

**ORANGE COUNTY
BOARD OF EDUCATION**

AGENDA ITEM ABSTRACT

Meeting Date: March 11, 2013

AGENDA ITEM No. 13-03-12

ACTION ITEM: (Y/N) Y

SUBJECT: Board Policy Subcommittee Recommendations – 1st Reading Approvals

INFO. CONTACT: Dr. Marcie Holland/Patrick Rhodes **PHONE:** 919-732-8126

ATTACHMENTS:

1. Policy # 3211: Animal Dissection (New)
2. Policy # 3430: School Improvement Plan (Revised)
3. Policy # 3550: Animals in the Schools (Revised)
4. Policy # 5030: Facility Use (Revised)
5. Policy # 7800: Professional and Staff Development (Revised)
6. Policy # 9110: Selection of Architects, Engineers, Surveyors and Construction Managers at Risk (Revised)
7. Policy # 9110: Selection of Architects Procedures (Deletion)

PURPOSE: The purpose of this agenda item is to provide the board an opportunity to approve on 1st Reading Approval new and revised policies reviewed and approved by the Board of Education's Policy Subcommittee. Policy #9110 is recommended for deletion.

BACKGROUND: The Orange County Schools Board of Education Policy Subcommittee met on March 1, 2013. Members of the Subcommittee Donna Coffey, Brenda Stephens, Debbie Piscitelli are supported by the board attorney and administrative staff.

Board of Education Policy #2410 states "It is through the development and adoption of written policies that the Board shall exercise its leadership in the operation of the school system; it is through the study and evaluation of reports concerning the execution of its written policies that the Board shall exercise its control over school operations."

During the March 1, 2013 meeting, the Policy Subcommittee recommended revisions to current policies and the deletion of a redundant and/or obsolete policy. The revised policies are:

- Policy # 3211: Animal Dissection (New)
- Policy # 3430: School Improvement Plan (Revised)
- Policy # 3550: Animals in the Schools (Revised)
- Policy # 5030: Facility Use (Revised)
- Policy # 7800: Professional and Staff Development (Revised)
- Policy # 9110: Selection of Architects, Engineers, Surveyors and Construction Managers at Risk (Revised)

With the implementation of these policies, one current board policy (#9110) will be obsolete as the content is addressed in the revised policy, and is being recommended for deletion.

Policy # 9110: Selection of Architects Procedures

FINANCIAL IMPACT: There is no financial impact associated with this agenda item.

RECOMMENDATION: The Superintendent recommends the Board of Education approve the revised and new policies listed above for 1st Reading Approval. The Superintendent also recommends the deletion of Policy #9110.

Rescinds Policy Number:

Issued:

The Board of Education recognizes that the study of living things is essential to effective instruction in the life sciences.

The Board recognizes that some students have a moral or religious objection to dissection. Students shall have the right to opt out of dissection activities, provided that the student performs an alternative project approved by the student's teacher unless actual dissection is required by the course curriculum.

*Rescinds Policy Number:**Issued:*

In order to improve student performance, each school shall create a school improvement team to develop a school improvement plan (SIP) in accordance with state law, State Board of Education policy, and Department of Public Instruction guidelines.

The SIP team shall be comprised of: the principal, representatives from the assistant principals, instructional personnel, instructional support personnel, teacher assistants assigned to the school and parents of children enrolled in the school. Schools shall encourage parental participation so that parent representatives reflect the racial and socioeconomic composition of the students enrolled in the school. Likewise, schools should make every effort to ensure that the staff members elected to the SIP team represent a variety of grade levels and/or subject areas.

The SIP team should assess the current program and needs at the school, design strategies for improving student performance, and continually evaluate the results of its decisions and the effectiveness of the plan. The plan should take into consideration the annual performance goal for that school set by the State Board and the goals set out in the mission statement adopted by the State Board of Education (SBOE). In addition, SIP teams must use the Education Value Added Assessment System (EVASS) or a compatible and comparable system approved by the SBOE when analyzing student data for root causes for problems and to determine actions to address them. The SIP must include at a minimum the following elements:

- (1) A plan for the use of staff development funds that may be made available to the school by the Board of Education.
- (2) If the school serves students in kindergarten or first grade, a plan for preparing students to read at grade level by the time they enter second grade. The plan shall require kindergarten and first grade teachers to notify parents or guardians when their child is not reading at grade level and is at risk of not reading at grade level by the time the child enters second grade.
- ~~(3) A plan to address school safety and discipline concerns in accordance with the safe school plan.~~
- (4)(3) A plan that specifies the effective instructional practices and methods to be used to improve the academic performance of students identified as at risk of academic failure or at risk of dropping out of school.
- (5)(4) A plan to provide duty-free instructional planning time for every teacher, with the goal of providing an average of at least five hours of planning time per week.
- (6)(5) A plan to provide a duty-free lunch period for every teacher on a daily basis or as otherwise approved by the SIP team.
- (7) (6) A school-wide attendance improvement plan.
- (7) As part of the school system's efforts to maintain safe and orderly schools, the school improvement plan must address safety and discipline concerns. The concerns include any special conditions at the school. The plan should include the components of any positive behavior management or positive behavior support programs that have been adopted at the school.
- (8) In accordance with Policy 1310, Parental Involvement, the plan must identify the goals and strategies for parents to be involved in their child's education and in the educational program of the school.

Process

All SIPs should be data-driven and contain clear, unambiguous targets, explicit indicators, actual measures, and clear time frames for meeting the goals. School improvement teams should review student performance data from the preceding school year in developing the school improvement plan. Based on the availability of data and when specific school standards are established by the State Board, the Superintendent shall establish the date by which school improvement plans must be submitted.

The Superintendent or designee shall review the plans and seek legal review as necessary prior to presenting the plans with recommendations to the Board. If the Superintendent intends to recommend that a plan be rejected, the Superintendent shall notify the principal of the school and explain the reasons for the decision. The school improvement team may then submit a modified plan to the Superintendent. The Superintendent should submit all school improvement plans to the Board at the earliest possible date.

After review, the Board will accept or reject each school improvement plan. If a plan is rejected, the Board will explain the reason(s) for the rejection. Any plan modified by the school improvement team after being rejected by the Board must be submitted to the Superintendent for review. The Superintendent shall resubmit the modified plan to the Board with his or her recommendations as soon as is practical. The Board will review the modifications along with any recommendations from the Superintendent and accept or reject the plan.

A school improvement plan may be in effect for no more than two years. The plan must be reviewed at least annually by the school improvement team in accordance with the review process established in the school's plan. If a school does not meet its expected growth standard as established by the State Board or if more than 25% of the students performed below grade level, the principal must submit to the Superintendent and the Board a report of the school improvement team. The report must explain the reasons for the standard(s) not being met and describe any modifications that will be made in the school improvement plan. After considering any recommendations of the Superintendent, if the Board is not satisfied with the response of the school improvement team, the Board may suggest modifications to the plan or may vacate those portions of the plan that impede student performance and require the school improvement team to revise the plan.

The principal of the school shall present the proposed SIP to all of the assistant principals, instructional personnel, instructional support personnel, and teacher assistants assigned to the school building for their review and vote by secret ballot. A majority vote of the staff who voted on the plan is required to approve the plan at the school level. Once the SIP has been approved at the school level, it shall be submitted to the Board of Education for acceptance or rejection as provided by statute.

~~The SIP plan should remain in effect for no longer than two years and may be revised as often as necessary.~~

Legal References: G.S. 115C-47(38), -81, -84.2, -98, -105.21, -105.25, -105.26, -105.27, -105.32, -105.35, -105.47, -301.1; 143 art. 33C

*Rescinds Policy Number: IKJ**Issued: 2/28/79*

Animals may be brought into the classroom for educational purposes. However, they must be appropriately housed, humanely cared for, and properly handled. Persons bringing animals into the school should receive prior permission from the principal.

1. Teachers are to check with the school nurse regarding any known allergies existing among students in the classroom prior to granting permission. If allergies exist, parents must be contacted for further direction.
2. Teachers must assume primary responsibility for the humane proper treatment of any animal in the classroom.
3. Only the teacher or students designated by the teacher are to handle the animals.
4. If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their care and safety.
5. Teachers with questions regarding proper care, feeding, and handling of animals should contact the appropriate individual likely to have knowledge of appropriate care and treatment of animals.
6. Animals are not to be transported on school buses *except when complying with Board Policy 4202 Service Animals.*
7. If a staff member or student has been bitten by an animal where skin has been pierced, the incident must be reported immediately to the school office by the supervising adult. Principals are to notify public health authorities and parents, and to have the animals safely segregated from staff and students. Public health authorities will determine the appropriate term of confinement of the animal and method of observation.

~~Rescinds Policy Number: EBH~~~~Issued:~~

INTRODUCTION

~~The Orange County Board of Education endorses community use of school facilities for appropriate purposes. Since school facilities represent an investment of the citizenry for the education of students and for the general benefit of the community and its citizens, their proper use and enjoyment shall be encouraged and permitted when such use does not interfere with school activities, and when necessary custodial service can be arranged (North Carolina GS Chapter 115C, Article 13.)~~

~~The Superintendent and the Director of School Community Relations or his/her designee are authorized to enter into facilities use agreements, memorandums of understanding, and joint use agreements for community use of school facilities. All joint use agreements shall be reviewed and approved by the school attorney as to form. The Board shall be informed at its next regularly scheduled meeting of the execution of any such lease. The Board shall approve all joint use agreements. Agreements for facility use that extend beyond one year shall be approved in advance by the Board as provided by state law, NC GS 115C-530.~~

~~The Office of School Community Relations shall prepare the rules and procedures to permit the general use of Orange County Schools' facilities by non-site-based organizations or groups. The rules and procedures will be provided to principals and available to the public. The Office of School Community Relations shall prepare and provide to principals a standard application form, entitled Facility Use Application, Form 100, for the use of school facilities.~~

~~Sponsoring organizations may not rent, sublet, assign, or transfer their interest in or umbrella the use of school facilities. The Office of School Community Relations will work with both the applicant/user group and the school principal/designee to clarify issues, resolve misunderstandings, and promote community use of school facilities.~~

~~The Superintendent shall have the authority to approve the use of school facilities as alternate assembly sites for United State and North Carolina military organizations.~~

~~Activities not sponsored by the Orange County Schools are non-school activities as defined by GS 115C-524(b). Other groups are encouraged to use facilities pursuant to fee schedule, including a non-refundable, non-transferable processing fee, which is required with each standard facility use form.~~

~~Per GS 163-129, the Orange County Board of Education shall be entitled to use any school, or a part thereof, for the purpose of conducting registration and voting for any primary or election, and it may require that the requisitioned premises, or a part thereof, be vacated for those proposes.~~

~~Per GS 163-99, the Superintendent is authorized and directed to permit the use of school buildings without charge, excluding custodial and utility fees, by political parties, as defined in GS 163-96, for the express purpose of annual or biennial precinct meetings and county district conventions. Provided that the use of such buildings by political parties shall not be permitted at times when school is in session or which would interfere with normal school activities or functions normally carried on in such school buildings.~~

CLASSIFICATION OF USER GROUPS

In general, approval of requests for the use of school facilities shall be guided by the following considerations:

1. ~~Orange County Schools' activities have first priority. Other use will be promoted and encouraged as long as the user meets maintenance, safety, and user guidelines.~~
2. ~~Orange County Schools will encourage and foster reciprocal partnerships with community groups for public and private use and improvement.~~
3. ~~Orange County Schools' personnel who seek access to school facilities beyond the scope of their work as school personnel will follow guidelines and procedures accordingly.~~

Activities not sponsored by the Orange County Schools are non-school activities as defined by GS 115C-524(b). Private, community, and non-profit groups sponsoring non-school activities will be permitted to use facilities. They must pay fees pursuant to the Orange County Schools' Facilities Use schedule unless otherwise states in Orange County Schools' Board of Education Facilities Use Policy.

Each request for use of a school facility shall be classified in one of the following categories:

- A. ~~School Related~~
- B. ~~School age Care Programs~~
- C. ~~Non-School Related Youth Groups~~
- D. ~~Non-Profit Groups~~
- E. ~~Orange County Government/Non-Profit~~
- F. ~~For Profit Groups~~
- G. ~~Religious Groups~~

~~A. SCHOOL-RELATED GROUPS:~~

~~School-related groups are organizations formed to support the school in some manner, such as the PTA, PTO, teacher/educator associations and organizations, and booster clubs.~~

1. ~~Any school personnel, organization or association officially recognized by or affiliated with a school in this district, and participating in school-related activities shall be entitled to use facilities and equipment free of charge contingent upon the building principal's or designee's permission. If any sponsored activity involves expense (including expense of repairing damage) to the school beyond provisions of heat, light, water, and custodial services, the organization shall bear such expense. Fees must be paid for weekend usage requiring custodial services, beyond those of during normal school/working hours as defined by GS 115C-523.~~
2. ~~An Individual, family or group shall use no school facility or equipment for personal gain.~~

~~B. SCHOOL AGE CARE PROGRAMS~~

~~The provision of quality school age care program after regular school hours can affect the health and safety of the children who attend the school and can positively impact the education of students. In designing new facilities, the Orange County Board of Education has provided office and storage space for the School age Care Program primarily for the use of the After-School Care. Principals are encouraged to make space provisions to accommodate all students who apply for After-School Care.~~

If After School space is needed for the continuation of the regular school day program or for another legitimate purpose, the principal is responsible for the following:

1. ~~Notifying the School Community Relations and Director of the After School program one week in advance of the proposed use.~~
2. ~~Obtaining alternate space for the After School program that will meet licensing standards.~~

~~C. NON-SCHOOL RELATED YOUTH GROUPS~~

All youth groups and youth organizations are encouraged to use school facilities at no cost provided the following stipulations are followed:

1. ~~Groups are to use school facilities from the time school is dismissed until 6:00 p.m.~~
2. ~~After 6:00 p.m. they are required to pay the fees for non-profit organizations pursuant the fee schedule including a one hour clean-up custodial fees.~~
3. ~~If weekend use is desired the non-profit rate pursuant the fee schedule applies plus the hourly custodial fees are required.~~

~~D. NON-PROFIT ORGANIZATIONS/PRIVATE~~

The term "non-profit organization" shall mean any civic, service, political, fraternal, governmental, religious, charitable, or recreational agency, association, organization, corporation, partnership or person, which is not engaged in a business or enterprise to produce income or a financial gain for its members, its directors or officers. This definition is not intended to preclude a non-profit organization from engaging in fund-raising activities or charging fees for services simply to defray the organization's costs or for charitable purposes. Any question or dispute concerning the application of this definition to a particular organization shall be referred to the Superintendent or designee. Non-profit groups are encouraged to use facilities pursuant to fee schedule, including processing fees.

~~E. ORANGE COUNTY GOVERNMENT/NON-PROFIT~~

1. ~~Orange County Government shall be entitled to use any school, or part thereof, for the purpose of conducting any county business.~~
2. ~~Per GS 163-129, the Orange County Board of Elections shall be entitled to use any school or a part thereof, for the purpose of conducting registration and voting for any primary or election, and it may require that the requisitioned premises, or a part thereof, be vacated for that purpose.~~
3. ~~Per GS 163-99, the Superintendent is authorized and directed to permit the use of schools buildings without charge, excluding custodial and utility fees, by political parties, as defined in GS 163-96, for the express purpose of annual or biennial precinct meetings and county and district conventions. Provided, that the use of such buildings by political parties shall not be permitted at times when school is in session or which would interfere with the normal school activities or functions normally carried on in such school buildings.~~

~~F. FOR PROFIT ORGANIZATIONS (FUNDRAISER)~~

The Orange County School Board does not encourage the use of school facilities by commercial enterprises (profit making.) If both commercial enterprises and a non-profit organization submit applications to use the same school facility at the same time, the non-profit organization's application shall be preferred.

1. ~~Private, organized community groups and non-profit organizations will be permitted to use facilities pursuant to fee schedule and regulations.~~

2. Organizations operated for private gain or any purpose involving gain shall be permitted to use facilities only when a worthwhile educational, civic, or charitable purpose will be served or when a substantial group of citizens in the community will benefit.

G. RELIGIOUS ORGANIZATIONS/GROUPS

1. Religious organizations may use school facilities on the same basis as private, non-profit groups.
 - a. The use of facilities by religious groups for instruction and/or religious purposes will be restricted to temporary and emergency uses. For purposes of this section, the Director of School Community Relations may approve facility use for up to five times within a thirty-day period. Requests for greater use of facilities may only be approved by the Board of Education upon showing that the group does not seek extended or permanent use of school facilities.
 - b. Emergency use shall mean the use of facilities in cases where an organization's permanent facilities are unavailable for use due to renovations, damage by fire, flooding or any other natural disaster. To receive approval for emergency use of school facilities, the group must demonstrate diligence in securing new facilities or repairing damaged facilities.
2. At no time shall religious-oriented material be displayed or disseminated in any manner to students and/or staff.
3. Religious organizations desiring to use school facilities for fundraisers will no longer remain in the non-profit category but will be considered for profit.

APPLICATION PROCESS

In accordance with GS 115C-524(b), non-school groups may use school property for other than school purposes as long as such use is consistent with the proper preservation and care of the property. This includes fields, grounds, and tennis courts. Users must guarantee school officials that the activity is lawful, that behavior will be orderly, and that the users will pay for any damages due to their use of the premises or equipment.

Principals have administrative control of their respective school buildings.

THE PROCESS

1. Facility Use Application, Form 100 should be completed by:
 - a. All user groups, which are school-system sponsored, but not located at the school being requested (i.e. Central Office activities at a school site.)
 - b. All users whose activities are not school-system sponsored.
2. The application, attachments and processing fees should be completed and turned in to the school or the Office of School Community Relations at least thirty (30) days prior to the beginning date of the activity.
3. Applicants shall clearly and accurately specify the sponsoring organization; the purpose of the activity; the number and ages of the expected attendees and/or participants; and the name, address, and phone number of the individual/group's designated representative on Facility Use Application, Form 100.

4. ~~A non-refundable, non-transferable processing fee is required with each Facility Use Application, Form 100. The processing fee will be invoiced only for Orange County government agencies.~~
5. ~~The completed Facility Use Application, Form 100 and/or 100A, and attachments should reflect equipment needs, exact dates, times (set-up, rehearsal, program, take-down, and clean-up), and space(s) requested.~~
6. ~~A Certificate of Liability Insurance is required for all sports, dance activities, or activities which traditionally involve greater than average risk of bodily injury to participants and/or observers. A \$1,000,000 general liability coverage, with a \$5,000 medical payment endorsement is required.~~
7. ~~The principal or school designee checks the availability of space and personnel and forwards the application and attachments to the School Community Relations Office.~~
8. ~~The office of School Community Relations reviews the request and, if approved, creates the invoice and the contract will be sent to the user and school.~~
9. ~~The user group reviews the contract and, if differences exist, submits revisions/cancellation in writing 15 days prior to the beginning date of the contract, to the School Community Relations Office.~~
10. ~~Payment is due ten (10) business days prior to the beginning date of the invoice. (See Fees for Community Use of School Facilities, Form 101.)~~
11. ~~If there is a problem with the facility, personnel, or equipment during use notify the Office of School Community Relations within 3 days of the event to receive consideration. If additional fees are assessed for an event, the user has 30 days from the revised invoice date to dispute them.~~

~~GUIDELINES GOVERNING FEES FOR COMMUNITY USE OF SCHOOL FACILITIES~~

~~Facility use fees will be charged as defined in the classification and fee structure table.~~

1. ~~Outside organizations desiring to use school facilities must process and pay all fees and contributions to Orange County Schools, not individual school sites.~~
2. ~~A non-refundable, non-transferable processing fee of \$30.00 will be charged for each invoice.~~
3. ~~All charges must be paid to Orange County Schools' Office of School Community Relations no later than ten (10) business days prior to the scheduled use of the facilities.~~
4. ~~The user will be billed for:~~
 - ~~Use of the facility (set-up, rehearsal, program, take-down, and clean-up times), equipment, personnel, damages, and if any, each false alarm violation.~~
 - ~~Additional personnel hours worked, space hours used, or equipment used (will be assessed after the event if not already included on the invoice.)~~
 - ~~Late fees may be assessed if payment is not postmarked or delivered to the School Community Relations Office ten business days prior to invoice beginning date.~~
5. ~~If the presence of uniformed police, fire and/or medical services is required by Orange County Schools, the sponsoring group is responsible for making the arrangements and paying for the services.~~

6. All fees (facility, personnel, and equipment) and deposits, if required, are due ten business days prior to the invoice beginning date:

- Checks should be made payable to Orange County Schools and mailed to:
Attn: School-Community Relations Office
200 East King Street—Hillsborough, NC 27278

~~Written cancellation notice~~ from user, which cancels the entire invoice, must be received in the Office of School-Community Schools 15 business days prior to the invoice beginning date to cancel user's payment liability.

~~Written revision~~ requests must be received in, and approved by, the School-Community Relations Office 15 business days prior to the invoice beginning date to receive a credit.

7. One half of all revenues collected for use of school facilities will be placed in a special fund account to be used for replacement and repair costs realized by schools being used. The other half of funds collected will be deposited in the district's general funds account to finance operational costs.

8. Any individual or agency that fails to make payment for obligations to the Orange County Schools will no longer be allowed to use any Orange County Schools' facility.

GUIDELINES GOVERNING ADVERTISING, PUBLICITY, AND SIGNAGE

1. Users must have obtained their approval for Community Use of School Facilities Contract, Form 100, prior to advertising.
2. All publicity must carry the name of the individual or group sponsoring the event.
3. Orange County Schools cannot be listed as a sponsoring agency on any materials.
4. Signage may be placed on school property only during the organization's approved time of use.
5. Signage displayed must be temporary in nature and must be in compliance with all local regulations.

FACILITY USE GUIDELINES FOR COMMUNITY USERS**Form 102****General Guidelines**

1. ~~School system employees shall be treated with respect at all times.~~
2. ~~Individuals/agencies may not rent, sublet, transfer, or assign their interest in, or umbrella the use of school facilities.~~
3. ~~The sponsoring organization is responsible for seeing that vehicles use prescribed parking areas only. In the event of damages to buildings, turf, track, athletic or other equipment, the sponsoring organization shall be held liable and will be billed for repairs and/or replacement.~~
4. ~~Hallways are entrance and egress only.~~
5. ~~Firearms and facsimiles thereof are prohibited on school property per state and federal statute.~~
6. ~~Games of chance and other forms of gambling shall not be permitted on school premises.~~
7. ~~Alcoholic beverages, narcotics, controlled substances, and drug paraphernalia shall not be permitted on school premises.~~
8. ~~The use of open fire or flames is not permitted.~~
9. ~~Smoking, or use of any tobacco product, IS prohibited in any Orange County Schools' facilities at all times.~~
10. ~~School facilities will not be structurally or cosmetically altered by the user without the express permission of the Principal, Director of Auxiliary Services, and Director of School Community Relations.~~
11. ~~Any misrepresentation by an organization or individual and/or abuse of any school system employee or property may result in immediate termination of the contract, including immediately vacating the premises and denial of that user's request for future use.~~
12. ~~The user will be held responsible for one hundred percent (100%) of any damages to Board of Education property and/or equipment that occur in connection with the applicant's use of the facility.~~
13. ~~Any user who abuses the privilege shall have the privilege revoked.~~
14. ~~Mechanical equipment malfunction at the school will not automatically result in any refunds to the user.~~
15. ~~An adult supervisor (age 21 or older representing the group) must be in attendance at all times when group is using facilities.~~

READ AND SIGN BELOW

Per Board Policy: Activities not sponsored by the Orange County Schools are non-school activities as defined by GS 115C-524(b).

I, as the responsible party for the user group, have read, understand and agree to abide by the above *GUIDELINES FOR COMMUNITY USERS*. I have also read, understand and agree to abide by the *PROCEDURES & GUIDELINES FOR COMMUNITY USE OF SCHOOL FACILITIES* and *FEES FOR COMMUNITY USE OF SCHOOL FACILITIES* forms.

User Group Name_____
User Signature_____
Date

SPECIFIC GUIDELINES FOR USE OF SCHOOL FACILITIES AND GROUNDS

A copy of pertinent Rules and Procedures shall be given to each user when the Facility Use Agreement is signed and shall be part of the Facility Use Agreement by attachment and reference.

Violation of rules and procedures shall result in the using group being denied future use of facilities and possible cancellation of contract.

1. All school related activities/events take first priority over the use of all school facilities.
2. An adult supervisor (age 21 or older representing the user group) must be in attendance at all times to accept responsibility for:
 - A. the care of the facility and equipment;
 - B. the conduct of the group using the facility;
 - C. confining the group's activities to area; and
 - D. vacating premises and equipment assigned at arranged times.
3. When activities involve minors, children 16 and under, additional adult supervision must be provided on a ratio of at least one adult to 15 minors.
4. The sponsoring organization has complete responsibility for participants, spectators, and others in the specific area of the facility for which a permit has been granted. Organization and participants must always follow specific school related policies when using facilities.
5. The presence of animals of any type in school facilities for performances or shows is prohibited.
6. The Principal or designee and the Director of School Community Relations have the right to require that a custodian or designee and/or Child Nutrition personnel be on duty during or after a function for clean-up and closing. Custodial and Child Nutrition personnel are paid by the organization requesting the facility, and will be included in the invoice. This cost will be in addition to any regular fee, which may be charged for facility use. If additional time is used other than what has been allocated, the remaining balance for custodial fees must be paid WITHIN 24 HOURS OF A SCHOOL DAY.
7. In the event of an unforeseen emergency at an approved facility for contractor's use, a request for an alternate facility will not be an option.
8. The sponsoring applicant must assume full responsibility of payment for all damages to the building and/or equipment in use. Only facilities specifically approved by the Principal or designee or Director of Community School Programs are to be used.
9. Sponsoring organizations may not rent, sublet, assign, or transfer their interest in or umbrella the use of, school facilities.
10. Contracts must be renewed annually and may not be transferred from one group to another. Contract cancellation must be made at least 15 business days prior to the invoice beginning date to cancel user's payment liability.
11. Specified times on contract indicates when the applicant can enter and must leave facilities.
12. Facilities will not be rented later than 10:30 p.m. unless by special permission. This includes clean-up time.

- ~~13. Facilities are not available for non-school use on teacher workdays, holidays, school honored breaks, or when the regular school day is closed due to inclement weather.~~
- ~~14. Orange County Schools' facilities may not be used to conduct disruptive or illegal activities. The school's Principal or designee, Director of School Community Relations, or other designated school official has the right to cancel (refuse or suspend) facility use when the following infractions occur:
 - ~~a. Negligent or disorderly conduct is in evidence during the use of school property.~~
 - ~~b. Consumption or possession of intoxicants or drugs is used on school property.~~
 - ~~c. Application is incomplete or inaccurate.~~
 - ~~d. All fees are not paid according to contract.~~
 - ~~e. Gambling is done on school property.~~
 - ~~f. Activities involve actual sale or solicitation on school property exploiting children.~~
 - ~~g. When space other than that requested on contract is used.~~
 - ~~h. Failure to exit premises during specified time on contract.~~
 - ~~i. Charging fees for event when not specified in contract.~~
 - ~~j. Smoking is observed on school property.~~~~
- ~~15. Orange County School personnel shall be present when buildings are being used to:
 - ~~a. Open and prepare the building for use;~~
 - ~~b. Safeguard other areas of the building not in use by lessee or renter;~~
 - ~~c. Ensure that the building is properly secured after use has terminated; and~~
 - ~~d. Inspect the building and report any damage, abuse, and unusual circumstances to the building principal.~~~~
- ~~16. School personnel on duty for regular job cannot and will not be permitted to serve as the personnel on duty for non-school-related scheduled events. Custodians, child nutrition and technical support must be contracted.~~
- ~~17. Only in rare instances will classrooms be rented to groups during the school year.~~
- ~~18. Only the use of the gymnasium playing floor will be permitted. The lockers, showers, apparatus and other athletic equipment belonging to the school will not be permitted unless specifically authorized by the school's Principal, Athletic Director or designee.~~
- ~~19. Security protection, if needed, must be provided by the organization leasing the school facility.~~
- ~~20. Use of school facility does not include equipment usage (e.g. public address system, specialized theater lights, computers, microphones, podium, overhead projectors, musical equipment) unless approved by the Principal and used under the supervision of or operated by qualified school staff. (Pursuant Equipment List Fees)~~
- ~~21. Only school furniture provided for a particular facility may be used. Any re-arrangement of it must be done by the group renting the facility and with the permission of the Principal or designee. There will be no changes made on the day of the event.~~
- ~~22. Use of school dining areas shall not conflict with the Child Nutrition Program and shall have the approval of the Principal. Use of the kitchen and school food service equipment (including dishes, utensils, etc.) may be used under the direct supervision of a child nutrition employee. When the kitchen is opened and used, this employee must be present throughout the entire time of use.~~
- ~~23. Kitchen facilities are rented under the direction, guidance and assistance of a child nutrition employee or designee with full knowledge and approval by Principal or designee and Director of Child Nutrition.~~

FIELDS, GROUNDS, TENNIS COURTS

1. ~~The grounds of all public schools are available for leasing pursuant to fee schedule. The signature of the site Principal, and Athletic Director (when applicable) is required before the application is complete.~~
2. ~~Groups other than school-related groups requesting to use school grounds must submit a schedule of all games and practices to the site Principal and Athletic Director or school designee for approval 10 days prior to activity or events.~~
3. ~~Fields and Grounds should not be used in inclement weather or other inappropriate times. (This decision is to be determined by school designee.)~~
4. ~~Equipment for non-school-related activities or events would not be provided or available.~~
5. ~~The use of the scoring table and press box may be available for use pursuant to fee schedule. However, the site Principal, Athletic Director or designee must approve.~~
6. ~~Field marking request must be made at the time of application. If approved, this will be done once prior to start of event unless otherwise requested.~~

APPEALS PROCESS

~~Any objection against a specific use of school facilities by any group must be made in writing to the Superintendent and must bear the signature of the individual and/or group of individuals lodging the complaint.~~

- A. ~~Use of the facilities by the applicant may be suspended temporarily to afford the Superintendent sufficient time to meet with the members of the Orange County Board of Education and all concerned parties for the purpose of having a hearing. The applicant shall be duly notified in time to contact the members of the group regarding the temporary suspension of use and the pending hearing.~~
- B. ~~Within 30 days of temporary suspension of school facilities and/or complaint, the Superintendent, the School Board, the complainant, and the applicant shall be the deciding authority and their decision shall be final.~~
- C. ~~A written copy of the decision may be obtained by any and all members of either the complainant group or the applicant group by request.~~
- D. ~~Only in an extreme emergency or hardship will the Orange County School Board consider waiving fees.~~

INTRODUCTION

The facilities use policy applies when a person or entity other than the school system itself wishes to use school property. The school system's own use of school property is restricted to activities and events approved by the principal or building supervisor that are directly a part of school system programs or functions, such as a school play or athletic event, the school system's own after-school program, school-sponsored student group meetings, faculty meetings, and other events that are a direct extension of the school day. Essential elements of any such use include: 1. The use is a direct continuation of an existing school program or function; 2. Any fees charged to participants are deposited with the school itself and treated in all respects as school system funds; and 3. School system staff acting in their role as school employees, and not in any private role, participate in and supervise the school use.

The Superintendent or designee is authorized to approve facility use applications except where the approval of the Board of Education is required as set forth in this policy. Any facility rental for a period exceeding one year requires approval of the school board.

FACILITY USE CATEGORIES

The school system has first priority on the use of its property. If the use of school property is not by the school system itself, it must fall in one of the following categories, listed in priority of use:

- A. School-Related Group approved by the school system, whose sole purpose is to provide direct financial and other support to a school and when the specific school use is directly linked to its mission of supporting the school and when no fees are charged to participants who attend the event with the exception of an approved fundraiser at which the funds will be provided in full to support the school. Examples include a PTA meeting on the topic of providing teachers' extra supplies at a school and an approved booster club fundraising activity when the funds will be used solely to aid a school program. A booster club's use of a school's indoor gym for its members to play basketball or for some other activity that is not directly linked to the mission of supporting the school does not meet the criteria of this user category. Any school-related group must agree to allow the school system, upon request, to review any records of the group, including any financial records.
- B. Non-Profit Entity or Individual whose central purpose is to serve school-aged children when the specific use is directly linked to its mission of serving school-aged children and when any fees charged to participants must be nominal amounts designed to cover the entity's rental and other costs incident to the use of school property. The non-profit user must be approved by the federal government as a 501(c)3 charity. Examples include a YMCA camp for children or an AAU athletic event. As a condition of the rental, the entity must be willing to provide the school system, upon request, any records pertaining participant fees and other documents to assure the costs to participants is nominal.
- C. Other Non-Profit entities approved by the federal government as a 501(c)3 charity.
- D. All other users, including for-profit users.

EXCEPTIONS TO THE STANDARD FACILITY USE CATEGORIES AND PROCESS

The school board may enter into a joint use agreement with a governmental entity, in the best interest of the school system, on terms it deems wise. Any governmental use other than through a joint use agreement will be accorded the same status as a 501(c)3 charity for purposes of the above categories, with the understanding that the County Board of Elections may use a school free of charge for the purpose of conducting registration and voting for any primary or election. Further, political parties may use schools without charge, except custodial and utility fees, for the express purpose of annual and biennial precinct meetings and county and district conventions; provided, that such use shall not be permitted when school is in session or which would interfere with normal school activities or functions, and such use shall be subject to reasonable rules and regulations of the school board. Also, the Superintendent shall have the authority to approve the use of school facilities as alternate assembly sites for United States and North Carolina military organizations. Finally, the school board may enter into any other facility use agreement for a period of less than 10 years, on terms and condition it deems wise, provided that the board identifies a specific benefit to the school system in entering into such an agreement.

FEE SCHEDULE AND RENTAL PROCEDURES

The Superintendent shall present a facility use fee schedule to the school board by July 1 of each year. In addition, the Superintendent shall develop facility use procedures including a rental application. The Superintendent shall make these procedures readily accessible to the public.

Legal References: Community Schools Act NC GS 115C, Article 13; GS 115C-203 through 115C-209.1, GS 115C-524(b), GS 160A-272, GS 160A-274, GS 12, GS 163-96, GS 163-99, GS 163-129

PROFESSIONAL AND STAFF DEVELOPMENT AND ASSISTANCE

Date Reviewed/Approved: 04/18/2011 Policy Number: 7800

Rescinds Policy Number:

Issued: 12/02/1996, 06/21/2004, 12/03/2007

The Board believes a strong relationship exists between the quality of education afforded students and the competency of professional personnel employed by the school district. The Board attaches a high priority to securing the most competent personnel available and, once they are employed, in assisting them in their professional growth and development throughout their careers. The primary purpose of staff development, both for individuals and groups of employees, is to improve the instructional program for all students by assisting teachers and other licensed personnel in improving and gaining even greater competence in their profession.

STAFF DEVELOPMENT

The superintendent will provide for ongoing professional staff development opportunities. Input from employees will be sought in developing district-wide programs. Local school staff development programs will be planned jointly by the principal and staff members.

Staff development must be provided, at the district or school level, on the effective delivery of the required curriculum and the incorporation of technology in the student learning process, and on subjects clearly matched to the goals and objectives of the local safe school plans.

SELF IMPROVEMENT

Licensed and professional employees are responsible for self-improvement. These employees are encouraged to seek information and training through staff development programs as well as other opportunities in order to meet this responsibility.

PLANS FOR GROWTH AND IMPROVEMENT

Supervisors and principals also may require employees to enter into plans for professional growth and to improve performance. To be most effective, the plan should set clear expectations and facilitate clear communication between the evaluator and the evaluatee.

A performance improvement plan could involve participation in a staff development program or could encompass a variety of strategies that are related to professional growth or improving performance.

Action plans are required for all licensed employees who receive a "below standard" or "unsatisfactory" rating on a performance evaluation. Board Policy 7811, Action Plans for Licensed Employees, specifically sets forth the requirements for action plans.

The Board believes a strong relationship exists between the quality of education provided to students and the competency and training of all personnel employed by the school system. The Board places a high priority on securing the most competent personnel available and, once they are employed, providing them with opportunities for professional growth and development throughout their careers. The goal of professional and staff development programs and opportunities for licensed professional employees and support staff is to improve the instructional program and create a safe learning environment for all students by improving and expanding the skills of the professional staff and support personnel.

A. PROFESSIONAL AND STAFF DEVELOPMENT

The Superintendent shall provide ongoing development opportunities for licensed and support staff and shall require participation by such personnel as appropriate. The Superintendent shall seek input from employees when developing system-wide programs. The Principal shall seek input from school personnel when planning professional and staff development programs for his or her school.

Professional and staff development must be provided, at the system or school level, on the effective delivery of the required curriculum. In addition, as required by Policy 3220, Technology in the Educational Program, the Superintendent shall plan and provide a program of technology-related professional development to prepare the instructional staff to integrate technology into the student learning process and to address other relevant issues related to the use of digital tools and resources in the instructional program.

B. SELF-IMPROVEMENT

Licensed employees are expected to engage in self-directed activities to improve their professional skills. These employees are encouraged to seek information and training through professional development programs as well as other opportunities in order to meet this responsibility.

C. PLANS FOR GROWTH AND IMPROVEMENT

Supervisors and principals also may require licensed employees to enter into plans, including mandatory improvement plans established by state law and individual, monitored and/or directed growth plans established by the State Board of Education, for professional growth and improving performance. (See Policy 7810, Evaluations and Improvement Plans.) A performance improvement plan could involve participation in a professional development program or encompass a variety of strategies that are related to professional growth or improving performance.

Legal References: Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et seq., 34 C.F.R. pt. 106; G.S. 115C-333, -333.1; State Board of Education Policy TCP-C-004

Cross References: Policy 3220 Technology in the Educational Program; Policy 7810 Evaluations and Improvement Plans

Adopted:

**SELECTION OF
ARCHITECTS,
ENGINEERS, SURVEYORS
AND CONSTRUCTION
MANAGERS AT RISK
PROCEDURES**

Date Reviewed/Approved: 04/19/2004 Policy Number: 9110

Rescinds Policy Number: FEAB, FEAB-R

Issued: 09/01/1979

When the Board finds it necessary to select an architect, it shall be the policy of the Board to request interested architectural firms to submit a resume of qualifications and service. Prior to the awarding of a contract, public announcements of the proposed projects shall be made.

After review of the resumes submitted and Board interviews with selected firms under consideration, the Board shall arrive at a decision with respect to the particular firm recommended for approval by the Superintendent. In the event of approval, the Board of Education may execute a contract with the selected firm.

The educational specifications of a proposed project will be developed prior to the time that the services of an architectural firm are sought. At such time that an architectural firm is to be selected, the following procedure will be followed.

Announcement:

A description of the proposed project and required services shall be developed by the school system and published in one or more newspapers of general circulation throughout the state announced prior to the selection of architects, engineers, surveyors and construction managers at risk in accordance with G.S. 143-64.31. The publication announcement shall request the submission of a resume of qualifications and services by a specified date from interested architectural and/or engineering firms by a specified date.

Conferences:

Following the receipt of resumes of qualifications, the Superintendent shall hold conferences with at least three firms submitting resumes. The purpose of the conferences shall be to provide such further information as may be required by the Superintendent to become fully acquainted with the relative qualifications of the several interested firms.

Selections/Negotiation:

1. A request for proposals (RFP) with a specific scope of work, performance expectations and proposal deadline shall be issued.
2. A committee of no fewer than three and generally no more than five shall be selected by the Superintendent to review the RFP responses and rate each on a set of pre-determined criteria identified by the Superintendent or his designee.
3. Based on this evaluation, the committee shall interview at least the three top rated firms and rate each interviewee according to a process similar to that articulated in #2 above, arriving at a 1-2-3 ranking of firms.
4. The highest rated firm shall be submitted to the Board or Superintendent for approval in accordance with Policy 8705.
5. The Superintendent or his designee shall attempt to negotiate an acceptable contract with the selected firm. In the event a contract cannot be negotiated with the selected firm, the Superintendent shall begin negotiations with the next highest rated firm chosen by the Board or Superintendent.

6. *The negotiation and selection process may be continued until an acceptable contract is reached with a firm.*
7. *The Board or Superintendent has the right to reject all responses to the RFP at any time for any reason believed to be in the best interest of the school system.*

After reviewing and evaluating qualifications, the Superintendent shall select the three, which, in his/her judgment, are the most qualified, ranking the three in priority order. The Superintendent shall submit all pertinent information on the three firms selected for review by the Board. The Superintendent shall consider the ability of professional personnel, past performance, willingness to meet time and budget requirements, location, recent, current and projected work loads of the firm, and the volume of work previously awarded to the firm by the school system with the object of effecting an equitable distribution of contracts among qualified firms, providing, however, that such distribution does not violate the principle of selection of the most highly qualified firms.

Negotiations:

The Board shall negotiate a contract for services with the most qualified firm at a compensation, which it determines is fair and reasonable to the school system. Should the Board be unable to negotiate a satisfactory contract with this firm, negotiation shall be formally terminated. The Board shall then negotiate in the same manner with the second and then third most qualified firms until a satisfactory contract has been negotiated. If no agreement is reached with the three firms, additional firms in order of their competence and qualifications shall be selected and negotiations continued in the same manner until agreement is reached.

Legal References: G.S. 133, arts. 1 and 3; 143-64.31, -64.32

Cross References: 8705: Contract Administration

SELECTION OF ARCHITECT PROCEDURES

Date Reviewed/Approved: 04/19/2004 Policy Number: 9110

Rescinds Policy Number: FEAB-R

Issued: 09/01/1979

The educational specifications of a proposed project will be developed prior to the time that the services of an architectural firm are sought. At such time that an architectural firm is to be selected; the following procedure will be followed.

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Conferences:

Following the receipt of resumes of qualifications, the Superintendent shall hold conferences with at least three firms submitting resumes. The purpose of the conferences shall be to provide such further information as may be required by the Superintendent to become fully acquainted with the relative qualifications of the several interested firms.

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The Board shall negotiate a contract for services with the most qualified firm at a compensation, which it determines is fair and reasonable to the school system. Should the Board be unable to negotiate a satisfactory contract with this firm, negotiation shall be formally terminated. The Board shall then negotiate in the same manner with the second and then third most qualified firms until a satisfactory contract has been negotiated. If no agreement is reached with the three firms, additional firms in order of their competence and qualifications shall be selected and negotiations continued in the same manner until agreement is reached.