

**CHEROKEE COUNTY BOARD OF EDUCATION  
AGENDA  
REGULAR MEETING HELD SEPTEMBER 15, 2016 AT CENTRAL OFFICE**

Number	Agenda Item	Presenter	Strategic Priority	Time	Action
1	Call to Order	Ms. Wanda Arrowood	P	6:00	Information
2	Pledge of Allegiance	Mr. Winfield Clonts	P		Information
3	Mission Statement	Mr. Randy Barnett	P		Information
4	Approval of Agenda	Ms. Wanda Arrowood	P		Consensus
5	Approval of Minutes of August 4, 2016	Ms. Wanda Arrowood	P		Consensus
6	Public Input	Ms. Wanda Arrowood	P	6:10	Information
7	TVA Technology Program Presentation	Mr. Charlie Spencer	A	6:20	Information
8	Financial Planning Subcommittee • Charter Bus Company Approval	Mr. John Higdon	P	6:35	Approval
9	Budget Request	Ms. Stephanie Hass	E	6:50	Approval
10	<b>Policy Review</b> <b>2nd Readings</b> 1742/5060 Responding to Complaints 2121 Board Member Conflict of Interest 3000 Goals and Objectives of the Educational Program 4000 Focus on Students 4320 Tobacco Products—Students 4700 Student Records 5026/7250 Smoking and Tobacco Products ( <i>New Policy</i> ) 9030 Facility Construction <b>1st Reading</b> 3320 School Trips 4335 Criminal Behavior 5000 Schools and the Community 6000 Support Services 6550 Vandalism 7950 Non-Career Status Teachers: Non-Renewal	Ms. Debbie Hogan	A B C D E	7:05	Discussion and Approval
11	Superintendents Report	Ms. Jeana Conley	D	7:20	Information
12	Adjourn for Break and to enter into Closed Session	Ms. Wanda Arrowood	P	7:35	Approval
13	Return to Open Session and Closed Session Decisions	Ms. Wanda Arrowood	P	8:35	Approval
14	Announcement of Next Board Meeting • October 13, 2016 at Central Office 6 pm	Ms. Wanda Arrowood	P	8:40	Consensus
15	Adjournment	Ms. Wanda Arrowood	P	8:50	Approval

***Strategic Priorities***

*NC public schools will produce Globally Competitive Students=A*  
*NC public schools will be led by 21<sup>st</sup> Century Professionals=B*  
*NC public school students will be Healthy & Responsible Students=C*  
*Leadership will guide innovation in NC public schools=D*  
*NC public schools will be governed and supported by 21<sup>st</sup> Century Systems=E*  
*Cherokee County Board of Education Parliamentary Procedure=P*

***Cherokee County Schools Mission Statement***

***Cherokee County Board of Educations' Mission is for every student to graduate from high school and to be globally competitive for work, post-secondary education, and prepared for life in the 21st Century.***

## **~Call to Order~**

Ms. Wanda Arrowood, Board of Education Chair, will call the meeting to order.

## **~Pledge of Allegiance~**

Mr. Winfield Clonts will lead the Pledge of Allegiance.

"I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

## **~Board of Education's Mission Statement~**

Mr. Randy Barnett will read the Mission Statement.

Cherokee County's Board of Education's Mission is for every student to graduate from high school and to be globally competitive for work, post-secondary education, and prepared for life in the 21st Century.

## **~Approval of Agenda~**

The Agenda as presented will be considered for approval.

## **~Approval of Minutes~**

The Minutes from the previous board meeting of August 4, 2016, will be considered for approval.



# Cherokee County Schools

Ms. Jeano Conley, Superintendent  
911 Andrews Road, Murphy, NC 28906  
(828) 837-2722 ~ Fax (828) 837-5799  
[www.cherokee.k12.nc.us](http://www.cherokee.k12.nc.us)

---

## Minutes of the Cherokee County Board of Education Meeting held August 4, 2016 beginning at 6 pm at Central Office

### Board Members Present

Ms. Wanda Arrowood, Chair, Mr. Paul Brown, Vice Chair, Ms. Debbie Hogan, Scribe, Mr. Randy Barnett, Mr. Tim Coffey, Mr. Winfield Clonts, and Mr. George Postell

1. Call to Order. Ms. Wanda Arrowood called the Cherokee County Board of Education meeting to order.
2. Pledge of Allegiance. Ms. Debbie Hogan led the Pledge of Allegiance.
3. Mission Statement. Mr. Tim Coffey read the mission statement.
4. Approval of Agenda. The agenda was approved.
5. Approval of Minutes. The minutes from the July 14, 2016 regular board meeting were approved.
6. Public Input. Ms. Arrowood called for public comment. There was none.
7. Financial Planning Subcommittee Update. Mr. John Higdon updated the Board on items covered during the Financial Planning Subcommittee meeting held July 28, 2016. During his update, Mr. Higdon addressed the construction of the MHS Track building for hurdles, high jump mats, and equipment, procuring a District wide Boiler Cleaning service from Bolton Construction, and awarding a contract to Eastern Transportation Consultants to provide charter bus vetting services.

At the conclusion of his update, Ms. Stephanie Hass provided an update on the status of Debt Service Payments remaining for projects completed across the district. Ms. Hass explained the remaining balance for each Debt Service payment, the longevity of each, and which were payed using NC Education Lotter Funds. In conclusion, Ms. Hass advised the Board that, without incurring any additional Debt Service debt, Cherokee County Schools would make its last payment in the year 2025.

8. Budget. Ms. Stephanie Hass next presented Budget Resolutions for 2016/17 for the following Funds: State Public School fund, Local Current Expense fund, Federal Programs fund, Capital Projects fund, Child Nutrition Program fund, and Grants, Donations, and Reimbursements fund.

***Motion made (Ms. Debbie Hogan) and seconded (Mr. George Postell) to approve the 2016/2017 Budget Resolutions as presented by Ms. Hass. Voting is unanimous.***

Following this, Ms. Hass presented budget amendments for the State Public School fund and Capital Projects fund and recommended the usage of ½ Cent Sales tax in the amount of \$15,362 for district wide boiler cleaning services to be provided by Bolton Construction.

***Motion made (Ms. Debbie Hogan) and seconded (Mr. Winfield Clonts) to approve the budget amendments as presented by Ms. Hass. Voting is unanimous.***

---

### Board of Education

Ms. Wanda Arrowood, Chair, Mr. Paul Brown, Vice Chair, Ms. Debbie Hogan, Scribe,  
Mr. Randy Barnett, Mr. Winfield Clonts, Mr. Tim Coffey, Mr. George Postell

*An Equal Opportunity/Affirmative Action Employer*

Next, Ms. Hass presented applications for the use of NC Education Lottery funds for debt service payment for classroom additions made to REMS in the amount of \$77,339.25 and debt service payment for the AHS Building B project in the amount of \$1,648.76.

***Motion made (Mr. Winfield Clonts) and seconded (Mr. Tim Coffey) to approve the applications of use of NC Education Lottery funds to be applied to debt service payments for the classroom additions at REMS and AHS Building B project as presented by Ms. Hass. Voting is unanimous.***

9. Analysis of Teacher Working Conditions Survey. Ms. Jeana Conley delivered an analysis of the Teacher Working Conditions survey. During her presentation, Ms. Conley provided an overview of the highpoints of the survey and informed the Board how the critical information obtained from the survey would be used to develop school's School Improvement Plans.

10. Policy Review. Ms. Debbie Hogan presented several policies for first and second reading. The following policies were heard for second reading and were approved: 1010 Board Authority and Duties, 1100 Governing Principles, 1200 Governing Principle—Student Success, 3620 Extracurricular Activities and Student Organizations, 4400 Attendance, 9010 Site Selection, and 9020 Facility Design.

***Motion made (Ms. Debbie Hogan) and seconded (Mr. Paul Brown) to approve the policies presented for second reading. Voting is unanimous.***

After presenting the policies for second reading, Ms. Hogan reported policies for first reading. Those policies presented being: 1742/5060 Responding to Complaints, 2121 Board Member Conflict of Interest, 3000 Goals and Objectives of the Educational Program, 4000 Focus on Students, 4320 Tobacco Products—Students, 4700 Student Records, 5026/7250 Tobacco Products—Employees & Visitors (*New Policy*), and 9030 Facilities Construction.

11. Superintendent's Report. Ms. Jeana Conley delivered her Superintendent's report to the Board. She began by announcing the Pack-A-Bus drive that would be taking place Friday, August 5, 2016 in the parking lots of Ingles and the Dollar Store in Andrews and Lowe's in Murphy. She added that this drive got its start with the First Baptist Church of Andrews and has grown over the years; she added that the Mountain Board of Realtors has donated \$10,000 to the effort. She went on to quote information provided by Ms. Jennifer Cable about the initial pull-down of State certified students who already qualify for Free and Reduced lunch; she stressed the information is based on factors that exist prior to a parent completing the Free and Reduced Lunch Application. Ms. Conley stated the number of families in Cherokee County being 30 percent of our county population and how the Pack-A-Bus drive is vital in our County to support these families in need. Following this, Ms. Conly informed the Board that TCEC would learn if it was to be awarded the XQ Grant at 3 am and how the Early College had been 1 of 1400 school systems applying for the Grant and had made each cut and has finally arrived in the top 50. She stated that five 10-million dollar grants would be awarded and how much of an honor it is just for TCEC to have been selected for the top 50. Ms. Conley then stated how the application process has already changed TCEC's practice of education. Ms. Conley stressed that if TCEC receives the Grant or not, the process has expanded their educational model tremendously.

12. Adjourn for Break and Closed Session. Ms. Debbie Hogan read the motion to adjourn to closed session.

***Motion made (Ms. Debbie Hogan) and seconded (Mr. Paul Brown) for the Board of Education to adjourn to break and closed session pursuant to the provisions of North Carolina General Statute 143-318.11(a)(3) and 143-318.11(c), for the following purposes: under subsection (a)(1) to prevent the disclosure of privileged or confidential personnel information pursuant to G.S. §115C-319-321, and to prevent the disclosure of privileged or confidential student information pursuant to 20 U.S.C. 1232g (FERPA) and G.S. §115C-402(e), and under subsection (a)(3) to discuss matters protected by the attorney-client privilege, and under subsection (a)(5) to discuss the terms of a contract for employment. Voting is unanimous.***

13. Return to open session & Closed Session Decisions. Ms. Wanda Arrowood called the meeting to order and returned to open session.

***Motion made (Ms. Debbie Hogan) and seconded (Mr. Paul Brown) to return to open session. Voting is unanimous.***

After returning to open session, the Board took the following actions based on closed session discussion:

The Board approved the following hiring recommendations on this date for the positions, schools, type of employment, and effective dates listed below with the understanding that their hiring is based on a clear criminal records check, proper credentials, and adequate position funding:

(a) The Board approved the following Resignations:

Colton Stewart	Band Director, MHS/MMS/MCS	08/04/2016
Rachel Ross	Cafeteria, REMS	08/04/2016
Tom LaPlaca	Custodian, MHS	08/01/2016

***Motion made (Ms. Debbie Hogan) and seconded (Mr. Randy Barnett) to approve the resignations as presented by the Superintendent. Voting is unanimous.***

(b) The Board approved the following hiring recommendations:

<i>Name</i>	<i>Position</i>	<i>Effective</i>
Karina Passmore	Teacher, (CTE), HDHS	08/22/2016
Ryan Gaither	Teacher, Marble	08/22/2016
Katelyn Truett	Counselor, MCEMS	08/22/2016
Laura Moses	Teacher, PES	08/22/2016
Jessica Ennis	Teacher, REMS	08/22/2016
Elizabeth Leeper	Teacher, REMS	08/22/2016
Theresa Allen	Teacher, REMS	08/22/2016
Michael Verola	Teacher, REMS	08/22/2016
Sheba Brown	Teacher, The Oaks	08/22/2016
Jason Dickert	Teacher, MHS/MMS/PES	08/22/2016
Dion Lansdale	Teacher, AHS/AMS	08/22/2016

(c) The Board approved the following School Nutrition Employees:

<i>Name</i>	<i>Position</i>	<i>Effective</i>
Jodi Robertson	HDS, Part-time	08/22/2016
Ruth Babcock	MCEMS, Part-time	08/22/2016
Laue Gaskin	MCEMS, Part-time	08/22/2016
Trina Seabolt	MHS, Part-time	08/22/2016
Kaitlin Taylor	REMS, Part-time	08/22/2016

(d) The Board approved the following Bus Driver:

Brent Baldwin	Daniel Duchaine	Jeff Mashburn
Vicki Rogers	Brandon Wilson	Brandon Allen
Jill White	Kelly Parker	Colby White
Tyler Edwards	Horace Barger	

(e) The Board approved the following Substitute Teachers:

Delores Howell  
Holly Polk  
Carlos Ramos  
Pamela Sankey

**Motion made (Ms. Debbie Hogan) and seconded (Mr. Tim Coffey & Mr. Paul Brown) to approve the Hiring Recommendations as presented by the superintendent. Voting is unanimous.**

(f) The Board approved the following After School Substitute: Aerian Rayburn.

**Motion made (Ms. Debbie Hogan) and seconded (Mr. Winfield Clonts) to approve the After School Substitute as presented by the superintendent. Voting is unanimous.**

(g) The Superintendent announced the following transfers:

<i>Name</i>	<i>From</i>	<i>To</i>	<i>Date</i>
Andy Pyle	Principal, AMS	Teacher, MCEMS	08/22/2016
Shawna Garrett	Title I Teacher, AES	Teacher, MES	08/22/2016
Jessica Wilson	Title I TA, AES	Title I TA, Marble	08/22/2016
Dwight Henry	Drivers Ed Teacher, District	Teacher, The Oaks	08/22/2016
Tammy Roberts	EC TA, TCEC	EC TA, MES	08/22/2016
Greg Swain	Teacher, MMS	Teacher, MHS	08/22/2016
Greg Elliott	Teacher, The Oaks	Teacher, REMS	08/22/2016
Lauren Gentry	Counselor, REMS	Counselor, AMS	08/22/2016
Lori Grant	School Nutrition, PES	School Nutrition, MHS	08/22/2016
Denise Smith	School Nutrition, MHS	School Nutrition, PES	08/22/2016
Teresa Walls	School Nutrition, MCEMS	School Nutrition, REMS	08/22/2016
CJ Rummler	AP, MMS	AP, MES	08/04/2016
Sandra Wilcher	AP, MES	AP, REMS	08/04/2016
Tiffany Clapsaddle	Teacher, MHS	AP, MMS	08/04/2016
Rebekah Simonds	Part-time Nurse	Full-time Nurse	08/22/2016

(h) The Board approved the following helping hands volunteers:

<i>Name</i>	<i>School</i>	<i>Activity</i>	<i>Application Renewal Date</i>
Tommy Chekelelee	AHS	Band	08/04/2017
Joel McLellan	AHS	Football	08/04/2017
John Holland	AHS	Coach	08/04/2017
Brent Burch	AHS	Football	08/04/2017
Regan Jordan	AMS	Volleyball	08/04/2017
Bruce Brinke	MHS	Wrestling	08/04/2017
Josh Farmer	MHS	Wrestling/Football	08/04/2017
Frank Hill	MHS	Cross Country	08/04/2017
Michael Wood	Bus Garage	Custodial Tasks	08/04/2017

**Motion made (Ms. Debbie Hogan) and seconded (Mr. Tim Coffey & Mr. Paul Brown) to approve the Helping Hands volunteers as presented by the superintendent. Voting is unanimous.**

14. Announcement of the next Board of Education Meeting. Ms. Arrowood announced the next regular meetings of the Cherokee County Board of Education will be held at Central Office on Thursday, September 15, 2016 beginning at 6 pm.

15. Adjournment. There being no further business to discuss the meeting adjourned at 7:20 pm.  
**Motion made (Ms. Debbie Hogan) and seconded (Mr. Randy Barnett) to adjourn the meeting. Voting is unanimous.**

---

Jeana Y. Conley, Secretary

---

Wanda Arrowood, Board Chair

# ~Public Input~

Board meetings are conducted for the purpose of carrying on the official business of the school district. The public is cordially invited to attend board meetings to observe the board as it conducts its official business.

The board of education, as an elected representative body of the school district, also wishes to provide a forum for citizens to express interests and concerns related to the school district. To provide an opportunity for input while conducting an orderly meeting, individuals or groups may be heard by the board in accordance with this policy or policy 2300, section D, paragraph 2, which addresses public hearings. The purpose of these guidelines is to provide public access in an organized manner to the Cherokee County Board of Education.

## REQUESTS TO PLACE ITEM ON THE AGENDA

In order that the board may fairly and adequately discharge its overall responsibility, citizens desiring an item to be placed on the agenda for a specific board meeting should direct written requests to the superintendent at least six working days prior to the meeting.

The request should include:

- the name and address of the person or persons making the request;
- the organization or group, if any, represented; and
- a brief explanation of the nature of the item. Questions and/or materials to be presented to the board are to be submitted along with the request. Additional items may be added to the agenda by the board on a two-thirds vote of the board members.

The superintendent will confer with the chairperson of the board concerning whether to approve placing the requested item on the agenda, and to determine the appropriate meeting for such discussion.

The superintendent, with the consent of the board chairperson, will accept or deny a request for inclusion on the agenda for any reason determined appropriate by the superintendent and chairperson.

The superintendent will explain any other processes available for addressing the concerns. (See section below, Reports of Complaints.)

The superintendent will notify the requesting party of the response to the request. The board may, by majority vote and notwithstanding prior denial by the superintendent, consent to hear a presentation where the appeal to speak is made immediately prior to or during the course of the meeting.

The chairperson will establish the amount of time for individual or group presentations.

## REQUESTS TO ADDRESS THE BOARD

A part of each meeting will be set aside for citizens to address the board. A sign-up sheet will be available for any individual or group to indicate their desire to address the board. The chairperson will decide the time devoted to public comments.

Board members will not respond to individuals who address the board except to request clarification of points made by the presenter.

Except in cases of emergency, information received during presentations will not be acted upon at the time it is received. It will take unanimous vote of the board members present to take action on a presentation considered to be of an unusual or emergency nature at the time it is presented.

Disruptions by any person or persons of a public meeting will be subject to action in accordance with G.S. 143-318.7.

#### GUIDELINES FOR PUBLIC COMMENT DURING A CHEROKEE COUNTY SCHOOL BOARD MEETING

1. A 15-minute period of the regular monthly School Board meeting will be allotted for public comment. This complies with G.S. 115C-51 and Cherokee county School Board Policy # 2310. The Board with a 2/3 majority vote may extend this time.
2. Topics of discussion during public input should not include discussing items already on the agenda, as there will be time allotted to those topics.
3. Speakers must refrain from expressing complaints about specific employees and students in open session. This is in accordance with G.S. 115C-321 and the Open Meetings Law, which protects students and employees records.
4. Speakers will be allowed a designated amount of time to address the Board at the discretion of the Chairman. Groups concerned with a single issue will designate a representative to speak for the group.
5. Anyone wishing to speak during the public input section of the meeting or during a Public Forum must sign up at the beginning of the meeting. Their name, address, county, telephone number, and topic of discussion must be listed. By signing up to speak, it is implied that the speaker has read these guidelines and will comply with them. The Board has given the Chairman the authority to stop the speaker if the speaker does not follow these guidelines.
6. Once the sign-up list is presented to the Chairman, the chairman may consolidate issues or may not permit subject matter to be addressed if it does not comply with guidelines contained in this policy.
7. The Chairman is given the discretion by the Board to determine if a speaker may address the Board more than once on the same subject.
8. All speakers will conduct themselves with decorum and civility.
9. Board members may ask questions for clarification. When further answers and comments from the Board are necessary, the Board will respond to the speaker after the issue or question has been completely studied. The appropriate personnel will give the response to the speaker within 30 days.

#### REPORTS OF COMPLAINTS



Complaints about the performance of school personnel, implementation of board policy, the quality of the educational program or school facilities should be submitted initially for a response to the school district official responsible for the program or facility or to the superintendent. The superintendent or designee will make available this board policy and other relevant grievance procedures to any individual or group submitting a complaint.

Legal References: G.S. 143-318.10, 115C-36

Cross References: Student and Parent Grievance Procedure (policy 1740/4010), Role of Board Members in Handling Complaints (policy 2122), Board Meetings (policy 2300), Board Meeting Agenda (policy 2330), Responding to Complaints (policy 1742/5060)

Adopted: January 14, 1999

Amended: March 9, 2006

## **Financial Planning Subcommittee**

### **Charter Bus Companies for Approval for the 2016~2017 Scholastic Year**

The following Charter Bus Companies have been properly vetted and are presented for approval:

1. Holiday Tours
2. Cross Roads Charters and Tours
3. Young Transportation

The following Charter Bus companies have completed the application process but are being recommended for approval pending proper vetting by the Eastern Transportation Consultants.

1. Premier Transportation
2. Cherokee Boys Club

***Note: Should any of the two companies above fail to meet the standards established by the State, they will not be included on the Charter Bus Company list.***

# Budget Request

## 1. Budget Amendments

a. State Public School Fund

b. Capital Projects Fund

i. *Use of ½ Cent Sales tax in the amount of \$35,187 for use as follows:*

1. *Dalton HVAC—Temporary Chiller MMS: \$16,050*

2. *Wells & West—Pre-K Awning MCEMS: \$2,402*

3. *Mark Farmer’s Garage – (2) Mini Bus Repair: \$3,500*

4. *Carolina Cabinets—Peachtree: \$1,570*

5. *Carolina Cabinets—MES: \$2,883*

6. *Affinity AHERA—NOC & portable classroom asbestos inspections: \$5,178*

7. *Western Carolina Fence—MCEMS: \$561*

8. *Western Carolina Fence—REMS: \$3,043*

c. Grants, Donations & Reimbursements Fund

Cherokee County Board of Education  
Summary of Budget Resolution and Amendments  
2016-2017

**State Public School Fund**

		August 4, 2016	September 15, 2016									
	Original Budget	Amend. No. 1	Amend. No. 2	Amend. No. 3	Amend. No. 4	Amend. No. 5	Amend. No. 6	Amend. No. 7	Amend. No. 8	Amend. No. 9	Revised Budget	
<b>Revenues:</b>												
001 Classroom Teachers	9,932,783	(15,232)	-	-	-	-	-	-	-	-	9,917,551	
002 Central Office Administration	578,852	-	-	-	-	-	-	-	-	-	578,852	
003 Non-Instructional Support	830,290	(13,821)	-	-	-	-	-	-	-	-	816,469	
005 School Building Administration	1,426,842	-	-	-	-	-	-	-	-	-	1,426,842	
007 Instructional Support	1,103,760	-	-	-	-	-	-	-	-	-	1,103,760	
008 Total Dollars for K-3 Teachers	-	-	-	-	-	-	-	-	-	-	-	
009 Longevity	-	-	-	-	-	-	-	-	-	-	-	
012 Driver Training	64,911	-	-	-	-	-	-	-	-	-	64,911	
013 Career & Tech. Ed. Months of Employment	1,395,450	-	-	-	-	-	-	-	-	-	1,395,450	
014 Career and Technology Ed. Program Support	57,861	(2,800)	-	-	-	-	-	-	-	-	55,061	
015 School Technology Fund	-	43,361	9	-	-	-	-	-	-	-	43,370	
016 Summer Reading Camps	-	91,253	-	-	-	-	-	-	-	-	91,253	
017 Career Technical Education - Program Improvement	-	-	-	-	-	-	-	-	-	-	-	
024 Disadvantaged Students Supplement Fund	129,725	-	-	-	-	-	-	-	-	-	129,725	
025 Indian Gaming	-	660	-	-	-	-	-	-	-	-	660	
027 Teacher Assistants	759,568	-	-	-	-	-	-	-	-	-	759,568	
029 Behavioral Support	-	-	-	-	-	-	-	-	-	-	-	
030 Digital Learning	-	544	-	-	-	-	-	-	-	-	544	
031 Low Wealth Supplemental Funding	576,777	-	-	-	-	-	-	-	-	-	576,777	
032 Children with Special Needs	1,891,527	-	-	-	-	-	-	-	-	-	1,891,527	
033 Merit Bonus	-	-	46,113	-	-	-	-	-	-	-	46,113	
034 Academically and Intellectually Gifted	178,272	-	-	-	-	-	-	-	-	-	178,272	
041 Panic Alarms	-	-	-	-	-	-	-	-	-	-	-	
045 Compensation Bonus	-	-	-	-	-	-	-	-	-	-	-	
054 Limited English (LEP)	43,577	-	-	-	-	-	-	-	-	-	43,577	
055 High School Learn and Earn (TCEC)	-	316,646	-	-	-	-	-	-	-	-	316,646	
056 Transportation	667,726	-	-	-	-	-	-	-	-	-	667,726	
061 Classroom Material, Instructional Supplies, Equipment (Textbook Waivers)	243,969	-	-	-	-	-	-	-	-	-	243,969	
063 Children with Special Needs - Spec Funds (Dev Day & Comp Res)	-	-	-	-	-	-	-	-	-	-	-	
069 At-Risk Student Services/Alternative Schools	872,542	121	-	-	-	-	-	-	-	-	872,663	
073 School Connectivity	-	-	1,418	-	-	-	-	-	-	-	1,418	
085 Excellent Schools Act	-	-	-	-	-	-	-	-	-	-	-	
120 LEA Financed School Buses	-	-	-	-	-	-	-	-	-	-	-	
<b>Total Revenues</b>	<b>20,754,432</b>	<b>420,732</b>	<b>47,540</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21,222,704</b>	
<b>Expenditures:</b>												
5100 Regular Instructional Services	13,375,069	66,572	(22,184)	-	-	-	-	-	-	-	13,419,457	
5200 Special Populations Services	2,124,199	-	-	-	-	-	-	-	-	-	2,124,199	
5300 Alternative Programs and Services	776,119	87,374	-	-	-	-	-	-	-	-	863,493	
5400 School Leadership Services	1,426,842	-	69,494	-	-	-	-	-	-	-	1,496,336	
5800 School-Based Support Services	1,221,210	159,044	(1,197)	-	-	-	-	-	-	-	1,379,057	
6100 Support and Development Services	217,184	58,000	-	-	-	-	-	-	-	-	275,184	
6400 Technology Support Services	50,897	43,361	1,427	-	-	-	-	-	-	-	95,685	
6500 Operational Support Services	1,114,359	6,381	-	-	-	-	-	-	-	-	1,120,740	
6600 Financial and Human Resource Services	263,610	-	-	-	-	-	-	-	-	-	263,610	
6700 Accountability Services	-	-	-	-	-	-	-	-	-	-	-	
6900 Policy, Leadership and Public Relations Serv.	139,455	-	-	-	-	-	-	-	-	-	139,455	
7200 Nutrition Services	45,488	-	-	-	-	-	-	-	-	-	45,488	
8100 Payments to Other Governmental Units	-	-	-	-	-	-	-	-	-	-	-	
8400 Interfund Transfers	-	-	-	-	-	-	-	-	-	-	-	
<b>Total Expenditures</b>	<b>20,754,432</b>	<b>420,732</b>	<b>47,540</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21,222,704</b>	

Cherokee County Board of Education  
Summary of Budget Resolution and Amendments  
2016-2017

**State Public School Fund**

Amendment No. 2 Notes:

PRC 015 - Interest May 2016 and June 2016

PRC 033 - Merit Bonus Allocation

PRC 073 - Initial Allotment

Reclass to PRC 055 Budget - Learn & Earn after initial budget adoption.

Cherokee County Board of Education  
 Summary of Budget Resolution and Amendments  
 2016-2017

**Capital Projects Fund**

	August 4, 2016		September 15, 2016									
	Original Budget	Amend. No. 1	Amend. No. 2	Amend. No. 3	Amend. No. 4	Amend. No. 5	Amend. No. 6	Amend. No. 7	Amend. No. 8	Amend. No. 9	Revised Budget	
<b>Revenues:</b>												
3200 State Revenue - Other Funds	-	-	-	-	-	-	-	-	-	-	-	-
3400 State Allocations - Restricted to Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
4100 County Appropriation	-	-	-	-	-	-	-	-	-	-	-	-
4400 Local Sources - Unrestricted	733	-	-	-	-	-	-	-	-	-	733	-
4800 Local Sources - Restricted	246,821	346,958	35,187	-	-	-	-	-	-	-	628,966	-
4900 Fund Balance Appropriated	-	-	-	-	-	-	-	-	-	-	-	-
4920 Fund Transfers	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	<u>247,554</u>	<u>346,958</u>	<u>35,187</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>629,699</u>	<u>-</u>
<b>Expenditures:</b>												
5100 Regular Instructional Services	-	-	-	-	-	-	-	-	-	-	-	-
5400 School Leadership Services	-	-	-	-	-	-	-	-	-	-	-	-
6500 Operational Support Services	733	346,958	35,187	-	-	-	-	-	-	-	382,878	-
9000 Capital Outlay	246,821	-	-	-	-	-	-	-	-	-	246,821	-
Total Expenditures	<u>247,554</u>	<u>346,958</u>	<u>35,187</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>629,699</u>	<u>-</u>

Cherokee County Board of Education  
Summary of Budget Resolution and Amendments  
2016-2017

**Capital Projects Fund**

Amendment No. 2 Notes:

1) Amendments are to approve the use of sales tax funds for the following projects:

<u>September 2016 Use of Sales Tax</u>	
Wells & West	2,402
Mark Farmers Garage	3,500
Carolina Cabinets	1,570
Carolina Cabinets	2,883
Dalton HVAC	16,050
Affinity AHERA	5,178
Western Carolina Fence	561
Western Carolina Fence	3,043



# Cherokee County Schools

*Jeana Y. Conley, Superintendent*  
911 Andrews Road, Murphy, NC 28906  
(828) 837-2722 - Fax (828) 837-5799  
[www.cherokee.k12.nc.us](http://www.cherokee.k12.nc.us)

---

September 14, 2016

Ms. Candy Anderson, Finance Officer  
Cherokee County  
75 Peachtree Street  
Murphy, NC 28906

Re: Use of ½ Cent Sales Tax Funds

Dear Ms. Anderson,

The Board of Education, at its September 14, 2016 meeting, approved a budget amendment to use ½ cent sales tax funds in the amount of \$35,187 as follows pending approval of the Commissioners:

1. Dalton HVAC – Temporary Chiller MMS \$16,050
2. Wells & West – Pre-K Awning Martin's Creek \$2,402
3. Mark Farmers Garage – (2) Mini Bus Repairs \$3,500
4. Carolina Cabinets – Peachtree Elementary \$1,570
5. Carolina Cabinets – Murphy Elementary \$2,883
6. Affinity AHERA – NOC and Portable Classroom Asbestos Inspections \$5,178
7. Western Carolina Fence – Martin's Creek \$561
8. Western Carolina Fence – Ranger \$3,043

Please add these items to the agenda for consideration of approval at the next Commissioners Meeting.

Thank you,

Ms. Wanda Arrowood, Board Chair  
Cherokee County Board of Education

---

**Board of Education**

Ms. Wanda Arrowood, Chair, Mr. Paul Brown, Vice Chair, Ms. Debbie Hogan, Scribe,  
Mr. Randy Barnett, Mr. Winfield Clonts, Mr. Tim Coffey, Mr. George Postell

*An Equal Opportunity / Affirmative Action Employer*



Cherokee County Board of Education  
 Summary of Budget Resolution and Amendments  
 2016-2017

**Grants, Donations, and Reimbursements Fund**

	September 15, 2016						Revised Budget
	Original Budget	Amend. No. 1	Amend. No. 2	Amend. No. 3	Amend. No. 4	Amend. No. 5	
<b>Revenues:</b>							
2910 Fund Equity - Available for Appropriation	306,077	84,334	-	-	-	-	390,411
3200 State Revenue - Other Funds	100,000	378,400	-	-	-	-	478,400
3700 Federal Revenue - Other Funds	331,114	181,732	-	-	-	-	512,846
3800 Other Restricted Grants	197,752	-	-	-	-	-	197,752
4200 Local Sources - Tuition	33,000	66,400	-	-	-	-	99,400
4400 Local Sources - Unrestricted	53,700	800	-	-	-	-	54,500
4800 Local Sources - Restricted	384,200	-	-	-	-	-	384,200
Total Revenues	1,405,843	711,666	-	-	-	-	2,117,509
<b>Expenditures:</b>							
5100 Regular Instructional Services	477,282	50	-	-	-	-	477,332
5200 Special Populations Services	-	-	-	-	-	-	-
5300 Alternative Program and Services	3,918	332,955	-	-	-	-	336,873
5400 School Leadership Services	-	-	-	-	-	-	-
5500 Co-Curricular Services	12	-	-	-	-	-	12
5800 School-Based Support Services	312,870	36,285	-	-	-	-	349,155
6100 Support and Development Services	-	-	-	-	-	-	-
6200 Special Population Support and Development Services	85,969	-	-	-	-	-	85,969
6400 Technology Support Services	61,353	103,844	-	-	-	-	165,197
6500 Operational Support Services	374,655	79,000	-	-	-	-	453,655
6600 Financial and Human Resource Services	6,900	-	-	-	-	-	6,900
6800 System-Wide Pupil Support Services	-	159,187	-	-	-	-	159,187
7100 Community Services	82,884	345	-	-	-	-	83,229
8200 Unbudgeted Funds	-	-	-	-	-	-	-
Total Expenditures	1,405,843	711,666	-	-	-	-	2,117,509

Cherokee County Board of Education  
Summary of Budget Resolution and Amendments  
2016-2017

**Grants, Donations, and Reimbursements Fund**

Amendment No. 1 Notes:

To record additional 16/17 Grants, Donations & Reimbursement programs and corresponding budgets.

PRC 350 - CADCA \$159,187

PRC 351 - Safe & Drug Free Schools \$34,910

PRC 413 - NC PreK \$414,155

PRC 703 - Chromebook Fees \$103,844

To amend previously established budgets with updated Fund Balance(s) following 15/16 accrual entries that affected 16-17 beginning balances.

PRC 110 - \$50

PRC 360 - \$200

PRC 440 - **(\$1,025)**

PRC 576 - \$50

PRC 690 - \$150

PRC 701 - \$345

**2<sup>nd</sup> Readings**

1742/5060 Responding to Complaints  
2121 Board Member Conflict of Interest  
3000 Goals and Objectives of the Educational Program  
4000 Focus on Students  
4320 Tobacco Products—Students  
4700 Student Records  
5026/7250 Tobacco Products—Employees & Visitors (*New Policy*)  
9030 Facility Construction

**1<sup>st</sup> Readings**

3320 School Trips<sup>1</sup>  
4335 Criminal Behavior<sup>2</sup>  
5000 Schools and the Community<sup>3</sup>  
6000 Support Services<sup>4</sup>  
6550 Vandalism<sup>5</sup>  
7950 Non-Career Status Teachers: Non-Renewal<sup>6</sup>

---

<sup>1</sup>**Description of Update:** The first two sentences in Section C have been revised for clarification. **(Recommended)**

<sup>2</sup>**Description of Update:** Updates the legal references. **(Required)**. **Legal Authority:** G.S. Ch. 14, art. 7B: S.L. 2015-181: SBE policy HRS-A-000.

<sup>3</sup>**Description of Update:** Adds statement regarding the board's duty, when making policy decisions, to consider its obligations under *Leandro* to provide students with a sound basic education. **(Strongly recommended – see note)**. Updates the legal references. **(Recommended)**. Adds a policy to the cross references. **(Recommended)**. Adds a new footnote and updates footnote 3, which lists the information that the school system must publish on its website relating to the expenditure of state funds. **(Informational only)**. **Legal Authority:** G.S 115C-47(1), S.L. 2015-241, Sec. 8.33 and Sec. 8A.2., *Leandro v. State*, 346 N.C. 336 (1997). **Notes:** As previously noted, state law requires the board to make all policy decisions with the objective of providing students with the opportunity to receive a sound basic education in mind. The board may alter the language in this policy expressing its commitment to do so.

<sup>4</sup>**Description of Update:** Modifies the first sentence to incorporate the *Leandro* standard. **(Strongly recommended)**. Updates the legal references. **(Recommended)**. Adds a policy to the cross references. **(Recommended)**. Adds a footnote. **(Informational only)**. **Legal Authority:** G.S 115C-47(1). S.L. 2015-241, Sec. 8A.2. *Leandro v. State*, 346 N.C. 336 (1997).

<sup>5</sup>**Description of Update:** Updates the legal references. **(Required)**. **Legal Authority:** G.S. 14-127.1 S.L. 2015-72.

<sup>6</sup>**Description of Update:** Updates a policy title in the cross references. **(Required)**.

2<sup>nd</sup> Reading**A. OPPORTUNITIES TO ADDRESS CONCERNS AND COMPLAINTS**

The board is committed to providing an effective means for parents and the community to voice concerns and complaints. The board also strives to resolve concerns and complaints whenever possible. To this end, the board has established the following processes:

1. informal resolutions of specific concerns (see [Section B, General Process](#), below);
2. public hearings and public comments at board meetings on subjects of concern to parents and the community ([policy 2310, Public Participation at Board Meetings, policy 2310](#));
3. ~~a~~ procedure for parental concerns regarding the curriculum ([policy 3210, Parental Inspection of and Objection to Instructional Materials, policy 3210](#));
4. specific processes for addressing disciplinary consequences (~~board~~ policies in the 4300 series);
5. processes as provided by law for ~~special education~~ students ~~(with disabilities (policies 1730/4022/7231, Nondiscrimination on the Basis of Disabilities, 3520, Special Education Programs/Rights of Disabled Students, policy 3520; with Disabilities, and 4307, Disciplinary Action for Exceptional Children/Disabled Students, policy 4307); with Disabilities); and~~
6. grievance ~~procedure~~[procedures](#) for addressing concerns regarding specific decisions, especially ~~where~~[when](#) there are concerns that board policy or law has been misapplied, misinterpreted, or violated, including discrimination ~~claim~~[claims](#) on the basis of sex or disability. ~~—( (policies 1740/4010, Student and Parent Grievance Procedure, policy 1740/4010 and 1720/4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure).~~

Numerous other policies provide opportunities for parental input, including [policy 1310/4002, Parental Involvement, policy 1310/4002](#).

**B. GENERAL PROCESS**

Complaints that are not specifically ~~included~~[designated to be addressed](#) in other policies should be addressed in the following manner:

1. The complaint should be received, and addressed at the level closest to which the complaint originated. For example, a complaint regarding a classroom [issue](#) should be heard first by the teacher. A complaint regarding the school [in general](#)

should be addressed first by the principal.

2. Any board member or ~~staff member~~employee receiving a complaint should ~~make sure~~verify that the complaint has been appropriately referred to him or her and if not, assist the complainant by identifying the appropriate personnel to receive the complaint.
3. Once appropriately referred, if the complainant is not satisfied with the response to the complaint, the complainant should be informed of the options for further review of the complaint.
4. A complaint or series of complaints that raise significant issues about the educational program or the operation of the schools is an opportunity to further examine the success of the school ~~district~~system in meeting its goals and objectives. When feasible, a group representing various perspectives and interests, such as teachers, administrators, students, and parents, should discuss the issue and make recommendations to appropriate personnel or to the board.

The superintendent ~~is responsible for communicating~~shall communicate the requirements in this policy to board members and ~~staff~~employees on a regular basis.

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

Cross ~~Reference~~References: Parental Involvement (policy 1310/4002), Discrimination, Harassment, and Bullying Complaint Procedure (policy 1720/4015/7225), Student and Parent Grievance Procedure (policy 1740/4010), Public Participation at Board Meetings (policy 2310), Parental Inspection of and Objection to Instructional Materials (policy 3210), Special Education Programs/Rights of Disabled Students with Disabilities (policy 3520), Parental Involvement (policy 1310/4002), Student Behavior Policies (policies in the 4300 series), Disciplinary Action for Exceptional Children/Disabled Students with Disabilities (policy 4307)

Adopted: January 14, 1999

Amended: April 15, 1999

- Updates terminology and adds internal reference to policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities, which addresses complaints of discrimination on the basis of disability. **(Strongly recommended)**

**2<sup>nd</sup> Reading**

All board members are subject to the criminal laws related to conflicts of interest in public office, including strict restrictions against having a pecuniary interest in any business of the board. In addition, board members will not let any personal or business interest interfere with their duties as public officials, including ethical duties as specified in policy 2120, Code of Ethics for School Board Members.

A member of the board will not do any of the following:

1. obtain a direct benefit from a contract that he or she is involved in making or administering on behalf of the board, unless an exception is allowed pursuant to G.S. 14-234 or other law;
2. influence or attempt to influence anyone who is involved in making or administering a contract on behalf of the board when the board member will obtain a direct benefit from the contract; ~~or~~
3. solicit or receive any gift, favor, reward, service, or promise of reward, including a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a contract;
4. accept a gift or favor from any person or group desiring to do or doing business with the school system, unless such gifts are instructional products or advertising items of nominal value that are widely distributed; or
5. solicit or accept any gifts from any potential provider of E-rate services or products in violation of federal gifting rules.

A board member is involved in administering a contract if he or she oversees the performance of the contract or has authority to interpret or make decisions regarding the contract. A board member is involved in making a contract if he or she participates in the development of the specifications or terms of the contract or participates in the preparation or award of the contract.

A board member derives a direct benefit from a contract if the board member or his or her spouse does any of the following: (1) has more than a 10 percent ownership or other interest in an entity that is a party to the contract; (2) derives any income or commission directly from the contract; or (3) acquires property under the contract. An exception is allowed for employment contracts between the board of education and the spouse of a board member. However, the board member involved will not deliberate or vote on the spouse's employment contract or attempt to influence any other person who is involved in making or administering the contract.

Legal References: G.S. 14-234; ~~133-32~~, -234.1; 133-32; 47 C.F.R. 54.503; FCC Sixth Report and Order 10-175

Cross References: Code of Ethics for School Board Members (policy 2120), Employee Conflict of Interest (policy 7730)

Adopted: June 29, 1995  
Amended: January 14, 1999  
Amended: April 5, 2007  
Amended: April 21, 2011  
Amended: June 23, 2014

<ul style="list-style-type: none"><li>• Adds limitations on the acceptance of gifts or favors from vendors, in accordance with state and federal law. <b>(Strongly recommended)</b></li><li>• Updates the legal references. <b>(Required)</b></li><li>• Adds new footnotes. <b>(Informational only)</b></li></ul>	G.S. 133-32 47 C.F.R. 54.503 FCC Sixth Report and Order 10-175
---	--

# GOALS AND OBJECTIVES OF THE EDUCATIONAL PROGRAM

Policy Code:

3000

## 2<sup>nd</sup> Reading

It is the goal of the board ~~believes~~ that ~~the function of formal~~ every student be provided the opportunity to receive a sound basic education ~~is to provide a foundation and graduate from high school prepared~~ for ~~lifelong learning and to enable each student to participate effectively~~ work, further education, and ~~responsibly in a changing world~~ citizenship. The board recognizes the critical role of parents, governmental and nonprofit agencies, businesses, and the community in helping individual students and the school system meet ~~educational goals~~ this goal. To ensure that the educational program meets rigorous academic standards, the board ~~shall~~ will strive to maintain accreditation of its schools by AdvancED (formerly known as SACS, Southern Association of Colleges and Schools) and/or the State Board of North Carolina Education.

A successful educational program also depends on innovation at the individual school level. The board is committed to allowing administrators at individual schools to develop and implement plans necessary to ensure the educational success of their students.

~~In addition to~~ The board will provide an educational program that offers students the opportunity to ~~providing~~ receive a sound basic education. The program will meet statewide instructional standards as prescribed by the State Board of Education. ~~The board believes that the administrators of the educational program also~~ must strive to provide each student with the opportunity to:

1. develop sufficient ability to read, write, and speak the English language and a sufficient knowledge of fundamental mathematics, and physical science to function in a complex and changing society;
2. develop sufficient knowledge of geography, history, and basic economic and political systems to make informed choices with regard to issues that affect the student personally or affect the student's community, state, and nation;
3. develop sufficient academic and vocational skills to successfully engage in post-secondary education or vocational training and to compete on an equal basis with others in further formal education or gainful employment in contemporary society;
4. learn to be responsible for and accept the consequences of his or her conduct and academic performance;
5. develop the capacity to examine and solve problems;
6. foster respect and appreciation for cultural and ideological diversity and differences;
7. develop the ability to be productive in a team environment;
8. learn and acquire the skills necessary for a lifetime of continuous learning and adaptation to change in the workplace and society;



# GOALS AND OBJECTIVES OF THE EDUCATIONAL PROGRAM

Policy Code: **3000**

- 6.9. prepare for challenging curriculum beyond secondary school and, when appropriate, complete high school courses required for college entry in less than four years;
- 7.10. achieve high levels of success in a rigorous curriculum;
- 8. ~~acquire the skills necessary for success as life-long learners;~~
- 9.11. acquire the skills needed for technological literacy in a rapidly changing world; and
- 10.12. remain in school and earn a high school diploma and, when appropriate, earn additional college credit.

These goals and objectives of the educational program will be used to guide administrators, teachers, and the board in all of their duties, including curriculum development, selection of materials, and issues related to instructional time.

Legal References: G.S. 115C-12(32), -12(39), -36, -47, -81; [Leandro v. State, 346 N.C. 336 \(1997\)](#); State Board of Education Policies GCS-F-016, GCS-L-006

Cross References: [Board Authority and Duties \(policy 1010\)](#), Curriculum Development (policy 3100), Selection of Instructional Materials (policy 3200), Counseling Program (policy 3610)

Adopted: July 15, 1999  
Amended: July 11, 2013

<ul style="list-style-type: none"> <li>• Replaces opening statement with a statement incorporating the <i>Leandro</i> standard and the goals of the State Board. <b>(Strongly recommended)</b></li> <li>• Updates title of the school accreditation body. <b>(Recommended)</b></li> <li>• Updates reference to the “basic education program.” <b>(Recommended)</b></li> <li>• Adds three new goals to reflect the North Carolina Supreme Court’s definition of a “sound basic education.” <b>(Strongly recommended)</b></li> <li>• Deletes a goal provision that is repetitive. <b>(Recommended)</b></li> <li>• Updates the legal references. <b>(Recommended)</b></li> <li>• Adds a policy to the cross references. <b>(Recommended)</b></li> <li>• Updates the footnotes. <b>(Informational only)</b></li> </ul>	<p>G.S. 115C-47(1)</p> <p>S.L. 2015-241, Sec. 8A.2.</p> <p><i>Leandro v. State, 346 N.C. 336 (1997)</i></p> <p>State Board of Education policy GCS-F-016</p>
--	--

**2<sup>nd</sup> Reading**

The board recognizes that providing students with the opportunity to receive a sound basic education must be the primary focus of each school, the school distrietsystem, and the board. To support students in their formal education, each school should strive for a learning environment in which:

1. school grounds, buildings, and classrooms are safe, orderly, clean, and inviting;
2. students learn and practice responsible behavior;
3. students are treated fairly; and
4. students have input in decisions affecting them when feasible.

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

Cross References: Board Authority and Duties (policy 1010)

Adopted: June 17, 1999

<ul style="list-style-type: none"><li>• Adds <i>Leandro</i> standard to the opening paragraph. <b>(Strongly recommended)</b></li><li>• Updates the legal references. <b>(Recommended)</b></li><li>• Adds a policy to the cross-references. <b>(Recommended)</b></li><li>• Updates the footnote. <b>(Informational only)</b></li></ul>	G.S. 115C-47(1)  S.L. 2015-241, Sec. 8A.2.  <i>Leandro v. State, 346 N.C. 336 (1997)</i>
---	--

**2<sup>nd</sup> Reading**

The board is committed to creating safe, orderly, clean, and inviting schools for all students and staff. To this end, the board supports state laws that prohibit the sale or distribution of tobacco products to minors and that prohibit the use of tobacco products by minors. The board also supports state and federal laws that prohibit the use of tobacco products in school buildings, on school campuses, and in or on any other school property owned or operated by the school board. For the purposes of this policy, the term “tobacco product” means any product that contains or that is made or derived from tobacco, ~~or containing nicotine~~ and is intended for human consumption, including ~~electronic cigarettes, vape pens, e-juice and~~ all lighted and smokeless tobacco products, as well as electronic cigarettes, vaporizers, and other electronic smoking devices even if they do not contain tobacco or nicotine.

**A. PROHIBITED BEHAVIOR**

In support of the board’s commitments and state and federal law, students are prohibited from using or possessing any tobacco product (1) in any school building, on any school campus, and in or on any other school property owned or operated by the school board, including school vehicles; (2) at any school-related activity, including athletic events; or (3) at any time when the student is subject to the supervision of school personnel, including during school trips.

Nothing in this policy prohibits the use or possession of tobacco products for an instructional or research activity conducted in a school building, provided that the activity is conducted or supervised by a faculty member and that the activity does not include smoking, chewing, or otherwise ingesting tobacco.

**B. CONSEQUENCES**

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

In determining appropriate consequences for violations of this policy, school officials are encouraged to identify programs or opportunities that will provide students with a greater understanding of the health hazards of tobacco use, the hazards of secondhand smoke, and the impact of tobacco use on efforts to provide a safe, orderly, clean, and inviting school environment.

**C. SERVICES FOR STUDENTS**

The administration shall consult with the county health department and other appropriate organizations to provide students with information and access to support systems and programs to encourage students to abstain from the use of tobacco products. The school system may, from time to time, provide free non-smoking programs and services to its students.

**D. NOTICE**

Students will be provided with notice of the information in this policy through the Code of Student Conduct, student handbooks or other means identified by the principal. In addition, the principal shall post signs in a manner and at locations that adequately notify students, school personnel, and visitors about prohibitions against the use of tobacco products in all school facilities, on all school grounds, and at all school-sponsored events.

Legal References: Pro-Children Act of 1994, 20 U.S.C. 6081 *et seq.*; [21 U.S.C. 321 \(rr\)](#); G.S. 14-313; 115C-47, -288, -307, -390.2, -407

Cross References: Student Behavior Policies (policy 4300), Smoking and Tobacco Products (policy 5026/7250)

Adopted: June 17, 1999  
Amended: January 8, 2004  
Amended: July 8, 2004  
Amended: November 3, 2011  
Amended: January 15, 2015

- Expands the products prohibited under the policy to include vaporizers and other electronic smoking devices, whether or not they contain tobacco or nicotine. **(Optional)**
  - Updates the footnotes. **(Informational only)**
- Updates the legal references. **(Required)**

**2<sup>nd</sup> Reading**

All student records must be current and maintained with appropriate measures of security and confidentiality. The principal is responsible for complying with all legal requirements pertaining to the maintenance, review, and release of records retained at the school.

**A. ANNUAL NOTIFICATION OF RIGHTS**

The superintendent or designee shall provide eligible students and parents with annual notification of their rights under the Family Educational Rights and Privacy Act (FERPA). The notice must contain all information required by federal law and regulations, including the following:

1. the right to inspect and review the student's educational records and the procedure for exercising this right;
2. the right to request amendment of the student's educational records that the parent or eligible student believes to be inaccurate, misleading, or in violation of the student's privacy rights; and the procedure for exercising this right;
3. the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent;
4. the type of information designated as directory information and the right to opt out of release of directory information;
5. that the school system releases records to other institutions that have requested the information and in which the student seeks or intends to enroll;
6. the right to opt out of releasing the student's name, address, and phone number to military recruiters or institutions of higher education that request such information;
7. a specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if a school official discloses or intends to disclose personally identifiable information to school officials without consent;
8. notification if the school system uses contractors, consultants, volunteers, or similar persons as school officials to perform certain school system services and functions that it would otherwise perform itself; and
9. the right to file complaints with the Family Policy Compliance Office in the U.S. Department of Education.

School officials are not required to individually notify parents or eligible students of their rights but must provide the notice in a manner reasonably likely to inform the parents and eligible students of their rights. Effective notice must be provided to parents or eligible students with disabilities or those whose primary or home language is not English.

**B. DEFINITION OF PARENT AND ELIGIBLE STUDENT****1. Parent**

For purposes of this policy, the term “parent” includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. If the parents of a student are separated or divorced, both parents have the right to access the student’s records as provided in this policy, unless the school system has been provided with evidence that there is a court order, state statute, or other legally binding document that specifically revokes these rights.

**2. Eligible Student**

For purposes of this policy, an eligible student is a student who has reached 18 years of age or is attending an institution of postsecondary education. The rights afforded to parents under this policy transfer to an eligible student. However, parents may still have access to the records as long as the student is claimed as a dependent by the parent for federal income tax purposes. An eligible student who desires to prevent access to records by his or her parents must furnish to the principal information verifying that the student is not a dependent of his or her parents. If a parent of a student who is at least 18 and no longer attending a school within the system wishes to inspect and review the student’s records, he or she must provide information verifying that the student is a dependent for federal income tax purposes.

A student under age 18 may have access to student records only upon the consent of his or her parents.

**C. CLASSIFICATION AND MAINTENANCE OF RECORDS**

Information about students that is collected and stored by school personnel may be separated into several categories, including, but not limited to, the following records.

**1. Cumulative Records**

The cumulative record is the official record for each student. The cumulative record includes student identification information, such as the student’s name, address, sex, race, birthplace, and birth date; family data including the parents’ names, addresses, work and home telephone numbers, and places of employment; academic work completed; grades; standardized test scores; health screenings and immunization documentation; attendance records; withdrawal and reentry

records; discipline records; honors and activities; class rank; date of graduation; and follow-up records.

2. Discipline Records

Student discipline records are part of the student's official record and must be maintained and reviewed pursuant to policy 4345, Student Discipline Records. Discipline records must be expunged and forwarded pursuant to the requirements of law and the procedures of policy 4345.

3. Records of Students with Disabilities

Students with recognized disabilities must be accorded all rights in regard to their records as provided by state and federal law, including the Individuals with Disabilities Education Act and policy 3520, Special Education Programs/Rights of Students with Disabilities. Records for a student identified as a student with a disability are considered part of the student's official records and must be maintained in accordance with all appropriate federal and state regulations. Access to these records will be restricted to personnel having specific responsibility in this area. A list of all approved personnel having access to these restricted files will be updated as needed, and a current, dated list will be posted in the student records location.

4. Records Received from the Department of Social Services

The Department of Social Services may disclose confidential information to the school system in order to protect a juvenile from abuse or neglect. Any confidential information disclosed under these circumstances must remain confidential and may only be redisclosed for purposes directly connected with carrying out the school system's mandated educational responsibilities.

5. Juvenile Records

Juvenile records include documentation or information regarding students who are under the jurisdiction of the juvenile court. These records may be received from local law enforcement and/or other local agencies authorized to share information concerning juveniles in accordance with G.S. 7B-3100. These records also may include notice from the sheriff to the board that a student has been required to register with the sheriff because the student has been found to be a danger to the community under G.S. Chapter 14, Part 4. Such documents must not be a part of a student's official records but must be maintained by the principal in a safe, locked storage area that is separate from the student's other records. The principal shall not make a copy of such documents under any circumstances.

Juvenile records will be used only to protect the safety of or to improve the

educational opportunities for the student or others. The principal may share juvenile records with individuals who have (a) direct guidance, teaching, or supervisory responsibility for the student and (b) a specific need to know in order to protect the safety of the student and others. Persons provided access to juvenile records must indicate in writing that they have read the document(s) and agree to maintain confidentiality of the records.

The principal or designee must destroy juvenile documents if he or she receives notification that a court no longer has jurisdiction over the student or if the court grants the student's petition for expunction of the records. The principal or designee shall destroy all other information received from an examination of juvenile records when he or she finds that the information is no longer needed to protect the safety of or to improve the educational opportunities for the student or others. If the student graduates, withdraws from school, transfers to another school, is suspended for the remainder of the school year, or is expelled, the principal shall return all documents not destroyed to the juvenile court counselor. If the student is transferring, the principal shall provide the juvenile court counselor with the name and address of the school to which the student is transferring.

6. Other Student Records

School system personnel may also keep other student records but must review such records annually and destroy them when their usefulness is no longer apparent or when the student leaves the school system.

7. Sole Possession, Employment, and Law Enforcement Records

Student records do not include, and release of information under this policy does not apply to:

- a. records made by teachers, counselors, and administrators that are in the sole possession of the maker thereof and that are not accessible or revealed to any other person except a substitute;
- b. employment records of student employees if those records relate exclusively to the student in his or her capacity as an employee and are not made available for any other use; and
- c. records created by a law enforcement unit of the school system if created for a law enforcement purpose and maintained solely by the law enforcement unit of the school system. This does not include information obtained from the student's confidential file or other educational records that is contained in a law enforcement record.

**D. RECORDS OF STUDENTS PARTICIPATING IN THE NORTH CAROLINA ADDRESS**



**CONFIDENTIALITY PROGRAM**

Records of students participating in the North Carolina Address Confidentiality Program must show only the substitute address provided by the Address Confidentiality Program and must not be released to any third party other than a school to which the student is transferring, or as otherwise provided by law.

When transferring the record of a student participating in the North Carolina Address Confidentiality Program to a school outside of the system, the transferring school may send the files to the Address Confidentiality Program participant (parent or guardian) via the substitute address provided by the Address Confidentiality Program.

**E. RECORDS OF MISSING CHILDREN**

Upon notification by a law enforcement agency or the North Carolina Center for Missing Persons of the disappearance of a child who is currently or was previously enrolled in the school, school officials shall flag the record of that child. If the missing child's record is requested by another school system, the principal shall provide notice of the request to the superintendent and the agency that notified the school that the child was missing. The principal shall provide the agency with a copy of any written request for information concerning the missing child's record.

Any information received indicating that a student transferring into the system is a missing child must be reported promptly to the superintendent and the North Carolina Center for Missing Persons.

**F. RECORDS OF MILITARY CHILDREN**

School administrators shall comply with any regulations pertaining to the records of military children developed by the Interstate Commission on Educational Opportunity for Military Children.

In addition, children of military families, as defined by policy 4050, Children of Military Families, are entitled to the following.

**1. For Students Leaving the School System**

In the event that official education records cannot be released to the parents of military children who are transferring away from the school system, the custodian of records shall prepare and furnish to the parent a complete set of unofficial education records containing uniform information as determined by the Interstate Commission.

When a request for a student's official record is received from the student's new school, school officials shall process and furnish the official records to the

student's new school within 10 days or within such time as is reasonably determined by the Interstate Commission.

2. For Students Enrolling in the School System

Upon receiving an unofficial education record from the student's previous school, school administrators shall enroll the student and place him or her in classes as quickly as possible based on the information in the unofficial records, pending validation by the official records.

Simultaneous with the enrollment and conditional placement of the student, school administrators shall request the student's official record from his or her previous school.

**G. REVIEW, RELEASE OF RECORDS TO PARENT OR ELIGIBLE STUDENT**

A parent or eligible student may access the student's records upon proper request. The principal or guidance office personnel of the student's school shall schedule an appointment as soon as possible but no later than 45 days after the request by the parent or eligible student. The parent or eligible student may formally review the student's complete records only in the presence of the principal or a designee competent to explain the records. School personnel shall not destroy any educational records if there is an outstanding request to inspect or review the records.

A parent or eligible student has the right to challenge an item in the student record believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. The principal shall examine a request to amend a student record item and respond in writing to the person who challenges the item. Subsequent steps, if necessary, will follow the student grievance procedures as provided in policy 1740/4010, Student and Parent Grievance Procedure. If the final decision is that the information in the record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the principal shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school system.

**H. RELEASE OR DISCLOSURE OF RECORDS TO OTHERS**

Before releasing or disclosing records as permitted by law, school officials shall use reasonable methods to identify and authenticate the identity of the party to whom the records are disclosed.

1. Release/Disclosure with Parental Consent

School officials shall obtain written permission from a parent or eligible student before releasing or disclosing student records that contain personally identifiable information, except in circumstances where the school system is authorized by

law to release the records without such permission. The written permission must specify the records to be released, the purpose of the release, and the party(ies) to whom they are to be released.

2. Release/Disclosure without Parental Consent

School system officials shall promptly release student records when a student transfers to another school. The records custodian may release or disclose records with personally identifiable information without parental permission to the extent permitted by law, including to other school officials who have a legitimate educational interest in the records.

When personally identifiable information from a student's record is released or disclosed without prior written consent of the parent or eligible student, the party to whom the information is released must agree not to disclose the information to any other party without the prior consent of the parent or eligible student. This restriction does not apply to the release of directory information, release of information to parents of non-eligible students, release of information to parents of dependent students, or release of information in accordance with a court order or subpoena.

The superintendent shall employ reasonable methods to ensure that teachers and other school officials obtain access only to those educational records in which they have legitimate educational interests.

3. Release of Directory Information

Permission of the parent or eligible student is not required for the release of information that is designated as directory information by the board, provided that the parent or eligible student has been given proper notice and an opportunity to opt out. (See policy 1310/4002, Parental Involvement.)

a. The board designates the following student record information as directory information:

- (1) name;
- (2) address;
- (3) telephone listing;
- (4) electronic mail address;
- (5) photograph;
- (6) date and place of birth;

- 
- 
- (7) participation in officially recognized activities and sports;
  - (8) weight and height of members of athletic teams;
  - (9) dates of attendance;
  - (10) grade level;
  - (11) diplomas (including endorsements earned), industry credentials/certifications, and awards received; and
  - (12) most recent previous school or education institution attended by the student.
- b. The telephone number and actual address of a student who is or whose parent is a participant in the North Carolina Address Confidentiality Program is not considered directory information and will not be released.
  - c. As required by law, the names, addresses, and telephone numbers of secondary school students shall be released, upon request, to military recruiters or institutions of higher learning, whether or not such information is designated directory information by the school system. Students or their parents, however, may request that the student's name, address, and telephone number not be released without prior written parental consent. School officials shall notify parents of the option to make a request and shall comply with any requests made.
  - d. All requests for directory information must be submitted to the superintendent or designee for approval. The superintendent is directed to establish regulations regarding the release of directory information. At a minimum, the regulations must:
    - (1) specify the types of organizations that are eligible to receive directory information and for what purposes;
    - (2) provide for equal disclosure to organizations that are similar in purpose; and
    - (3) authorize access to directory information to recruiters of military forces of the state or United States for the purpose of informing students of educational and career opportunities available in the military to the same extent that such information is made available to persons or organizations that inform students of occupational or educational options.

**4. Records of Students with Disabilities**

Students with recognized disabilities must be accorded all rights in regard to their records as provided by state and federal law, including the Individuals with Disabilities Education Act.

**5. Disclosure of De-Identified Information**

Education records may be released without consent of the parent or eligible student if all personally identifiable information has been removed. Personally identifiable information includes both direct and indirect identifiers that, alone or in combination, would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

Unless specifically permitted by law, records that have been de-identified must not be released without the consent of the parent or eligible student if school officials reasonably believe that the person requesting the information knows the identity of the student to whom the education record relates.

**I. WITHHOLDING RECORDS**

School system administrators shall not withhold records upon a valid request by a parent, eligible student, or school to which the student is transferring for any reason, including in order to collect fines assessed to the parent or student.

**J. RECORD OF ACCESS AND DISCLOSURE**

The principal or designee shall maintain a record in each student's file indicating all persons who have requested or received personally identifiable information from a student's record and the legitimate reason(s) for requesting or obtaining the information. This requirement does not apply to requests by or disclosure to parents, eligible students, school officials, parties seeking directory information, a party seeking or receiving the records under a court order or subpoena that prohibits disclosure, or those individuals with written parental consent.

**K. DESTRUCTION OF STUDENT RECORDS**

School officials shall only destroy student records in accordance with state and federal law and the *Records Retention and Disposition Schedule for Local Education Agencies*. After notifying parents, school officials may destroy student records when the records are no longer needed to provide educational services to the student or to protect the safety of the student or others. School officials must destroy student records if the parent or eligible student requests their destruction and if such records are no longer needed to provide educational services to the student or to protect the safety of the student or others.

School officials shall not destroy student records if there is an outstanding request to inspect the particular records.

**L. LONGITUDINAL DATA SYSTEM**

School system administrators will comply with the data requirements and implementation schedule for the North Carolina Longitudinal Data System (NCLDS) and will transfer designated student record data to the system in accordance with the NCLDS data security and safeguarding plan and all other requirements of state law, provided that doing so does not conflict with the requirements of FERPA.

Legal References: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, h, 34 C.F.R. pt. 99; Individuals with Disabilities Education Act, 20 U.S.C. 1411 *et seq.*; No Child Left Behind Act, 20 U.S.C. 7908; G.S. 7B-302, -3100; 14-208.29; 115C-47(26), -109.3, -402, -403, -407.5; 116E-6; *Records Retention and Disposition Schedule for Local Education Agencies*, N.C. Department of Natural and Cultural Resources, ~~Division of Archives and History~~ (1999), available at <http://www.ncdcr.gov/Portals/26/PDF/schedules/schoolschedulefinal.pdf> <http://archives.ncdcr.gov/For-Government/Retention-Schedules/Local-Schedules>

Cross References: Parental Involvement (policy 1310/4002), Student and Parent Grievance Procedure (policy 1740/4010), Special Education Programs/Rights of Students with Disabilities (policy 3520), Children of Military Families (policy 4050), North Carolina Address Confidentiality Program (policy 4250/5075/7316), Disciplinary Action for Exceptional Children/Students with Disabilities (policy 4307), Student Discipline Records (policy 4345), Confidentiality of Personal Identifying Information (policy 4705/7825), Surveys of Students (policy 4720), Public Records – Retention, Release, and Disposition (policy 5070/7350)

Adopted: June 17, 1999  
 Amended: October 15, 2009  
 Amended: May 9, 2013  
 Amended: February 25, 2014

<ul style="list-style-type: none"> <li>• Makes minor grammatical change to Section H. (<b>Informational only</b>)</li> <li>• Updates titles and hyperlink in the legal references. (<b>Recommended</b>)</li> </ul>	S.L. 2015-241, Sec. 14.30
--	---------------------------

**2nd Reading (New Policy)**

The board of education promotes the health and safety of all students and staff and the cleanliness of all school facilities. The board believes that the use of tobacco products on school grounds, in school buildings and facilities, in or on any other school property owned or operated by the school board, or at school-related or school-sponsored events is detrimental to the health and safety of students, staff, and school visitors. To this end, and to comply with state and federal law, the board adopts this tobacco-free policy that prohibits smoking and the use of tobacco products as follows. For the purposes of this policy, the term “tobacco product” means any product that contains or is made or derived from tobacco and is intended for human consumption, including all lighted and smokeless tobacco products, as well as electronic cigarettes, vaporizers, and other electronic smoking devices even if they do not contain tobacco or nicotine.

1. All employees and other persons performing services or activities on behalf of the school system, including volunteers, and contractors, as well as students and visitors, are prohibited from using any tobacco products at any time in any school building, in any school facility, on school campuses, and in or on any other school property owned or operated by the school board.
2. In addition, persons attending a school-sponsored event at a location not specified in subsection 1 above are prohibited from using tobacco products when (a) in the presence of students or school personnel, or (b) in an area where use of tobacco products is otherwise prohibited by law.
3. Nothing in this policy prohibits the use of tobacco products for an instructional or research activity conducted in a school building, provided that such activity is conducted or supervised by a faculty member and that the activity does not include smoking, chewing, or otherwise ingesting tobacco.
4. The administration will consult with the county health department and other appropriate organizations to provide employees with information about support systems and programs to encourage employees to abstain from the use of tobacco products. The school system may, from time to time, provide free non-smoking programs and services to employees of the school system after the regular school day.
5. The principal of each school and other school personnel responsible for school facilities shall post signs in system facilities in a manner and location that adequately notify staff, students, and visitors that the use of tobacco products by any person is prohibited at all times in or on school property.
6. The superintendent and designees shall ensure that adequate notice of this policy is provided to students, parents, school personnel, and the public.
7. All school personnel are required to adhere to and enforce this policy and other policies, rules, or regulations addressing the use of tobacco products.

**TOBACCO PRODUCTS-EMPLOYEES & VISITORS** Policy Code: **5026/7250**

---

Legal References: Pro-Children Act of 1994, 20 U.S.C. 6081 *et seq.*; 21 U.S.C. 321 (rr); G.S. 14-313; 115C-47(18), -407

Cross References: Tobacco Products – Students (policy 4320)

Adopted:



## 2nd Reading

Facility construction will be undertaken in accordance with the long-range plan adopted by the board of education and the facility design approved by the board. Any repairs or renovations of school facilities should be undertaken in such a way as to minimize disruption of instructional time and the educational environment.

### A. QUALITY OF CONSTRUCTION

Buildings should be constructed with durable materials that, when possible, permit space to be adapted to various purposes and to be adjusted to changes in technology or the educational program.

The board will not ~~be involved in~~ accept substandard construction. In the event of insufficient funding for a project, the board will defer implementing parts of the long-range plan ~~to later phases~~.

~~Any repairs or renovations of school facilities should be undertaken in such a way as to minimize disruption to instructional time and the educational environment.~~

### B. CHANGE ORDERS

After a contract for construction or repair work has been awarded, the need may arise to amend the terms, conditions, or specifications of the contract. The contract may be amended by a change order, but change orders may not be used to evade bidding requirements.

When amendments to a contract are necessary, the contractor shall submit a proposed change order in writing to the superintendent or designee. Any request for expedited review must also be in writing and accompany the proposed change order.

Unless otherwise prohibited by statute or regulation, the superintendent or designee is authorized to approve or deny change orders involving sums up to [REDACTED] so long as funding for the change order is available within the established project budget. The superintendent shall report all such change order requests and whether they were approved or denied to the board at the next regular board meeting.

Change orders which involve amounts over [REDACTED] or are in excess of the remaining funds in the project budget require board approval. The superintendent shall report to the board at the next regular board meeting all such proposed change orders, along with the superintendent's recommendation whether to approve each change order. However, the superintendent shall report to the board chair within 48 hours any change orders that include a request by the contractor for expedited review or that, in the superintendent's opinion, require expedited review. The board chair will then decide whether a special meeting must be called to address the proposed change order before the next regular board meeting.

This input is provided by Stephanie Hass:

It is my opinion that the Superintendent has the approval up to a \$30,000 threshold for authorized expenditures to be spent without Board approval, per Board policy, and for change orders, I would recommend \$5,000 to \$10,000 per transaction, limited to 1 transaction per vendor per contract. This avoids any internal control weakness authorizing a vendor to be paid \$X amount X times in one day and the lingo to not exceed an amount greater than \$X dollars in any fiscal year without the board's approval. This approach protects the Superintendent as well as the Board.

This input is provided by John Higdon:

I would suggest the "up to \$30,000.00" threshold that we currently have for projects that the superintendent has the authority to approve on behalf of the board. All numbers will then align.

Legal References: G.S. 115C-521, -524

Cross References: [Contracts with the Board \(6420\)](#), [Planning for to Address Facility Needs \(policy 9000\)](#), [Facility Design \(policy 9020\)](#)

Adopted: February 11, 1999

<p><b>Description of Update:</b> Adds a new Section B, Change Orders. <b>(Required – see note)</b>. Includes minor editorial changes. <b>(Optional)</b>.</p>	<p><b>Legal Authority Involved:</b> Session Law 2016-58. G.S. 115C-521</p>	<p><b>Notes:</b> Session Law 2016-58 revised G.S. 115C-521 to require local boards to adopt a policy governing change orders to contracts for construction or repair work. The policy must address (1) the process by which a contractor submits a proposed change order; (2) who has authority for approving change orders; (3) the process by which a proposed change order is submitted to the board if it requires board approval; and (4) the process by which the board is notified of other change orders that did not require board approval. The policy must be in effect by October 1, 2016.</p>
--	--	--

### 1<sup>st</sup> Reading

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

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

#### A. AUTHORIZATION OF SCHOOL TRIPS

A school trip occurs when a student or group of students leaves a school campus under the sponsorship of the school and under the supervision of school employees to extend the educational experiences of that student or group. This includes such trips taken by extracurricular groups but does not include trips by athletic teams to participate in athletic events or competitions that are part of the team's regular season or playoffs. The principal must approve all school trips in advance. School trips that involve travel out of state and/or an overnight stay must also receive prior approval from the superintendent or designee. The superintendent shall develop procedures for the request and approval of school trips.

#### B. PARENTAL NOTICE AND CONSENT

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

#### C. COSTS

Students must not be charged a fee for any ~~required school~~ trip ~~for which credit~~ that is ~~granted~~ an extension of the curriculum. The board may impose fees for other ~~non-required~~ school trips. Pursuant to policy 4600, Student Fees, and any corresponding fee waiver or reduction procedures, any fees imposed for school trips will be waived or reduced for students who demonstrate real economic hardship.

#### D. STUDENT SAFETY AND DISCIPLINE

Policy 1510/4200/7270, School Safety, applies to all students, school employees, and volunteers while they are taking part in school trips. Students are also subject to the student behavior policies in the 4300 series, the Code of Student Conduct, and all school rules while participating in a school trip. The superintendent shall develop any additional

regulations necessary to ensure student safety, provide adequate supervision, and clarify student behavior standards.

**E. TRANSPORTATION AND OTHER ACCOMMODATIONS**

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

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

The superintendent shall develop any necessary additional regulations governing transportation on school trips.

**F. CHAPERONES AND VOLUNTEERS**

All chaperones and volunteers accompanying students on school trips must meet the standards established by policy 5015, School Volunteers. The superintendent shall develop any necessary additional regulations governing chaperones and volunteers on school trips.

**G. NON-SCHOOL SPONSORED TRIPS**

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

Non-school sponsored trips may be promoted or advertised in the schools only in accordance with policy 5240, Advertising in the Schools. Promotional materials may be displayed or distributed in the schools only in accordance with policy 5210, Distribution and Display of Non-School Material. All promotional materials for non-school sponsored trips must prominently state that the trip is not sponsored or endorsed by the school or school system. Moreover, any employee who sponsors or recruits students for a non-school sponsored trip shall notify the students and their parents or guardians that the trip is not sponsored or endorsed by the school or school system and shall obtain a signed acknowledgement from each parent that the trip is not school-sponsored.

School employees shall not engage in any planning or administrative tasks associated with a non-school sponsored trip during the employee workday. School employees who want to use school facilities to hold a meeting concerning a non-school sponsored trip

must follow the process set forth in policy 5030, Community Use of Facilities, and any corresponding regulations. School employees must use eligible leave for any time missed from work during a non-school sponsored trip.

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

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

Legal References: G.S. 115C-47, -288, -307

Cross References: School Safety (policy 1510/4200/7270), Goals and Objectives of the Educational Program (policy 3000), Student Behavior Policies (4300 series), Attendance (policy 4400), Student Fees (policy 4600), School Volunteers (policy 5015), Community Use of Facilities (policy 5030), Distribution and Display of Non-School Material (policy 5210), Advertising in the Schools (policy 5240), Use of Student Transportation Services (policy 6320), Contracts with the Board (policy 6420)

Adopted: July 15, 1999

Amended: December 12, 2002

Amended: September 11, 2003

Amended: October 11, 2007

Amended: December 11, 2008

Amended: April 9, 2009

Amended: July 9, 2015

- The first two sentences in Section C have been revised for clarification. **(Recommended)**

---

---

**OVERNIGHT FIELD TRIP REQUEST FORM**

School and class or department requesting approval:

\_\_\_\_\_

Proposed dates for the trip: \_\_\_\_\_

Proposed Destination: \_\_\_\_\_

Number of students: \_\_\_\_\_ Number of chaperones: \_\_\_\_\_

Cost per student: \_\_\_\_\_

Specific fundraising opportunities to cover the total cost of the field trip:

\_\_\_\_\_  
\_\_\_\_\_

Scholarship opportunities:

\_\_\_\_\_  
\_\_\_\_\_

Educational objective(s):

\_\_\_\_\_  
\_\_\_\_\_

Means of evaluation:

\_\_\_\_\_  
\_\_\_\_\_

Means of transportation: \_\_\_\_\_

**Please attach itinerary to this form**

Before departure all students and parent/guardian and chaperones will read and sign the Rules and Regulations Statement and chaperones must receive Volunteer training.

The Student Health Information Form will be completed by each student's parent/guardian before departure.

I deem this field trip to be consistent with school board policy governing field trips .

\_\_\_\_\_  
(Signature of teacher(s) coordinating field trip)

\_\_\_\_\_  
(Signature of principal)

**1<sup>st</sup> Reading**

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

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

**A. STUDENTS CHARGED WITH OR CONVICTED OF CRIMINAL BEHAVIOR**

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

**B. REPORTING CRIMINAL BEHAVIOR**

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

Principals must immediately report to law enforcement/School Resource Officer the following acts when they have personal knowledge or actual notice from school personnel that such acts have occurred on school property or school sponsored events, regardless of the age or grade of the perpetrator or victim:

- (1) assault resulting in serious personal injury;
- (2) sexual assault;
- (3) sexual offense;
- (4) rape;
- (5) kidnapping;
- (6) indecent liberties with a minor;
- (7) assault involving the use of a weapon;
- (8) possession of a firearm in violation of the law;
- (9) possession of a weapon in violation of the law; and

- (10) possession of a controlled substance in violation of the law. assault on school officials, employees and/or volunteers;
- homicide, including murder, manslaughter and death by vehicle;
- robbery;
- robbery with a dangerous weapon;
- felonious restraint
- unlawful, underage sales, purchase, provision, possession or consumption of alcoholic beverages;
- making bomb threats or engaging in bomb hoaxes, possession of explosives or abetting a minor to possess explosives; and
- arson or willfully burning a school.

A principal who willfully fails to make a required report to law enforcement will be subject to disciplinary action, up to and including dismissal.

The principal or designee shall notify the superintendent or designee in writing or by e-mail of any report made by the principal to law enforcement. Such notice must occur by the end of the workday in which the incident occurred, when reasonably possible, but not later than the end of the following workday. The superintendent must inform the board of any such reports. In addition, the principal or designee must notify the parents of students who are alleged to be victims of any reported offenses.

The supervisor shall report to the principal when a supervisor of a school employee has actual notice that the school employee has been the victim of an assault by a student when the school employee is discharging or attempting to discharge his/her duties.

Certain crimes must be reported to the State Board of Education in accordance with State Board of Education Policy HRS-A-000.

Legal References: Gun-Free Schools Act, 20 U.S.C. 7151; G.S. 14-17, -18, ~~-27.2 to 21~~, ~~-27.5, -32, -22, -27.24 through -27.27, -27.29, -27.30, -27.33, -32 through -34 to -34.2, -41, -60, -69.1, -69.2, 10, -39~~, -87, ~~-87.1, 132, 132.2, 202, -202.1, -202.2~~, -269.2; ~~289.1~~; ch. 90 art. 5; 115C-47(56); ~~-288(g), -325~~); State Board of Education Policy HRS-A-000

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

Adopted: June 17, 1999

Amended: September 8, 2005; March 13, 2008; June 8, 2010; April 19, 2012; September 13, 2012; April 18, 2013;

<ul style="list-style-type: none"> <li>• Updates the legal references. <b>(Required)</b></li> </ul>	G.S. Ch. 14, art. 7B: S.L. 2015-181: SBE policy HRS-A-000
---	---



**1<sup>st</sup> Reading**

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 shall publish on its website all information required by law, including 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 following 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. Public Records – Retention, Release, and Disposition (policy 5070/7350);
3. School Volunteers (policy 5015);
4. Compliance with the Open Meetings Law (policy 2320);
5. Registered Sex Offenders (policy 5022);
6. Distribution and Display of Non-School Material (policy 5210);
7. Community Use of Facilities (policy 5030); and
8. 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: No Child Left Behind Act of 2001, 20 U.S.C. 6318; 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), 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: November 4, 2010

Amended: May 9, 2013

Amended: February 25, 2014

<ul style="list-style-type: none"> <li>• Adds statement regarding the board’s duty, when making policy decisions, to consider its obligations under <i>Leandro</i> to provide students with a sound basic education. <b>(Strongly recommended – see note)</b></li> <li>• Updates the legal references. <b>(Recommended)</b></li> <li>• Adds a policy to the cross references. <b>(Recommended)</b></li> <li>• Adds a new footnote and updates footnote 3, which lists the information that the school system must publish on its website relating to the expenditure of state funds. <b>(Informational only)</b></li> </ul>	<p>G.S 115C-47(1)</p> <p>S.L. 2015-241, Sec. 8.33 and Sec. 8A.2.</p> <p><i>Leandro v. State, 346 N.C. 336 (1997)</i></p>	<p>As previously noted, state law requires the board to make all policy decisions with the objective of providing students with the opportunity to receive a sound basic education in mind. The board may alter the language in this policy expressing its commitment to do so.</p>
---	--	---

**1<sup>ST</sup> Reading**

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: March 11, 1999  
Amended: August 10, 2015

<ul style="list-style-type: none"><li>• Modifies the first sentence to incorporate the <i>Leandro</i> standard. <b>(Strongly recommended)</b></li><li>• Updates the legal references. <b>(Recommended)</b></li><li>• Adds a policy to the cross references. <b>(Recommended)</b></li><li>• Adds a footnote. <b>(Informational only)</b></li></ul>	G.S 115C-47(1)  S.L. 2015-241, Sec. 8A.2.  <i>Leandro v. State</i> , 346 N.C. 336 (1997)
---	--

**1<sup>st</sup> Reading**

Vandalism is the willful destruction of school property, equipment, or materials. The board will not tolerate vandalism and may seek criminal prosecution and take any legal action available for recovery of the loss.

All ~~loses~~ losses that may be due to vandalism will be reported and recorded in accordance with procedures established by the superintendent. The principal ~~will~~ shall notify the superintendent or designee immediately of any forceful entry that results in theft and/or damages to school property.

~~Board~~ Policies on student behavior ~~will~~ apply to any student who has participated in vandalizing school property.

Legal References: G.S. 1-538.1; 14-~~127.1~~, -132, -132.2; 115C-100, -276(c), -288(f), -307(h), -398, -399, -523, -524, -526

Cross References: Security of Facilities (policy 9220)

Adopted: March 11, 1999

• Updates the legal references. <b>(Required)</b>	G.S. 14-127.1 S.L. 2015-72
---	-------------------------------

## NON-CAREER STATUS TEACHERS: NONRENEWAL

Policy Code:

7950

The board may refuse to renew the contract of any non-career status teacher for any cause it deems sufficient, so long as the cause is not arbitrary, capricious, discriminatory, prohibited by state or federal law, or for personal or political reasons.

If the superintendent decides to recommend nonrenewal of a non-career status teacher, the superintendent shall provide written notice of the recommendation no later than June 1. The teacher may, within 10 days of receipt of the superintendent's recommendation, request written notice of the reasons for the superintendent's recommendation for nonrenewal and the information that the superintendent may share with the board to support the recommendation for nonrenewal. If a teacher files a timely request, the superintendent shall provide the requested information, and the teacher will be permitted to submit supplemental information to the superintendent and board prior to the board's decision.

A non-career status teacher has the right to petition the board for a hearing no later than 10 days after receiving notice of the superintendent's recommendation for nonrenewal. If the teacher requests a hearing, the board will confer and determine whether such a hearing will be granted. The board will notify the teacher of its decision whether to grant a hearing.

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

The board will notify the non-career status teacher whose contract will not be renewed for the next school year of its decision by June 15. If, however, a teacher is granted a hearing, the board will provide the nonrenewal notification within 10 days of the hearing or such later date upon the written consent of the superintendent and teacher.

Non-career status teachers may be demoted or dismissed during the terms of their contracts only in accordance with policy 7930, Professional Employees: Demotion and Dismissal.

Legal References: G.S. 115C-45(c), -325.1 *et seq.*

Cross References: [Hearings Before the Board \(policy 2500\)](#), Teacher Contracts (policy 7410), ~~Professional Personnel~~-Reduction in Force: [Teachers and School Administrators](#) (policy 7920), Professional Employees: Demotion and Dismissal (policy 7930)

Adopted: May 13, 2010  
Amended: May 10, 2012  
Amended: March 13, 2014  
Amended: August 11, 2014  
Amended: May 18, 2015  
Amended:

**NON-CAREER STATUS TEACHERS:  
NONRENEWAL**

*Policy Code:* **7950**

Description of Update	Legal Authority Involved	Notes
<ul style="list-style-type: none"><li>• Updates a policy title in the cross references. (Required)</li></ul>		

# ~Adjourn to Break & Closed Session~

Ms. Debbie Hogan will make a motion to adjourn the meeting for a break after which the Board of Education will reconvene in Closed Session.

## CLOSED SESSION MOTION

Pursuant to the provisions of North Carolina General Statute 143-318.11(a)(3) and 143-318.11(c), I move that the Cherokee County Board of Education go into closed session for the following purposes:

Under subsection (a)(1) to prevent the disclosure of privileged or confidential personnel information pursuant to G.S. §115C-319-321.

Under subsection (a) (1) to prevent the disclosure of privileged or confidential student information pursuant to 20 U.S.C. 1232g (FERPA) and G.S. §115C-402(e); [includes student discipline and student transfers / releases].

Under subsection (a) (3) to discuss matters protected by the attorney-client privilege; [includes attorney update]

Under subsection (a) (3) to receive advice from the school Board Attorney regarding the following lawsuit(s): \_\_\_\_\_

Under subsection (a)(5) to instruct administration concerning the acquisition of real property, to wit: \_\_\_\_\_

Under subsection (a)(5) to discuss the terms of a contract for employment; [includes discussing contract terms for new employees]

Under subsection (a)(6) to hear a complaint or grievance, by or against an employee.

## **~Return to Open Session~**

Ms. Arrowood will call the meeting back to order.

---

## **~Closed Session Decisions~**

Members of the Board will vote on issues discussed while in closed session.

---

## **~Announcement of next~ Board of Education Meeting**

The next Board meeting is scheduled to be held at the Central Office, October 13, 2016 beginning at 6 pm.

---

## **~Adjournment~**

There being no further business to discuss, the Board Chair will seek a motion from the Board to adjourn the meeting.

---