
PITT COUNTY SCHOOLS

**BOARD
AGENDA**

PITT COUNTY BOARD OF EDUCATION
1717 WEST FIFTH STREET · GREENVILLE, NC 27834



February 6, 2017

Pitt County Board of Education
Pitt County Office Building
Third Floor Board Room
February 6, 2017

AGENDA

The Pitt County Board of Education will meet in Regular Session on Monday, February 6, 2017, at 6:30 p.m. in the Third Floor Board Room, Pitt County Office Building. The following items have been placed on the Agenda:

		Page
1. <u>Start of Meeting</u>		
A. Call to Order	Chair Doherty	
B. Pledge of Allegiance	Robert Moore	
C. Moment of Silence	Robert Moore	
2. <u>Routine Business</u>		
A. Adjustments to the Agenda	Chair Doherty	
B. Spotlight on Teaching and Learning	Dr. Travis Lewis	1
1. J.H. Rose Women's Swim Team	Ron Butler	
2. Amy Carroll/ Sherry Little Physical Education Award	Ron Butler/ Cornelia Cox	
3. South Greenville Elementary Recognition	Lakeesha Lynch/ Michael Bonner	
C. Special Recognition	Chair Doherty	2
D. Public Expression	Chair Doherty	
3. <u>Consent Items for Approval</u>		
A. Minutes from the Regular Board Meeting on December 5, 2016, Board Work Session on January 23, 2017, Finance/Operations Committee Meeting on December 19, 2016,	Carol Rankin	3

and the Closed Sessions Board Meetings on
November 7, 2016 and January 23, 2017

B.	Personnel Report for February 2017	Dr. Ve-Lecia Council	11
C.	Items to be Declared Surplus	Matt Johnson	12
D.	2017-2018 Early College High School Calendar, 2017-2018 and 2018-2019 Academic Calendars	Dr. Ve-Lecia Council	14
E.	School Improvement Plans	Cheryl Olmsted	20
F.	Budget Amendment #1	Debra Baggett	21
G.	Open Enrollment School List for 2017-2018	Dr. Ethan Lenker	28
H.	New 5000 Policy Section, New Miscellaneous Policies and Revised Policies	Cynthia Grady	30
4. <u>New Business</u>			
A.	Consideration of Comprehensive Annual Financial Report, Year Ending June 30, 2016	Debra Baggett	98
B.	Consideration of 3 rd Grade and Advanced Placement Bonuses	Dr. Ve-Lecia Council/ Debra Baggett	100
C.	First Reading of New 6000A Policy Section	Cynthia Grady	102
D.	Pitt County Schools' Websites	Dr. Travis Lewis	122
E.	National School Board Association Conference	Chair Doherty	123
5. <u>Closing Comments</u>			
A.	Comments by Superintendent	Dr. Ethan Lenker	
B.	Comments by Board Members		
C.	Comments by Chair	Chair Doherty	
6.	<u>Closed Session</u>	Vice Chair Williams	124
7. <u>Additional Action Items or Announcements, if necessary</u>			
8.	<u>Adjourn</u>	Chair Doherty	

PITT COUNTY BOARD OF EDUCATION

DATE: February 6, 2017

TOPIC: Spotlight on Teaching and Learning

BACKGROUND:

Dr. Travis Lewis will recognize the following achievements with the Board members:

The J.H. Rose Women's Swim Team for achieving the highest GPA of 3.991 in the Nation and making the cover of The NISCA Journal Summer 2016 Issue, the Official publication of the National Interscholastic Swimming Coaches Association of America, Inc. serving more than 265,000 athletes in over 12,600 programs.

Ayden Elementary School's Physical Education teacher Erika Dawson will receive the Amy Carroll/Sherry Little Award. This Award is presented to an educator that goes Above and Beyond in the field of Health and Physical Education and serves as a memorial for Amy Carroll and Sherry Little, two Physical Educators whose untimely death occurred while en route to the 1990 NCAAHPERD-SM Convention.

South Greenville's principal Lakeesha Lynch and teacher Michael Bonner will share South Greenville's recent "Ellen Show" experiences with the Board members.

SUPERINTENDENT'S RECOMMENDATION:

No Board action is required.

PITT COUNTY BOARD OF EDUCATION

DATE: February 6, 2017

TOPIC: Special Recognition

BACKGROUND:

Chair Doherty will share a Special Recognition with the Board Members.

SUPERINTENDENT'S RECOMMENDATION:

No Board action is required

PITT COUNTY BOARD OF EDUCATION

DATE: February 6, 2017

TOPIC: Board Minutes

BACKGROUND:

Please find attached for your review and consideration, the minutes from the Board of Education Meeting held on December 5, 2016, Board Work Session on January 23, 2017, and Finance/Operations Committee Meeting on December 19, 2016. Also, the Board members will be approving the minutes, which was sent via the Board packet, from the Closed Sessions Board Meetings held on November 7, 2016 and January 23, 2017.

Should you have any questions or comments that would require an adjustment please ask the Chair to remove this item from the Consent Agenda.

SUPERINTENDENT'S RECOMMENDATION:

Board action is required

Regular Board Meeting Minutes

Date: December 5, 2016

Present: Chairman Benjie Forrest, Mildred Council, Caroline Doherty, Worth Forbes, Vice Chair Mary Blount Williams, Anna Barrett Smith, Melinda Fagundus, Betsy Flanagan, and Robert Moore

Attorney: Cynthia Grady

Time: 6:30 P.M.

Place: Pitt County Office Building, 3rd Floor Boardroom

1) Start of Meeting:

A) Chairman Forrest called the Board of Education meeting to order in Regular Session on December 5, 2016 at 6:30 P.M. in the Pitt County Third Floor Board Room.

B) Judge G. Galen Braddy was present to preside over all 9 Board members taking Oaths of Office.

C) Vice Chair Mary Blount Williams led the Board members in the Pledge of Allegiance.

D) Worth Forbes led the Board members in a Moment of Silence and concluded with a prayer.

E) Dr. Ethan Lenker, Superintendent, presided over the election of the Chairperson, by requesting nominations from the floor. Robert Moore nominated Caroline Doherty as Chairperson. With no other nominations, Worth Forbes made a motion to close the nominations with a second from Anna Barrett Smith. Motion to close nominations passed unanimously. The nomination of Ms. Doherty as Chairperson passed unanimously.

F) Newly-elected Chair Caroline Doherty presided over the election of the Vice-Chairperson by requesting nominations from the floor. Mildred Council nominated Mary Blount Williams as Vice Chairperson. Robert Moore made a motion to close nominations with a second from Anna Barrett Smith. Motion to close nominations passed unanimously. The nomination of Ms. Williams as Vice-Chairperson passed 7 to 2, with Benjie Forrest and Worth Forbes voting against.

2) Routine Business:

A) Adjustments to the Agenda:

Robert Moore made a motion to approve the Agenda, with a second from Worth Forbes. The motion to approve the Agenda passed unanimously.

B) Public Expression:

An opportunity for Public Expression was given; however, there were no requests to address the Board.

3) Special Recognition:

Chair Doherty recognized, on behalf of the Board, Sean Kenny, Marc Whichard, and Walter Gaskins as out-going Board Members, for their dedication to the students and staff of Pitt County Schools. Dr. Lenker presented each with a plaque recognizing their years of service to Pitt County Schools. Board members were allowed time to speak directly to each of the past Board members and they in turn addressed the Board.

4) Consent Items:

Worth Forbes made a motion to approve the consent items as listed, with a second from Benjie Forrest. The consent items included: the November 7, 2016 Board meeting minutes, the Personnel Report for December 2016, the Qualified Observers List, the Substitute New Hire Report for December 2016, and the December items to be Declared Surplus. With no discussion, the motion passed unanimously.

5) New Business:

A) First Reading of Proposed 2017-2018 Early College High School Calendar, the 2017-2018 Academic Calendar and the 2018-2019 Academic Calendar. Dr. Ve-Lecia Council, Assistant Superintendent of Human Resources, shared with the Board members the First Reading of the 2017-2018 Early College High School Calendar, the 2017-2018 Academic Calendar and the 2018-2019 Academic Calendar. Dr. Council asked the Board members to contact her before the next board meeting with any comments or concerns.

B) Consideration of Elmhurst Multi-Purpose Room General Contractor

Matt Johnson, Executive Director of Operations, requested that A.R. Chesson, as the lowest responsible-bidder, be approved as the General Contractor for the Elmhurst Multi-Purpose Room Project. Worth Forbes made a motion with a second from Benjie Forrest to approve A.R. Chesson as the General Contractor for the Elmhurst Multi-Purpose Room Project. The motion passed 8 to 1 with Vice Chair Williams voting against.

C) New Policy 3565/8307

Cynthia Grady, In-House Counsel, shared information with the Board members concerning the New Policy 3565/8307, Title 1 Program Comparability of Services. Due to a new requirement by the North Carolina Department of Public Instruction and the time deadline, Ms. Grady requested that the Board waive first reading of the policy and adopt the policy as written. Worth Forbes made a motion to waive the 1st reading of the policy with a second from Vice Chairperson Williams. Motion to waive first reading of the policy passed unanimously.

Vice Chair Williams made a motion to adopt new Policy 3565/8307, Title 1 Program Comparability of Services with a second from Mildred Council. Motion to approve the new policy passed unanimously.

D) Discussion of January Board Meeting Date

Chair Doherty led the Board members in a discussion concerning the date for the Board meeting in January. After discussion, consensus of the Board was to hold the January Board meeting on January 9, 2017.

6) Closing Comments:

Closing comments were made by Dr. Lenker, Board Members, and Chair Doherty.

7) Adjourn:

Vice Chair Williams made a motion to adjourn with a second by Mildred Council. The motion to adjourn passed unanimously. Time adjourned was 7:30 P.M.

Respectfully Submitted,

Caroline W. Doherty, Chair

Dr. Ethan Lenker, Secretary

Minutes Recorded by Carol Rankin

Board Work Session Minutes

DATE: January 23, 2017

PRESENT: Chair Caroline W. Doherty, Vice-Chair Mary Blount Williams, Mildred A. Council, Anna Barrett Smith, Melinda Fagundus, Robert Moore, Betsy Flanagan, and Benjie Forrest

ABSENT: Worth Forbes

ATTORNEY: Cynthia Grady

TIME: 11:05 A.M.

PLACE: Professional Development Room, C.M. Eppes Annex

Chair Doherty called the first monthly Board of Education Work Session to order on January 23, 2017 at 11:05 a.m. in the Professional Development Room at C.M. Eppes Annex.

Cheryl Olmsted, Assistant Superintendent of Educational Programs and Services, shared with and led the Board members in a discussion involving the following curriculum topics; AdvancED – Standards and School Improvement Plans (SIP). Ms. Olmsted shared how the Board members could navigate the schools' websites to view and understand the SIP. Consensus among the Board members was to have the School Improvement Plans added to the Consent Agenda for approval at the February 6, 2017 Board meeting.

Ron Butler, Pitt County Athletics, Drivers Education, Health and Physical Education Coordinator, was present to share a survey offered to Pitt County parents concerning Middle School Athletics. The Board members discussed the pros and cons of the new State athletic rule permitting Districts to allow 6th graders the right to play sports excluding football.

Dr. Ethan Lenker, Superintendent of Pitt County Schools, shared information concerning the following topics; Lab School MOU and the Open Enrollment Schools list for 2017-2018. Consensus among the Board members was to have the Open Enrollment Schools list for 2017-2018 added to the Consent Agenda for approval at the February 6, 2017 Board meeting.

Debra Baggett, Chief Finance Officer, shared information involving the Budget Amendment #1. Consensus among the Board members was to have the Budget Amendment #1 added to the Consent Agenda for approval at the February 6, 2017 Board meeting.

Dr. Ve-Lecia Council, Assistant Superintendent of Human Resources, and Ms. Baggett led the Board in a discussion concerning Teacher Bonuses (3rd Grade, CTE and AP).

Cynthia Grady, In-House Council, shared first reading of the new 5000 Policy Section, New Miscellaneous Policies, and Revised Policies that they received previously in connection with the cancelled January 9, 2017 Board Agenda. Consensus of the Board

Minutes Recorder: Carol Rankin

members was to have these policies added to the Consent Agenda for approval at the February 6, 2017 Board meeting. In addition, Ms. Grady requested a meeting date to review the new 6000A Policy section with the Policy Committee. The committee members chose February 1, 2017 at 11:00 am in the 3rd Floor Superintendent's Conference Room.

Chair Doherty shared upcoming North Carolina School Board (NCSBA) training opportunities with the Board members along with the National School Board Association Annual Conference, which is scheduled for March in Denver Colorado. Chair Doherty asked the Board members to let the Board secretary to know if they were interested in any of the training available. Chair Doherty also shared her training notes she had written from the recent NCSBA Policy Conference she attended on January 12-13, 2017 with the Board members.

Due to time restraints, the New School Websites agenda idea was not discussed.

Vice Chair Mary Blount Williams, made a motion to go into Closed Session pursuant to N.C. General Statute 143.318.11 for the following purposes; under subsection (a)(3) to consult with our attorney; to preserve the attorney-client privilege and to consider and give instructions concerning a judicial action titled L.H. v. Pitt County Board of Education, Walls v. Pitt County Board of Education, and Bertie County Board of Education et.al. v. State of North Carolina.

Board members came out of Closed Session at 2:04 P.M. The Work Session adjourned at 2:05 P.M.

Respectfully Submitted,

Caroline W. Doherty, Chair

Dr. Ethan Lenker, Secretary



Pitt County Schools
Finance/Operations Committee Meeting
5:00 p.m., Monday, December 19, 2016
3rd Floor Board Room

The Finance/Operations Committee met on Monday, December 19, 2016, at 5:00 p.m. in the Central Office 3rd Floor Boardroom. In attendance were: Worth Forbes, Caroline Doherty, Benjie Forrest, Robert Moore, Betsy Flanagan, Dr. Ethan Lenker, Debra Baggett, and Matt Johnson.

Mr. Forbes called the meeting to order and determined there was a quorum. No one was present for public comment.

The first item for discussion was approval of the November 28, 2016 Committee Meeting Minutes. Mr. Forrest made a motion to approve the minutes with a second from Mrs. Doherty. The vote to approve was unanimous.

The second item for discussion was the Audit Report for June 30, 2016. Mr. Michael Jordan, CPA of Carr, Riggs and Ingram presented the Comprehensive Annual Financial Report for the year ended June 30, 2016. The auditors issued an unmodified opinion, which is the best opinion that can be received. An unmodified opinion means there were no significant modifications necessary to the financial statements that were presented by Pitt County Schools.

Mr. Jordan also noted that Pitt County Schools received two awards for the previous year's audit, the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting and the Association of School Business Officials International Certificate of Excellence in Financial Reporting.

Mr. Jordan explained that the Management's Discussion and Analysis provides an overview of the entity as a whole and contained various graphs and charts, which provide a financial analysis of the Board's funds. Exhibits 1-4 included the Statement of Net Position, Statement of Activities, Balance Sheet and the Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance. Expenditures exceeded revenues by \$395,179 in the General Fund and by \$677,185 in the Special Revenue Fund. Mrs. Baggett explained these expenditure levels were budgeted for and were within the budget. The Fund Balance in the General Fund stood at approximately \$3,440,107 at June 30, 2016 – broken down as follows:

Restricted by State Statute	\$ 529,270
Committed for Capital Projects	\$1,543,000
Assigned for Individual Schools	\$ 274,178
Carryover from Prior Years	\$ 300,838
Undesignated	\$ 792,821

Exhibits 5-8 provided comparisons between the budget and actual expenditures for each of the District's funds. The individual schools had total cash balances of \$1.745 million at June 30, 2016 and the Child Nutrition program had a net income of \$14,108 for the year and the fund balance of \$4,423,093. Mr. Jordan complimented the Child Nutrition program on being able to maintain a profit during times when many districts are struggling. New meal pattern requirements have had a negative impact on many districts across the state and nation.

In the auditor's opinion, Pitt County Schools has complied in all material respects with the requirements of both State and Federal programs. In addition, there were no material weaknesses identified with concerns to internal controls over financial reporting.

Mr. Forrest made a motion to take the Audit Report to the full Board with a second from Mrs. Doherty. The vote was unanimous.

The third item discussed was Updates. Mr. Johnson updated the Committee with several ongoing projects.

- Grifton gym – The grout has been completed. The north side of the building has been raised 3 ¼ inches. Final soil testing will be done after the grout cures. The windows replacement is scheduled for February and the gym should be up and running by spring break.
- Elmhurst – A pre-construction meeting was held regarding the multi-purpose room addition. Mobilizing is projected to take place either late December or early January. We are hoping to plan a ground breaking ceremony around the middle of January.
- Capital Improvement Plan – The County has asked for this plan. We made a list of Capital Improvement Priorities approved by the Board which included a list of the DPI Facility Needs Survey. On January 23, we will have opportunity to present some of these needs to the County.
- Grant-Office space – The \$16 million dollar Federal grant for Recruitment, Retention, and Rewarding Teachers allows for \$350,000 to be used to cover indirect costs associated with the Grant. Office and training space will be needed to implement R3 Grant activities. Discussion occurred on purchasing vs leasing property for these purposes. The committee asked Mr. Johnson to bring back more information regarding the cost of purchasing or leasing property for the needed space.

Upon a motion from Mr. Forrest and a second by Mrs. Doherty, the meeting adjourned at 6:08 p.m.

PITT COUNTY BOARD OF EDUCATION

DATE: February 6, 2017

TOPIC: Personnel Report

BACKGROUND:

The Personnel Report for February was sent via the Board Packet for your review and consideration.

Should you have questions or comments requiring an adjustment, please ask the Chair to remove this item from the Consent Agenda.

SUPERINTENDENT'S RECOMMENDATION:

Board action is required

PITT COUNTY BOARD OF EDUCATION

DATE: February 6, 2017

TOPIC: Items to be Declared Surplus Property

BACKGROUND:

Please find attached for your review and consideration a list of items to be Declared Surplus Property.

Matt Johnson, Executive Director of Operations, will be present to respond to any questions you may have regarding this list.

Should you have questions or comments requiring an adjustment, please ask the Chair to remove this item from the Consent Agenda.

SUPERINTENDENT'S RECOMMENDATION:

Board action is required

ITEMS TO BE DECLARED SURPLUS

February 6, 2017

- * Victory 2-door commercial refrigerator. (SCHS)
- * Lot of (9) pieces of Pre-K furniture.
- * Lot of (12) chairs on wheels, (3) chairs without wheels, (1) small round table, (1) wood podium, (1) small wood cabinet and (1) small rectangular table.
- * Lot of (48) wood, plastic and metal student combo desks.
- * Lot of (12) 2 foot by 6 foot double sided bookshelves, (6) 2 foot by 3 foot double sided bookshelves, (1) wood podium and (1) large half circle reception/circulation desk.
- * Husky bleacher mule.
- * Lot of (2) folding chairs with cushions.
- * Lot of digital projectors. (1) hitachi, (4) NEC, (15) Epson and (1) box of miscellaneous cords and parts.
- * Lot of (72) dell computers, (43) Dell flat panel monitors and (1) pallet of miscellaneous computer parts and cords.
- * Lot of Laptops. (29) HP4730s, (1) Dell E6400, (1) Dell E6410, (2) Dell D620, (1) Dell D530, (6) Samsung Chromebooks.
- * Lot of (54) miscellaneous chairs.

PITT COUNTY BOARD OF EDUCATION

DATE: February 6, 2017

TOPIC: Early College High School and Academic Calendars

BACKGROUND:

Please find attached for your review and consideration, the 2017-2018 Early College High School Calendar, 2017-2018 Academic Calendar, and 2018-2019 Academic Calendar.

Dr. Ve-Lecia Council, Assistant Superintendent of Human Resources, will request approval of these calendars from the Board members.

Should you have questions or comments requiring an adjustment, please ask the Chair to remove this item from the Consent Agenda.

SUPERINTENDENT'S RECOMMENDATION:

Board action is required

2017-2018 PITT COUNTY SCHOOLS EARLY COLLEGE HIGH SCHOOL INSTRUCTIONAL CALENDAR

Our Mission: PCSECHS is a school of highly motivated individuals dedicated to fostering an environment of academic excellence and a community that cares.

SCHOOL HOURS: 9 A.M.- 4 P.M.

On Monday, Tuesday, Wednesday, and Thursday.

Friday Dismissal is at 2PM
Exceptions are Dec. 8 & 15, 2017
May 11 & 18, 2018

MAKE-UP DAYS

Make-up days are scheduled in the school calendar to be used in case of school closings due to inclement weather or any other circumstances that cause a day of school to be missed. If vacation or family plans are made on any of these days, one should be aware of the possibility that these days could become student days.

Possible Make-Up Days:

October 27, November 22, January 2, February 16, May 24, May 25, May 29

In addition, the Superintendent may designate Saturday as a school make-up day during the same week in which the day was lost.

INCLEMENT WEATHER ANNOUNCEMENTS

In the event of a closing, delayed opening, or early dismissal of school for any reason, Pitt County Schools officials will notify area television and radio stations to announce specific details. Information will be posted on the Pitt County Schools website (www.pitt.k12.nc.us) and Connect 5 calls will be made to PCSECHS faculty, staff, and parents. You may also call our Info Hotline at 830-3535 and follow us on Twitter @PCSECHS for updates.

First Semester Exams

December 14, 15, 18, 19, 20 (Make-up)

Second Semester Exams

May 17, 18, 21, 22, 23 (Make-up)

October 2017						
M	T	W	T	F		
	2	3	4	5	6	
9	10	11	12	13		
16	17	18	RC	19	20	
23	24	25	26	27		
30	31					
21						22

September 2017						
M	T	W	T	F		
				1		
4	5	6	7	8		
11	12	13	14	15	PR	
18	19	20	21	22		
25	26	27	28	29		
20						21

Aug 2017						
M	T	W	T	F		
	1	2	3	4		
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	29	30	31			
18						23

February 2017						
M	T	W	T	F		
			1	2		
5	6	7	8	9		
12	13	14	15	16		
19	20	21	22	23		
26	27	28				
19						20

January 2017						
M	T	W	T	F		
1	2	RC 3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26		
29	30	31				
20						23

December 2017						
M	T	W	T	F		
				1		
4	5	6	7	8		
11	12	13	14	15	X 15	
18	19	20	21	22	E	PCE
25	26	27	28	29		
14						21

November 2017						
M	T	W	T	F		
		1	2	3		
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30			
18						22

June 2017						
M	T	W	T	F		
				1		
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		
25	26	27	28	29		

May 2017						
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14	15	16	17	18		
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A 28	M 29					
17						20

April 2017						
M	T	W	T	F		
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30						
21						21

March 2017						
M	T	W	T	F		
			1	2		
5	6	7	8	9		
12	13	14	15	16	RC	
19	20	21	22	23		
26	27	28	29	30		
17						22

CB	Classes Begin	PCB	Pitt CC Classes Begin
CE	Classes End	PCE	Pitt CC Classes End
RC	Report Cards	PR	Progress Reports
FD	First Day	LD	Last Day

Early Release	System Designated Workday
Holiday	Teacher Workday
Annual Leave	First & Last Days of Schools

2017-2018 Pitt County Schools Academic Calendar for Students & 10 Month Employees DRAFT

July 2017							January 2018						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1	1	1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30	31												
August 2017							February 2018						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5	4	5	6	7	8	9	10
6	7	8	9	10	11	12	11	12	13	14	15	16	17
13	14	15	16	17	18	19	18	19	20	21	22	23	24
20	21	22	23	24	25	26	25	26	27	28			
27	28	29	30	31									
September 2017							March 2018						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1	4	5	6	7	8	9	10
3	4	5	6	7	8	9	11	12	13	14	15	16	17
10	11	12	13	14	15	16	18	19	20	21	22	23	24
17	18	19	20	21	22	23	25	26	27	28	29	30	31
24	25	26	27	28	29	30							
October 2017							April 2018						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30					
November 2017							May 2018						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1	6	7	8	9	10	11	12
5	6	7	8	9	10	11	13	14	15	16	17	18	19
12	13	14	15	16	17	18	20	21	22	23	24	25	26
19	20	21	22	23	24	25	27	28	29	30	31		
26	27	28	29	30									
December 2017							June 2018						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1	3	4	5	6	7	8	9
3	4	5	6	7	8	9	10	11	12	13	14	15	16
10	11	12	13	14	15	16	17	18	19	20	21	22	23
17	18	19	20	21	22	23	24	25	26	27	28	29	30
24	25	26	27	28	29	30							
31													

Legend

First day of School
Teacher Workdays
System Designated Workdays
Early Release Days
Marking Periods
Annual Leave Days
Holidays

August

17-21	Teacher Workdays
22	System Designated Workday
23	Teacher Workday
24	System Designated Workday/Open House
25	Teacher Workday
28	First Day of School

September

4	Labor Day
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October

6	End of 1st Six Weeks
10	Early Release Day / 9-12 Conferences
11	Teacher Workday
27	End of 1st Nine Weeks

November

9	Early Release Day / K-8 Conferences
10	Veteran's Day
20	End of 2nd Six Weeks
22	Annual Leave Day
23-24	Thanksgiving Holiday

December

20	Early Release Day
21-22	Annual Leave Days
25-27	Christmas Holiday
28-29	Annual Leave Days

INCLEMENT WEATHER ANNOUNCEMENTS

In the event of a closing, delayed opening, or early dismissal of school for any reason, PCS officials will notify area television and radio stations to announce specific details. Information will be posted on the PCS website (www.pitt.k12.nc.us) and Connect 5 calls will be made to PCS faculty, staff and parents. You may also call our Information Hotline at 830-3535 for updates.

MAKE-UP DAYS

Make up days are scheduled in the school calendar to be used in case of school closings due to inclement weather or any other circumstances that cause a day of school to be missed. If vacation or family plans are made on any of these days, one should be aware of the possibility that these days could become student days. *In addition, the Superintendent may designate Saturday as a school make-up day during the same week in which the day was lost.*

POSSIBLE MAKE-UP DAYS

October 11, 2017	Teacher Workday
November 22, 2017	Annual Leave Day
January 23, 2018	System Designated Day
February 26, 2018	Teacher Workday
March 13, 2018 & April 12, 2018	Early Release Days Each day will be extended to a full school day

OPEN HOUSE: AUGUST 24, 2017

Grades K-5	4:00 pm - 6:30 pm
Grades K-8	5:00 pm - 7:30 pm
Grades 6-8	5:00 pm - 7:30 pm
Grades 9-12	6:00 pm - 8:30 pm

EARLY RELEASE DAYS

On Early Release Days, each school will dismiss three hours earlier than its regular dismissal time and lunch will be served.

MARKING PERIODS

Grades K-8 (Nine Week) Marking Periods

Week	End Date	Report Card Issue Date
1 st 9 Weeks	10/27/2017	11/6/2017
2 nd 9 Weeks	1/19/2018	1/29/2018
3 rd 9 Weeks	3/28/2018	4/16/2018
4 th 9 Weeks	6/8/2018	Mailed Home

Grades 9-12 (Six Week) Marking Periods

Week	End Date	Report Card Issue Date
1 st 6 Weeks	10/6/2017	10/16/2017
2 nd 6 Weeks	11/20/2017	12/4/2017
3 rd 6 Weeks	1/19/2018	1/29/2018
4 th 6 Weeks	3/6/2018	3/12/2018
5 th 6 Weeks	4/24/2018	4/30/2018
6 th 6 Weeks	6/8/2018	Mailed Home

PARENT CONFERENCES

3:00 PM - 7:00 PM

GRADES K-8

November 9, 2017
April 12, 2018

GRADES 9-12

October 10, 2017
March 13, 2018

2018-2019 Pitt County Schools Academic Calendar for Students & 10 Month Employees DRAFT

July 2018							January 2019						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7	1						
8	9	10	11	12	13	14	18						
15	16	17	18	19	20	21	19						
22	23	24	25	26	27	28	20						
29	30	31					27						
August 2018							February 2019						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30	31		24	25	26	27	28		
September 2018							March 2019						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8	3	4	5	6	7	8	9
9	10	11	12	13	14	15	10	11	12	13	14	15	16
16	17	18	19	20	21	22	17	18	19	20	21	22	23
23	24	25	26	27	28	29	24	25	26	27	28	29	30
30							31						
October 2018							April 2019						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
7	8	9	10	11	12	13	7	8	9	10	11	12	13
14	15	16	17	18	19	20	14	15	16	17	18	19	20
21	22	23	24	25	26	27	21	22	23	24	25	26	27
28	29	30	31				28	29	30				
November 2018							May 2019						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
4	5	6	7	8	9	10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	12	13	14	15	16	17	18
18	19	20	21	22	23	24	19	20	21	22	23	24	25
25	26	27	28	29	30		26	27	28	29	30	31	
December 2018							June 2019						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28	29	23	24	25	26	27	28	29
30	31						30						

Legend

First Day of School
Teacher Workdays
System Designated Workdays
Early Release Days
Marking Periods
Annual Leave Days
Holidays

August

Teacher Workdays
System Designated Workday
Teacher Workday
System Designated Workday
Teacher Workday
First Day of School

September

Labor Day

October

End of 1st Six Weeks
Early Release Day / 9-12 Conferences
Teacher Workday
End of 1st Nine Weeks

November

Early Release Day / K-8 Conferences
Veteran's Day
End of 2nd Six Weeks
Annual Leave Day
Thanksgiving Holiday

December

Early Release Day
Annual Leave Day
Christmas Holiday
Annual Leave Days

January

New Year's Day
End of 3rd Six Weeks
End of 2nd Nine Weeks
End of 1st Semester
Martin Luther King, Jr. Day
Teacher Workday
System Designated Workday

February

Teacher Workday

March

End of 4th Six Weeks
Early Release Day / 9-12 Conferences
End of 3rd Nine Weeks

April

Early Release Day / K-8 Conferences
End of 5th Six Weeks
Good Friday
Spring Break / Annual Leave Days

May

Memorial Day

June

Early Release Day / Last Day of School
End of 6th Six Weeks
End of 4th Nine Weeks
End of 2nd Semester
Teacher Workday
Teacher Workday

INCLEMENT WEATHER ANNOUNCEMENTS

In the event of a closing, delayed opening, or early dismissal of school for any reason, PCS officials will notify area television and radio stations to announce specific details. Information will be posted on the PCS website (www.pitt.k12.nc.us) and Connect 5 calls will be made to PCS faculty, staff and parents. You may also call our Information Hotline at 830-3535 for updates.

MAKE-UP DAYS

Make up days are scheduled in the school calendar to be used in case of school closings due to inclement weather or any other circumstances that cause a day of school to be missed. If vacation or family plans are made on any of these days, one should be aware of the possibility that these days could become student days. *In addition, the Superintendent may designate Saturday as a school make-up day during the same week in which the day was lost.*

POSSIBLE MAKE-UP DAYS

October 12, 2018	Teacher Workday
November 21, 2018	Annual Leave Day
January 23, 2019	System Designated Day
February 25, 2019	Teacher Workday
March 12, 2019 & April 3, 2019	Early Release Days Each day will be extended to a full school day

OPEN HOUSE: AUGUST 23, 2018

Grades K-5	4:00 pm - 6:30 pm
Grades K-8	5:00 pm - 7:30 pm
Grades 6-8	5:00 pm - 7:30 pm
Grades 9-12	6:00 pm - 8:30 pm

EARLY RELEASE DAYS

On Early Release Days, each school will dismiss three hours earlier than its regular dismissal time and lunch will be served.

MARKING PERIODS

Grades K-8 (Nine Week) Marking Periods

Week	End Date	Report Card Issue Date
1 st 9 Weeks	10/29/2018	11/5/2018
2 nd 9 Weeks	1/18/2019	2/4/2019
3 rd 9 Weeks	3/28/2019	4/8/2019
4 th 9 Weeks	6/7/2019	Mailed Home

Grades 9-12 (Six Week) Marking Periods

Week	End Date	Report Card Issue Date
1 st 6 Weeks	10/5/2018	10/15/2018
2 nd 6 Weeks	11/19/2018	12/3/2018
3 rd 6 Weeks	1/18/2019	2/4/2019
4 th 6 Weeks	3/6/2019	3/18/2019
5 th 6 Weeks	4/16/2019	5/6/2019
6 th 6 Weeks	6/7/2019	Mailed Home

PARENT CONFERENCES

3:00 PM - 7:00 PM

GRADES K-8

November 7, 2018
April 3, 2019

GRADES 9-12

October 11, 2018
March 12, 2019

PITT COUNTY BOARD OF EDUCATION

DATE: February 6, 2017

TOPIC: School Improvement Plans

BACKGROUND:

Cheryl Olmsted, Assistant Superintendent of Educational Program and Services, will request approval of the School Improvement Plans from the Board members. These plans were discussed with the Board members at the recent Board Work Session held on January 23, 2017.

Should you have questions or comments requiring an adjustment, please ask the Chair to remove this item from the Consent Agenda.

SUPERINTENDENT'S RECOMMENDATION:
Board action is required

PITT COUNTY BOARD OF EDUCATION

DATE: February 6, 2017

TOPIC: Budget Amendment #1

BACKGROUND:

Chief Finance Officer, Debra Baggett, will request approval from the Board for the Budget Amendment #1. This Budget Amendment was discussed with the Board members at the recent Board Work Session held on January 23, 2017.

Should you have questions or comments requiring an adjustment, please ask the Chair to remove this item from the Consent Agenda.

SUPERINTENDENT'S RECOMMENDATION:
Board action is required.



To: Dr. Ethan Lenker, Superintendent
 From: Debra Baggett, Chief Financial Officer
 Date: January 23, 2017
 Subject: 2016-17 Budget Amendment #1

Attached you will find Budget Amendment #1 for Pitt County Schools covering the period of time from October 2016 through January 2017:

Individual Accounting Funds Considered for Amendment at this Time:		
Fund #1	State Public School Fund	\$ 2,818,978.62
Fund #2	Local Current Expense Fund	\$ (0.00)
Fund #3	Federal Programs Fund	\$ 966,101.00
Fund #4	Capital Fund	\$ 21,000,000.00
Fund #8	Special Revenue Fund	\$ 1,131,926.45
Total		\$ 25,917,006.07

The above funds noted are presented and with explanation:

1. **State Public School Fund**

The Amendment to the State fund represents an increase of \$ 2,818,978.62 The increase represents increases in appropriations from the State Public School Fund through allotment revision #20.

2. **Local Current Expense Fund**

The Amendment to the Local fund does not represent an increase from the Fiscal Year 2015-16 Budget Resolution. Budget Amendment #1 represents increases / decreases at the purpose code level based on actual operations as compared to the Budget Resolution.

3. **Federal Programs Fund**

The Amendment to the Federal fund represents an increase of \$ 966,101.00 The increase represents increases in appropriations from the Federal Government through allotment revision #20.

3. **Capital Fund**

The Amendment to the Capital fund represents an increase of \$ 21,000,000.00 The increase represents increases in appropriations from the Federal Government through allotment revision #20.

8. **Special Revenue Fund**

The Amendment to the Special Revenue fund represents an increase of \$ 1,131,926.45 The increase represents increases in Local Grants.

The total increase to the Pitt County Schools' budget per Amendment #1 is: \$ 25,917,006.07

Thank you and should you have any questions please let me know.

**PITT COUNTY SCHOOLS
2016-17 BUDGET AMENDMENT #1
State Public School Fund**

The Pitt County Board of Education at a meeting on the 6th day of February, 2017 passed the following resolution. Be it resolved that the following Amendment be made to the Budget Resolution for the fiscal year ending June 30, 2017.

Code #	Description of Code	\$ Increase / (Decrease)
5000	Instructional Services	\$ 317,025.81
6000	System Wide Support Services	\$ 2,501,354.77
7000	Ancillary Services	\$ 598.04
Total		\$ 2,818,978.62

Explanation: The amendment to the State fund represents an increase of \$ 2,818,978.62. The increase represents increases from the following appropriations from the State Public School fund through allotment revision #31:

Afterschool Grant Funds	\$ 167,201.00
M Class Reading 3D Allotment	\$ 52,000.00
EC Behavioral Support - Willie M Funds	\$ 189,300.00
School Connectivity	\$ 172,440.00
CTE Program Support	\$ 7,637.00
Textbook Carryover	\$ 653,929.22
Technology Funds	\$ 448,593.00
Charter School Reduction	\$ (969,081.00)
EC Headcount Transfer	\$ (65,444.00)
Summer Camp Funding Reduction	\$ (69,219.03)
Transportation Allotment Adjustment	\$ 1,488,809.00
EC Special Program Funding	\$ 95,389.00
State Substitute Teacher Allocation	\$ 33,828.00
Read 3D Allotment	\$ 2,400.00
Advanced Teaching Roles Grant	\$ 200,000.00
Test Result Bonus Funds	\$ 279,820.00
Adjust PRC 005 Administrator Allocation	\$ 19,599.78
Bonus Pay allocation - PRC 045	\$ 111,776.65
	<u>\$ 2,818,978.62</u>

The following represents the State Fund as amended per Budget Amendment #1:

Total Appropriation in Current Budget	\$ 137,120,038.14
Amount of Increase (Decrease) of Above Amendment	\$ 2,818,978.62
Total Appropriation in Current Amended Budget	<u>\$ 139,939,016.76</u>

Passed by majority vote of the Board of Education of Pitt County on the 6th day of February, 2017.

Chair, Board of Education

Secretary, Board of Education

PITT COUNTY SCHOOLS

2016-17 BUDGET AMENDMENT #1

Local Current Expense Fund

The Pitt County Board of Education at a meeting on the 6th day of February, 2017 passed the following resolution. Be it resolved that the following Amendment be made to the Budget Resolution for the fiscal year ending June 30, 2017.

Code #	Description of Code	\$ Increase / (Decrease)
5000	Instructional Services	\$ 23,589.67
6000	System Wide Support Services	\$ (23,589.67)
7000	Ancillary Services	\$ -
Total		\$ (0.00)

Explanation: The amendment to the Local fund does not represent an increase from the Fiscal Year 2016-17 Budget Resolution. Budget Amendment #1 represents increases / decreases at the purpose code level based on actual operations as compared to the Budget Resolution:

Increases / Decreases	\$ (0.00)
Total Increase (Decrease)	<u>\$ (0.00)</u>

The following represents the Local Fund as amended per Budget Amendment #1:

Total Appropriation in Current Budget	\$ 41,621,811.22
Amount of Increase (Decrease) of Above Amendment	\$ (0.00)
Total Appropriation in Current Amended Budget	<u>\$ 41,621,811.22</u>

Passed by majority vote of the Board of Education of Pitt County on the 6th day of February, 2017.

Chair, Board of Education

Secretary, Board of Education

PITT COUNTY SCHOOLS

2016-17 BUDGET AMENDMENT #1

Federal Fund

The Pitt County Board of Education at a meeting on the 6th day of February, 2017 passed the following resolution. Be it resolved that the following Amendment be made to the Budget Resolution for the fiscal year ending June 30, 2017.

Code #	Description of Code	\$ Increase / (Decrease)
5000	Instructional Services	\$ 952,450.97
6000	System Wide Support Services	\$ 27,299.04
8000	Non-Programmed Services	\$ (13,649.01)
Total		\$ 966,101.00

Explanation: The amendment to the Federal fund represents an increase of \$ 966,101.00. The increase represents increases from the following appropriations from the State Public School fund through allotment revision #31:

CTE Program Involvement	\$ 13,639.00
IDEA - VI-B Handicapped	\$ (49,153.00)
Title II- Improving Teacher Quality	\$ (33,255.00)
Title III- Language Acquisition	\$ 1,931.00
Title I School Improvement	\$ 1,010,939.00
IDEA - VI-B State Improvement	\$ 20,000.00
IDEA Targeted Assistance Pre-School	\$ 2,000.00
	<u>\$ 966,101.00</u>

The following represents the Federal Fund as amended per Budget Amendment #1:

Total Appropriation in Current Budget	\$ 18,956,195.72
Amount of Increase (Decrease) of Above Amendment	\$ 966,101.00
Total Appropriation in Current Amended Budget	<u>\$ 19,922,296.72</u>

Passed by majority vote of the Board of Education of Pitt County on the 6th day of February, 2017.

Chair, Board of Education

Secretary, Board of Education

PITT COUNTY SCHOOLS

2016-17 BUDGET AMENDMENT #1

Capital Fund

The Pitt County Board of Education at a meeting on the 6th day of February, 2017 passed the following resolution. Be it resolved that the following Amendment be made to the Budget Resolution for the fiscal year ending June 30, 2017.

Code #	Description of Code	\$ Increase / (Decrease)
5000	Instructional Services	\$ -
6000	System Wide Support Services	\$ 1,000,000.00
9000	Capital Outlay	\$ 20,000,000.00
Total		\$ 21,000,000.00

Explanation: The amendment to the Capital fund represents an increase of \$ 21,000,000.00 The increase represents increases from the following appropriations:

Allocation for State Paid School Buses	\$ 1,000,000.00
Increase to record Limited Obligation Bonds	\$ 20,000,000.00
	<u>\$ 21,000,000.00</u>

The following represents the Capital Fund as amended per Budget Amendment #1:

Total Appropriation in Current Budget	\$ 8,188,215.00
Amount of Increase (Decrease) of Above Amendment	\$ 21,000,000.00
Total Appropriation in Current Amended Budget	<u>\$ 29,188,215.00</u>

Passed by majority vote of the Board of Education of Pitt County on the 6th day of February, 2017.

Chair, Board of Education

Secretary, Board of Education

PITT COUNTY SCHOOLS

2016-17 BUDGET AMENDMENT #1

Special Revenue Fund

The Pitt County Board of Education at a meeting on the 6th day of February, 2017 passed the following resolution. Be it resolved that the following Amendment be made to the Budget Resolution for the fiscal year ending June 30, 2017.

Code #	Description of Code	\$ Increase / (Decrease)
5000	Instructional Services	\$ 532,084.97
6000	System Wide Support Services	\$ 497,482.18
7000	Ancillary Services	\$ -
8000	Non-Programmed Charges	\$ 102,359.30
Total		\$ 1,131,926.45

Explanation: The amendment to the Special Revenue fund represents an increase of \$ 1,131,926.45. The increase represents increases from the following appropriations from the State Public School fund through allotment revision #31:

TIF Grant	\$ 886,655.00
Autism Support Contract with DPI	\$ 132,177.02
Literacy Grant	\$ 6,850.00
AHEC	\$ 9,646.74
AMS MATCH Grant	\$ 3,850.00
HSA Scholarship Fund	\$ 883.50
Nook Books	\$ 389.19
Z Smith Reynolds Grant	\$ 65,000.00
Developmental Day Funds	\$ 12,000.00
Arts Funds	\$ 3,672.00
Tech Fest Funds	\$ 10,043.00
Health Occupation	\$ 760.00
	<u>\$ 1,131,926.45</u>

Passed by majority vote of the Board of Education of Pitt County on the 6th day of February, 2017.

Total Appropriation in Current Budget	\$ 13,509,505.02
Amount of Increase (Decrease) of Above Amendment	\$ 1,131,926.45
Total Appropriation in Current Amended Budget	<u>\$ 14,641,431.47</u>

Passed by majority vote of the Board of Education of Pitt County on the 6th day of February, 2016.

Chair, Board of Education

Secretary, Board of Education

PITT COUNTY BOARD OF EDUCATION

DATE: February 6, 2017

TOPIC: Open Enrollment School List for 2017-2018

BACKGROUND:

Superintendent, Dr. Ethan Lenker, will request approval from the Board members for the Open Enrollment School List for 2017-2018. The Open Enrollment School List for 2017-2018 was discussed with the Board members at the recent Board Work Session held on January 23, 2017.

Should you have questions or comments requiring an adjustment, please ask the Chair to remove this item from the Consent Agenda.

SUPERINTENDENT'S RECOMMENDATION:

Board action is required

**PITT COUNTY SCHOOLS
IDENTIFIED FOR OPEN ENROLLMENT
2017-2018 SCHOOL YEAR**

High Schools

Ayden-Grifton High School

D.H. Conley

Farmville Central High School

J.H. Rose

North Pitt High School

South Central

Middle Schools

Ayden Middle School

C.M.Eppes Middle School

Farmville Middle

Wellcome Middle

Elementary Schools

Ayden Elementary (K-5)

Bethel School (K-8)

Eastern Elementary (K-5)

Elmhurst Elementary (K-5)

H.B. Sugg (K-2)

Northwest Elementary (K-5)

Sam D. Bundy (3-5)

South Greenville Elementary (K-5)

Stokes (K-8)

Wahl-Coates Elementary (K-5)

W.H. Robinson (K-5)

PITT COUNTY BOARD OF EDUCATION

DATE: February 6, 2017

TOPIC: New 5000 Policy Section, New Miscellaneous Policies and Revised Policies

BACKGROUND:

Cynthia Grady, In-House Counsel, will request approval from the Board members for the New 5000 Policy Section, New Miscellaneous Policies, and Revised Policies. These Policies were shared with the Board members at the recent Board Work Session held on January 23, 2017.

SUPERINTENDENT'S RECOMMENDATION:
Board action is required

The board recognizes that the public schools are an integral part of the community and that the public has a vested interest in having students develop into productive members of the workforce and of society. The board encourages the community to be involved in the school system and to assist the school system in the goal of providing every student with the opportunity to receive a sound basic education.

Each year the board will ensure that the report card issued for the school system by the State Board of Education receives widespread distribution to the local press or to other local channels of news and information. In addition, the school system will publish on its website all information required by law, including assessment and performance information and information on how state funds have been used to address local educational priorities.

A. POLICIES

In making policy decisions, the board will keep in mind its commitment to providing all students in our community the opportunity to obtain a sound basic education.

The board's commitment to the wider community is expressed in various policies that address the relationship between the school system and the community, such as:

1. Parental Involvement (policy 1310/4002);
2. Title I Parent and Family Engagement (policy 1320/3560);
3. Public Records – Retention, Release, and Disposition (policy 5070/7350);
4. School Volunteers (policy 5015);
5. Compliance with the Open Meetings Law (policy 2320);
6. Registered Sex Offenders (policy 5022);
7. Distribution and Display of Non-School Material (policy 5210);
8. Community Use of Facilities (policy 5030); and
9. Visitors to the Schools (policy 5020).

B. SCHOOL ADMINISTRATORS

School administrators shall:

1. demonstrate a commitment to working with the community;

2. identify appropriate opportunities for community input;
3. communicate to the public the goals and objectives of the school system and the progress of the school system in meeting those goals and objectives; and
4. provide the public with school progress and performance reports as required by state and federal law.

Legal References: Elementary and Secondary Education Act, 20 U.S.C. 6301; G.S. 115C-12(9)c3, -36, -47, -83.10, -105.25(c); *Leandro v. State*, 346 N.C. 336 (1997)

Cross References: Board Authority and Duties (policy 1010), Parental Involvement (policy 1310/4002), Title I Parent and Family Engagement (policy 1320/3560), Compliance with the Open Meetings Law (policy 2320), School Volunteers (policy 5015), Visitors to the Schools (policy 5020), Registered Sex Offenders (policy 5022), Community Use of Facilities (policy 5030), Public Records – Retention, Release, and Disposition (policy 5070/7350), Distribution and Display of Non-School Material (policy 5210)

Adopted:

A. PRINCIPLES

The board encourages the development and participation of parent organizations that support the goals of the board and the school system. The board recognizes that parent organizations are an effective means of involving parents in their child's school. The superintendent and school administrators shall inform parent organizations of specific goals for each school and shall help these organizations identify opportunities to assist the school in achieving these goals.

B. CONDITIONS FOR ESTABLISHING PARENT ORGANIZATIONS

Parent organizations, including PTAs, PTOs, and booster clubs, are not considered a part of the school system. However, because these organizations and their activities reflect upon the school system, all parent organizations must comply with the following conditions in order to operate in conjunction with the schools.

1. All parent organizations must provide the superintendent with a document describing the purpose of the organization and the general rules and procedures by which it will operate. Any later modifications to the organization's purpose or general rules and procedures also must be provided in writing to the superintendent.
2. Parent organizations must obtain prior approval from the principal for (a) any fund-raising event; (b) any purchase for the school; (c) any function involving the participation of students; or (d) any event that is likely to reflect upon the school or the school system.
3. Fliers and other literature displayed or distributed by parent organizations must comply with policy 5210, Distribution and Display of Non-School Material.
4. Parent organizations are responsible for maintaining their own financial records. Employees of the school system are not permitted to manage the affairs of parent organizations during the workday.
5. Parent organizations are expected to consider the cultural diversity and economic differences of students and parents in planning school-related functions.

The superintendent or designee shall grant or deny parent organizations approval to operate at each school. Parent organizations that do not comply with board policies may have approval to operate within the school revoked by the superintendent.

C. DONATIONS TO A SCHOOL OR THE SCHOOL SYSTEM

Any item that a parent organization proposes to contribute to a school must meet all legal requirements, including safety codes. Before accepting a donation of equipment, supplies, or funds, the principal must notify the superintendent and ensure that the donation complies with the requirements of policy 8220, Gifts and Bequests. All donated items become the property of the school system. While the intent of the donor will be considered, the school system reserves the right to modify the use of the donation if the needs of students or the school system change.

Legal References: G.S. 115C-36, -47

Cross References: Parental Involvement (policy 1310/4002), Distribution and Display of Non-School Material (policy 5210), Gifts and Bequests (policy 8220)

Adopted:

The board recognizes the valuable contributions that school volunteers make to the learning process and the educational goals of the school system. Instructional programs are enhanced through the contributions of students' parents, community members, and local business and industry. These volunteers contribute time, resources, and expertise that assist the school system to reach the goal of providing a sound basic education to all children.

The superintendent shall provide for parents and legal guardians to be notified of their right to take four hours of unpaid leave from their jobs every year in order to volunteer in their child's school as stated in G.S. 95-28.3. For information about leave provided to school system employees so that they may volunteer at their child's school, see policy 7510, Leave.

The board encourages school administrators to develop and implement plans and procedures for utilizing school volunteers. The superintendent and designees are responsible for implementing and supervising school volunteer programs. School volunteer programs must provide the following:

1. adequate screening of volunteers based upon the amount of contact they will have with students;
2. the requirement that volunteers comply with policy 5020, Visitors to the Schools;
3. reasonable supervision of volunteers based at least in part upon the amount of contact they will have with students; and
4. adequate training of volunteers, including familiarizing volunteers with applicable laws, board policies, administrative procedures, and school rules.

All school volunteers are expected to be professional and dependable in their volunteer activities.

Legal References: G.S. 115C-36, -47, -203 to -209.1

Cross References: Parental Involvement (policy 1310/4002), Visitors to the Schools (policy 5020), Leave (policy 7510)

Adopted:

The board encourages the community and parents to be involved in and support the schools and the educational program of the schools.

A. OPPORTUNITIES TO VISIT THE SCHOOLS

To encourage involvement, the following opportunities are provided to visit the schools.

1. Visitors are welcome to observe and learn about the educational program at each school subject to reasonable rules developed by school administrators.
2. Visitors are encouraged to use school facilities made available to the public, such as media centers or meeting spaces, as provided in policy 5030, Community Use of Facilities.
3. Visitors are invited to attend school events that are open to the public, such as athletic events, musical programs, and dramatic productions.

B. REQUIREMENTS OF VISITORS TO THE SCHOOLS

While the school board welcomes visitors to the schools, the paramount concern of the board is to provide a safe and orderly learning environment in which disruptions to instructional time are kept to a minimum. The superintendent and each principal shall establish and enforce reasonable rules to address this concern.

1. All school visitors during the school day must report immediately to the administrative office at the school to request and receive permission to be in the school. Each principal shall ensure that signs are posted in the school to notify visitors of this requirement.
2. School visitors are expected to comply with all school rules and school board policies, including policy 5025, Prohibition of Alcoholic Beverages; policy 5026/7250, Smoking and Tobacco Products; and policy 5027/7275, Weapons and Explosives Prohibited.
3. Persons who are subject to policy 5022, Registered Sex Offenders, must comply with the provisions of that policy.

C. ADDITIONAL REQUIREMENTS OF PROBATION OFFICERS

To minimize disruption to student learning and school operations, the board establishes the following additional requirements for visits by probation officers during the school day.

1. Probation officers may not visit students on school property during school hours unless the visit is conducted through the Section of Community Corrections' School Partnership Program.
2. Visits by probation officers must be authorized in advance by the school principal or designee or be the result of a request for assistance by a guidance counselor or school resource officer. The principal or designee at each school shall coordinate with probation officers to plan and schedule visits to occur at times least disruptive to the student's academic schedule and to school operations.
3. To protect the privacy of students, the principal or designee shall designate a private area for probation officers to meet with students away from contact with the general student population. Initial contact with the student will be made by a designated school employee, who shall direct the student to the private area to meet with the probation officer.
4. Probation officers may not initiate direct contact with any student while the student is in class or between classes.
5. All visits must be conducted in accordance with this policy and any additional guidelines developed by the superintendent or designee.

D. UNAUTHORIZED, DISRUPTIVE, OR DANGEROUS VISITORS

If a school employee becomes aware that an individual is on a school property without having received permission or that an individual is exhibiting unusual, threatening, or dangerous behavior, the employee must either direct the individual to the administrative office or notify the principal, designee, or school resource officer, depending on the circumstances.

If a school employee suspects that an individual is on school property in violation of policy 5022, Registered Sex Offenders, the employee must immediately notify the principal, designee, or school resource officer.

Students will be instructed to notify a school employee of any unusual or suspicious behavior by visitors. School employees shall inform the principal or designee immediately of a student's report of suspicious behavior on the part of a school visitor.

When an individual disrupts the educational environment, acts in a disorderly manner, damages school property, or violates board policy or the law, the principal or designee has authority to:

1. order the individual to leave school property;
2. notify law enforcement; or

3. take any other action deemed appropriate under the circumstances.

Failure to comply with a request to leave school grounds may result in the filing of trespass charges or other charges as appropriate against the offending individual.

The superintendent, upon recommendation from the principal, may deny an individual permission to come onto school grounds or enter a school facility for up to one school year if the individual is guilty of disruptive or dangerous behavior on school grounds.

Legal References: G.S. 14-132, -132.2, -159.11, -159.12, 159.13, -208.18; 115C-46.2, -523, -524, -526

Cross References: Registered Sex Offenders (policy 5022), Prohibition of Alcoholic Beverages (policy 5025), Smoking and Tobacco Products (policy 5026/7250), Weapons and Explosives Prohibited (policy 5027/7275), Community Use of Facilities (policy 5030)

Adopted:

The board is committed to the safety of students and other persons on school property. In order to maintain a safe school environment, the superintendent and all school personnel shall enforce the provisions of this policy at all times.

A. REGISTERED SEX OFFENDERS BANNED FROM ALL SCHOOL PROPERTY

In accordance with G.S. 14-208.18, all persons, who (1) are required to register under the Sex Offender and Public Protection Program AND (2) have been convicted of (a) any offense in Article 7B of Chapter 14 of the General Statutes, (b) any federal offense or offense committed in another state, which if committed in this state, is substantially similar to an offense in Article 7B, or (c) any offense in which the victim was under the age of 18 years at the time of the offense, are expressly forbidden to knowingly be present on any property owned or operated by the school system, including school buildings, athletic fields, playgrounds, parking lots, school buses, activity buses, or other property of any kind for any reason, including attendance at sporting events or other school-related functions, whether before, during, or after school hours. In addition, sex offenders subject to G.S. 14-208.18 may not attend or be present at any student function or field trip on or off school property that is (1) school-sponsored or (2) otherwise under the official supervision or control of school personnel. This policy applies to all covered sex offenders regardless of their relationship to or affiliation with a student in the school system. (Refer to the North Carolina Attorney General's publication *The North Carolina Sex Offender & Public Protection Registration Program*, p.13, for a description of which offenders are subject to G.S. 14-208.18 and thus, this policy.)

B. ENFORCEMENT

All school personnel must immediately report to a school administrator the presence or suspected presence of a known or suspected registered sex offender on school property. School administrators and other supervisory personnel shall report to the superintendent and law enforcement when they reasonably believe that a registered sex offender is or has been on school property or at a school event.

School administrators also shall notify the superintendent or designee of any known student or parent or guardian of a student at their school who is suspected to be a registered sex offender.

Each principal must register with the Sex Offender and Public Protection Registry to receive email notifications when a registered sex offender moves within a one-mile radius of his or her school. Principals shall notify the superintendent or designee any time they receive such notifications.

C. EXCEPTIONS

A person who is banned from school property under G.S. 14-208.18 may be on school property only under the following circumstances.

1. Students

Students who are subject to G.S. 14-208.18 may be on school property only in accordance with policy 4260, Student Sex Offenders.

2. Voters

Voters who are subject to G.S. 14-208.18 and are eligible to vote may be present on school property for the sole purpose of voting if the school property is being used as a voting place. The voter must notify the principal of the school that he or she is registered under the Registry Program, and the voter must remain at all times in the portion of the school being used as the polling place. The voter must leave school grounds immediately after voting.

3. Parents or Guardians

a. An individual who is subject to this policy and is the parent or guardian of a student enrolled in school may be on school property only for the following reasons:

- 1) to attend a scheduled conference with school personnel to discuss the child's academic or social progress; or
- 2) at the request of the principal or designee, for any reason relating to the welfare or transportation of his or her child.

b. For each visit, the parent or guardian must provide the principal with prior written notice of his or her registration on the Sex Offender Registry and notice of his or her presence at school. Notice of his or her presence at school includes the nature and specific times of the visit. The parent or guardian must receive prior written permission from the principal for the visit. A copy of such written permission must be provided to the superintendent.

c. For each authorized visit, the parent or guardian must arrange to meet a staff member at the edge of school property, check in at the principal's office upon arrival and departure, and remain under the direct supervision of school personnel at all times. If school personnel are not available to supervise the parent or guardian during any visit, then the parent or guardian will not be permitted to enter or remain on school property.

d. For each authorized visit, the parent or guardian must comply with all reasonable rules and restrictions placed upon him or her by the principal,

including restrictions on the date, time, location, and length of meeting.

D. CONTRACTUAL PERSONNEL

In order to ensure compliance with this policy, each contract executed by the board must include a provision that requires the other party to the contract to conduct an annual check of the State Sex Offender and Public Protection Program and the State Sexually Violent Predator Registration Program on all employees who may be sent to perform tasks on or deliver products to school property. Persons who are subject to Section A of this policy may not be sent onto school property for any reason.

In addition, each time the board enters into any contract or agreement for contracted services that involve direct interaction with children, the contract must include a provision that requires the other party to the contract to conduct an annual check of the National Sex Offender Registry on all contracted employees who may have direct contact with children.

No contractor or employee of a contractor registered with the State Sex Offender and Public Protection Program, the State Sexually Violent Predator Program, or the National Sex Offender Registry may have direct interaction with children. This provision also applies to contracts with a single individual.

Legal References: G.S. ch. 14, art. 7B, 14-208.18, -208.19; 115C-332, -332.1

Cross References: School Safety (policy 1510/4200/7270), Student Sex Offenders (policy 4260), Visitors to the Schools (policy 5020), Recruitment and Selection of Personnel (policy 7100)

Other References: *The North Carolina Sex Offender & Public Protection Registration Programs*, North Carolina Department of Justice (September 2014), available at <http://ncdoj.gov/Protect-Yourself/Find-Sex-Offenders/SexOffenderRegPrograms.aspx>

Adopted:

PROHIBITION OF ALCOHOLIC BEVERAGES

Policy Code:

5025

The board prohibits the possession or consumption of alcoholic beverages, including beer, malt liquor, and wine, on property owned or occupied by the school system. Any person who violates this policy will be asked to leave the school property immediately and, if he or she fails to do so, will be arrested and prosecuted for criminal trespass, disorderly conduct, or any other charge that may be appropriate.

Student conduct is further governed by policy 4325, Drugs and Alcohol. Employee conduct is further governed by policy 7240, Drug-Free and Alcohol-Free Workplace.

Legal References: G.S. 18B-103, -301; 115C-36, -40, -47

Cross References: Drugs and Alcohol (policy 4325), Community Use of Facilities (policy 5030), Drug-Free and Alcohol-Free Workplace (policy 7240)

Adopted:

The board endorses the goals of the Community Schools Act. The board will make specified indoor and outdoor school facilities available for use by eligible community groups under agreements developed in accordance with this policy. The board also will make some outdoor school facilities available for limited recreational use by the general public when not inconsistent with the board's use of the facilities. Public use is subject to Section H of this policy.

A. GENERAL PRINCIPLES

The use of school facilities by community groups should be consistent with the educational program and the goals and objectives of the board and school system.

Priority for facility use will be given to community groups as outlined below in Section B.

Use of school facilities will not be approved for activities that do any of the following:

1. violate federal, state, or local laws;
2. violate board of education policies or regulations;
3. advocate imminent violence;
4. damage or have the potential to damage school buildings, grounds, or equipment;
or
5. are in conflict with scheduled school activities.

B. PRIORITY IN USE/FEE STRUCTURE

School-sponsored groups and activities, such as school athletic events, and school drama and choral productions, and meetings of student organizations, including organizations permitted to meet under the Equal Access Act, will have first priority in the use of school facilities.

Priority in the use of school facilities by other groups and the fee structure for such groups will be in accordance with law and the following user categories. Priority in use among groups within the same user category will not be based upon the viewpoints of the groups (see policy 1710/4021/7230, Prohibition Against Discrimination, Harassment, and Bullying). All groups within the same user category will be charged for facility use according to the uniform fee structure.

1. In accordance with G.S. 163-129, as a polling place on election days

2. School-related groups (organizations formed to support the school in some manner, such as the PTA, PTO, teachers' and principals' organizations, and booster clubs)

Fees: Fees for use of kitchens will be charged only to cover costs. Custodial or other supervisory services may be charged.

3. In accordance with G.S. 115C-527, political parties for the express purpose of annual or biennial precinct meetings and county and district conventions

Fees: Custodial and utility fees may be charged.

4. Local government and youth organizations, including, but not limited to, scouts and 4-H

Fees: Custodial, utility, kitchen, and/or supervisory fees may be charged.

5. All other non-profit groups (all groups not included in the other categories as well as political parties when meeting for purposes other than precinct meetings or county or district conventions)

Fees: Rental, custodial, utility, kitchen, and/or supervisory fees may be charged.

6. For-profit organizations

Fees: Rental, custodial, utility, kitchen, and supervisory fees will be charged as applicable.

Prior to the beginning of each school year, the superintendent shall submit for board approval a fee structure that lists the amount or method of calculating rent and fees to be charged for facility use.

C. REQUESTS FOR USE OF FACILITIES

An eligible individual or group that wishes to apply for permission to use a school facility must submit a completed application form to the principal of the school in which the facility is located or to the community schools and recreation office. Facility use request forms will be available in each principal's office and also in the community schools and recreation office.

D. FACILITIES AVAILABLE FOR USE

The board permits eligible individuals or groups to use the facilities of those schools designated by the board as "community schools." A list of community schools and the facilities at each site that are available for community use will be available to the public at the superintendent's office and each principal's office.

The superintendent is authorized to develop a list of school facilities available for community use. Among the types of facilities that may be available for community use are auditoriums, athletic fields, dining areas, kitchens, designated classrooms, gymnasiums, media centers, and playgrounds.

Other school facilities may be used only in exceptional circumstances based on a justified need and as approved by the superintendent or designee. The superintendent is authorized to determine the fees for the use of facilities in such circumstances.

E. RULES GOVERNING USE OF SCHOOL FACILITIES

The superintendent shall develop regulations consistent with this policy. The regulations will include an application process and provisions regarding the supervision of groups using facilities, the care of facilities, prohibited conduct, and other issues deemed appropriate by the superintendent. A copy of the regulations will be provided to all applicants at the time they receive the facilities use application form. In addition to the regulations established by the superintendent, users of school facilities must comply with the following rules:

1. Users must comply with all federal, state and local laws and all rules established by the board, the superintendent or designee, and the principal.
2. Users must comply with the requirements of the Americans with Disabilities Act (ADA) (particularly Subchapter III pertaining to Public Accommodations and Services Operated by Private Entities) and the federal regulations that have been adopted for the implementation of the ADA.
3. Users must comply with board policy and legal requirements forbidding the use of tobacco products in school facilities and on school grounds (see policy 5026/7250, Smoking and Tobacco Products).
4. Users must not consume or possess alcohol or drugs on school grounds (see policy 5025, Prohibition of Alcoholic Beverages).
5. Users must not possess weapons or explosives while on school grounds, except in the limited circumstances permitted by state law and policy 5027/7275, Weapons and Explosives Prohibited.
6. Users are responsible for supervising their activity and the people present at their activity. Users are responsible for maintaining order and safety during their activity.

A user's violation of the provisions of this policy or any applicable regulations is grounds for suspending the user's privilege to use school facilities for a period of time deemed appropriate by the principal, subject to the review of the superintendent and the board of

education.

F. DAMAGES AND LIABILITY INSURANCE

Users of school facilities are responsible for all damage to school facilities, property or equipment that occurs while the facility is being used by the group, regardless of who caused the damage. Users also are responsible for the conduct of all persons involved in the users' activities while on school property.

All user groups, except school-sponsored groups, must furnish a certificate of insurance for general liability coverage with a total limit coverage of \$1,000,000 for each claim made. Alternatively, the superintendent or designee may require the user group to execute a waiver of liability that states that no liability will be attached to the board of education, individually or collectively, for personal injury or personal property damage by reason of use of the school property.

G. TERM AND ACCEPTANCE OF LEASE

The superintendent is authorized to enter into agreements with community groups for the lease of school property for terms of one year or less. All such leases must be reviewed and approved in advance by the board attorney. The superintendent shall inform the board of the execution of any lease at its next regularly scheduled meeting. Leases may be renewed following the same process.

Absent unusual circumstances, leases will not be granted for a term longer than one year. A lease for more than one year must be approved in advance by the board. Long-term exclusive leases are subject to the provisions of policy 9400, Sale, Disposal, and Lease of Board-Owned Real Property.

H. USE OF OUTDOOR SCHOOL FACILITIES BY THE GENERAL PUBLIC

Outdoor property and facilities of the school system will be open to limited use by members of the general public in accordance with rules to be established by the superintendent or designee. Public use will be permitted only to the extent that it 1) is not inconsistent with the proper preservation and care of the outdoor school property; 2) does not interfere with the safe and efficient operation of the schools and school activities; and 3) does not conflict with use by any community group operating under a facility use agreement described in this policy. The superintendent is authorized to establish all terms, conditions, and rules necessary to regulate the use of outdoor facilities by members of the general public consistent with these requirements.

I. REVIEW OF DECISIONS CONCERNING USE OF SCHOOL FACILITIES

Any person or organization may request a review of any decision made by a school employee pursuant to this policy in accordance with policy 1740/4010, Student and Parent Grievance Procedure.

Legal References: Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Equal Access Act, 20 U.S.C. 4071-4074, 28 C.F.R. pt. 36; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. pt. 108; 36 U.S.C. 20101 *et seq.*; Community Schools Act, G.S. 14-269.2; 115C-203 to -209.1, -524, -527; 160A-274; 163-129

Cross References: Prohibition Against Discrimination, Harassment, and Bullying (policy 1710/4021/7230), Student and Parent Grievance Procedure (policy 1740/4010), Prohibition of Alcoholic Beverages (policy 5025), Smoking and Tobacco Products (policy 5026/7250), Weapons and Explosives Prohibited (policy 5027/7275), Sale, Disposal, and Lease of Board-Owned Real Property (policy 9400)

Adopted:

The news media can be an important means of communicating information about the school system to the community. The superintendent shall establish an effective working relationship with the news media. The news media should be notified whenever necessary to relay information to the public, such as when there are emergency school closings. The superintendent also is expected to identify opportunities to educate the news media regarding the goals of the board and school system, especially as they relate to student success and the educational program. The superintendent also should inform the news media of the results of the school system's efforts to improve student achievement.

The superintendent may designate a spokesperson to provide information to the news media. The school system will respond to the media's requests for information in compliance with policy 5070/7350, Public Records – Retention, Release, and Disposition.

Policy 5020, Visitors to the Schools, applies to news media. News media are expected to cooperate with the school system in their efforts to provide a safe and orderly learning environment in which disruptions to instructional time are minimized. The principal or superintendent may require news media to leave or prevent news media from entering school grounds if the news media's presence interferes with these efforts.

Legal References: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; G.S. 115C-47, -109.3, -319 to -321, -402; 132-1 to -9; *Public Database Indexing Guidelines and Recommendations*, N.C. Division of Archives and History; N.C. Attorney General Advisory Opinion, letter to Elizabeth Buford, February 26, 1996

Cross References: Board Meeting News Coverage (policy 2325), Visitors to the Schools (policy 5020), Emergency Closings (policy 5050), Public Records – Retention, Release, and Disposition (policy 5070/7350)

Adopted:

The superintendent shall develop procedures for the temporary closing of a school or all schools in the school system because of inclement weather or any other unforeseen occurrence that presents a threat to the safety of students and employees or causes major damage to school property. The superintendent shall notify parents, the news media, and other interested parties of a decision to close a school or schools as soon as it is feasible to do so under the circumstances.

Legal References: G.S. 115C-36, -47

Cross References:

Adopted:

RELATIONSHIP WITH OTHER GOVERNMENTAL AGENCIES

Policy Code:

5100

Productive working relationships with other governmental agencies are critical to the school system's efforts to provide safe, orderly, and inviting learning environments in which students can succeed in the educational program. These relationships also are necessary to coordinate services so that various governmental agencies can strive to meet the needs of students in an efficient and effective manner.

School administrators are expected to develop and maintain productive working relationships with other governmental agencies. Any contracts or specific agreements regarding working relationships with other governmental agencies must be approved by the board.

Legal References: G.S. 115C-36, -47

Cross References:

Adopted:

RELATIONSHIP WITH COUNTY COMMISSIONERS

Policy Code: **5110**

The board strives for a productive working relationship with the board of county commissioners so that sufficient funding is provided to meet the educational goals that the board has established for the school system. The board will seek opportunities to inform the county commissioners about the needs of the school system through a five-year capital outlay plan, the annual budget, and other documents and reports the board deems necessary. The board welcomes periodic joint meetings between the boards as a means of strengthening the relationship with the board of county commissioners, clarifying expectations regarding the budget process, and educating the commissioners on the needs of the school system.

The superintendent shall develop a productive working relationship with the county manager. The superintendent is encouraged to initiate periodic meetings with key administrative personnel of the school system and county government.

Legal References: G.S. 115C-36, -47, -426, -427

Cross References:

Adopted:

RELATIONSHIP WITH LAW ENFORCEMENT

Policy Code:

5120

The board recognizes the importance of law enforcement authorities in providing safe schools. The board desires an effective working relationship with law enforcement. To this end, the superintendent and principals are expected to communicate the needs of the schools and work with law enforcement officials in developing joint programs and in establishing protocols for handling situations in which the assistance of law enforcement is helpful or necessary.

The superintendent shall establish procedures for school contacts with law enforcement agencies. School resource officers will be assigned duties as specified in a written understanding between the law enforcement agency and the school system.

B. SCHEMATIC DIAGRAMS AND KEYS

The superintendent shall ensure that local law enforcement have schematic diagrams, including digital schematic diagrams, of all school facilities and provide them updates of the schematic diagrams when the school system makes substantial facility modifications, such as the addition of new facilities or modifications to doors or windows. The superintendent shall also provide local law enforcement with (1) either keys to the main entrance of all school buildings or emergency access to key storage devices for all school buildings and (2) updated access to school buildings when changes are made to the locks of the main entrances or to the key storage devices.

C. INVESTIGATIONS

Law enforcement officials, including school resource officers, should not initiate administrative investigations, including investigations to determine whether student behavior policies have been violated, but may be used to assist school officials in such investigations for safety or other reasons as determined necessary by the principal or designee. Law enforcement officials may be contacted to report possible criminal conduct on school premises or at school-sponsored activities. (See policy 4335, Criminal Behavior, for more information regarding mandatory reporting of certain criminal behaviors.) However, school officials will independently investigate violations of school rules or board policies even if such violations may also involve criminal behavior.

School administrators and employees are expected to cooperate in criminal investigations but should attempt to do so in a way that minimizes disruptions to the educational environment. Visits by probation officers to students during the school day must be in accordance with policy 5020, Visitors to the Schools.

C. INTERROGATIONS

Absent extenuating circumstances, law enforcement officials should avoid questioning students at school for non-school-related issues. Extenuating circumstances include, but are not limited to, law enforcement coming onto school property in “hot pursuit” of a suspect, the need to question a student for a child abuse investigation, or crime being committed on school property.

Upon request, the principal or designee and law enforcement officials shall discuss whether it is necessary to conduct the student questioning at school. However, if law enforcement directs that the questioning will take place or produces a subpoena, school staff shall comply.

If questioning will take place at school, the principal or designee shall make a reasonable attempt to notify the parents (except in cases of suspected child abuse or neglect by the parent) and give them an opportunity to be present at the time of the questioning. The questioning will take place in a private office, conference room, etc., away from the student body, school staff, and public. It is law enforcement’s responsibility to meet any legal requirements from a law enforcement perspective relating to advising a student of constitutional or statutory rights.

If the student’s parent or guardian is not present during the questioning, the school administrator shall remain in the room to witness the questioning unless directed otherwise by law enforcement. If the parent or guardian is present and requests to witness the interview, the school administrator shall so advise law enforcement. The law enforcement officials shall then decide whether and how to proceed.

Legal References: G.S. 115C-36, -47, -105.53

Cross References: School Safety (policy 1510/4200/7270), Criminal Behavior (policy 4335), Student Searches (policy 4342), Visitors to the Schools (policy 5020)

Adopted:

DISTRIBUTION AND DISPLAY OF NON-SCHOOL MATERIAL

Policy Code:

5210

Students and the educational program must be the focus of the school system. In order to maintain an educational environment conducive to learning and to minimize intrusions upon instructional time, distribution and display of non-school material will be limited in accordance with this policy and policy 5240, Advertising in the Schools. School officials shall screen and approve the distribution or display of non-school material on school property. (The term “non-school material” is defined in section E below.)

This policy applies to the distribution and display of non-school material by students and school-related groups (as defined in section E below) and by governmental agencies, educational institutions, and non-profit entities as permitted in section B below.

A. DISTRIBUTION AND DISPLAY BY STUDENTS

Students wishing to distribute or display on campus any publication, leaflet, or other written material that is not school-sponsored must submit the publication or material to the principal for review prior to distribution. The principal shall prohibit distribution or display when the publication or material contains speech that is prohibited as specified in section C below but otherwise shall not discriminate on the basis of viewpoint in granting or denying a student permission to distribute or display non-school publications or materials. If permission to distribute or display a publication or material is denied, the student may request review of the principal’s decision as specified in section D below.

B. DISTRIBUTION AND DISPLAY BY NON-STUDENTS

1. Distribution and display of “school-sponsored or curriculum-related publications and materials” as defined in section E are permitted during the school day, on school grounds, and at school activities.
2. Distribution and display of publications and materials from school-related groups that have received prior approval of the principal or superintendent or designee pursuant to the standards in section C below and the standards for review of the decision in section D below are permitted at reasonable times and places as designated by the principal or superintendent or designee. The term “school-related group” is defined in section E. The principal or superintendent or designee shall not discriminate on the basis of viewpoint in granting or denying permitted school-related groups permission to distribute or display non-school material.
3. The following agencies and organizations are permitted to distribute or display educational information or information about programs and activities of interest to students:

- a. local, state, and federal government agencies and departments;
- b. non-profit organizations that offer educational, recreational, cultural, or character development activities or programs for school-aged children, including but not limited to scouts, YMCA or YWCA, organized youth sport leagues, etc.);
- c. school/business partnerships or incentive programs that directly enhance or support the school's educational program; and
- d. community colleges, universities, and other non-profit institutions of higher education.

All publications and materials that one of the permitted agencies or organizations would like to distribute or display must be submitted to the superintendent or designee for approval prior to distribution or display. Approval for distribution or display will be granted pursuant to the standards in section C below and the standards for review of decisions in section D below. If approved, the publications and materials will be distributed or displayed at reasonable times and places as designated by the superintendent or designee.

4. The superintendent or designee shall not discriminate on the basis of viewpoint in granting or denying permitted agencies and organizations permission to distribute or display non-school materials.
5. The superintendent is authorized to adopt procedure(s) regarding approval forms, how many times a year groups may distribute or display publications or materials, delivery and bundling requirements, etc.
6. Nothing in this policy will be construed to create a public forum that would allow non-students unrestricted access to school property for the purpose of distributing or displaying publications or materials.

C. DISTRIBUTION AND DISPLAY STANDARDS FOR NON-SCHOOL MATERIALS

School officials shall apply the following standards to approve the distribution or display of all non-school material on school property:

1. While materials will not be screened for viewpoint, the reviewer shall prohibit the distribution or display of any publication or material that (a) is vulgar, indecent, or obscene; (b) contains libelous statements, personal attacks, or abusive language such as language defaming a person's character, race, religion, ethnic origin, gender, family status, or disability; (c) causes or clearly threatens to cause a material and substantial disruption of a school activity; (d) encourages the commission of unlawful acts or the violation of lawful school regulations; (e) is inappropriate considering the age of the students in the school; (f) contains

information that is inaccurate, misleading, or false; or (g) advertises any product or service not permitted to minors by law.

The [principal or superintendent's designee, depending on who makes the initial decision] shall notify the superintendent before approving or prohibiting distribution or display of any publications or materials that raise a question as to whether a specific action by school officials might violate the Establishment of Religion Clause, the Free Exercise of Religion Clause, or the free speech rights guaranteed by the First Amendment of the U.S. Constitution. The superintendent shall consult with the board attorney to determine the legally appropriate course of action.

2. The distribution of non-school material must not interfere with instructional time.
3. Non-school publications and materials distributed or displayed to students must be clearly identified, through the method of distribution or otherwise, as non-school materials that are neither endorsed nor necessarily reflective of the views of the school board or the school system.
4. In order to minimize disruption to the learning environment, political campaign materials may not be distributed to students or employees (including through employee mailboxes and e-mail) or made available on school grounds during school time or at school events. However, on election days, posters and printed materials are permitted at school buildings used as polling places in accordance with state law and board of elections requirements.

This provision does not prohibit a teacher from using political literature or campaign material for instructional purposes. However, any teacher using these materials for instructional purposes shall not use his or her position to promote a particular candidate, party, or position on a specific issue. The teacher also shall attempt to use a variety of materials that represent balanced and diverse viewpoints on the political spectrum.

D. PROCEDURES FOR REQUESTING DISTRIBUTION OR DISPLAY OF NON-SCHOOL MATERIALS

1. Any individual or organization wishing to distribute or display non-school-sponsored publications or materials must first submit for approval a copy of the publication or material to the principal or superintendent or designee at least five school days in advance of the distribution or display time, along with the following information: (a) the name and phone number of the individual submitting the request; (b) the date(s) and time(s) of day of intended distribution or display; (c) the desired location for distribution or display of material; and (d) if the distribution or display is intended for students, the grade(s) of students for whom the distribution or display is intended.

2. Within five school days, the principal or superintendent or designee shall review the request and render a decision. In the event permission to distribute or display the material is denied or restricted, the individual submitting the request will be informed in writing of the reasons for the denial or restriction.
3. Any request denied or restricted by the principal or superintendent or designee may be appealed in writing to the superintendent or designee or board, depending on who made the initial decision. If the principal made the initial decision, the superintendent or designee shall review the decision and render a decision within 10 school days. Any request denied by the superintendent or designee may be appealed to the board of education. The board will review the request at its next regularly scheduled meeting. As appropriate, the superintendent or the board will consult with the board attorney concerning a request to distribute or display non-school literature.
4. Permission or denial of permission to distribute or display material does not imply approval or disapproval of its contents by school system administrators, the school board, or the individual reviewing the material submitted.

E. DEFINITIONS

The following terms used in this policy are defined as follows:

1. Obscene

“Obscene” describes any speech or work that the average person, applying contemporary community standards (as opposed to “national standards”), would find, taken as a whole, appeals to prurient interest; or that depicts or describes, in a patently offensive way, sexual conduct specifically defined by applicable law; and that, taken as a whole, lacks serious literary, artistic, political, or scientific value.

2. Libelous Statement

Libelous statements are false and unprivileged statements about a specific person that injure that person’s reputation in the community.

3. Non-School Material

Non-school material includes any publication or other written information that is not a school-sponsored or curriculum-related publication or material.

4. Material and Substantial Disruption

A material and substantial disruption is any conduct that for any reason, including inappropriateness of time, place, or type of behavior, significantly interferes with

school functions, classroom instruction, or the rights of other students or school employees. Examples of material and substantial disruption include, but are not limited to, demonstrations, destruction of property, injury to students or other persons, shouting or boisterous conduct, and anything that significantly distracts students from instruction or prevents school personnel from performing their educational responsibilities.

5. School-Sponsored or Curriculum-Related Publications and Materials

School-related materials or publications are: (a) materials published by the school system for distribution (i.e. school calendars, menus, school newsletters, etc.); (b) materials that are approved by school officials and related to activities or events that are officially sponsored by the school (i.e. announcements for sports teams, clubs, field trips, school plays, and concerts); or (c) materials that are directly related to instruction.

6. School-Related Group

School-related groups are organizations formed to support the school in an area of recognized need, such as the PTA, the PTO, teachers' and principals' organizations, and booster clubs.

The superintendent shall adopt necessary procedure(s) to ensure that this policy is implemented throughout the school system.

Legal References: U.S. Const. amend. I; *Peck v. Upshur*, 155 F.3d 274 (1998); G.S. 115C-36, -47

Cross References: Collections and Solicitations (policy 5220), Advertising in the Schools (policy 5240)

Adopted:

The board is committed to minimizing disruptions to instructional time and the educational environment. Collections and solicitations are discouraged and must not disrupt instructional time. Employees and students will not be required to contribute or respond to any collection or solicitation.

The superintendent shall develop procedures governing collections and solicitations. The regulations will specify the type and number of collections and solicitations permitted and an approval process for collections and solicitations subject to the following guidelines.

1. Outside organizations and/or sales representatives may not solicit individual employees or students during working hours or the school day unless prior written approval is granted by the principal or the superintendent.
2. As a general rule, students, school organizations, teachers, and/or other school employees may not sell commercial products during the instructional school day.
3. Individuals and organizations must secure approval from the principal prior to conducting collections or solicitations on school grounds.
4. Fliers and other materials that are to be distributed or displayed in conjunction with an approved collection or solicitation must be approved by the principal based upon the criteria in section C of policy 5210, Distribution and Display of Non-School Material, and/or policy 5240, Advertising in the Schools.

Legal References: G.S. 14-238, 115C-36, -47

Cross References: Distribution and Display of Non-School Material (policy 5210), Advertising in the Schools (policy 5240)

Adopted:

There shall be no soliciting from or selling to students or staff on the grounds of any school without approval of the superintendent or designee except as provided in Section I of this procedure. In addition, all school-related fundraising activities are subject to the requirements described in Section II of this procedure.

The following activities are excluded from the requirements of this procedure:

- communications initiated by school personnel to carry out their official duties;
- board-approved student fees;
- child nutrition services operations;
- admission to school-sponsored activities such as performances by drama or music groups, interscholastic athletic contests, dances or music groups, and similar activities;
- employee projects that do not involve students and are initiated by and for the employees; and
- the distribution of advertisements or promotional materials concerning a vendor's products or services. However, all such materials are subject to the approval requirements of policy 5240, Advertising in the Schools, and administrative procedures and directives of the superintendent.

Principals are responsible for enforcing the requirements of this procedure in their schools.

I. COLLECTIONS AND SOLICITATIONS

A. Definition

For purposes of this procedure, the term *solicitation* includes *collections* and means:

1. a request for any sale, gift, or contribution;
2. an appeal to support or join an organization;
3. the in-person presentation of information about a proposition, property, product, or service for commercial, charitable, or other purposes;
4. a request to support or oppose or to vote for or against a candidate, issue, or proposition appearing on a ballot at any election held pursuant to state or federal law or local ordinance; or
5. the collection of money, exchange tokens, or items of value resulting from any sale, gift, appeal, or contribution.

For purposes of this procedure, the term “solicitation” does not mean the

distribution of printed material, merchandise, or products, which is addressed in policies 5210, Distribution and Display of Non-School Material, and 5240, Advertising in the Schools, and related administrative procedures.

B. Solicitation of School Employees

To protect employees from work interruptions and from unnecessary annoyances, solicitation of school employees is strictly limited. Commercial vendors are prohibited from soliciting employees in school buildings or on school grounds at any time. Non-commercial vendors are prohibited from soliciting during employee's work time except as provided below.

1. Solicitations by School-Related Organizations

- a. School-related organizations (e.g., PTAs/PTOs, booster clubs, and other support groups comprised of parents and other adults) may solicit school employees in school buildings or on school grounds to support school-related activities with approval from the principal.
- b. Such activities may not be held or occur during the instructional day, must not otherwise interfere with instruction or normal operations of the school, and must comply with the requirements in Section II of this procedure.

2. Solicitations by Other Charitable and Other Non-Profit Groups

- a. The superintendent will consider requests to conduct system-wide solicitations of school employees from outside non-profit educational, cultural, recreational, health, or social service organizations that will benefit the education, health, or welfare of public school students.
- b. The principal may authorize such solicitations when they are confined to the employees of a particular school.
- c. No other solicitation of school employees by outside non-profit groups is permitted on school property during employees' normal workday without the prior written approval of the principal.
- d. Requests to solicit should be submitted in writing to the superintendent or principal, as applicable, at least 14 days in advance. The request must explain the purpose, benefit to students, time schedule, and procedure for the proposed solicitation.

- e. The superintendent or designee or principal or designee will provide a written response within 14 days. The decision whether to approve or deny a request will not be based on the viewpoint of the organization making the request or on any other unlawful basis.

3. Political Solicitation

Political solicitation of employees during school time or at school events is strictly prohibited except to the extent permitted by policy 5210, Distribution and Display of Non-School Material.

4. Solicitation by School Employees

No employee, contractor, or school volunteer may solicit other school employees for personal gain or offer to sell goods or services to other employees at any time on school property. This includes solicitation using the school system's email or other technological resources.

5. Release of Personal Information of School Employees

Lists of school employees' home addresses, telephone numbers, or other personal information shall not be distributed to commercial, nonprofit, or political agencies or organizations without the employees' consent, unless approved by the superintendent and consistent with law.

6. Voluntary Participation

Employees shall not be compelled or coerced by any person to make a purchase or donation during work hours or to attend any solicitation program.

C. Soliciting of Students

Soliciting of students by commercial vendors, non-profit organizations, and employees is prohibited on school grounds except as provided here.

- 1. School-sponsored and school-related organizations may solicit students during fundraising activities as provided in Section II, below, and for membership purposes.
- 2. Outside organizations or sales representatives may not solicit students during the school day except as authorized by the principal in writing. If permission is granted, a representative must contact the principal for an appointment prior to visiting.
- 3. The sale of school pictures, yearbooks, school newspapers, or any

merchandise sold in the course of an approved school activity or program is allowed provided the cost of these items is not prohibitive to large numbers of students.

4. No employee, contractor, or school volunteer may solicit students for personal gain or offer to sell goods or services to students for personal gain at any time on school property.
5. Employees are prohibited from soliciting fees or money from students or parents for additional materials or equipment and from implying that such equipment or materials are necessary.

II. FUNDRAISING ACTIVITIES

All fundraising conducted in the name of or on behalf of the school system, an individual school, or any school or school-related club or organization, must be conducted in accordance with the requirements of policy 5220, Collections and Solicitations, state and federal law, and this procedure.

A fundraising activity that includes the use of school facilities outside of regular school hours is also subject to the provisions of policy 5030, Community Use of Facilities, and related administrative procedures.

A. Requirements for All Fundraising Activities

1. Fundraising activities should support student achievement and not detract from the learning environment.
2. The safety of students must be a primary consideration in all fundraising activities. All student fundraising activities should be age-appropriate and adequately supervised.
3. All fundraising projects conducted in the name of or on behalf of the school system, an individual school, or any school or school-related club or organization must be approved in writing by the principal.
4. Any fundraising projects sponsored by schools, students, or student groups that involve the community or that will take place off school grounds must have prior approval of both the superintendent and the principal, or their designees.
5. The sale of commercial products by students, school-sponsored and school-related organizations, teachers, and other school personnel acting on behalf of the school or school system is prohibited during the instructional school day. The principal may approve such sales during non-instructional hours.

6. Fundraising activities that involve the sale of food or beverages to students on school premises are prohibited before or during the school day. Tokens of exchange for foods or beverages to be delivered later in the day also are prohibited during this time period. Any fundraising activities that involve the sale of food or beverages to students may be held only after the end of school day, defined as 30 minutes after the dismissal bell rings. Any foods or beverages sold to students must comply with policy 6140, Student Wellness.
7. Fundraising activities that involve door-to-door solicitation by students are prohibited unless expressly approved by the superintendent.
8. Raffles must be conducted in accordance with state law. Fundraising may not involve any activity prohibited by law.
9. No student shall be compelled to participate in or meet any kind of quota in a fundraising activity. Students choosing not to participate in a fundraiser shall not be excluded from benefitting from the fundraiser or otherwise penalized in any way.
10. Fundraising activities that will result in material or financial benefit to any employee or school volunteer who is directly involved with the activity are prohibited. Direct involvement exists if the employee or volunteer suggests, recommends, selects, approves, or supervises the fundraising activity.
11. Proceeds from fundraising must be used for the purpose for which the activity was approved.
12. Capital projects supported by fundraising proceeds must be approved by the superintendent. The superintendent may refer such requests to the board.
13. The finance officer shall provide appropriate procedures for the collection, disbursement, and accounting of school-generated funds. Principals shall be responsible for implementing the procedures in their schools.
14. Each principal is responsible for preparing an annual report to the superintendent on school-generated funds.

B. Student Fundraising Activities in Grades PreK-5

The following additional guidelines apply to fundraising activities by students in grades PreK-5.

1. School-sponsored fundraisers requiring instructional time during the school day must be limited to one school-wide fundraiser per year.
2. School-wide fundraising activities are to be limited to a total duration of weeks, from beginning to end.
3. Reward activities connected to a fundraiser that are scheduled to occur during the school day must be based on achieving a class, grade, or school goal, rather than an individual goal so that all students may participate in the reward activities. The principal shall ensure that such activities do not interfere with meeting minimum requirements for instructional hours/days.
4. Proceeds from school-wide fundraisers will be used for purposes as designated by the principal. Any money raised through a school-wide fundraiser that is apportioned to individual classrooms will be spread equally among all classrooms, regardless of actual student participation in the fundraising activity.

C. Student Fundraising Activities in Grades 6-12

The following additional guidelines govern student fundraising activities in grades 6-12.

1. Each club, student organization, or the school as a single entity may engage in one school-wide fundraiser per year.
2. Such activities must take place during non-instructional time.

D. Fundraising by School-Related Organizations

1. School-related organizations comprised of parents and other interested adults, such as the PTA/PTO, boosters, and other parent support groups, may conduct fundraising activities in the name of the school system or individual school with prior approval from the principal and in conformance with board policy and this procedure.
2. The fundraisers must be organized, controlled, supervised, and performed by members of the organization and not by school employees.

E. Crowdfunding

1. Crowdfunding campaigns or projects that use school system resources or that are affiliated with the school or school system in any capacity, including through use of the name or logo of the school system or an individual school, require prior approval from the superintendent.

2. Crowdfunding campaigns or projects are subject to all other rules pertaining to fundraising established in this procedure.

Issued by the Superintendent:

Reviewed:

Revised:

The board encourages agencies and individuals to conduct research on issues related to student achievement and the effective operation of the school system.

The superintendent or designee may approve a request for participation in a research project if:

1. the research results ultimately may benefit students of the school system;
2. the project's purpose and methodology are compatible with the goals and objectives of the board and school system; and
3. the project will not disrupt instructional time.

The superintendent or designee is encouraged to involve central office administrators, school administrators, teachers, and parents in making this assessment.

A research project involving a survey of students must comply with policy 4720, Surveys of Students.

All research projects must comply with the confidentiality requirements of policy 4700, Student Records, and policy 4705/7825, Confidentiality of Personal Identifying Information.

Legal References: G.S. 115C-47, -230

Cross References: Student Records (policy 4700), Confidentiality of Personal Identifying Information (policy 4705/7825), Surveys of Students (policy 4720)

Adopted:

Students and the educational program must be the focus of the school system. In order to maintain an educational environment conducive to learning and to minimize intrusions upon instructional time, advertising for and promotion of commercial products and services are discouraged during the instructional day. School officials shall screen and approve the distribution and display of advertising materials and messages publicized through school media or displayed on school property and at school events.

A. APPLICABILITY OF POLICY

This policy is intended to govern requests to advertise products or services on school grounds or through school publications and electronic media by:

1. individuals;
2. non-profit organizations not otherwise permitted to distribute or display materials or messages by policy 5210, Distribution and Display of Non-School Material; and
3. for-profit organizations and businesses.

B. PROHIBITED ADVERTISEMENT AND PROMOTIONAL ACTIVITIES

The board of education prohibits advertising, commercial or promotional messages, and other items and materials that (1) are vulgar, indecent, or obscene; (2) contain libelous statements, personal attacks, or abusive language such as language defaming a person's character, race, religion, ethnic origin, gender, family status, or disability; (3) cause or clearly threaten to cause a material and substantial disruption of a school activity; (4) encourage the commission of unlawful acts or the violation of lawful school regulations; (5) are inappropriate considering the age of the students in the school; (6) include information that is inaccurate, misleading, or false; or (7) advertise any product or service not permitted to minors by law.

C. SCHOOL FORUMS

Although permitting some advertising within the school system, the board does not intend to create a public forum or to open school facilities, including its electronic media, print publications, or school facilities, for unlimited access by outsiders and advertising by the general public.

D. REGULATIONS GOVERNING ADVERTISING IN THE SCHOOLS

The superintendent may develop procedures governing advertising in the schools subject to Section B above and in accordance with the following guidelines.

1. Advertising is permitted in school publications such as yearbooks, school newspapers, newsletters, and event programs. School officials may permit the publication of commercial advertisements for a reasonable fee or an in-kind contribution that advertises or promotes an outside organization's products, programs, or services.
2. School officials may sell, for a reasonable fee or an in-kind contribution, commercial advertisement space on stadium, athletic, and/or gymnasium billboards, banners, or signage for advertisements or promotions of an outside organization's products, services, programs, or activities.
3. School officials may permit boards, displays, or banners that acknowledge donations or sponsors of a school or the school system.
4. School officials shall prohibit advertising through the school system employee and student e-mail system and the school system website.
5. Advertising in school publications, in school media, in school facilities, and on school property will be limited to an advertiser's (a) name, brand name, and/or trade name; (b) logo; (c) location or place of business and contact information; (d) slogans that identify the advertiser but do not promote it; and (e) products, programs, or services in a value-neutral description.
6. School officials have discretion to determine whether to use commercially sponsored materials or materials containing commercial advertising in school instructional programs and activities.
7. Collection of student data for marketing purposes is governed by section B of policy 4720, Surveys of Students.
8. School officials may accept donations of equipment and supplies that contain advertising messages. However, such donations must comply with the requirements of policy 8220, Gifts and Bequests.

E. PROTECTION OF STUDENT PRIVACY

Neither the school system nor the school administrators at any school will require students to provide marketing information to vendors either through the provision of personal information or through marketing surveys. In addition, neither the school system nor any school administrator will enter into any contract for products or services, including electronic media services, in which students are asked to reveal personal information for collection by the providers of such services. For the purposes of this section, personal information includes, but is not limited to, the student's name, telephone number, e-mail address, and home address.

F. PROCESS TO REQUEST TO ADVERTISE

Any entity or individual interested in advertising or promoting products and services pursuant to this policy or school system regulations must submit a request to the principal (for advertising specific to an individual school) or to the superintendent's designee (for system-wide advertising). The principal or superintendent's designee may approve advertising that complies with board policies and regulations and respond within 30 working days.

If the principal or superintendent's designee denies a request for approval to advertise a product or service, the entity seeking to advertise may submit a request for the superintendent to review the decision made by the principal or the superintendent's designee within five working days. The superintendent shall review the request and make a decision within 10 working days of receiving the request for review. As needed, the superintendent shall consult with the board attorney concerning a request to advertise.

Any request denied by the superintendent may be appealed to the board of education if the right to an appeal is mandated by G.S. 115C-45(c). A decision as to whether an appeal is mandated by G.S. 115C-45(c) will be made in consultation with the board attorney. If an appeal is not mandated by G.S. 115C-45(c), the board, in its sole discretion, may decide whether or not to review the superintendent's decision.

Legal References: G.S. 115C-36, -45(c), -98

Cross References: Surveys of Students (policy 4720), Distribution and Display of Non-School Material (policy 5210), Gifts and Bequests (policy 8220)

Adopted:

The board expects all employees to maintain the highest professional, moral, and ethical standards in their interactions with students. Employees are required to provide an atmosphere conducive to learning through consistently and fairly applied discipline and established and maintained professional boundaries. Employees are expected to motivate each student to perform to his or her capacity while modeling the behavior expected of students in staff-student relationships.

The interactions and relationships between staff and students must be based upon cooperation, mutual respect, and an understanding of the appropriate boundaries between adults and students inside and outside of the educational setting. Employees are expected to demonstrate good judgment and to avoid the appearance of impropriety in their interactions with students. Employees must consult their supervisor any time they suspect or are unsure whether conduct is inappropriate or otherwise constitutes a violation of this or other board policy.

For the purposes of this policy, the terms “staff” and “employees” include student teachers, independent contractors and school safety officers, but do not include student employees.

A. ROMANTIC RELATIONSHIPS AND SEXUAL CONTACT PROHIBITED

All employees are prohibited from dating, courting, or entering into a romantic relationship or having sexual contact with any student enrolled in the school system regardless of the student’s age. Employees engaging in such inappropriate conduct will be subject to disciplinary action, up to and including dismissal, and may be subject to criminal action as provided in G.S. 14-202.4 and 14-27.32. Further, school system personnel shall provide no assistance to an employee in finding another job, beyond the routine transmittal of personnel or administrative files, if the employee engaged in sexual misconduct with a minor or a student in violation of the law.

B. RESTRICTIONS ON ELECTRONIC COMMUNICATIONS

1. In accordance with policy 7335, Employee Use of Social Media, employees are prohibited from communicating with current students through non-school-controlled social media without parental permission except to the extent that the employee and student have an appropriate relationship which originated outside of the school setting. Any communication through social media authorized under policy 7335 must meet the professional standards established in this policy and must otherwise be consistent with law and all other board policy.
2. Instant messages will be treated as a form of communication through social media subject to the terms of policy 7335 and subsection B.1 above, regardless of whether the messaging service is actually provided through a social media service or otherwise.

3. Employees are prohibited from engaging in other forms of one-to-one electronic communications (e.g., voice, voice mail, email, texting, and photo or video transmission) with students without written prior approval of the employee's supervisor and the student's parent. This rule shall not apply, however, if one or more of the following circumstances exist:
 - a. the communication (1) is for an educational purpose, (2) is conducted through a school system-provided platform which archives all such communications for a period of at least three years, (this requirement does not apply to telephone or voice mail communications), and (3) occurs after the employee has given prior notice to his or her supervisor or designee that such communications will occur;
 - b. the communication serves an educational purpose and is simultaneously copied or transmitted to the employee's supervisor or designee and, upon request, to the parent or guardian;
 - c. the communication is necessary in a bona fide emergency, provided the communication is disclosed to the supervisor and parent or guardian as soon as reasonably possible; or
 - d. the communication derives from a relationship or association outside of the school setting and occurs with the consent of the parent or guardian, provided such communication does not otherwise violate this or other board policy.

Any one-to-one electronic communication permitted by this subsection must meet the professional standards established in this policy and must otherwise be consistent with law and all other board policies.

4. It is the duty of every employee to notify his or her supervisor of any unsolicited one-to-one communication, in any form, electronic or otherwise, received from a student when the communication lacks a clear educational purpose. School counselors are excluded from this requirement only to the extent that it conflicts with their professional duties.
5. Violations of this section will be considered unprofessional behavior subject to discipline, up to and including dismissal. Factors that may be relevant to the determination of an appropriate disciplinary response to unauthorized communications with students include, but are not limited to:
 - a. the content, frequency, subject, and timing of the communication(s);
 - b. whether the communication(s) was appropriate to the student's age and maturity level;

- c. whether the communication(s) could reasonably be viewed as a solicitation of sexual contact or the courting of a romantic relationship, including sexual grooming;
- d. whether there was an attempt to conceal the communication(s) from the employee's supervisor and/or the student's parent or guardian;
- e. whether the communication(s) created a disruption of the educational environment; and
- f. whether the communication(s) harmed the student in any manner.

C. REPORTING INAPPROPRIATE CONDUCT

1. Reporting by Employees

Any employee who has reason to believe any of the following shall immediately report that information to the superintendent or designee:

- a. that another employee is involved in a romantic or other inappropriate relationship or has had sexual contact with a student;
- b. that another employee has engaged in other behavior prohibited by this policy; or
- c. that the employee has witnessed behavior by another employee that has the appearance of impropriety, whether or not the behavior may have a valid purpose.

An employee who fails to inform the superintendent or designee as provided in this section may be subject to disciplinary action, up to and including dismissal.

2. Reporting by Students

Any student who believes that he or she or another student has been subject to misconduct that violates this policy should immediately report the situation to the principal, school counselor, or the Title IX coordinator designated in policy 1720/4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure.

3. Report of Criminal Misconduct

Any principal who has reason to believe that a student has been the victim of criminal conduct shall immediately report the incident in accordance with policy 4335, Criminal Behavior.

Legal References: Elementary and Secondary Education Act, 20 U.S.C. 7926; Title IX of the

Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; G.S. 14-27.32, -202.4; 115C-47(18); 16 N.C.A.C. 6C .0601, .0602; State Board of Education Policy TCP-C-014

Cross References: Governing Principle – Removal of Barriers (policy 1700), Prohibition Against Discrimination, Harassment, and Bullying (policy 1710/4021/7230), Discrimination, Harassment, and Bullying Complaint Procedure (policy 1720/4015/7225), Student and Parent Grievance Procedure (policy 1740/4010), Criminal Behavior (policy 4335), Staff Responsibilities (policy 7300), Employee Use of Social Media (policy 7335)

Adopted:

The board recognizes the importance of incorporating current technology tools, including new methods of electronic communication, into the classroom to enhance student learning. It further recognizes the importance of employees, students, and parents engaging, learning, collaborating, and sharing in digital environments as part of 21st Century learning. The board strives to ensure that electronic communication tools incorporated into the school curriculum are used responsibly and safely. As practicable, the board will provide access to secure social media tools and board approved technologies for use during instructional time and for school-sponsored activities in accordance with policies 3220, Technology in the Educational Program, and 3225/4312/7320, Technology Responsible Use.

The board acknowledges that school employees may engage in the use of social media during their personal time. School employees who use social media for personal purposes must be mindful that they are responsible for their public conduct even when not acting in their capacities as school system employees. All school employees, including student teachers and independent contractors, shall comply with the requirements of this policy when using electronic social media for personal purposes. In addition, all school employees must comply with policy 4040/7310, Staff-Student Relations, when communicating with individual students through other electronic means, such as through voice, email, or text-messaging.

A. DEFINITIONS**1. Social Media**

For the purposes of this policy, “social media” refers to the various online technology tools that enable people to communicate easily over the Internet to share information and resources. It includes, but is not limited to: personal websites, blogs, wikis, social networking sites, online forums, virtual worlds, video-sharing websites, and any other Internet-based applications which allow the exchange of user-generated content. For purposes of this policy, it also includes any form of instant or direct messaging available through such applications. Examples of social media include Web 2.0 tools, Facebook, Twitter, LinkedIn, Flickr, YouTube, Instagram, Google+, and social media components of learning management systems such as Moodle or Edmodo.

2. School-Controlled Social Media

“School-controlled social media” are social media networks, tools, or activities that are under the direct control and management of the school system and that create an archived audit trail.

3. Personal Social Media

“Personal social media” means any social media networks, tools, or activities that

are not school-controlled.

B. SOCIAL MEDIA COMMUNICATIONS INVOLVING STUDENTS

Employees are to maintain professional relationships with students at all times in accordance with policies 4040/7310, Staff-Student Relations, and 7300, Staff Responsibilities. The use of electronic media for communicating with students and parents is an extension of the employee's workplace responsibilities. Accordingly, the board expects employees to use professional judgment when using social media or other electronic communications and to comply with the following.

1. All electronic communications with students who are currently enrolled in the school system must be school-related and within the scope of the employees' professional responsibilities, unless otherwise authorized by this policy or policy 4040/7310, Staff-Student Relations.
2. School employees may use only school-controlled social media to communicate directly with current students about school-related matters. (For information regarding communication with students through other forms of electronic communication, e.g., email or texts, see policy 4040/7310, Staff-Student Relations.)
3. Employees are prohibited from knowingly communicating with current students through personal social media without parental permission. An Internet posting on a personal social media website intended for a particular student will be considered a form of direct communication with that student in violation of this policy unless the parent has consented to the communication. However, an employee may communicate with a student using personal social media to the extent the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, sport, or religious organization.
4. An employee seeking to utilize and/or establish a non-school-controlled social media website for instructional or other school-related purposes must have prior written approval from the principal and the superintendent or designee and must verify that the social media application's terms of service meet the requirements of policies 3220, Technology in the Educational Program, 3225/4312/7320, Technology Responsible Use, and 3227/7322, Web Page Development. If the website collects personal information from students under the age of 13, the use will not be approved unless the applicable requirements of the Children's Online Privacy Protection Act (COPPA) are met. The employee shall ensure that the website does not include or link to the employee's personal social media footprint. The site must be used for school-related purposes only.

C. EMPLOYEE PERSONAL USE OF SOCIAL MEDIA

The board respects the right of employees to use social media as a medium of self-expression on their personal time. As role models for the school system's students, however, employees are responsible for their public conduct even when they are not performing their job duties as employees of the school system. Employees will be held to the same professional standards in their public use of social media and other electronic communications as they are for any other public conduct. Further, school employees remain subject to applicable state and federal laws, board policies, administrative regulations, and the Code of Ethics for North Carolina Educators, even if communicating with others concerning personal and private matters. If an employee's use of social media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Employees are responsible for the content on their social media sites, including content added by the employee, the employee's "friends," or members of the public who can access the employee's site, and for Web links on the employee's site. Employees shall take reasonable precautions, such as using available security settings, to manage students' access to the employees' personal information on social media websites and to prevent students from accessing materials that are not age-appropriate.

School employees are prohibited from accessing social networking websites for personal use during instructional time.

D. POSTING TO SOCIAL MEDIA SITES

Employees who use social media for personal purposes must be aware that the content they post may be viewed by anyone, including students, parents, and community members. Employees shall observe the following principles when communicating through social media.

1. Employees shall not post confidential information about students, employees, or school system business.
2. Employees shall not accept current students as "friends" or "followers" or otherwise connect with students on personal social media sites without parental permission, unless the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting.
3. Employees shall not knowingly allow students access to their personal social media sites that discuss or portray sex, nudity, alcohol, or drug use or other behaviors associated with the employees' private lives that would be inappropriate to discuss with a student at school.

4. Employees may not knowingly grant students access to any portions of their personal social media sites that are not accessible to the general public without parental permission, unless the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting.
5. Employees shall be professional in all Internet postings related to or referencing the school system, students or their parents, and other employees.
6. Employees shall not use profane, pornographic, obscene, indecent, lewd, vulgar, or sexually offensive language, pictures, or graphics, or other communication that could reasonably be anticipated to cause a substantial disruption to the school environment.
7. Employees shall not use the school system's logo or other copyrighted material of the system on a personal social media site without express, written consent from the board.
8. Employees shall not post identifiable images of a student or student's family on a personal social media site without permission from the student and the student's parent or legal guardian. Employees may post such images on a school-controlled social media site only with prior permission of the employee's supervisor and in accordance with the requirements of federal and state privacy laws and policy 4700, Student Records.
9. Employees shall not use Internet postings to libel or defame the board, individual board members, students, or other school system employees.
10. Employees shall not use Internet postings to harass, bully, or intimidate students or other employees in violation of policy 1710/4021/7230, Prohibition Against Discrimination, Harassment, and Bullying, or state and federal laws.
11. Employees shall not post content that negatively impacts their ability to perform their jobs.
12. Employees shall not use Internet postings to engage in any other conduct that violates board policy or administrative procedures or state and federal laws.

E. CONSEQUENCES

School system personnel shall monitor online activities of employees who access the Internet using school technological resources. Additionally, the superintendent or designee may periodically conduct public Internet searches to determine if an employee has engaged in conduct that violates this policy. Any employee who has been found by the superintendent to have violated this policy may be subject to disciplinary action, up to and including dismissal.

The superintendent shall establish and communicate to employees guidelines that are consistent with this policy.

Legal References: U.S. Const. amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 *et seq.*; 20 U.S.C. 6777; G.S. 115C-325(e) (applicable to career status teachers), -325.4 (applicable to non-career status teachers); 16 N.C.A.C. 6C .0601, .0602; State Board of Education Policy TCP-C-014

Cross References: Prohibition Against Discrimination, Harassment, and Bullying (policy 1710/4021/7230), Technology in the Educational Program (policy 3220), Technology Responsible Use (policy 3225/4312/7320), Web Page Development (policy 3227/7322), Copyright Compliance (policy 3230/7330), Staff-Student Relations (policy 4040/7310), Student Records (policy 4700), Staff Responsibilities (policy 7300)

Adopted:

The board recognizes the importance of an effective working relationship between the board and superintendent. The board further recognizes the distinct and separate areas of responsibility of the board and superintendent of the school system. The superintendent is responsible for the administration of the system of schools consistent with the board's policies.

To maintain a cohesive relationship between the board and the school system, the superintendent shall serve as secretary of the board and assist all board committees. The superintendent shall keep the board informed of the operation of the system. The superintendent shall prepare resolutions, draft policies, and motions and make recommendations to the board as required by law and board policy and as otherwise determined appropriate by the superintendent. The superintendent also shall assist the board in making sound decisions and meeting the requirements of law by providing information and advice regarding all matters that require board action.

When acting in his or her official capacity, the superintendent shall provide the board with notice in advance, if time permits, if he or she is called upon to speak before the General Assembly, the State Board of Education, the Board of County Commissioners, or other governmental entities on legislation, policy, or political issues of concern to the board. In addition, the superintendent shall keep the board informed when he or she has been asked to comment upon proposed or pending state legislation or policy.

Legal References: G.S. 115C-36, -47, -276

Cross References: Board Authority and Duties (policy 1010), Duties of Officers (policy 2210), Official School Spokesperson (policy 2220)

Adopted: November 2, 2015

The official spokespersons of the school system will be the chairperson of the board or designee and the superintendent and designees. Any person speaking in an official capacity must conduct his or her assignment from the standpoint of the best interests of the board, the school system, and the community, not as a representative of his or her own personal ideas or feelings. In addition, the superintendent and other school employees who are called on to speak in their official capacities as employees of the school system shall communicate the position of the board of education when asked to comment on legislative, policy, or political issues.

Legal References: G.S. 115C-36, -276

Cross References: Board Authority and Duties (policy 1010), Board and Superintendent Relations (policy 2010), Code of Ethics for School Board Members (policy 2120)

Adopted: November 2, 2015

EXTRACURRICULAR ACTIVITIES AND STUDENT ORGANIZATIONS

Policy Code:

3620

The board recognizes the value of interscholastic athletics and extracurricular activities in promoting leadership and team skills, practicing democratic principles, and encouraging the lifelong learning process. Students are encouraged to participate in opportunities available at the school, including interscholastic athletics and student organizations. All activities are open to all students enrolled at that school unless a restriction is justified and has been approved by the principal. The principal shall ensure that students and parents are notified of the various opportunities for participation in extracurricular activities. The principal shall establish any rules necessary for school- and student-initiated extracurricular activities.

A. EXTRACURRICULAR ACTIVITY REQUIREMENTS

Participation in extracurricular activities, including student organizations and interscholastic athletics, is a privilege, not a right, and may be reserved for students in good academic standing who meet behavior standards established by the board and the school. Participation in extracurricular activities may be restricted if a student (1) is not performing at grade level as provided in policy 3400, Evaluation of Student Progress; (2) has exceeded the number of absences allowed by policy 4400, Attendance; (3) has violated the student conduct standards found in the 4300 series of policies; or (4) has violated school rules for conduct.

School administrators choosing to exercise the authority to restrict participation based upon any of the reasons provided in the previous paragraph shall provide this policy and any additional rules developed by the superintendent or the principal to all parents or guardians and students. The grievance procedure provided in policy 1740/4010, Student and Parent Grievance Procedure, may be utilized by parents or students who believe that a student has been aggrieved by a decision made pursuant to this policy.

B. SPECIAL CIRCUMSTANCES

1. Students with disabilities must be accorded the legal rights required by federal and state law.
2. School administrators shall facilitate the inclusion and participation of transitioning military children in extracurricular activities, to the extent they are otherwise qualified, by:
 - a. providing information about extracurricular activities to transitioning military children; and
 - b. waiving application deadlines.

C. ADDITIONAL STANDARDS FOR SPECIFIC ACTIVITIES

1. Student Government

The purpose of student government is to encourage students to participate in the various activities of school life and to provide students the opportunity to learn and participate in democratic processes.

Student governments may make recommendations to the administration, but they do not have authority to make policies for the school system or regulations for the school. The only disciplinary authority a student government has is recommending removal one of its members from the council.

2. School-Sponsored Student Organizations and Activities

The board encourages a well-planned program of organizations/activities for each school. The administration and faculty of each school shall approve or disapprove the development of and/or continuance of any school-sponsored, student organizations. Each organization must have a sponsor appointed and/or approved by the principal.

It is recognized that social events, such as dances, are an integral part of school life. The principal at each school may allow school-sponsored dances and/or other social gatherings.

A school may elect to have or not have flags/rifles/sabers/batons/majorettes. All selection processes for these groups must be fair and impartial.

3. Student-initiated, Noncurriculum-related Student Groups

Student-initiated, noncurriculum-related student groups will be permitted to conduct voluntary meetings on school grounds during non-instructional time (before instruction begins, after instruction ends, or during other non-instructional times) regardless of the size of the group or the religious, political, philosophical, or other speech expressed at the meetings, provided that the meetings do not materially and substantially interfere with the orderly conduct of the educational activities of the school. Membership in such student groups and participation in their activities is voluntary.

School employees shall not promote, lead, or participate in the meetings of these noncurricular student groups; however, a school employee may be present at the meetings to maintain order and protect the general welfare of the students involved. School employees may not influence the form or content of any prayer or other religious activity at such meetings. In addition, non-school persons may not direct, conduct, control, or regularly attend the activities of noncurricular student groups.

No public funds may be expended on behalf of the noncurriculum-related student groups beyond the incidental cost of providing space for the group meetings.

This section applies to secondary schools only.

4. Interscholastic Athletics

The board supports the concept of interscholastic athletics for students in grades seven through 12. Students in the sixth grade are not eligible to participate in interscholastic athletics. Interscholastic athletic activities, including cheerleading, will be conducted in accordance with State Board of Education policies and the North Carolina High School Athletic Association rules and regulations, as applicable.

In order to be eligible for interscholastic athletics participation, students must have been in daily attendance 85 percent of the previous semester and must meet all applicable eligibility standards of the North Carolina High School Athletic Association, the North Carolina Department of Public Instruction, and any locally established requirements for interscholastic athletics participation.

D. FUNDRAISING

High school and middle school student organizations and clubs are limited to one fund-raiser per year. Fundraising by elementary school student organizations and clubs is not permitted.

Legal References: Americans with Disabilities Act, 42 U.S.C. 12132, 28 C.F.R. pt. 35; Equal Access Act, 20 U.S.C. 4071-4074; 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 art. 9, 115C-47(4), -391, -407.5; *Policies Governing Services for Children with Disabilities*, State Board of Education Policies GCS-D-000, HRS-D-001; N.C. High School Athletic Association Handbook; Middle/Junior High School Athletic Manual, available at <http://www.ncpublicschools.org/curriculum/healthfulliving/athletics/>

Cross References: Parental Involvement (policy 1310/4002), Student and Parent Grievance Procedure (policy 1740/4010), Evaluation of Student Progress (policy 3400), Student Promotion and Accountability (policy 3420), School Improvement Plan (policy 3430), Children of Military Families (policy 4050), Student Behavior Policies (4300 series), Attendance (policy 4400), Community Use of Facilities (policy 5030)

Adopted: June 27, 2016

As required by the North Carolina Constitution and North Carolina law, the board of education is committed to providing a free public school education to all children who are legally entitled to enroll in the school system. In accordance with the McKinney-Vento Homeless Assistance Act and the North Carolina State Plan for Educating Homeless Children, the board will make reasonable efforts to identify homeless children and youth of school age located within the county, encourage their enrollment, and eliminate barriers to their receiving an education that may exist in school system policies or practices. Based on individual need, homeless students will be provided services available to all students, such as preschool, free or reduced price school meals, services for English learners, special education, vocational/technical education, gifted and talented services, and before- and after-school care.

The provisions of this policy will supersede any and all conflicting provisions in board policies that address the areas discussed in this policy.

A. DEFINITION OF HOMELESS STUDENTS

Homeless students are children and youth who lack a fixed, regular, and adequate nighttime residence. The term “homeless student” will also be deemed to include the term “unaccompanied youth,” which includes a youth who is not in the physical custody of a parent or guardian. Homeless children and youth include those students who are as follows:

1. sharing the house of other persons due to loss of housing, economic hardship, or a similar reason;
2. living in motels, hotels, transient trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
3. living in emergency or transitional shelters;
4. abandoned in hospitals;
5. living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
6. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
7. living in a migratory situation that qualifies as homeless because the child lacks a fixed, regular, and adequate nighttime residence.

B. HOMELESS LIAISON

The superintendent or designee shall appoint and train a school employee to serve as the homeless liaison. The homeless liaison's duties include, but are not limited to, the following:

1. ensuring that school personnel identify homeless children and youth;
2. ensuring school/preschool enrollment of and opportunities for academic success for homeless children and youth;
3. ensuring that homeless families and children have access to and receive educational services for which they are eligible;
4. ensuring that homeless families and children receive referrals to healthcare, dental, mental health and substance abuse, housing, and other appropriate services;
5. informing parents or guardians and any unaccompanied youth of available transportation services and helping to coordinate such services;
6. ensuring that public notice of the educational rights of homeless students is disseminated in locations frequented by parents or guardians and unaccompanied youth;
7. informing parents or guardians of educational and related opportunities available to their children and ensuring that parents or guardians have meaningful opportunities to participate in their children's educations;
8. helping to mediate enrollment disputes, including ensuring that a homeless child or youth is enrolled immediately pending final resolution of the dispute;
9. informing unaccompanied youth of their status as independent students and assisting in verifying such status for the purposes of the Free Application for Federal Student Aid;
10. ensuring that school personnel providing services to homeless students receive professional development and other support;
11. working with school personnel, the student, parents or guardians, and/or other agencies to obtain critical enrollment records, including immunization and medical records, in a timely manner; and
12. working with the superintendent or designee to identify board policies or procedures that might serve as a barrier to enrollment of homeless students, including those related to immunization records, medical records, uniforms or dress codes, school fees, and school admission.

C. ACCESS TO STUDENTS' RECORDS

Homeless students transferring into the school system may provide cumulative and other records directly to school system personnel. The superintendent or designee shall not require that such records be forwarded from another school system before the student may enroll. However, school personnel shall immediately request the official records from the previous school.

School personnel shall immediately enroll homeless students, even if they do not have proof of residency, school and immunization records, birth certificates, or other documents; have missed application or enrollment deadlines during a period of homelessness; have outstanding fees; or are not accompanied by an adult. The homeless liaison shall assist the students and parents or guardians in securing appropriate records or otherwise meeting enrollment requirements.

Information regarding a child or youth's homeless situation must be treated as a student record and protected accordingly. See policy 4700, Student Records.

D. ENROLLMENT

A homeless student (or the student's parent or guardian) may request to attend his or her school of origin or any public school that other students living in the same attendance area are eligible to attend. The school of origin is defined as the school the student attended before losing permanent housing or the school in which the student was last enrolled, including a preschool. When a student completes the final grade level served by the school of origin, the school of origin includes the designated receiving school at the next grade level for all feeder schools. Unless not in the student's best interest, a homeless student who continues attending the school of origin will remain enrolled in the school of origin for the entire time the student is homeless and until the end of any academic year in which the student moves into permanent housing.

The superintendent shall designate the director of student assignment or other appropriate personnel to decide, in consultation with the homeless liaison, which school a homeless student will attend. The decision will be based upon the student's best interest. The superintendent's designee must presume that keeping the student in the school of origin is in the student's best interest unless contradicted by the student's parent or guardian or the unaccompanied youth. The superintendent's designee must consider student-centered factors related to the student's best interest, including factors concerning the impact of mobility on achievement, education, health, and safety of homeless students, giving priority to the request of the student's parent or guardian or the unaccompanied youth.

If the superintendent's designee determines that it is not in the student's best interest to attend the school of origin or the school requested by the parent or guardian or unaccompanied youth, he or she must provide a written explanation of the reasons for the

determination to the parent or guardian or unaccompanied youth, along with information regarding the right to appeal the placement decision.

E. ENROLLMENT DISPUTE RESOLUTION

The school system will implement an enrollment dispute resolution process that is consistent with the process required by the State Board of Education in the North Carolina Administrative Code, 16 N.C.A.C. 6H .0112.

1. Initiation of the Dispute and Stay Put

If a dispute arises over school selection or enrollment in a school for a homeless student, the following must occur:

- a. The homeless student will be immediately admitted to the school in which enrollment is sought, will receive all services for which he or she is eligible and will be allowed to participate fully in school activities, pending resolution of the dispute.
- b. The unaccompanied youth or parent or guardian of the student will be provided a written explanation of the school's decision regarding the enrollment, including the right to appeal the decision. Such information must be provided in a language that the parent or guardian or unaccompanied youth can understand. The information must contain:
 - 1) contact information, including telephone number and address of the homeless liaison and of the State coordinator for homeless education, with a brief description of their roles;
 - 2) the right to initiate the dispute resolution process either orally or in writing;
 - 3) a simple form that parents or guardians or unaccompanied youth can complete and submit to the homeless liaison to initiate the dispute resolution process;
 - 4) a step-by-step description of how to dispute the school's decision;
 - 5) notice of the right to enroll immediately in the school of choice or remain in the school of origin with transportation provided pending resolution of the dispute;
 - 6) notice that immediate enrollment includes full participation in all school activities; and
 - 7) notice of the right to obtain assistance of advocates or attorneys.

- c. The student or parent or guardian will be referred to the system's homeless liaison, who shall carry out the appeal process as expeditiously as possible after receiving notice of the dispute.

2. Homeless Liaison Review

- a. Any parent or guardian or student initiating an enrollment dispute (hereinafter "complainant") is encouraged to attempt to resolve the dispute informally through discussion with the homeless liaison. If the dispute cannot be resolved informally, the complainant may present a formal complaint orally or in writing to the homeless liaison either directly or through the principal of the school at which enrollment is sought.
- b. The complaint should include the date of the filing, a description of the disputed enrollment action, the name of the person(s) involved, and a description of the relief requested. The complainant must be informed of the right to provide supporting written or oral documentation and to seek the assistance of an advocate or attorney.
- c. Within five school days after receiving the complaint, the homeless liaison shall provide a written decision, including the reasons for the decision, to the complainant and the superintendent.

3. Appeal to the Superintendent of the Liaison's Decision

- a. Within five school days of receiving the liaison's decision, the complainant may appeal the decision to the superintendent in writing. The homeless liaison shall ensure that the superintendent receives copies of the written complaint and the response.
- b. The superintendent or designee shall schedule a conference with the complainant to discuss the complaint.
- c. Within five school days of receiving the appeal, the superintendent or designee shall provide a written decision to the complainant including a statement of the reasons for the decision.

4. Appeal to the Board of the Superintendent's Decision

If the complainant is dissatisfied with the superintendent's decision, he or she may file a written appeal with the board of education. The board will provide the complainant with a written decision within 30 days of receiving the appeal. The board's decision will constitute the final decision of the school system. The written statement of the board's opinion will include the name and contact

information of the State coordinator for homeless education and will describe the appeal rights to the State coordinator.

5. Appeal to the State Coordinator of the Board's Decision

If the complainant is dissatisfied with the action taken by the board of education, he or she may file an appeal with the State coordinator for homeless education, who will issue a final decision on the complaint. Within five school days following a request from the State coordinator, the homeless liaison shall provide the record of complaint and a copy of the board's decision along with any other information requested regarding issues in the appeal.

F. TRANSPORTATION

The board of education will provide homeless students with transportation services comparable to those of other students. In addition, at the parent or guardian's request (or at the request of the homeless liaison for unaccompanied youth), the board will provide transportation services to/from the school of origin. The superintendent or designee and the homeless liaison shall coordinate homeless students' transportation needs, based on the child's best interest. In situations in which a student attends school in this system but his or her temporary housing is in another system (or vice versa), the superintendent or designee shall work with the other system to share the cost and/or responsibility for transportation. If an agreement cannot be reached between the systems, the cost of such transportation will be divided evenly.

If a homeless student becomes permanently housed and chooses to remain in his or her school of origin, the board will provide transportation to the student for the remainder of the school year.

G. TITLE I

Homeless students are automatically eligible for Title I services. The homeless liaison and the Title I director shall collaborate to identify the needs of homeless students.

Legal References: McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, *et seq.*; *Non-Regulatory Guidance on Education for Homeless Children and Youths Program*, U.S. Department of Education (July 2016); G.S. 115C-366(a2); 16 N.C.A.C. 6H .0112; State Board of Education Policy TCS-I-000

Cross References: Immunization and Health Requirements for School Admission (policy 4110), Domicile or Residence Requirements (policy 4120), School Assignment (policy 4150), Student Records (policy 4700)

Adopted: March 7, 2016

A. ATTENDANCE AREAS

The superintendent shall recommend to the board the school attendance areas for the schools in the system. The attendance areas will be developed in accordance with state requirements and court rulings; 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 following factors will be considered in establishing attendance areas.

1. Maximum Use of Facilities

Projected enrollment in a school should be between 85% and 115% of approved campus capacity. New schools may operate with less than 85% of capacity enrolled if some grade levels will not be assigned during the first year or if significant growth is anticipated in the following years.

2. Student Proximity to Facilities

Attempts will be made to assign each student to the school closest or next closest to the student's domicile.

3. Transportation

Student bus rides should not exceed 90 minutes one-way.

4. Student Diversity

Education in a diverse setting helps to prepare students to become good citizens in an increasingly complex, pluralistic society. Student achievement will be the critical factor used to measure the diversity of proposed attendance areas.

5. Feeder Patterns

Alignment into a kindergarten through grade 12 attendance plan is desirable but may not always be possible. It is understandable that students and parents appreciate clean feeder patterns through which students make friends and remain with those friends from kindergarten through graduation. However, other considerations such as efficiency, costs of transportation, etc., may prevent the board from being able to make true alignment a priority. If other factors allow a kindergarten through grade 12 alignment to be implemented, the board will be sensitive to this desire.

6. Stability

To the degree possible, every effort will be made to minimize the number of students that are redistricted out of any individual school. To avoid a student being redistricted twice while in elementary school or twice while in middle school or twice while in high school, every effort will be made not to redistrict neighborhoods that recently were redistricted.

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

B. ASSIGNMENT OF STUDENTS

1. Assignment Generally

The superintendent shall assign students to particular schools based upon the established attendance areas. Each student will be assigned to a school based on the attendance area of his or her domicile (or residence location if exempted from domicile requirements as described in policy 4120, Domicile or Residence Requirements).

2. Homeless Students

Notwithstanding the provisions of this policy, the superintendent shall assign homeless students in a manner consistent with state and federal law and policy 4125, Homeless Students.

3. Students in Foster Care

Notwithstanding the provisions of this policy, the superintendent shall assign students in foster care to their school of origin unless contrary to their best interest, as required by federal law.

4. Students in the North Carolina 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 of School System Employees

If a student who is domiciled outside the school system has been admitted into the school system because the student's parent is a full-time school system employee, the student will be assigned to a school in the attendance area where the parent works. If a student is domiciled within the school system and the student's parent

is a full-time school system employee, the student has the option of attending a school in the attendance area where the parent works or where the student is domiciled.

If a student is attending a school based on the employee parent's work location and the parent terminates employment with the school system during the regular school year, the student may remain at the school through the end of that school year.

Unless the law, board policy, or the superintendent provides otherwise, bus transportation will not be provided to students attending school outside of the attendance area in which they reside.

6. Assignment to Magnet Schools

Parents or guardians have the option of applying for admission to one of the school system's magnet schools. Admission decisions for magnet schools will take into account the following criteria:

- a. maintaining a socioeconomic, geographic, and student achievement diversity that is reasonably reflective of the school system as a whole;
- b. efficient use of school facilities;
- c. any program criteria that must be met by the student for admission to the particular school;
- d. enabling siblings to attend the same school; and
- e. hardship on the student or parent that has been documented by the parent.

C. REQUESTS FOR REASSIGNMENT

1. Reassignment Factors

Students may be reassigned to a different school in the system based on certain factors, including the following.

a. Open Enrollment

In an effort to increase enrollment and maximize opportunities, a student may be reassigned to another school participating in open enrollment. Those schools participating in open enrollment will be identified in a list approved by the board prior to April 1.

Consideration for such reassignments will be based upon a first-come, first-serve basis, space availability, and the resulting impact on the schools affected.

b. Curriculum

Unique situations regarding instructional needs will be reviewed on a case-by-case basis for students in kindergarten through grade 12 requesting reassignment.

A high school student may request reassignment if the student needs a particular course or program of study that is not offered, either in person or online, in the assigned school, provided the student has met all prerequisites for the course or program and provided the course or program has not reached its enrollment capacity. The reassignment will be approved only if there is not an option to maintain enrollment in the assigned school while attending the other school only for a single period to take the course.

c. Stability

If a student is redistricted for a second time while in elementary school, while in middle school, or while in high school, the student may be reassigned back to the current school. In addition, following a redistricting, a rising exit grade student may be reassigned back to the current school.

d. Hardship or Unusual Circumstances

A student may be reassigned because of undue hardship when it is established that such a transfer is in the best interest of the student and the affected schools.

e. Siblings of Students in the Exceptional Children's Program

Siblings of students assigned to a school system Exceptional Children's Program may be reassigned if they have a sibling in the Exceptional Children's Program at the school to which they wish to be assigned (and otherwise meet the school's academic requirements).

2. Procedure for Requesting Reassignment

A parent who is dissatisfied with a school assignment should discuss the case with the principal of the school to which the student is assigned. If the parent would like a reassignment, the parent must complete and submit a student reassignment form to the superintendent between April 1 and July 1 prior to the year of

enrollment. Forms submitted after July 1 will be considered only if there are extenuating circumstances, such as an unanticipated and significant change in the student's status occurring after July 1 or other circumstances outside of the parents' control that prevented them from meeting the application deadline. Being unaware of the deadline is not considered an extenuating circumstance.

The superintendent shall review all reassignment request forms and make a determination as to the adequacy of the documentation provided. The parents will be contacted if additional information is requested. Each request will then be evaluated by the superintendent or designee, the principal of the school to which the student was assigned, and the principal of the school the student desires to attend. If the reassignment request is denied, notice will be sent to the applicant.

Within five days of receiving the notice of the denial, the parent may request a hearing on the reassignment request by submitting a completed appeal form. A panel of the board will hear the appeal. The panel's recommendation will be submitted to the full board for a final determination. 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.

D. TRANSFER OF STUDENTS DURING THE SCHOOL YEAR

1. Change of Residence

Students whose domicile changes from one school attendance 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 domicile 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 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.

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. Unless the law or the superintendent provides otherwise, the parent is responsible for transportation. The school system will provide transportation for homeless students and students in foster care in a manner consistent with legal requirements and policy 4125.
2. A high school transfer or reassignment approved for curriculum related reasons is valid for the current school year unless otherwise stated. All other transfers or reassignments are valid through the exit grade unless otherwise stated.
3. Any transfer request that is approved based upon false or misleading information will be declared void, and the transfer will be rescinded.

F. ASSIGNMENT TO ALTERNATIVE SCHOOL

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

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 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); *Unsafe School Choice Option Non-Regulatory Guidance*, U.S. Department of Education (May 2004); G.S. 15C-8; 115C-36, -366, -367, -369; State Board of Education Policy HRS-A-006

Cross References: Alternative Learning Programs/Schools (policy 3470/4305), Domicile or Residence Requirements (policy 4120), Homeless Students (policy 4125), Unsafe School Choice Transfer (policy 4152), North Carolina Address Confidentiality Program (policy 4250/5075/7316)

Adopted: March 7, 2016

PITT COUNTY BOARD OF EDUCATION

DATE: February 6, 2017

TOPIC: Consideration of the Comprehensive Annual Financial Report, Year Ending June 30, 2016

BACKGROUND:

Chief Finance Officer, Debra Baggett, will request approval from the Board for the Comprehensive Annual Financial Report, Year Ending June 30, 2016.

SUPERINTENDENT'S RECOMMENDATION:

Board action is required

Pitt County Schools
Comprehensive Annual Financial Report for Year Ended June 30, 2016
Summary

- Audit performed by Carr, Riggs and Ingram, LLC
- Unmodified Audit Opinion – Best Audit Opinion that can be provided
- In the auditors’ opinion, Pitt County Schools complied in all material respects with the compliance requirements of State and Federal programs.
- Recipient of Two Financial Reports
 1. Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting
 2. Association of School Business Officials International Certificate of Excellence in Financial Reporting
- No material weaknesses identified with concerns to Internal Controls over Financial Reporting
- Fund Balance Breakdown in the General Fund stood at approximately \$3,440,107 at June 30, 2016 – broken down as follows:

Restricted by state Statute	\$ 529,270
Committed for Capital Projects	\$1,543,000
Assigned for Individual Schools	\$ 274,178
Carryover From Prior Year	\$ 300,838
Undesignated	<u>\$ 792,821</u>
Total	\$3,440,107

- Individual Schools has Total Cash Balances of approximately \$1.745 million at June 30, 2016.
- Child Nutrition Program had a Net Income of \$14,108. Fund Balance stood at approximately \$4,423,093 at June 30, 2016.

PITT COUNTY BOARD OF EDUCATION

DATE: February 6, 2017

TOPIC: Consideration of 3rd Grade and Advanced Placement Bonuses

BACKGROUND:

Chief Finance Officer, Debra Baggett, will request approval from the Board for the 3rd Grade and Advanced Placement Bonuses. The Bonuses were discussed with the Board members at the recent Board Work Session held on January 23, 2017.

SUPERINTENDENT'S RECOMMENDATION:
Board action is required

Teacher Legislated Bonuses for Performance of

3rd Grade Teacher Reading

Advanced Placement

Pitt County Schools -

A. 3rd Grade teacher Reading Performance

This bonus has 2 criteria and is determined based on EVAAS growth scores.

1. \$5m appropriated to pay for bonus to top 25% of the 3rd grade teachers in the State
2. \$5m appropriated to pay for bonus to top 25% of 3rd grade teachers in each LEA (charter school teachers not eligible)
 - To be eligible the teacher must remain employed teaching 3rd grade in the SAME LEA at least until the bonus is paid.

Pitt County Schools 3rd Grade Personnel Bonus Data

90	# of PCS 3 rd grade teachers.
28	# of PCS teachers awarded State and/or LEA bonus.
9	# of PCS teachers that resigned (family relocation, stay at home with children, career change, another LEA).
11	# of teachers that will receive the 3 rd grade State <u>and</u> LEA bonus.
2	# of teachers that will receive the 3 rd grade State bonus.
\$135,812.16	Total State bonus payout (including benefits) to the 13 eligible teachers .
5	# of teachers that are <i>ineligible</i> for the State and LEA bonus due to being moved to another grade this school year.
\$ 3,523.00	State bonus amount awarded to each eligible teacher from the state bonus.
\$ 6,985.35	LEA bonus amount awarded to each eligible teacher from the state bonus.
\$ 56,561.19	Total possible payout (including benefits) from the district's budget to the 5 teachers that are <i>ineligible</i> for the State and LEA bonus due to being moved to another grade.

B. Advanced Placement and IB Bonuses

1. Bonus of \$50 for each student who receives a 3 or above in an AP exam or
2. Bonus of \$50 for each student who receives 4 or above for an IB for Diploma Programme exam.
 - Teacher may receive a maximum bonus of \$2,000 per year.
 - To be eligible the teacher must remain employed teaching advanced courses in the SAME LEA at least until the bonus is paid.

Pitt County Schools AP/IB Personnel Bonus Data

46	# of PCS <i>eligible</i> AP teachers.
42	# of PCS <i>eligible</i> AP teachers.
4	# of PCS <i>ineligible</i> AP teachers due to not teaching AP courses and students this year.
\$1,507.00	Total possible payout (including benefits) from the district's budget to the 5 teachers that will not receive the State bonus due to not teaching AP classes this year.
\$50-\$2000	Varying amounts awarded based on criteria stated above (\$2000 cap).
\$ 33,750.00	Total AP State bonus payout.

PITT COUNTY BOARD OF EDUCATION

DATE: February 6, 2017

TOPIC: First Reading of New 6000A Policy Section

BACKGROUND:

Cynthia Grady, In-House Counsel, will be present to respond to any questions concerning the New 6000A Policy Sections concerning Student Health Programs and Child Nutrition Programs with the Board members. This will be the First Reading of these sections of the New 6000A Policy Section.

SUPERINTENDENT'S RECOMMENDATION:

No Board action is required

The board recognizes that an effective educational program must be supported by services that assist students in taking advantage of educational opportunities to receive a sound basic education. The board also recognizes the need for services that help the school system use resources necessary for an educational program in an effective and efficient manner.

The board and superintendent will strive to educate the board of county commissioners and other funding sources of the importance of support services.

Legal References: G.S. 115C-36, -47; *Leandro v. State*, 346 N.C. 336 (1997)

Cross References: Board Authority and Duties (policy 1010)

Adopted:

The board recognizes the link between student health and learning. The goals of student health services are:

1. to develop, implement and evaluate the health services that support the essential elements of a comprehensive school health program;
2. to improve educational outcomes for students by mitigating health barriers to full participation in the educational setting when possible and reducing absenteeism due to health concerns;
3. to encourage **healthy behaviors** and the physical well-being of all students;
4. to improve health outcomes for students by improving access to care and encourage the appropriate utilization of the healthcare system;
5. to integrate health-related services provided in the school setting, including those provided by counselors and health specialists;
6. to provide health services **promotion and disease prevention education and health counseling on a group or individual basis** in a manner that reinforces the objectives of the healthful living education curriculum;
7. to work cooperatively with other **community organizations**, governmental agencies and professional associations interested and involved in the health of students;
8. to use up-to-date research findings to develop and provide health services to students;
9. to meet all legal obligations; and
10. to provide courteous service to students and parents.

Legal References: G.S. 115C-36, -288(e), -307(b) and (c)

Cross References:

Adopted:

ORGANIZATION OF STUDENT HEALTH SERVICES

Policy Code:

6110

The superintendent shall establish student health services consistent with board goals as provided in policy 6100, Goals of Student Health Services, and state and federal laws and regulations. Duties related to the health services will be included in appropriate job descriptions. Each principal is responsible for providing supervision of the student health services offered at his or her school **by school staff and for working collaboratively with the School Health Program nurses.**

Legal References: G.S. 115C-36, -288(e), -307(b) and (c)

Cross References: Goals of Student Health Services (policy 6100)

Adopted:

The board will provide health services to students as required by law. School employees may administer drugs or medication **in accordance with guidelines set forth in Policy 6125, Administering Medicines to Students** ~~prescribed by a doctor only upon the written request of the parents~~; give emergency health care when reasonably apparent circumstances indicate that any delay would seriously worsen the physical condition or endanger the life of the student; and perform any other first aid or lifesaving technique in which training has been provided to school employees. A registered nurse also will be available to provide assessment, care planning, and ongoing evaluation of students with special health care service needs in the school setting.

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

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

confidentiality laws. Any employee who violates the confidentiality of the records may be subject to disciplinary action.

8. School personnel must obtain parental consent for medical services as required by law. Parents will be notified of their rights in accordance with policy 1310/4002, Parental Involvement.
9. Health professionals will be consulted in the development of health services. Opportunities also will be provided for input from staff, parents, and students on the health services provided.

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-12(12), -12(31), -36, -307(c), -375.1, -375.3; 16 N.C.A.C. 6D.0402; 21 N.C.A.C. 36.0221, 36.0224; *Policies Governing Services for Children with Disabilities*, State Board of Education Policies GCS-D-000, GCS-G-006

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

Adopted:

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 conditions set forth below. ~~the written request of a student's parent.~~ To minimize disruptions to the school day, medications should be taken at home rather than at school whenever feasible. School personnel should not agree to administer any medication that could be taken at home.

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 only those medical professionals, such as doctors of medicine, doctors of osteopathic medicine, physician assistants, and nurse practitioners, who are legally authorized to write prescriptions for medications.

A. SCHOOL EMPLOYEE ADMINISTRATION OF MEDICATION TO STUDENTS

1. Conditions for Administration of Medication

School employees are authorized to administer medication only when all of the following conditions have been met.

- a. A completed "Authorization for Medication" form with proper documentation has been filed with the principal or designee. ~~The student's parent has made a written request that school personnel administer the medication to the student and has given explicit written instructions describing the manner in which the medication is to be administered.~~
- b. All medication administered (prescription and non-prescription) by school employees must be presented to the school in its original container or packaging. ~~A health care practitioner has prescribed the medication for use by the student (for over the counter medications as well as medications available only by a health care practitioner's prescription).~~
- c. The "Authorization for Medication" form and the prescription label on the medication are in agreement with medication, dose, frequency and method of administration. ~~A health care practitioner has certified that administration of the medication to the student during the school day is necessary (for over the counter medications as well as medications available only by a health care practitioner's prescription).~~
- d. The school employee has received appropriate medication administration training. ~~administers the medication pursuant to the written instructions provided by the student's parent.~~

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- e. “Authorization for Medication” forms are valid for one calendar year or 365 days at which time a new, updated form must be presented to the school.

2. Standards for Administering Medications

The superintendent shall develop procedures for the implementation of this policy as necessary. These rules 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. 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.
- c. No student may possess, use, or transmit any drug or counterfeit drug prohibited by policy 4325, Drugs and Alcohol.
- d. The board generally encourages school personnel to administer medication from a centralized location. However, in all instances, whether from a centralized location or multiple locations, any medications kept at school for a student must be kept in a locked and secure place under control of designated school employees, with the exception of students’ rescue medications, which should be stored in a designated unlocked cabinet or file under control of designated school employees. Refrigerated medications shall be stored in an area with limited access. Rescue medications may be stored in the student’s classroom as necessary, including asthma inhalers, epinephrine auto-injectors and insulin.
- e. All medications shall be transported to and from school by a parent for elementary and middle school students. The only exception is that with prior documentation on the “Authorization for Medication” form, students who have permission to self-medicate may carry rescue medications.
- f. Class 2 controlled substances (examples: Ritalin, Adderol, Oxycontin, Percocet) will be counted and verified by school personnel and the parent upon delivery to the school and documented on the “medication log” and/or the electronic health record.

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- e.g. At the end of each school year, school personnel shall notify parents that medications must be picked up and that school officials will properly dispose of any medication that remains on school property after a designated date.
- f.h. At the end of each school year, or upon discontinuance of a medication, All school personnel who will be administering medications must receive appropriate training. all "Authorization for Medication" forms and the daily medication logs should be filed in the student's health folder in their cumulative folder.
- i. Parents are responsible for informing the school principal of any serious changes in the child's health or any change in the medication to be administered. Changes in medication, including altered dosage or changes in the time and frequency of administration, requires an updated "Authorization for Medication" form.
- ~~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. j.~~ Although efforts should be made not to disrupt instructional time, a parent has the right to administer medications to his or her child at any time while the child is on school property.
- i.k. School personnel responsible for administering medication shall document all administrations on the "Medication Log" or electronic health record. which records All logs and "Authorization for Medication" forms will be kept in a secure and confidential location. will be kept in a locked file or cabinet.
- j.l. 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.
- m. School employees shall not provide or dispense any unauthorized over-the-counter medication to any student under any circumstances.

3. Over-the-Counter Medications

If a student needs a non-prescription (over-the-counter) medication during school hours, an "Authorization for Medication" form must be provided to the school completed by a health care practitioner and the parent specifying the dosage, time and frequency of medication. If the need is short term (5 days or less), a parent's note stating the medication, dosage, time and frequency is all that is required.

~~Consistent with the above requirements, over-the-counter medications will only be given during school hours by school personnel if they are (1) labeled by a pharmacist, complete with instructions (like a prescription medication), or (2) in their original packaging, labeled with the student's name, and accompanied by the health care practitioner's prescription which must include administration instructions. Parents who want school personnel to administer over-the counter medication must provide the medication to school personnel pursuant to the requirements of this policy.~~

B. EMERGENCY MEDICATION AND CARE PLANS

Parents of ~~S~~students who are at risk for medical emergencies, such as those with diabetes, asthma, or severe allergies, ~~must have~~ should notify the school so that an emergency health care plan can be developed for them student to address emergency administration of medication.

C. STUDENT SELF-ADMINISTERATION OF ~~ING~~ DIABETES, ASTHMA, OR ANAPHYLACTIC MEDICATIONS

The board recognizes that students with certain health conditions like diabetes, asthma, or an allergy that could result in an anaphylactic reaction may need to possess and self-administer medication on school property. As used in this section of the policy, "medication" refers to a medicine prescribed for the treatment of diabetes, asthma, or anaphylactic reactions and includes insulin or a source of glucose, a prescribed asthma rescue inhaler, or a prescribed epinephrine auto-injector. ~~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: are as follows:

1. Authorization to Self-Administer Medication

Before a student will be allowed to self-administer medication pursuant to this section, 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~~ an "Authorization for

Medication” form authorizing the student to possess and self-administer the medication completed by a health care practitioner and the parent;

- b. a written statement from the student’s health care practitioner verifying:
 - 1) that the student has diabetes, asthma, or an allergy that could result in anaphylactic reaction;
 - 2) that 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) that the student understands, has been instructed in self-administration of the medication, and has demonstrated the skill level necessary to use the medication and any accompanying device;
- ~~e. 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 agents are not liable for injury arising from the student’s possession and self-administration of the medication; and~~
- e.c. 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, the skill level necessary to use the medication and any accompanying device.

Finally, the student’s parents must are asked to 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 kept on file at the school in an easily accessible location. Any permission granted by the principal for a student to possess and self-administer medication The “Authorization for Medication” form will be effective only for the same school for 365 calendar days. Such permission must be reviewed renewed annually.

2. Consequences for Improper Use

A student who uses his or her medication in a manner other than as prescribed may be subject to disciplinary action pursuant to the school disciplinary policy. No one may impose disciplinary action on the student that limits or restricts the student's immediate access to the diabetes, asthma, or anaphylactic medication.

D. STUDENT SELF-ADMINISTERING OTHER MEDICATIONS

Students in high school may self-administer certain other medications only if the proper documentation on the "Authorization for Medication" form, including a physician's consent that the student can self-medicate, is on file with the school in the principal's office. Students may not self-administer schedule I and II controlled substances, such as, but not limited to, Ritalin, Oxycontin, Percocet, Adderall, and Concerta. It is a privilege for students to be allowed to self-medicate other medications during school hours. Abuse of this privilege may result in its revocation. Self-administration of medications by high school students must be in accordance with any procedures developed by the superintendent.

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), -375.2; *Policies Governing Services for Children with Disabilities*, State Board of Education Policy GCS-D-000

Cross References: Parental Involvement (policy 1310/4002), Drugs and Alcohol (policy 4325)

Adopted:

The board recognizes that it is important for students to receive proper nutrition so that they are ready and able to take advantage of educational opportunities.

The goals of the school nutrition services program are as follows:

1. operating the school nutrition program efficiently **and strive to be financially self-supporting**, so that earnings may be used to reduce the cost of food, serve better food, or provide free or reduced price meals to eligible students **without sacrificing the nutritional needs of the students**;
2. enhancing students' ability to learn by offering a variety of safe, nutritious, and appealing food and beverage options for student meals at school;
3. minimizing obesity and encouraging lifelong healthy eating habits consistent with the health education curriculum; ~~and~~
4. providing courteous service to students, employees, and authorized visitors; **and**
5. **strive to increase student participation in the available federal School Nutrition Programs (e.g., school lunch, school breakfast, after-school snack and summer food service programs).**

Legal References: 7 C.F.R. Part 210; G.S. 115C-47(22), -263, -264; State Board of Education policy HRS-E-000

Cross References:

Adopted:

ORGANIZATION OF SCHOOL NUTRITION SERVICES

Policy Code:

6210

The superintendent shall establish school nutrition services consistent with board goals as provided in policy 6200, Goals of School Nutrition Services, and state and federal laws and regulations. Duties related to the nutrition services should be included in appropriate job descriptions. Each principal and cafeteria manager is responsible for the school nutrition services program in his or her school, under the supervision of the director of child nutrition.

The superintendent shall verify that all school nutrition services personnel are certified and trained in accordance with the law.

Legal References: Healthy, Hunger-Free Kids Act of 2010, P.L. 111-260; G.S. 115C-36, -263

Cross References: Goals of School Nutrition Services (policy 6200)

Adopted:

The school system will provide free meals and reduced price meals to eligible students in the schools.

The principal **and the Child Nutrition program** shall make applications for free or reduced price meals readily available to parents or guardians and shall accept completed applications at any time during the school year.

In accordance with the guidelines for participation in these programs, and in accordance with the wishes of the board, no student who meets the criteria for eligibility for free and reduced meal benefits will be denied a free **meal lunch, milk,** or other food simply because the proper application has not been received from his or her parent or guardian. The principal may complete an application, based on the best household size and income information available, for a student known to be needy if the parent or guardian fails to apply. The source of the information must be noted on the application. The principal shall ensure that school rules and procedures are implemented in ways that do not impede eligible students from participating fully in these programs.

The information provided on each application is confidential. Employees with access to this confidential information must make reasonable efforts to maintain the anonymity of students participating in the free or reduced price meal program.

Each year, the superintendent or designee shall ensure that the school system has met all federal requirements to verify the eligibility of applicants. When school personnel become aware of information that raises concerns about the integrity of an application, the superintendent or designee must verify the questionable information by following the verification for cause procedures set forth in federal regulations.

The superintendent is authorized to apply for community eligibility as an alternative to collecting individual household applications for free and reduced price meals for any school or group of schools that meet the eligibility requirements for community eligibility established by federal law. In schools approved for participation pursuant to the community eligibility requirements, the board will serve free lunches and breakfasts to all students in the school without regard to income and will cover with non-federal funds any costs of providing the free meals above the amounts provided by federal assistance. Participating schools will not collect free and reduced price applications from households.

The superintendent shall establish procedures that conform to state and federal requirements regarding participation in programs for free and reduced priced meal benefits.

Legal References: Child Nutrition Act of 1966, 42 U.S.C. 1771 *et seq.*; 7 C.F.R. Parts 210, 215, 220, and 245; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; Healthy, Hunger Free Kids Act of 2010, P.L. 111-296; National School Lunch Act, 42 U.S.C. 1751, *et seq.*; G.S. 115C-263, -264

Cross References: Goals of School Nutrition Services (policy 6200)

Adopted:

SCHOOL MEAL AND COMPETITIVE FOODS STANDARDS

Policy Code:

6230

All employees or other individuals who select foods or beverages to be sold to students on a school campus during the school day shall select and procure such foods and beverages in a manner consistent with the goals established by the board in policy 6200, Goals of School Nutrition Services, and policy 6140, Student Wellness, and with all state and federal laws and regulations. Additionally, in furtherance of the board's goals, the board establishes the following standards for school meals and other foods sold or available on school campuses.

A. SCHOOL MEAL REQUIREMENTS

Meals and snacks provided through the National School Lunch, School Breakfast, and After School Snack Programs must comply with all federal nutrition standards applicable to the respective program, including meal component requirements and dietary standards.

B. FOODS OTHER THAN SCHOOL MEALS

1. Definitions

a. School day

As used in this policy, "school day" means the period from midnight through **30 minutes after the dismissal bell rings**.

b. Competitive foods

Competitive foods are all foods and beverages, other than meals reimbursed through the federally-funded school nutrition programs, available for sale to students on campus during the school day.

2. Foods Sold From Midnight Until the End of the Last Lunch Period

The sale of food and beverages between midnight and the end of the last lunch period is the responsibility of the Child Nutrition Program (CNP), and the CNP will retain the proceeds. No foods or beverages may be sold to students on any school campus during that time period except through the Child Nutrition Program. The school principal and CNP personnel shall ensure that all competitive foods, including vended *a la carte* and all other *a la carte* or supplemental food and beverages, sold during that time period meet the federal Smart Snacks nutrition standards.

3. Foods Sold Between the Last Lunch Period and the End of the School Day

Each year, through its School Nutrition Program Annual Agreement, the board

will establish accountability for the sale of competitive foods during the period between the end of the last lunch period and the end of the school day. All foods sold during that period must comply with the federal Smart Snacks nutrition standards. This includes foods sold in vending machines (see subsection B.4, below), in school stores, and in other sales venues on the school campus.

4. Foods Sold After the School Day

Foods sold after the school day are not subject to the federal Smart Snacks standards but are subject to any school rules established pursuant to policy 6140, Student Wellness.

5. Vending Sales During the School Day

In elementary schools, no beverage or snack vending to students is permitted outside of the School Nutrition Program.

In middle and high schools, all vended snack foods and beverages sold during the school day must meet the federal Smart Snacks standards and any more restrictive state requirements.

Bottled water must be available in every school that has beverage vending.

6. Fund-Raising Activities Involving Food or Beverages

All fund-raising activities that involve the sale of food or beverages to students during the school day must comply with the federal Smart Snacks standards. However, no such fund-raising activities are permitted from midnight until the end of the last lunch period **as designated by the district in the Annual Agreement to Administer Federally-Funded School Nutrition Program**. Tokens of exchange for foods or beverages to be delivered later in the day also are prohibited during this time period.

Fund-raising activities that are conducted after the school day are not required to comply with the federal Smart Snacks nutrition standards, but are subject to policy 6140, Student Wellness, and any school rules established pursuant to that policy.

7. Foods Brought from Home for School Events

To ensure food safety, all food brought from home and served in the schools must come from a commercial source that has been properly approved by the local health department and list its ingredients on the label. This includes cakes, cupcakes and cookies brought for classroom birthdays and holiday celebrations. ~~Each school principal may establish standards for food and beverages brought from home to be shared for classroom events or parties during the school day or~~

~~for extracurricular activities after school. The board encourages principals to establish rules that are consistent with the Smart Snacks nutrition standards.~~

8. Responsibility for Compliance with the Limits on the Sale of Competitive Foods

The limitations on the sale of competitive foods during the school day established by law and this policy are intended to encourage students to develop healthy eating habits and to ensure the ability of the schools to provide nutritious meals at the lowest possible cost.

All employees, student groups, volunteers, school support organizations, and other parties within the school environment must comply with the restrictions and conditions on the sale of competitive foods to students during the school day imposed by federal and state law, this policy, and the terms of the board's School Nutrition Program Annual Agreement.

The superintendent shall hold each principal responsible for consistent enforcement of this policy.

9. Consequences for Non-Compliance with the Limits on the Sale of Competitive Foods

Employees will be subject to disciplinary sanctions for violating the requirements pertaining to the sale of competitive foods as described in this or other relevant board policy, the board's School Nutrition Program Annual Agreement, or federal or state law or regulation. Discipline may include suspension or dismissal for repeated willful violations. The superintendent may take all reasonable steps necessary to prevent violation of the competitive foods rules by any student or student group, volunteer, school support organization, or other party.

If a school is found by the North Carolina Department of Public Instruction to be in violation of the rules pertaining to the sale of competitive foods as established in federal or state law or State Board of Education policy TCS-S-000 and the violations results in a monetary sanction against the Child Nutrition Program, the superintendent ~~may~~ will require the school's principal to reimburse the Child Nutrition Program from the operating account of the school.

Nothing in this policy is intended to regulate or limit foods that students bring from home as part of a bag lunch.

Legal References: Child Nutrition Act of 1966, 42 U.S.C. 1771 *et seq.*; Healthy, Hunger-Free Kids Act of 2010, P.L. 11-296, 7 C.F.R. Part 210; National School Lunch Act, 42 U.S.C. 1751, *et seq.*; G.S. 115C-47(7), -47(22), -263, -264, -264.2, -264.3; State Board of Education Policy TCS-S-000, TCS-S-002; *Eat Smart: North Carolina's Recommended Standards for All Foods Available in School*, NC Department of Health and Human Services, NC Division of Public Health (2004)

Cross References: Student Wellness (policy 6140), Goals of School Nutrition Services (policy 6200)

Adopted:

PITT COUNTY BOARD OF EDUCATION

DATE: February 6, 2017

TOPIC: New Pitt County Schools' Websites

BACKGROUND:

Dr. Travis Lewis, Director of Community and Student Services will share changes to the Pitt County Schools' websites with the Board members.

SUPERINTENDENT'S RECOMMENDATION:

No Board action is required

PITT COUNTY BOARD OF EDUCATION

DATE: February 6, 2017

TOPIC: National School Board Association Conference

Chair Doherty will lead a discussion concerning Board member attendance at the 2017 National School Board Association Conference to be held in Denver, Colorado March 25-27, 2017.

SUPERINTENDENT'S RECOMMENDATION:
Board action is required

PITT COUNTY BOARD OF EDUCATION

DATE: February 6, 2017

TOPIC: Motion to go into Closed Session

I move that we go into Closed Session pursuant to General Statute 143.318.11 for the following purposes:

- ☐ under subsection (a)(1) to prevent the disclosure of privileged or confidential student information. (*G.S. 115C-402; 20 U.S.C. §1232g (FERPA)*)
- ☒ under subsection (a)(1) to prevent the disclosure of privileged or confidential personnel information. (*G.S. 115C-319 et.seq.*)
- ☐ under subsection (a)(3) to consult with our attorney:
 - ☐ to preserve the attorney-client privilege.
 - ☐ to consider and give instructions concerning a potential or actual claim, administrative procedure, or judicial action.
 - ☐ to consider and give instructions concerning a judicial action titled _____ v. Pitt County Board of Education.
- ☐ under subsection (a)(5) to establish or instruct the staff or agent concerning the negotiation of the price and material terms of a contract concerning the acquisition of real property.
- ☐ under subsection (a)(5) to establish or instruct the staff or agent concerning the negotiation of the amount of compensation and other material terms of an employment contract or proposed employment contract.
- ☐ under subsection (a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment or initial employment of a public officer or employee or a prospective public officer or employee.
- ☐ under subsection (a)(6) to hear or investigate a complaint, charge, or grievance by or against a public officer or employee.
- ☐ under subsection (a)(8) to formulate plans relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans.