



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 November 6th, 2023

- | | | |
|------------|---|---|
| 9:30 a.m. | 1. BOE WORK SESSION CALL TO ORDER | Board Chair |
| 9:35 a.m. | 2. BOE WORK SESSIONS <ul style="list-style-type: none">• Facilities• New Legislation | Dr. Leslie Alexander
Board Chair |
| 12:40 p.m. | 3. CLOSED SESSION <ul style="list-style-type: none">A. Approval of the Minutes for 9/19//2023B. Reportable Offenses – N.C.G.S.115C-288(g)C. Student Records - N.C.G.S.143-318.11(a)(1)D. Personnel – N.C.G.S.143-318.11(a)(6)E. Attorney-Client - N.C.G.S 143-318.11(a)(3) | Board Chair |
| 1:30 p.m. | 4. BOE WORK SESSIONS <ul style="list-style-type: none">• Teacher Recruitment and Retention• Housing Initiatives | Dr. Leslie Alexander
Board Chair |
| ~~~~~ | | |
| 4:00 p.m. | 5. OPEN SESSION CALL TO ORDER /
MOMENT OF SILENCE | Board Chair |
| 4:03 p.m. | 6. DISCUSSION AND ADJUSTMENT OF AGENDA | Board Chair |
| 4:05 p.m. | 7. SUPERINTENDENT'S REPORT | Dr. Leslie Alexander |
| 4:08 p.m. | 8. VALLE CRUCIS SCHOOL UPDATE | Dr. Leslie Alexander |
| 4:10 p.m. | 9. DONATION PRESENTATION BY SKYLINE/SKYBEST
Mr. Edward Hinson, <i>Chief Marketing & Sales Officer</i> | Dr. Leslie Alexander
Mr. Dustin Kerley |

4:15 p.m.	10. STUDENTS' REPORT	Ms. Mia Llibre Ms. Ellary Smith
4:20 p.m.	11. CONSENT AGENDA <ul style="list-style-type: none"> A. Approval of the Minutes for 10/9/2023 B. Field Trip Requests C. Declaration of Surplus D. New Valle Crucis School: Technology Wireless Access Points and Cabling E. Personnel Report 	Dr. Leslie Alexander
4:25 p.m.	12. PUBLIC COMMENT: General	Board Chair
4:35 p.m.	13. POLICIES: SUBSTANTIVE FOR SECOND READ <ul style="list-style-type: none"> ● 4002 Parental Involvement ● 3210 Parental Request to Review Instructional Materials ● 3540 Comprehensive Health Education Program ● 4335 Criminal Behavior ● 4720 Surveys of Students ● 6120 Student Health Services ● 7300 Staff Responsibilities 	Dr. Wayne Eberle
4:50 p.m.	14. BOARD OPERATIONS	Board Chair
4:55 p.m.	15. BOARD COMMENTS	Board Chair
5:00 p.m.	16. ADJOURNMENT	Board Chair
	17. MISCELLANEOUS <ul style="list-style-type: none"> ● 10/19/2023 Calendar Committee Meeting Minutes 	



WATAUGA COUNTY BOARD OF EDUCATION

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WATAUGA COUNTY BOARD OF EDUCATION MEETING

DATE: October 9th, 2023

PRESENT:

- Gary Childers, Steve Combs, Marshall Ashcraft, Jason Cornett, Jay Fenwick, *BOE Members*
- Dr. Leslie Alexander, *Superintendent*
- Mr. John Henning, *Board Attorney*

TIME: 6:00 p.m.

PLACE: Margaret E. Gragg Education Center

CALL TO ORDER

Marshall Ashcraft made a motion at 5:59 p.m. to go into open session. Jason Cornett seconded, and all Board members approved.

WELCOME/MOMENT OF SILENCE

Board Chair Dr. Gary Childers welcomed those attending the meeting. He began with a request to observe a moment of silence.

Dr. Childers congratulated Vice-Chair Steve Combs on the birth of his grandson, expressed his condolences with the passing of former ASU Chancellor Dr. Ken Peacock, and praised the principals for the excellent way in which they handled a recent regional bomb threat.

DISCUSSION AND ADJUSTMENT OF AGENDA

There was no discussion and no adjustment of the agenda.

SUPERINTENDENT'S REPORT

Dr. Alexander expressed her appreciation to the SROs who are present during BOE meetings. She also thanked all school personnel for the many ways in which they support students.

- Many of our schools have a special focus this year on improving student attendance, with the

motto being “Every Minute Matters.” Families are critical partners in helping to ensure that students arrive at school on time each day, and Dr. Alexander thanked parents/students for their efforts in doing this.

- The Central Services Technology Team has responded to over 700 work orders since the beginning of the school year.
- On the October 5th Professional Development Day, teachers and teacher assistants participated in training (i.e., content-specific, Letterland, LETRS) or engaged in PLC (Professional Learning Community) discussions in their schools.
- Important upcoming dates:
 - October 20th: End of the first nine weeks
 - October 23rd: Optional Teacher Workday
 - November 1st and 2nd: Early Release/Parent Conferences
- National Recognition Days:
 - October: National Principals’ Month
 - October: Cyber Security Awareness Month
 - 10/2: National Custodian Day
 - 10/9 - 10/13: National School Lunch Week
 - 10/16 - 10/20: National School Bus Safety Week

SPECIAL RECOGNITION:

- ★ For National Principals’ Month, Dr. Alexander presented gift bags to the principals and expressed how these dedicated individuals play a pivotal role in shaping students’ futures and the trajectory of the education system. This month-long celebration is an opportunity to recognize and thank our principals for their unwavering dedication, exceptional leadership, and remarkable impact on student success. The principals of Watauga County Schools are:
 - Patty Buckner (Parkway)
 - Scott Carter (Cove Creek)
 - Travis Gillespie (Hardin Park)
 - Gordon Prince (Green Valley)
 - Elin Reuben (Mabel)
 - Rachel Shepherd (Watauga Virtual Academy)
 - Bonnie Smith (Valle Crucis)
 - Scott Strickler (Watauga High)
 - Patrick Sukow (Blowing Rock)
 - Ricky Ward (Bethel)

VALLE CRUCIS SCHOOL UPDATE

Dr. Alexander shared that much visible work has occurred over the past month, and the construction supervisor is pleased with the progress so far. The first bridge has been installed, and the second bridge is scheduled to be installed between October 25th-30th. All three concrete slabs have been poured except for the kitchen/cafeteria area (which is scheduled to be completed in the next 2-3 weeks). Steel beams have been placed for the majority of Area C (mainly classroom space). Over the next thirty days, the goal is to complete Area C and to get most of Area B (main entry, elevator, and Band room) completed. There

will be a red beam that all Valle Crucis staff and students can sign, and it will eventually be placed in the new school to always be part of that building.

STUDENTS' REPORT

- September 25th-30th was Homecoming Week, and a record-breaking number of students signed up for many of the events. The Student Council deserves much appreciation for all of their time and effort with planning, decorating, arriving early and staying late for the events, etc. to make the week special.
- In honor of Breast Cancer Awareness month, Watauga's Student Council hosted their annual football "pink-out" game on October 6th. They teamed up with The High Country Breast Cancer Foundation, and Watauga sold raffle tickets throughout the week (for a chance to win a gift basket sponsored by different clubs/organizations) in order to raise funds for the Foundation.
- Watauga's Fellowship of Christian Athletes (FCA) Club held a "Fields of Faith" event at the Jack Groce Stadium on October 8th. A tailgate was followed by a service consisting of student testimonies, community prayer, and live music.
- On October 10th, Watauga High School's Band and Orchestra ensembles will perform their annual fall concert in the WHS Ross Auditorium.
- The Pioneer Playmakers are currently preparing to compete at the North Carolina Theatre Conference (NCTC) on November 4th and 5th. Watauga High School will host a NCTC Festival on October 28th and 29th when thirteen schools from the region will perform their shows in the Ross auditorium for NCTC judges and spectators. The Playmakers will perform a preview at Watauga High of their NCTC play called "The Lost Girl, or First Chair" for the public on October 30th at 7:00 pm. The cost is \$5.
- The monthly spotlight is the Women's Tennis team due to their tremendous success so far this season. Ranked sixth in the conference, they have a 7-0 record, and they have been one of Watauga's most statistically impressive teams for several years.

CONSENT AGENDA

- A. Approval of the Minutes for 9/19/2023
- B. Field Trip Requests
- C. Declaration of Surplus
- D. Personnel Report

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

Ms. Bailey Little was recognized as the new Director of Communications and Community Relations.

PUBLIC COMMENT: General

There were no citizens who made public comments.

2022-23 AUDIT PRESENTATION

Ms. Ly Marze introduced Ms. Shannon Dennison of *Anderson, Smith and Wike* who spoke about the 2022-23 annual audit. She reported an unmodified (clean) opinion of the financial statements of Watauga County's Board of Education, with no audit findings or questioned costs. The general fund has a healthy unassigned fund balance of approximately \$3.6 million. Child Nutrition and After School have healthy ending cash balances of \$1.5 million and \$770K respectively.

The Board expressed appreciation to Ly Marze and her team for making sure things are done well and done right.

POLICIES: SUBSTANTIVE FOR FIRST READ

- 4002 Parental Involvement
- 3210 Parental Request to Review Instructional Materials
- 3540 Comprehensive Health Education Program
- 4335 Criminal Behavior
- 4720 Surveys of Students
- 6120 Student Health Services
- 7300 Staff Responsibilities

Dr. Wayne Eberle shared that four of the policies (4002, 4335, 4720, 7300) had some minor additional language since the previous meeting. The policies will be presented for "second read" at the November BOE meeting, and action will be taken then.

PUBLIC COMMENT: Parents' Bill of Rights

There were no citizens who made public comments.

BOARD OPERATIONS

- 2023-24 BOE Committee Assignments
- Review of Board Self-Evaluation
- Finalize Board Retreat Priorities

There were two changes to the 2023-24 BOE Committee Assignments: Steve Combs will be the Board Representative for the School Health Advisory, and Marshall Ashcraft will be the Board Representative for Teacher of the Year.

Board Self-Evaluation: Board members feel positive overall about the work they are doing. Although there were a couple of areas that not all Board members rated at the very highest, it was agreed that no area emerged as a concern or need to address.

The top priorities that Board members would like to focus on at the November BOE work session are:

→ Facility Needs

- ◆ Review the study from 2017 and look at what is different now from then.

- ◆ The results of the safety walk-throughs might influence needs.
- Teacher Recruitment and Retention/Housing Initiatives
 - ◆ What are the best practices recommended by DPI, and which ones have money attached?
 - ◆ What are the next steps for any potential property in Watauga County?
- Parents' Bill of Rights
 - ◆ What do School Boards need to make sure they are doing?
 - ◆ What is the WCS Board already doing, and what is going to be expected of them?

BOARD COMMENTS

Dr. Gary Childers shared that he may not renew being on the Board of Directors for NCSBA (North Carolina School Boards Association).

ADJOURNMENT

Steve Combs made a motion to adjourn, Jay Fenwick seconded, and it was unanimously approved. The meeting adjourned at 7:35 p.m.

Dr. Gary L. Childers, *Board of Education Chair*

Dr. Leslie Alexander, *Superintendent*

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

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

Sponsoring teacher: (Print) Randy McDonough School: Watauga High

Cell phone number: 828-964-0099 Grade(s): 9-12 Number of students: 15-20

Departure date: November 24 Return date: November 25

Departure time: ~~November 25~~ 11:00 am Return time: 4:00 pm

Educational purpose:

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

Charlotte, NC McAlpine Greenway Park

Purpose of trip and how it relates to the curriculum: Members of the cross country team will be competing in the Footlocker South XC Championships. This meet is a regional meet to attempt to qualify for the Footlocker Nat'l's in San Diego, CA.

Supervision and Safety:

Names of all school staff chaperones: Randy McDonough

Names of all non-school chaperones: ✓ Matt Anderson, ✓ Thomas McDonough

all background checks must be completed for all non-school employees

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

Are all site(s) accessible to students with disabilities? yes no How will students with disabilities be accommodated for site access and transportation? There will not be any students with disabilities going on this trip.

Sponsoring Teacher Initials RH (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: Randy McDonough Round trip mileage: 250 # of buses needed: 1

Total cost per student \$ 50.00 Source of funds: Athletics / Students / Booster C

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

Approval/Signatures:

Sponsoring teacher signature: [Signature] Date: 10 / 9 / 23

Principal approval: [Signature] Date: 10 / 10 / 23

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 10 / 24 / 2023

Superintendent approval: [Signature] Date: 10 / 29 / 23

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

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Sponsoring teacher: (Print) Olivia Tarnowski School: WHS

Cell phone number: 828-903-0178 Grade(s): 9-12 Number of students: 75

Departure time/date: 2/28/24 evening Return time/date: 3/2/24 evening

Educational purpose:

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

Greensboro, NC: Koury Convention Center

Purpose of trip and how it relates to the curriculum: NC DECA Career Development Conference:
This trip is our NC DECA State level competition (attending the
district level of competition is a requirement). Students compete in a
wide range of academic events and have the opportunity to
network with the other 4000 NC DECA members who also attend.
Students compete a role play, take recognition tests, and attend
a variety of workshops.

Supervision and Safety:

Names of all school staff chaperones: Olivia Tarnowski & Chris Tarnowski,
+ 2 WHS staff

Names of all non-school chaperones: _____

All chaperones have a background check completed:

Sponsoring teacher initials: OT

Are all site(s) accessible to students with disabilities? ☒ yes ___ no ___ How will students with disabilities be accommodated for site access and transportation? All sites meet ADA requirements.

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: Chris Tarnowski + 1 WHS staff member Round trip mileage: 210.0 # of buses needed: 2

Total cost per student \$ 100 + food money Source of funds: CTE & personal

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

Approval/Signatures:

Sponsoring teacher signature: Olivia Tarnowski Date: 10 / 25 / 23

Principal approval: [Signature] Date: 10 / 25 / 23

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 10 / 30 / 2023

Superintendent approval: [Signature] Date: 10 / 30 / 2023

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

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Sponsoring teacher: (Print) Pace Cooper / Danielle Stewart School: Mabel
Cell phone number: P - (828) 773-4717 D - (828) 434-5221 Grade(s): 7/8 Number of students: 30
Departure time/date: Monday, 3/25 Return time/date: Thursday, 3/28

Educational purpose:

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

Wilmington, NC; Stops at NC State, UNC W,
Museum of Science/History, Battleship

Purpose of trip and how it relates to the curriculum: This trip is an opportunity
for students to explore post secondary options,
explored through Gear UP. Students will be able
to make connections to science and social
studies standards taught in class with visits
to the Battleship North Carolina, coastal ecology
tours, and more!

↳ See Itinerary attached

Supervision and Safety:

Names of all school staff chaperones: Pace Cooper, Danielle Stewart,
Benjamin Brown, Monica Parsons

Names of all non-school chaperones: N/A

All chaperones have a background check completed: ☒

Sponsoring teacher initials: DB

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: PE/DB (if applicable) A safety/supervision plan for high risk and/or water activities has been shared with the parents. Please attach a copy of the plan to this form if applicable.

Transportation plan:

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

(If applicable, bus request form must be attached)

Driver/s: Ben Brown Round trip mileage: about 690 miles # of buses needed: 1
Total cost per student \$ \$57.50 (for BUS) Source of funds: GEAR UP / student payment
\$217.50 (rest of trip)

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

Approval/Signatures:

Sponsoring teacher signature: [Signature] / Danielle Stewart Date: 10 / 25 / 23
Principal approval: [Signature] Date: 10 / 30 / 23

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 10 / 30 / 2023
Superintendent approval: [Signature] Date: 10 / 30 / 2023
Board of Education approval: _____ Date: ____ / ____ / ____

Wilmington Field Trip 23/24

Lead by Pace Cooper and Danielle Stewart

School Bus: approx 800 miles round trip (\$2,000)

- Driver: Ben Brown
 - Possibility of refueling gas at New Hanover County Schools
 - \$1725 for gas down and back

Accommodations: Hampton Inn, Carolina Beach (\$6000)

Timeframe: 3/25-3/28 (the week before spring break)

- Leave Monday (3/25)
- Arrive Back Thursday Evening (3/28)

Day 1:

- Leave schools around 8 am
 - Arrive by 12:00 pm
 - Eat on campus and tour NC State after
 - Roughly two hours
- Visit NC Museum of History
- NC Museum of Natural Science
- Eat downtown 5:00-6:30
- Leave for Wilmington (about 2.5 hours)
 - Arrive by 8:30-9:00 pm.
 - Hampton Inn

Day 2:

- In Wilmington
 - Battleship (\$12 per person) → \$408 total
 - Chaperone small groups on the boardwalk
 - *Lunch (\$10)*
 - Greenfield Lake Tours (\$5) (\$170 total)

Day 3:

- In Wilmington
 - UNCW
 - Masonboro Island Tour (\$15 per student, teachers free) \$450
 - Lunch (\$10)

Day 4:

- Head back
- Do a hike and visit a museum with lunch (\$10 for lunch)

**Mabel Elementary Wilmington Field Trip
Greenfield Lake Supervision and Safety Plan
Tuesday, March 26**

What: Greenfield Lake Ecotour

When: Tuesday, March 26, 2024

Who: Mabel 7th and 8th graders

Where: Greenfield Lake, Wilmington, NC

Dear Parents,

As part of our Wilmington field trip, we will be visiting Greenfield Lake, in downtown Wilmington, NC, for a one hour guided ecotour with Cape Fear River Watch. After the ecotour and depending on time constraints, there is a possibility for students to rent paddle boats and cruise around the lake. Any participant is required to wear a life jacket. Additionally, teacher chaperones who are CPR certified will be with and supervise students for the entirety of the activity. Thank you for allowing your child to be a part of this experiential educational opportunity!

Sincerely,

The Mable Middle School Team

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Sponsoring teacher: (Print) Olivia Tarnowski School: WHS

Cell phone number: 828-963-0178 Grade(s): 9-12 Number of students: 5-15

Departure time/date: 4/26/24 morning Return time/date: 5/1/24 afternoon

Educational purpose:

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

Anaheim, CA

Purpose of trip and how it relates to the curriculum: DECA International Career Development Conference:
This trip is the DECA international level of competition that students
have to qualify at our NC DECA state competition to attend. Students
compete in a wide range of academic events and have the
opportunity to network with over 20,000 DECA members. Students compete
at least 1 role play, take recognition tests, and attend a variety of
workshops.

Supervision and Safety:

Names of all school staff chaperones: Olivia Tarnowski + 1 WHS staff

Names of all non-school chaperones: _____

All chaperones have a background check completed:

Sponsoring teacher initials: OT

Are all site(s) accessible to students with disabilities? ☒ yes ☐ no How will students with disabilities be accommodated for site access and transportation? All sites meet ADA requirements.

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) plane and Uber/taxi

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 \$ 1500 Source of funds: CTE & personal

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

Approval/Signatures:

Sponsoring teacher signature: Dulvina Tarnowski Date: 10 / 25 / 23

Principal approval: [Signature] Date: 10 / 25 / 23

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 10 / 30 / 2023

Superintendent approval: [Signature] Date: 10 / 30 / 2023

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

Declaration of Surplus Items - November

Bethel

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
NONE	1	MONITOR- DELL		1
100856	1	TI-73 CALCULATOR		1
100857	1	TI-73 CALCULATOR		1
NONE	39	TI-15 CALCULATOR		39
<div></div>			<div></div>	<div></div>
42			0	42

Blowing Rock

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
28689	1	PROJECTOR- BRIGHTLINK		1
32906	1	ACCESS POINT		1
<div></div>			<div></div>	<div></div>
2			0	2

Cove Creek

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
800242	1	SMARTBOARD		1
800508	1	SMARTBOARD		1
28488	1	PROJECTOR- BRIGHTLINK		1
<div></div>			<div></div>	<div></div>
3			0	3

Green Valley

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
27909	1	iPAD 4		1
400473	1	iPAD 4		1
400418	1	iPAD 4		1
400415	1	iPAD 4		1
80242	1	iPAD 4		1
<div></div>			<div></div>	<div></div>
5			0	5

Hardin Park

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
28783	1	AMPLIFIER		1
28774	1	PROJECTOR- BRIGHT LINK		1
29569	1	PROJECTOR- POWERLITE		1
29879	1	PROJECTOR- POWERLITE		1
500368	1	DOC CAMERA- ELMO		1
28430	1	PROJECTOR- POWERLITE		1
500729	1	DOC CAMERA- IPEVO		1
NONE	1	DESK- TEACHER		1
NONE	4	CHAIRS- OFFICE	4	
NONE	1	TABLE- WOODEN		1
NONE	2	CHAIRS- STUDENT		2
80111	1	iPAD		1
80112	1	iPAD		1
80114	1	iPAD 2		1
80283	1	iPAD 2		1
500421	1	iPOD TOUCH		1
500422	1	iPOD TOUCH		1
500423	1	iPOD TOUCH		1
500424	1	iPOD TOUCH		1
500425	1	iPOD TOUCH		1
500428	1	iPOD TOUCH		1
500429	1	iPOD TOUCH		1
500430	1	iPOD TOUCH		1
500468	1	iPAD		1
903328	1	iPAD		1
903374	1	iPAD 2		1
<div></div> 30			<div></div> 4	<div></div> 26

Mabel

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

Parkway

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>
NONE	1	BOOKSHELF- LIBRARY

1

<u>Usable</u>	<u>Unusable</u>
1	

1	0

Valle Crucis

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>
28782	1	PROJECTOR- BRIGHT LINK
300290	1	iPAD
300286	1	iPAD
300285	1	iPAD

4

<u>Usable</u>	<u>Unusable</u>
---------------	-----------------

	1
	1
	1
	1

0	4

Watauga High School

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>
NONE	1	MONITOR

1

<u>Usable</u>	<u>Unusable</u>
---------------	-----------------

	1
0	1

Central Office

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>
50420	1	SHREDDER- MODEL 426X

1

<u>Usable</u>	<u>Unusable</u>
---------------	-----------------

1	
1	0

Technology Department

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>
80271	1	iPAD- TABLET
200571	1	LAPTOP- ELITEBOOK
300291	1	iPAD- TABLET
800203	1	iPAD- TABLET
100594	1	iPAD- TABLET

<u>Usable</u>	<u>Unusable</u>
---------------	-----------------

1	
	1
1	
1	
1	

[illegible]



WATAUGA COUNTY BOARD OF EDUCATION

Margaret E. Gragg Education Center
175 Pioneer Trail, Boone, NC 28607

November 6, 2023

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

From: Ms. Ly Marze, Finance Officer

Re: Vendor Recommendation for the new Valle Crucis School

Watauga County Schools is currently planning for the installation of technology infrastructure for the new Valle Crucis School building project.

Based on all criteria, scope of work requirements, response time, and overall delivery information, we respectfully recommend the approval of the following vendor for this approved state contract purchase.

Technology: Cat 6 and Cat 6a cable for wireless access points, fiber optic cable, and access control composite cable

Encore Technology Group is on state contract and would provide these goods and services.

Encore – \$258,060.91

Please see the attached detail and quote for more information.

A black and white photograph of a city street scene. In the foreground, a metal truss bridge crosses a river. To the left is a modern multi-story building with many windows. To the right is an older brick building with arched windows. Trees and other buildings are visible in the background under a cloudy sky.

encore

technology group

simplifying IT • enabling success

Watauga County Schools

North Carolina

Valle Crucis ES - New School Cabling – Rev1

Encore Technology Group

141 Grace Drive • Easley, SC 29640

(888) 983-6267 • www.encoretg.com



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Statement of Work

Overview

Watauga County Schools (CLIENT) is currently planning for the installation of Cat 6, Cat 6A cable for Wireless Access Points, Fiber Optic cable, and Access control Composite cable for a newly constructed Elementary School. Encore Technology Group (Encore) is pleased to present the following Scope of Work to include the recommended engineering effort and materials for the installation.

Project Scope

Encore shall be responsible for:

Project Planning Phase:

- Project Kickoff Call - A pre-project planning meeting will be held to:
 - Ensure CLIENT and Encore agree to the scope as defined
 - Identify key stakeholders and points of contact
 - Create a tentative project schedule
 - Establish a communication plan
- Project Plan – a creation of a detailed plan to include:
 - Establishing project timeline
 - Scheduling of required resources
 - Scheduling of project status call day and time

Implementation

- Encore Project Manager shall:
 - Conduct regular status update meetings and distribute project status report
 - Ensure Encore resources adhere to the defined scope
 - Serve as an escalation point for CLIENT Project Manager
 - Notify CLIENT Project Manager if delays within CLIENT owned scope effort are witnessed
 - Obtain written signoffs from CLIENT for all main project phases
 - Maintain project plan
- Encore Engineering Team shall perform the following tasks as they pertain to each portion of the project:
 - Cable Category and Fiber Optic
 - Cat 6 Cabling (Blue)
 - Install two (2) Blue Cat 6 cable runs to each Dual cable drop as indicated on the Client provided electrical drawings, a total of 114 drops, 228 total cable runs
 - Install one (1) Blue Cat 6 cable run to each Speaker, TV, Environmental Sensor, Camera and Elevator drops as indicated on the provided electrical drawings, A total of 138 cable runs
 - Install one (1) Blue face Cat 6 Jack on each end of each cable, a total of 736
 - Install one (1) dual port face plate onto each provided wall box where dual drops terminate, a total of 114 faceplates
 - Install one (1) single port face plate onto each provided wall box where a single drop terminates, a total of 100 faceplates
 - Provide Blue Cat 6 OD High Flex 1' foot patch cords, a total of 330
 - Provide Blue Cat 6 OD High Flex 3' foot patch cords, a total of 330
 - All Cabling will be terminated, tested, and labeled per industry standards

- Cat 6 cabling (Purple)
 - Install one (1) Purple Cat 6 cable run to each Wall Phone and Clock drop as indicated on the Client provided electrical drawings, A total of 56 cable runs
 - Install one (1) Purple face Cat 6 Jack on each end of each cable, a total of 112
 - Install one (1) single port face plate onto each provided wall box where a single drop terminates, a total of 56 faceplates
 - Provide Purple Cat 6 OD High Flex 1' foot patch cords, a total of 56
 - Provide Purple Cat 6 OD High Flex 3' foot patch cords, a total of 56
 - All Cabling will be terminated, tested, and labeled per industry standards
- Cat 6A cabling (Yellow)
 - Install one (1) Yellow Cat 6A cable run to each wireless access point drop as indicated on the Client provided electrical drawings, A total of 46 cable runs
 - Install one (1) Yellow face Cat 6A Jack on each end of each cable, a total of 92
 - Install one (1) single port surface mount box onto Yellow face Cat 6A Jack where a single drop terminates, a total of 46
 - Provide Yellow Cat 6A OD High Flex 1' foot patch cords, a total of 46
 - Provide Yellow Cat 6A OD High Flex 3' foot patch cords, a total of 46
 - All Cabling will be terminated, tested, and labeled per industry standards
- Cat 6 cabling (Red)
 - Provide Red Cat 6 OD High Flex 1' foot patch cords, a total of 38
 - Provide Red Cat 6 OD High Flex 3' foot patch cords, a total of 38
 - All Cabling will be terminated, tested, and labeled per industry standards
- Fiber Optic Cabling
 - Install one (1) 12-strand Indoor/Outdoor fiber optic cable run from the MDF (room 103L) to each IDF using the provided 4" inch conduit run in the slab between each IDF, a total of seven (7) runs
 - Install one (1) LC Single-Mode Jack on each end of each strand of fiber cable, a total of 196 fiber ends
 - Provide one-meter LC-LC Single-mode fiber jumper patch cables, a total of 16
 - All Cabling will be terminated, tested, and labeled per industry standards
- Access Control Composite Cabling
 - Install one (1) "A" Group Composite Access Control cable from nearest IDF to each marked Access Control Door on the Client Provided drawings, a total of eight (8) doors
 - Encore will leave the adequate excess cabling for the door vendor to get the needed wires into place for the termination of door equipment
- Data Closet Rack Equipment
 - MDF (Main Distribution Frame) 103L
 - Install two (2) 7' 19" two post racks as shown in the Electrical drawings Page ET401
 - The installation of the Data racks comes with the following brackets and kits
 - 6 - 12" X 10' Ladder trays
 - 5 - Wall Angle Brackets
 - 2 - Top Plate Kits
 - 5 - Junction Splice Kits
 - 2 - Butt Splice Kits
 - 6 - Triangle Brackets
 - Install one (1) 24 port Cat 6 Patch Panel as needed for the termination for Cat 6 cabling

- Install one (1) 72-port fiber enclosure for the termination of single-mode fiber optic cable
- Install one (1) 12-port enclosure for the termination of single-mode fiber optic cable
- Install one (1) 12-port Single-mode LC bulkhead into each slot in the enclosures for the termination of each fiber cable connecting the MDF to each IDF, a total of eight (8)
- Each Data rack will be properly grounded to the provided grounding bar in each closet
- IDF (Intermediate Distribution Frame) 118C
 - Install one (1) 7' 19" two post racks as shown in the Electrical drawings Page ET401
 - The installation of the Data rack comes with the following brackets and kits
 - 2 - 12" X 10' Ladder tray
 - 4 - Wall Angle Bracket
 - 1 - Top Plate Kit
 - 2 - Junction Splice Kit
 - 3 - Triangle Bracket
 - Install one (1) 24 port Cat 6 Patch Panel as needed for the termination for Cat 6 cabling
 - Install one (1) 12-port enclosure for the termination of single-mode fiber optic cable
 - Install one (1) 12-port Single-mode LC bulkhead into the enclosure for the termination of the fiber cable connecting the IDF back to the MDF
 - Each Data rack will be properly grounded to the provided grounding bar in each closet
- IDF (Intermediate Distribution Frame) 101H
 - Install one (1) 7' 19" two post racks as shown in the Electrical drawings Page ET401
 - The installation of the Data rack comes with the following brackets and kits
 - 3 - 12" X 10' Ladder tray
 - 4 - Wall Angle Bracket
 - 1 - Top Plate Kit
 - 2 - Junction Splice Kit
 - 3 - Triangle Bracket
 - Install one (1) 24 port Cat 6 Patch Panel as needed for the termination for Cat 6 cabling
 - Install one (1) 12-port enclosure for the termination of single-mode fiber optic cable
 - Install one (1) 12-port Single-mode LC bulkhead into the enclosure for the termination of the fiber cable connecting the IDF back to the MDF
 - Each Data rack will be properly grounded to the provided grounding bar in each closet
- IDF (Intermediate Distribution Frame) 140E
 - Install one (1) 7' 19" two post racks as shown in the Electrical drawings Page ET401
 - The installation of the Data rack comes with the following brackets and kits
 - 3 - 12" X 10' Ladder tray
 - 4 - Wall Angle Bracket
 - 1 - Top Plate Kit

- 2 - Junction Splice Kit
 - 3 - Triangle Bracket
- Install one (1) 24 port Cat 6 Patch Panel as needed for the termination for Cat 6 cabling
- Install one (1) 12-port enclosure for the termination of single-mode fiber optic cable
- Install one (1) 12-port Single-mode LC bulkhead into the enclosure for the termination of the fiber cable connecting the IDF back to the MDF
- Each Data rack will be properly grounded to the provided grounding bar in each closet
- IDF (Intermediate Distribution Frame) 140F
 - Install one (1) 7' 19" two post racks as shown in the Electrical drawings Page ET401
 - The installation of the Data rack comes with the following brackets and kits
 - 3 - 12" X 10' Ladder tray
 - 4 - Wall Angle Bracket
 - 1 - Top Plate Kit
 - 2 - Junction Splice Kit
 - 3 - Triangle Bracket
 - Install one (1) 24 port Cat 6 Patch Panel as needed for the termination for Cat 6 cabling
 - Install one (1) 12-port enclosure for the termination of single-mode fiber optic cable
 - Install one (1) 12-port Single-mode LC bulkhead into the enclosure for the termination of the fiber cable connecting the IDF back to the MDF
 - Each Data rack will be properly grounded to the provided grounding bar in each closet
- IDF (Intermediate Distribution Frame) 203A
 - Install two (2) 7' 19" two post racks as shown in the Electrical drawings Page ET401
 - The installation of the Data rack comes with the following brackets and kits
 - 4 - 12" X 10' Ladder tray
 - 4 - Wall Angle Bracket
 - 2 - Top Plate Kit
 - 4 - Junction Splice Kit
 - 1 - Butt Splice Kits
 - 4 - Triangle Bracket
 - Install one (1) 24 port Cat 6 Patch Panel as needed for the termination for Cat 6 cabling
 - Install one (1) 12-port enclosure for the termination of single-mode fiber optic cable
 - Install one (1) 12-port Single-mode LC bulkhead into the enclosure for the termination of the fiber cable connecting the IDF back to the MDF
 - Each Data rack will be properly grounded to the provided grounding bar in each closet

- IDF (Intermediate Distribution Frame) 140E
 - Install one (1) 7' 19" two post racks as shown in the Electrical drawings Page ET401
 - The installation of the Data rack comes with the following brackets and kits
 - 3 - 12" X 10' Ladder tray
 - 4 - Wall Angle Bracket
 - 1 - Top Plate Kit
 - 2 - Junction Splice Kit
 - 3 - Triangle Bracket
 - Install one (1) 24 port Cat 6 Patch Panel as needed for the termination for Cat 6 cabling
 - Install one (1) 12-port enclosure for the termination of single-mode fiber optic cable
 - Install one (1) 12-port Single-mode LC bulkhead into the enclosure for the termination of the fiber cable connecting the IDF back to the MDF
 - Each Data rack will be properly grounded to the provided grounding bar in each closet
- IDF (Intermediate Distribution Frame) 240B
 - Install one (1) 7' 19" two post racks as shown in the Electrical drawings Page ET401
 - The installation of the Data rack comes with the following brackets and kits
 - 3 - 12" X 10' Ladder tray
 - 4 - Wall Angle Bracket
 - 1 - Top Plate Kit
 - 2 - Junction Splice Kit
 - 3 - Triangle Bracket
 - Install one (1) 24 port Cat 6 Patch Panel as needed for the termination for Cat 6 cabling
 - Install one (1) 12-port enclosure for the termination of single-mode fiber optic cable
 - Install one (1) 12-port Single-mode LC bulkhead into the enclosure for the termination of the fiber cable connecting the IDF back to the MDF
 - Each Data rack will be properly grounded to the provided grounding bar in each closet
- IDF (Intermediate Distribution Frame) 240J
 - Install one (1) 7' 19" two post racks as shown in the Electrical drawings Page ET401
 - The installation of the Data rack comes with the following brackets and kits
 - 2 - 12" X 10' Ladder tray
 - 4 - Wall Angle Bracket
 - 1 - Top Plate Kit
 - 2 - Junction Splice Kit
 - 3 - Triangle Bracket
 - Install one (1) 24 port Cat 6 Patch Panel as needed for the termination for Cat 6 cabling
 - Install one (1) 12-port enclosure for the termination of single-mode fiber optic cable
 - Install one (1) 12-port Single-mode LC bulkhead into the enclosure for the termination of the fiber cable connecting the IDF back to the MDF

- Each Data rack will be properly grounded to the provided grounding bar in each closet
- IDF (Intermediate Distribution Frame) 140E
 - Install one (1) 7' 19" two post racks as shown in the Electrical drawings Page ET401
 - Each Data rack comes with the following brackets and kits
 - 12" Ladder
 - Wall Angle Bracket
 - Top Plate Kit
 - Junction Splice Kit
 - Butt Splice Kit
 - Triangle Bracket
 - Install one (1) 24 port Cat 6 Patch Panel as needed for the termination for Cat 6 cabling
 - Install one (1) 12-port enclosure for the termination of single-mode fiber optic cable
 - Install one (1) 12-port Single-mode LC bulkhead into the enclosure for the termination of the fiber cable connecting the IDF back to the MDF
 - Each Data rack will be properly grounded to the provided grounding bar in each closet
- Cable Pathways, Floor Boxes, and Access Point Mounts
 - Install one (1) J-Hook every 5 feet in the kitchen area above the ceiling as shown in the Electrical building prints to provide a Pathway for Cat 6 or Cat 6A cabling
 - Install one (1) Quickport Faceplate for each of the floor boxes provided by the Electrical contractor, a total of nine (9)
 - Install one (1) Oberon right-angle wall-mounted brackets for each Access Point in the gym and large open space outside gym labeled room 105, a total of three (3)
 - Install one (1) wall-mount protective wire cage over each Access Point in the gym, a total of two (2)
 - Install one (1) Oberon right-angle wall-mounted bracket for each Access Point on the second floor, a total of (23)
 - Encore will install the Access points if they are available in the time frame that Encore is on-site

Post Implementation

- Encore Project Manager shall:
 - Conduct close out meeting
 - Obtain final project sign off
 - Provide CLIENT with a copy of all final documentation – based Project Deliverables as defined below
- Encore Engineering Team shall:
 - Perform a final walkthrough of the job site to:
 - Clean-up and remove install equipment and waste
 - Verify all product and hardware is accounted for and installed

Project Deliverables

- As-built drawing of Cat6/Camera locations and identification
- Product specification and warranty information will be provided upon request

Out of Scope

- Any changes required post sign-off will result in a project change order and may result in additional billing. A copy of the Change Request Form is attached in Appendix B.
- Work performed outside Encore standard work hours of Monday through Friday 8am to 5pm
- Any additional conduit pathways not listed in the Implementation
- Any concrete core drilling required for vertical riser penetrations
- Any low voltage permits needed are not reflected in the quoted amount and if needed will result in a Change order for the acquired cost
- Any powered lift equipment unless otherwise stated in the Implementation
- Anything not listed above as in scope shall be considered out of scope

CLIENT Responsibilities

- CLIENT will provide:
 - full and timely administrative access, including remote access, to all physical and logical components required for the project during Encore's normal business hours of 8am-5pm EST Monday - Friday
 - all necessary hardware, software, licensing, etc. unless defined differently in an attached Bill of Materials
 - an onsite resource to facilitate all information and communication per project requirements
 - availability for downtime, if required
 - for a secure area to store and deploy product from, at each site
 - any powered lift equipment required for the installation of any equipment involved in the project
- CLIENT will coordinate:
 - with Encore Project Manager to sign-off on project plan / design prior to implementation
 - with the primary contact at each site to ensure access to all affected areas as well as schedule a start time and cutover period, prior to the start of the project

General Assumptions

- Work may be performed remotely or onsite at Encore's discretion
- Conduit is in place to provide pathways for the cable trays to the final cable location with Encore having to provide J-hooks in areas not mentioned above in Implementation
- All cabling quantities and length estimates are listed in the CLIENT-provided Architectural/Electrical documentation and are assumed to be accurate
- Any deviation from cabling drop quantities, fiber optic cabling needs, data rack equipment or any other equipment quantities is outside the provided scope of work and will require a change order
- All cabling pathways are assumed to be in place and readily accessible with no obstructions which would prevent the installation of Cat6 and Fiber Optic cabling
- Unless otherwise stated above no trenching or directional boring of any kind will be required
- No additional fire penetrations or fire sleeves will be required for the installation of cabling
- In an effort to offer the best overall price possible, the proposed labor costs, as well as staging, logistics and material requirements for the installation assume that all facets of the cabling project, in its entirety, will be awarded to the winning bidder and that all portions of the project shall be scheduled for installation in a contiguous manner
- Unless the total project is less than 40 onsite hours, overall pricing assumes that crews will be scheduled to provide focused effort on the project in full, 40-hour workweek segments
- Any delays not caused by Encore requiring the unscheduled withdrawal of Encore resources may necessitate a change order
- All WAP or cabling locations are accessible via a 12ft standard A-frame ladder or smaller and do not require the use of a powered lift
- If a powered lift is required for the installation of any portion of the project, one shall be provided by the Client or by Encore in the form of a Change Order
- An executed Project Completion Sign-off form (Appendix A) will be required to indicate project completion

Notice to CLIENT

THE TERMS AND CONDITIONS OF THIS AGREEMENT ARE STATED ON THE PREVIOUS PAGES AND IN THE FOLLOWING APPENDICES. BY SIGNING THIS AGREEMENT, YOU ACKNOWLEDGE THAT YOU HAVE READ, UNDERSTAND, AND AGREE TO BE BOUND BY THIS AGREEMENT. FURTHER, YOU AGREE THAT THIS IS THE COMPLETE STATEMENT OF THE AGREEMENT BETWEEN YOU AND ENCORE WHICH SUPERSEDES ALL OTHERS, ORAL OR WRITTEN, RELATING TO THE SUBJECT MATTER OF THIS AGREEMENT.

Acceptance

By signing below, both Encore and the Client acknowledge that they have read and understood the information disclosed in this document, and agree to the terms herein.

Encore Technology Group, LLC.
141 Grace Drive
Easley, SC 29640

Watauga County Schools
175 Pioneer Trail
Boone, NC 28607

Encore Authorized Signature

CLIENT Authorized Signature

Printed Name

Printed Name

Title

Title

Date

Date

Appendix A – Project Completion Signoff

Project Information

The information below provides detailed information related to the project. It is provided as an additional level of detail and clarification of the client and associated contacts.

Client Name			
Address			
City, State Zip Code			
Phone		Email	
Project Name		Project Number	
Account Executive		PO Number	
Lead Engineer		Project Manager	

Project Signoff

By signing below, you agree that all work has been completed as documented in the Scope of Work section of this Statement of Work. Final project billing will be submitted for invoicing and payment as documented in the Encore General Terms and Conditions.

Encore Technology Group, LLC.
141 Grace Drive
Easley, SC 29640

Watauga County Schools
175 Pioneer Trail
Boone, NC 28607

Encore Authorized Signature

CLIENT Authorized Signature

Printed Name

Printed Name

Title

Title

Date

Date

Appendix B – Change Order Form

[illegible]

Prepared For

Watauga County Schools
Alison Schleede
175 Pioneer Trail PO Box 1790
Boone, NC 28607
schleede@wataugaschools.org
(828) 263-1703

Prepared By

Megan White
Phone: 864-307-2794
Email: mwhite@encoretg.com

Hardware		Price	Qty	Extended
10136226	CAT 6 CMP	\$0.32	74000	\$23,680.00
10136226	CAT 6 CMP Lavender	\$0.32	12000	\$3,840.00
11142234	CAT 6A CMP Yellow	\$0.67	10000	\$6,700.00
61110-RL6	CAT 6 Jack	\$7.44	736	\$5,475.84
6110G-RY6	CAT 6A Jack CAT 6A Jack	\$12.50	92	\$1,150.00
61110-RP6	CAT 6 Jack (Lavender)	\$7.44	115	\$855.60
49255-H24	CAT 6 24 Port Patch Panel Field Loadable	\$55.95	16	\$895.20
6M110-001	CAT 6 Patch Cord 1ft OD High Flex (Blue)	\$3.57	328	\$1,170.96
6M190-001	CAT 6 Patch Cord 1ft OD High Flex (Lavender)	\$3.57	56	\$199.92
6M190-003	CAT 6 Patch Cord 3ft OD High Flex (Lavender)	\$4.11	56	\$230.16
6AM130-001	CAT 6A Patch Cord 1ft OD High Flex (Yellow)	\$4.76	46	\$218.96
6AM130-003	CAT 6A Patch Cord 3ft OD High Flex (Yellow)	\$5.65	46	\$259.90
6M180-003	CAT 6 Patch Cord 3ft OD High Flex (Red)	\$3.57	38	\$135.66
6M180-001	CAT 6 Patch Cord 1ft OD High Flex (Red)	\$4.11	38	\$156.18
MCTP6I-9-3	CAT 6 Patch Cord 3ft OD High Flex (Blue)	\$2.14	300	\$642.00
42080-1WS	Single Port Faceplate	\$2.08	222	\$461.76
42080-2WS	Dual Port Face Plate	\$2.08	114	\$237.12
41089-1WP	Single Port Biscuit Box	\$2.50	27	\$67.50
189755	Velcro Roll 1/2" x 75'	\$20.24	3	\$60.72
18482	Labels 3/8	\$19.64	3	\$58.92
41087-2WP	106 White Quickport Faceplates for Floor boxes	\$2.56	9	\$23.04
BCH32-2S	CAT 32 Dual Hanger	\$2.38	50	\$119.00
GECLB62A	LUG 6AWG 2-HOLE LONG BARREL	\$1.73	42	\$72.66
392301	Ground wire green #6	\$1.05	200	\$210.00
PDP006AB0707-I/O-C4	12 Strand indoor/outdoor SM	\$0.70	3850	\$2,695.00
95-200-99	LC SM Connector	\$19.35	196	\$3,792.60
CCH-03U	72 Port Enclosure	\$354.76	1	\$354.76

Hardware		Price	Qty	Extended
CCH-01U	12 Port Fiber Enclosure	\$255.95	8	\$2,047.60
CCH-CP12-A9	12 Port Bulk Head SM LC	\$105.95	8	\$847.60
FOAS2FSMLCL C-1M	1 Meter LC-LC SM Jumper	\$15.48	16	\$247.68
FS200	Fire Sleeve 2in	\$58.27	6	\$349.62
FS400	Fire Sleeve 4 in	\$127.38	4	\$509.52
SSP100	Intumescent Putty	\$35.71	2	\$71.42
EDR19FM45U	7 ft 19in 2 Post Rack	\$216.67	10	\$2,166.70
LSS12BLK	12 in Ladder Tray	\$127.38	26	\$3,311.88
LWASK12BLK	Wall Angle Brackets	\$31.85	33	\$1,051.05
LRRMPBLK	Top Plate Kits	\$46.13	10	\$461.30
LJSKB	Junction Splice Kits	\$13.99	21	\$293.79
LBSKB	Butt Splice Kits	\$13.10	3	\$39.30
LTSB12BLK	Triangle Bracket	\$63.10	31	\$1,956.10
1011-00-WH	Oberon right angle Wall Brackets	\$97.62	23	\$2,245.26
STI-9730	LARGE 12" X 12" X 12" WIRE CAGE	\$90.48	2	\$180.96
Misc. Materials - Cabling	Misc Materials Cabling Misc Materials Cabling	\$5,300.00	1	\$5,300.00
Hardware Subtotal				\$74,843.24

Access Control Cable - 9 Doors		Price	Qty	Extended
WG-31965002	Composite Cable "A" Group Composite Cable "A" Group	\$0.99	2000	\$1,980.00
Misc. Materials - Cabling	Misc Materials Cabling Misc Materials Cabling	\$120.00	1	\$120.00
Access Control Cable - 9 Doors Subtotal				\$2,100.00

Services		Price	Qty	Extended
Labor - Fixed	Encore Engineering Services Encore Engineering Services	\$161,032.61	1	\$161,032.61
Labor - Fixed	Encore Engineering Services - Access Control Cable - 9 Doors Encore Engineering Services	\$3,767.38	1	\$3,767.38
Services Subtotal				\$164,799.99



Valle Crucis ES - New School
Cabling - Cat6A for Wireless

1018061
Version: 2

Encore Technology Group, LLC
141 Grace Drive
Easley, SC 29640
(888) 983-6267
www.encoretg.com

Recap	Amount
Hardware	\$74,843.24
Access Control Cable - 9 Doors	\$2,100.00
Services	\$164,799.99
Subtotal	\$241,743.23
Tax	\$16,317.68
Total	\$258,060.91

Based on the rapidly changing market and global product shortages, we are seeing availability and lead times change daily. Please note that pricing and availability are subject to change. Encore will notify client of any surcharge fees as we are notified.

Currently, some manufacturers are requiring non-cancellation clauses on purchase orders. For those orders, Encore may also require a non-cancellation clause to be signed before an order can be processed.

All sales are exclusively subject to and conditioned upon the terms and conditions of sale posted at <http://www.encoretg.com/terms-and-conditions>, and any other additional or different terms are objected to and rejected unless Encore expressly agrees to them in a signed writing.

Signature

Date

The Watauga County Board of Education (the "board") recognizes the critical role of parents in the education of their children and in the schools. The board directs school administrators to develop programs that will promote and support parental involvement in student learning and achievement at school and at home and encourage successful progress toward graduation. Each parent is encouraged to learn about the educational program, the educational goals and objectives of the school system, and his or her own child's progress. The board also encourages parents to participate in their children's education and in activities designed by school personnel to involve them, such as parent conferences, in order to encourage foster effective teacher and parent communication. Parents are responsible for cooperating with school employees to facilitate their children's compliance with board policies concerning homework, school attendance, and behaviorbehavior. As required by law, the board shall post a list of specific parent rights with regards to their child's education with any corresponding policy numbers on the school district website.

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

A. PARENTAL INVOLVEMENT PLANS

1. Parental Involvement Plan as Part of the School Improvement Plan

The board directs each principal ~~or designee~~ to ensure that the school improvement team develops a plan for the school's parental involvement program plan as a part of the school improvement plan. The principal shall publicize drafts of the parental involvement plan prior to finalization and solicit input from parents of students in the school. This plan must include, at a minimum, efforts that meet the requirements established in this policy. In addition, the plan must include ways to enhance parental involvement by promoting in the following areaspriorities:

- a. regular, meaningful, two-way communication between home and school;
- b. promotion of responsible parenting;
- c. involvement of parents and guardians in student learning;
- d. promotion of parental volunteering in the school;
- e. involvement of parents and guardians in school decisions that affect children and families;
- f. parental training based on parents' informational needs;
- g. community collaboration with community agencies and other organizations

to provide resources to strengthen school programs, families, and student learning; and

- h. promotion of student health awareness among parents by addressing the need for health programs and student health services, which are linked to student learning.

2. Title I Parent and Family Engagement Plan

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

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

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

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

A.B. PARENT COMMUNICATION, PARTICIPATION, AND CONFERENCES

1. Communication with Parents

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

~~Principals or designees shall plan for periodic communication with parents. The principal must effectively communicate to parents the manner in which textbooks are used to implement the school's curricular objectives. Any parent interested in learning more about their child's course of study or the source of any supplementary instructional materials should contact the principal for more information. If a~~

parent would like to inspect and review particular instructional materials, the parent should make such a request in accordance with policy 3210, Parental Request to Review Inspection of and Objection to Instructional Materials.

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

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

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

2. Parent Participation at Schools

The board encourages parents to engage in activities in their children's schools. Parents are welcome to visit schools in accordance with policy 5020, Visitors to the Schools, and, if interested, are urged to participate in school volunteer programs as described in policy 5015, School Volunteers. In addition, opportunities exist for parents to participate on school advisory councils, such as the school health advisory council (see policy 6140, Student Wellness), school improvement teams (see policy 3430, School Improvement Plan), school media and technology advisory committees (see policy 3200, Selection of Instructional Materials), and the business advisory council (see policy 21670, Business Advisory Council).

3. Conferences

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

B.C. PARENTAL NOTIFICATION

1. Title I Notifications

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

2. Parent Guide for Student Achievement

Each year, the superintendent or designee shall create a parent guide for student achievement that meets the requirements of state law and the State Board of Education. All parents will receive a written copy of the guide, and information in the guide will be discussed at the beginning of each school year in meetings of students, parents, and teachers.

At a minimum the guide will include the following:

- a. information for parents regarding the following as it pertains to their child:
(1) requirements for promotion to the next grade, including the requirements of the North Carolina Read to Achieve Program as set forth in Part 1A of Article 8 of Chapter 115C; (2) the course of study, textbooks, and other supplementary instructional materials and policy 3210, Parental Inspection of and Objection to Request to Review Instructional Materials, which provides for the inspection and review of those materials; (3) the child's progress toward achieving State and unit expectations for academic proficiency, including policies for student assessment, and the child's assessment results, report cards, and progress reports; (4) qualifications of the child's teachers, including licensure status; and (5) school entry requirements, including required immunizations;
- b. parental actions that can do the following: (1) strengthen the child's academic progress, especially in the area of reading as provided in the North Carolina Read to Achieve Program; (2) strengthen the child's citizenship, especially social skills and respect for others; (3) strengthen the child's realization of high expectations and setting lifelong learning goals; and (4) place a strong emphasis on the communication between the school and the home;
- c. services available for parents and their children, such as family literacy services; mentoring, tutoring, and other academic reinforcement programs; after-school programs; and college planning, academic advisement, and student counseling services (see policy 3610, Counseling Program);
- d. opportunities for parental participation, such as parenting classes, adult education, school advisory councils, and school volunteer programs;
- e. opportunities for parents to learn about rigorous academic programs that

may be available for their child, such as honors programs, Career and College Promise and other dual enrollment opportunities, advanced placement, Advanced International Certificate of Education (AICE) courses, International Baccalaureate, North Carolina Virtual High School courses, and accelerated access to postsecondary education;

- f. educational choices available to parents, including each type of public school unit available to residents of the county in which the child lives and nonpublic school options, educational choice options offered within the school system, and programs for scholarship grants for nonpublic schools (Part 2A of Article 39 of Chapter 115C) and for personal education student accounts for students with disabilities (Article 41 of Chapter 115C);
- g. rights of students who have been identified as students with disabilities, as provided in Article 9 of Chapter 115C;
- h. contact information for school and unit offices;
- i. resources for information on the importance of student health and other available resources for parents, including the following information on available immunizations and vaccinations: (1) a recommended immunization schedule in accordance with the United States Centers for Disease Control and Prevention recommendations; and (2) information about meningococcal meningitis and influenza, including the causes, symptoms, and vaccines, how the diseases are spread, and places where parents and guardians may obtain additional information and vaccinations for their children as required by G.S. 115C-375.4; and
- j. this policy (policy 1310/4002, Parental Involvement); policy 1320/3560, Title I Parent and Family Engagement; policy 21670, Business Advisory Council; policy 3210, Parental Inspection of and Objection to Request to Review Instructional Materials; policy 3430, School Improvement Plan; policy 3540, Comprehensive Health Education Program; policy 4400, Attendance; policy 5015, School Volunteers; policy 5020, Visitors to the Schools; and policy 6140, Student Wellness.

3. Additional Annual Notifications

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

- a. parental rights related to student records (see policy 4700, Student Records);

- b. parental rights related to student surveys (see policy 4720, Surveys of Students);
- c. the approximate dates of any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered and scheduled in advance by the school administration, and (c) not necessary to protect the immediate health and safety of students;
- d. the schedule of pesticide use on school property and their right to request notification of nonscheduled pesticide use (see policy 9205, Pest Management);
- e. student behavior policies, the Code of Student Conduct, and school standards and rules (see policies in the 4300 series);
- f. the permissible use of seclusion and restraint in the schools (see regulation 4302-R, Rules for Use of Seclusion and Restraint in Schools);
- g. policy 4329/7311, Bullying and Harassing Behavior Prohibited;
- h. policy 4740/4010, Student and Parent Grievance Procedure;
- i. the dates of the system-wide and state-mandated tests that students will be required to take during that school year, how the results from the tests will be used, and whether each test is required by the State Board of Education or by the local board;
- j. grading practices that will be followed at the school and, for parents of high school students, the method of computing the grade point averages that will be used for determining class rank (see policies 3400, Evaluation of Student Progress, and 3450, Class Rankings);
- k. available opportunities and the enrollment process for students to take advanced courses and information explaining the value of taking advanced courses;
- l. if applicable, that their child will be provided advanced learning opportunities in mathematics or will be placed in an advanced mathematics course;
- m. a clear and concise explanation of the North Carolina testing and accountability system that includes all information required by federal law;
- n. a report containing information about the school system and each school, including, but not limited to:

- i. the following information both in the aggregate and disaggregated by category: student achievement, graduation rates, performance on other school quality and/or student success indicators, the progress of students toward meeting long-term goals established by the state, student performance on measures of school climate and safety, and, as available, the rate of enrollment in post-secondary education;
- ii. the performance of the school system on academic assessments as compared to the state as a whole and the performance of each school on academic assessments as compared to the state and school system as a whole;
- iii. the percentage and number of students who are:
 - 1. assessed,
 - 2. assessed using alternate assessments,
 - 3. involved in preschool and accelerated coursework programs, and
 - 4. English learners achieving proficiency;
- iv. the per pupil expenditures of federal, state, and local funds; and
- v. teacher qualifications;
- o. the grade earned by the school on the most recent annual report card issued for it by the State Board of Education if the grade was a D or F;
- p. supportive services available to students, including ~~guidance, counseling, and health services (see policy 3610, Counseling Program);~~
- ~~q. information about meningococcal meningitis and influenza, including the causes, symptoms, and vaccines, how the diseases are spread, and places where parents and guardians may obtain additional information and vaccinations for their children;~~
- ~~r-q.~~ for parents of students in grades 5 through 12, information about cervical cancer, cervical dysplasia, and human papillomavirus, including the causes and symptoms of these diseases, how they are transmitted, how they may be prevented by vaccination, including the benefits and possible side effects of vaccination, and places parents and guardians may obtain additional information and vaccinations for their children;
- ~~s-r.~~ how to reach school officials in emergency situations during non-school hours;
- ~~t-s.~~ information about and an application form for free and reduced price meals and/or free milk (see policy 6225, Free and Reduced Price Food Services);

- ~~u.t.~~ information about the school breakfast program;
- ~~v.u.~~ information about the availability and location of free summer food service program meals for students when school is not in session;
- ~~w.v.~~ for parents of children with disabilities, procedural safeguards (see also policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities);
- ~~x.w.~~ information on the availability of the asbestos management plan and planned or in-progress inspections, re-inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities;
- ~~y.x.~~ education rights of homeless students (see policy 4125, Homeless Students);
- ~~z.y.~~ the content and implementation of the local school wellness policy (see policy 6140, Student Wellness);
- ~~aa.z.~~ their right to take four hours of unpaid leave from their jobs every year in order to volunteer in their child's school as stated in G.S. 95-28.3 (see policy 5015, School Volunteers);
- ~~bb.aa.~~ that the school system does not discriminate on the basis of race, color, national origin, sex, disability, or age, and that the school system provides processes for resolving discrimination and harassment complaints (see policies 4020/7230, Discrimination and Harassment Prohibited by Federal Law, 1720/4030/7235, Title IX Nondiscrimination on the Basis of Sex, and 1730/4022/7231, Nondiscrimination on the Basis of Disabilities);
- ~~ee.bb.~~ that the school system provides equal access to its facilities, programs, and activities to the Boy Scouts and other designated youth groups (see policy 1730/4020/7230, Discrimination and Harassment Prohibited by Federal Law); and
- ~~dd.cc.~~ the availability of and the process for requesting a waiver or reduction of student fees (see policy 4600, Student Fees).

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

4. Opportunities to Withhold Consent/Opt Out Notifications

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

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

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

made available.

D. PARENTAL PERMISSION REQUIRED

Written parental permission is required prior to the following activities:

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

E. PROCEDURES FOR PARENTAL INVOLVEMENT IN STUDENT HEALTH

1. Parent Notifications Regarding Student Physical and Mental Health

At the beginning of each school year, the principal or designee shall notify parents of (1) each health care service offered at their children's schools and the means for parents to provide consent for any specific services; (2) acknowledgement that

consenting to a health care service does not waive the parents' right to access their children's educational records or health records or to be notified of changes in their children's services or monitoring; and (3) the procedures to exercise the parental remedies for concerns related to student health provided by G.S. 115C-76.60 and described below in subsection E.6.

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

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

No school system policy, procedure, or form will expressly or otherwise prohibit school employees from notifying parents about their children's mental, emotional, or physical health or well-being or a change in related services or monitoring, nor will any school system policy, procedure, or form intentionally encourage or be designed in a manner that is reasonably likely to have the effect of encouraging any children to withhold from their parents information about their mental, emotional, or physical health or well-being or a change in related services or monitoring. School personnel shall not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being.

2. Discussions Related to Student Well-Being

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

3. Parent Access to Student Records

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

4. Student Support Services Training

Student support services training developed or provided by the school system to

school personnel will adhere to student services guidelines, standards, and frameworks established by the Department of Public Instruction.

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

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

6. Remedies for Parental Concerns Related to Student Health

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

If the concern has not been resolved within 15 days after the parent initially submitted the concern, the superintendent or designee shall schedule a board hearing to be conducted pursuant to policy 251600, Hearings Before the Board, to occur within the next 15 days. If the concern is not resolved 30 days after the parent initially submitted the concern, the board will provide a statement of the reasons for not resolving the concern.

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

F. PARENT REQUESTS FOR INFORMATION

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

If the principal (1) denies or fails to respond to the request for information within 10

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

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

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

G. COMMUNITY SERVICES AVAILABLE

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

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

H. REPORTING REQUIREMENTS

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

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

Cross References: Title I Parent and Family Engagement (policy 3560), Discrimination and

Harassment Prohibited by Federal Law (policy 4020/7230), Title IX Nondiscrimination on the Basis of Sex (policy 1720/4030/7235), Nondiscrimination on the Basis of Disabilities (policy 1730/4022/7231), Student and Parent Grievance Procedure (policy 4010), Hearings Before the Board (policy 251600), Business Advisory Council (policy 261670), Selection of Instructional Materials (policy 3200), Parental ~~Inspection of and Objection to~~ Request to Review Instructional Materials (policy 3210), Technology Responsible Use (policy 3225/4312/7320), Evaluation of Student Progress (policy 3400), Students at Risk of Academic Failure (policy 3405), School Improvement Plan (policy 3430), Class Rankings (policy 3450), Special Education Programs/Rights of Students with Disabilities (policy 3520), Comprehensive Health Education Program (policy 3540), Counseling Program (policy 3610), Homeless Students (policy 4125), Student Insurance Program (policy 4220), Child Abuse and Related Threats to Child Safety (policy 4240/7312), Student Behavior Policies (4300 series), Rules for Use of Seclusion and Restraint in Schools (regulation 4302-R), Bullying and Harassing Behavior Prohibited (policy 4329/7311), Parental Involvement in Student Behavior Issues (policy 4341), Attendance (policy 4400), Student Fees (policy 4600), Student Records (policy 4700), Surveys of Students (policy 4720), School Volunteers (policy 5015), Visitors to the Schools (policy 5020), Registered Sex Offenders (policy 5022), Student Health Services (policy 6120), Administering Medicines to Students (policy 6125), Student Wellness (policy 6140), Free and Reduced Price Meal Services (policy 6225), Pest Management (policy 9205)

Adopted: July 14, 2014

Replaces: Policy 2.04.60, Parental Involvement (in part)

Revised: January 11, 2016; February 13, 2017; February 12, 2018, November 13, 2018; February 10, 2020; August 12, 2020, January 11, 2021, December 13, 2021(Legal references only); {DATE}

PARENTAL REQUEST TO REVIEW INSTRUCTIONAL MATERIALS

Policy Code: **3210**

In policy 3200, Selection of Instructional Materials, the Watauga County Board of Education (the "board") establishes a process for the selection of instructional materials to meet State Board of Education requirements and the educational goals of the board.

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

A. PARENTAL RIGHT TO INSPECT MATERIALS

~~Parents have a right under federal law to inspect all instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any applicable federally funded programs. Parents ordinarily also may review all other instructional materials following procedures provided by the school or superintendent. The term "instructional materials" as defined in policy 3200, Selection of Instructional Materials. Instructional materials does not include academic tests or assessments. Some materials available through the Internet and used in individual classes to provide up-to-date information or information on current events may not be available for advance review; however, Parents who would like to inspect and review instructional materials should make a request in writing to the principal. The principal shall schedule a mutually agreeable date and time for the parent to come into the school to review the materials. All efforts should be made to schedule the time as soon as possible but no later than 10 business days from the date of the request. -a~~All materials used in reproductive health and safety education shall be available for review as provided in policy 3540, Comprehensive Health Education Program.

B. PARENTAL OBJECTION TO MATERIALS

Parents may voice a concern by first meeting with the teacher using the material or the Media Center Coordinator if the material is in the media center. During that meeting the parent will share their concerns and the teacher or Coordinator will share the selection process and determine any accommodations that may be made. If the parent is not satisfied, they will meet with the principal. The principal will review the selection process and determine if any other accommodations may be made. During this meeting the principal will share the process outlined in Section C. If after the meeting with the principal, the parent is not satisfied, then they shall follow the procedures outlined in Section C. While input from the community is valuable, the board believes professional educators are in the best position to determine whether a particular instructional material is appropriate for the age and maturity of the students and for the subject being taught.

C. PROCEDURES FOR RECONSIDERATION OF INSTRUCTIONAL RESOURCES

Occasional objections to some resources may be voiced by parents despite the care taken in the selection process, the qualifications of persons selecting the resources, and the accommodations offered to the parent. If a reconsideration request is made on material other than a state adopted text, the procedures are as follows:

1. The parent shall complete the *Parent Request for Building Level Reconsideration of Instructional Resources* form and return it to the principal.
- 1.2. The principal shall forward the completed form to the building level Media and Technology Advisory Committee (MTAC). This committee shall consist of at least a building level administrator, a teacher, a parent, the Media Center Coordinator and an Instructional Technology Facilitator.
- 2.3. Materials shall remain in use until and unless a decision is made to withdraw the materials by the Building Level MTAC.
- 3.4. Upon receipt of the *Parent Request for Building Level Reconsideration* form, the building level MTAC shall:
 - Review the material in question.
 - Review any accommodations offered.
 - Interview the complainant, the teacher(s) in control of the content, and other relevant school personnel.
 - Survey appraisals of the material in professional reviewing sources.
 - Weigh merits against alleged faults to form opinions based on the material as a whole, not on isolated passages based on selection criteria.
 - Meet to discuss the findings and prepare a written report and recommendation within 15 school days after receipt of the completed Request for Reconsideration form.
 - File the report with the principal, superintendent, and the complainant within 5 days after the meeting in which the report was written.
 - Retain or withdraw the challenged materials upon completion of this process.
 - Materials shall be retained or withdrawn as decided by the Building Level MTAC through the completion of any appeal of that decision.

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

The decision of the committee may be appealed to the superintendent. Only the parent who

initiated the request for review or the teacher/staff member in control of the resource may file an appeal in writing to the superintendent within 10 days of receipt of the Building Level MTAC report. The superintendent shall:

- Review the Building Level report provided as well as the material in question.
- Interview the complainant, the teacher(s) in control of the content, and other relevant school personnel.
- Request that a sub group of the District Level Media and Technology Advisory Committee complete the same process as the Building Level MTAC. This District Level committee shall consist of at least a building level administrator, a teacher, a parent, a Media Center Coordinator and an Instructional Technology Facilitator.
- Direct the District Level Committee to provide a written recommendation to the superintendent within 15 days of notice of appeal.
- Within 5 days of receipt of the District Level report, the superintendent shall render a decision to support or reject the Building Level decision and shall report that decision to the complainant and the Board of Education. Materials shall remain retained or withdrawn as determined by the Building Level team until the decision of the superintendent.
- Materials will be retained or removed based on the decision of the superintendent.

The decision of the superintendent may be appealed to the Board of Education as the final level of appeal. Only the parent who initiated the request for review or the teacher/staff member in control of the resource may appeal the decision of the Superintendent. The appeal shall be submitted in writing to the Chair of the Board of Education within 10 days of notification of the Superintendent decision. The Board will review whether the process for *Parent Request for Reconsideration of Instructional Resources* was followed and whether the superintendent used appropriate diligence in rendering a decision. Within 15 days of receipt of the appeal in writing, the Board will announce their findings. If the Board determines that due diligence was not provided, then the superintendent will be directed to reconvene a new subcommittee of the District Level Media and Technology Advisory Committee and to address any concerns noted by the Board.

Materials shall remain retained or withdrawn as determined by the superintendent until the final level of appeal by the Board of Education is completed.

Unless otherwise noted by the superintendent or the board, the decision regarding Request for Reconsideration of Instructional Materials shall apply only to the school where the original request was made and will not apply to other schools in the district.

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

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

Materials (policy 3200), Comprehensive Health Education Program (policy 3540)

Adopted: April 11, 2016

Revised: April 9, 2018 (Legal references only); {DATE}

Replaces: Board policy 4.02.40, Selection of Educational Resources, Sections V and VI

COMPREHENSIVE HEALTH EDUCATION PROGRAM

Policy Code:

3540

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

A. COMPREHENSIVE HEALTH EDUCATION PROGRAM

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

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

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

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

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

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

C. STANDARDS FOR INSTRUCTION

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

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

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

Cross References: Parental Involvement (policy 1310/4002)

Adopted: March 21, 2016

Revised: February 12, 2018; {DATE}

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

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

A. STUDENTS CHARGED WITH OR CONVICTED OF CRIMINAL BEHAVIOR

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

B. REPORTING CRIMINAL BEHAVIOR

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

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

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

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

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

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

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

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

Adopted: February 9, 2015

Revised: January 11, 2016; November 14, 2016; August 14, 2017 (Legal references only); February 8, 2021 (Legal references only); July 26, 2021; {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 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 ~~Involving Protected Topics~~

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 ~~concerning any of the protected topics~~. These measures may include limiting access to completed surveys and to survey results, as allowed by law.

b. Parental Notification

The school system will notify parents at the beginning of each school year of the specific or approximate dates of administration of protected topic surveys concerning the protected topics. 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. ~~have the right to review any survey that concerns one of the protected topics or any instructional materials used in any such survey.~~

c. Parental Consent

Before a student will be permitted ~~is required~~ to participate in any protected topic Department of Education funded survey, analysis, or evaluation that reveals information concerning a protected topic, the parent or eligible student must provide prior written or electronic consent.

~~If prior written consent is not mandated for a survey involving a protected topic (because the survey either is not required or is not funded in whole or part by the Department of Education), the parent or eligible student must be given an opportunity to opt out.~~

B. WELL-BEING QUESTIONNAIRES AND HEALTH SCREENING FORMS

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

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

B.C. OTHER SURVEYS CREATED BY A THIRD PARTY SURVEYS

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.

C.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.

D.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 ~~Inspection of and Objection to~~ 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 ~~Inspection of and Objection to~~ 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, {DATE}

A. STUDENT HEALTH SERVICES GENERALLY

The Watauga County Board of Education (the "board") will provide health services to students as required by law. State law authorizes ~~S~~school employees ~~to~~may administer medication prescribed by a health care practitioner ~~only~~upon the written request of the parents; give emergency health care when reasonably apparent circumstances indicate that any delay would seriously worsen the physical condition or endanger the life of the student; and perform any other first aid or lifesaving technique in which training has been provided to school employees.

A registered nurse will be available to provide assessment, care planning, and ongoing evaluation of students with special health care service needs in the school setting.

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

1. The principal shall determine at the beginning of each school year prior to the beginning of classes, and thereafter as circumstances require, which employees will be selected to participate in the health services program. The principal shall inform his or her staff about which health services duties are delegated to which employees.
2. A school nurse, with the assistance of other personnel as appropriate, will prepare an individual health plan for each student with special health care needs. This plan will identify the student's medical needs, the person responsible for monitoring the child's medical needs during the school day, and other information necessary to ensure the child's medical needs are appropriately addressed during all school-related activities.
3. When a student's special health care needs include an increased risk of a medical emergency, a school nurse, with the assistance of other personnel as appropriate, will prepare an emergency health care plan to address this risk. This plan will identify the type of risk involved, the symptoms that indicate a potential medical emergency, and the important actions that should be taken and avoided by school personnel in the event of a medical emergency.
4. Any employee designated to provide health care services must receive appropriate training.
5. Health manuals prepared by the governing state agencies must be followed in developing appropriate procedures and for determining which tasks must be performed by registered nurses.
6. Procedures must be consistent with all related board policies, including policy 4230, Communicable Diseases – Students, and policy 6125, Administering Medicines to Students.

7. Procedures must be consistent with state and federal law for students with disabilities, including the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The *Policies Governing Services for Children with Disabilities* will be followed, as applicable.
8. Procedures must be consistent with guidelines adopted by the State Board of Education under G.S. 115C-12(31) to serve students with diabetes, including developing and implementing individual diabetes care plans for such students and providing information and training to school personnel to appropriately support and assist such students, in accordance with their individual diabetes care plans.
9. Written information maintained by the school or school personnel regarding a student's medicinal and health needs is confidential. Parents and students must be accorded all rights provided by the Family Educational Rights and Privacy Act (FERPA) and state confidentiality laws. Any employee who violates the confidentiality of the records may be subject to disciplinary action.
10. School personnel must obtain parental consent for medical services as required by law. Parents will be notified of their rights in accordance with policy 4002, Parental Involvement.
11. Health professionals will be consulted in the development of health services. Opportunities also will be provided for input from staff, parents, and students on the health services provided.

B. SCHOOL SYSTEM MENTAL HEALTH PLAN

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

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

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

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

Adopted: April 11, 2016

Revised: August 14, 2017 and April 9, 2018 and January 13, 2020 (Legal references only);
September 13, 2021; {DATE}

Replaces: Board policy 5.03.30, Student Health Services

For students to succeed, all school employees must approach their responsibilities conscientiously, always remembering that the ultimate responsibility of the school system is to provide students with the opportunity to receive a sound basic education. The standards shall apply to all school employees and shall be the basis for review of the performance of school employees. These standards shall establish prohibitions and mandatory requirements for all employees. Violation of these standards shall subject an employee to investigation and disciplinary action by the Watauga County School System and/or the State Board of Education.

All employees, student teachers, and volunteers shall adhere to the standards of professional conduct contained in this policy. Any act or omission that violates these standards is prohibited and is subject to disciplinary action up to and including dismissal from employment.

A. STAFF RESPONSIBILITIES

All school employees shall:

1. be familiar with, support, comply with and, when appropriate, enforce all applicable Watauga County Board of Education (the "board") policies, administrative procedures, school rules and applicable laws;
2. attend to the safety and welfare of students, including the need to provide appropriate supervision of students;
3. demonstrate integrity, respect and commitment to the truth through attitudes, behavior and communications with others;
4. address or appropriately direct any complaints concerning school employees, the school program or school operations;
5. develop, promote, and maintain courteous and professional working relationships with other staff members, students, parents, and visitors;
6. avoid confrontations with co-workers, including but not limited to engaging in actions or conversations which the employee knows or should know will result in a disruption;
7. direct all complaints regarding the work environment to the appropriate supervisors and/or file grievances and avoid any actions that may undermine the work or the authority of co-workers and supervisors;
8. not create or post any inappropriate online content that has an impact on their (or any employee's) ability to perform their job, especially if accessible to any student(s), and bear in mind that content created or posted online apart from the WCS network may be viewed by anyone, including students, parents, and other

members of the community;

9. use the Watauga County Schools network only in a professional manner as described in policy 7335, Employee Use of Social Media, and 3225/4312/7320, Technology Responsible Use;
10. be respectful in all conduct and communications with students as set forth in policy 4040/7310, Staff-Student Relations, and shall not abuse or exploit any student in person or in electronic communication in any manner, including but not limited to the actions listed below. Electronic communications include, but are not limited to, e-mail, text messaging, instant messaging, chat rooms, blogging, websites, and social media.
 - a. any use of language that is considered profane, vulgar, or demeaning;
 - b. any sexual act;
 - c. any solicitation of a sexual act, whether written, verbal, or physical;
 - d. any act of child abuse, as defined by law;
 - e. any act of sexual harassment, as defined by law; and
 - f. any intentional solicitation, encouragement, or consummation of a romantic or physical relationship with a student, or any sexual contact with a student. The term "romantic relationship" shall include dating any student.
11. comply with all administrative directives in a timely and professional manner, including written directives regarding specific issues or behaviors;
12. attend, participate in, and complete all required professional development activities and meetings;
13. complete and transmit all required reports and other documentation in a timely and professional manner;
14. maintain the confidentiality of records as required by law and more fully set forth in policy 1325/7315, Confidential Information, and 4250/5075/7316, North Carolina Address Confidentiality Program;
15. faithfully account for all funds collected from students, colleagues, or other parties and not submit fraudulent requests for reimbursement, expenses, or pay;
16. arrive at school each day at an appropriate time designated by the principal ready and prepared to complete all assigned duties; and

17. exercise proper care and maintenance of school property; and
18. support parents in effectively participating in their child's education and never encourage or coerce a child to withhold information from a parent.
19. refrain from creating any video recording of a student without the parent's prior written consent, unless a) the recording is created by an employee acting in their official capacity within the reasonable and prudent scope of their authority or b) when the recording will be used by the educator or administrator solely for a safety demonstration, an academic or extracurricular activity, classroom instruction, photo identification cards, or security or surveillance of buildings, grounds, or school transportation.

B. NOTICE OF CRIMINAL OFFENSE

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

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

Failure by an employee to provide timely notice as described in this policy may lead to disciplinary action up to, and including, dismissal.

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

Cross References: Nondiscrimination on the Basis of Disabilities (policy 4022/7231), Drug-Free and Alcohol-Free Workplace (policy 7240), Prohibition Against Discrimination, Harassment, and Bullying (policy 4021/7230), Staff-Student Relations (policy 4040/7310), Confidential Information (policy 1325/7315), North Carolina Address Confidentiality Program (policy 4250/5075/7316), Technology Responsible Use (policy 3225/4312/7320), Copyright Compliance (policy 3230/7330), Professional Standards of Conduct and Performance for Teachers (policy 7305), Duty to Report a Criminal Offense (policy 7307), Employee Use of Social Media (policy 7335), Employee Dress and Appearance (policy 7340), Public Records – Retention, Release, and

Disposition (policy 5070/7350), Electronically Stored Information Retention (policy 5071/7351), Extracurricular and Non-Instructional Duties (policy 7405), Employee Conflict of Interest (policy 7730)

Adopted: December 14, 2015

Revised: March 11, 2019; {DATE}

Agenda and Minutes
Calendar Committee Meeting
19 October 2023
3:45P WHS Room 2202

Welcome and Sign-In

What we discussed last week:

Members Present: Claudine Lovins HP, Pace Cooper Mabel, Wayne Eberle CO, Melissa Van Lenten PKWY, Jim Priest WHS, Susan Tru WHS, Michelle Lee GV, Jennie Weschler GV, Amy Warren CC, Susan Milhapt HP, Marshal Ashcraft BOE, Sumer Williams WHS, Pam West BE, Char Chiarolanzio PKWY, Melody Cook BE

Minutes taken by Jennie Weschler
3:52 Eberle calls to order.

Review items discussed from 28 September meeting

Discussion of Priorities from past meetings:

- WHS is willing to reduce number of days in 1st semester to as low as 84 to ensure 1st semester testing occurs or may begin before holiday break: *SY 23-24 first semester testing will occur following the holiday break due to the limited number of days achieved with an August 21st start date/ likely testing will occur following the holiday break for SY 24-25 as well*
- One full week at Spring Break
- Easter at the beginning of Spring Break (Easter is 20 April 2025)
- Support the use of Saturday school as early as possible (Note- Remote Days may significantly reduce to need for this option in the future)

Consideration/consensus on calendar choices/ options- what works and what does not

- Start with the two presented calendars from the last meeting, using them as templates and discuss stakeholder feedback. Pros/ Cons
 - Each Calendar (A and B) contain 2 Full District Wide PD Days for Grades PK-12 occurring on Wednesdays; One in Fall (18th of September) and one in Spring (2nd of April)
- Discuss Calendar B with additional Mandatory Workday at the beginning of the year

- Reviewing the two calendar options and picking one to give to the BOE for the meeting on December 11, 2023.
- Both calendars are similar. We converted the early release day that was on September 18 to make a PD day
- Another PD day falls on April 2. This helps to avoid running into an inclement weather day
- Move the calendar forward by two student days and our last day would be June 2.
- Eberle made adjustments to the two calendars with the Mand WD, Holiday, AL, opt WD, and ER days.
 - The difference between the two calendars: the mandatory WD begins on Aug. 12 rather than the 13th. The MWD goes from 6 to 5 and the optional work days goes to 9 to 10.
- Were you able to communicate to protect the 12th? Eberle says we have an ELA adoption coming and there may be some groups that are involved in PD on Aug. 12 due to this new ELA adoption. Eberle has shared our thoughts, but there is still discussion.
 - Can we protect one of the other four days?
 - 6 schools have agreed that we felt strongly about moving one of the days from the end of the year to the beginning. Prefer Calendar B (yellow) to Calendar A (white)
 - The high school is hesitant to change an optional day to an added mandatory day. A few other schools are agreeing, while others state that teachers will be at the school anyways therefore it does not matter what it is called.
 - Calling it Mandatory helps ensure teachers DO attend the days. Optional days always have “option” attached. Eberle states that the difference between a mandatory and optional day is that on a mandatory day, you cannot use a snow day pass, but other than that they are the same.
 - WCS may be straying away from snow day passes and going back to the days where teachers and staff get stipends, but the problem within that is that there is not enough funds to be able to do that. We need to be cognizant of when we use snow day passes? Can we offer to pay stipends?
 - One member sees that snow day passes as a nice thing to give when you have given a lot of extra time during after hours.
 - Eberle asks the group if the yellow calendar (B) is still in agreement. The group agrees that it is our vote.
 - Eberle asks if we are ready to approve one calendar over another.
 - Michelle Lee is motioning calendar B, 12 others raised their hands in agreement

- 1 member (Summer - HS) opposed the decision of choosing calendar B due to the day going from optional to mandatory.
 - A member added that adding a day still allows us 4 days of training.
- Eberle asks the group again, do we agree on the yellow calendar to be sent to the BOE on the December 11 meeting.
 - Eberle states that our job is to give a recommendation, and that we may be pulled back with BOE suggestions if there are any.
- Discuss adjustments, if any, to calendars
- Consensus on recommendation to the BOE
 - Group decided to suggest calendar B (yellow) to the BOE for their meeting on December 11.

Next Steps for sharing with faculties, parent groups, community members

Questions/Concerns

Next Calendar Committee meeting dates: November 30 (if needed) beginning at 3:45P. **BOE Meeting is December 11th at 6P at the Central Office**

Susan Milhapt motions to adjourn Chiarolanzio second.

2024-2025 Calendar Scenario **For Discussion Only**

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Key Holidays for SY 2024-25:

September 2- Labor Day
November 11- Veteran's Day
November 28- Thanksgiving Day

December 25- Christmas Day
January 1- New Year's Day
January 20- MLK Day

April 18- Good Friday
April 20- Easter Sunday
May 26- Memorial Day

August- 10 (# of student days in month) 13-16 Mandatory WD 19 First Day of 180-day term September- 19 2 Labor Day Holiday 18 PD Day- No school for students October- 22 18 End of 1 st quarter (43 days) 21 Teacher WD 30-31 Early Release November- 17 11 Veteran's Day Holiday 27 Opt Work Day 28-29 Thanksgiving Holiday December- 15 20 Early Release Day (83 days) 23-26 Holiday 27, 30-31 AL Student Days 180 Instructional Hours 1162 Hrs.	January- 19 1 Holiday 2-3 AL 6 Students return 17 End of 2 nd nine weeks/ 1 st Semester Ends 93 days 20 Opt WD (MLK Day) February-20 March- 20 21 End of 3 rd quarter (44 days) 24 Teacher WD April- 16 2 PD Day- No school for students 21-25 Spring Holiday (1 Holidays/ 4 AL) May- 21 26 Memorial Day Holiday June- 1 2 Last Day of 4 th quarter/ 2 nd Semester Ends (44/ 87/ 180 days) Early Release Day 3 MWD 4-6, 9 Opt WD Mand WD- 5 Holiday- 11 Opt WD- 10 ER Day- 4 AL- 9
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2024-2025 Calendar B Scenario **For Discussion Only**

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Key Holidays for SY 2024-25:

September 2- Labor Day	December 25- Christmas Day	April 18- Good Friday
November 11- Veteran's Day	January 1- New Year's Day	April 20- Easter Sunday
November 28- Thanksgiving Day	January 20- MLK Day	May 26- Memorial Day

August- 10 (# of student days in month) 12-16 Mandatory WD 19 First Day of 180-day term September- 19 2 Labor Day Holiday 18 PD Day- No School for Students October- 22 18 End of 1 st quarter (43 days) 21 Teacher WD 30-31 Early Release November- 17 11 Veteran's Day Holiday 27 Opt Work Day 28-29 Thanksgiving Holiday December- 15 20 Early Release Day (83 days) 23-26 Holiday 27, 30-31 AL Student Days 180 Instructional Hours 1162 Hrs.	January- 19 1 Holiday 2-3 AL 6 Students return 17 End of 2 nd nine weeks/ 1 st Semester Ends 93 days 20 Opt WD (MLK Day) February-20 March- 20 21 End of 3 rd quarter (44 days) 24 Teacher WD April- 16 2 PD Day- No School for Students 21-25 Spring Holiday (1 Holidays/ 4 AL) May- 21 26 Memorial Day Holiday June-1 2 Last Day of 4 th quarter/ 2 nd Semester Ends (44/ 87/ 180 days) Early Release Day 3 MWD 4-6 Opt WD Mand WD- 6 Holiday- 11 Opt WD- 9 ER Day- 4 AL- 9
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