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 17, 2025

4:30 p.m.	**1. CALL TO ORDER**	Dr. Gary Childers
4:33 p.m.	**2. CLOSED SESSION** A. Approval of the Minutes for 10/6/2025 B. 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)	Dr. Gary Childers
6:00 p.m.	**3. OPEN SESSION CALL TO ORDER/ WELCOME/MOMENT OF SILENCE**	Dr. Gary Childers
6:03 p.m.	**4. DISCUSSION AND ADJUSTMENT OF AGENDA**	Dr. Gary Childers
6:05 p.m.	**5. SUPERINTENDENT'S REPORT**	Dr. Leslie Alexander
6:10 p.m.	**6. STUDENTS' REPORT**	Ms. Athena Elliott Ms. Rosalyn Rabinowitz
6:15 p.m.	**7. SPECIAL RECOGNITION** ★ **Resolutions Honoring Achievements** ★ **Servant's Heart Awards**	Dr. Leslie Alexander
6:45 p.m.	**8. PUBLIC COMMENT**	Dr. Gary Childers
6:52 p.m.	**9. CONSENT AGENDA** A. Approval of the Minutes for 10/6/2025 B. Field Trip Requests	Dr. Gary Childers

C. Declaration of Surplus
D. Approval for the Purchase of New Activity Bus
E. Contracted Custodial Services for Hardin Park
F. Policies:
   - 4130: Discretionary Admission
   - 4150: School Assignment
   - 4152: Unsafe School Choice Transfer
   - 7425: School Administrator Contracts
G. Personnel Report

6:55 p.m. **10. BUDGET RESOLUTION** Mr. Joseph Nash

7:15 p.m. **11. POLICIES: SUBSTANTIVE FOR FIRST READ** Dr. Wayne Eberle

- 3210: Parental Inspection of and Objection to Instructional Materials
- 3510: Religious-Based Exemptions from School Programs
- 4120: Domicile or Residence Requirements
- 4318: Use of Wireless Communication Devices
- 5024/6127/7266: Emergency Epinephrine Delivery Systems
- 5070/7350: Public Records - Retention, Release, and Disposition
- 6125: Administering Medicines to Students
- 6340: Transportation Service/Vehicle Contracts
- 7100: Recruitment and Selection of Personnel
- 7820: Personnel Files
- 4400-R(1): Attendance - High School

7:45 p.m. **12. BOARD OPERATIONS** Dr. Gary Childers

7:55 p.m. **13. BOARD COMMENTS** Dr. Gary Childers

8:00 p.m. **14. ADJOURNMENT** Dr. Gary Childers

15. MISCELLANEOUS:

- ***Calendar Committee Meeting Minutes (10/16/2025)***
- ***MTAC Advisory Committee for 2025-26***

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(828) 264-7190

WATAUGA COUNTY BOARD OF EDUCATION MEETING

DATE: October 6, 2025

TIME: 6:00 p.m.

PLACE: Margaret E. Gragg Education Center

PRESENT:
- Gary Childers, Alison Idol, Jay Fenwick, Adam Hege, Charlotte Lloyd (by phone), *BOE Members*
- Dr. Leslie Alexander, *Superintendent*
- Mr. Chris Campbell, *Board Attorney*

CALL TO ORDER/WELCOME/MOMENT OF SILENCE

Board Chair Dr. Gary Childers called the open session meeting to order at 6:05 p.m. He welcomed those in attendance and requested a moment of silence.

DISCUSSION AND ADJUSTMENT OF AGENDA

Reroofing Bid for Green Valley was added to the Consent Agenda. A new agenda item #11 was added as an action item: *Recommendation of Architectural Firm for the VC Replacement Project.*

SUPERINTENDENT'S REPORT

- Dr. Leslie Alexander shared how much she has enjoyed visiting each of the schools and took the opportunity to remind everyone about the upcoming Fall Festivals happening throughout the season.
- October 17th will mark the end of the first quarter.
- October 29th and 30th are early release and parent conference days.
- Recognition Dates:
  - National Principals Month
  - October 2: National Custodian Day
  - October 6: National Coaches Day and National Instructional Coaches Day
  - October 13-17: National School Lunch Week
  - October 16: National Boss's Day
  - October 20-24: National School Bus Safety Week

- RISE Caldwell-Watauga is a three-year, grant-funded collaborative initiative between Caldwell Community College & Technical Institute (CCC&TI) and Watauga County Schools. The program is made possible through the generous support of The Leon Levine Foundation. RISE (Regional Initiative for Skilled Employment) is designed to provide students with apprenticeship opportunities that bridge the gap between education and employment. Through the program, students gain hands-on, real-world experience in various skilled professions.

VALLE CRUCIS SCHOOL UPDATE

Progress continues on the Valle Crucis School construction project, with several important milestones achieved in recent weeks. The engineer from Clark Nexsen and H&M Construction reached an agreement on a suitable plan for the backup water heater. A revised Test and Balance (TAB) report has been submitted to Clark Nexsen for review. Grading of the septic field is now underway, and the final water sample was collected and successfully passed inspection. Work on resolving punch list items is progressing steadily, while remaining tasks include the installation of fencing and final cleaning of the building. Final inspections are scheduled to occur once all recommendations outlined in the TAB report have been addressed.

Based on the anticipated issuance of the Temporary Certificate of Occupancy on October 8, 2025, students will engage in asynchronous learning from home on October 16, 17, and 21. October 20 remains a scheduled teacher workday. An Open House will be held at Valle Crucis School on October 21 from 3:30 to 5:30 p.m., providing an opportunity for families and community members to tour the new facility. Students are expected to begin classes in the new school building at the start of the second quarter on October 22, 2025. On that same day, State Superintendent Mo Green is scheduled to visit Watauga County, with a stop planned at Valle Crucis School.

STUDENTS' REPORT

- The ACT and SAT are key college entrance exams that can significantly influence admissions decisions. This year, the PSAT will be administered on October 11 and 18. For juniors, high scores on the PSAT may qualify them for the National Merit Scholarship Competition. To support student success, Watauga now offers access to **Albert.io**, a free online platform that helps students strengthen skills aligned with both exams—removing the need for paid test prep materials and expanding access to high-quality preparation.
- Homecoming Week will feature a variety of fun activities scheduled during and after school, designed to foster school spirit and student engagement. Throughout the week, Spirit Week will encourage students to participate by dressing according to themed days. On October 10, a school-wide pep rally will be followed by a tailgate event that includes club booths, music, games, and food. The football game will kick off at 7:30 p.m., with the Homecoming Court to be announced during halftime. The Homecoming dance will be held on October 11, with this year's theme of "*Starry Night.*"
- With the school year well underway, student clubs are increasing their engagement. DECA, HOSA, and Model UN are preparing for upcoming conferences and competitions, offering real-world experience in business, healthcare, and international relations. Service-focused groups like STEM Kids, Interact, and AFG (Athletes for Good) are also making a meaningful impact. These clubs give students opportunities to get involved, explore their interests, and make a lasting difference within and beyond Watauga High School.

- ➢ Along with exciting club opportunities, fall athletics offer much to celebrate and anticipate. The middle school volleyball tournament began October 6 at the high school, with semifinals scheduled for October 8. The WHS/IA volleyball team boasts a 19-game winning streak and is ranked 2nd in the 6A region. Congratulations to Emma Pastusic on reaching 1,000 career kills! The football team remains 1st in the region. Men's soccer opened the playoffs with a win over South Caldwell after a strong conference season. The women's tennis team remains undefeated. In Cross Country, the women's team took first place at the Wendy's Invitational in Charlotte, with sophomore Cali Townsend winning by an impressive 40-second margin.
- ➢ Several of our K–8 schools have recently hosted Fall Festivals—fun, festive events that bring together students, families, and staff. While each school adds its own unique touch, all share the common goal of fostering a strong sense of community. Everyone is encouraged to attend and support these wonderful events.

PUBLIC RECOGNITION

★ **NCSBA Bell Award**

The Watauga County Board of Education was acknowledged for receiving the North Carolina School Boards Association's Gold Bell Award—the highest honor granted to a full board for professional development. This distinguished award signifies that each board member completed a minimum of 12 hours of professional training between July 1 and June 30 of the previous school year. Their individual and collective commitment to ongoing learning exemplifies the same dedication to continuous improvement that is encouraged throughout our schools—among both students and staff.

★ **National Principals Month**

Dr. Alexander recognized the district's principals this October in honor of National Principals Month, a time to celebrate the outstanding dedication and leadership of our school leaders. Principals play a vital role in shaping school culture, supporting staff, setting high academic expectations, and fostering student-centered learning communities. Dr. Alexander expressed how fortunate she feels to work alongside such exceptional individuals who consistently rise to every challenge and lead our district with vision, compassion, and excellence.

Each school's faculty and staff selected a unique "superlative" to describe their principal. *Director of Communications* Bailey Little shared an uplifting video featuring staff and students explaining why that particular distinction was chosen for their principal.

The principals of Watauga County Schools are:

- *Bethel*: Ricky Ward
- *Blowing Rock*: Madison Hollar
- *Cove Creek*: Scott Carter
- *Green Valley*: Gordon Prince
- *Hardin Park*: Travis Gillespie
- *Mabel*: Elin Reuben
- *Parkway*: Martha Trimble
- *Valle Crucis*: Bonnie Smith
- *WHS/WIA*: Scott Strickler

PUBLIC COMMENT

There were no citizens who made public comments.

CONSENT AGENDA

A. Approval of the Minutes for 9/3/2025 and 9/8/2025
B. Field Trip Requests
C. Declaration of Surplus
D. Reroofing Bid for Green Valley Elementary
E. Personnel Report

Dr. Jay Fenwick made a motion to approve the Consent Agenda. Alison Idol seconded the motion, and it was approved by all Board members.

RECOMMENDATION OF ARCHITECTURAL FIRM FOR THE VALLE CRUCIS REPLACEMENT PROJECT

Dr. Alexander submitted a formal recommendation for Clark Nexsen to serve as the architectural firm leading the Valle Crucis replacement project. Dr. Adam Hege moved to approve the recommendation, Dr. Jay Fenwick seconded, and the motion was approved unanimously.

BUDGET UPDATE AND AUDIT REPORT

CPA Shannon Dennison of *Anderson, Smith & Wike* provided an overview of the 2024–25 annual audit, which received an unmodified (clean) opinion—the highest level of assurance an audit can offer. It was noted that Child Nutrition revenue declined, potentially due to the number of instructional days missed during the previous school year.

Dr. Childers expressed pride in the audit results, highlighting that the report reflects the dedicated efforts of Dr. Alexander, Dr. Blanton, Joe Nash, and school leaders throughout the district. He also acknowledged the valuable work of the auditing firm and the guidance provided by Campbell-Shatley during key fiscal decisions. Both Dr. Childers and Dr. Alexander extended their gratitude to the County Commissioners for their ongoing partnership and support.

YOUTH BEHAVIOR RISK SURVEY (YRBS) DATA

Director of Student Services Dr. Tierra Stark presented findings from the 2025 Youth Risk Behavior Survey (YRBS), which tracks health-related behaviors contributing to leading causes of illness and death among youth. A total of 831 middle school students and 647 high school students from Watauga County Schools participated. The YRBS has been administered locally in 2018, 2021, 2023, and 2025. As with all self-reported surveys, the data may underrepresent socially undesirable behaviors and overrepresent socially acceptable ones.

The 2025 results revealed several encouraging trends alongside areas needing continued attention. Mental and behavioral health indicators improved, with declines in concerning behaviors among both middle and high school students. Reports of suicide and self-harm have decreased, falling below state and national

averages. Substance use—including alcohol, drugs, and tobacco—also continues to decline, with Watauga students reporting lower usage rates compared to their state and national peers.

However, the survey identified areas requiring focused intervention. Prescription drug misuse is rising at both middle and high school levels. Bullying remains a significant concern, particularly in high school, where reported rates exceed state and national averages. Additionally, many students report feeling a lack of connection from trusted adults at school.

In response, Watauga County Schools will continue delivering drug, alcohol, and tobacco prevention programs; expand trauma-informed and resiliency-based practices; and maintain partnerships with local agencies to provide comprehensive student support. Moving forward, the district will prioritize education for students and families on the safe use, storage, and disposal of prescription medications. Strategic, tiered resources will be implemented to address students' diverse needs. Additionally, the district will focus on strengthening relationships between students and trusted adults within schools, recognizing these connections as vital to student well-being and long-term success.

POLICIES: SUBSTANTIVE FOR SECOND READ

- 3320: School Trips
- 3620: Extracurricular Activities and Student Organizations
- 4002: Parent Involvement
- 4020/7230: Discrimination and Harassment Prohibited by Federal Law
- 1720/4030/7235: Title IX Nondiscrimination on the Basis of Sex
- 4035/7236: Title IX Sexual Harassment - Prohibited Conduct and Reporting Process
- 7130: Licensure
- 4040/7310: Staff-Student Relations

Dr. Wayne Eberle presented eight policies for second read:

- Policy 3320: Motion to approve by Dr. Jay Fenwick, seconded by Alison Idol.
- Policy 3620: Motion to approve by Dr. Jay Fenwick, seconded by Alison Idol.
- Policy 4002: Motion to approve by Charlotte Lloyd, seconded by Alison Idol.
- Policy 4020/7230: Motion to approve by Dr. Jay Fenwick, seconded by Dr. Adam Hege.
- Policy 1720/4030/7235: Motion to approve by Dr. Adam Hege, seconded by Alison Idol.
- Policy 4035/7236: Motion to approve by Alison Idol, seconded by Charlotte Lloyd.
- Policy 7130: Motion to approve by Charlotte Lloyd, seconded by Dr. Adam Hege.
- Policy 4040/7310: Motion to approve by Dr. Jay Fenwick, seconded by Alison Idol.

The Board voted on each policy individually, and all were approved unanimously upon motion.

BOARD OPERATIONS

- 2025 NCSBA Voting Delegates: There will be no Board members attending to serve as a voting delegate.
- 2025 NCSBA Annual Conference (November 12-14): Dr. Childers will be present for a portion of one day at the conference.
- November BOE Date: Monday, November 17th

BOARD COMMENTS

- Alison Idol shared that she, Dr. Hege, and Dr. Childers attended the LEAD Conference and valued the opportunity to network. She expressed a desire to dedicate more time to celebrating the district's achievements. Dr. Hege noted that attending the conference helped him better appreciate how strong our district is.
- There was consensus to hold quarterly Board work sessions, possibly rotating locations among different schools.
- It was acknowledged that Gary will be unable to attend the Board of Education meeting on December 8th.

ADJOURNMENT

Charlotte Lloyd made a motion to adjourn the meeting, seconded by Alison Idol. The motion was approved by all members, and the meeting adjourned at 7:58 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 X 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) Bill Torgerson School: Watauga High School

Cell phone number: 2035228029 Grade(s): 9-12 Number of students: 13

Departure time/date: 9:30 am on Fri 11/28/25 Return time/date: 5:30 pm on Sat 11/29/25

Educational purpose:

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

The women's basketball team will play at Sullivan East High School on Friday in Bluff City, TN. The team will spend the night at the Fairfield Inn in Bristol, TN. On Saturday the team will play at Sullivan East Middle School. The team will return to WHS following the second game.

Purpose of trip and how it relates to the curriculum:

The trip is to compete in two varsity basketball games.

Supervision and Safety:

Names of all school staff chaperones: Bill Torgerson and Kalie Eppley.

Names of all non-school chaperones: None

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

Are all site(s) accessible to students with disabilities? X yes ___no How will students with disabilities be accommodated for site access and transportation? NA

Sponsoring Teacher Initials BT (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 X Activity bus without wheelchair lift ____Rental car/mini-van
_____Charter bus Other (Please explain)_____

Name of charter bus company (if checked above) NA

(If applicable, bus request form must be attached)

Driver/s: Bill Torgerson Round trip mileage: 120 miles # of buses needed: 1

Total cost per student $ 0 Source of funds: Women's Basketball Account

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

Approval/Signatures:

Sponsoring teacher signature: Bill Torg Date: 9/8/2025

Principal approval: [signature] Date: 10/21/25

Required signatures if applicable:

Transportation Director approval: [signature] Date: 10/29/25

Superintendent approval: [signature] Date: 11/3/25

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

Revised: November 13, 2017

WATAUGA COUNTY FIELD TRIP REQUEST FORM

This request is for a: ___ day trip ___out of state day trip ___overnight trip ✓overnight & out of state trip

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

Sponsoring teacher: (Print) Alexandra Allen School: Mabel Elementary

Cell phone number: 440-351-4892 Grade(s): 7-8 Number of students: 20

Departure date: 03/31/2026 Return date: 04/03/2026

Departure time: 7am Return time: 9pm

Educational purpose:

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

Washington D.C. - Attached Itenerary

Purpose of trip and how it relates to the curriculum: Students will be able to experience U.S. history, government, and civic responsibility first-hand. These experiences will deepen students' understanding of saerifices, events, and democratic processes. Both 7th and 8th grade curriculums include focus on American history as well as the evolution of modern society (democracy).

Supervision and Safety:

Names of all school staff chaperones: Alex Allen, Brian Lynde, Leigh Heissel, Judy Carmichael

Names of all non-school chaperones: We are in the process of working with families. We are currently anticipating 10 parent chaperones * They will need a background check

All chaperones have a background check completed: ☑ Sponsoring teacher initials: [signature]
will be completed before trip departure
Are all site(s) accessible to students with disabilities? ✓ yes ___ no How will students with disabilities be accommodated for site access and transportation? At this time, we do not have any students participating who require accommodations under an IEP or 504 plan for events and activities.
A safety/supervision plan for high risk and/or water activities has been shared with the parents. Please attach a copy of the plan to this form if applicable. Sponsoring Teacher Initials (If applicable) N/A

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/minivan
___✓Charter bus Other (Please explain) _____

Name of charter bus company (if checked above) Rocky Top Tars (Maryville, TN)

(If applicable, bus request form must be attached)

Driver/s: _____ Round trip mileage: _____ # of buses needed: _____

Total cost per student $_____ Source of funds: _____

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

Approval/Signatures:

Sponsoring teacher signature: [signature] Date: 9/30/25
Principal approval: Ellen Reuben Date: 9/30/25

Required signatures if applicable:

Transportation Director approval: [signature] Date: 9/30/25
Superintendent approval: [signature] Date: 10/15/25
Board of Education approval: _____ Date: ____/____/____

Revised: October 30, 2023; April 16, 2024

Interested

Not Interested

PROPOSAL FROM EDUCATIONAL TRAVEL ADVENTURES

MABEL ELEMENTARY DC 2026

Destination: Washington D.C.
Departure Date: March 31, 2026
Return Date: April 3, 2026

- Tour Includes
- Pricing & Booking Conditions
- Itinerary
- Why Choose ETA

Tuesday, March 31, 2026

You'll depart on the bus for your trip. The bus should arrive 15 minutes prior to this departure time.

You will meet your tour manager.

You'll receive a $15 cash allotment to buy lunch.

You'll have free time to explore the Smithsonian Museums of your choice such as the National Museum of the American Indian, the Museum of Natural History, the Museum of American History and the American Art Museum.

You'll enjoy a buffet dinner at Nando's.

You will take a guided tour of the Memorials including visits to the FDR Memorial, the Jefferson Memorial and the Martin Luther King, Jr. Memorial.

You'll arrive at your hotel and check in.

Wednesday, April 1

You'll have breakfast.

You'll board your bus and depart the hotel for the day.

You will visit Arlington National Cemetery where you will take a tour and see the Tomb of the Unknown Soldier, the Changing of the Guard Ceremony, the Challenger Memorial and the Kennedy Grave Sites.

You will receive $15 per person for lunch.

You'll visit the National Air & Space Museum in Washington, DC. The Museum has thousands of objects on display, including the 1903 Wright Flyer, Charles Lindbergh's Spirit of St. Louis, the Apollo 11 Command Module Columbia, and a lunar rock you can touch.

You will learn about the assassination of President Lincoln as you visit Ford's Theatre and the Petersen House. If available, you will attend a park ranger lecture inside the theatre and see where the President was shot. You will learn the story about John Wilkes Booth and why he shot the President. Then you will continue to the Petersen House where President Lincoln was taken and eventually passed away. You may also visit the Museum at Ford's Theatre and the Center for Education and Leadership adjacent to the Petersen House. Reservations for these sites are required and subject to availability.

You'll have dinner at the Hard Rock Cafe.

You will take a guided tour of the Memorials including visits to the World War II Memorial, Vietnam War Memorial, Lincoln Memorial and the Korean War Memorial.

You will return to your hotel on the bus.

Thursday, April 2

You'll have breakfast.

You'll board your bus and depart the hotel for the day.

You'll walk by the Supreme Court.

You will enter one of the most magnificent buildings in Washington as you visit the Library of Congress on Capitol Hill. You will have some time to admire the architecture and peek into the main reading room.

You will visit the The United States Capitol, a monument, a working office building, and one of the most recognizable symbols of representative democracy in the world. Your tour will begin with a short introductory film and include stops at the Rotunda and National Statuary Hall.

You'll have lunch in the cafeteria at the Capitol Building.

You will visit the National Archives and see the rotunda where some of our most important documents are stored. You will see an original copy of the U.S. Constitution and an original copy of the Declaration of Independence as well as many other important documents.

You will visit the United States Holocaust Memorial Museum. This is America's national institution for the documentation, study and interpretation of Holocaust History and it serves as our country's memorial to the millions murdered during the Holocaust. Reservations will be requested for your visit. If they are not confirmed you may either wait

on line for tickets on morning of your visit or you may see the Daniel's Story exhibit which does not require reservations or tickets.

You'll have dinner at Fish Market Restaurant

You will take an evening walking ghost tour through Old Town Alexandria. You will hear the legends, folklore and ghost stories of this charming and spooky town!

You will return to your hotel on the bus.

Friday, April 3

You'll have breakfast.

You'll check out of your hotel room.

You will visit Mt. Vernon, the home of our first president. You will have a chance to see the film at the visitors center and then tour the home and grounds of the estate. A meal pass will be included for lunch at the cafeteria. Over the next few years, Mt Vernon will be undergoing a preservation project to safeguard the Mansion's original building fabric and ensure its structural integrity for generations to come. An enclosed work area will be fenced to the north of the Mansion for the duration of the project. As work progresses through the house, many rooms will be taken off display for extended periods, and the path of tours through the Mansion will change depending on the work that is underway.

The White House is the official residence and workplace of the President of the United States, first occupied by John Adams in 1800. You will have a chance to see the North Front of the White House from Lafayette Park where you can take photos and enjoy the view.

You'll board your bus and begin the return trip home.

Reservation #: 205665
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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) Kim Henderson School: Cove Creek

Cell phone number: 910-612-1662 Grade(s): 8th Number of students: 23

Departure time/date: Tuesday, April 14, 2026 7:00am Return time/date: Friday April 17, 2026 8:30pm

Educational purpose:

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

Please see attached

Purpose of trip and how it relates to the curriculum: Please see attached

Supervision and Safety:

Names of all school staff chaperones: Kim Henderson (teacher), Lisa Bryant (teacher), Scott Carter (principal), Amanda Combs (school nurse)

Names of all non-school chaperones: ~~Lucy Morales-Mendez, Kevin Combs, Christy Kennedy, Monica Harrison, Phillip Harrison, Kathy Gilliam, Clifford McCoy, Sarah Holder, Laura Hodges,~~ Gina Reid, James Privette,

* All parents understand a background check through WCS has to be up to date in order to attend this field trip.

All chaperones have a background check completed: Pending Sponsoring teacher initials: KH

Are all site(s) accessible to students with disabilities? ✓ yes ___ no How will students with disabilities be accommodated for site access and transportation? No plan needed at this time

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) Burke Educational Tours

(If applicable, bus request form must be attached)

Driver/s: _____ Round trip mileage: _____ # of buses needed: _____

Total cost per student $ Included in per person trip cost Source of funds: _____

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

Approval/Signatures:

Sponsoring teacher signature: _____ Date: 10/02/25

Principal approval: _____ Date: 8/16/25

Required signatures if applicable:

Transportation Director approval: _____ Date: ____/____/____

Superintendent approval: _____ Date: 10/15/25

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

Revised: November 13, 2017

Burke Educational TRAVEL
A division of Burke International Tours/Christian Tours
P.O. Box 890 | Newton, NC 28658 | 828-465-3900

Washington DC ~ Our Nation's Capital

April 14-17, 2026

Cove Creek School
Middle School Tour

Proposal
June 9, 2025 (Revised 7/9/25)
(Revised 9/11/25)

Ms. Kim Henderson

930 Vanderpool Rd
Vilas, NC 28692

School Phone: 828-297-2781

hendersonk@wataugaschools.org

ITINERARY

Day 1 (Tuesday):
- Coach arrives for boarding at 7:00 am
- Depart the school at 7:30 am
- Rest or meal stops every two hours
- Fast food lunch ***($12 allowance included)***
- Visit the Udvar Hazy Air and Space Museum
- Pizza dinner ***(included)***
- Visit the [redacted] MLK Jr Memorials and Jefferson Memorial
- Check-in at Washington, DC area hotel ***(3 nights – security included)***

Day 2 (Wednesday):
- Continental breakfast ***(included)***
- White House photo stop
- Docent led tour of the US Capitol Building
- Lunch at the Capitol ***(voucher included)***
- Visit the Museum of African American History & Culture
- Explore the National Museum of Natural History
- Dinner ***(included)***
- Walking tour of the WWII, Vietnam, Lincoln and Korean Memorials
- Return to the hotel for the evening ***(hotel security)***

Day 3 (Thursday):
- Continental breakfast ***(included)***
- Explore the National Museum of the US Army
- Visit the National Archives ***(pending availability)***
- Lunch ***(voucher included)***
- Explore the National Museum of American History
- Tour the Holocaust Museum ***(pending availability)***
- Time for souvenir shopping
- Dinner at Pentagon City Mall ***($20 allowance included)***
- Return to the hotel for the evening ***(hotel security)***

Day 4 (Friday):
- Continental breakfast ***(included)***
- Walking tour of Arlington National Cemetery
- Visit Iwo Jima, Marine Corp Memorial
- Lunch ***($15 allowance included)***
- Fast food dinner ***($12 allowance included)***
- Arrive at the school approximately 8:30 pm

Purpose of this trip and how it relates to the curriculum:

The purpose of this educational trip is to allow Cove Creek 8th Graders to explore Washington D.C., their nation's capital, as an extension to what they are currently learning about U.S. history in Social Studies and how to analyze multiple media of text for ELA. This experience engages multiple senses and hands-on exploration, which will increase their understanding and application of what is learned in school to their lives as future productive citizens of this community and this country. This application also falls under best practices for the 21st-century classroom.

Specific Social Studies standards supported by this trip are as follows:

1. 8.H.1 Apply historical thinking to understand the creation and development of N.C and U.S.
2. 8.H.1.2 Summarize how debate, negotiation, compromise, and cooperation have been used in the history of North Carolina and the nation.
3. 8.H.2.1 Explain how innovation and technology have contributed to change in North Carolina and the nation.
4. 8.C & G.1 Analyze how democratic ideals shaped government in N.C. and U.S.
5. 8.C&G.1.2 Compare how decisions of state and local government conform and conflict with the democratic ideals of the nation.
6. 8.C&G.1.4 Compare different perspectives on the role of state, national, and tribal governments.
7. 8.C&G.1.5 Compare access to democratic rights and freedoms of various indigenous, religious, racial, gender, ability and identity groups in North Carolina and the nation.
8. 8.C&G.2.2 Assess the effectiveness of reforms in terms of the impact on individuals, policies, and institutions in North Carolina and the nation.
9. 8.C & G.2.3 Explain the impact of human and civil rights issues in N.C. and U.S.
10. 8.C.1 Understand how different cultures influenced N.C. and U.S.
11. 8.B.1.1 Determine how the relationship between different regional, social, ethnic, and racial groups have contributed to the development of North Carolina and the nation.

Specific ELA standards supported by this trip are as follows:

1. SL.8.1 Engage in a range of collaborative discussions with diverse partners on grade 8 topics, texts, and issues, building on others' ideas and expressing their own clearly
2. SL.8.2 Analyze the purpose of information presented in diverse media and formats and evaluate the motives behind its presentation

Cost: Trip cost is $750 per student for quad hotel occupancy with private security on our floor from 10:30pm-5:00am for 3 nights. The cost is broken up into monthly payments as well as multiple fundraising opportunities. It includes 3 full meals per day with various choices available. It includes all transportation costs and snacks during travel. All attraction costs, including taxes and gratuities, are included in the trip cost. Please note that students will not need to bring any money with them on the trip except for personal souvenirs if so desired. Everything related to this trip is included in the single cost.

Declaration of Surplus Items - NOVEMBER 2025

Date Approved: _____

Bethel

Asset #	Quantity	Description	Usable	Unusable
NONE	1	REFRIDERATOR- WHITE		1
37079	1	CHROMEBOOK- HP		1
	2		0	2

Blowing Rock

Asset #	Quantity	Description	Usable	Unusable
	0		0	0

Cove Creek

Asset #	Quantity	Description	Usable	Unusable
NONE	1	AIR CONDITIONER		1
NONE	1	AIR CONDITIONER		1
	2		0	2

Green Valley

Asset #	Quantity	Description	Usable	Unusable
28460	1	PROJECTOR- WALL MOUNT		1
34570	1	IFP- VIEWSONIC		1
	2		0	2

Hardin Park

Asset #	Quantity	Description	Usable	Unusable
100321	1	SWITCH- AMPLIFIER		1

34578	1	IFP- VIEWSONIC		1
51899	1	CHROMEBOOK- 300		1
NONE	1	RUG- CLASSROOM SIZE		1
NONE	1	CART- LRG TV METAL CART	1	
34951	1	CHROMEBOOK- 100e		1
41270	1	LAPTOP- HP 1040		1
52109	1	CHROMEBOOK- 300e		1
500297	1	CART- WOODEN- AV		1
500857	1	SCALL- POSTAL	1	
35456	1	CHROMEBOOK- 100e		1
	11		2	9

Mabel

Asset #	Quantity	Description	Usable	Unusable
600097	1	SMARTBOARD- 680		1
600313	1	PROJECTOR- SMART TECH		1
600997	1	TV- RCA 29"		1
	3		0	3

Parkway

Asset #	Quantity	Description	Usable	Unusable
	0		0	0

Valle Crucis

Asset #	Quantity	Description	Usable	Unusable
36882	1	CHROMEBOOK- HP		1
36875	1	CHROMEBOOK- HP		1
	2		0	2

Watauga High School

Asset #	Quantity	Description	Usable	Unusable
908118	1	ICE MAKER- GE		1
33920	1	PROJECTOR- EPSON		1
38199	1	CHROMEBOOK- HP		1
80751	1	PRINTER- BROTHER		1
	4		0	4

Central Office

Asset #	Quantity	Description	Usable	Unusable
	0		0	0

Technology Department

Asset #	Quantity	Description	Usable	Unusable
36065	1	Access Point		1
35860	1	Access Point		1
36521	1	Access Point		1
32942	1	Access Point		1
35926	1	Access Point		1
35948	1	Access Point		1
35953	1	Access Point		1
36534	1	Access Point		1
35952	1	Access Point		1
35937	1	Access Point		1
35933	1	Access Point		1
35950	1	Access Point		1
36533	1	Access Point		1
35934	1	Access Point		1
35935	1	Access Point		1
36008	1	Access Point		1
35928	1	Access Point		1
36007	1	Access Point		1
35936	1	Access Point		1
36006	1	Access Point		1
36093	1	Access Point		1
36577	1	Access Point		1

22	0	22

Transportation Department

Asset #	Quantity	Description	Usable	Unusable

0	0	0

Maintenance Department

Asset #	Quantity	Description	Usable	Unusable

0	0	0

Child Nutrition

Asset #	Quantity	Description	Usable	Unusable
NONE	1	DISHMACHINE		1
NONE	1	ICE MACHINE		1
NONE	1	STEAMER		1

3	0	3

WATAUGA COUNTY BOARD OF EDUCATION
Margaret E. Gragg Education Center
175 Pioneer Trail, Boone, NC 28607

WATAUGA COUNTY SCHOOLS

MEMORANDUM

TO: Members of the Watauga County Board of Education

FROM: Joseph Nash, CFO

SUBJECT: Request Approval for the Purchase of a New Activity Bus

DATE: November 17, 2025

Dear Members of the Board of Education,

In collaboration with the Transportation Department, with Dr. Blanton as Director and Janet Tanner as Manager, we respectfully request your approval to purchase a new activity bus for Watauga County Schools. The attached quote from White's IC Bus reflects the price of $157,396. Because this amount is over $90,000, your approval is required. The purchase price is budgeted for in the 25-26 Budget Resolution under Fund 4, current capital outlay. The current capital outlay budget is funded by the county in 12 equal installments throughout the year. The purpose of this purchase is to replace aging activity buses in the fleet. Thank you for your consideration, and please let me or the Transportation Department know if you have any follow up questions.

Sincerely,

Joseph Nash
Enclosure (1)

nashj@wataugaschools.org * 828-264-7190 ext.- 20214

White's IC BUS

2026 IC 72 Pass A/C in Dash Activity Bus

Date: 10/15/2025

Prepared For:	**Watauga County Schools**
Customer Name:	**Janet Tanner**
Address:	**175 Pioneer Trail, Boone NC**
Email	tannerj@wataugaschools.org

2026 IC 72 Pass A/C in Dash Activity Bus

Description:	
2026 IC 72 pass w Activity Bus A/C Dash w/ Drum Brakes	
Cummins Engine/Allison Transmission	
Luggage space underneath outside	
Cummins Integral Engine Exhaust Brake	
Corrision Package Blue	
Rear Heater	
Painted Rub Rails Blue	
Total Price:	**$157,396.00**

If you should have any questions, please contact me at 336-942-6244.
We appreciate the opportunity.

Sincerely,

Jeff Morre
Customer Service Rep

White's IC Bus

WATAUGA COUNTY
BOARD OF EDUCATION
Margaret E. Gragg Education Center
175 Pioneer Trail Boone, NC 28607
(828) 264-7190

To: Watauga County Board of Education
From: Dr. Chris Blanton, *Assistant Superintendent*
Date: November 12, 2025
Subject: Custodial Staffing Challenges and Proposed Contract Support at Hardin Park

Custodial staffing continues to present challenges across the district, with particular concern at Hardin Park School. Despite ongoing recruitment efforts, we have been unable to maintain consistent coverage to meet the daily cleaning and sanitation needs of this large facility. These staffing shortages have impacted our ability to sustain the level of cleanliness and maintenance expected in our schools.

Hardin Park's size and heavy daily use make it especially difficult to keep adequately staffed. The school has experienced multiple vacancies in custodial positions throughout the years. Current custodial staff have been working hard, but we need a sustainable long-term solution.

To address this issue, we met with representatives from ServiceMaster Clean, a local cleaning company. ServiceMaster Clean has provided a quote of $7,600 per month to assist with custodial support at Hardin Park. Their services would supplement our current staff and ensure the building remains clean, sanitary, and welcoming for students and staff.

If the Board is supportive, we recommend moving forward with a 1-year contract with ServiceMaster Clean while we continue to recruit and train district custodial staff. This approach would help stabilize conditions at Hardin Park and allow us to evaluate whether contracted services may be a viable interim or long-term solution for facilities facing similar challenges.

ServiceMASTER Clean®

Custom solutions.
Reliable Service.

We keep your needs in mind while our expertise is at work

PREPARED FOR:
Hardin Park Elementary

Watauga County Schools
Chris Blanton

361 Jefferson Rd

Boone NC 28607

3

sadf

HARDIN PARK
Home of the Golden Eagles

DEAR CHRIS,

Thank you for the opportunity to offer you a proposal to be your commercial cleaning partner. It is our desire to build a lasting relationship with Watauga County Schools to help ensure a clean and healthy environment for your students, faculty and staff.

With over 70 years of experience, ServiceMaster Clean has been dedicated to excellence. What sets us apart is our commitment to providing custom cleaning solutions and reliable service so you can build your business in a clean, healthy and safe environment.

As a proud franchise owner of the ServiceMaster network, we will work diligently to provide professional cleaning services that keep your needs in mind while our expertise is at work.

Information on your scope of work and pricing is included in this proposal. Please contact me directly if you need additional information at admin@servicemastercms.com.

Sincerely,

Lance Cummins
Owner
ServiceMaster Commercial Maintenance Systems

828-719-0816
admin@servicemastercms.com

ServiceMaster Commercial Maintenance Systems is an independently owned and operated franchise licensed to serve you by ServiceMaster Clean®.

About Us

In 1929, Marion E. Wade founded ServiceMaster as a mothproofing company based in Chicago, IL. Just 23 years later, the business expanded to include franchised carpet cleaning services.

Now, more than 70 years later, ServiceMaster Clean continues to be dedicated to excellence. More than 400 of its franchise locations across the United States and Canada serve various industries, including healthcare, education, and industrial facilities.

Our franchise provides commercial cleaning services to and the surrounding areas. Because we are locally owned, we are well positioned to fully staff your cleaning needs, which includes customer service representatives, building inspectors, day/night managers, project crews and housekeepers. We manage various site locations with single and multi-use facilities.

PEACE OF MIND

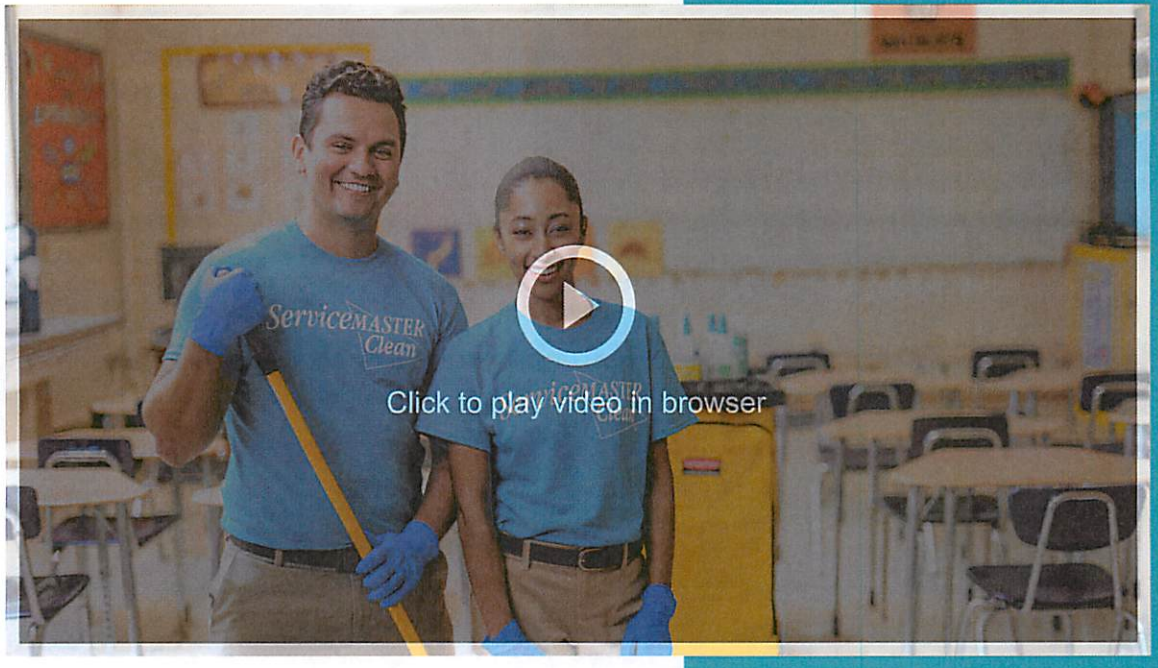
Our cleaning professionals provide consistent and reliable service to improve patient and employee satisfaction.

PROFESSIONALISM

Our cleaning procedures follow current industry standards to prevent the spread of infection in your facility.

PERSONALIZATION

We create a custom cleaning schedule based on your business hours and needs.



Our Services

CAPTURE AND REMOVAL SYSTEM

ServiceMaster's patented Capture and Removal Cleaning system combines powerful products and advanced technologies to create one of the most efficient and effective cleaning processes available today.

Our patented process reduces cleaning time by up to 25% and traps 55% more airborne particles than conventional cleaning. The results are better indoor air quality and efficient cleaning that increases productivity among your faculty and staff, reduces student absences, and provides a healthier environment for everyone.

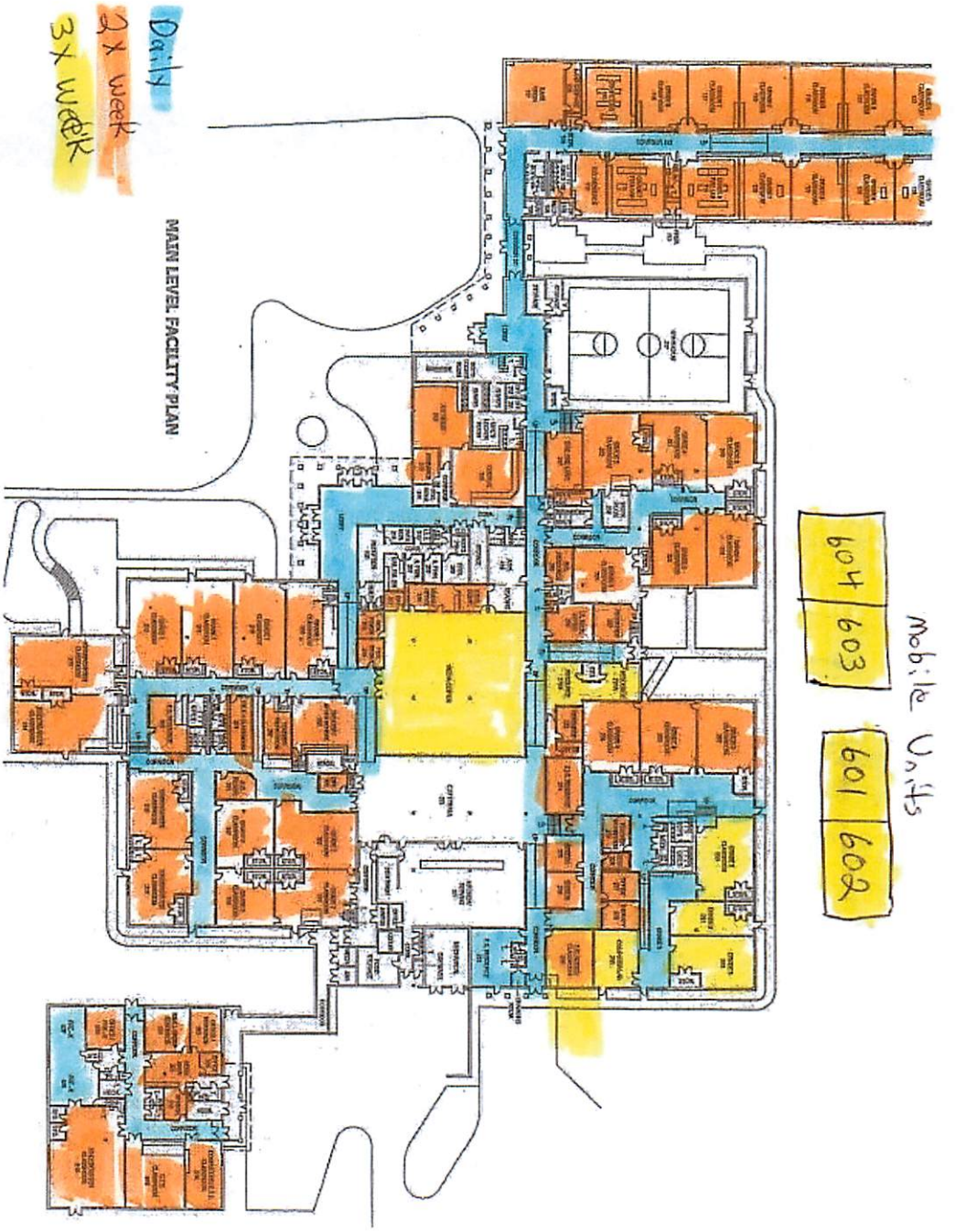
SPECIALTY CLEANING PROGRAMS

ServiceMaster Clean offers a wide range of specialty cleaning services for every type of facility. Whether it's a one-time deep clean or recurring specialty service, we can customize our services to your needs.

- Carpet Cleaning and Maintenance
- Hard-Surface Floors Cleaning
- Tile and Grout Cleaning
- Computer Rooms and Terminals
- Air Vents and Returns
- Wall Cleaning

Task Schedule

Floor cleaning services will be provided 5 days per week (Mon-Fri) after business hours.



Quote

EDUCATION CLEANING SERVICE	Subtotal
Recurring Floor Cleaning Services The subtotal is based on your request for services and audit of your spaces. This is an ongoing monthly service charge.	$7,600/Month
TOTAL PER MONTH	**$7,600**

NOTES:

- Billing based upon 5 days per week service.
- This proposal expires on .
- This ServiceMaster franchise will provide a new price list annually commencing (1) year from effective date and reserves the right to increase pricing based on the then-current Consumer Price Index ("CPI") or other mutually agreed prices. Provided, however, this ServiceMaster franchise shall have the right to further adjust prices at any time due to regulatory changes by providing forty-five (45) days written notice. Upon delivery to the Customer of each updated ServiceMaster Fee price list(s), the price increase(s) or reduction(s) included therein shall be effective immediately.
- This local ServiceMaster franchise will provide a certificate of insurance. This proposal is a starting point for handling your cleaning needs. The frequency of service and/or scope of services can be altered to better suit your facility.

ServiceMaster CONTRACT CLEANING SERVICES AGREEMENT AND DECLARATION OF COVENANTS

THIS AGREEMENT made this Not yet accepted day by and between ServiceMaster Commercial Maintenance Systems ("ServiceMaster") and Watauga County Schools ("Client").

Whereas, ServiceMaster conducts a janitorial service rendered on an individual contract basis in commercial facilities, office buildings, schools, stores and other locations, as an independent business licensed by ServiceMaster Residential/Commercial Services L.P. ("Franchisor") and not as an agent or partner of its Franchisor.

Whereas, Client desires ServiceMaster to supply Contract Services to the property commonly known as Hardin Park Elementary located at 361 Jefferson Rd, Boone, NC 28607 (hereafter called the "area to be serviced").

NOW THEREFORE, the Parties agree as follows:

1. Scope of Work. Beginning on Not yet accepted ServiceMaster will provide contract cleaning services for the areas to be serviced described in the" Scope of Work and Pricing Analysis," a true and accurate copy of which is attached to this Agreement. ServiceMaster agrees that the janitorial services to be provided shall be conducted according to the guidelines agreed upon between the Client and ServiceMaster.

2. Personnel. All personnel furnished by ServiceMaster are employees of ServiceMaster, and ServiceMaster will pay all salaries and expenses of, and all applicable federal and state taxes relating to such personnel. For all purposes of this contract, ServiceMaster will be considered an independent contractor of the Client, and will not act as an agent, servant, or employee of the Client, or make any commitments or incur any obligations on behalf of the Client without its express written consent. Client may request the removal of any ServiceMaster employee whose conduct is unsatisfactory to Client.

3. Covenants. During the term of this Agreement and for one (1) year thereafter, the Client shall not directly or indirectly hire any person employed by ServiceMaster. Client shall not, at any time, disclose to a competitor any pricing or bid information designated as confidential by ServiceMaster.

4. Terms. The terms of the Task Schedule or of the price stated in paragraph 5, may be modified at any time by the mutual execution of written change orders by the parties. All executed change orders shall become part of this Agreement. ServiceMaster will give the Client thirty (30) days prior notice of any price change for services rendered pursuant to the Task Schedule. Client will notify ServiceMaster of any changes in service times, any alterations to the furnishings, floor, wall or ceiling surfaces at the Client's premises, or any other change which affects the Task Schedule and consequently the contract price. This Agreement shall continue in effect from the date services are to begin, for a period of one (1) year periods unless terminated. Both parties shall revisit the contract ninety (90) days prior to the expiration date, and determine the terms of the renewal if both parties agree to a renewal.

5. a. Payment. The Client shall make payment to ServiceMaster for services rendered at the rate described in the attached Pricing Analysis. The billing will be made on the first day of the week for services rendered during the previous week and shall be payable in fourteen (14) days. Subsequent billings and due dates will be weekly. Client's failure to pay the full amount due within thirty (30) days of any invoice shall, at the election of ServiceMaster, be deemed to be a default and termination without notice by Client.

MAIL TO:

ServiceMaster Commercial Maintenance Systems

130 Poplar Grove Connector

Boone, NC 28607

_____ A late charge calculated at 1 ½% per month will be charged to Client on any overdue unpaid balance. Client shall pay ServiceMaster its costs and expenses', including reasonable attorneys' fees paid or incurred in enforcing the terms of this Agreement.

5. b. Lien. In the event Client fails or refuses to make any payment to ServiceMaster when due, the amount of that balance, together with interest at the rate of 1 ½% per month and costs of collection including reasonable attorney's fees, shall constitute a continuing lien on the area to be serviced. ServiceMaster and Client agree than insofar as janitorial services are the subject of this Agreement and are not explicitly covered by the Illinois Mechanics Lien Act (the "Act"), it is nevertheless the intention of ServiceMaster and the Client that the Lien for Services described herein shall be deemed to be a common law lien administered by agreement according to the protections and procedures of the Act.

6. ServiceMaster will perform all services required under this Agreement, except when prevented by strike, lockout, act of God, accident or other circumstances beyond its control.

7. Insurance. ServiceMaster shall provide the insurance coverage set forth below and deliver to Client certificates of insurance upon request.

a. Comprehensive Liability:
Bodily Injury Liability: $1,000,000.00 per person and $1,000,000.00 per occurrence.
Property Damage Liability: $1,000,000.00 per occurrence and $1,000,000.00 aggregate.

b. Worker's Compensation Coverage. $500,000.00, or as required by law.

8. Termination.

Termination Without Cause. Client may terminate this Agreement without cause upon written notice to ServiceMaster, provided that if Client terminates this Agreement pursuant to this Section, Client agrees to pay a buyout fee equal to the average of the three (3) highest monthly invoice amounts over the past twelve (12) months, multiplied by the number of months remaining in the Term, as applicable ("Buyout Fee"). The Buyout Fee shall be due and payable within thirty (30) days of the written notice to ServiceMaster of termination pursuant to this Section.

9. The Client, for itself, its successors and assigns, agrees that the restrictions and covenants in this agreements shall be covenants running with the land, and that they, in any event, shall be binding to the fullest extent permitted by law and equity, for the mutual benefit of both parties, and enforceable by ServiceMaster, its successor and assigns against the Client, its successors and assigns to any part of the property or any interest therein and any party in possession or occupancy of any part of the property.

10. This Agreement contains all the covenants and agreements between the parties, and may not be modified except in writing, signed by both parties.

Next Steps

1. Please review this proposal in detail prior to signing. We want to ensure you are 100% comfortable with everything presented.

2. This proposal expires on .

3. We will provide a certificate of insurance. This proposal is a starting point for handling your cleaning needs. The frequency of service and/or scope of services can be altered to better suit your facility.

4. If any questions at all, please contact me at admin@servicemastercms.com for clarification or further discussion of the proposal.

5. Once you are ready to proceed, please sign below. Once signed, you will receive an email with the completed proposal for your records.

6. We will be in touch shortly with details in moving forward with this service.

Lance Cummins
2025-10-31 17:55:44 (EDT)

Lance Cummins ServiceMaster
Commercial Maintenance Systems

SIGNATURE
Chris Blanton

Chris Blanton Watauga County Schools

Enrollment in the school system generally is limited to those students who meet the domicile or residence requirements outlined in policy 4120, Domicile or Residence Requirements. However, on occasion, special circumstances may warrant a student's enrollment in a different school system. The board, in its discretion, may admit non-domiciled students into the school system and may release domiciled students to another school system in accordance with this policy.

In circumstances where the board grants a discretionary admission, the permission to attend a school in the system may be granted for up to one full school year with a review process required for meeting the standards of admission. The board will make good-faith effort for out-of-district students to complete all grade levels granted in their requested school, however, no guarantee of future admission, specific school request, nor sibling requests will be given.

All discretionary admissions decisions will be made in a manner that is not arbitrary, capricious, discriminatory, prohibited by state or federal law, or for personal or political reasons.

A. ADMISSION CRITERIA

The board may choose to admit a non-domiciled student only if the following conditions are met.

1. The parent, legal guardian, legal custodian, or other adult meeting the requirements of Board policy 4120, section C.6, explains in writing why, in the opinion of the parent, legal guardian or legal custodian, the student needs to attend school in the school system. An out-of-county reassignment/transfer request form must be submitted with a clear, compelling, and specific explanation indicating why the request is being made to attend a school in the Watauga County school system.

   Any reason having to do with athletics or participation in athletics is not a valid or sufficient explanation of need.

2. The Watauga County Board of Education (the "board") must have determined that space is available in the school system and in the particular school, grade level or program in which the student seeks to enroll. In addition, consideration will be given to whether significant additional resources, such as additional personnel, will be required in order to provide educational services to the student who is applying for out-of-district admission.

3. The student must demonstrate that he or she was in good standing in the previous school attended by that student, in terms of academics, discipline, and other measures of standing and progress in the school system. The student also must satisfy the requirements in policy 4115, Behavior Standards for Transfer Students. Be advised that failure to remain in good standing may result in revocation of admission.

4. The student must furnish pertinent student records, showing grades, attendance, behavior, and other student record data, including evidence of compliance with the North Carolina immunization requirements.

5. If the student is transferring from another school system in North Carolina, the student must submit a release approved by the board of education of the school system from which the transfer is being made. If the student's discretionary admission request is granted, the admission will be subject to the terms and conditions agreed to in writing between the board and the board of education of the other school system.

6. If the student does not reside within the assignment area of the school the student will attend, the parent, legal guardian, or legal custodian must agree to provide transportation to and from school.

7. If the student is asserting residency in the geographic area served by the school system, sufficient evidence, such as a copy of utility bills, must be provided.

8. The parent, legal guardian, or legal custodian may be required to pay tuition.

B. DISCRETIONARY ADMISSION DECISIONS

1. Application and Decision

Non-domiciled students who meet the admission criteria may submit a written application for discretionary admission to the superintendent or designee. The reassignment/transfer application must be accompanied by all required supporting documents, as described above in Section A. Applications from students who are residents of the geographic area served by the school system will have first priority. After reviewing the application and supporting documents, the superintendent or designee shall make a recommendation to the board to approve or deny the discretionary admission request. The board may grant admission for up to one full school year. Students who are admitted based upon false or misleading information on their application will have their application voided and acceptance rescinded.

Final decisions regarding discretionary admissions may be delayed until the board has determined whether space is available in the requested school.

2. Renewals

A review of each admitted student from out-of-county admission will be completed reviewing compliance with standards and space available at the school or program attending. For the renewal of admission in subsequent school years, the student must continue to meet all admission criteria and be in good standing in terms of

academics, attendance, and behavior/discipline. New siblings of previously approved out-of-county students must have their own application submitted.

3. Revocations

Admission may be revoked at any time during the school year if the student is not in good standing in the school system. Good standing is determined by academics, attendance, timely arrival each day, behavior, and other standards as deemed by the school. Good standing may be reviewed each grading period at the school, but admission may be revoked at any time deemed necessary. Although conditional admission may be revoked at any time deemed necessary, every effort will be made to make changes only at the end of a grading period or at a time that makes good use of the school calendar, such as before or after a holiday or scheduled break.

C. RELEASE TO ANOTHER SCHOOL SYSTEM

A student domiciled in the school system may request a release from the board to attend a school in a different school system in North Carolina. The student must have both approval of the board to release the student and approval of the receiving board of education to admit the student. The decision whether to admit the student is made under the policies of the receiving board of education.

The superintendent or designee may develop and administer a procedure to implement this policy.

Legal References: G.S. 7B, art. 35; 35A, art. 6; 50-13.1 to 13.3; 115C-47(6~~8~~9), -231, -364 to -366.1

Cross References: Behavior Standards for Transfer Students (policy 4115), Domicile or Residence Requirements (policy 4120)

Adopted: April 13, 2015

Replaces: Policy 5.02.60, Tuition for Discretionary Admission (in part)

Revised: May 8, 2023; December 11,2023 (Legal references only); May 13, 2024; DATE (Legal references only)

A. ASSIGNMENT AREAS

The superintendent shall recommend to the Watauga County Board of Education (the "board") school assignment areas for the schools in the system.

The assignment areas will be developed in accordance with applicable legal requirements, the need to serve all school-age children who live in the school system, and the effective use of each school facility. Assignments must be made in a non-discriminatory manner.

The superintendent shall review periodically the assignment areas and submit recommendations for revisions to the board when necessary.

B. ASSIGNMENT OF STUDENTS

The superintendent or designee shall assign students to particular schools in accordance with the following standards.

1. Students Admitted Based on Domicile

   Except as otherwise provided in this policy, students admitted to the school system based on domicile will be assigned to the school of the appropriate grade span within the assignment area of the student's domicile (or residence location if the student is exempted from the domicile requirement, as described in policy 4120, Domicile or Residence Requirements).

2. Students Accepted for Discretionary Admission

   Students who are accepted for discretionary admission under policy 4130, Discretionary Admission, will be assigned to a school that meets the best interest of the student and the orderly and efficient administration of the school system.

3. Homeless Students and Students in Foster Care

   Notwithstanding any other provisions of this policy, the superintendent or designee shall (1) assign homeless students in a manner consistent with state and federal law and policy 4125, Homeless Students; and (2) assign students in foster care to their school of origin unless contrary to their best interest, as required by federal law.

4. Students Participating in the Address Confidentiality Program

Students who are participating in or whose parent is participating in the North Carolina Address Confidentiality Program established by G.S. Chapter 15C will be assigned on the basis of their actual address, but such address will remain confidential in accordance with law and policy 4250/5075/7316, North Carolina Address Confidentiality Program.

5. Students with Disabilities

Students with disabilities receiving services under an Individualized Education Program (IEP) or Section 504 plan will be assigned to schools in accordance with this policy unless the superintendent or designee determines the student needs a different assignment to provide access to a program or service required under the IEP or Section 504 plan, as determined by the student's IEP or Section 504 team.

6. Administrative Assignment

The superintendent or designee may administratively assign a student to a school other than the one to which the student would otherwise be assigned under this policy when deemed in the best interest of the student and/or the effective administration of the schools, such as for reasons related to student safety, discipline, or programmatic issues, or when required by law. The superintendent or designee(s) may also assign or reassign students needing exceptional children services to help balance student needs and school resources for these students. Assignment of students to the pre-kindergarten program shall be determined by the pre-kindergarten coordinator consistent with applicable state laws and policies.

7. Assignment to Alternative Program or School

Students will be assigned to an alternative education program or school in accordance with policy 3470/4305, Alternative Learning Programs/Schools.

C. REQUESTS FOR REASSIGNMENT FOR THE FOLLOWING SCHOOLS YEAR

A parent or guardian who is dissatisfied with a school assignment may request reassignment to a different school as provided below. The superintendent or designee shall have the authority to approve or deny requests for reassignment for satisfactory reasons as established by the superintendent and communicated to students and parents and guardians. A reassignment request denied by the superintendent or designee may be appealed to the board in accordance with subsection C.2, below.

1. Procedure for Requesting Reassignment

Parents or guardians may request in writing the reassignment of the child to a different public school outside of their regular attendance area. The request for reassignment must be submitted to the Office of the superintendent in writing between April 1st and May 15th. An untimely request for reassignment will be treated as a transfer request.

The superintendent will establish procedures for this process. The request must specify the reason why reassignment is sought. The superintendent or designee will review the request and in consultation with appropriate staff (principal, transportation staff, etc.) will make a recommendation to the board of education to approve or deny the request. The board of education will review the request and recommendation at the next scheduled meeting. If the application for reassignment is denied, the parent will be notified by registered or certified mail. If the parent is dissatisfied with the board's decision, the parent may appeal the decision to the board as provided below.

2. Appeal to the Board When Reassignment Request Is Denied

Within five days of receiving the notice of the disapproval of the request for reassignment, the parent or guardian may request a hearing on the request. The board or a panel of the board will hear the appeal. If a panel hears the appeal, the panel's recommendation will be submitted to the full board for a final determination. At the hearing the board will consider and make a determination based upon the best interest of the child, the orderly and efficient administration of the public schools, the proper administration of the school to which reassignment is requested, and the instruction, health and safety of the pupils there enrolled. The board will promptly render a decision, and notice of the decision will be given to the applicant by mail, telephone, telefax, e-mail or any other method reasonably designed to achieve notice.

D. TRANSFER OF STUDENTS DURING THE SCHOOL YEAR

1. Change of Residence

Students whose legal residence changes from one school assignment area to another within the school system during the same school year may choose to finish out that school year in the same school or attend school in the area to which they have moved. If they elect to remain in the first school in order to complete that year, they will be assigned to the school according to the area in which they live at the beginning of the next school year. Students whose legal residence has changed but who choose to complete the school year at their first school will be responsible for their own transportation to school.

2. Unsafe School Choice Transfer under the Elementary and Secondary Education Act

   Transfers for students who are victims of violent criminal offenses at school or for students attending persistently dangerous schools as defined by State Board of Education policy will be made pursuant to policy 4152, Unsafe School Choice Transfer.

3. Transfer of Homeless Students

   Students who become homeless between academic years or during an academic year may request to remain at the school of origin for the duration of their homelessness or may request to be enrolled in any public school that other students living in the same attendance area are eligible to attend. Any decision about the transfer or reassignment of a homeless student will be consistent with legal requirements and based on the student's best interest. (See policy 4125, Homeless Students.)

4. Transfer of Students in Foster Care

   Students who are assigned to foster care between academic years or during an academic year will remain in their school of origin unless remaining in the school of origin is not in the best interest of the student. The best interest of the student will be decided based on all relevant factors, including consideration of the appropriateness of the educational setting and proximity to the school in which the child is enrolled at the time of placement in foster care.

5. Other Transfers

   The superintendent shall consider student requests for transfer to another school during the school year based upon space availability, the needs of the child, the effect on the school to which transfer is requested, principal recommendations and other criteria established by the superintendent. See Administrative Regulation 4150-R.

E. CONDITIONS FOR REASSIGNMENT OR TRANSFER

The following conditions apply in regard to any reassignments or transfers made in accordance with Sections C and D of this policy.

1. The parent or guardian is responsible for transportation (except for reassignments or transfers of homeless student or of students in foster care based on the

student's best interest, for which the system will provide transportation in a manner consistent with legal requirements and policy 4125).

2. Any transfer request that is approved based upon false or misleading information will be declared void, and will be rescinded.

3. The standards provided by the superintendent must be met.

Legal References: McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431 *et seq.*; Elementary and Secondary Education Act, 20 U.S.C. 6301 *et seq.*; *Non-Regulatory Guidance: Ensuring Educational Stability and Success for ~~Children~~Students in Foster Care*, U.S. Department of Education and U.S. Department of Health and Human Services (~~June 2016~~November 2024), available at https://www.ed.gov/media/document/non-regulatory-guidance-ensuring-educational-stability-and-success-students-foster-care-november-15-2024-108448.pdf; ~~and~~ *Non-Regulatory Guidance on Education for Homeless Children and Youths Program*, U.S. Department of Education (July 2016) ~~both~~ available at https://www.ed.gov/sites/ed/files/2020/07/160240ehcyguidanceupdated082718.pdf~~https://www2.ed.gov/policy/elsec/leg/essa/index.html~~; *Unsafe School Choice Option Non-Regulatory Guidance*, U.S. Department of Education (May 2004), available at https://files.eric.ed.gov/fulltext/ED494736.pdf~~https://www2.ed.gov/policy/elsec/guid/edpicks.jhtml?src=ln~~; G.S. 15C-8; 115C-36, -47(68), -366, -367, -369; State Board of Education Policy SSCH-006

Cross References: Alternative Learning Programs/Schools (policy 3470/4305), Domicile or Residence Requirements (policy 4120), Homeless Students (policy 4125), Discretionary Admission (policy 4130), Unsafe School Choice Transfer (policy 4152), North Carolina Address Confidentiality Program (policy 4250/5075)

Adopted: April 13, 2015

Revised: November 13, 2017; February 14, 2022; December 11, 2023 (Legal references only); DATE (Legal references only)

Replaces: Policy 5.02.50, Student Assignments (in part)

The Watauga County Board of Education (the "board") is committed to providing an environment at each school that is safe, orderly and inviting. The board believes that in most cases, a student should attend the school that serves his or her domicile. Under certain circumstances or conditions, however, the board provides parents the opportunity to request that their child attend a school outside of his or her attendance area (see policy 4150, School Assignment).

Pursuant to federal and State Board of Education requirements, the board will allow a student who attends a school designated as a persistently dangerous school or a student who becomes the victim of a violent criminal offense at his or her school to attend another school that the superintendent has identified as an eligible transfer school.

A. DEFINITIONS

For purposes of this policy, the following definitions apply:

1. Violent Criminal Offenses

   Violent criminal offenses are the following crimes:

   a. homicide;

   b. assault resulting in serious bodily injury;

   c. assault involving use of a weapon;

   d. rape;

   e. sexual offense;

   f. sexual assault;

   g. kidnapping;

   h. robbery with a dangerous weapon; and

   i. taking indecent liberties with a minor.

2. Persistently Dangerous School

   A persistently dangerous school is a school in which:

   a. at least two violent criminal offenses and a total of five or more such offenses were committed per 1000 students during each of the two most recent school years; and

b. the conditions that contributed to the commission of such offenses are likely to continue into another school year.

3. Eligible Transfer School

An eligible transfer school is a school that is not designated as a persistently dangerous school, that offers instruction at the student's grade level, and that the superintendent has identified as eligible for unsafe school choice transfer.

B. SCHOOL REVIEW OF VIOLENT CRIMINAL OFFENSES

Upon the commission of any violent criminal offense at the school, the principal and the school improvement team shall review the incident to determine whether any conditions or procedures at the school or in the school improvement plan need to be modified as a result of the incident. The principal shall provide a report of the review to the superintendent or designee.

C. IDENTIFICATION OF SCHOOLS AS PERSISTENTLY DANGEROUS

1. Conditions Contributing to the Commission of Violent Criminal Offenses

For any school in which at least two violent criminal offenses and at least five or more such offenses were committed per 1000 students during each of the two most recent school years, the board will determine whether any changes need to be made in the school- or system-level school safety procedures. The superintendent shall report to the State Board of Education any conditions in the school that may have contributed to the commission of the violent criminal offenses and any plans that the board has to eliminate such conditions.

2. Probationary Schools

If the State Board of Education determines that a school should be placed on probation, during the probationary year the principal and school improvement team shall implement strategies to protect students from violent criminal offenses and to deter future offenses from occurring. Such strategies must be incorporated into the school improvement plan. As necessary, the superintendent may request assistance from the Department of Public Instruction to help identify strategies for implementation.

3. Persistently Dangerous Schools

If the State Board of Education determines that a school is a persistently dangerous school, the superintendent shall assign personnel from the central office to review safety procedures at the school. The central office team also shall assist the school with creating and implementing a corrective action plan for the school. The

corrective action plan should be based on an analysis of the problems at the school, should include strategies to improve safety at the school, and should identify any system-level policies and procedures that need to be modified. Any strategies identified for the corrective action plan should be incorporated into the school improvement plan.

Pursuant to the unsafe school choice transfer procedures provided below, a student who attends a persistently dangerous school will be allowed to transfer to another school that the superintendent has designated as an eligible transfer school.

As deemed appropriate, the board will pursue any appeals process available for review of a school's designation as probationary or persistently dangerous.

D. VICTIM OF A VIOLENT CRIMINAL OFFENSE

A student shall be considered the victim of a violent criminal offense when the following criteria are met:

1. the principal determines, based upon reasonable evidence, that the student has been the victim of any of the applicable offenses identified in this policy; and

2. the offense occurred while the student was on the grounds of the public school that he or she attends.

Pursuant to the unsafe school choice transfer procedures provided below, a student who is a victim of a violent criminal offense shall be allowed to transfer to another school that the superintendent has designated as eligible for transfer.

E. UNSAFE SCHOOL CHOICE TRANSFER PROCEDURES

The superintendent shall establish procedures to facilitate the transfer of students when a school has been identified as persistently dangerous or when a student has been identified as a victim of a violent criminal offense. Such procedures must include the following elements:

1. notice to parents within 10 days of the determination that their child attends a school that has been identified as persistently dangerous or that their child has been identified as a victim of a violent criminal offense;

2. notice to parents that their student has the opportunity to transfer to another school that has not been identified as persistently dangerous, that serves the student's instructional level, and that the superintendent has designated as an eligible transfer school; this notice must be provided no later than 14 days before the start of the school year for students attending persistently dangerous schools and no later than 14 days after determining that a student has become a victim of a violent criminal offense;

3. identification of those schools, including any virtual schools, within the system that are eligible to receive unsafe school choice transfers;

4. identification of other options for unsafe school choice transfers if no schools in the school system are eligible;

5. a process for parents to request transfer upon receiving notification of the unsafe school choice transfer option;

6. a process to ensure that transfers are completed by the start of the school year for students attending a school designated as persistently dangerous or as expeditiously as possible but not later than the start of the school year for a student victim, except in extraordinary circumstances; and

7. a report to the State Board of Education and to the local board of education of each student transfer made pursuant to this policy.

Transfers made because a student's school was designated as persistently dangerous will remain in effect as long as the school is so identified. Transfers made because a student was a victim of a violent criminal offense will remain in effect at least through the remainder of the school year in which the incident occurred.

F. TRANSPORTATION

Parents who decide to transfer their child pursuant to this policy are responsible for transportation of their child to the receiving school.

Legal References: Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act (ESSA), 20 U.S.C. 7912; *Unsafe School Choice Option Non-Regulatory Guidance*, U.S. Department of Education (May 2004); available at https://files.eric.ed.gov/fulltext/ED494736.pdf~~https://www2.ed.gov/policy/elsec/guid/unsafeschoolchoice.doc~~; 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, -202.1, -202.2, -202.4; G.S. 115C-36, -105.27, -366, -367; 16 N.C.A.C. 6E .0107; State Board of Education Policy SSCH--006

Cross References: School Safety (policy 1510/4200/7270), School Improvement Plan (policy 3430), Conflict Resolution (policy 3431), School Assignment (policy 4150)

Adopted: November 10, 2014

Revised: January 11, 2016; August 14, 2017; November 13, 2018 (Legal references only); August 12, 2020 (Legal references only); December 13, 2021; DATE (Legal references only)

The Watauga County Board of Education (the "board") recognizes that an effective staff is critical to the smooth operations of the school system and to creating a learning environment in which students can succeed. The board further believes that students will not excel in performance unless those who most directly affect students, including school administrators, teachers, and other licensed professionals, excel in their performance. For the purposes of this policy, the term "school administrator" is defined as a principal, assistant principal, supervisor, or director whose major function includes the supervision of teaching or any other part of the instructional program.

A. STANDARD FOR INITIAL, EXTENDED, OR RENEWED CONTRACTS

School administrator contracts will be granted, extended, or renewed only for individuals of proven ability who strive for excellence. School administrators should be able to facilitate student learning and effectively carry out the responsibilities of providing for school safety and enforcing student discipline. The superintendent is expected to be able to substantiate any recommendation for granting a new contract, extending a current contract, or renewing a contract with evaluation data, as described in policy 7810, Evaluation of Licensed Employees, or with regard to applicants, with data from the selection process as provided in policy 7100, Recruitment and Selection of Personnel. If the board is not satisfied that an applicant or employee has met the standards established by the board, employment will be denied, following statutorily prescribed procedures and other applicable legal requirements.

B. TERM OF CONTRACT

1. Initial Contracts

Initial contracts between a school administrator and the board will be for a term of two to four years. Four-year initial contracts will be granted only to exemplary school administrators. Absent unusual circumstances, two-year initial contracts will be granted for individuals who do not have experience as school administrators. In addition, one-year contracts may be granted to individuals who hold a provisional assistant principal's license.

2. Subsequent Contracts

Subsequent contracts between a principal or assistant principal and the board will be granted for a term of four years.

C. PERFORMANCE EXPECTATIONS

An employee who has a school administrator contract with the school system is expected to continue to strive for excellence, meet all performance standards established by the board, and pursue professional development as provided in policy 7800, Professional and Staff Development. Any employee who is unable or unwilling to meet reasonable

standards of the board may be subject to demotion or dismissal, as provided in policy 7930, Professional Employees: Demotion and Dismissal, and in accordance with statutorily prescribed procedures.

D. PROCEDURE FOR NEW, RENEWED, OR EXTENDED CONTRACTS

1. Decisions of the superintendent and board with regard to recommendations and offers and decisions not to recommend or offer new, renewed, or extended contracts will be made in accordance with G.S. 115C-287.1.

2. If the superintendent decides not to recommend that the board offer a school administrator a new, renewed, or extended contract, the employee has all procedural rights accorded by G.S. 115C-287.1.

3. In considering a recommendation of the superintendent to offer a school administrator a new, renewed, or extended contract, the board may review any information that was in the employee's personnel file at the time of the superintendent's recommendation. If the board determines that it needs additional information to reach a decision, it will notify the administrator of the board's concerns and of the additional information that it is considering and provide an opportunity for the employee to respond to the additional information.

Legal References: G.S. 115C-36, -47(18), ~~-284(e),~~270.20(b), -287.1, -289, -325.1 *et seq.*; *Tobe-Williams v. New Hanover Co. Bd. of Educ.*, 234 N.C. App. 453, 759 S.E.2d 680 (2014)

Cross References: Professional and Staff Development (policy 7800), Hearings Before the Board, Recruitment and Selection of Personnel (policy 7100), Evaluation of Licensed Employees (policy 7810), Professional Employees: Demotion and Dismissal (policy 7930)

Adopted: April 13, 2015

Revised: November 14, 2016; DATE (Legal references only)

WATAUGA COUNTY
BOARD OF EDUCATION
Margaret E. Gragg Education Center
175 Pioneer Trail, Boone, NC 28607

MEMORANDUM

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

FROM: Joe Nash, Finance Officer

DATE: November 17, 2025

RE: 2025-26 Budget Resolution

Attached is the Budget Resolution for Watauga County Schools for fiscal year 2025-26.

A summary budget for all funds is as follows:

Fund 1 - State Public Schools	$ 36,996,536
Fund 2 - Local Current Expense	16,886,584
Fund 3 - Federal Grants	2,593,342
Fund 4 - Capital Outlay	13,770,216
Fund 5 - School Nutrition	2,649,100
Fund 6 - Extended Learning Centers	779,869
Fund 8 - Special Revenues	3,964,491
Total	$ 77,640,138

WATAUGA COUNTY PUBLIC SCHOOL SYSTEM

BUDGET RESOLUTION

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

Section 1 – The following amounts are hereby appropriated for the operation of the school administrative unit in the State Public School Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

5000 Instructional Services	$ 32,983,373
6000 Support Services	3,966,790
7000 Ancillary Services	46,373
TOTAL STATE PUBLIC SCHOOL FUND APPROPRIATION	$ 36,996,536

Section 2 – The following revenues are estimated to be available to the State Public School Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

TOTAL STATE PUBLIC SCHOOL FUND REVENUE	$ 36,996,536

Section 3 – The following amounts are hereby appropriated for the operation of the school administrative unit in the Local Current Expense Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

5000 Instructional Services	$ 8,916,128
6000 Support Services	7,415,470
7000 Ancillary Services	94,986
8000 Non-Programmed Charges	460,000
TOTAL LOCAL CURRENT EXPENSE FUND APPROPRIATION	$ 16,886,584

Section 4 – The following revenues are estimated to be available to the Local Current Expense Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

TOTAL LOCAL CURRENT EXPENSE FUND REVENUE	$ 16,886,584

Section 5 – The following amounts are hereby appropriated for the operation of the school administrative unit in the Federal Grants Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

5000 Instructional Services	$ 1,926,590
6000 Support Services	94,275
8000 Non-Programmed Charges	572,477
TOTAL FEDERAL GRANTS FUND APPROPRIATION	$ 2,593,342

Section 6 – The following revenues are estimated to be available to the Federal Grants Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

TOTAL FEDERAL GRANTS FUND REVENUE	$ 2,593,342

Section 7 – The following amounts are hereby appropriated for the operation of the school administrative unit in the Capital Outlay Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

5000 Instructional Services	$ 2,532,747
6000 Support Services	1,136,171
9000 Capital Outlay	10,101,298
TOTAL CAPITAL OUTLAY FUND APPROPRIATION	$ 13,770,216

Section 8 – The following revenues are estimated to be available to the Capital Outlay Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

TOTAL CAPITAL OUTLAY FUND REVENUE	$ 13,770,216

Section 9 – The following amounts are hereby appropriated for the operation of the school administrative unit in the School Nutrition Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

7000 Ancillary Services	$ 2,649,100
TOTAL SCHOOL NUTRITION FUND APPROPRIATION	$ 2,649,100

Section 10 – The following revenues are estimated to be available to the School Nutrition Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

TOTAL SCHOOL NUTRITION FUND REVENUE	$ 2,649,100

Section 11 – The following amounts are hereby appropriated for the operation of the school administrative unit in the Extended Learning Centers Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

7000 Ancillary Services	$ 779,869
TOTAL EXTENDED LEARNING CENTERS FUND APPROPRIATION	$ 779,869

Section 12 – The following revenues are estimated to be available to the Extended Learning Centers Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

TOTAL EXTENDED LEARNING CENTERS FUND REVENUE	$ 779,869

Section 13 – The following amounts are hereby appropriated for the operation of the school administrative unit in the Special Revenue Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

5000 Instructional Services	$ 2,973,680
6000 Support Services	988,061
7000 Ancillary Services	2,750
TOTAL SPECIAL REVENUE FUND APPROPRIATION	$ 3,964,491

Section 14 – The following revenues are estimated to be available to the Special Revenue Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

TOTAL SPECIAL REVENUE FUND REVENUE	$ 3,964,491

Section 15 – All appropriations shall be paid first from revenues restricted as to use and then from general unrestricted revenues.

Section 16 – The superintendent is hereby authorized to transfer appropriations within a fund under the following conditions:

A. The superintendent may transfer amounts between purposes and between functions within a fund without limitations and without a report to the Board of Education being required.

B. The superintendent may not transfer any amounts between funds or from any contingency appropriation within a fund without Board of Education approval.

Section 17 – Copies of the Budget Resolution shall be immediately furnished to the superintendent and school finance officer for direction in carrying out their duties.

Adopted this 17th day of November 2025.

Chair
Watauga County Board of Education

STATE PUBLIC SCHOOL FUND 2025-26				11/17/2025
EXECUTIVE SUMMARY				
5000 INSTRUCTIONAL SERVICES				2025-26 PROPOSED BUDGET
	204 Classroom Teachers			17,342,530
	10 Art & PE Teachers			793,620
	20 School Health Personnel			1,758,675
	19 Instructional Support Personnel			1,590,532
	17 School Administators			1,880,685
	23 CTE Teachers Payroll			1,963,432
	49 EC Department Staff			3,556,242
	30 Teacher Assistants			1,429,900
	Hurricane Related Funding for Specialists			129,885
	Teacher Bonuses			716,366
	Substitutes			331,562
	Supplies			926,509
	Driver Training			87,790
	Literacy Intervention			77,967
	Hurricane Related Summer School Funding			397,678
6000 SUPPORT SERVICES				
	6 Directors			928,066
	Transportation Services			1,554,179
	Custodial Services			1,085,781
	Clerical Staff			255,168
	Technology Funds			114,803
	Supplies			28,794
7000 ANCILLARY SERVICES				
	.5 Director			46,373

SPECIAL REVENUE FUND 2025-26				11/17/2025
EXECUTIVE SUMMARY				
5000 INSTRUCTIONAL SERVICES				2025-26 PROPOSED BUDGET
	Medicaid Reimbursements Used for EC Program			900,402
	GEAR UP Program			175,342
	PROJECT SERV Grant			853,750
	Pre-K Program			344,415
	School Safety Grant & SRO			234,395
	Salary and Benefits for Drug Education Personnel			90,913
	Salary and Benefits for One School Nurse			77,585
	Second Harvest Grant for Mental Health Specialist			90,000
	CCC&TI Agreement Re: WCS CTE Teachers			116,405
	National Board Certifications			25,000
	Miscellaneous Other Grants			65,473
6000 SUPPORT SERVICES				
	Medicaid Reimbursements for EC Legal Services			70,292
	1:1 District Technology			75,181
	Electric Utilities			842,588
7000 ANCILLARY SERVICES				
	Nutrition Food Purchases			2,750

EXTENDED LEARNING CENTERS FUND 2025-26											
		Blowing	Cove	Green	Hardin			Valle	Holiday/	Summer	
Expenses	Bethel	Rock	Creek	Valley	Park	Mabel	Parkway	Crucis	Snowday	Camp	Total
Salaries	1,309	29,567	23,958	27,236	106,707	16,389	59,411	27,236	12,862	40,833	345,510
Longevity		503									503
Social Security	100	2,262	1,833	2,084	8,163	1,254	4,545	2,084	984	3,124	26,432
Retirement			1,617		8,723		9,305		458	4,054	24,157
Health Insurance			4,452		8,904		8,904				22,261
Substitutes					500		400		500	500	1,900
Local Supplement					1,526		1,526				3,052
Training Hours			400	160	1,500	160	400	400		2,000	5,020
Staff Bonuses		2,500	2,900	2,900	11,100	1,500	4,800	2,900			28,600
Personnel Subtotal	**1,409**	**34,832**	**35,161**	**32,380**	**147,124**	**19,303**	**89,291**	**32,620**	**14,804**	**50,511**	**457,435**
Snacks	100	2,000	3,000	1,750	7,500	1,500	2,700	1,300	1,000	1,613	22,463
Center Supplies	50	1,200	1,500	1,000	3,000	1,000	2,000	2,500	1,500	2,000	15,750
Field Trips/presenters									1,000	10,000	11,000
Program Subtotal	**150**	**3,200**	**4,500**	**2,750**	**10,500**	**2,500**	**4,700**	**3,800**	**3,500**	**13,613**	**49,213**
Site Total Costs	1,559	38,032	39,660	35,130	157,624	21,803	93,991	36,420	18,304	64,124	506,647
Administrative and Other Program Costs			187	187	375	52	375				273,222
Grand Total Expenses	**1,559**	**38,032**	**39,847**	**35,317**	**157,999**	**21,855**	**94,366**	**36,420**	**18,304**	**64,124**	**779,869**
Revenues											
From Fund Balance											59,125
Parent Pay	792	80,811	65,835	33,255	160,497	18,288	103,575	76,581	24,000	79,800	643,434
Other (DSS)											77,310
Grand Total Revenues	**792**	**80,811**	**65,835**	**33,255**	**160,497**	**18,288**	**103,527**	**76,581**	**24,000**	**79,800**	**779,869**
Net Gain or Loss	(767)	42,779	26,175	(1,875)	2,873	(3,515)	9,536	40,161	5,696	15,676	(0)

Administrative Costs	Assistant	Director		Other Program Costs	
704.113 ELC Director	53,745	43,062		704.362 Bank Fees	100
Assistant Director Bonus	2,400			704.312 Workshop expenses	3,000
704.184 Longevity	1,209	646		704.332 Travel	2,500
704.211 Social Security	4,112	3,294		704.342 Postage	100
704.221 Retirement	12,920	10,352		704.399 Other (Scholarships)	32,625
704.231 Health Insurance	8,904	4,452		704.411 Supplies	2,000
Local Supplement	2,790			704.418 Software	8,000
				Indirect Costs	45,335
				Emergency Funds	21,000
				704.461 Computer Equipment	4,000
	86,080	61,806		704.462 Furniture & Equipment	5,500
Total Administrative Personnel Costs		**147,886**		**Total Program Admin Costs**	**124,160**

SCHOOL NUTRITION FUND 2025-26			
PROGRAM EXPENSES			
5.7200.035.113	DIRECTOR SALARY		$ 90,000.00
5.7200.035.151	CLERICAL SALARY		$ 48,000.00
5.7200.035.165	SUBSTITUTES		$ 7,000.00
5.7200.035.174	SALARY-CAFETERIA WORKER		$ 590,000.00
5.7200.035.176	SALARY-MANAGER		$ 322,000.00
5.7200.035.184	LONGEVITY PAY		$ 7,500.00
5.7200.035.185	BONUS ANNUAL LEAVE		$ 600.00
5.7200.035.188	ANNUAL LEAVE		$ 20,000.00
5.7200.035.189	SHORT-TERM DISABILITY		$ 3,000.00
5.7200.035.199	OVERTIME PAY		$ 8,000.00
5.7200.035.211	EMPLOYERS SOC SEC COST		$ 73,000.00
5.7200.035.221	EMPLOYERS RETIREMENT COST		$ 226,000.00
5.7200.035.231	EMPLOYERS HOSP INS COST		$ 272,000.00
5.7200.035.314	MARKETING COSTS		$ 700.00
5.7200.035.326	CONTRACTED REPAIRS/MATERIALS		$ 4,000.00
5.7200.035.342	POSTAGE		$ 800.00
5.7200.035.361	MEMBERSHIP DUES		$ 700.00
5.7200.035.392	INDIRECT COST		$ 50,000.00
5.7200.035.411	OFFICE SUPPLIES		$ 700.00
5.7200.035.418	SOFTWARE		$ 20,000.00
5.7200.035.422	REPAIR PARTS/MATERIALS		$ 10,000.00
5.7200.035.423	VEHICLE GAS/FUEL		$ 500.00
5.7200.035.424	VEHICLE OIL		$ 100.00
5.7200.035.425	VEHICLE TIRES & TUBES		$ 500.00
5.7200.035.451	FOOD PURCHASED		$ 720,000.00
5.7200.035.452	USDA COMMODITY FOODS USED		$ 172,000.00
5.7200.035.453	FOOD PROC. SUPPLIES		$ 60,000.00
5.7200.035.461	FURNITURE & EQUIPMENT-INVENTORIED		$ 1,000.00
5.7200.035.541	EQUIPMENT		$ 1,000.00
5.7200.035.571	DEPRECIATION		$ 30,000.00
Grand Total Expenses			**$ 2,649,100.00**
PROGRAM REVENUES			
5.3250.035.000	SALES & USE TAX REFUND		$ 500.00
5.3811.035.000	USDA GRANTS		$ 1,325,000.00
5.3814.035.000	USDA GRANTS SUMMER FEEDING		$ 30,000.00
5.3815.035.000	USDA GRANTS/COMM.FOODS		$ 172,000.00
5.4311.035.000	PAID STUDENT BREAKFASTS		$ 75,000.00
5.4314.035.000	STUDENT LUNCH FULL PAY		$ 525,000.00
5.4316.035.000	LUNCH ADULT CASH		$ 40,000.00
5.4318.035.000	SUPPLEMENTAL SALES		$ 270,000.00
5.4321.035.000	CATERED BREAKFASTS		$ 300.00
5.4322.035.000	CATERED LUNCHES		$ 500.00
5.4323.035.000	CATERED SUPPERS & BANQUETS		$ 1,000.00
5.4324.035.000	CATERED SUPPLEMENTS		$ 15,000.00
5.4341.035.000	STATE REIMBURSEMENT REDUCED BREAKFAST		$ 3,000.00
5.4342.035.000	STATE REIMBURSEMENT REDUCED LUNCH		$ 7,000.00
5.4450.035.000	INTEREST EARNED ON INVESTMENTS		$ 20,000.00
5.4490.035.000	MISC LOCAL OPERATING REV		$ 300.00
5.4820.035.000	DISPOSITION SCHOOL FIXED ASSETS		$ 7,500.00
5.4880.035.000	INDIRECT COST ALLOCATED		$ 112,000.00
5.4921.035.000	TRANSFER FROM PUBLIC SCHOOL FUND		$ 45,000.00
Grand Total Revenues			**$ 2,649,100.00**

CAPITAL OUTLAY FUND 2025-26				11/17/2025
EXECUTIVE SUMMARY				
5000 INSTRUCTIONAL SERVICES				2025-26 PROPOSED BUDGET
	Prior Year Approved Lottery Funds			223,211
	Prior Year Approved Lottery R&R Funds			1,465,536
	Replace Kitchen/Cafeteria Equipment	Lottery Fund		85,000
	Gym Floor Replacement	Lottery Fund		25,000
	Cove Creek Oil Tank Replacement	Lottery Fund		100,000
	Carpet & Tile Replacement	R&R Lottery Fund		60,000
	Mold Remediation			52,000
	Technology			415,000
	Furniture/Equipment for Schools			107,000
6000 SUPPORT SERVICES				
	Transportation Radio & Repeater Lease			280,250
	Yellow Bus Purchases			469,267
	Activity Bus Purchase			158,000
	Maintenance Trucks			130,000
	Furniture/Equipment for Trans., Maint., CO			98,654
9000 CAPITAL OUTLAY				
	New Valle Crucis School Supplies			12,500
	Hurricane FEMA/Ins. Contracted Services			9,230,656
	Hurricane FEMA/Ins. Rental-Lease			156,000
	Hurricane FEMA/Ins. Furn. & Equipment			702,142

FEDERAL GRANTS FUND 2025-26				11/17/2025
EXECUTIVE SUMMARY				
5000 INSTRUCTIONAL SERVICES				2025-26 PROPOSED BUDGET
	23 Teachers			1,652,683
	1 Other Staff			56,727
	1 Instructional Support Personnel			68,997
	Workshops & Supplies			148,183
6000 SUPPORT SERVICES				
	1 Directors			92,275
	Supplies			2,000
8000 NON-PROGRAMMED CHARGES				
	Indirect Costs			125,227
	Unbudgeted Funds			447,250

LOCAL CURRENT EXPENSE FUND 2025-26				11/17/2025
EXECUTIVE SUMMARY				
5000 INSTRUCTIONAL SERVICES				2025-26 PROPOSED BUDGET
	58 Teachers			4,012,328
	2 School Health Personnel			143,481
	4.5 Instructional Support Personnel			378,753
	1 School Administator			110,312
	22 Office Clerical Staff			1,279,900
	Teacher Assistants			175,000
	Substitutes			102,268
	Supplements & Other Payroll			1,945,428
	Supplies			492,333
	Staff Development & Travel			122,725
	Athletics			153,600
6000 SUPPORT SERVICES				
	4 Directors			560,905
	14 Maintenance Staff			954,701
	12 Office and Technology Staff			948,644
	Custodial Staff			333,760
	Supplements & Other Payroll			430,674
	Insurance			373,879
	Legal & Financial Services			140,000
	Transportation Services			161,000
	Technology			385,000
	Facilities Maintenance			665,000
	Utilities			2,281,207
	Supplies			180,699
7000 ANCILLARY SERVICES				
	Supplements & Other Payroll			94,986
8000 NON-PROGRAMMED CHARGES				
	Charter Schools			460,000

STATE PUBLIC SCHOOL FUND 2025-26				11/17/2025
EXECUTIVE SUMMARY				
5000 INSTRUCTIONAL SERVICES				2025-26 PROPOSED BUDGET
	204 Classroom Teachers			17,342,530
	10 Art & PE Teachers			793,620
	20 School Health Personnel			1,758,675
	19 Instructional Support Personnel			1,590,532
	17 School Administators			1,880,685
	23 CTE Teachers Payroll			1,963,432
	49 EC Department Staff			3,556,242
	30 Teacher Assistants			1,429,900
	Hurricane Related Funding for Specialists			129,885
	Teacher Bonuses			716,366
	Substitutes			331,562
	Supplies			926,509
	Driver Training			87,790
	Literacy Intervention			77,967
	Hurricane Related Summer School Funding			397,678
6000 SUPPORT SERVICES				
	6 Directors			928,066
	Transportation Services			1,554,179
	Custodial Services			1,085,781
	Clerical Staff			255,168
	Technology Funds			114,803
	Supplies			28,794
7000 ANCILLARY SERVICES				
	.5 Director			46,373

Section 13 – The following amounts are hereby appropriated for the operation of the school administrative unit in the Special Revenue Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

5000 Instructional Services	$ 2,973,680
6000 Support Services	988,061
7000 Ancillary Services	2,750
TOTAL SPECIAL REVENUE FUND APPROPRIATION	$ 3,964,491

Section 14 – The following revenues are estimated to be available to the Special Revenue Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

TOTAL SPECIAL REVENUE FUND REVENUE	$ 3,964,491

Section 15 – All appropriations shall be paid first from revenues restricted as to use and then from general unrestricted revenues.

Section 16 – The superintendent is hereby authorized to transfer appropriations within a fund under the following conditions:

A. The superintendent may transfer amounts between purposes and between functions within a fund without limitations and without a report to the Board of Education being required.

B. The superintendent may not transfer any amounts between funds or from any contingency appropriation within a fund without Board of Education approval.

Section 17 – Copies of the Budget Resolution shall be immediately furnished to the superintendent and school finance officer for direction in carrying out their duties.

Adopted this 17th day of November 2025.

Chair
Watauga County Board of Education

PARENTAL INSPECTION OF AND OBJECTION TO INSTRUCTIONAL MATERIALS

Policy Code: 3210

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

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

For purposes of this policy, all references to "parent" include a parent, legal guardian, legal custodian, or other caregiver adult authorized to enroll a student under policy 4120, Domicile or Residence Requirements.

A. PARENTAL RIGHT TO INSPECT MATERIALS

Parents may review all instructional materials, as defined in policy 3200, Selection of Instructional Materials. Instructional materials do not include academic tests or assessments. Parents who would like to inspect and review instructional materials should make a request in writing to the principal identifying the instructional materials the parent is seeking to inspect. Within 10 business days of receiving the request, ~~T~~the principal shall either (1) provide access to the requested information or (2) provide an extension notice to the parent that, due to the volume or complexity of the request, access to the information will be provided no later than 20 business days from the date of the parent's request. Access will be provided by supplying the parent with a copy of the materials or by scheduling ~~schedule~~ a mutually agreeable date and time for the parent to come into the school to review the materials. ~~All efforts should be made to schedule the time as soon as possible but no later than 10 business days from the date of the request.~~ All materials used in reproductive health and safety education shall be available for review as provided in policy 3540, Comprehensive Health Education Program.

B. PARENTAL OBJECTION TO MATERIALS

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

If the principal or the committee determines that any material violates constitutional or other legal rights of the parent or student, the principal or the committee shall either remove

the material from instructional use or accommodate the particular student and parent. (For religious-based objections, also see policy 3510, Religious-Based Exemptions from School Programs.) Before any material is removed, the principal or the committee shall ensure that the curriculum is still aligned with current statewide instructional standards and articulated from grade to grade. If an objection made by a parent or student is not based upon constitutional or legal rights, the principal or the committee may accommodate the objection after considering the effect on the curriculum; any burden on the school, teacher, or other students that the accommodation would create; and any other relevant factors. Books and other instructional materials may be removed from the school media collection only for legitimate educational reasons and subject to the limitations of the First Amendment. The decision of the committee or principal may be appealed to the superintendent. The decision of the superintendent may be appealed to the board.

Any request by a student's parent that the student be prohibited from borrowing certain library books will automatically be granted. The request must be made in writing to the principal and identify by title the library book(s) that the student may not borrow. For purposes of this policy, library books are defined as all instructional materials, other than textbooks, that are available at a school, whether in the school library or in a classroom or other space, for independent use by students and school personnel outside of the standard course of study for any grade or course. The titles of all library books at a school may be accessed through a searchable web-based catalog displayed on the homepage of the school's website.

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

Legal References: U.S. Const. amend. I; 20 U.S.C. 1232h; N.C. Const. art. I, § 14; *Board of Educ. v. Pico,* 457 U.S. 853 (1982); G.S. 115C art. 8 pt. 1; 115C-45, -47, -76.25(a)(5), -76.35(b), -76.40, -98, -98.1, -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), Religious-Based Exemptions from School Programs (policy 3510), Comprehensive Health Education Program (policy 3540), Domicile or Residence Requirements (policy 4120)

Adopted: April 11, 2016

Revised: April 9, 2018 (Legal references only); November 6, 2023

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

RELIGIOUS-BASED EXEMPTIONS FROM SCHOOL PROGRAMS

Policy Code: **3510**

The curriculum of the school system will be based on the current statewide instructional standards. The board and the school administrators will exercise their authority to select appropriate materials and teach the curriculum in an effective manner. The board supports the free exercise of religion and prohibits discrimination on the basis of religion. While students are expected to participate in all required courses and school activities, the board recognizes that at times a student or a student's parents or guardian may object to a specific ~~school course or~~ classroom discussion, activity, or assigned reading. This policy is designed to provide students, parents, and guardians with a process for seeking a religious-based exemption for ~~their child~~a student from a ~~required school course or~~specific classroom discussion, activity, or assigned reading. To the extent practicable, students, parents, and guardians will be notified in advance of upcoming classroom discussions, activities, and assigned readings.

~~If~~ A student, parents, or guardian ~~have religious-based objections to certain programs, they~~ may petition to exempt the~~ir~~ student ~~child~~ from participation in a specific classroom discussion, activity, or assigned reading that the student, parent, or guardian believes would impose a substantial burden on the student's religious beliefs or invade the student's privacy by calling attention to the student's religion. Any request for exemption should be submitted to the superintendent or designee in accordance with the following guidelines.

1. The request must be in writing.

2. The request must specify the discussion, activity, or reading and explain how it ~~activities or studies that~~ would impose a substantial burden on the student's religious beliefs or invade the student's privacy by calling attention to the student's religion~~violate their religious beliefs and explain how their religious beliefs are violated by the activity~~.

3. The request may suggest a proposed alternate activity or study.

The superintendent or designee shall review the request in accordance with any constitutional or statutory standards and shall accommodate the request as~~when~~ required ~~to do so~~ by law. If accommodation is not required by law, the superintendent or designee may choose to accommodate such a request after weighing factors, such as the interest of the child, the impact on other students, and the availability of alternative activities or materials. An appeal of the ~~superintendent's~~ decision may be made ~~to the board~~ through the student grievance procedure.

If a student is excused from a classroom discussion, activity, or assigned reading, the student will be provided an alternative activity or assignment aligned with the standard course of study.

Legal References: U.S. Const. amend. I; N.C. Const. art. I, § 14; G.S. 115C-36, -47(33b)

Cross References: Student and Parent Grievance Procedure (policy 1740/4010), Goals and Objectives of the Educational Program (policy 3000), Curriculum Development (policy 3100)

Adopted: August 3, 2015

A student who is domiciled within the geographic area served by the school system, who is under age 21 (22 for students entitled to special education services), who has not completed the prescribed courses for high school graduation and who otherwise qualifies for admission, is entitled to be admitted without payment of tuition. Under certain circumstances specified by law, a student who resides in the area served by the school system and who otherwise qualifies for admission to its schools also is entitled to be admitted without payment of tuition. In addition, students who are homeless or in foster care may be entitled to continue attending their school of origin without payment of tuition regardless of a change in their domicile or residency status.

Children with disabilities are required to meet state domicile requirements to be entitled to admission to school without payment of tuition unless they are "grandfathered" into the system under subsection C.6, below, or unless they otherwise meet one of the circumstances that entitle them to admission without payment of tuition. (See Section C, below.)

A. DOMICILE AND RESIDENCE DEFINED

Domicile requires the intent to abandon one's prior home and remain in the new location as a permanent home for an indefinite period. In contrast, a residence need not be one's exclusive home and does not require an intention that the residence be the permanent home.

B. MEETING DOMICILE REQUIREMENTS

1. Domicile of Students Generally

   The domicile of a student under 18 years of age is presumed to be the domicile of his or her parents, legal guardian, or legal custodian as defined by the General Statutes of North Carolina.

2. Domicile of Emancipated Students

   If a student is at least 18 years of age, is married, or has been abandoned by his or her parents, or if the court declares a student to be emancipated, the student may establish a domicile independent from that of his or her parents, legal guardian, or legal custodian. A student who establishes domicile as a result of being emancipated is a domiciliary of the school system and is entitled to the same rights and privileges of other students domiciled in the school system.

3. Domicile of Students with Divorced or Separated Parents

   Domicile for the purpose of school admission and assignment will be determined by the following criteria.

a. In the event that a student's parents are divorced or separated and physical custody has been given to only one parent, the student's domicile follows that of the parent who has been granted physical custody.

b. If physical custody has not been determined or has been granted jointly to both parents, or if the custodial parent wishes the student to attend school in the non-custodial parent's system of residence, then the parents must jointly agree on which residence will be used to determine the student's domicile. The selected residence must be submitted in writing to the superintendent.

c. The selection may not be changed during the school year unless the parents satisfy the board's policies on transfers and releases.

d. In the event that the parents cannot agree on which residence will be used to determine the student's domicile for school assignment purposes, school officials shall assign the student according to the residence of the parent with physical custody of the student at the beginning of each school year.

C. MEETING RESIDENCE REQUIREMENTS

A student who resides in the system in any of the following circumstances will be admitted without payment of tuition.

1. The student is homeless as defined in state and federal law and policy 4125, Homeless Students. A student living with a friend or relative is not a homeless student unless he or she lives there due to conditions that constitute homelessness under state and federal statutes. A homeless student will be assigned in accordance with policy 4125, Homeless Students.

2. The parent, guardian, or legal custodian residing in the school system attendance area is a student, employee, or faculty member of a college or university or is a visiting scholar at the National Humanities Center.

3. The student resides in a group home, foster home, or other similar facility or institution.

4. The student resides in a pre-adoptive home following placement by a county department of social services or a licensed child-placing agency.

5. The parent, guardian, or legal custodian residing in the school system attendance area is on active military duty and is assigned by official military order to a military installation or reservation in North Carolina.

6. The student is considered a child with a disability by the General Statutes and the North Carolina *Policies Governing Services for Children with Disabilities* and the

child was (a) enrolled in the school system on the last day of school for the 2006-07 school year or (b) enrolled in and attending a school in the school system on August 1, 2007, for the 2007-08 school year, so long as the child lives within and is continuously enrolled in the system.

7. The student resides with an adult who is a domiciliary of the school system as a result of any of the following.

   a. The death, serious illness, or incarceration of the child's parent or legal guardian.

   b. The abandonment by the child's parent or legal guardian of the complete control of the student as evidenced by the failure to provide substantial financial support and parental guidance.

   c. Abuse or neglect by the parent or legal guardian.

   d. The physical or mental condition of the parent or legal guardian is such that he or she cannot provide the student with adequate care and supervision.

   e. The relinquishment of physical custody and control of the student by the student's parent or legal guardian upon the recommendation of the department of social services or the Division of Mental Health.

   f. The loss or uninhabitability of the student's home as the result of a natural disaster.

   g. The parent or legal guardian is one of the following: (1) a member or veteran of the uniformed services who is severely injured and medically discharged or retired (but only for a period of one year after the medical discharge or retirement of the parent or guardian); or (2) a member of the uniformed services who has died while on active duty or as a result of injuries sustained on active duty (but only for a period of one year after the death of the parent or guardian). Assignment under this subsection is only available if some evidence of the medical discharge, retirement, or death is tendered with the affidavits required under G.S. 115C-366.

   h. The parent or legal guardian is on active military duty, not including periods of active duty for training for less than 30 days, and the commanding officer of the parent or legal guardian provides in a signed letter that the parent or legal guardian's military orders prevent him or her from physically residing with the student. Assignment under this subsection is only available if the signed letter from the commanding officer is included with the affidavits required under G.S. 115C-366, and the commanding officer indicates the time period that such military orders will be in effect.

In order to be admitted under this provision, the student may not be currently under a term of suspension or expulsion from a school for conduct that could have led to a suspension or an expulsion from the local school administrative unit, unless the student is identified as eligible for special education and related services under the Individuals with Disabilities Education Act, 20 U.S.C. 1400, *et seq.*, and evidence of such eligibility is tendered with the affidavits described below.

The adult with whom the student resides and the student's parent, guardian, or legal custodian, if available, must complete and sign separate affidavits available from the superintendent's office attesting to information required by G.S. 115C-366(a3). If it is found that a person willfully and knowingly provided false information in the affidavit, the maker of the affidavit will be guilty of a Class 1 misdemeanor and will pay to the board an amount equal to the cost of educating the student during the period of enrollment. Repayment will not include state funds.

D. REMOTE ENROLLMENT OF CHILDREN OF MILITARY FAMILIES

A student who is not domiciled in the school system attendance area is permitted to enroll by remote means, including electronic means, prior to commencement of the student's residency in the school system attendance area if all of the following apply.

1. The student's parent or legal guardian (a) is on active military duty and is transferred or pending transfer pursuant to an official military order to a military installation or reservation in North Carolina or (b) will be separating from active military duty within a 12-month period.

2. Upon request by the school system, the parent or legal guardian provides a copy of (a) the official military order transferring to the military installation or reservation, (b) the official separation orders, or (c) an official military document showing the anticipated date of separation or date of projected permanent change of station.

3. The parent or legal guardian completes and submits the school system's enrollment forms and documentation, other than~~except that~~ proof of residency and documentation related to disciplinary actions required under policy 4115, Behavior Standards for Transfer Students~~, will not be required until the student transfers into the school system~~.

4. The parent or legal guardian submits to the school system the proof of residency and documentation related to the disciplinary actions upon the student commencing attendance. If the proof of residency has not yet become available because the parent or legal guardian and student are residing in temporary housing, the student will be permitted to enroll and begin attending school based on the anticipated domicile: (a) for a period up to one year either (1) from the parent or legal guardian's reporting-for-duty date, separation date from active military duty, or anticipated separation date from active military duty or (2) through the end of the

school year; or (b) through high school graduation for a student who is enrolling as a high school junior or senior.

The school system will make available to a student who registers to enroll pursuant to this section the same opportunities available to a domiciled student, such as requesting or applying for school assignment, registering for courses, and applying for any other programs that require additional request or application. ~~A student enrolled pursuant to this section may not attend school until proof of residency is provided.~~

E. PARTICIPATION IN JROTC BY HOME SCHOOL STUDENTS

A home school student who resides within the assignment area of a school that maintains a Junior Reserve Officers' Training Corps (JROTC) unit shall be permitted membership in the JROTC unit of the school without regard to domicile if the student is otherwise qualified for membership but for lack of enrollment in the school.

F. STUDENTS PARTICIPATING IN THE NORTH CAROLINA ADDRESS CONFIDENTIALITY PROGRAM

In determining whether a student meets the domicile or residence requirements of this policy, school personnel shall consider the actual address of a participant in the North Carolina Address Confidentiality Program established by G.S. Chapter 15C, but such address will remain confidential in accordance with law and policy 4250/5075/7316, North Carolina Address Confidentiality Program.

G. APPEAL OF ADMISSION DECISIONS

Within 10 working days of receiving all of the information required under this policy, the superintendent or designee shall provide a written decision to the applicant for admission to the school system. The superintendent's decision regarding admission of the student may be appealed to the board in accordance with subsection E.5 in policy 1740/4010, Student and Parent Grievance Procedure.

Legal References: 10 U.S.C. 2031(f); Elementary and Secondary Education Act, 20 U.S.C. 6303 *et seq.*; Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, 34 C.F.R. pt. 300; McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431 *et seq.*; *Non-Regulatory Guidance: Ensuring Educational Stability for Children in Foster Care*, U.S. Department of Education and U.S. Department of Health and Human Services (June 2016); *Non-Regulatory Guidance on Education for Homeless Children and Youths Program*, U.S. Department of Education (July 2016); G.S. 7B art. 35; 35A art. 6; 15C-8(i); 50-13.1 to -13.3; 115C-106.2, -106.3, -107.6, -108.1(a), -366, -407.5; *Policies Governing Services for Children with Disabilities*, State Board of Education Policy EXCP-000, available at http://ec.ncpublicschools.gov/policies/nc-policies-governing-services-for-children-with-disabilities

Cross References: Student and Parent Grievance Procedure (policy 1740/4010), Children of Military Families (policy 4050), Behavior Standards for Transfer Students (policy 4115),

Homeless Students (policy 4125), North Carolina Address Confidentiality Program (policy 4250/5075/7316)

Adopted: November 10, 2014

Replaces: Policy 5.02.50, Student Assignments (in part) and Policy 5.02.60 (in part)

Revised: September 11, 2017; October 5, 2020; February 14, 2022; June 30, 2022; November 12, 2024

USE OF WIRELESS COMMUNICATION DEVICES

Policy Code: 4318

The board recognizes that cellular phones and other wireless communication devices ~~have become~~ are an important tool through which parents communicate with their children and through which students gather information. The board also understands that excessive use of wireless communication devices may pose significant health and social risks for students. Therefore, to balance these interests and the needs of students, parents, and the school community, the board limits the use of wireless communication devices as provided in this policy. ~~Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by school rules or school personnel. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios and similar devices.~~

A. DEFINITIONS

For the purposes of this policy, the following definitions apply.

1. "Instructional time" is the time during which students are assigned to a teacher for the primary purpose of instruction.

2. A "wireless communication device" is any portable wireless device that has the capability to provide voice, messaging, or other data communication between two or more parties, including but not limited to cellular telephones, tablet and laptop computers, paging devices, two-way radios, and gaming devices.

~~A.~~B. AUTHORIZED USE DURING INSTRUCTIONAL TIME

Students are permitted to possess wireless communication devices on school property so long as the devices are not turned on, used, or displayed during instructional time or as otherwise directed by school rules or school personnel.

~~Administrators may authorize~~ Additionally, individual students ~~to~~ may use wireless communication devices ~~for personal purposes when there is a reasonable need for such communication~~ as required by the student's Individualized Education Program or Section 504 plan or to manage the student's health care in accordance with a documented medical condition. Teachers ~~and administrators~~ may authorize individual students to use the devices for instructional purposes, provided that they supervise the students during such use, or in the event of an emergency.

C. AUTHORIZED USE DURING NON-INSTRUCTIONAL TIME

Although use ~~generally is~~ of wireless communication devices is generally permitted during non-instructional time and before and after school, the principal may establish additional limitations on the use, possession, or display of such devices consistent with this policy.

~~u~~Use of ~~cellular phones and other~~ wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses. In addition, elementary and middle school students who participate in after-school programs are prohibited from using wireless communication devices during such programs.

~~B.~~D. CONSEQUENCES ~~FOR UNAUTHORIZED USE~~

School employees may immediately confiscate any wireless communication devices that are on, used, or displayed ~~or visible~~ in violation of this policy. In general, the confiscated device will be returned to the student at the end of the school day. However, an administrator may require a student's parent to recover a confiscated device if the student has repeatedly violated this policy. ~~Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student's parent.~~

The disciplinary consequences for violations of this policy shall be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

The following factors should be considered when determining appropriate consequences: whether the wireless communication device was used (1) to reproduce images of tests, obtain unauthorized access to school information or assist students in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation, or school rule; (2) to bully or harass other students; (3) to send illicit text messages; (4) to take and/or send illicit photographs; or (5) in any other manner that would make more severe disciplinary consequences appropriate.

~~C.~~E. SEARCH OF WIRELESS COMMUNICATION DEVICES

In accordance with policy 4342, Student Searches, a student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, board policy, the Code of Student Conduct, or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

~~D.~~F. LIABILITY

Students are personally and solely responsible for the security of their wireless communication devices. The school system is not responsible for the theft, loss, or damage of a ~~cellular phone or other~~ personal wireless communication device.

Legal References: G.S. 115C-36, -76.100, -390.2

Cross References: Student Behavior Policies (policy 4300), Disruptive Behavior (policy 4315), Student Searches (policy 4342)

Adopted: October 13, 2014

EMERGENCY EPINEPHRINE DELIVERY SYSTEMS~~AUTO-INJECTOR DEVICES~~

Policy Code: **5024/6127/7266**

Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Many severe allergies are undiagnosed, and students or others may experience their first severe allergic reaction while at school. Epinephrine delivery systems~~auto-injector devices~~ can be used to administer epinephrine to provide rapid, convenient first aid for persons suffering a potentially fatal anaphylactic reaction. This policy addresses the use of emergency epinephrine ~~auto-injector devices~~delivery systems administered under a non-patient specific prescription. Student-specific orders for epinephrine delivery systems~~auto-injector devices~~ are addressed in policy 6125, Administering Medicines to Students.

Designated trained school personnel are authorized to use emergency epinephrine delivery systems~~auto-injector devices~~ to deliver emergency medical aid to any person suffering from an anaphylactic reaction during the school day or at a school-sponsored event on school property. The superintendent shall ensure that at least two emergency epinephrine delivery systems~~auto-injector devices~~ are located at each school for this purpose and are stored in secure, but unlocked and easily accessible, locations.

Each school principal shall designate one or more school personnel, as part of the medical care program under G.S. 115C-375.1, to receive initial training and annual retraining from a school nurse or qualified representative of the local health department regarding the storage and emergency use of epinephrine delivery systems~~auto-injector devices~~. Only such trained personnel are authorized to administer epinephrine to persons believed to be having an anaphylactic reaction. The principal shall make reasonable efforts to notify other school staff members as to which employee(s) has received this training in order to facilitate a prompt emergency response.

The principal, in collaboration with appropriate school personnel, shall create an emergency action plan for the use of epinephrine delivery systems~~auto-injector devices~~ that complies with all state law requirements. Principals are encouraged to include in the plan school-wide employee training in recognizing symptoms of anaphylaxis.

Epinephrine delivery systems~~auto-injector devices~~ provided by the school are intended for unforeseen emergencies. Students known to have medical conditions requiring the availability of an epinephrine delivery system~~auto-injector device~~ are expected to provide such ~~devices~~ a delivery system for their use at school. Parents of students with known life threatening allergies and/or anaphylaxis should provide the school with written instructions from the students' health care provider for handling anaphylaxis and all necessary medications for implementing the student specific order in accordance with policy 6125, Administering Medicines to Students. Students who meet the conditions established in policy 6125 may possess and self-administer their own medication.

This policy does not require emergency epinephrine delivery systems~~auto-injector devices~~ to be available at activities held off school grounds during or after the school day, including field trips

or off-site athletic events, or during transportation to or from school, except as may be required pursuant to an individual student's IEP, Section 504 Plan, or health or emergency plan.

Legal References: G.S. 115C-375.1, -375.2A

Cross References: Administering Medicines to Students (policy 6125)

Adopted: February 9, 2015

PUBLIC RECORDS – RETENTION, RELEASE, AND DISPOSITION

Policy Code: **5070/7350**

The board is committed to providing access to public records and public information. All employees shall comply with the public records law and this policy.

A. PUBLIC RECORD DEFINED

Any record, in any form, that is made or received by the board or its employees in connection with the transaction of public business is a public record that must be made available to the public, unless such record is protected from disclosure by federal or state law or is otherwise exempted from the public records law, G.S. 132-1 through 132-9. (See policy 5071/7351, Electronically Stored Information Retention, for specific information regarding public records in electronic form.)

Though the school improvement plan is a public record, the school safety components of the plan are not public records subject to public records law. Schematic diagrams, as described in G.S. 115C-105.53 and -105.54, and emergency response information, as described in G.S. 115C-47(40) and -105.54, are also not considered public records subject to public records law.

The official records of students are not public records subject to inspection and examination. (For additional information regarding the release of information about students, see policy 4700, Student Records.) Further, any written material containing the identifiable scores of individual students on any test taken pursuant to the state testing program described in Chapter 115C, Article 10A of the North Carolina General Statutes is not a public record. Any test that is developed, adopted, or provided as part of the state testing program is not a public record until the State Board of Education designates that the test is released.

Any report received from the Teachers' and State Employees' Retirement System pursuant to G.S. 135-8(f)(2)(f) is not a public record and will be treated as confidential.

Information in school system employee personnel files is protected from disclosure in accordance with G.S. 115C-319, except that the following employee information is public record.

1. Name.

2. Age.

3. The date of original employment or appointment.

4. The terms of any past or current contract by which the employee is employed, whether written or oral, to the extent that the board has the written contract or a record of the oral contract in its possession.

5. Current position.

6. Title.

7. Current total compensation from all funding sources, including at least salary (includinges pay, benefits, incentives, supplements, bonuses, deferred compensation, and all other forms of compensation paid to the employee) and reimbursements and allowances (including travel-related reimbursements and allowances).

8. The date and amount of each increase or decrease in ~~salary~~ total compensation with the board.

9. The date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with the board.

10. The date and general description of the reasons for each promotion with the board.

11. The date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the board. If the disciplinary action was a dismissal, a copy of the written notice of the final decision of the board setting forth the specific acts or omissions that are the basis of the dismissal.

12. The office or station to which the employee is currently assigned.

The name of a participant in the North Carolina Address Confidentiality Program is not a public record and must be redacted from any records released. As necessary, school personnel may combine public and confidential records to meet the business needs of the system. However, if a record contains confidential information as well as public information, school officials must provide the requested public record with the confidential information removed or redacted.

B. DESIGNATION OF RECORDS OFFICER

The superintendent shall designate a records officer or otherwise ensure that the duties of a records officer are met.

1. Duties of the Records Officer

The duties of the records officer include the following:

a. determining whether records are public or confidential by law, with assistance from the local board attorney as necessary;

b. determining the most cost-effective means of storing and retrieving public records that include confidential information;

c. providing training, consultation, and guidelines to school officials who respond to or are otherwise involved in public records requests;

d. determining the actual cost of providing copies of public records in various forms, such as paper or electronic media, in which the school system is capable of providing the records;

e. determining the cost of a request for copies of public records when a special service charge is applicable or when the school system is voluntarily creating or compiling a record as a service to the requester; and

f. reviewing appeals of any denial of a request for public records.

2. Other Duties

A designated electronic records officer, or other employee(s) as determined by the superintendent, shall review all electronic data-processing systems created by the school system or being considered for acquisition through lease, purchase, or other means, to ensure they are designed and maintained in a manner that:

a. will not impede the school system's ability to permit public inspection and examination of public records; and

b. provides a means of obtaining copies of such records.

C. REQUESTS FOR PUBLIC RECORDS

All requests for examining or obtaining copies of public records should be in writing or recorded by school system personnel. This policy, administrative guidelines, information on the actual cost of producing public records, information on how to reach the records officer, information about how to appeal a denial of a public records request, and information regarding any computer database indexes must be made available to individuals requesting public records.

Public records must be released in accordance with the law. Any denial of a public records request must be made in writing and must include the basis for the denial. The superintendent or designee may issue additional guidelines consistent with this policy to further clarify the process for requesting public records.

D. FEES FOR COPIES OF PUBLIC RECORDS

Persons requesting copies of public records will be charged any applicable fees as determined by the records officer (see subsections B.1.d and B.1.e above). The school system shall not charge any fees for separating confidential information that is commingled with public records.

E. ELECTRONIC MAIL LISTS

A school employee may be authorized by the superintendent or designee to maintain an electronic mail list of individual subscribers. Such a list may be used only: (1) for the purpose for which the subscribers subscribed to it; (2) to notify subscribers of an emergency to public health or public safety; or (3) in the event of deletion of the list, to notify subscribers of the existence of any similar lists. Although such electronic mail lists of individual subscribers shall be available for public inspection in either printed or electronic format to the extent permitted by law, school officials shall not provide anyone with copies of such lists. Release for public inspection of any subscriber list must be consistent with the Family Education Rights and Privacy Act (FERPA) if the list contains personally identifiable information from student education records. See policy 4700, Student Records.

F. DESTRUCTION OF PUBLIC RECORDS

To the extent required by law, school personnel shall maintain public records in accordance with the applicable records retention and disposition schedule(s) issued by the North Carolina Department of Natural and Cultural Resources. The superintendent may establish regulations for the destruction of records in accordance with the approved schedules.

Legal References: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; G.S. 14-113.8(6); 115C-47(40), -105.27(a2), -105.53, -105.54, -109.3, -174.13, -319 to -321, -402; 132-1 to -9; 135-8(f)(2)(f); *Program Records Schedule: Local Public School Units*, N.C. Department of Natural and Cultural Resources (2021), available at https://archives.ncdcr.gov/documents/local-education-agencies-schedule; *General Records Schedule: Local Government Agencies*, N.C. Department of Natural and Cultural Resources (2021), available at https://archives.ncdcr.gov/government/retention-schedules/local-government-schedules/general-records-schedule-local-government

Cross References: Use of Personal Technology to Conduct School Business (policy 3228/7323), North Carolina Address Confidentiality Program (policy 4250/5075/7316), Student Records (policy 4700), Confidentiality of Personal Identifying Information (policy 4705/7825), News Media Relations (policy 5040), Electronically Stored Information Retention (policy 5071/7351), Personnel Files (policy 7820)

Adopted: June 8, 2015

Revised: January 28, 2016; September 10, 2018; February 10, 2020; March 8, 2021; June 28,

2021(Legal references only); June 30, 2022

The board recognizes that students may need to take medication during school hours. School personnel may administer medication prescribed by a health care practitioner upon the written request of a student's parent. In limited circumstances, a student may be authorized to self-administer medications. To minimize disruptions to the school day, students should take medications at home rather than at school whenever feasible. School officials may deny a request to administer any medication that could be taken at home or when, in the opinion of the superintendent or designee in consultation with school nursing personnel, other treatment options exist and the administration of the medication by school personnel would pose a substantial risk of harm to the student or others.

For purposes of this policy, all references to "parent" include parents, legal guardians, and legal custodians. In addition, for purposes of this policy, the term "health care practitioner" is limited to licensed medical professionals who are legally authorized to prescribe medications under North Carolina law, such as doctors of medicine, doctors of osteopathic medicine, physician assistants, and nurse practitioners.

Unless otherwise indicated, the terms "medication" and "medicine" include any substance intended for use in the diagnosis, cure, mitigation, treatment, or prevention of any disease. The term includes all prescription medications and all such substances available over-the-counter without a prescription, such as drugs, herbs, alternative medicines, and supplements (hereinafter "over-the-counter drugs"). The administration of any prescription or over-the-counter drug to students by school employees is prohibited except when performed in accordance with Section A. The self-administration of any prescription or over-the-counter drug by students at school is prohibited and constitutes a violation of policy 4325, Drugs and Alcohol, except in the limited circumstances described in Section C.

The administration, including by parents, school employees, or self-administration, of any substance containing cannabidiol (CBD) or tetrahydrocannabinol (THC) at school is prohibited unless the CBD or THC product is available by prescription only and has been approved by the U.S. Food & Drug Administration (FDA) and all requirements of this policy are met.

A. MEDICATION ADMINISTRATION BY SCHOOL EMPLOYEES

1. Conditions for Administering Medication

Authorized school employees may administer medication to students when all of the following conditions are met. These conditions apply to all medications, including those available over-the-counter without a prescription.

a. Parental Consent: The student's parent must make a signed, written request that authorizes school personnel to administer the medication to the student.

b. Medication Authorization/Order: A health care practitioner must prescribe the medication for use by the student and provide explicit written instructions for administering the medication.

c. Certification of Necessity: The student's health care practitioner must certify that administration of the medication to the student during the school day is necessary to maintain and support the student's continued presence in school.

d. Proper Container/Labeling: If the medication to be administered is available by prescription only, the parent must provide the medication in a pharmacy-labeled container with the child's name, the name of the medication, the exact dose to be given, the time/frequency the medication is to be given, the route of administration, the number of doses in the container, and the expiration date of the medication. If the medication is available over-the-counter, it must be provided in the original container or packaging, labeled with the student's name.

e. Proper Administration: The employee must administer the medication pursuant to the health care practitioner's written instructions provided to the school by the student's parent, and in accordance with professional standards.

The board of education and its employees assume no liability for complications or side effects of medication when administered in accordance with the instructions provided by the parent and health care practitioner.

2. Procedures for Administering Medications

The superintendent shall develop procedures for the implementation of this policy. The procedures and a copy of this policy must be made available to all students and parents each school year. The superintendent's procedures should be developed according to the guidelines listed below.

a. The health and welfare of the student must be of paramount concern in all decisions regarding the administration of medication.

b. Procedures for medication administration must be consistent with recommendations of the School, Adolescence and Child Health Unit of the Whole Child Health Section of the Division of Child and Family Well-Being of the N.C. Department of Health and Human Services, as described in the *North Carolina School Health Program Manual.*

c. Students with special needs are to be afforded all rights provided by federal and state law as enumerated in the *Policies Governing Services for Children with Disabilities*. Students with disabilities also are to be afforded all rights

provided by anti-discrimination laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

d. Except as permitted by this policy, no student may possess, use, sell, deliver, or manufacture any drug or counterfeit drug prohibited by policy 4325, Drugs and Alcohol, nor be under the influence of any drug in violation of that policy.

e. The board generally encourages school personnel to administer medication from a centralized location. However, in all instances, whether administered from a centralized location or multiple locations, any medications kept at school for a student must be kept in a locked and secure place. An exception to the requirement for locked storage may be made for emergency medications that must be immediately accessible. Access to controlled substances should be limited to the school nurse, school staff person authorized to administer medication, and the principal or designee.

f. All school personnel who will be administering medications must receive appropriate training.

g. Only medications clearly prescribed for the student may be administered by school personnel. At the time a parent brings a medication to school for administration, if school personnel have concerns regarding the appropriateness of the medication or dosage for a student, a confirmation should be obtained from the student's health care practitioner or another health care practitioner prior to administering the medication or allowing a student to self-administer the medication.

h. Although efforts should be made not to disrupt instructional time, a parent has the right to administer medication to his or her child at any time while the child is on school property, unless otherwise prohibited by this policy.

i. Written information maintained by 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 and state confidentiality laws. Any employee who violates the confidentiality of the records may be subject to disciplinary action.

B. EMERGENCY MEDICATION

Students who are at risk for medical emergencies, such as those with diabetes, asthma, or severe allergies, must have an emergency health care plan developed for them to address emergency administration of medication. Students must meet the requirements of subsection A.1, above, including providing authorization and instructions from the health care practitioner and written consent of the parent, in order for emergency medication to

be administered by school personnel while the student is at school, at a school sponsored activity, and/or while in transit to or from school or a school-sponsored event.

C. STUDENT SELF-ADMINISTERING MEDICATIONS

The board recognizes that students with certain health conditions like diabetes or asthma, or an allergy that could result in an anaphylactic reaction, may need to possess and self-administer medication on school property in accordance with their individualized health care plan or emergency health care plan.

Students are prohibited from self-administering medication at school unless (1) the medicine has been prescribed for the treatment of diabetes, asthma, or anaphylactic reactions, including insulin or a source of glucose, a prescribed asthma inhaler, or a prescribed epinephrine ~~auto-injector~~delivery system; (2) the medicine is administered in accordance with the student's individualized health care plan or emergency health care plan and any relevant administrative regulations; and (3) the requirements of this section are met. The superintendent shall develop procedures for the possession and self-administration of such medication by students on school property during the school day, at school-sponsored activities, and/or while in transit to or from school or school-sponsored events.

1. Authorization to Self-Administer Medication

   Before a student will be allowed to self-administer medication pursuant to this subsection, the student's parent must provide to the principal or designee all of the documents listed below:

   a. written authorization from the student's parent for the student to possess and self-administer the medication;

   b. a written statement from the student's health care practitioner verifying that:

      1) the student has diabetes or asthma, or an allergy that could result in anaphylactic reaction;

      2) the health care practitioner prescribed the medication for use on school property during the school day, at school-sponsored activities, or while in transit to or from school or school-sponsored events; and

      3) the student understands, has been instructed in self-administration of the medication, has demonstrated the skill level necessary to use the medication and any accompanying device, and has been determined to be competent for self-administration;

c. a written treatment plan and written emergency protocol formulated by the prescribing health care practitioner for managing the student's diabetes, asthma, or anaphylaxis episodes and for medication use by the student;

d. a statement provided by the school system and signed by the student's parent acknowledging that the board of education and its employees and agents are not liable for injury arising from the student's possession and self-administration of the medication; and

e. any other documents or items necessary to comply with state and federal laws.

Prior to being permitted to self-administer medication at school, the student also must demonstrate to the school nurse, or the nurse's designee, (1) the skill level necessary to use the medication and any device necessary for its administration; and (2) sufficient knowledge and maturity to be independent in the management of the medication with no oversight from school staff.

The student's parent must provide to the school backup medication that school personnel are to keep in a location to which the student has immediate access in the event the student does not have the required medication.

All information provided to the school by the student's parent must be reviewed by the school nurse and kept on file at the school in an easily accessible location. Any permission granted by the principal or designee for a student to possess and self-administer medication will be effective only for the same school for 365 calendar days. Such permission must be renewed each school year.

2. Responsibilities of the Student

A student who is authorized in accordance with this policy to carry medication for self-administration must carry the medication in the original labeled container with the student's name on the label.

3. Consequences for Improper Use

A student who uses his or her medication in a manner other than as prescribed or who permits another person to use the medication may be subject to disciplinary action pursuant to the school disciplinary policy. However, school officials shall not impose disciplinary action on the student that limits or restricts the student's immediate access to the diabetes, asthma, or anaphylactic medication.

The board does not assume any responsibility for the administration of medication to a student by the student, the student's parent, or any other person who is not authorized by this policy to administer medications to students.

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. 115C-36, -307(c), -375.1, -375.2, -375.2A, -375.3; *Policies Governing Services for Children with Disabilities*, State Board of Education Policy EXCP-000

Cross References: Parental Involvement (policy 1310/4002), Drugs and Alcohol (policy 4325), Emergency Epinephrine ~~Auto-Injector Devices~~Delivery Systems (policy 5024/6127/7266)

Other Resources: *North Carolina School Health Program Manual* (N.C. Dept. of Health and Human Services, Div. of Child and Family Well-Being, School, Adolescence and Child Health Unit, 2023), available at https://www.ncdhhs.gov/divisions/child-and-family-well-being/whole-child-health-section/school-adolescent-and-child-health/school-nursing-support#SchoolHealthProgramManual-4324

Adopted: April 11, 2016

Revised: August 14, 2017 (Legal references only); July 9, 2018; April 8, 2019; June 8, 2020; September 13, 2021; May 8, 2023; June 17, 2024

Replaces: Board policy 5.03.10, Medication Administration

TRANSPORTATION
SERVICE/VEHICLE CONTRACTS

Policy Code: **6340**

The board may enter into contracts with public or private carriers in accordance with G.S. 115C-253, State Board of Education policy, any other applicable law, and this policy. Any contracts also must comply with policy 6450, Purchase of Services. Before acting as a driver pursuant to a contract under G.S. 115C-253, an individual must submit to a criminal history check as described in policy 7100, Recruitment and Selection of Personnel.

The superintendent or designee shall develop safety standards for contracted commercial bus transportation services used to transport students to school-related activities. The standards must comply with the requirements established by the State Board. The superintendent or designee shall develop a list of companies or individuals that meet these standards and are approved to provide student transportation services. If appropriate, the superintendent shall recommend that the board enter into interlocal cooperation agreements to assist in developing the standards and list of approved entities required under this paragraph. The superintendent shall ensure that the school system contracts for commercial bus transportation services for school-related activities only with entities on the approved list.

The board may purchase or lease student transportation vehicles in accordance with law and board policy, including policy 6430, Purchasing Requirements for Equipment, Materials, and Supplies and policy 6425, Continuing Contracts. Any such vehicle must meet federal safety standards and state requirements.

All titles will be issued to the board of education. Sufficient liability coverage must be maintained in accordance with policy 8340, Insurance.

The board will consider requests for providing transportation services to a charter school. Such consideration will take into account any factors required by law.

Legal References: 49 U.S.C. 30125, 30165; G.S. 115C-42, -47(25), -239, -240, -247, -249, -249.1, -253, -255, -332,; *North Carolina School Transportation Fleet Manual*, State Board of Education Policy TRAN-005; State Board of Education Policies TRAN-009, -010, -011; *School Charter Transportation Recommended Guidelines and Procedures*, available at http://www.ncbussafety.org/motorcoach/index.html

Cross References: Continuing Contracts (policy 6425), Purchasing Requirements for Equipment, Materials, and Supplies (policy 6430), Purchase of Services (policy 6450), Recruitment and Selection of Personnel (policy 7100), Insurance (policy 8340)

Adopted: April 11, 2016

Revised: August 14, 2017 (Legal references only); May 21, 2018; November 8, 2021

A. GENERAL PRINCIPLES

It is the policy of the board to provide all applicants for employment with equal employment opportunities and to provide current employees with training, compensation, promotion, and other benefits of employment without regard to race, color, religion, national origin, military affiliation, genetic information, sex (including pregnancy, childbirth, sexual orientation, and gender identity), age (40 or older), or disability, except when sex, age, or physical requirements are essential occupational qualifications. All candidates will be evaluated on their merits and qualifications for positions. All employment decisions will be consistent with the board's objective of providing students with the opportunity to receive a sound basic education, as required by state law.

The board also is committed to diversity throughout the programs and practices of the school system. To further this goal, the recruitment and employment program should be designed to encourage a diverse pool of qualified applicants.

B. RECRUITMENT

Recruitment for a specific vacancy will be undertaken only after the need and qualifications for the position are established and proper authorization is obtained.

All vacancies must be adequately publicized within the school system so that employees will be informed of opportunities for promotion or transfer to new jobs; however, the superintendent or designee may forgo publicizing a vacancy if the position will be filled through a lateral assignment, reassignment, or promotion of a current employee or if exigent circumstances necessitate that the position be filled immediately. Vacancies also may be publicized externally to attract qualified applicants.

C. CRIMINAL HISTORY

1. Reporting Arrests, Charges, and Convictions

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

to the assistant superintendent of human resources no later than the next business day following adjudication.

2. Criminal History and Sex Offender Registry Checks of Candidates for Employment

A criminal history check and a check of sex offender registries must be conducted on all final candidates for employment with the school system. Criminal history checks must be conducted in accordance with state law and any procedures established by the superintendent. The board will pay for costs associated with criminal history checks of candidates for employment. School officials shall not require candidates to disclose expunged arrests, charges, or convictions and shall not ask candidates to voluntarily disclose such information without first advising that disclosure is not required. The superintendent or designee shall report to the State Board of Education any licensed individual who is found to have a criminal history, as required by State Board policy.

Special requirements are described in Section D of this policy for criminal history checks of candidates for certain positions working with pre-school children or working in afterschool or developmental day programs.

3. Criminal History and Sex Offender Registry Checks for Contractors

Each contract executed by the board with an independent contractor or for services of independent contractors must require the contractor to check sex offender registries as specified in policy 5022, Registered Sex Offenders.

Any individual contracted under G.S. 115C-253 to provide transportation services to students must also undergo a criminal history check before acting as a driver under the contract. The terms of the contract may require the individual to pay for the cost of the criminal history check. A new criminal history check will not be required if the board receives the results of a criminal history check performed on the individual by another North Carolina school system within the past three years in accordance with the requirements of G.S. 115C-332(k).

4. Exclusion from Hiring Based on Criminal Conduct

A final candidate for employment or for hiring as an independent contractor will be excluded from hiring on the basis of criminal conduct only when doing so is job-related and consistent with business necessity. If a final candidate is found to have been convicted (including entering a plea of guilty or *nolo contendere*) of a criminal offense, other than a minor traffic violation, the superintendent shall determine whether the individual is qualified for employment despite the criminal history by considering, among other things, whether the individual poses a threat to the safety of students or personnel or has demonstrated that he or she does not have the integrity or honesty to fulfill the duties of the position. The following factors will be considered in making this determination: (1) the nature and gravity of the offense

or conduct; (2) the time that has passed since the offense or conduct and/or completion of the sentence; and (3) the nature of the job sought. Before the superintendent may exclude a final candidate based on his or her past criminal convictions, the superintendent must give the candidate the opportunity to demonstrate that the exclusion does not properly apply to him or her. The requirements of this paragraph do not apply to a child care provider who is determined to be disqualified by the Division of Child Development and Early Education on the basis of a criminal history check conducted pursuant to G.S. 110-90.2, 42 U.S.C. 9858f, and 45 C.F.R. 98.43. (See Section D of this policy).

The board has determined that every position with the school system, regardless of whether the position is located in a school or elsewhere, potentially entails contact with students, either on a regular, occasional, or emergency basis. For that reason, no individual who is a registered sex offender subject to the provisions of policy 5022, Registered Sex Offenders, will be hired for any position with the school system.

~~In addition, each contract executed by the board with an independent contractor or for services of independent contractors must require the contractor to check sex offender registries as specified in policy 5022, Registered Sex Offenders.~~

D. CRIMINAL HISTORY CHECKS OF CHILD CARE PROVIDERS

For purposes of this section, a "child care provider" is:

1. any person who works or is a final candidate seeking to work in a classroom or program licensed by the Department of Health and Human Services, Division of Child Development and Early Education (DCDEE); and

2. any person, including a volunteer, who has unsupervised contact with children enrolled in such classrooms or programs.

Before beginning initial employment or volunteer service and at least every five years thereafter, each child care provider must complete a criminal background check that meets the requirements of G.S. 110-90.2, 42 U.S.C. 9858f, and 45 C.F.R. 98.43 and present a letter issued by DCDEE indicating that the individual is qualified to have responsibility for the safety and well-being of children based on the individual's criminal history.

No person shall (1) be employed, continue to be employed, or be permitted to volunteer as a child care provider, or to otherwise have unsupervised contact with students enrolled in a licensed classroom or program operated by the school system or (2) be counted in the staff/child ratio of such classroom or program, unless the person holds a current valid qualification letter issued by DCDEE. However, a child care provider with provisional status may be employed pending final results of the criminal background check but shall be subject to the restrictions established by 10A N.C.A.C. 09 .2703(f).

The application fee and cost of fingerprinting associated with the DCDEE criminal history check process shall be borne by the board.

A child care provider who has incurred any pending charges, indictments, or convictions (other than minor traffic offenses) since the last qualification letter was issued by DCDEE shall notify the assistant superintendent of human resources in writing of such charges within five business days or before returning to work, whichever comes first. The assistant superintendent of human resources shall notify DCDEE within one business day of being notified.

The superintendent or designee shall include the criminal history mandatory reporting requirement in all new employee orientation information for child care providers. The superintendent shall also be responsible for establishing effective recordkeeping methods and other processes as necessary to ensure compliance with all legal requirements pertaining to criminal history record checks of child care providers.

E. SELECTION

1. Qualifications

   Candidates for employment must be selected based upon their likely ability to fulfill duties identified in the job description as well as performance standards established by the board. In making the determination, the following information must be considered:

   a. application;

   b. education and training;

   c. licensure and certification (when applicable);

   d. relevant experience;

   e. personal interviews; and

   f. references and/or background checks.

   When several applicants for the same position are equally qualified and suitable for the position, employees within the school system will be given priority.

2. Nepotism

   a. For purposes of this subsection, the following definitions apply.

      i. "Immediate family" means spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-

law relationships.

ii. "Central office staff administrator" includes directors, supervisors, specialists, staff officers, assistant superintendents, area superintendents, superintendents, and principals.

b. Before any immediate family of any board of education member or central office staff administrator is employed by the board or engaged in any capacity as an employee, independent contractor, or otherwise, (1) the board member or central office staff administrator must disclose the familial relationship to the board and (2) the prospective employment or engagement must be approved by the board in a duly called open session meeting.

i. An employee who knowingly fails to disclose a familial relationship to the board as required will be subject to disciplinary action up to and including dismissal.

ii. Notification by the employee to the assistant superintendent of human resources will be deemed disclosure to the board. The assistant superintendent of human resources is responsible for conveying the disclosure to the board before the board takes action on the prospective employment or engagement.

c. When making recommendations for the selection and assignment of personnel, the superintendent shall attempt to avoid situations in which one employee occupies a position in which he or she has influence over the employment status, including hiring, salary, and promotion, of another employee who is a member of the first employee's immediate family.

d. No administrative or supervisory personnel may directly supervise a member of his or her immediate family.

3. Employment Procedures

All applicants selected for employment must be recommended by the superintendent and approved by the board. In situations in which the employee must be hired between board meetings, the superintendent is authorized to approve hiring such personnel, contingent upon approval by the board at its next scheduled board meeting.

State guidelines must be followed in selection and employment procedures. The superintendent shall develop any other procedures necessary to implement this policy.

The superintendent shall develop procedures for verifying new employees' legal status or authorization to work in the United States as required by law.

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 *et seq.*; Americans with Disabilities Act of 1990, 42 U.S.C. 12101 *et seq.*; Equal Educational Opportunities Act of 1974, 20 U.S.C. 1703; Equal Pay Act of 1963, 29 U.S.C. 206; Fair Credit Reporting Act, 15 U.S.C. 1681 *et seq.*; Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. 2000ff *et seq.*; Military Selective Service Act, 50 U.S.C. Appx. 453; Rehabilitation Act of 1973, 29 U.S.C. 794; Title VII of the Civil Rights Acts of 1964, 42 U.S.C. 2000e *et seq.*; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*; Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. 4301 *et seq.*; 8 U.S.C. 1101 *et seq.*; 42 U.S.C. 9858f; 45 C.F.R. 98.43; *Bostock v. Clayton County,* 590 U.S. 644, 140 S. Ct. 1731 (2020); *Green v. Missouri Pacific Railroad*, 523 F.2d 1290 (8th Cir. 1975); *Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964*, U.S. Equal Employment Opportunity Commission (April 25, 2012), available at http://www.eeoc.gov/laws/guidance/arrest_conviction.cfm; G.S. 14-208.18; 15A-153; 110-90.2; 115C-12.2, -36, -47, -253, -276(j), -332; 126-7.1(i), -16; 127A-202.1 *et seq.*; 127B-10, -12, -14; 143B-421.1, -1209.11; *Leandro v. State*, 346 N.C. 336 (1997); 10A N.C.A.C. 09 .0102, .2701, .2702, .2703; 16 N.C.A.C. 6C .0313; State Board of Education Policy BENF-009

Cross References: Board Authority and Duties (policy 1010), Registered Sex Offenders (policy 5022)

Adopted: February 9, 2015

Replaces: Policy 3.02.40 Qualifications of Certified Personnel, policy 3.02.55 Recruitment, and policy 3.01.30 Equal Employment Opportunity

Revised: January 28, 2016; August 14, 2017 (Legal references only); November 13, 2018; September 9, 2019; May 11, 2020; July 26, 2021 (Legal references only); November 8, 2021; March 11, 2024; May 12, 2025

Personnel files, which may consist of paper or electronic records, will be maintained in the human resources office for all employees as provided by law. The superintendent and all supervisors are directed to ensure that all appropriate employment-related information is submitted to the files. Employees will be provided with all procedural protections as provided by law.

The superintendent has overall responsibility for granting or denying access to personnel records consistent with this policy.

A. RECORDS MAINTAINED

The following records must be maintained in the personnel file:

1. evaluation reports made by the administration;
2. commendations for and complaints against the employee (see Section C);
3. written suggestions for corrections and improvements made by the administration;
4. certificates;
5. employee's standard test scores;
6. employee's academic records;
7. application forms;
8. any request to the State Board of Education to revoke the employee's teaching license; and
9. other pertinent records or reports.

B. CERTAIN EMPLOYEE RECORDS MAINTAINED SEPARATELY

The following employee information must be kept separate from the employee's general personnel information, in accordance with legal and/or board requirements.

1. Pre-Employment Information

   Letters of reference about an employee obtained before his or her employment and, for teachers, any other pre-employment information collected, must be filed separately from the employee's general personnel information and must not be made available to the employee.

2. Criminal Record Check

Data from a criminal history check must be maintained in a locked, secure location separate from the employee's personnel file. The superintendent shall designate which school officials have a need to know the results of the criminal history check. Only those officials so designated may obtain access to the records.

3. Medical Information

Employee medical information, including the following, must be kept in a separate confidential file and may be subject to special disclosure rules:

a. health certificates (see policy 7120, Employee Health Certificate);

b. drug test results, except that drug use or alcohol use contrary to board policy or law also may be documented in the employee's personnel file (see policy 7241, Drug and Alcohol Testing of Commercial Motor Vehicle Operators);

c. information related to an employee's communicable disease/condition or possible occupational exposure to bloodborne pathogens (see policies 7260, Occupational Exposure to Bloodborne Pathogens, and 7262, Communicable Diseases – Employees);

d. medical information related to leave under the Family and Medical Leave Act (see policy 7520, Family and Medical Leave); and

e. genetic information, as defined by the Genetic Information Nondiscrimination Act of 2008.

4. Complaints/Reports of Harassment or Discrimination

The superintendent or designee shall maintain records of all reports and complaints of harassment and discrimination and the resolution of such complaints. Allegations of harassment or discrimination must be kept confidential to the extent possible. Employees involved in the allegations will be identified only to individuals who need the information to investigate or resolve the matter, or to ensure that due process is provided to the accused employee (see policies 1710/4020/7230, Discrimination and Harassment Prohibited by Federal Law, 1720/4030/7235, Title IX Nondiscrimination on the Basis of Sex, 1725/4035/7236, Title IX Sexual Harassment – Prohibited Conduct and Reporting Process, 1726/4036/7237, Title IX Sexual Harassment Grievance Process, and 1735/4329/7311, Bullying and Harassing Behavior Prohibited).

If the allegations are substantiated through investigation, the superintendent or designee shall ensure that the provisions of Section C, below, are followed to the extent that they do not conflict with the rights of any individual.

C. PLACEMENT OF RECORDS IN PERSONNEL FILE

All evaluations, commendations, complaints, or suggestions for correction or improvement must be placed in the employee's central office personnel file after the following requirements are met:

1. the comment is signed and dated by the person who made the evaluation, commendation, complaint, or suggestion;

2. if the comment is a complaint, the employee's supervisor has attempted to resolve the issue raised therein and documentation of such efforts is attached with the supervisor's recommendation to the superintendent as to whether the complaint contains any invalid, irrelevant, outdated, or false information; and

3. the employee has received a copy of the evaluation, commendation, complaint, or suggestion five days before it is placed in the file.

All written complaints that are signed and dated must be submitted regardless of whether the supervisor considers the complaint to be resolved.

The supervisor is expected to use good judgment in determining when a document should be submitted to the file immediately and when a delay is justified, such as when there exists a plan of improvement that is frequently revised. However, all evaluations, commendations, complaints, or suggestions for correction or improvement should be submitted by the end of the school year or in time to be considered in an evaluation process, whichever is sooner. The supervisor or principal should seek clarification from the associate superintendent of human resources as necessary to comply with this policy.

The employee may offer a denial or explanation of the evaluation, commendation, complaint, or suggestion, and any such denial or explanation will become part of his or her personnel file, provided that it is signed and dated.

The superintendent may exercise statutory authority not to place in an employee's file a letter of complaint that contains invalid, irrelevant, outdated, or false information, or a letter of complaint when there is no documentation of an attempt to resolve the issue.

As provided in policy 7900, Resignation, if a career employee who has been recommended for dismissal under the applicable state law resigns without the written consent of the superintendent, then: (1) the superintendent shall report the matter to the State Board of Education; (2) the employee shall be deemed to have consented to the placement of the written notice of the superintendent's intention to recommend dismissal in the employee's personnel file; and (3) the employee shall be deemed to have consented to the release to prospective employers, upon request, of the fact that the superintendent has reported this employee to the State Board of Education. For purposes of this provision, "career

employee" means (1) a teacher or an administrator with career status, or (2) an administrator or a non-career status teacher during the term of his or her contract.

D. ACCESS TO PERSONNEL FILE

1. Every employee has the right to inspect his or her personnel file, including any portions of the file maintained in electronic format only, during regular working hours, provided that three days' notice is given to the human resources office.

2. The following persons may be permitted to access a personnel file without the consent of the employee about whom the file is maintained:

   a. school officials involved in the screening, selection, or evaluation of the individual for employment or other personnel action;

   b. members of the board of education, if the examination of the file relates to the duties and responsibilities of the board member;

   c. the board attorney;

   d. the superintendent and other supervisory personnel;

   e. the hearing officer in a demotion or dismissal procedure regarding the employee; and

   f. law enforcement and the District Attorney to assist in the investigation of a report made to law enforcement pursuant to G.S. 115C-288(g) or regarding an arson; an attempted arson; or the destruction of, theft from, theft of, embezzlement from, or embezzlement of any personal or real property owned by the board. Five days' written notice will be given to the employee prior to such disclosure.

3. No other person may have access to a personnel file except under the following circumstances:

   a. when an employee gives written consent to the release of his or her records, which specifies the records to be released and to whom they are to be released;

   b. pursuant to a subpoena or court order;

   c. when the board has determined, and the superintendent has documented, that the release or inspection of information is essential to maintaining the integrity of the board or the quality of services provided by the board; or

d. the superintendent or designee determines that disclosure to a court of law, or a state or federal administrative agency having a quasi-judicial function, is necessary to adequately defend against a claim filed by a current or former employee against the board or a school official or employee for any alleged act or omission arising during the course and scope of his or her official duties or employment. Such disclosures will be limited to those confidential portions of the personnel file of the employee who filed the claim and only to the extent necessary for the defense of the board.

4. Each request for consent to release records must be handled separately.

5. It is a criminal violation for an employee or board member to do either of the following:

   a. knowingly, willfully, and with malice, permit any unauthorized person to have access to information contained in a personnel file; or

   b. knowingly and willfully examine, remove, or copy a personnel file that he or she is not specifically authorized to access pursuant to G.S. 115C-321.

E. INFORMATION AVAILABLE TO PARENTS OF STUDENTS ATTENDING TITLE I SCHOOLS

The following information about a student's teacher(s) or paraprofessional(s) providing services to a student must be provided upon request to the parent of a student attending a Title I school:

1. whether the teacher has met North Carolina qualification and licensing criteria for the grade level(s) and subject area(s) in which the teacher provides instruction;

2. whether the teacher is teaching under emergency or other provisional status through which North Carolina qualification or licensing criteria have been waived;

3. whether the teacher is teaching in the field of discipline of his or her certification; and

4. the qualifications of any paraprofessional providing services to the student.

F. PUBLIC INFORMATION

1. The following information contained in an employee's personnel file must be open to inspection upon request by members of the general public:

   a. name;

   b. age;

c. the date of original employment or appointment;

d. the terms of any past or current contract by which the employee is employed, whether written or oral, to the extent that the board has the written contract or a record of the oral contract in its possession;

e. current position;

f. title;

g. current total compensation from all funding sources, including at least salary (includinges pay, benefits, incentives, supplements, bonuses, deferred compensation, and all other forms of compensation paid to the employee) and reimbursements and allowances (including travel-related reimbursements and allowances);

h. the date and amount of each increase or decrease in total compensation ~~salary~~ with the board;

i. the date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with the board;

j. the date and general description of the reasons for each promotion with the board;

k. the date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the board, and if the disciplinary action was a dismissal, a copy of the written notice of the final decision of the board setting forth the specific acts or omissions that are the basis of the dismissal; and

l. the office or station to which the employee is currently assigned.

2. The name of a participant in the North Carolina Address Confidentiality Program is not a public record, is not open to inspection, and must be redacted from any records released.

3. Volunteer records are not considered public records.

4. Under no circumstances will the following be released pursuant to a public records request or as part of any employee directory:

a. personal identifying information, as defined in policy 4705/7825, Confidentiality of Personal Identifying Information; or

b. the name, address, or telephone number of a participant in the North Carolina Address Confidentiality Program.

G. WEBSITE PUBLICATION OF INFORMATION

For purposes of this policy, a central office employee means a superintendent, assistant superintendent, associate superintendent, director or coordinator, supervisor, finance officer, personnel member categorized as a central office employee by the Department of Public Instruction or by the school system, and permanent employee of the school system or employee of a third-party contractor with the school system who is not assigned to a school campus.

The following information will be published and updated annually on the school system website:

1. for each central office employee:

    a. the total compensation from all funding sources, including at least salary (including pay, benefits, incentives, supplements, bonuses, deferred compensation, and all other forms of compensation paid to the employee) and reimbursements and allowances (including travel-related reimbursements and allowances);

    b. the position title;

    c. the position description;

    d. the date the position was created; and

    e. the department, unit, or office of the school system in which the position is located;

2. the title of each central office employee position in the school system and the number of positions associated with that title; and

3. for each department, unit, or office of the school system:

    a. the number of central office employees located in that department, unit, or office; and

    b. the number of central office employees for each position title.

~~G.~~H. REMOVAL OF RECORDS

An employee may petition the board to remove any information from his or her personnel file that the employee deems invalid, irrelevant, or outdated.

Legal References: Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. 2000ff *et seq.*; Elementary and Secondary Education Act, 20 U.S.C. 6312(e)(1)(A); 34 C.F.R. 200.61; G.S. 115C-36, -47(18), -209.1, -288(g), -319 to -321, -325(b) and (o) (applicable to career status teachers), -325.2 and -325.9 (applicable to non-career status teachers); 143B-1209.11; 16 N.C.A.C. 6C .0313

Cross References: Discrimination and Harassment Prohibited by Federal Law (policy 1710/4020/7230), Title IX Nondiscrimination on the Basis of Sex (policy 1720/4030/7235), Title IX Sexual Harassment – Prohibited Conduct and Reporting Process (policy 1725/4035/7236), Title IX Sexual Harassment Grievance Process (policy 1726/4036/7237), Bullying and Harassing Behavior Prohibited (policy 1735/4329/7311), Confidential Information (policy 2125/7315), North Carolina Address Confidentiality Program (policy 4250/5075/7316), Confidentiality of Personal Identifying Information (policy 4705/7825), Public Records – Retention, Release, and Disposition (policy 5070/7350), Employee Health Certificate (policy 7120), Drug and Alcohol Testing of Commercial Motor Vehicle Operators (policy 7241), Occupational Exposure to Bloodborne Pathogens (policy 7260), Communicable Diseases – Employees (policy 7262), Family and Medical Leave (policy 7520), Petition for Removal of Personnel Records (policy 7821), Resignation (policy 7900)

Adopted: January 11, 2016

Revised: November 13, 2017; February 10, 2020 (Legal references only); December 13, 2021; December 11, 2023 (Legal references only); May 12, 2025

Replaces: Policy 3.05.40, Personnel File-Certified Personnel, and policy 3.05.50, Personnel File-Classified Personnel

Watauga High school recognizes the positive correlation between regular school attendance and achievement. Regular attendance, therefore, shall be required. The primary responsibility for attendance rests with students and their parent(s)/guardian(s).

In accordance with Compulsory Attendance Law, established attendance policies of the State Board of Education and Watauga County Board of Education, Watauga High School will code absences as excused for the following reasons *when valid documentation is provided within ~~two~~ three days of the absence:*

Reason for Absence	Required Documentation
Illness or injury, death of an immediate family member, or religious observance	A signed and dated parent note will be valid documentation
Court or administrative proceedings, quarantine, or medical/dental appointment	**Only official documentation** from the court or administrative officer, or the medical/dental professional will be valid documentation; parent note is not sufficient
Department of Motor Vehicle Appointment	Parent Note

Educational Opportunity for Family Travel or College Visits: Prior approval form must be completed and approved within established time frame in order to serve as documentation. College visits require additional documentation from the college visited.

Student visits with a parent who is an active duty member of the uniformed services as defined by policy ~~5.02.50~~ 4050, Children of Military Families, who has been called to duty, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, at the discretion of the superintendent or designee. (Prior approval is required)

School releases and days assigned for ISS do not count as absences.

Days assigned for OSS are coded as a suspension. These absences will not count ~~against loss of credit~~. towards the 10% absence limit.

Students who reside on a road that has been defined by the Watauga County Transportation Director as a limited bus route and who are absent on days when limited routes are run and who furnish a written excuse from parent or guardian citing dangerous road conditions within the ~~second~~ third day of attendance following the absence will be excused.

In all situations, students are responsible for acquiring, completing and turning in assignments and/or acquiring and responding appropriately to any information given in a missed class. Students are required to make up all work missed for all absences, excused or unexcused.

Students have one day for each day absent to turn in work. This begins the day after returning from the absence. Teachers have the option of extending deadlines, but they are not required to

do so. Work assigned prior to an absence is due the first day back to class.

~~In order to obtain credit in a course a student may have no more than 8 absences in that course. More than 8 absences will result in no credit being given for the course. ALL absences count towards the 8 day limit. If a student is absent from a class more than 8 days, the student will receive a grade of FF (Failure Due to Attendance) and has a right to appeal to the Attendance Advisory Committee.~~

In order for a student to obtain credit in a course, the student must receive a passing grade. A grade of FF may be used for a student who does not have a passing grade based on content for the course and has been absent for 10% of more of the classes for the course. All absences, excused and unexcused, count towards the 10% absence limit.

Procedures ~~for Appeal Process~~ for Excessive Absences:

- The principal will appoint an Attendance Advisory Committee that will determine local protocols for working with students who have excessive absences in any given course. These procedures may include, but are not limited to, preemptive attendance meetings with students and/or parents/guardians, mentor opportunities, loss of off-campus class privileges, loss of parking privileges, and periodic notifications home regarding their absences, etc. All student-athletes will adhere to North Carolina High School Athletic Association (NCHSAA) attendance policies in order to maintain eligibility for practices and athletic competitions. ~~to hold a hearing in order to determine whether circumstances for each student who has exceeded the 8 day limit warrant a waiver of no credit for the course. The Attendance Advisory Committee will notify the student and his or her parents or guardians concerning the time and place of the hearing and indicate that parental presence is encouraged. The Attendance Advisory Committee will forward its recommendation to the principal.~~

- ~~At the 9th absence in any given course, parents will receive a Loss of Credit notification letter~~

- ~~Students whose course credit will be denied due to violation of the attendance policy have the right to appeal. In cases of extreme hardship (i.e.: extended hospitalization or serious illness) the principal may decide to award course credit.~~

- ~~If a parent/guardian chooses to appeal for a waiver of the loss of credit, they must indicate their intention through submission of the appeal for or during an attendance meeting. The loss of credit appeal form may be obtained in the main office and must be returned by the specified due date near the end of each semester.~~

- ~~The principal has the authority to overturn or overrule any recommendations from the Attendance Advisory Committee.~~

~~The Attendance Advisory Committee will consider the following when reviewing the loss of credit appeal by a student:~~

~~Academic achievement~~
~~Circumstances of the absences (any record of skipping, extreme illness, etc.)~~
~~Number of Absences~~
~~Extent to which the student completed missed work~~
~~Course and Exam Grades (if available)~~
~~Appeal Form submitted by parent(s)/guardians~~
~~Recommendation Form from teacher for course credit to be granted~~
~~Parents and students will be notified of the final decision in writing within one week of the conclusion of final exams.~~

Unexcused Absence Policy

Watauga High school will comply with state compulsory attendance law, GS-115C-378 which establishes that: Every parent, guardian or other person in this State having charge or control of a child between the ages of seven and 16 years shall cause such child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session. The parent, guardian, or custodian of a child shall notify the school of the reason for each known absence of the child, in accordance with local school policy.

The principal or designee shall notify the parent, guardian, or custodian of his child's excessive absences after the child has accumulated three unexcused absences in a school year. After not more than six unexcused absences, the principal shall notify the parent, guardian, or custodian by mail that he may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State and local boards of education. After 10 accumulated unexcused absences in a school year the principal or the principal's designee shall review any report or investigation prepared under G.S. 115C-381 and shall confer with the student and the student's parent guardian, or custodian, if possible, to determine whether the parent guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If the principal determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, the principal shall notify the district attorney and the director of social services of the county where the child resides. Upon receiving notification by the principal, the director of social services shall determine whether to undertake an investigation under G.S. 7B-302. (1955, c. 1372, art. 20, s. 1; 1956, Ex. Sess., c. 5; 1963, c. 1223, s. 6; 1969, c. 339; c. 799, s. 1; 1971, c. 846; 1975, c. 678, s. 2; c. 731, s. 3; 1979, c. 847; 1981, c. 423, s. 1; 1985, c. 297; 1991 (Reg. Sess., 1992), c. 769, s. 2; 1998-202, s. 13(aa); 2001-490, s. 2.38; 2003-304, s. 3.)

Legal Ref: G.S. 115C: 378-383; GS: 115C-391,115C-407.5
NC Administrative Code #0104

Revised: August 10,1987; August 8,1988; March 8,1993; July 20,1993; July 16,1996; November 12,1996; March 8,1999; August 9, 1999; July 16, 2001; January 14, 2002; July 15,2002; January 12, 2009; April 28,2009; August 12,2013; February 9, 2015; June 12, 2017; April 8, 2019; October 9, 2023; DATE

Replaced: Policy 5.02.40

Calendar Committee Meeting
16 October 2025
3:45P WHS Room 2202

Welcome and Sign-In

Review items discussed from 25 September meeting

Discuss feedback from schools/ stakeholder groups

- ALL SCHOOLS
  - 5 Mandatory Workdays at the beginning of the year (August 10th - August 14th) instead of four. Additional day would be moved from the end of the school year making the last Optional WD the 4th of June.
  - Make Wednesday, November 25th (day before Thanksgiving) an Early Release Day in exchange for Monday, January 4th as an optional workday.
  - Create a holiday for President's Day (Monday, February 15th) in exchange for either Memorial Day or a day within Spring Break.
- HIGH SCHOOL
  - The High School is going to collect data from the staff at the high school to see if they would like to cut down their semester to 84 days (79 instructional days) for the first semester in order to try and get their exam in or if they don't think that is enough time.
  - Feedback from WHS/ WIA about ending the first semester before the holiday break with 84/ 96 uneven semesters.

Instructional Day Subcommittee update- Mr. Norman

Questions/Concerns

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

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

Next Calendar Committee meeting date: November 13 beginning at 3:45P. **BOE Meeting is December 8th at 6P at the Central Office**

Meeting Minutes
Calendar Committee Meeting
16 October 2025
3:45P WHS Room 2202

Welcome and Sign-In- Those present include: Wayne M. Eberle II (CO), Allyson McFalls (BR), Dr. Scott Strickler (WHS/ WIA), Amy Warren (CC), Rebecca Pitts (HP), Char Chiaroloanzio (PKW), Jennie Weschler (GV), James P. Priest (WHS/ WIA), Rachel Willingham (WHS/ WIA), Phil Norman (CO), Heather Ward (GV), Pam West (BE), Cheyenne Ross (BE), Brian Lynch (Mabel)

- Dr. Eberle called the meeting to order at 3:50pm.

Review items discussed from 25 September meeting

Discuss feedback from schools/ stakeholder groups

- ALL SCHOOLS
  - 5 Mandatory Workdays at the beginning of the year (August 10th - August 14th) instead of four. Additional day would be moved from the end of the school year making the last Optional WD the 4th of June.
    - Schools collected feedback, but there is also feedback from the superintendent that can drive the decision.
      - Two points were given: She feels there are no days to use as optional workdays due to snow.
      - Alexander's choice was to give 4 days instead of 5.
    - Dr. Blanton's input is that when we onboard our staff, there is a lot of paperwork that new staff need to do. Monday is being used so HR can onboard new staff.
      - HR is also setting up the benefits fair on the Monday as well.
    - We are leaning towards having 4 instead of the 5 days.
    - Eberle opens it up to the schools to give their feedback.
      - GV was split 50/50
      - Parkway is 80/20 in favor of 5 days
      - Cove creek - majority wants to keep it at 4 days
      - Hardin Park wants 5 days and to lose a day at the end.
      - WHS wanted 5 days
      - Blowing Rock majority says to have 5 days
      - Bethel wanted 5
      - Mabel wanted to leave as it is (4 days)

- Schools are asked to communicate back to the schools that the superintendent would like to harvest days for make-up - therefore, leaving it at 4 days at the beginning of the year. The other reason is for HR to set up for new employees and the benefits fair on the day prior to the first workday.
- The HS asked if any of the new hire training and other meetings can be moved to days in the summer. Can some of the days be pushed back to the half day PD days.
- Eberle asked the Calendar Committee to give their opinion by thumbs up to keep the calendar as is. The group majority agreed on 4 days.
- Hardin Park is asking about the days at the end of the year and why we cannot move them to the beginning,
    - Eberle replied that there was only 1 mandatory work day. There is a struggle trying to finish the year within the book ends. They are saved for the inevitable snow to happen.

- Make Wednesday, November 25th (day before Thanksgiving) an Early Release Day in exchange for Monday, January 4th as an optional workday.
    - The majority of the group is giving a thumbs down on a change. We will keep the calendar with November 25th being an optional work day
- Create a holiday for President's Day (Monday, February 15th) in exchange for either Memorial Day or a day within Spring Break.
    - The HS did not ask about the switch with Memorial Day.
    - GV voted to leave as is
    - Bethel preferred as is
    - HS prefers as is
    - The group voted a thumbs down to a change, wanted to leave the calendar as is in this area.

- HIGH SCHOOL
    - The High School is going to collect data from the staff at the high school to see if they would like to cut down their semester to 84 days (79 instructional days) for the first semester in order to try and get their exam in or if they don't think that is enough time.
        - 83% at the HS wanted to end the semester before winter break
            - The majority of the staff voted for this.

- Eberle says what this means for the calendar is that now there is currently 5 days of testing, but to end early it will go down to 4 and the Early Release day before the holiday break for testing. This will affect both the HS and K-8 schools.
- Where it says Jan. 15 (second semester ending) this would make it so there will be no work day. The 18th will remain an Opt WD for MLK. The last day is 12/18 and students return on Jan. 4.
    - The 15th (end of grading period) would be moved to December 18th.
        - There will be 79 days of instruction in the first semester and 91 in the second.
    - MLK will still be an optional work day, but will not serve as a day to do report cards and turn the semester around for WHS,

- Feedback from WHS/ WIA about ending the first semester before the holiday break with 84/ 96 uneven semesters.
- Waiting on additional feedback from WHS by Dr. Strickler, to ensure they understand the 79-91 days of instruction imbalance. Dr. Eberle said that he has the appropriate amount of feedback from the K-8 representatives regarding this.
- The HS is asking if there is an option to have a "floating" optional work day.
    - Eberle said the problem is having to communicate this out to the community. The CO tries not to create unnecessary confusion.

Instructional Day Subcommittee update- Mr. Norman

- The subcommittee discussed ways to create more time and flexibility by adding time to school days.
- After feedback was gathered, national research, and surrounding county calendars, Mr. Norman reviewed surrounding county comparisons, national research, and WCS historical data, then presented the committee's recommendation to Drs. Alexander and Blanton
- The K-8 recommendation was a 15 minute change to arrival, and a 10 minute addition to the end of their day
    - 7:40 - 2:40 K-8 School Day (75 additional hours per year)
- The HS recommendation was an additional 5 minutes at the beginning of the day and 5 additional minutes at the end of the day.
    - 8:25-3:35 WHS School Day (29 additional hours per year)

        - The HS would not do the same because of town traffic. If the day ended later, it would be difficult for staff to schedule things such as medical appointments, thus creating more half day leaves. Student athletes would also be affected. Sharing buses also creates difficulty for some students. The Transportation Department feels strong about having an hour in between.
        - Mr. Norman asks if we could back up the morning time by 15 minutes.
    - Potential calendar benefits:
        - Adding instructional time would take the pressure off of implementing remote learning days in the event of excessive inclement weather. Some student days could be converted to optional days if necessary.
            - The more hours could make an opportunity to have some No school days for snow.
            - Provides more flexibility when snow happens.
        - Saturday school may be unnecessary.
        - Instructional benefits:
            - adding 25 minutes could increase literacy blocks to 90-120 minutes. (K-5)
            - Core instruction can be increased to 60 minutes per block. Arts can be increased to 45-50. (Middle School)
            - Core instruction can be increased to 87-90 minutes per block. (HS)
    - Potential Implications:
        - Working hours for employees can be challenging.
        - The adjustment to the school hours can be challenging for families.
        - Classified employees can be impacted by a less than 180 day calendar if student days are converted to optional work days. Classified staff do not get paid on days when students are not in the building.
            - Cafeteria workers, bus drivers, etc…
        - It may be hard for the staff who travel a long distance to get to work.
- Next steps for Norman: Mr. Norman, Dr. Blanton, and Dr. Alexander will go school to school to gather feedback from staff and parents.
- The calendar committee is agreeing that adding more instructional time to the day is needed in both the K-8 and HS levels.

Questions/Concerns

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

- The draft calendar will be made into a presentation calendar. Feedback is needed from the HS to see if they would like to cut down their semester to 84 days (79 instructional days)

for the first semester in order to try and get their exam in or if they don't think that is enough time.

Dr. Eberle called the meeting to adjourn at 4:46pm. The meeting on November 13 is not needed.

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

Next Calendar Committee meeting date (NO NEEDED): ~~November 13 beginning at 3:45P~~
BOE Meeting is December 8th at 6P at the Central Office

WCS MTAC Members 2025-2026

Meetings for the 2025-2026 school year will take place from 3:45-5:00 pm at WHS in 2202 on:
Monday, January 26, 2026
Monday, March 30, 2026

School	Name	Role	Term Expires
Bethel	Anne Sukow	Media Specialist	2027
	Robin Gardner	4th Grade Teacher	2026
Blowing Rock	Lisa Clinard	Kindergarten Teacher	2026
	Ashley Brown	2nd Grade Teacher	2027
Cove Creek	Nicole Adam	Middle School Teacher	2027
	Laurie Warren	Media Specialist	2026
Green Valley	Christie DeHart	Middle School Teacher	2026
	Victoria Parsons	1st Grade Teacher	2027
	Braley Neal	5th Grade Teacher	2027
Hardin Park			2026
			2027
Mabel	Kelly Ward	2nd Grade Teacher	2027
			2026
Parkway	Katrina Shook	CTE Teacher	2027
			2026
Valle Crucis	Angey Nicol	5/6th Grade Teacher	2027
			2026
Watauga High School	Dana Lowery	Media Coordinator	2026
			2027
Central Office- Technology	Alison Schleede	Technology Director	Permanent
	Jarrett Whiteside	WAN Engineer	Permanent
	Chris Hutelmyer	Technician	Permanent
	Logan Absher	Technician	Permanent
	Leslie Lawrence	Technician	Permanent
	Will Spradling	Technician	Permanent
Central Office - Instr. Services	Philip Norman	Chief Academic Officer	Permanent
	Katie Barbee	Director of K-8 Curriculum	Permanent
	Sarah Cardwell	Blended Learning Coordinator	Permanent
Central Office-Superintendent	Dr. Leslie Alexander	Superintendent	Permanent (ex-officio)
Central Office Finance Department	Joe Nash	Finance Officer	Permanent
Assistive Technology Team	Chasity Schwarze	Exceptional Children's Teacher	2024
Board of Education	Dr. Jay Fenwick	BOE Member	Permanent
Parent Representatives		Parent	2025
Student Representatives			