes for 3/11/2024 B. Field Trip Requests C. Declaration of Surplus D. Vendor Recommendation for Teacher and Staff Laptops E. Lease of Equipment/Software for School Buses/State Vehicles F. Resolution to Support the myFutureNC Attainment Goal G. Personnel Report	Dr. Leslie Alexander
<b>6:40 p.m.</b>	<b>11. YOUTH BEHAVIOR RISK SURVEY (YRBS) DATA</b>	Dr. Tierra Stark
<b>6:55 p.m.</b>	<b>12. POLICIES: SUBSTANTIVE FOR SECOND READ</b> <ul style="list-style-type: none"> <li>● 3610: Counseling Program</li> <li>● 4110: Immunizations and Health Requirements for School Admission</li> <li>● 4240/7312: Child Abuse and Related Threats to Child Safety</li> <li>● 4342: Student Searches</li> <li>● 4720: Surveys of Students</li> <li>● 3320: School Trips</li> <li>● 3320-R: Field Trip Procedures</li> <li>● Watauga County Field Trip Request Form</li> </ul>	Dr. Wayne Eberle
<b>7:05 p.m.</b>	<b>13. BOARD OPERATIONS</b> → Student Board Representative: Process/Timeline → BOE Email Acknowledgement/Responses → July 11th Work Session	Board Chair
<b>7:20 p.m.</b>	<b>14. BOARD COMMENTS</b>	Board Chair
<b>7:30 p.m.</b>	<b>15. ADJOURNMENT</b>	Board Chair



## WATAUGA COUNTY BOARD OF EDUCATION

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### WATAUGA COUNTY BOARD OF EDUCATION MEETING

**DATE:** March 11, 2024

**TIME:** 6:00 p.m.

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

**PRESENT:**

- Gary Childers, Steve Combs, Marshall Ashcraft, Jay Fenwick (via Google Meet), *BOE Members*
- Dr. Leslie Alexander, *Superintendent*

#### **CALL TO ORDER**

Steve Combs made a motion at 5:51 pm to go into open session. Marshall Ashcraft seconded, and all Board members approved. Board Chair Dr. Gary Childers called the meeting to order at 6:07 p.m.

#### **WELCOME/MOMENT OF SILENCE**

After welcoming those attending the meeting, Dr. Childers acknowledged the recent passing of retired administrator Mr. James "Jim" Godwin. He then requested to observe a moment of silence.

#### **DISCUSSION AND ADJUSTMENT OF AGENDA**

There was not any discussion or adjustment to the agenda.

#### **SUPERINTENDENT'S REPORT**

Dr. Leslie Alexander welcomed everyone, and she also spoke about the loss of Mr. Jim Godwin. He served as an Assistant Principal at Hardin Park from 2005-2022, and he was also the Watauga County Middle School Athletic Director.

- A Technology Showcase was held at Watauga High School on March 11th, and 21 teachers and 40 students participated.
- The Women's Basketball team is headed to the Final Four! They will play Charlotte Catholic on March 14th at 2:00 pm.
- "Empty Bowls" will be on Saturday, March 16th from 4:30-6:00 pm at Watauga High School.
- "Shooting Stars": There will be an art installation on April 1st at the Jones House, and a reception will be held on April 26th from 4:30-7:00 p.m.

- Seniors Wesley Coatney and Grayson Elliott received the Morehead-Cain Scholarship.
- Seniors Keowen Arguello and Anna McGuire received the Lenoir-Rhyne Presidential Scholarship.
- **Recognition Dates:**
  - Women's History Month: There will be special lessons and activities in March to celebrate the accomplishments of many great women, both current and past.
  - Music in Our Schools Month- The district is grateful for the Music teachers who help students gain an appreciation for music.
  - National Nutrition Month: Many thanks go to all of the Cafeteria Managers, Cafeteria workers, and Monica Bolick (Director of Child Nutrition) for their hard work in ensuring that our students are fed with healthy meals each day.
  - 3/1: Maintenance Workers Appreciation Day: Much gratitude goes to Eric Bolick (Director of Facilities) and the entire Maintenance Team for keeping our buildings running, and for responding to maintenance requests and emergencies.
  - 3/4 - 3/8: National School Social Worker Week: The partnership with and support of School Social Workers is invaluable, and they diligently stay connected to families who may be in need of additional support.

Dr. Alexander recognized Ly Marze, who has served for 18 years as the Director of Finance. She has done a wonderful job overseeing all aspects of the budget/finances for Watauga County Schools. Ms. Marze will be moving to Wilmington, but she will continue helping remotely in an interim capacity until a new person has been hired and gotten acclimated to the position.

### **VALLE CRUCIS SCHOOL UPDATE**

- ➔ Area A: Cafeteria/Kitchen; Gym
- ➔ Area B: Administrative Offices; Band
- ➔ Area C: Classrooms

Slabs have been poured and underdrains have been completed in all areas except the north end of Area A. Storm drain system installations will resume when weather conditions improve. ROK-ON has mostly been completed in Areas B and C. The Critical Path (which is what affects the end date of the project) is progressing well in Area C, and is getting ready to start in Area B.

### **STUDENTS' REPORT**

- DECA's annual state competition was February 28-March 2 in Greensboro. Members competed in several categories including marketing, finance, hospitality and management, entrepreneurship, and personal financial literacy. Watauga had several students place in the top 10 in their events. DECA's success can be attributed to the highly-driven students and their committed advisor, Olivia Tarnowski.
- Two Watauga High School seniors, Grayson Elliott and Wesley Coatney, received the Morehead-Cain Scholarship. It is unprecedented for Watauga to have two students be awarded this scholarship in the same year.
- The WHS Student Services page has local scholarship information, with many of them having March deadlines.



- 8th-11th grade students are currently in the process of high school registration. There will be a few new classes next year, including an honors AP Prep course to help students prepare for the AP History pathway, a drumming class, and “Pop Music Through the Ages.”
- The funeral service for Mr. Jim Godwin was held on March 10th at Boone United Methodist Church, followed by a Celebration of Life at ASU’s football stadium. He was loved by students, faculty, and families, and the church was filled with community members honoring his life.
- For the first time in school history, the 2023-24 Watauga High School women’s basketball team is going to the Final Four of the 4A State playoffs. The Pioneers will take on Charlotte Catholic in the Final Four on March 14th in Winston-Salem.
- Over the past 22 years, the Hunger and Health Coalition has partnered with Watauga High School and the Watauga Arts Council to present the “Empty Bowls” event. Tickets are \$25 and include a handmade bowl, choice of soup from a local restaurant, and drink/dessert. There will be a silent auction, as well as live music from local artists. The event will take place at Watauga High School on March 16th from 4:30-6:00 p.m., and all proceeds will go to help feed families in the community.

### **PUBLIC/SPECIAL RECOGNITION**

- ★ **NCSBA Academy of School Boardsmanship**: This past September, the Watauga County Board of Education members were given a Gold Bell Award, which means that every Board member participated in 12 hours of training. The North Carolina School Boards Association (NCSBA) offers educational training opportunities, and the Watauga County Board of Education members are very invested with their time and commitment in making sure they are up-to-date with relevant issues pertaining to education. Two Board members were recognized for exceeding minimum requirements:
  - Dr. Gary Childers received a Certificate of Achievement (101-200 hours).
  - Marshall Ashcraft received a Certificate of Merit (31-100 hours).
- ★ **WCS Spelling Bee Winner**: Max Greene, a 7th grader at Hardin Park, was recognized by Ms. Meredith Jones (Director of Middle Grades Education) as being the WCS Spelling Bee winner. Max will compete in the N.C. Regional Spelling Bee on March 17th.

### **myFutureNC: N.C.’s STATE ATTAINMENT GOAL**

*myFutureNC* is a statewide non-profit organization with a cross-sector collaboration between leaders in education, business, and government. Dr. Kim Case, Northwest Regional Impact Manager for *myFutureNC*, discussed North Carolina’s state attainment goal. The desired result is to ensure that by 2030, 2 million 25- to 44-year-olds in North Carolina will have a high-quality credential or postsecondary degree. Dr. Case requested a call to action for Watauga County Schools to sign a resolution to support and endorse the state attainment goal.

Kim Case shared local/regional/state statistics, including that “only 29 out of 100 Northwest 9th graders earn a degree or certificate within 6 years of graduating high school.” Marshall Ashcraft stated that he is interested in knowing what the number is for Watauga County. Dr. Childers expressed pride in the commitment that Watauga County Schools has with Career and Technical Education programs, which provide many students with various credentials.

## **PUBLIC COMMENT**

Five citizens made public comments, and they are all officers of the Watauga County Special Education Parent Teacher Association (SEPTA). SEPTA works to advocate for the needs of exceptional children and their families, and collaborates to devise ways to meet evolving needs. Members believe that by coming together, a positive and inclusive educational community can thrive in Watauga County. The charter meeting was on October 2, 2023, and the group meets monthly. SEPTA aligns with the mission of the North Carolina PTA and National PTA .

Each member spoke about the purpose, mission, goals, and/or awareness of the organization.

- ❖ Shana Scott (President)
- ❖ Shannon Clark (Vice-President)
- ❖ Wendy Livingston (Secretary)
- ❖ Amanda Cornett (Treasurer)
- ❖ James Milner (Vice-President)

## **2024-2025 CURRENT EXPENSE AND CAPITAL OUTLAY FUND REQUESTS**

Ly Marze presented the current expense and capital outlay fund requests, and asked for approval of the budget to take to the County Commissioners. Marshall Ashcraft asked about the 9% increase for local positions for instructional services. Ms. Marze explained that while it is higher than what has been requested in prior years, it is a more accurate reflection of upcoming budget needs, especially due to the elimination of ESSER funds.

Steve Combs made a motion to approve the document for the 2024-25 fund requests. Jay Fenwick seconded, and it was unanimously approved.

## **CONSENT AGENDA**

- A. Approval of the Minutes for 2/12/2024, 2/21/2024, & 2/27/2024
- B. Field Trip Requests
- C. Declaration of Surplus
- D. Valle Crucis Cafeteria Equipment Bids
- E. Reroofing Bids
- F. Approval of Second Administration Summer Plan
- G. Personnel Report

Marshall Ashcraft made a motion to approve the Consent Agenda. Steve Combs seconded the motion, and it was unanimously approved.

## **POLICIES: SUBSTANTIVE FOR SECOND READ**

- 4040/7310: Staff-Student Relations
- 7100: Recruitment and Selection of Personnel
- 7130: Licensure
- 7510: Leave

- 7520: Family and Medical Leave
- 7730: Employee Conflict of Interest
- 3320: School Trips
- 3320-R: Field Trip Procedures
- Watauga County Field Trip Request Form

Dr. Wayne Eberle presented these policies for second read. Marshall Ashcraft made a motion to approve all of the policies. Steve Combs seconded, and all Board members approved.

### **POLICIES: SUBSTANTIVE FOR FIRST READ**

- 3610: Counseling Program
- 4110: Immunizations and Health Requirements for School Admission
- 4240/7312: Child Abuse and Related Threats to Child Safety
- 4342: Student Searches
- 4720: Surveys of Students
- 3320: School Trips
- 3320-R: Field Trip Procedures
- Watauga County Field Trip Request Form

Dr. Wayne Eberle presented the policies for first read.

For field trip requests, the proposal is for principals to approve day trips, the Superintendent to approve overnight in-state trips, and the Board of Education to approve overnight out-of-state trips. Dr. Alexander will share in her weekly report to Board members any field trips she approves during the week.

### **BOARD OPERATIONS**

- The April BOE meeting will be on Tuesday, April 16th at 6:00 p.m.
- Board members should let Leigh Lyall know if they plan to attend the April 22nd LEAD training.

### **BOARD COMMENTS**

Dr. Alexander shared with the Board that Don Phipps (Superintendent of Caldwell County Schools) is putting together a letter asking for districts to be able to start school a week earlier, and that he has asked for the Superintendents in the region to sign the letter.

### **ADJOURNMENT**

Jay Fenwick made a motion to adjourn, Steve Combs seconded, and it was unanimously approved. The meeting adjourned at 7:52 p.m.

## WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

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

Sponsoring teacher: (Print) Erik Mortensen School: WHS

Cell phone number: 919-723-4803 Grade(s): 9-12 Number of students: 15

Departure time/date: April 23<sup>rd</sup>, 2024 ~ 8:30am Return time/date: April 25<sup>th</sup>, 2024 ~ 3:30pm

### Educational purpose:

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

Koury Convention Center + Greensboro Coliseum - Greensboro, NC

Purpose of trip and how it relates to the curriculum: Students will showcase hands on learning and automotive related skills through the presentation of their projects at the Skills USA State Competition.

### Supervision and Safety:

Names of all school staff chaperones: Erik Mortensen, Dustin Ford, Haylee Bare

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

All chaperones have a background check completed: yes      Sponsoring teacher initials: EM  
Are all site(s) accessible to students with disabilities? yes no      How will students with disabilities be  
accommodated for site access and transportation? \_\_\_\_\_

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

**Transportation plan:**

Mode of transportation: \_\_\_\_\_ Yellow bus with wheelchair lift \_\_\_\_\_ Yellow bus without wheelchair lift  
\_\_\_\_\_ Activity bus with wheelchair lift ✓ Activity bus without wheelchair lift \_\_\_\_\_ Rental car/mini-van  
\_\_\_\_\_ Charter bus      Other (Please explain) CTE Truck

Name of charter bus company (if checked above) \_\_\_\_\_

(If applicable, bus request form must be attached)

Driver/s: Haley Bare      Round trip mileage: 218      # of buses needed: 1  
Total cost per student \$ \_\_\_\_\_ Source of funds: CTE

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

**Approval/Signatures:**

Sponsoring teacher signature: \_\_\_\_\_ Date: 3 / 5 / 24

Principal approval: \_\_\_\_\_ Date: 3 / 5 / 24

**Required signatures if applicable:**

Transportation Director approval: \_\_\_\_\_ Date: 4 / 10 / 24

Superintendent approval: \_\_\_\_\_ Date: 4 / 10 / 24

Board of Education approval: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

# Watauga High-Envirothon State Competition

## WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

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

Sponsoring teacher: (Print) Courtney Capozzoli School: Watauga High School

Cell phone number: 828-406-5260 Grade(s): 10-12 Number of students: 5

Departure time/date: 4/26 8:30am Return time/date: 4/27 ~8:00 pm

### Educational purpose:

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

NC State Envirothon Competition at Cedarock Park  
in Burlington. Stay at hotel in Burlington. Eat dinner en route.  
Breakfast & lunch provided.

Purpose of trip and how it relates to the curriculum: Students competed in regional  
competition and made it to state. The state competition  
will be similar to regional where students answer questions  
about forestry, aquatics, soils, & wildlife

### Supervision and Safety:

Names of all school staff chaperones: Courtney Capozzoli

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



All chaperones have a background check completed: yes Sponsoring teacher initials: CBE  
Are all site(s) accessible to students with disabilities? ☒ yes ☐ no How will students with disabilities be accommodated for site access and transportation? sidewalks, ramps are available but not needed for students currently

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

**Transportation plan:**

Mode of transportation: ☐ Yellow bus with wheelchair lift ☐ Yellow bus without wheelchair lift  
☐ Activity bus with wheelchair lift ☐ Activity bus without wheelchair lift ☒ Rental car/mini-van  
☐ Charter bus Other (Please explain) Hoping school van available

Name of charter bus company (if checked above) \_\_\_\_\_

(If applicable, bus request form must be attached)

Driver/s: Courtney Capozzoli Round trip mileage: 272 # of buses needed: \_\_\_\_\_  
Total cost per student \$ 50 Source of funds: Sustainability club

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

**Approval/Signatures:**

Sponsoring teacher signature: Courtney Capozzoli Date: 3 / 27 / 24  
Principal approval: [Signature] Date: 3 / 28 / 24

**Required signatures if applicable:**

Transportation Director approval: [Signature] Date: 4 / 9 / 24  
Superintendent approval: [Signature] Date: 4 / 10 / 24  
Board of Education approval: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# WATAUGA COUNTY FIELD TRIP REQUEST FORM

This request is for a: \_\_\_ day trip \_\_\_ out of state day trip \_\_\_ overnight trip ☒ overnight & out of state trip ≈ 1 mile into Virginia

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

Sponsoring teacher: (Print) Katie Gray Eric Breitenstein (728) 773-0355 School: WHS/WIA  
Cell phone number: (728) 773-4398 Grade(s): 9-12 Number of students: 15  
Departure date: May 4<sup>th</sup> Return date: May 5<sup>th</sup>  
Departure time: ≈ 1 PM Return time: ≈ 1 PM

## Educational purpose:

Trip destination including city, state, and all places to be visited: (attach detailed itinerary as needed) South Fork of New River  
Canoe/Kayak trip from Riverside Canoe & Tube Rental TO New River State Park Campground  
Sleep at camp ground. Canoe to mouth of Wilson take out. Skuttle back to Riverside Canoe  
Meet activity bus & head home! (Boat Ramp)  
Purpose of trip and how it relates to the curriculum: This trip is a club trip for the  
Trail Blazers Club. Our charter or founding principles are to get high  
schoolers outside and participating in outdoor sports. The one rule  
is that these can't be traditional sports i.e. basketball, football.

## Supervision and Safety:

Names of all school staff chaperones: Katie Gray, Eric Breitenstein  
Josh Roberts

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

All chaperones have a background check completed: ☒

Sponsoring teacher initials: KG  
EB

Are all site(s) accessible to students with disabilities? yes ☒ no ☐ How will students with disabilities be accommodated for site access and transportation? Our club is open to all but we do not currently have any students that need this/these accommodations

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

**Transportation plan:**

Mode of transportation: ☐ Yellow bus with wheelchair lift ☐ Yellow bus without wheelchair lift  
☐ Activity bus with wheelchair lift ☒ Activity bus without wheelchair lift ☐ Rental car/mini-van  
☐ Charter bus Other (Please explain) \_\_\_\_\_

Name of charter bus company (if checked above) \_\_\_\_\_

(If applicable, bus request form must be attached)

Driver/s: Joe Mitchell Round trip mileage: 80 miles  $\times 2 = 160 \text{ miles}$  # of buses needed: 1  
Total cost per student \$ 48 Source of funds: Trail Blazers Club  
Fully funded by our CLUB Grant

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

**Approval/Signatures:**

Sponsoring teacher signature: [Signature] Date: 3/27/24  
Principal approval: [Signature] Date: 3/28/24

**Required signatures if applicable:**

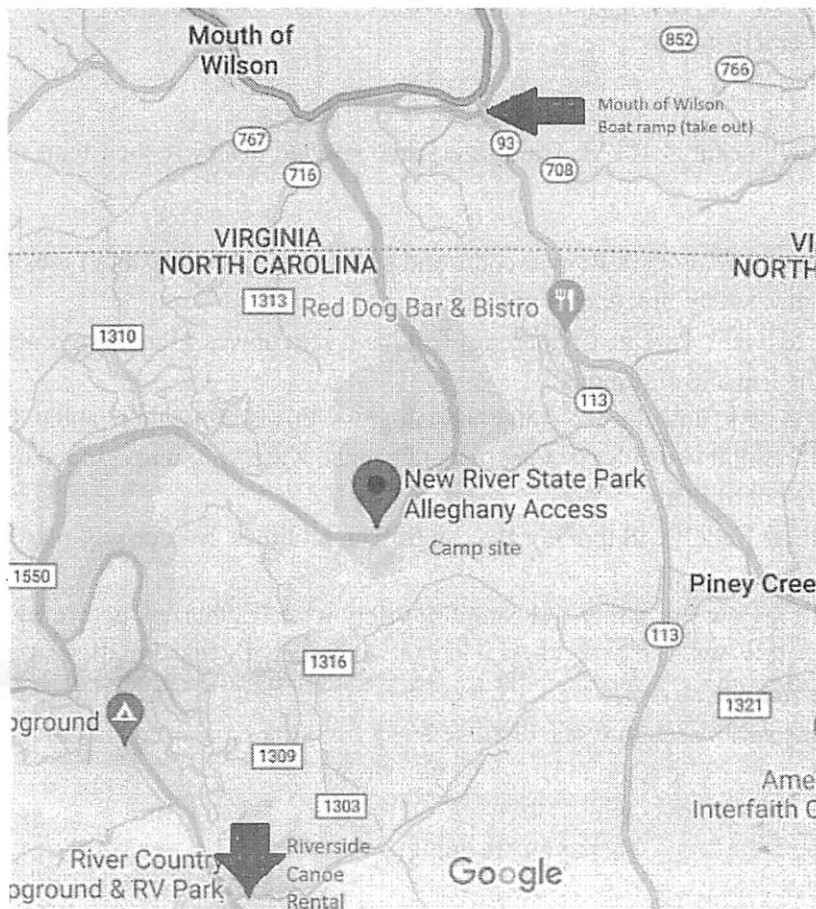
Transportation Director approval: [Signature] Date: 4/9/24  
Superintendent approval: [Signature] Date: 4/10/24  
Board of Education approval: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Trailblazers Safety/Supervision Plan Canoe Camp Canoe Spring 2024

*This plan will be reviewed with Trailblazers and parents prior to departure. Water and camping safety will be reviewed again directly before we set up camp and each time we enter the water.*

### Trip Locations:

1. We will be gearing up and checking equipment from 12PM -1PM at Watauga HS (departing WHS at 1 PM)
2. We will be renting canoes from Riverside Canoe and Tube rental in Crumpler, NC
3. Riverside Canoe will shuttle us up river about 1 mile to our first put in.
4. We will canoe downstream to our campsite in the New River State Park, Allegheny Access. This is the paddle up site- see map below
5. We will stay right around our campsite that night, eating, playing games, telling stories and making smores.
6. In the morning we will eat breakfast, load the boats and head out. We will be canoeing to the Mouth of Wilson Boat Ramp located just under S.R. 93. This is just across the border into Virginia. See map below.
7. Riverside Canoe and Tube will then shuttle us back to their building where we will meet the bus, unpack, repack and head home.
8. We plan to meet back at WHS at 1PM, May 5th. Please know that depending on water speed, and shuttle times, this may vary. Your Trailblazers and our chaperones will be in touch with you if things change!





**Water/boater safety:**

*Chaperones will go over rules about PDFs and canoeing safety on the ride to Riverside Canoes, and each time we get on to the water. We will speak about what to do in case of an emergency, how to communicate with each other to effectively steer the boats. Eric Breitenstein and Katie Gray are both First Aid and CPR certified.*

**Additionally, both have experience canoeing on this section of the New River.**

1. Trailblazers must always put on a PFD before entering the watercraft, and keep it on throughout the outing. If you are in or on the water, you will have a life vest on!
2. Never go out alone. Bring along at least one other Trailblazer with you wherever you go!
3. Never overload the craft. Tie down gear, and distribute weight evenly.
4. Make sure the craft is stable before you enter it.
5. Maintain a low center of gravity and three points of contact. Keep your weight balanced over the center of the craft. Standing up or moving around, leaning over in a small craft can cause it to capsize—a leading cause of fatalities among paddlers.
6. Stay alert at all times and be aware of your surroundings, including other nearby boaters. Be prepared to react when dangerous situations arise.
7. Avoid trees that have fallen across part of the river.
8. Follow the lead boat. Make adjustments as necessary. Listen for directions
9. Use whistle for emergencies

**Camping-** Bed checks will occur at 10PM. Trailblazers are expected to stay in their tents until morning.

1. Our goal is to have a State Park Ranger come and speak to the students about jobs within the State park system, and review safety procedures as well.
2. 1,2 or 3 people to a tent. Parents/Chaperones will have veto power. (Tent assignments will be reviewed prior to leaving for the trip and will remain!)
3. Being in the state park, and close to water and tall grass, this is prime tick habitat. Check yourself regularly, chaperones will remind you! Please note, ticks like tents. Keep your tents zipped up when you're in them and when you're out of them.
4. Campfires- at least 1 adult will monitor the campfire at all times. No one will play with fire. It is a comfort and cooking tool.
5. Chaperones will review fire safety and campfire safety with Trailblazers before we start the fire. We will review how to safely make smores, i.e. you have to blow out any marshmallows that are on fire, not wave them to put the fire out.
6. Tent set up- tents will be set up a safe distance away from trees, campfire, and river. Make sure you don't have any rocks or sticks directly under where you sleep.
7. When possible, always travel with at least one other person. When it isn't possible i.e. bathroom breaks- you must let someone know where you are going!

**Transportation Director approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Superintendent approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Board of Education approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## WATAUGA COUNTY FIELD TRIP REQUEST FORM

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Sponsoring teacher: (Print) J Scott Townsend School: Watauga High School Track & Field

Cell phone number: 828-773-6683 Grade(s): 9-12 Number of students: ? TBD

Departure time/date: May 10, 2024 @ 2:00pm Return time/date: May 11, 2024 @ 10:00pm

### Educational purpose:

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

Palisades High School, Charlotte, NC

Purpose of trip and how it relates to the curriculum: Students would compete at the  
NCHSAA 4A West Regional Track Meet. This would allow  
them the opportunity to compete against high level  
competition while representing our school, team, &  
community in a positive way.

### Supervision and Safety:

Names of all school staff chaperones: J Scott Townsend, Kim Kop, Adam Gilbert, Kevin Yandle, Matt Anderson,  
Will Logan, Tera Darner, Landry Mazzarell (All Members of the Coaching Staff)

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



All chaperones have a background check completed: YES Sponsoring teacher initials: JS7  
Are all site(s) accessible to students with disabilities? ☒ yes ☐ no How will students with disabilities be accommodated for site access and transportation? \_\_\_\_\_

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

**Transportation plan:**

Mode of transportation: \_\_\_\_\_ Yellow bus with wheelchair lift \_\_\_\_\_ Yellow bus without wheelchair lift  
\_\_\_\_\_ Activity bus with wheelchair lift ☒ Activity bus without wheelchair lift \_\_\_\_\_ Rental car/mini-van  
\_\_\_\_\_ Charter bus Other (Please explain) \_\_\_\_\_

Name of charter bus company (if checked above) \_\_\_\_\_

(If applicable, bus request form must be attached)

Driver/s: Adam Gilbert / Kevin Yandle Round trip mileage: 200 # of buses needed: 1

Total cost per student \$ < \$100 Source of funds: Track Boosters/Parents

The sponsoring teacher has reviewed Board policies 3320, 3320-R, and 6315: Teacher initials: JS7

**Approval/Signatures:**

Sponsoring teacher signature: J Scott Townsend Date: 03 / 19 / 2024

Principal approval: [Signature] Date: 3 / 21 / 2024

**Required signatures if applicable:**

Transportation Director approval: [Signature] Date: 3 / 25 / 24

Superintendent approval: [Signature] Date: 4 / 7 / 24

Board of Education approval: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

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

Sponsoring teacher: (Print) 1st Sgt Michael Mayhew School: WHS

Cell phone number: (210) 460-8465 Grade(s): 9-12 Number of students: 55

Departure time/date: 0800 Wed Jun 12 Return time/date: 2200 SAT JUN 15

## Educational purpose:

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

Quantico VA & Washington D.C. Please  
See Attached Itinerary.

Purpose of trip and how it relates to the curriculum: Purpose is to build comradery,  
and expose students to an abundance of diverse  
real world examples of things we cover in our  
class. We will have the opportunity to stay on MCB  
Quantico and see where/how Marine officers are made.  
We will visit the National Museum of the Marine Corps,  
which has exhibits that follow our history from inception & tie  
into our lesson plans. We will visit the Capitol & see  
the places we have learned about in our citizenship portions

Supervision and Safety: So much more. This will be a trip of a lifetime  
for some.

Names of all school staff chaperones: 1st Sgt Mayhew, LTC WES Young,  
Mr. Terry Gunnell-Beck, Ms. Haylee Bare, Ms. Stacie Webb

At time of the trip,  
Page 1 of 2

LTC Young will be a non-  
school chaperone AL

Names of all non-school chaperones: Missy Thomas, Tara Strickland  
Both mothers of cadets (still trying to procure 2 more)  
educators

All chaperones have a background check completed:

Sponsoring teacher initials: MS

Are all site(s) accessible to students with disabilities? X yes    no How will students with disabilities be

accommodated for site access and transportation? All locations adhere to ADA  
standards

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

### Transportation plan:

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

(If applicable, bus request form must be attached)

Driver/s: 1st Sgt & Terry Gunnell Beck Round trip mileage: 772 plus 35 miles to from Base  
Haylee Base to DC, per iteration. # of buses needed: 1.5 Large & small

Total cost per student \$ 0 Source of funds: MCJROTC / via Athletics

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

### Approval/Signatures:

Sponsoring teacher signature: [Signature] Date: 03 / 14 / 24

Principal approval: [Signature] Date: 3 / 18 / 24

### Required signatures if applicable:

Transportation Director approval: [Signature] Date: 3/25 / 24

Superintendent approval: [Signature] Date: 4 / 8 / 24

Board of Education approval:    Date:    /    /

## **WHS MCJROTC**

### ***Tentative Itinerary***

#### **Quantico / DC June 12<sup>th</sup> through the 15<sup>th</sup>**

##### **Wed June 12<sup>th</sup>**

- 0800 Depart WHS to Quantico VA
- 1030 fifteen minute bathroom break
- 1230 Stop for 1 hour, sacked lunch and exercise in Shenandoah Valley
- 1530 fifteen minute bathroom break
- 1800 Arrive aboard MCB Quantico VA
- 1830 Dinner aboard Base
- 1930 Hotel check-in / room assignments (male and females on separate floors W/chaperones)
- 2030 Accountability Formation and Rules Re-iterated
- 2045-2145 Free Time
- 2145 Accountability
- 2200 Lights Out

##### **Thur June 14<sup>th</sup>**

- 0700 Reveille/Hygiene
- 0730 Accountability
- 0740 Breakfast
- 0830 Movement to National Museum of the Marine Corps
- 0900-1130 Museum Tour/Gift Shop
- 1130 Lunch @ Museum
- 1230 Depart to the Marine Barracks 8<sup>th</sup> & I, Washington DC
- 1430 Guided Tour of Marine Barracks
- 1530 Depart for National Mall
- TBD Tour of Congress or White House (waiting on response from Congresswoman Fox's Office)
- 1800 Dinner
- 1900 Depart for MCB Quantico
- 2000 Arrive to MCB Quantico
- 2000-2145 Freetime
- 2145 Formation
- 2200 Lights Out

### **Fri June 15<sup>th</sup>**

- 0700 Reveille / Hygiene
- 0730 Accountability
- 0740 Breakfast
- 0830 Tour of Officer Candidate School
- 1130 Depart for the Pentagon
- 1300 Pentagon Tour 1 (still pending approval)
- 1400 Pentagon Tour 2 (still pending approval)
- 1530 Depart for National Mall
- TBD Tour of Congress or White House (waiting on response from Congresswoman Fox's Office)
- 1730 Dinner
- 1900 Attend the evening Parade at Marine Barracks 8<sup>th</sup> & I
- 2100 Depart for MCB Quantico
- 2200 Arrive at MCB Quantico
  - Accountability / Lights Out

### **Sat June 15<sup>th</sup>**

- 0700 Reveille/Hygiene
- 0730 Accountability
- 0740 Breakfast
- 0830 Depart for National Mall
- 0930 Arrive to National Mall
- 0930-1445 Breakout groups of 10 students per 1 Staff/Chaperone for areas of interest (e.g. spy museum, Air and Space, Natural History, etc.)
- 1445 Accountability Formation
- 1500 Depart for WHS
- 1800 Dinner
- 2300 Arrival to WHS



Michael Maylum &lt;maylumm@wataugaschools.org&gt;

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## MCJROTC Trip

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**Monterola Hicks CIV Janeth** <Janeth.MonterolaHicks@usmc-mccs.org>

Thu, Mar 14, 2024 at 11:51 AM

To: Michael Maylum &lt;maylumm@wataugaschools.org&gt;

Cc: Makell CIV Ebony M &lt;Ebony.Makell@usmc-mccs.org&gt;

Good morning,

The group request for 19 standard rooms has been approved and booked. Arrival date June 12<sup>th</sup>, 2024 and departure June 15<sup>th</sup>, 2024. The group ID # is 3202. We do ask for you to fill out the credit card authorization form and send back prior to the cutoff date May 14<sup>th</sup>, 2024, to avoid any cancellations.

If you have any questions or concerns, please feel free to  
contact me directly.

Respectfully,

**Janeth Hicks**

**Assistant General Manager - Inns of the Corps Quantico**

**Marine Corps Hospitality Service – MCHS**

**O: 703-630-4444 Ext: 7702**

**3018 Russell Rd, Quantico, VA 22134**

CUI (Controlled Unclassified Information) – Privacy Sensitive

This email contains CUI information which must be protected under the Freedom of Information Act (5 U.S.C. 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this information may result in disciplinary action, criminal, and/or civil penalties. Further distribution is prohibited without the approval of the author of this message unless the recipient has a need to know in the performance of official duties. If you have received this message in error, please notify the sender and delete all copies of this message.

**From:** Michael Maylum <maylumm@wataugaschools.org>

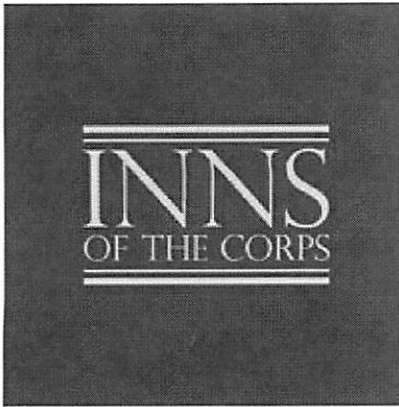
**Sent:** Wednesday, March 13, 2024 12:45 PM

**To:** Lodging Reservations Quantico <LodgingReservations.Quantico@usmc-mccs.org>

**Cc:** Monterola Hicks CIV Janeth <Janeth.MonterolaHicks@usmc-mccs.org>

**Subject:** Re: MCJROTC Trip





CUI

Inns of the Corps Quantico  
3018 Russell Road  
Quantico, VA 22134  
703-630-4444

Dear E8 First Sergeant Maylum,

We are pleased to confirm your reservation at Inns of the Corps Quantico.  
Your reservation details are as follows:

NAME:	E8 First Sergeant Michael Maylum
CONFIRMATION NO:	640492
ARRIVAL:	Wednesday, 12 June 2024
DEPARTURE:	Saturday, 15 June 2024
ROOM TYPE:	QUM1 2 Queen Beds
TARIFF:	99.00 per night
Check In:	1600
Check Out:	1100

**Please Note: Credit Card Charges will appear as MCCS LODGING P46010013 QUANTICO VA on credit card statements.**

If you have any further questions, please do not hesitate to contact us at 703-630-4444.

We look forward to meeting you on 12 Jun 2024.

Warm Regards,

Management and Staff

Inns of the Corps Quantico

### **Cancellation Policy:**

You may cancel your reservation with no charge until 1600 on the day of your arrival date.

Please note that we will assess a fee of 99.00 if you must cancel after this deadline.

If you have made a prepayment, we will retain all or part of your prepayment. If not, we will charge your credit card.

### **Pet Policy:**

- Dogs and cats weighing up to 70 pounds each are welcome.
- A maximum of 2 pets are allowed per guest room.
- Proper vaccination records must be available and presented upon check-in.
- Pets must be in owner provided crate when left alone in the guest room to allow associates to enter and exit without harm.
- Guests must walk their pets in designated areas and are responsible for picking up and cleaning up after their pet in and around the property at all times. A trash receptacle is provided for pet waste. Owners must provide their own litter box for cats.
- A non-refundable fee will be charged to the guest's account upon check-in based upon the length of stay. The fee will be used to defray additional cleaning costs and maintenance of pet-friendly rooms.
  - a. \$30/1 night
  - b. \$65/2-6 nights
  - c. \$125/7-30 nights
  - d. \$50 additional for every 15 nights after initial 30 nights
- Pets are not allowed to loiter in any public spaces, including the lobby.
- Pets must be on a controllable leash or in a carrier at all times outside the guest room.
- Guests are responsible for any damages to the room and its contents. The guest's room will be inspected for such damages upon checkout. If extensive cleaning or damage repair is necessary beyond the normal deep cleaning process, the guest may be charged additional fees.
- Noise Complaints – Barking and noise that is disruptive to other guests is not acceptable whether the pet is attended or unattended. Upon receipt of two (2) noise or disruption complaints, the guest may be asked to kennel or make alternate arrangements for their pet(s).
- Pets are not allowed to sit directly on furniture or bedding. Any kitchen supplies used for pets are to be thoroughly cleaned and sanitized prior to check-out.
- Owners may not use hotel towels or linens to bathe pets.

### **Lodging Guest Eligibility**

Reservations are accepted for all eligible personnel on an as-received basis. Reservations and room assignments are made without regard to rank, grade or time of reservation. Priority is given to military personnel and their families who are without housing due to permanent change of station (PCS) orders. Reservations for rooms for personnel with PCS orders will be accepted as far as necessary in advance without limitations. Reservations for all other authorized patrons including personnel on temporary duty will be accepted up to 30 days in advance of the start date of the stay.

Below is a list of authorized patrons for NAF Lodging:

- Armed Forces active duty members and their family members.
- Members of the Reserve Components (Ready Reserve and National Guard; Reservists in training or hospitalized in Military Treatment Facilities) and Delayed Entry Program personnel.
- Cadets of Service Academies.
- Members of the Coast Guard, Commissioned Corps of the Public Health Service, and Commissioned Corps of the National Oceanic and Atmospheric Administration (NOAA) on active duty.
- Armed Forces and other uniformed service retirees and their families.
- Honorably discharged veterans with 100 percent Service-connected disability.
- Medal of Honor Recipients.
- Un-remarried surviving spouses of personnel who died while on active duty or while in retired status.
- Un-remarried former spouses who were married to military members for at least 20 years while the military member performed 20 years of creditable service in determining eligibility for retired pay.
- Unmarried children (including orphans), under the age of 21, or over 21 if incapacitated or a full time student between 21 and 23, who were dependent on the active duty or retired member for over one-half of their support at the time of the member's death. A child who is adopted by a nonmilitary member loses their eligibility.
- U.S. DoD and Coast Guard civilians, DoD civilian employees on Evacuation Orders and their family members (with limitations) When stationed at, or on temporary additional duty (TAD) outside the U.S., or on TAD in the U.S. if staying on base. Also, MCCS MWR activity civilian employees (NAF and APF), both active and retired (with 20 or more years of MWR service- may be a combination of other Service MWR time or active duty service if credited towards civilian retirement), may use NAF Lodging.
- Military personnel of foreign nations and their family members when on orders from the U.S. Armed Forces, or in overseas areas when the major command commander grants privileges in the best interest of the U.S.
- Former Military members and caregivers who qualify under the Patronage Expansion provision of the 2019 National Defense Authorization Act.

### **Reservations for Inns of the Corps does not guarantee access to the base.**

Please be sure to verify all policies/restrictions prior to arrival: they may vary based on the installation and/or location. This may affect (but not limited to) certain guest eligibility such as DoD civilians, contractors, retired civilians, sponsors, foreign nationals, etc.

## Declaration of Surplus Items - April 2024

Date Approved: \_\_\_\_\_

### Bethel

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
	<input type="text"/>		<input type="text"/>	<input type="text"/>
	0		0	0

### Blowing Rock

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
NONE	1	FILING CAB- BLACK METAL	1	
NONE	1	FILING CAB- TAN METAL	1	
	<input type="text"/>		<input type="text"/>	<input type="text"/>
	2		2	0

### Cove Creek

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
	<input type="text"/>		<input type="text"/>	<input type="text"/>
	0		0	0

### Green Valley

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
NONE	1	PRINTER- KODAK EASY SHARE	1	
NONE	1	PRINTER DOCK- KODAK EASYSHARE	1	
NONE	1	PRINTER DOCK- KODAK EASYSHARE	1	
NONE	1	PRINTER DOCK- KODAK EASYSHARE	1	
400542	1	CAMERA- KODAK EASY SHARE	1	
	<input type="text"/>		<input type="text"/>	<input type="text"/>
	5		5	0

## Hardin Park

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
500945	1	MONITOR- TOUCHSCREEN		1
500234	1	PRINTER- HP LASER JET		1
500545	1	TRANSMITTER- UHF-WIRELESS		1
501252	1	PRINTER- 3D XYZ		1
500815	1	PRINTER- CANNON PRO		1
NONE	1	MONITOR- DELL		1
NONE	1	TV- TCL		1
NONE	1	DESK- TEACHER	1	
NONE	1	CHAIR- WOODEN	1	
NONE	15	CHAIRS- STUDENT	15	

24

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17

7

## Mabel

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
NONE	1	CHAIR- ROLLING		1
34520	1	CHROMEBOOK- 300e		1

2

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0

2

## Parkway

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
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0

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0

0

## Valle Crucis

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
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0

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0 0

## Watauga High School

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
40560	1	CHROMEBOOK 11G9		1
51905	1	CHROMEBOOK 300e		1
39167	1	CHROMEBOOK 11G9		1

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3

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0 3

## Central Office

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>

0 0

## Technology Department

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
903317	1	MAC MINI- CPU	1	
29705	1	CPU- DELL OPTIPLEX		1
40874	1	CATALYST SWITCH		1

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3

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1 2

## Transportation Department

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>

0 0

## Maintenance Department



<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
	<div></div>		<div></div>	<div></div>
	0		0	0

## Child Nutrition

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
	<div></div>		<div></div>	<div></div>
	0		0	0



## WATAUGA COUNTY BOARD OF EDUCATION

Margaret E. Gragg Education Center  
175 Pioneer Trail Boone, NC 28607  
(828) 264-7190

March 24, 2024

To: Dr. Leslie Alexander, Superintendent  
Members, Watauga County Board of Education

From: Dr. Alison Schleede, Director of Technology

Re: Vendor Recommendation for Teacher and Staff Laptops

Watauga County Schools' Technology Department reached out to three vendors to request quotes for the replacement of teacher and staff laptops. After surveying all teachers and staff, the majority like our current model. We requested quotes for the HP x360 1040 G9 devices with a 4 year warranty. The quotes are attached.

VENDOR	MODEL	COST PER LAPTOP
Trafera	HP x360 1040 G7 - refurbished	\$729.00
CDW-G	HP x360 1040 G9	\$2565.57
Applied Data	HP x360 1040 G10	\$1177.38

The quotes received were for different generations of the same model. Based on our funding and the need to keep our inventory up to date, we respectfully recommend that we purchase the refurbished laptops from Trafera.

Trafera is our current supplier of chromebooks and laptops and provides our help desk with a parts locker that allows us to repair many of our machines in house. Trafera is on a Technology Solutions Products and Services Contract # 230105.



**Bill to**  
**WATAUGA COUNTY SCHOOLS**  
**Customer No:** 85474  
175 Pioneer Trail  
BOONE NC 28607  
USA

**Ship to**  
**WATAUGA COUNTY SCHOOLS**  
300 Go Pioneers Dr  
BOONE NC 28607  
USA

**Quote Details**  
Created: March 18, 2024  
Expiration: April 17, 2024  
Created by: Marie Muenchow  
marie.muenchow@trafera.com

**Estimate No:** E000115009

**Contract**

TIPS Technology Solutions Products and Services Contract # 230105

**Products & Services**

Items and Descriptions	Overview	Notes	Qty	Unit Price	Totals
X360 1040 G7 TCH CAM I5 10G 16G 256G SSD	HP EliteBook X360 1040 G7 2-in-1 Convertible Notebook - 14" Touchscreen Display - Intel Core i5 10th Gen Quad Core Processor - 16GB LPDDR4-2933MHz Memory (2 x 8GB Onboard) - 256GB M.2 NVMe SSD - Intel UHD Graphics - Wi-Fi 802.11ax + Bluetooth 5.0+ - 720p IR Front Camera/Webcam + Microphone		180	\$729.00	\$131,220.00
Trafera LTR Warranty - Plat - 4 Yr - D	Trafera Laptop Refurbished Warranty - Platinum - - Includes Accidental Damage Protection (Per device limit of ADP: Unlimited) - \$0.00 Deductible - Hardware Fail Covered - We Pay to Ship Both Ways - 1 -Year Battery warranty on Refurb Laptops (Limit 1 replacement per device) - Power Adapter 1 ADP Incident only (restrictions apply)		180	\$0.00	\$0.00
Trafera Green Packing	"Trafera Green Packing - Go green and reduce the amount of cardboard to recycle - Up to 144 devices bulk-packed in slotted Gaylord-style box - Slotted foam or cardboard dividers - Delivered on pallet"		180	\$0.00	\$0.00

700+ powerful online resources for educators.

TRAILS includes three resources:

TRAIL Guides - Thematic units aligned to NGSS Standards

TRAILS Digital Lesson  
Library - 1 Yr Sub

TRAIL Mix - Stand alone lessons perfectly suited for face-to-face or virtual instruction

Children's Literature - Featuring "Tom the Traferatops", a fun and shy dinosaur who loves to learn with technology

TRAILS is FREE to Trafera customers.

1 \$0.00 \$0.00

**Subtotal** \$131,220.00

**Tax** \$8,857.35

**Total** \$140,077.35

**Net Terms** N30

**Terms and Conditions**

This quote is confidential and is to be viewed solely by individuals within the organization to whom it is addressed. Unauthorized distribution or disclosure of the contents of this quote is prohibited. If you are not from the organization addressed, please notify us immediately so we can prepare a quote specific to you. Prices and availability may change without notice prior to the quote expiration date.

**Questions? Contact me**

**Chad Dehmlow**

chad.dehmlow@trafera.com



**Trafera**

2550 University Ave W, Suite 416 - S  
St. Paul MN 55114  
United States



**Bill to**  
**WATAUGA COUNTY SCHOOLS**  
**Customer No:** 85474  
175 Pioneer Trail  
BOONE NC 28607  
USA

**Ship to**  
**WATAUGA COUNTY SCHOOLS**  
300 Go Pioneers Dr  
BOONE NC 28607  
USA

**Quote Details**  
Created: March 18, 2024  
Expiration: April 17, 2024  
Created by: Marie Muenchow  
marie.muenchow@trafera.com

**Estimate No:** E000115008

**Contract**

TIPS Technology Solutions Products and Services Contract # 230105

**Products & Services**

Items and Descriptions	Overview	Notes	Qty	Unit Price	Totals
X360 1040 G7 TCH CAM I5 10G 16G 256G SSD	HP EliteBook X360 1040 G7 2-in-1 Convertible Notebook - 14" Touchscreen Display - Intel Core i5 10th Gen Quad Core Processor - 16GB LPDDR4-2933MHz Memory (2 x 8GB Onboard) - 256GB M.2 NVMe SSD - Intel UHD Graphics - Wi-Fi 802.11ax + Bluetooth 5.0+ - 720p IR Front Camera/Webcam + Microphone		36	\$729.00	\$26,244.00
Trafera LTR Warranty - Plat - 4 Yr - D	Trafera Laptop Refurbished Warranty - Platinum - Includes Accidental Damage Protection (Per device limit of ADP: Unlimited) - \$0.00 Deductible - Hardware Fail Covered - We Pay to Ship Both Ways - 1 -Year Battery warranty on Refurb Laptops (Limit 1 replacement per device) - Power Adapter 1 ADP Incident only (restrictions apply)		36	\$0.00	\$0.00
Trafera Mini Green Packing	"Trafera Mini Green Packing - Go green and reduce the amount of cardboard to recycle - Up to 16 devices bulk-packed in slotted Gaylord-style box - Slotted foam or cardboard dividers"		36	\$0.00	\$0.00
<b>Subtotal</b>					\$26,244.00
<b>Tax</b>					\$1,771.47
<b>Total</b>					<b>\$28,015.47</b>
<b>Net Terms</b>					<b>N30</b>

**Terms and Conditions**

This quote is confidential and is to be viewed solely by individuals within the organization to whom it is addressed. Unauthorized distribution or disclosure of the contents of this quote is prohibited. If you are not from the organization addressed, please notify us immediately so we can prepare a quote specific to you. Prices and availability may change without notice prior to the quote expiration date.

**Questions? Contact me****Chad Dehmlow**[chad.dehmlow@trafera.com](mailto:chad.dehmlow@trafera.com)**Trafera**

2550 University Ave W, Suite 416 - S

St. Paul MN 55114

United States





**Bill to**  
**WATAUGA COUNTY SCHOOLS**  
**Customer No:** 85474  
175 Pioneer Trail  
BOONE NC 28607  
USA

**Ship to**  
**WATAUGA COUNTY SCHOOLS**  
300 Go Pioneers Dr  
BOONE NC 28607  
USA

**Quote Details**  
Created: March 18, 2024  
Expiration: April 17, 2024  
Created by: Marie Muenchow  
marie.muenchow@trafera.com

**Estimate No:** E000114868

**Contract**

TIPS Technology Solutions Products and Services Contract # 230105

**Products & Services**

Items and Descriptions	Overview	Notes	Qty	Unit Price	Totals
X360 1040 G7 TCH CAM I5 10G 16G 256G SSD	HP EliteBook X360 1040 G7 2-in-1 Convertible Notebook - 14" Touchscreen Display - Intel Core i5 10th Gen Quad Core Processor - 16GB LPDDR4-2933MHz Memory (2 x 8GB Onboard) - 256GB M.2 NVMe SSD - Intel UHD Graphics - Wi-Fi 802.11ax + Bluetooth 5.0+ - 720p IR Front Camera/Webcam + Microphone		224	\$729.00	\$163,296.00
Trafera LTR Warranty - Plat - 4 Yr - D	Trafera Laptop Refurbished Warranty - Platinum - - Includes Accidental Damage Protection (Per device limit of ADP: Unlimited) - \$0.00 Deductible - Hardware Fail Covered - We Pay to Ship Both Ways - 1 -Year Battery warranty on Refurb Laptops (Limit 1 replacement per device) - Power Adapter 1 ADP Incident only (restrictions apply)		224	\$0.00	\$0.00
Trafera Green Packing	"Trafera Green Packing - Go green and reduce the amount of cardboard to recycle - Up to 144 devices bulk-packed in slotted Gaylord-style box - Slotted foam or cardboard dividers - Delivered on pallet"		224	\$0.00	\$0.00

700+ powerful online resources for educators.

TRAILS includes three resources:

TRAIL Guides - Thematic units aligned to NGSS Standards

TRAILS Digital Lesson  
Library - 1 Yr Sub

TRAIL Mix - Stand alone lessons perfectly suited for face-to-face or virtual instruction

Children's Literature - Featuring "Tom the Traferatops", a fun and shy dinosaur who loves to learn with technology

TRAILS is FREE to Trafera customers.

1 \$0.00 \$0.00

**Subtotal** \$163,296.00

**Tax** \$11,022.48

**Total** \$174,318.48

**Net Terms** N30

**Terms and Conditions**

This quote is confidential and is to be viewed solely by individuals within the organization to whom it is addressed. Unauthorized distribution or disclosure of the contents of this quote is prohibited. If you are not from the organization addressed, please notify us immediately so we can prepare a quote specific to you. Prices and availability may change without notice prior to the quote expiration date.

**Questions? Contact me**

**Chad Dehmlow**

chad.dehmlow@trafera.com



**Trafera**

2550 University Ave W, Suite 416 - S

St. Paul MN 55114

United States



Thank you for choosing CDW. We have received your quote.

Hardware

Software

Services

IT Solutions

Brands

Research Hub

## QUOTE CONFIRMATION

ALISON SCHLEEDE,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

**Convert Quote to Order**

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NSWM373	2/12/2024	HP	3145397	\$1,520,004.01

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<u>HP SmartBuy EliteBook x360 1040 G9 14" Core i7-1265U 16GB RAM 256GB</u> Mfg. Part#: 6Q4C2UP#ABA Contract: Sourcewell 081419-CDW Tech Catalog (081419#CDW)	555	7044315	\$1,453.91	\$806,920.05
<u>HP Care Pack Active Care Service Hardware Support - Extended Warranty - 4 Y</u> Mfg. Part#: U17WZE Electronic distribution - NO MEDIA Contract: Sourcewell 081419-CDW Tech Catalog (081419#CDW)	555	6435907	\$162.42	\$90,143.10
<u>HP X360830G9 I5-1245U 256 16</u> Mfg. Part#: 7P7U0UP#ABA Contract: Sourcewell 081419-CDW Tech Catalog (081419#CDW)	555	7340794	\$688.14	\$381,917.70
<u>HP Care Pack Active Care Service Hardware Support - Extended Warranty - 4 Y</u> Mfg. Part#: U17Y4E Electronic distribution - NO MEDIA Contract: Sourcewell 081419-CDW Tech Catalog (081419#CDW)	555	7305085	\$261.10	\$144,910.50

<b>SUBTOTAL</b>	\$1,423,891.35
<b>SHIPPING</b>	\$0.00
<b>SALES TAX</b>	\$96,112.66
<b>GRAND TOTAL</b>	<b>\$1,520,004.01</b>

PURCHASER BILLING INFO	DELIVER TO
<b>Billing Address:</b> WATAUGA COUNTY SCHOOLS ACCTS PAYABLE 175 PIONEER TRAIL BOONE, NC 28607-1790 <b>Phone:</b> (828) 264-7190 <b>Payment Terms:</b> NET 30 Days-Govt/Ed	<b>Shipping Address:</b> WATAUGA COUNTY SCHOOLS ALISON SCHLEEDE 175 PIONEER TRAIL BOONE, NC 28607-1790 <b>Phone:</b> (828) 264-7190 <b>Shipping Method:</b> UPS Ground (2- 3 Day)

**Please remit payments to:**

CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515



**Sales Contact Info**

**Darrick Tonini** | (855) 822-5450 | [darrick.tonini@cdwg.com](mailto:darrick.tonini@cdwg.com)

**LEASE OPTIONS**

FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
<b>\$1,423,891.35</b>	<b>\$37,790.08/Month</b>	<b>\$1,423,891.35</b>	<b>\$43,756.18/Month</b>

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

**Why finance?**

- **Lower Upfront Costs.** Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- **Flexible Payment Terms.** 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- **Predictable, Low Monthly Payments.** Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- **Technology Refresh.** Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- **Bundle Costs.** You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

**General Terms and Conditions:**

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

**Need Help?**



**My Account**



**Support**



**Call 800.800.4239**

**[About Us](#) | [Privacy Policy](#) | [Terms and Conditions](#)**

This order is subject to CDW's Terms and Conditions of Sales and Service Projects at

<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

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# AppliedData

TECHNOLOGIES



8515 Crown Crescent Court  
Charlotte, NC 28228  
704-847-3000

[kevin.oakley@applieddatatech.com](mailto:kevin.oakley@applieddatatech.com)  
[stephanie.howard@applieddatatech.com](mailto:stephanie.howard@applieddatatech.com)  
PC Volume Purchase Master Award 500320

Company: Watagua County Schools

Date: 02.14.24  
Quote: WQ136014888

Attention:

QTY	PART #	DESCRIPTION	UNIT PRICE	AMOUNT
				\$ -
1000	6V7S1AV	HP INC.:HP IDSUMAI5-1335U16GBTIPDx3601040G10BNBP	\$1,177.38	\$1,177,380.00
	1Y629AV	HP INC.:Electronic Energy Star labeling (EStar)		\$ -
	6V7Z2AV	HP INC.:OST Win 11 Pro 64 MSNA STD		\$ -
	4SS11AV#ABA	HP INC.:OS Localization U.S. - English localization		\$ -
	6V7W8AV	HP INC.:Wacom AES 2.0 Pen wApp Btn G3		\$ -
	6V7U9AV	HP INC.:14.0BVWUXGAUWVALED250w5MPIRTOFTouchbntLC		\$ -
	6V7Z8AV	HP INC.:256GB PCIe NVMe Value SSD		\$ -
	6V7W2AV	HP INC.:No Near Field Communication (No NFC)		\$ -
	6V815AV	HP INC.:Intel AX211 Wi-Fi 6E 160MHz +BT 5.3 WLAN		\$ -
	6V7W5AV	HP INC.:No WWAN		\$ -
	6V7W1AV	HP INC.:MISC No Fingerprint Sensor		\$ -
	6V7W3AV	HP INC.:MISC No SmartCard Reader		\$ -
	75U33AV	HP INC.:WP Long Life 51Whr FstCrg 3 cell Batt		\$ -
	6V7R7AV	HP INC.:65 Watt nPFC USB-C AC Adapter		\$ -
	75U40AV#ABA	HP INC.:Clickpad BL SR Premium KBD U.S. - English localization		\$ -
	75U39AV#ABA	HP INC.:Country Localization U.S. - English localization		\$ -
	75U43AV#ABA	HP INC.:C5 1.0m stkr CNVTL Power Cord U.S. - English localization		\$ -
	75U47AV#ABA	HP INC.:1/1/0 Warranty U.S. - English localization		\$ -
	4N735AV	HP INC.:HP Tamper Lock		\$ -
	X9H42AV	HP INC.:No vPro AMT supported		\$ -
	6V7W7AV	HP INC.:Standard Packaging		\$ -
	6E6U9AV	HP INC.:Core i5 sz2 G13 Label		\$ -
	3E755AV	HP INC.:Electronic TCO Certified labeling		\$ -
	UA6Z2E	HP INC.:HP 4y NextBusDay Onsite NB Only HW Supp		\$ -
			Subtotal	\$ 1,177,380.00
			Tax	79,473.15
			Freight	NO FRT
			<b>TOTAL</b>	<b>\$ 1,256,853.15</b>

Please forward purchase orders to:  
[NCBULKBUY@APPLIEDDATATECH.COM](mailto:NCBULKBUY@APPLIEDDATATECH.COM)  
NC BULK BUY SALES TEAM  
Applied Data Technologies  
8515 Crown Crescent Court  
Charlotte, NC 28227  
or fax to 704-847-3077

TO: Dr. Leslie Alexander, Superintendent  
Dr. Chris Blanton, Assistant Superintendent  
Watauga County Board of Education

FROM: Janet Tanner, Transportation Director

RE: Approval for Lease of Equipment/Software  
for School Buses/State Vehicles

Watauga School's lease for equipment and software for School Buses/State Vehicles with Cal/Amp will end FY 24. This lease included the equipment and software for GPS and time keeping. We are recommending that we sign a new 5-year agreement with Cal/Amp for our GPS and timekeeping needs.

In addition, we would like to upgrade the software to include navigation and the parent app ***Here Comes the Bus***. The last 5-year agreement cost \$27,989.85 a year and the new agreement would be \$33,320.00. This lease would include new equipment and installation of tablets for time keeping, GPS and navigation for yellow buses and state vehicles and installation and software for GPS in all activity buses.

This lease is paid by State funding and would not be an additional cost to the county. Cal/Amp is on the state contract so a bid was is not required.

Please let me know if you have any questions or concerns.

Thank you.

Janet Tanner  
Transportation Director



<b>Cal/Amp®</b> Synovia Solutions, LLC a CalAmp Company	Phone: 317-208-1700 Toll Free: 1-877-796-6842 Fax: 317-208-2202	<b>Order No: 60779</b>
<b>Customer Legal Name:</b> Watauga County Schools		<b>Customer Billing Address (If different)</b>
<b>Address:</b> 175 Pioneer Trail <b>City:</b> Boone <b>State:</b> NC	<b>County:</b> Watauga <b>Zip Code:</b> 28607 <b>Phone:</b> 828-264-6391	<b>Address:</b> <b>City:</b> <b>County:</b> <b>Zip Code:</b>
<b>Customer Contact:</b> Janet Turner <input checked="" type="checkbox"/> K-12	<b>County:</b> <input type="checkbox"/> Municipal	<b>Account Mgmt:</b> <input type="checkbox"/> Other
<b>Purchase Order Number:</b>		
<b>SUBSCRIPTION TERM</b>		
<b>Subscription Term:</b> 60-months beginning on the date of first installation or 45 days after shipment, whichever comes first.		
<b>ADDITIONAL TERMS AND CONDITIONS</b>		
1. Upon execution of this Order, the agreements below ("Previous Agreements") between the parties shall automatically terminate: (a) Public Education Agreement No. SYN-17002; and (b) Publication Education Agreement Amendment No. 24273 to Agreement No. SYN-17002 2. Customer's existing Equipment devices shall be replaced with new Equipment devices as detailed below. 3. Notwithstanding the foregoing, Customer acknowledges and agrees that that termination of the Previous Agreement shall not relieve Customer of its payment obligations due under the Previous Agreement prior to termination. Termination of the Previous Agreement is without prejudice to any of the Vendor's rights, powers, privileges, remedies, and defenses, now existing or hereafter arising, all of which are hereby expressly reserved.		
<b>SOFTWARE LICENSES</b>		
<input checked="" type="checkbox"/> Core Track & Trace <input checked="" type="checkbox"/> Comparative Analysis <input checked="" type="checkbox"/> Time and Attendance <input type="checkbox"/> Engine Diagnostics <input type="checkbox"/> Fuel Card <input checked="" type="checkbox"/> HCTB	<input checked="" type="checkbox"/> Navigation <input type="checkbox"/> Fuel Card <input type="checkbox"/> ELD <input type="checkbox"/> DVIR <input type="checkbox"/> Inspection <input type="checkbox"/> Other	<b>EQUIPMENT</b> LMU 3641 MDT 8
<b>Installation</b> <input checked="" type="checkbox"/> Synovia <b>Carrier</b> <input checked="" type="checkbox"/> Verizon		<input type="checkbox"/> Customer <input type="checkbox"/> Sprint
<b>Tax Exempt</b>		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Tax exemption Form is required)
<b>FEES AND PAYMENT SCHEDULE</b>		
Base Payment \$612 Base Payment \$528 Base Payment \$357.50	Number of Vehicles 44 = Number of Vehicles 4 = Number of Vehicles 13 = Applicable Sales Tax = Total Payment =	\$26,928.00 \$2,112.00 \$4290.00 \$TBD \$33,330.00
<input checked="" type="checkbox"/> Annually		
<b>PLEASE READ BEFORE SIGNING.</b> The Equipment and Services in this Order are provided to Customer under the Subscription Agreement Terms and Conditions and this Order, collectively, the "Agreement." By signing below, Vendor and Customer acknowledges that it has carefully read and fully understood this Agreement, and each agrees to be bound by the terms of this Agreement. This Agreement becomes effective upon the date of last signature (the "Effective Date"). Customer acknowledges and agrees that the lease/subscription is noncallable except as provided herein. The individuals signing this Order represent that they have the authority to bind the respective Parties to the terms of this Agreement.		
<b>AUTHORIZATION</b>		
<b>Watauga County Schools</b>		<b>Synovia Solutions, LLC (a CalAmp Company)</b>
Authorized Signature: Janet Tanner	Date	Authorized Signature
Authorized Signer's Printed Name Title		Christian Horne, SVP, Sales

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Name: \_\_\_\_\_  
 Title: Finance Officer  
 Date: \_\_\_\_\_

## SUBSCRIPTION AGREEMENT TERMS AND CONDITIONS

1. **OWNERSHIP OF EQUIPMENT.** Synovia Solutions, LLC (a CalAmp Company) (hereinafter referred to as "**Vendor**") is the sole owner and titleholder to the Equipment. The Equipment consists of the unit(s), all peripherals, and/or connections and supplies used for installation. This Agreement constitutes a lease or bailment and is not a sale or the creation of a security interest. Customer shall not have, or at any time acquire, any right, title or interest in the Equipment, except the right to possession and use as provided in this Agreement.
2. **SUBSCRIPTION.** Unless otherwise agreed in writing between the parties, invoices shall be submitted forty-five (45) days after shipment of the Equipment. Customer shall pay Vendor the subscription fees within thirty (30) days from date of invoice (each, a "**Payment**"). Customer also agrees to pay twenty-five dollars (\$25) for each check or ACH that the bank returns for insufficient funds or any other reason. Vendor shall have the right to increase the subscription fees upon renewal or extension of the Order or this Agreement. Vendor shall notify Customer of the subscription increase forty-five (45) days before the expiration of the then current term. Customer will pay all Payments without regard to, and shall not assert any claim, defense, counterclaim, recoupment, setoff or right to cancel or terminate this Agreement which Customer may have against Vendor or any other party, or for any reason. Nothing herein shall be deemed to relieve Vendor of any of its obligations to Customer under this Agreement.
3. **SYNSURANCE.** During the Subscription Term, Vendor warrants the following: automatic quarterly updates with new features, map data, patches and hot fixes; 6 months of "bread crumb" data plus 1 years of reporting; proactive trouble shooting on a weekly basis; Equipment script updates twice per year; uptime at 99% or Vendor will provide a refund for one days charge for the entire fleet; Equipment warranty with replacements; 2% spares on site with spare replacement within 48 hours; first occurrence fix or Vendor will provide a credit for one days charge for the entire fleet.
4. **TAXES AND FEES.** This is a net subscription. Customer agrees to pay on or before their due dates, all sales taxes, use taxes, personal property taxes, and assessments or other direct taxes or governmental charges imposed on the property or leveled against or based on the amount of subscription to be paid under the Agreement or assessed in connection with this Agreement, even if billed after the end of the subscription period. Customer shall be liable for any taxes or licenses, registrations, permits and other certificates as may be required for the lawful operation of the Equipment. If any taxing authority requires that a tax be paid to the taxing authority directly by Vendor, Customer shall, on notice from Vendor, pay to Vendor the amount of the tax together with the next subscription installment. Vendor has the option to estimate all such taxes due and bill Customer monthly on the basis of same.
5. **NON-APPROPRIATION OF FUNDS.** Customer affirms that funds can and will be obtained in amounts sufficient to make all Payments during the Agreement term. Customer hereby covenants that it will do all things within its power to obtain, maintain and properly request and pursue funds from which the Payments may be made, specifically including in its annual budget requests amounts sufficient to make such payments for the full Agreement term. Customer intends to make all such Payments for the full Agreement term if funds are legally available for that purpose. If either sufficient funds are not appropriated to make Payments or any other amounts due under this Agreement or (to the extent required by applicable law) this Agreement is not renewed either automatically or by mutual ratification, this Agreement shall terminate and you shall not be obligated to make Payments under this Agreement beyond the then-current fiscal year for which funds have been appropriated. Upon such an event, you shall, no later than the end of the fiscal year for which Payments have been appropriated or the term of this Agreement has been renewed, deliver possession of the Equipment to Vendor. If Customer fails to deliver possession of the Equipment to Vendor, the termination shall nevertheless be effective but Customer shall be responsible, to the extent permitted by law and legally available funds, for the payment of damages in an amount equal to the portion of Payments thereafter coming due that is attributable to the number of days after the termination during which Customer fails to deliver possession and for any other loss suffered by Vendor as a result of Customer's failure to deliver possession as required. Customer shall notify Vendor in writing within seven days after (i) its failure to appropriate funds sufficient for the payment of the Payments or (ii) to the extent required by applicable law, (a) this Agreement is not renewed or (b) this Agreement is renewed by Customer (in which event this Agreement shall be mutually ratified and renewed), provided that failure to give any such notice under clause (i) or (ii) of this sentence shall not operate to extend this Agreement or result in any liability to Customer. Non-Appropriation under one Synsurance Agreement shall not affect the validity or enforceability or any other Synsurance Agreement or contract between you and us.
6. **UCC FILINGS.** Customer authorizes, appoints, and empowers Vendor and its assignees as its true and lawful attorney-in-fact to prepare, execute in Customer's name and file at Customer's cost any and all documents Vendor or its assignees deem appropriate or desirable in connection with the Uniform Commercial Code, including but not limited to UCC financing statements. Customer authorizes Vendor to insert the serial numbers of the Equipment in this Agreement in any filings.
7. **LIABILITY AND INSURANCE.** Customer is responsible for any losses or injuries caused by the Equipment. Customer assumes all risk and liability for the loss or damage to the Equipment or the injury to any person or property of another, and for all risks and liabilities arising from the use, operation, condition, possession or storage of the Equipment. Customer must continue to make subscription payments through the entire term of this Agreement and may not cancel this Agreement for any reason, even if the Equipment has been damaged or destroyed. Vendor is not responsible for any losses or injuries caused by the installation or use of the Equipment. Customer promises to keep the Equipment fully insured against loss and maintain insurance that protects Vendor from liability for any damage or injury caused by the Equipment or its use. Upon the request of Vendor, Customer shall provide Vendor evidence of insurance showing Vendor as the loss payee for property damage insurance and additional insured for liability insurance. If Customer fails to provide such evidence within fifteen (15) days, Customer authorizes Vendor to obtain coverage on its behalf. **This Synsurance Agreement Equipment warranty specifically excludes damages or loss due to theft, vandalism, any use outside normal wear and tear, Acts of God, or other circumstances outside the control of Synovia. This Agreement also excludes loss due to changes to cell phone providers, coverage area changes or other changes to cell phone or internet availability. Customer understands and accepts that the Equipment devices are carrier specific and any changes to the carrier might result in non-performance of the Equipment devices. Customer agrees that Synovia is not responsible for any loss or damage due to changes to the cell carrier provider or the use of third-party Equipment, services or software by Customer.** IN NO EVENT SHALL VENDOR'S AGGREGATED LIABILITY TO CUSTOMER UNDER THIS AGREEMENT, REGARDLESS OF THE CAUSE OF ACTION OR THEORY OF LIABILITY, EXCEED THE AMOUNT PAID BY CUSTOMER TO VENDOR UNDER THIS AGREEMENT OVER THE PRIOR 12 MONTHS. VENDOR SHALL NOT BE LIABLE TO CUSTOMER OR ANY THIRD PARTY FOR CONSEQUENTIAL, INCIDENTAL, SPECIAL OR EXEMPLARY DAMAGES, INCLUDING, WITHOUT LIMITATION, LOSS OF OR DAMAGE TO CUSTOMER'S VEHICLES OR ASSETS OR LOSS OF PROFITS, REVENUES OR DATA, EVEN IF VENDOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

8. **USE, MAINTENANCE, AND CARE OF EQUIPMENT.** Customer shall be entitled to the right to the use, operation, possession, and control of the Equipment during the term of this Agreement, provided Customer is not in default of any provision of this Agreement. Customer shall assume all obligation and liability with respect to the possession of the Equipment, and for its use and operation during the subscription term. Customer agrees to reimburse Vendor in full for all damage to the Equipment. **Except for the instance of misuse or negligence, Vendor assumes full responsibility for the performance of the Equipment and software and any defective or non-functioning Equipment (except wiring) will be replaced at no cost to the customer, provided Customer is not in payment default. Customer acknowledges full cooperation in the RMA process outlined on the Support page of the Synovia Solutions website. Installation labor is not included.**
9. **LOCATION OF EQUIPMENT.** Customer will allow Vendor or its agents to inspect the Equipment at any reasonable time where it is located. If the Equipment is not being properly maintained in the sole opinion of Vendor, Vendor shall have the right, but not the obligation, to have it repaired or maintained at a service facility at the expense of Customer. The Equipment will be garaged at the location stated above and may not be garaged at any other location without Vendor's express and prior written consent.
10. **ASSIGNMENT.** The customer has no right to sell, transfer, encumber, sublet, or assign the Equipment or this Agreement. Vendor may sell, transfer, or assign this Agreement without Customer's consent. In the event of assignment by Vendor, assignee shall have all the rights, powers, privileges, and remedies of Vendor set forth in this Agreement, but none of the obligations (including but not limited to service or maintenance obligations). Customer agrees not to raise and waives any claim or defense against Vendor or such assignee arising out of this Agreement or otherwise or as a defense, counterclaim or offset to any action by assignee for the unpaid balance of payments due or to become due under this Agreement or the possession of the Equipment. Vendor shall assign to Customer all manufacturers, Vendor or supplier warranties applicable to the Equipment to enable Customer to obtain any warranty service available for the Equipment. Vendor appoints Customer as Vendor's attorney-in-fact for the purpose of enforcing any warranty. Any enforcement by Customer shall be at the expense of Customer and shall in no way render Vendor responsible to Customer for the performance of any warranties. This Agreement and each of its provisions shall be binding on and shall inure to the benefit of the respective heirs, devisees, executors, administrators, trustees, successors and assigns of the parties to the Agreement.
11. **DEFAULT.** If Customer does not pay any amount when due or perform any obligation or condition required under this Agreement, Customer will be in default. If Customer defaults, Vendor can accelerate and demand that Customer pay the remaining balance of the Agreement and return the Equipment at Customer's expense. At Vendor's option, Vendor may repossess the Equipment. Customer waives any rights that Customer may have to notice before Vendor seizes any of the Equipment and waives any requirement that Vendor post a bond in connection with such seizure or possession. In addition, if Customer defaults under this Agreement, Vendor can use any remedies available to Vendor under the Uniform Commercial Code or any other applicable law. The exercise of one remedy shall not be deemed to preclude the exercise of any other remedy. No failure or delay on the part of Vendor to exercise any remedy or right shall operate as a waiver. Acceptance by Vendor of subscription or other payments made by Customer after default shall not be deemed a waiver of Vendor's rights and remedies arising from Customer's default. Customer promises to pay reasonable attorney's fees and any costs associated with any legal or collection action or action to repossess the Equipment or to enforce or interpret any provision in this Agreement. This action will not void Customer's responsibility to maintain and care for the Equipment.
12. **CHOICE OF LAW, FORUM AND JURY WAIVER.** Customer agrees that this Agreement will be governed by and construed in accordance with the laws of the state of California. Vendor and Customer waive the right to a trial by jury in the event of a lawsuit. Any suit, claim, or legal proceedings arising under this Agreement shall be brought only in a court of competent jurisdiction in the state of California.
13. **RENEWAL.** After the initial term or any extension there to, this Agreement shall automatically renew on a year-to-year basis, unless Customer notifies Vendor in writing by Certified Mail, UPS or Express Delivery directly to Vendor. Customer must send notices to: Synovia Solutions/CalAmp, Attn: Customer Success15635 Alton Parkway, Suite 250, Irvine, CA 92618, at least sixty (60) days prior to the expiration of the initial term or extension that Customer does not choose to renew. No other manner of communication is acceptable. Upon the expiration date of this Agreement, Customer shall return the Equipment, at its expense, to Vendor together with all accessories, free from damage and in the same condition and appearance as when received by Customer, allowing for ordinary wear and tear. Customer agrees to pay removal charges. If Customer fails or refuses to relinquish the Equipment to Vendor, Vendor shall have the right to take possession of the Equipment and for that purpose to enter any premises where the Equipment is located without being liable in any suit, action, defense or other proceeding to Customer. Customer must pay additional subscription Payments due until Vendor or its agents receive the Equipment.
14. **CONFIDENTIALITY.**
- Customer will treat the Software as a trade secret and proprietary know-how belonging to Vendor that is being made available to Customer in confidence. Customer agrees to treat the Software with at least the same care as it treats its own confidential or proprietary information.
  - From time to time during the term of this Agreement, either party may disclose or make available to the other party information about its business affairs, products, confidential intellectual property, trade secrets, third-party confidential information, and other sensitive or proprietary information, whether orally or in written, electronic, or other form or media/in written or electronic form or media, whether or not marked, designated or otherwise identified as "confidential" (collectively, "Confidential Information"). Confidential Information does not include information that, at the time of disclosure is: (a) in the public domain; (b) known to the receiving party at the time of disclosure; (c) rightfully obtained by the receiving party on a non-confidential basis from a third party; or (d) independently developed by the receiving party. The receiving party shall not disclose the disclosing party's Confidential Information to any person or entity, except to the receiving party's authorized affiliates, employees, directors, officers, consultants, advisors, and its affiliates' employees, directors, officers, consultants, and advisors who have a need to know the Confidential Information for the receiving Party to exercise its rights or perform its obligations hereunder. Notwithstanding the foregoing, each party may disclose Confidential Information to the limited extent required (i) in order to comply with the order of a court or other governmental body, or as otherwise necessary to comply with applicable law, provided that, if lawful, the party making the disclosure pursuant to the order shall first have given written notice to the other party; or (ii) to establish a party's rights under this Agreement, including to make required court filings. On the expiration or termination of the Agreement, the receiving party shall promptly return to the disclosing party all copies, whether in written, electronic, or other form or media, of the disclosing party's Confidential Information, or destroy all such copies and certify in writing to the disclosing Party that such Confidential Information has been destroyed. Each Party's obligations of non-disclosure with regard to Confidential Information are effective as of the Effective Date and will expire five years from the date of termination; provided, however, with respect to any Confidential Information that constitutes a trade secret (as determined under applicable law), such

obligations of non-disclosure will survive the termination or expiration of this Agreement for as long as such Confidential Information remains subject to trade secret protection under applicable law. Such obligations of Customer regarding source code provided by Vendor to Customer shall survive any termination of this Agreement in perpetuity.

15. **RIGHTS TO DATA.** Vendor retains the rights to anonymous summary data analysis and to share analysis with 3rd parties. Vendor will not identify the data source as being from Customer nor portray the data in such a manner as to identify Customer. Customer agrees that Vendor shall own all compilations or analysis of the data created by or for Vendor. From time to time, Vendor may receive data or information requests or subpoenas from third parties, either as a result of an investigation or pending litigation. Customer hereby consents to Vendor's disclosure of such data or information requested pursuant to a valid and enforceable document request or subpoena. Customer agrees that it shall not be entitled to notice of such disclosure except as required by applicable state or federal law.
16. **OTHER RIGHTS.** Customer agrees that Vendor's delay or failure to exercise any rights does not prevent Vendor from exercising them at a later time. If any part of this Agreement is found to be invalid, then it shall not invalidate any of the other parts, which shall remain valid and in full force and effect, and the Agreement shall be modified to the minimum extent provided by law.
17. **ENTIRE AGREEMENT, AMENDMENT, SEVERABILITY.** This Agreement represents the entire Agreement between Vendor and Customer. Any amendment, waiver or charges will bind neither Vendor nor Customer, unless agreed to in writing and signed by both parties. No agreement, representations or warranties, other than those specifically set forth in this Agreement shall be binding on any of the parties unless set forth in writing and signed by both parties.
18. **ACH/DIRECT DEBIT.** Customer agrees to enroll for automatic payment via direct debit ACH if Payments are less than \$250 per month. Customer agrees to execute separate ACH/Direct Debit Form if this condition applies. Further, there will be a \$7 per invoice charge if invoiced through the mail. There is no invoicing charge if invoiced electronically by email.
19. **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be an original and all of which together shall constitute one and the same instrument. Delivery of an executed counterpart of a signature page to this Agreement by facsimile or in electronic (i.e., "pdf" or "tif", including DocuSign®) format, will be effective as delivery of a manually executed original counterpart of this Agreement.
20. **INSTALLATION SURCHARGE.** Unless otherwise agreed in writing, the fee(s) under this Agreement excludes travel and related installation costs and expenses. If Vendor or its assigned subcontractor is requested by Customer to install Equipment on vehicles or assets, Customer agrees to pay \$750 per installer per day for such installation services.
21. **IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT.** To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account. What this means for you: When you open an account, we will ask for (i) if you are a legal entity, your name, address, and other information that will allow us to identify you; (ii) if you are an individual, your name, address, and date of birth. We may also ask to see your driver's license or other identifying documents.
22. **COMPARATIVE ANALYSIS.** If Customer is utilizing Comparative Analysis, Vendor requires that Customer meets Vendor's requirements for a currently supported Operating System and a spatially accurate map. Vendor will have final approval in those requirements and specifications.
23. **TIME LIMITED PROMOTION.** In the event of a time limited promotion, revisions or modifications to this Synsurance Agreement will not be permitted.
24. **TERMINATION FOR CAUSE.** Either party may terminate this Agreement (subject to the provisions that are to survive such termination) upon forty-five (45) days written notice in the event that the other party breaches any material term or provision hereof, and such party fails to cure such breach within forty-five (45) days following written notice detailing such breach from the non-breaching party.
25. **ADDITIONAL UNIT PRICING.** Should Customer choose to add more units during the Agreement term, the pricing of those units shall be based on the number of months that have expired since the Effective Date of this Agreement. Additional units will be priced at the contracted price in the above "Rate and Method of Payment Section" multiplied by the Scaled Pricing multiplier in the pricing schedule as outlined in Table 1 of this Agreement. Such additional units will have been coterminous and be subject to all of the terms of this Agreement.

Months Expired	Scaled Pricing
0-6	1.00
7-26	1.19
27-36	1.51
37-48	1.76
49+	2.00

Table 1: Additional Unit Pricing Schedule

**Customer Initials**





## WATAUGA COUNTY BOARD OF EDUCATION

Margaret E. Gragg Education Center  
175 Pioneer Trail Boone, NC 28607  
(828) 264-7190

### Resolution to Support the myFutureNC Attainment Goal

WHEREAS, myFutureNC is a statewide non-profit organization focused on educational attainment and is the result of cross-sector collaboration between North Carolina leaders in education, business and government; and

WHEREAS, North Carolina has the goal that 2 million North Carolinians will have a high-quality credential or postsecondary degree by 2030; and

WHEREAS, Watauga County Schools is committed to ensuring that 79% of individuals ages 25 - 44 have a postsecondary degree or credential by 2030; and

WHEREAS, Watauga County Schools, along with other key partners, will help advance the educational attainment of students in North Carolina; and

WHEREAS, Watauga County Schools agrees that North Carolina faces a gap between the projected needs for citizens with high-quality credentials or postsecondary degrees and the attainment of those high-quality credentials or postsecondary degrees.

NOW, THEREFORE, BE IT RESOLVED THAT:

Watauga County Schools supports and endorses the attainment goal of myFutureNC that 2 million North Carolinians should have a high-quality credential or postsecondary degree by 2030; and

Watauga County Schools supports and adopts the local educational attainment goal of 13,384 individuals with a high-quality credential or postsecondary degree by 2030 in Watauga County; and

Watauga County Schools along with leaders in business, education, state and local government, and community organizations will continue to foster collaboration to achieve the goal by developing an action plan, defining success with measurable outcomes, executing on the action plan, and sharing successful practices with MyFutureNC and peer communities.

Adopted this the 16th day of April, 2024 by Watauga County Schools.

Signed: \_\_\_\_\_  
Dr. Gary L. Childers, *Board of Education Chair*

Guidance and counseling programs are provided by the school system with the ultimate aim of improving student performance by implementing strategies and activities that support and maximize student learning; helping students to grow in their personal and social development; and providing a foundation for acquiring the skills that enable students to graduate career and college ready and prepared to be lifelong learners. The principal of each school, in consultation with the student services director, shall develop a counseling program that is data-driven and meets the objectives of the State Board of Education's comprehensive school counseling program curriculum and the academic, career, and social/emotional developmental needs of the student population at that school. The program will include individual and group counseling, classroom presentations, academic advising, career development services, consultation, parent education, and other responsive services.

In addition, the counseling program will incorporate the following specific elements.

**A. INVOLVEMENT OF PARENTS AND OTHERS**

The counseling program is the shared responsibility of teachers, counselors, parents and community members, and should operate with the collaboration of all individuals involved in educating students, including those who assist children with special needs or students who are at risk of dropping out of school or not meeting performance expectations. Input from parents and students should be sought in accordance with the school's parental involvement plan (See policy 4002, Parental Involvement.)

Each year, the principal or designee shall inform parents of the guidance and counseling services available to students. Parents will be notified of the right to opt their students out of participation in certain group academic or career guidance or personal or social counseling services of a generic nature (see policy 4002).

**B. PROVISION OF COUNSELING SERVICES**

Counseling services may be provided on an individual basis or in small or large groups. Students may seek counseling or be referred by staff or parents. School officials and teachers may recommend a counseling program to help a student meet standards of conduct and academic performance established by the board and school system administrators. If students have extensive needs or needs that go beyond the purpose of the counseling program, school counselors may refer them to community resources.

Counseling programs are most effective when voluntarily entered into by a student. Students will not be required to attend individual or small group counseling sessions to address identified significant personal issues unless agreement has been reached with the parent and student in a behavior contract, an intervention plan or, for special education students, an individualized education plan. (See student behavior policies (4300 series), policy 3420, Student Promotion and Accountability, and policy 3520, Special Education



Programs/Rights of Students with Disabilities.)

### **C. PEER-TO-PEER SUPPORT PROGRAMS**

All schools with grades six and higher will have peer-to-peer student support programs that address areas such as conflict resolution, general health and wellness, and mentoring. Schools are encouraged to implement peer-to-peer student support programs in other grades as appropriate.

### **C.D. ACADEMIC ADVISING**

School counselors and other guiding adults in middle and high schools shall support equitable access to opportunities and rigorous and relevant curricula for all students. Prior to the ninth grade, students will be informed about the course requirements for regular and accelerated college entry and the availability of early graduate scholarships for those students who complete high school in three years. School counselors shall encourage ninth grade students to complete the requirements for college entry in less than four years, if feasible and appropriate.

### **D.E. NOTIFICATION OF SAFE SURRENDER LAW**

School personnel shall annually provide all students in grades 9 through 12 with information on the manner in which a parent may lawfully abandon a newborn baby with a responsible person, in accordance with Article 5A of Chapter 7B of the General Statutes G.S. 7B-500.

### **E.F. EMPLOYEE MANDATORY REPORTING**

Any staff member who is aware that a student is contemplating suicide or is otherwise suffering from an emotional or psychological crisis must immediately notify the counseling program in accordance with any rules established by the superintendent or principal.

Any counselor or other staff member who knows or has cause to suspect maltreatment of a child must report the information as provided in policy 4240/7312, Child Abuse and Related Threats to Child Safety, and as required by law.

### **F.G. CONFIDENTIALITY**

Information obtained in a session with a counselor may be privileged and protected from disclosure as provided by law. A counselor cannot be required to testify concerning privileged information unless, as provided by G.S. 8-53.4, the student waives the privilege or the court compels testimony as necessary to the proper administration of justice. The school counselor privilege does not, however, exempt the counselor from reporting child abuse as required by law and policy 4240/7312.

Any notation made by a counselor for his or her own use is a confidential document and is neither a public record nor a part of the student's record. Such confidential documents do not have to be shared with parents or others except as required by law. Any document prepared by a counselor that is shared or intended to be shared with other staff is considered an educational record of the student and is available to the parent or eligible student in accordance with policy 4700, Student Records.

Legal References: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; G.S. 7B-301,–500; 7B art. 5A; 8-53.4; 110-105.4; 115C-12, -47, -400, -401; 116 art. 23; State Board of Education Policies GRAD-006, SCOS-011

Cross References: Parental Involvement (policy 4002), Goals and Objectives of the Educational Program (policy 3000), Student Promotion and Accountability (policy 3420), Special Education Programs/Rights of Students with Disabilities (policy 3520), Child Abuse and Related Threats to Child Safety (policy 4240/7312), Student Behavior Policies (4300 series), Student Records (policy 4700)

Adopted: August 3, 2015

Replaces: Board policy 5.05.56, Safe Surrender of a Newborn

Revised: August 14, 2017 (Legal references only); August 12, 2020 (Legal references only); September 13, 2021; {DATE}

## **IMMUNIZATION AND HEALTH REQUIREMENTS FOR SCHOOL ADMISSION**

*Policy Code:*

**4110**

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

### **A. IMMUNIZATION**

#### **1. Requirements for Initial Entry**

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

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

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

#### **2. Additional Requirements**

- a. All students entering seventh grade or who have reached age 12, whichever comes first, are required to receive the following:
  - i. a booster dose of Tdap (tetanus, diphtheria, and pertussis vaccine), if they have not previously received it; and
  - ii. the meningococcal conjugate vaccine (MCV).
- b. All students entering the twelfth grade or who have reached age 17 are required to receive a booster dose of MCV.

3. Certificate of Immunization

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

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

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

**B. HEALTH ASSESSMENT/VISION SCREENING**

Within 30 calendar days of the first day of school entry, all students entering public schools for the first time, regardless of grade level, must furnish to the principal a form that meets the requirements of state law indicating that the student has received a health assessment pursuant to G.S. 130A-440. A student who fails to meet this requirement will not be permitted to attend school until the required health assessment form has been presented.

Such absences will not be considered suspensions, and the student will be given an opportunity to make up work missed during the absence as described below. The principal or designee shall, at the time of enrollment, notify the parent, guardian, or person standing *in loco parentis* that the completed health assessment form is needed on or before the child's first day of attendance. The date the student's health assessment form is received will be recorded in the student's official record, and the form will be maintained on file in the school.

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

~~Vision screening must comply with the vision screening standards adopted by the former Governor's Commission on Early Childhood Vision Care.~~ Within 180 days of the start of the school year, the parent of the child must present to the principal or designee certification that within the past 12 months, the child has obtained a comprehensive eye examination performed by an ophthalmologist or optometrist or has obtained a vision screening conducted by a licensed physician, an optometrist, a physician assistant, a nurse practitioner, a registered nurse, an orthoptist or a vision screener certified by Prevent Blindness North Carolina.

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

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

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

#### **C. HOMELESS STUDENTS**

Notwithstanding the provisions of this policy, admissions for homeless students will not

be prohibited or delayed due to the student's inability to provide documentation of immunizations or health assessments. The homeless liaison shall work with the student, parent/guardian, school personnel or other agencies to obtain documentation of immunization and/or the health assessment or to arrange for such immunizations and/or assessments in a timely manner.

**D. FOSTER CHILDREN**

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

**E. CHILDREN OF MILITARY FAMILIES**

The board acknowledges that immunization requirements for newly enrolling children of military families are governed by the Interstate Compact on Educational Opportunity for Military Children (G.S. 115C-407.5) and G.S. 115C-407.12. Children of military families, as defined in policy 4050, Children of Military Families, will have 30 days from the date of enrollment to obtain any required immunization. For a series of immunizations, initial vaccinations must be obtained within 30 days.

Legal References: Elementary and Secondary Education Act, 20 U.S.C. 6311(g)(1)(E); McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431 *et seq.*; G.S. 115C-390.2(l), -407.5, -407.12; 130A-152 to -157, -440 to -443; 10A N.C.A.C. 41A .0401

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

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

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

Revised: August 3, 2015; March 14, 2016; November 13, 2017; October 5, 2020; September 12, 2022; March 13, 2023; {DATE}

## **CHILD ABUSE AND RELATED THREATS TO CHILD SAFETY**

*Policy Code:* **4240/7312**

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The Watauga County Board of Education (the “board”) is concerned with the health, safety, and welfare of all children and recognizes the legal and ethical obligations that school employees, contractors, and volunteers have to report known or suspected maltreatment of children. North Carolina has two separate systems that mandate reports to state authorities of suspected child abuse, neglect, dependency, or maltreatment and a third system for mandated reporting of certain crimes against juveniles to local law enforcement.

When a parent or other caretaker is suspected to have caused a child to be abused, neglected, or dependent, this information must be reported to the county child welfare agency. Suspected human trafficking, involuntary servitude, and sexual servitude of a child and death of a child as a result of maltreatment are special forms of child abuse under law and must be reported to the county child welfare agency, regardless of the relationship between the victim and the perpetrator. By contrast, suspected child maltreatment by a caregiver in a child care facility, including in a licensed preschool classroom or other licensed classroom or program operated by the school system, must be reported to the Department of Health and Human Services (DHHS), Division of Child Development and Early Education (DCDEE). When the source of the harm or threat of harm to the child is uncertain, a report should be made to both the county child welfare agency and DCDEE.

In addition, state law mandates reports to local law enforcement when a child is a victim of certain violent offenses, sexual offenses, or misdemeanor child abuse. An adult who knows or reasonably should have known of any of these offenses inflicted upon a child must report that information immediately.

The board supports all employees who in good faith make a report under North Carolina’s mandated reporting laws.

The superintendent shall develop any necessary procedures for making a report or otherwise implementing this policy.

### **A. DUTY TO REPORT CERTAIN CRIMES AGAINST CHILDREN TO LOCAL LAW ENFORCEMENT**

A school employee, contractor, or volunteer is legally required to report to local law enforcement when the employee or volunteer knows or reasonably should know that a child has been a victim of any of the following crimes:

1. a sexual offense (which for purposes of this policy, the board interprets to mean any offense that relates to inappropriate sexual conduct with or involving a child);
2. an offense that inflicts serious bodily injury or serious physical injury upon the child by nonaccidental means;



3. an attempt, solicitation, or conspiracy to commit either offense described above, or aiding and abetting either offense; or
4. misdemeanor child abuse, which occurs when a parent or any other person providing care or supervision to a child who is under the age of sixteen (1) inflicts or allows to be inflicted physical injury to the child by nonaccidental means or (2) creates or allows a substantial risk of physical injury to the child by nonaccidental means.

Compliance with this reporting requirement does not relieve the employee or volunteer from his or her duty to report pursuant to Sections B and C of this policy. The employee, contractor, or volunteer also shall immediately report the case to the principal.

A school employee, contractor, or volunteer is immune by statute from any state civil and/or criminal liability when making a report in good faith under this Section. An employee who fails to report or who prevents another person from making a report is subject to disciplinary action by the school system and civil and criminal action under the law. A volunteer or contractor who fails to report or prevents another person from making a report may be restricted from school property or lose the privilege of volunteering for or contracting with the school system and is subject to civil and criminal action under the law.

**B. DUTY TO REPORT CHILD ABUSE, NEGLECT, DEPENDENCY, OR DEATH AS A RESULT OF MALTREATMENT TO THE COUNTY CHILD WELFARE AGENCY**

A school employee, contractor, or volunteer who knows or has cause to suspect that (1) a parent, guardian, custodian, or caretaker of a child has caused the child to be abused, neglected, or dependent, or (2) that a child has died as a result of maltreatment or been a victim of human trafficking, involuntary servitude, or sexual servitude by any person is legally required to report the case to the director of social services. The employee, contractor, or volunteer also shall immediately report the case to the principal. Any doubt about reporting a suspected situation must be resolved in favor of reporting, and the report must be made immediately.

A school employee, contractor, or volunteer is immune by statute from any civil and/or criminal liability when making a report in good faith under this Section. An employee who fails to report or who prevents another person from making a report is subject to disciplinary action by the school system and civil and criminal action under the law. A volunteer or contractor who fails to report or prevents another person from making a report may be restricted from school property or lose the privilege of volunteering for or contracting with the school system and is subject to civil and criminal action under the law.

**C. DUTY TO REPORT CHILD MALTREATMENT IN A CHILD CARE FACILITY TO THE DIVISION OF CHILD DEVELOPMENT AND EARLY EDUCATION**

A school employee, contractor, or volunteer who has cause to suspect that a child in a child care facility has been maltreated by a caregiver or has died as a result of maltreatment occurring in a child care facility is legally required to report the case to DCDEE.

A "child care facility" includes any DHHS-licensed classroom or program operated by the school system, including for example, licensed pre-school or Title I classrooms, licensed afterschool programs, and licensed developmental day programs.

Any doubt about reporting a suspected situation or uncertainty whether the child's care is being provided in a child care facility must be resolved in favor of reporting, and the report should be made immediately.

An employee making a report to DCDEE also shall immediately report the case to the principal. If the suspected maltreatment occurred in a licensed preschool classroom or other licensed classroom or program operated by board, the principal shall immediately notify the superintendent of the suspected maltreatment. No reprisals of any kind may be taken against an employee who makes a good faith report of child maltreatment occurring in any licensed preschool classroom or other licensed classroom or program operated by the board.

An employee who fails to make a report as required by law and this policy may be subject to disciplinary action by the school system. In addition, if the employee works in a licensed preschool classroom or other licensed classroom or program operated by the board, failure to report maltreatment of a child in the program or classroom may itself constitute child maltreatment and result in the employee being placed on the state child maltreatment registry. A volunteer or contractor who fails to report or prevents another person from making a report may be restricted from school property or lose the privilege of volunteering for or contracting with the school system.

**D. DUTY TO REPORT LICENSED EMPLOYEES TO THE STATE BOARD OF EDUCATION~~SUPERINTENDENT OF PUBLIC INSTRUCTION~~**

In addition to the other reporting requirements of this policy, any administrator who knows, ~~or has reason to believe, or has actual notice of a complaint~~ that a licensed employee has engaged in misconduct resulting in dismissal, disciplinary action, or resignation~~conduct that would justify automatic revocation of the employee's license pursuant to G.S. 115C-270.35(b) or involves physical or sexual abuse of a child~~ shall report that information to the State Board of Education~~Superintendent of Public Instruction~~ in accordance with subsection C.4 of policy 4040/7310, Staff-Student Relations. For purposes of this section, "misconduct" is conduct that would justify automatic revocation of the employee's license pursuant to G.S. 115C-270.35(b) or the infliction of physical injury against a child other than by accident or in self-defense.

**E. COOPERATION WITH STATE AND LOCAL AGENCIES**

1. The principal may establish a contact person in the school to act as a liaison with state and local agencies charged with investigating reports made pursuant to this policy.
2. Employees shall cooperate fully with agency personnel conducting an investigation.
3. In a case under the jurisdiction of local law enforcement in which the child's parent, guardian, or custodian is suspected of wrongdoing, employees shall permit the child to be interviewed by local law enforcement on school campuses during school hours. Otherwise, permission from the parent, guardian, or custodian must be obtained before the child may be interviewed by local law enforcement on school campus during school hours.
4. In a case under the jurisdiction of social services, employees shall permit the child to be interviewed by social services on school campuses during school hours.
5. In a case under the jurisdiction of DCDEE concerning suspected child maltreatment by a caregiver in a child care facility, permission from the parent must be obtained before the child may be interviewed on school campus during school hours.
6. Employees shall provide confidential information to agency personnel, so long as the disclosure does not violate state or federal law.
7. Any confidential information disclosed by the investigating agency to employees must remain confidential and may be redisclosed only for purposes directly connected with carrying out the responsibilities of the school system or the employee.

**F. SHARING INFORMATION WITH OTHER AGENCIES**

Upon request and to the extent permitted by law, school system officials shall share with other agencies designated in G.S. 7B-3100(a) information that is relevant to (1) any assessment by the department of social services of a report of child abuse, neglect, dependency or death as a result of maltreatment; (2) the provision or arrangement of protective services in a child abuse, neglect, or dependency case by the department of social services; or (3) any case in which a petition is filed alleging that a juvenile is abused, neglected, dependent, undisciplined, or delinquent. School system officials and the designated agencies must continue to share such information until the protective services case is closed by the department of social services or, if a petition is filed, until the juvenile is no longer subject to the jurisdiction of juvenile court.

**G. CHILD SEXUAL ABUSE AND SEX TRAFFICKING TRAINING PROGRAM**

In even numbered years, the school system will provide a child sexual abuse and sex trafficking education and awareness training program for teachers, instructional support personnel, principals, and assistant principals. The program will include at least two hours of training related to best practices from the field of prevention, the grooming process of sexual predators, the warning signs of sexual abuse and sex trafficking, how to intervene when sexual abuse or sex trafficking is suspected or disclosed, legal responsibilities for reporting sexual abuse or sex trafficking, and available resources for assistance. Designated school personnel shall participate in such training as required by law and board policy.

#### **H. CHILD ABUSE AND NEGLECT INFORMATION AND RESOURCES FOR STUDENTS**

In accordance with G.S. 115C-47(65) and State Board of Education Policy SHLT-003, the school system will provide information on child abuse and neglect, including age-appropriate information on sexual abuse, to students in grades 6 through 12. Such information will be provided in the form of (1) a document given to all students in grades 6 through 12 at the beginning of each school year and (2) a display posted in visible, high-traffic areas throughout each secondary school.

Legal References: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; G.S. 7B-101, -301, -302, -309, -3100; 8-53.4; 14-208.6, -318.2, -318.4, -318.6; 110-90.2, -105.3, -105.4, -105.5; 115C-47(65), -270.35(b), -326.20, -375.20, -400, -402; 126-5; 16 N.C.A.C. 6C.0373; 16 N.C.A.C. 6D .0403; State Board of Education Policy SHLT-003

Cross References: Professional and Staff Development (policy 7800), Staff-Student Relations (policy 4040/7310), Student Records (policy 4700)

Adopted: July 14, 2014

Revised: July 9, 2018; September 9, 2019; January 13, 2020; March 12, 2020; August 9, 2021; May 8, 2023; {DATE}

School officials have the authority to conduct reasonable searches of students and to seize students' unauthorized materials for the purposes of maintaining a safe, orderly environment and upholding standards of conduct established by the Watauga County Board of education (the "board") or school. Any searches or seizures must be conducted in accordance with the standards described in this policy and any other applicable legal requirements. All school officials carrying out a search or seizure are expected to be knowledgeable about the constitutional legal rights of students and the appropriate procedures for conducting the search or seizure. A search must be justified at its inception, ~~and~~ permissible in scope, and conducted using methods that are narrowly tailored to be minimally intrusive. School officials shall make reasonable, good faith efforts to investigate allegations of misconduct before a student search is conducted.

This policy applies to searches conducted on school grounds, in school facilities, or at school-sponsored events.

Policy 3225/4312/7320, Technology Responsible Use, not this policy, applies to the search of school system-owned technological resources and the data located on school system-owned electronic equipment.

**A. SEARCHES BASED ON INDIVIDUALIZED REASONABLE SUSPICION**

A student or the student's possessions may be searched when a school official has reasonable suspicion that the search will turn up evidence that the particular student has violated or is violating a specific law or school rule. This reasonable suspicion must be based upon specific and articulable facts, which have been acquired through reliable and/or corroborated information from employees, students, law enforcement officers, or other credible sources, or upon visual or other evidence (e.g., the smell of alcohol or marijuana, an alert from a metal detector or drug dog) viewed in light of the totality of the circumstances and the school official's professional judgment. The scope of the search ~~and the methods used to conduct the search~~ must be reasonably related to the objectives of the search, and the methods used to conduct the search must be narrowly tailored to be and not excessively minimally intrusive in light of the age and sex of the student and the nature of the infraction.

Reasonable suspicion is not required if a student freely and voluntarily consents to the search of his or her person or possessions.

In accordance with the standards described above, the board authorizes the following types of searches based on reasonable suspicion.

**1. Searches of Personal Effects**

School officials may search a student's desk, locker, and/or personal effects,

including but not limited to purses, book bags, and ~~outer-clothing (for example, coats or jackets)~~ not currently being worn by the student. Policy 4318, Use of Wireless Communication Devices, addresses the circumstances under which searches of student cell phones and other electronic devices may be conducted.

2. Searches of Motor Vehicles

School officials may search the interior of a student's motor vehicle.

3. "Pat-down" Searches

A school official may conduct a frisk or "pat-down" search of a student's person. The search must be conducted in private by a school official ~~of the same gender~~ with an adult witness present. Both the school official conducting the search and the adult witness must be the same sex as the student.

4. More Intrusive Personal Searches

More intrusive personal searches are discouraged and are to be used only in very limited circumstances. A personal search is more intrusive when it extends beyond a student's personal effects and outer clothing and potentially exposes intimate body parts and/or undergarments. Such intrusive personal searches will be permissible only if: (1) the school official has reasonable suspicion that a search of a particular student will yield dangerous contraband (e.g., drugs or weapons); and (2) the school official has reasonable suspicion that the student has hidden the contraband in his or her undergarments. This search must be conducted in private by a school official of the same ~~sex~~gender as the student, with an adult witness of the same ~~sex~~gender present, and only with the prior approval of the superintendent or designee, unless the health or safety of students will be endangered by the delay that might be caused by following these procedures. Body cavity searches and searches that require a student to completely disrobe are strictly prohibited.

5. Metal Detector Searches

Except as provided in Section B.2, below, a metal detector may be used to search a student's person and/or personal effects. The search must be conducted by a school official and will be done in private, when feasible.

**B. SUSPICIONLESS GENERAL SEARCHES**

In an effort to maintain a safe, drug-free, and weapon-free learning environment, school officials may conduct certain types of general, suspicionless searches in the schools. All general searches must be conducted in a minimally-intrusive, nondiscriminatory manner (e.g., all students in randomly selected classrooms, every third individual entering a school-sponsored extracurricular activity) and may not be used to single out a particular

individual or category of individuals. The searches must be conducted in accordance with standardized procedures established by the superintendent or designee. Absent exigent circumstances (e.g., a report of a weapon on campus), prior to conducting general searches, school administrators must: (1) demonstrate to the superintendent or designee the need for general searches based upon a pattern or expectation of violence, drug activity, or disruption; and (2) provide written notice to students and parents of the school policy and/or procedures governing general searches, but not of specific times when or places where searches will be conducted.

When conducted in accordance with the standards described above and any corresponding procedures, the board authorizes the following types of general, suspicionless searches.

1. Searches of Desks and Lockers

School officials may conduct routine searches of student desks and lockers. Student desks and lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their desks and lockers. Student desks and lockers may not be used to store illegal, unauthorized, or contraband materials.

A student's personal effects found within a desk or locker, such as a backpack, gym bag, or purse, may be searched only in accordance with the guidelines for individualized searches of personal effects described in Section A, above.

2. Point-of-Entry Metal Detector Searches

School officials may use metal detectors to conduct general point-of-entry searches of students and other persons for weapons.

3. Use of Trained Dogs

With the prior approval of the superintendent, and in conjunction with local law enforcement, school officials may use trained dogs (canines) to locate illegal materials. All dogs must be accompanied by a certified and authorized trainer who is responsible for the dog's actions and who is able to verify the dog's reliability and accuracy in sniffing out illegal material. Trained dogs may sniff lockers, desks, book bags, motor vehicles, and other inanimate objects. Dogs may not be used to sniff students or other persons under any circumstances. No students should be present during a dog search. Before a search occurs in a classroom, students will first be moved to a location outside the classroom.

**C. SEIZED ITEMS**

Any illegal contraband seized by school officials must be promptly turned over to the proper law enforcement authorities.

**D. FAILURE TO COOPERATE**

A student's failure to cooperate with a reasonable search or seizure as provided in this policy will be considered a violation of the expected standard of behavior, and will subject the student to appropriate consequences.

Any person who is not a student who refuses to permit a general metal detector search of his or her person and/or belongings at the point-of-entry to a school-sponsored activity may be denied entry to the activity.

**E. NOTICE**

School principals shall take reasonable steps to provide notice of this policy to students and parents at the start of each school year.

Legal References: U.S. Const. amend. IV; *New Jersey v. T.L.O.*, 469 U.S. 325 (1985), *Safford United School District #1 v. Redding*, 557 U.S. 364 (2009); G.S. 115C-47, -288, -307, -390.2, 391.2

Cross References: Technology Responsible Use (policy 3225/4312/7320), School Plan for Management of Student Behavior (policy 4302), Use of Wireless Communication Devices (policy 4318), School-Level Investigations (policy 4340)

Adopted: February 9, 2015

Replaces: Policy 5.05.64, Search and Seizure

Revised: {DATE}



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 ~~and~~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 and Consent

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.

e. ~~Parental Consent~~

Parents will be provided notice of the opportunity to opt out of any protected topic survey given as part of the Centers for Disease Control and Prevention's Youth Risk Behavior Surveillance System or National Youth Tobacco Survey. Before a student will be permitted to participate in any other protected topic survey, the parent or eligible student must provide prior written or electronic 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 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 Watauga County Board of Education, 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: 4002, Parental Involvement; 3210, Parental Request to Review Instructional Materials; 4700, Student Records; and 5240, Advertising in the Schools.

Legal References: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, h, 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 4002), Student and Parent Grievance Procedure (policy 4010), Parental Request to Review Instructional Materials (policy 3210), Student

Discipline Records (policy 4345), Student Records (policy 4700), Advertising in the Schools (policy 5240)

Adopted: January 12, 2015

Replaces: Policy 5.05.85, Protection of Pupil Rights

Revised: February 14, 2022, November 6, 2023, {DATE}

School trips designed to stimulate student interest and inquiry may be appropriate classroom extensions and may enhance learning in the classroom. School trips may help meet educational goals and objectives by connecting learning with experiences outside of the classroom environment.

All eligible students will be given an opportunity to participate in school sponsored trips. No student will be denied participation because of economic hardship or because the student has a disability.

**A. AUTHORIZATION OF SCHOOL SPONSORED TRIPS**

A school sponsored trip occurs when a student or group of students leaves a school campus under the sponsorship of the school and under the supervision of school employees to extend the educational experiences of that student or group. This includes such trips taken by extracurricular groups but does not include trips by athletic teams to participate in athletic events or competitions that are part of the team's regular season or playoffs. The principal must approve all school trips in advance and will ensure that all trips are consistent with the educational goals and objectives of the Watauga County Schools. School sponsored trips that involve travel out of state and/or are an overnight stay must also receive prior approval from the superintendent or designee. School sponsored trips that require travel outside of the continental United States are prohibited. Non-school sponsored trips involving international travel may take place only in compliance with section G of this policy. The superintendent shall develop procedures for the request and approval of school trips.

School personnel planning day field trips and overnight in-state trips ~~that do not involve overnight stays~~ shall submit requests to the principal for approval a minimum of 15 days in advance. ~~These requests shall be kept on file at the school, and are not forwarded to the superintendent.~~ Overnight field trip requests will be forwarded to the superintendent for approval.

Requests for field trips that involve an overnight stay and out of -state shall first be submitted to the principal. Following approval by the principal, the principal shall forward the request to the superintendent by the 1<sup>st</sup> day of each month for the trip request to come before the Board of Education on the 2<sup>nd</sup> Monday of each month. The superintendent shall submit the approved requests to the Watauga County Board of Education ("board") for final approval. The superintendent has the discretion to approve field trips on an emergency basis when the timing is between regular Board of Education meetings. The superintendent shall notify the board at the next regularly scheduled meeting of any trips approved on an emergency basis and the rationale.

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**B. PARENTAL NOTICE AND CONSENT**

All students who participate in a school trip must provide signed parental consent forms to participate, unless a student is officially emancipated, in which case the student can consent on his or her own behalf. A student who fails to provide a signed consent form may be denied participation in the trip. No student's grade may be lowered or raised based on parental consent to participate in the school trip. The superintendent shall develop procedures to ensure parents are given proper notice of trip details and that parents provide signed authorization and consent regarding their child's participation and care during the trip.

**C. COSTS**

Students may be charged a fee for any school trip. Pursuant to policy 4600, Student Fees, and any corresponding fee waiver or reduction procedures, any fees imposed for school trips will be waived or reduced for students who demonstrate real economic hardship.

**D. STUDENT SAFETY AND DISCIPLINE**

Policy 4200/7270, School Safety, applies to all students, school employees, and volunteers while they are taking part in school trips. Students are also subject to the student behavior policies in the 4300 series, the Code of Student Conduct, and all school rules while participating in a school trip. The superintendent shall develop any additional regulations necessary to ensure student safety, provide adequate supervision, and clarify student behavior standards.

**E. TRANSPORTATION AND OTHER ACCOMMODATIONS**

Policy 6320, Use of Student Transportation Services, applies to the use of vehicles for all school trips. Policy 6315, Drivers, applies to all drivers of school buses and activity buses but does not apply to drivers of charter buses who are not subject to school board authority, aside from any agreed upon provisions in the contract with the charter company.

Any contracts with outside companies to provide transportation, lodging, or other accommodations related to a school trip must be approved in accordance with policy 6340, Transportation Service/Vehicle Contracts, and policy 6420, Contracts with the Board.

The superintendent shall develop any necessary additional regulations governing transportation on school trips. Groups planning to use a charter motor coach must follow the Watauga County Schools' guidelines. These guidelines and a list of approved commercial carriers are available on the Transportation Department page of the Watauga County Schools website.

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**F. CHAPERONES AND VOLUNTEERS**

All chaperones and volunteers accompanying students on school trips must meet the standards established by policy 5015, School Volunteers. The superintendent shall develop any necessary additional regulations governing chaperones and volunteers on school trips. At least one chaperone for each 15 students must be maintained on a field trip that does not include an overnight stay for Kindergarten through 8th grade students. At least one chaperone for each 20 students must be maintained on a field trip that does not include an overnight stay for high school students. At least one chaperone for each 15 students must be maintained on a field trip that includes an overnight stay regardless of grade level. At least one professional staff member must accompany students on any field trip, regardless of the number of non-certified staff and/or non-staff adult chaperones going on the trip.

**G. NON-SCHOOL SPONSORED TRIPS**

A non-school sponsored trip is a trip or tour organized and sponsored by (1) an individual teacher or group of teachers acting as private citizens and not as school employees, (2) a travel agency, or (3) any other individual or association not employed by, sponsored by, or under contract with the board. The board and the school system assume no responsibility or liability for non-school sponsored trips.

Non-school sponsored trips may be promoted or advertised in the schools only in accordance with policy 5240, Advertising in the Schools. Promotional materials may be displayed or distributed in the schools only in accordance with policy 5210, Distribution and Display of Non-School Material. All promotional materials for non-school sponsored trips must prominently state that the trip is not sponsored or endorsed by the school or school system. Moreover, any employee who sponsors or recruits students for a non-school sponsored trip shall notify the students and their parents or guardians that the trip is not sponsored or endorsed by the school or school system and shall obtain a signed acknowledgement from each parent that the trip is not school-sponsored. The trip sponsor must provide the principal with the planned itinerary of the trip before the trip can be promoted or advertised in school, and must provide the final itinerary, including sponsor and lodging contact information, at least one week before departure.

School employees shall not engage in any planning or administrative tasks associated with a non-school sponsored trip during the employee workday. School employees who want to use school facilities to hold a meeting concerning a non-school sponsored trip must follow the process set forth in policy 5030, Community Use of Facilities, and any corresponding regulations. School employees must use eligible leave for any time missed from work during a non-school sponsored trip.

School employees are prohibited from participating in non-school sponsored trips that conflict with instructional school days or are scheduled fewer than 10 school days prior to final exams or other state-mandated assessments.

Students will not be required to participate in any non-school sponsored trip. Students are discouraged from participating in non-school sponsored trips that conflict with instructional school days or are scheduled fewer than 10 school days prior to final exams or other state-mandated assessments. Absences for non-school sponsored trips will be designated as excused or unexcused in accordance with policy 4400, Attendance.

Legal References: G.S. 115C-47, -288, -307, State Board of Education Policy TRAN-009

Cross References: School Safety (policy 4200/7270), Goals and Objectives of the Educational Program (policy 3000), Student Behavior Policies (4300 series), Attendance (policy 4400), Student Fees (policy 4600), School Volunteers (policy 5015), Community Use of Facilities (policy 5030), Distribution and Display of Non-School Material (policy 5210), Advertising in the Schools (policy 5240), Drivers (policy 6315), Use of Student Transportation Services (policy 6320), Transportation Service/Vehicle Contracts (policy 6340), Contracts with the Board (policy 6420)

Adopted: February 8, 2016

Revised: August 14, 2017; \_\_\_\_\_

Replaces: Board Policy 4.01.20, Instructional Program (in part)



**I. TRIP APPROVAL**

All school trips ~~not involving an overnight stay~~ must be approved in advance by the principal. Trips involving an overnight and out of state stay must be approved in advance by the principal, the superintendent, and the Board of Education.

The superintendent has the discretion to approve field trips on an emergency basis when the timing is between regular Board of Education meetings. The superintendent shall notify the board at the next regularly scheduled meeting of any trips approved on an emergency basis and the rationale.

**A. Approval Criteria**

School trips must meet at least the following criteria to be approved:

1. have a trip sponsor who is currently a teacher in the school system;
2. be age appropriate, relevant to the course of study, and provide an effective method for accomplishing curriculum objectives;
3. keep to a minimum any disruptions of other educational programs and/or loss of instructional time;
4. be reasonable in terms of time, distance, and cost;
5. be planned with careful consideration of safety and security for students and all participants in all elements of the trip; and
6. ensure that all eligible students will be given an opportunity to participate and that no student will be denied participation because of the expense of the trip or because the student has a disability.

**B. School Trip Requests**

The trip sponsor must obtain prior approval for a school trip by filing the appropriate WCS Field Trip Request Form with the principal at least 15 days prior to the trip.

In addition to the information required by the trip request form, overnight trip requests must also include the following:

1. detailed itinerary with dates, times, locations, etc.;

2. a detailed description of how any requirements for transporting students with special needs or disabilities will be met;
3. detailed routing of the entire trip including all scheduled stops;
4. the name(s), address(es), and contact information for all lodging;
5. lodging details, including the number of students in each room, whether there will be a chaperone on each floor, room locations (e.g., block of adjacent rooms, separate floors for males and females, etc.), description of showering/restroom facilities, and other relevant information;
6. if all students and chaperones will not be lodged in a single building (e.g., different hotels, separate cabins, etc.), a detailed description of where the students will be in proximity to the rest of the group and to the chaperones.

The principal may grant preliminary approval if it will be impractical or impossible to complete all of the specific details of the request until permission to proceed has been granted. Final approval will be subject to receipt of all additional information required by the principal. In extenuating circumstances, the principal may extend the deadline for filing a trip request in advance.

#### **C. Review Process**

1. The principal shall review the school trip request subject to the criteria above and any other school-specific criteria. Incomplete requests shall be returned to the trip sponsor for correction.
2. The principal is encouraged to consult with the school system Finance Department and/or Transportation Department for trips that involve significant costs or complex travel arrangements.
3. The principal shall decide whether to approve the trip request and inform the trip sponsor of the decision within seven days of receiving the request.
4. The principal shall retain a copy of the request and return a copy to the trip sponsor.
5. For approved out of state ~~or~~ and overnight trips, the principal shall forward the school trip request to the superintendent by the first day of the month for review by the Board of Education on the second Monday of that month.

## **II. PREPARATION FOR AN APPROVED TRIP**

### **A. Contracts**

Any contracts related to the trip must be signed and approved by authorized school officials in accordance with policy 6420, Contracts with the Board, and policy 6421, Pre-Audit Certification. The trip sponsor does not have authority to enter contracts on behalf of the school system.

## **B. Sponsor Responsibilities**

1. Prior to the trip, the trip sponsor shall carefully review all applicable board policies and regulations on school trips.
2. After a trip is approved, the trip sponsor may finalize all reservations and other arrangements for the trip. No expenditures related to the trip may be made nor any fees or payments collected until after the trip has received final approval as specified in this regulation.
3. The trip sponsor shall request all required substitute teachers per school procedure.
4. The trip sponsor shall make arrangements for students who have elected not to participate in the school trip to receive alternate educational services throughout the duration of the trip.
5. The trip sponsor shall develop a plan for the event that a student needs to be removed from the trip for disciplinary reasons.
6. Preferably ten but no less than two school days before the trip, the trip sponsor shall submit the following to the principal:
  - a. a final schedule/itinerary with contact information (addresses, phone numbers, maps, etc.) for all destinations and lodging. The information must be detailed enough that the principal can contact the trip sponsor and/or students at any time during the trip.
  - b. a final roster of all students, school personnel, and chaperones participating in the school trip; and
  - c. signed and completed parental consent forms as described below for all student participants.

The principal is authorized to cancel the trip if information is missing or incomplete (see also Section V, below).

## **C. Student Attendance**

Students suspended from school or assigned to in-school suspension on the day of a school trip are prohibited from participating in the trip.

**D. Parental Consent**

1. All students must provide signed parental consent forms to participate in a school trip unless a student is officially emancipated, in which case the student can sign on his or her own behalf. A student who fails to provide a signed consent form may be denied participation in the trip.
2. The standard parental consent form approved by the superintendent or designee shall be used for all school sponsored field trips.
3. No student's grade may be lowered if the student's parent or guardian refuses consent to participate in the school trip.

**III. SAFETY AND SUPERVISION OF STUDENTS**

The principal and trip sponsor shall ensure that adequate supervision is maintained at all times, including at least the ratio of chaperones required by policy 3320, School Trips.

**A. Chaperone Requirements**

1. Chaperones must be current school system employees or volunteers, including parents, all of whom meet the standards established by Board policy, including background checks.
2. Chaperones must abide by all other applicable board policies, regulations, and school rules. At all times during a school trip, chaperones are strictly forbidden from engaging in any behavior that would violate board policy if an employee engaged in the behavior on school property. This includes, but is not limited to consuming, using, possessing, or being under the influence of alcoholic beverages, controlled substances, or tobacco products, or possessing a weapon. Principals shall ensure that chaperones receive written information explaining their responsibilities.
3. If applicable, a special needs student will be accompanied by a designated aide or nurse in accordance with the student's IEP or Section 504 plan. The aide or nurse will not be considered a chaperone for purposes of meeting the required student-chaperone ratio.

**B. Additional Chaperone Requirements for Overnight Trips**

1. Separate accommodations for male and female students and chaperones must be maintained. In all cases, single showering and/or restroom facilities shall be used by males and females at different times.

2. Chaperones must be assigned to accommodations on every floor that is occupied by students.
3. Chaperones shall not stay in the same room or private accommodation as a student unless necessary to meet student needs identified in the student's IEP or Section 504 plan or the chaperone is the student's parent or guardian. If the form of accommodation is a group dormitory, this prohibition shall not apply.

**C. Threat Assessment**

The principal and superintendent or designee shall check and heed any travel advisories or restrictions that have been issued by the State Department or other governmental agencies.

**D. Higher Risk Activities**

The principal and trip sponsor shall develop a detailed safety plan for trips that involve a higher risk of injury due to the nature of the activity (e.g., water activities) or location (e.g., theme parks, fairs/carnivals). Notice of higher risk activities must be included on all parental consent forms.

Swimming and other water sports or activities (e.g., diving, boating, rafting, canoeing, waterslides, etc.) are not permissible without explicit approval from the superintendent and without a certified lifeguard on duty during the activity. The exception to this stipulation is wading and tubing in water knee deep or less. A detailed written plan for ensuring continuous supervision of all water-related activities must be approved by the principal prior to any school trips involving such activities.

**E. Medical Treatment**

School employees may administer medication to a student during a school trip only upon prior written request of the student's parent or guardian and prior authorization by the principal or designee in accordance with policy 6125, Administering Medicines to Students. A separate request and authorization is required for the administration of medication to students (or a request to self-administer medicine) during the trip when the scheduled dose falls outside of regular school hours.

In the event of a medical emergency, the trip sponsor or any other staff member may arrange for the emergency medical treatment of a student. The school system will not be responsible for the cost of any such treatment.

As soon as possible during or after a medical emergency, the trip sponsor shall notify the principal and fill out a written incident/injury report.

#### **IV. TRANSPORTATION**

The most appropriate and cost-effective mode of transportation will be used for all school trips. The principal shall work with the transportation department ensure that the arranged transportation will accommodate any students with disabilities who require accommodations.

The following modes of transportation are available for school trips.

- Regular school buses for trips during regular school hours, so long as this use will not interfere with the regular transportation program.
- Activity buses for trips during or outside of regular school hours.
- Commercial transportation (e.g., charter bus, commercial flight) with a pre-approved company for field trips involving longer distances and/or multiple days of travel.

Private vehicles (i.e., not school-owned and not commercial), are prohibited for school trips without:

- the advance written approval of the principal and of the parent/guardian of any child to be transported in a private vehicle
- a signed statement (from the person operating the private vehicle) acknowledging that the board's insurance coverage will not apply, that the board is not liable for any accident or injury, and that only the driver's private personal auto insurance coverage will be in effect

In compliance with State Board of Education Policy TCS-H-006, the bus driver or another school system employee will review the School Activity Trip Safety Statement with school bus passengers before every school-related field trip.

#### **V. TRIP MODIFICATIONS AND/OR CANCELLATION**

If any significant aspect of the trip changes after the initial approval has been granted, the trip sponsor must restart the process established in subsection I.B and submit a new school trip request to the principal. The trip sponsor shall notify all students and parents of any significant modifications to the trip arrangements or itinerary prior to the trip date. The principal or superintendent may cancel or postpone school trips when necessary if conditions change such that student travel is unsafe or otherwise impracticable under the circumstances. The trip sponsor shall notify all students and parents of such cancellation or postponement as soon as reasonably possible.

The principal and trip sponsor shall endeavor to refund any trip fees or deposits to the fullest extent possible but such reimbursements are not guaranteed.

## **VI. RESPONSIBILITIES DURING A TRIP**

### **A. Sponsor's Responsibilities**

1. The trip sponsor and all chaperones shall be accessible by cellular phone at all times during the trip. The principal shall have the sponsor's contact information readily available.
2. For the duration of the trip, the trip sponsor shall keep a notebook or other record with the emergency contact information and parental consent forms for all participants.
3. The trip sponsor or designee shall store medication in a safe and secure location during the trip and shall administer medication to students in accordance with policy 6125, Administering Medicine to Students, except to a student who has been pre-authorized to secure and self-administer his or her own medication.
4. The trip sponsor is responsible for all activities during the trip and shall ensure that all activities conform to the approved itinerary.
5. The trip sponsor is responsible for enforcing applicable board policies, regulations, school rules, and the Code of Student Conduct. The trip sponsor shall impose disciplinary consequences for violations accordingly. The trip sponsor is encouraged to contact the principal prior to sending any student home from the trip early.
6. If any emergency occurs, the trip sponsor shall contact the principal as soon as possible. If the principal is unreachable, the trip sponsor shall contact the student services director or superintendent.

### **B. Student Responsibilities**

1. Students must abide by all applicable board policies, regulations, the Code of Student Conduct, and school rules at all times during school trips.
2. Students must also abide by any additional rules established by the principal to govern the conduct of students during participation in school trips. Students will be notified of such rules in advance of the trip.
3. If a student is found to have violated any of these rules and regulations and the trip sponsor deems it necessary to remove the student from a trip or from an activity during the trip, the student must be supervised by a



teacher or chaperone at all times. If a student is sent home early, he or she must be accompanied by a teacher or chaperone until he or she is released to the physical custody of his or her parent or guardian.

Cross Reference: Policy 3320, School Trips

Issued: February 8, 2016

# WATAUGA COUNTY FIELD TRIP REQUEST FORM

This request is for a: \_\_\_ day trip \_\_\_ out of state day trip \_\_\_ overnight trip \_\_\_ overnight & out of state trip

**Day and overnight trips must be submitted to the principal 15 days before the trip. ~~Overnight trip requests must be submitted to the superintendent by the first day of each month.~~ Overnight and out of state field trips require the prior approval of the principal, transportation director, superintendent, and Board of Education. All trips utilizing rental or charter vehicles require the prior approval of the transportation director. No employee will transport students in a personal vehicle and no employee or volunteer driver will transport students in a 12-15 passenger van. No more than five students will be transported by a school system employee or volunteer in any one vehicle other than a school bus or activity bus. . The superintendent has the discretion to approve field trips on an emergency basis when the timing is between regular Board of Education meetings. The superintendent shall notify the board at the next regularly scheduled meeting of any trips approved on an emergency basis and the rationale.**

Sponsoring teacher: (Print) \_\_\_\_\_ School: \_\_\_\_\_

Cell phone number: \_\_\_\_\_ Grade(s): \_\_\_\_\_ Number of students: \_\_\_\_\_

Departure date: \_\_\_\_\_ Return date: \_\_\_\_\_

Departure time: \_\_\_\_\_ Return time: \_\_\_\_\_

## **Educational purpose:**

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

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Purpose of trip and how it relates to the curriculum: \_\_\_\_\_

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## **Supervision and Safety:**

Names of all school staff chaperones: \_\_\_\_\_

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

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All chaperones have a background check completed: ☐ Sponsoring teacher initials: \_\_\_\_\_

Are all site(s) accessible to students with disabilities? \_\_\_\_yes \_\_\_\_no How will students with disabilities be accommodated for site access and transportation? \_\_\_\_\_

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

**Transportation plan:**

Mode of transportation: \_\_\_\_\_ Yellow bus with wheelchair lift \_\_\_\_\_ Yellow bus without wheelchair lift  
\_\_\_\_\_ Activity bus with wheelchair lift \_\_\_\_\_ Activity bus without wheelchair lift \_\_\_\_\_ Rental car/mini-van  
\_\_\_\_\_ Charter bus Other (Please explain) \_\_\_\_\_

Name of charter bus company (if checked above) \_\_\_\_\_

(If applicable, bus request form must be attached)

Driver/s: \_\_\_\_\_ Round trip mileage: \_\_\_\_\_ # of buses needed: \_\_\_\_\_

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

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

**Approval/Signatures:**

Sponsoring teacher signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Principal approval: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Required signatures if applicable:**

Transportation Director approval: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Superintendent approval: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Board of Education approval: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_