

**ASHEBORO CITY BOARD OF EDUCATION**

**December 11, 2014**

**7:30 p.m.**

**Asheboro High School**

**Professional Development Center**

**\*6:00 p.m. – Policy Committee Meeting**

**\*6:45 p.m. – Finance Committee Meeting**

**I. Opening**

- A.** Call to Order
- B.** Moment of Silence
- C.** Pledge of Allegiance –Nathan Ballesteros, Student Council President, Donna Lee Loflin Elementary
- \*D.** Approval of Agenda

**II. Special Recognition and Presentations**

- A.** Community Partner Spotlight – Rushwood Park Wesleyan Church
- B.** Board Spotlight – Donna Lee Loflin Elementary School
- C.** Holiday Card Recognition – Yulissa Hernandez, 10<sup>th</sup> Grade, Asheboro High School

**III. Public Comments**

- A.** Citizens who signed up to address the Board will be called on to make comments. Each individual speaker will be allowed 3 – 5 minutes for remarks. Issues or concerns involving personnel matters are not appropriate for the public comment setting.

**IV. \*Consent Agenda**

- A.** Approval of Minutes – November 13, 2014
- B.** Discard Items Bid Approval
- C.** Budget Amendment
- D.** Personnel

**V. Information, Reports and Recommendations**

- A.** State Board Policy Updates: Diploma Endorsements; Course Weight and Grading Scale Changes
- B.** Policies
  - Policy 1300 – Governing Principle – Parental Involvement
  - Policy 1310/4002 – Parental Involvement
  - Policy 3210 – Parental Inspection of and Objection to Instructional Materials
  - Policy 3410 – Testing and Assessment Program
  - Policy 6200 – Goals of School Nutrition Services
  - Policy 6210 – Organization of School Nutrition Services
  - Policy 6340 – Transportation Service/Vehicle Contracts
  - Policy 7265 – Occupational Exposure to Hazardous Chemicals in Science Laboratories
  - Policy 7405 – Extracurricular and Non-Instructional Duties

**VI. Superintendent's Report/Calendar of Events**

- A.** Calendar of Events
- B.** Points of Pride
- C.** 2014-2015 Board Goals, December Update

## VII. Board Operations

\*A. Reorganization of the Board

B. Important Dates to Remember:

- Friday, December 12, Piedmont Triad Education Consortium Celebration Breakfast, UNCG-Elliott Center, Cone Ballroom
- Tuesday, December 16, 11:30 a.m. – 1:00 p.m. (Floating) Superintendent's Holiday Luncheon, Professional Development Center
- Thursday, January 8, 10:00 a.m. – 12:30 p.m. (Awards presented at 12:00 p.m.) District Middle School Science Fair, North Asheboro Middle School
- Thursday, January 8, Board of Education Meeting
- Friday, January 16, 8:00 a.m., Legislative Breakfast, Early Childhood Development Center
- Friday, January 23, 12:00 p.m., Board Appreciation Luncheon, Lindley Park Elementary
- January 23, 5:15 – 9:00 p.m., Winter Board Retreat, Valerie H. Schindler Wildlife Center
- January 24, 8:00 – 4:00 p.m., Winter Board Retreat, North Asheboro Middle School
- Thursday, February 12, Board Meeting
- Tuesday, February 17, 7:00 p.m., District Spelling Bee, Professional Development Center
- Friday, February 20, 10:30 a.m., Middle School Battle of the Books, North Asheboro Middle School
- Friday, February 27, TBD, All-Randolph County Honor Band Concert, Performing Arts Center
- Wednesday, March 11, 4:00 – 6:00 p.m. Youth Art Month Reception, Arts Guild
- Thursday, March 12, Board of Education Meeting
- Thursday, March 19, 9:30 a.m., Elementary Battle of the Books, Lindley Park Elementary School
- March 21-23, 2015, National School Board Association Annual Conference, Nashville, Tennessee
- Wednesday, April 1, Asheboro City Schools' Annual Digital Expo, 2:30 p.m. – 4:00 p.m., Asheboro High School New Gym
- Thursday, April 16, Board of Education Meeting
- April 16 – 19, Park Street Players' Spring Play
- Thursday, May 14, Board of Education Meeting

## VIII. Adjournment

Asheboro City Schools' Board of Education meetings are paperless. All information for the board meetings may be viewed at <http://www.asheboro.k12.nc.us> under Board of Education the Friday following the board meeting.

**ASHEBORO CITY BOARD OF EDUCATION  
December 11, 2014  
7:30 p.m.  
Asheboro High School  
Professional Development Center**

**Addendum**

- I. **Opening**
  
- IV. **\*Consent Agenda**
  - D. Personnel
  
- VIII. **Adjournment**

**Mission Statement**

**We are committed to providing quality learning opportunities for all students in a safe and inviting environment so that our students can become successful lifelong learners, prepared for 21<sup>st</sup> century global citizenship.**

**December 11, 2014**

**Community Spotlight:**

Tonight we are pleased to recognize Rushwood Church for their ongoing support of the A+ initiative at Donna Lee Loflin Elementary School. Dr. Brent Tysinger, Lead Pastor at Rushwood and former teacher with Asheboro City Schools, has been instrumental in the success of this partnership.

**Board Spotlight:**

Tonight's Board of Education Spotlight features Donna Lee Loflin Elementary School. Ms. Owens and guests will highlight three parent involvement events - Hispanic Heritage Night, Math Night, and Holidays Around the World - that have taken place during first semester. Welcome DLL!

**Special Recognition:**

Yulissa Hernandez, 10th grader at Asheboro High School, is the winner of the 2014 Holiday Card Contest. Congratulations to Yulissa and her art teacher, Mr. Matthew Lopina.

## **Minutes of the Asheboro City Board of Education**

**November 13, 2014**

### **Policy Committee**

The Policy Committee convened at 6:00 p.m. in the Professional Development Center with the following members present:

Gidget Kidd  
Chris Yow

Jane Redding

Committee members absent were Steve Jones, Phillip Cheek, and Linda Cranford.

Staff members present were: Dr. Terry Worrell, Dr. Brad Rice, Jennifer Smith, Carla Freemyer, and Dr. Drew Maerz.

The meeting was called to order at 6:00 p.m. and Dr. Maerz began review of the agenda.

- Policy 1300 – Governing Principle – Parental Involvement
  - Updated to reflect current and active policy titles
- Policy 1310/4002 – Parental Involvement
  - Updated to reflect current policy title references
- Policy 3210 – Parental Inspection of and Objection to Instructional Materials
  - Definition of advanced review clarified
  - Updated terminology
- Policy 3410 – Testing and Assessment Program
  - Policy updated to align with Policy 3420
  - Legal and cross references updated
- Policy 6200 – Goals of Student Food School Nutrition Services
  - Title updated to more accurately reflect program terminology
  - Minor language updates per North Carolina School Boards Association’s recommendations
- Policy 6210 – Organization of Student Food School Nutrition Services
  - Title updated
  - Minor language updates for consistent terminology
- Policy 6340 – Transportation Service/Vehicle Contracts
  - Updated legal references
- Policy 7265 – Occupational Exposure to Hazardous Chemicals in Science Laboratories
  - Minor language update based on General Statute and OSHA language
- Policy 7405 – Extracurricular and Non-Instructional Duties
  - Minor updates to align with current terminology

All policies will go to the full board in December for 30-day review.

Dr. Worrell shared information regarding changes in positions for the 2015-2016 school year.

With no further business, the meeting was adjourned at 6:15 p.m.

## **Finance Committee**

The Finance Committee convened at 6:45 p.m. in the Professional Development Center conference room with the following board members present:

Gustavo Agudelo	Kyle Lamb
Joyce Harrington	Steve Jones
Jane Redding	Dr. Kelly Harris

Committee member absent was Archie Priest.

Staff members present were: Dr. Terry Worrell, Mike Mize, and Harold Blair

Mr. Blair presented Budget Amendments CE-01 and CO-01. Dr. Worrell shared information regarding changes in positions for next school year.

There being no further business, the meeting adjourned at 7:10 p.m.

## **Board of Education**

### **Opening**

The Asheboro City Board of Education met in regular session at 7:30 p.m. in the Professional Development Center with the following members present:

Jane Redding, Chairman	Gus Agudelo
Joyce Harrington	Dr. Kelly Harris
Steve Jones	Gidget Kidd
Kyle Lamb	Chris Yow

Wilson Alexander, Jr., Attorney

Board members absent were Linda Cranford, Phillip Cheek, and Archie Priest.

Staff members present were Dr. Terry Worrell, Jennifer Smith, Harold Blair, Carla Freemyer, Pam Johnson, Mike Mize, Dr. Brad Rice, Dr. Julie Pack, Dr. Drew Maerz, Wendy Rich, Brett Crisp, and Nathan Craver.

Chairman Redding called the meeting to order and welcomed all in attendance.

Following a moment of silence led by Chairman Redding, Hunter Trinkley, 7th grade student at South Asheboro Middle School, led the Pledge of Allegiance.

Mr. Jones made a motion to approve the agenda, seconded by Ms. Harrington, and the agenda was unanimously approved by the Board.

### **Special Recognition and Presentations**

The Community Partner Spotlight was the U.S. Postal Service for their partnership with Lindley Park Elementary School. With their assistance, Lindley Park has opened their own post office. Students are excited to send their peers and staff members letters. Families also have the opportunity to drop letters off in the school mailbox. We appreciate the U.S. Postal Service supporting this relevant and accessible writing initiative.

The Board Spotlight featured South Asheboro Middle School highlighting how they are creating enrichment and remediation support for all students through a fifth period block that has been built into the master schedule. Several SAMS students shared how their 5th period experiences are impacting their learning.

Special recognition was given to Susan Jarrett, music teacher at Lindley Park Elementary, for her award as the 2014 NC Music Educators Association Elementary Section Teacher of the Year. The award was presented at the NCMEA conference prior to the Elementary Honors Chorus performance in Winston-Salem on November 9.

## **Public Comments**

Chairman Redding opened the floor to public comments; no one signed up to address the Board.

Upon motion by Mr. Lamb, seconded by Dr. Harris, the Consent Agenda was unanimously approved by the Board.

## **Consent Agenda**

The following Consent Agenda items were approved:

*Approval of Minutes – October 9, 2014*

*Discard Items* (A copy of the Discard Items will become a part of these minutes.)

*Discard Items Bid Approval* (A copy of the Discard Items Bid approved will become a part of these minutes.)

*Signature Card - Charles W. McCrary Elementary School* (A copy of the Signature Card will become a part of these minutes.)

*Budget Amendments CE-01 and CO-01* (A copy of Budget Amendments CE-01 and CO-01 will become a part of these minutes.)

*Personnel*

## **RESIGNATIONS/RETIREMENTS/SEPARATIONS**

<b><u>NAME</u></b>	<b><u>SCHOOL/SUBJECT</u></b>	<b><u>EFFECTIVE</u></b>
Auman, Gwen	BAL/Art	12/31/14
Daniel, Leshia	BAL/Inst. Assistant	10/31/14
Hunt, Vivian	BAL/Custodian (PT)	11/7/14
Leonard, Travis	AHS/Technology Ed.	10/18/14
Owens, Jonathan	AHS/Ex. Children	11/14/14
Parsons, Richard	SAMS/Custodian (PT)	10/13/14
Ernst, Brad	NAMS/Science	6/30/15
Essick, Vickie	NAMS/Art	12/31/14
Frank, Karen	NAMS/ELA	6/30/15
Little, Tracy	ECDC/Pre-K Teacher	1/1/15
Zehmer, Brooke	LP/DLL Asst. Prin.	1/1/15

## **APPOINTMENTS**

<b><u>NAME</u></b>	<b><u>SCHOOL/SUBJECT</u></b>	<b><u>EFFECTIVE</u></b>
Clark, Derek	CO/Sub. Bus Driver	10/17/14
Dawalt, Mark	CO/Sub. Bus Driver	10/31/14
Fitch, Kemper	SAMS/Asst. Prin. (Temp)	12/1/14 - 2/23/15
McKenzie, Mary	CO/Sub. Bus Driver	10/17/14
Smith, Charlene	SAMS/Mathematics (PT/Temporary)	11/3/14 - 1/16/15
Suber, Allen	NAMS/Ex. Children	10/16/14
Thornburg, Zack	SAMS/Mathematics (PT/Temporary)	11/3/14 - 1/16/15
Allred, John	CO/Substitute (\$75/day)	11/5/14
Arellano, Analisa	CO/Substitute (\$75/day)	11/5/14
Barbara, Lee Anne	CO/Substitute (\$98/day)	11/5/14
Conner, Heidi P.	CO/Substitute (\$75/day)	11/5/14
Ellison, Margaret	CO/Substitute (\$75/day)	11/5/14
Higgs, Rose Marie	CO/Substitute (\$75/day)	11/5/14
Meney, Julie	CO/Substitute (\$75/day)	11/5/14

### **APPOINTMENTS cont'd**

Rush, Joaniebeth	CO/Substitute (\$75/day)	11/5/14
Smith, Martha "Lynn"	CO/Substitute (\$98/day)	11/5/14
Smith, Vanessa	CO/Substitute (\$75/day)	11/5/14
Switzer, Donna	CO/Substitute (\$75/day)	11/5/14
Person, Briant	AHS/Non-Faculty Coach	11/10/14
Schauble, Carl	CO/Substitute (\$75/day)	11/14/14
Staley, Jessica	AHS/Non-Faculty Coach	11/10/14

### **TRANSFERS**

<b><u>NAME</u></b>	<b><u>SCHOOL/SUBJECT</u></b>	<b><u>EFFECTIVE</u></b>
Brewer, Renee	SAMS EC/IA to CWM Data Mgr./Treas.	11/3/14
Diaz, Adrian	AHS to NAMS/Custodian	11/3/14
Duckworth, Amy	CWM/Data Mgr./Treas. To CO/Accts. Payable	11/3/14
McLeod, Matthew	NAMS to AHS Custodian	11/3/14

### **Information, Reports and Recommendations**

Dr. Brad Rice presented a draft of the 2016-2017 school year calendar for the board to preview. However, as the legislature may change current calendar laws before school year 2016-2017, approval of the school year calendar will be postponed until more information is received.

### **Action Items**

Administrators and members of the school leadership teams from Early Childhood Development Center, North Asheboro Middle School, South Asheboro Middle School, and Asheboro High School presented continuous improvement plans highlighting each school's goals for the 2014-2015 school year. A motion to approve the plans as presented was made by Mr. Jones and seconded by Ms. Harrington. The Board unanimously approved the plans as presented. Continuous Improvement Plans will be posted on Asheboro City Schools' website. (A copy of the Continuous Improvement Plans will become a part of these minutes.)

Following a 30-day review, a motion was made by Mr. Lamb and seconded by Mr. Agudelo to approve the following policies:

- Policy 4000 - Focus on Students
- Policy 4023 - Education for Pregnant and Parenting Students
- Policy 4310 - Integrity and Civility
- Policy 4720 - Surveys of Students

The Board unanimously approved to accept the policies as presented. (A copy of the policies will become a part of these minutes.)

Dr. Julie Pack presented proposed course changes for Asheboro High School for the 2015 spring semester and 2015-2016 school year. Agriscience Applications was proposed to begin spring 2015 with an introduction to all aspects of the total agricultural industry. There are three additions to Project Lead the Way courses for 2015-2016: Computer Science and Software Engineering, Medical Interventions, and Biomedical Technology I and II. Honors level courses requested are Marketing, Hospitality and Tourism, Sports and Entertainment Marketing II, and Entrepreneurship I. Courses to begin an Agricultural Science Program at the AHS Zoo School are Agriscience Applications, Environmental and Natural Resources I and II, Horticulture I and II, and Horticulture II-Landscaping. Mr. Lamb motioned to add the courses as described by Dr. Pack to Asheboro High School's spring 2015 semester and school year 2015-2016 course offerings. Mr. Yow seconded the motion and board members unanimously approved the additions of the new courses to Asheboro High School's spring 2015 semester and school year 2015-2016 course offerings.

Carla Freemyer presented a Proclamation declaring November 16-22 as American Education Week. Motion to approve the proclamation was made by Ms. Harrington, seconded by Ms. Kidd, and unanimously approved by the Board.

### **Superintendent's Report/Calendar of Events**

Carla Freemyer shared the Calendar of Events highlighting the following dates and events: American Education Week Appreciation at the public library, November 17; Park Street Players fall musical, Godspell, November 20-23; Senior Holiday Luncheon, December 10, Superintendent's Holiday Luncheon, December 16; Legislative Breakfast, January 16; and Board appreciation Luncheon, January 23.

Ms. Freemyer reviewed the latest edition of *Points of Pride* highlighting several student and staff recognitions.

Superintendent Worrell presented an update on the 2014-2015 Asheboro City Schools' Strategic Plan goals.

### **Board Operations**

Chairman Redding reminded members of the Board of the following important dates:

- Monday, November 17, 2014, 3:00 – 7:00 p.m. (Floating), Teacher Appreciation Night, Asheboro Public Library
- November 17 – 21, 2014, American Education Week
- Monday, November 17-Wednesday, November 19, NCSBA Annual Conference, Koury Convention Center in Greensboro
- Wednesday, December 10, 2014, 12:00 p.m. Senior Holiday Luncheon, Loflin Elementary
- Thursday, December 11, 2014, Board of Education Meeting
- Friday, December 12, Piedmont Triad Education Consortium Celebration Breakfast, UNCG-Elliott Center, Cone Ballroom
- Tuesday, December 16, 11:30 a.m. – 1:00 p.m. (Floating) Superintendent's Holiday Luncheon, Professional Development Center
- Thursday, January 8, 2015, Board of Education Meeting
- Friday, January 16, 8:15 a.m., Legislative Breakfast, Early Childhood Development Center
- Friday, January 23, 12:00 p.m., Board Appreciation Luncheon, Lindley Park Elementary
- January 23, 5:15 – 9:00 p.m., Winter Board Retreat, Valerie H. Schindler Wildlife Center
- January 24, 8:00 – 4:00 p.m., Winter Board Retreat, North Asheboro Middle School
- Thursday, February 12, Board Meeting
- March 21-23, 2015, National School Board Association Annual Conference, Nashville, Tennessee

### **Adjournment**

There being no further business, a motion was made by Mr. Lamb, seconded by Mr. Agudelo, and unanimously approved by the Board, to adjourn at 9:46 p.m.

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Chairman

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Secretary

# Asheboro City Schools Surplus Sale

## BID FORM Miscellaneous Items

I, the undersigned, hereby submit a bid of \$ 25.00 items advertised in the Courier Tribune for Asheboro City Schools as surplus property. Bids must be received no later than **4:00 p.m. on Wednesday, December 4, 2014**. Bids can be mailed or brought to 1126 South Park Street, Asheboro, NC 27203.

I also agree that should I be awarded the bid, I will remove the property no later than **Friday, December 19, 2014**, or possession will revert back to the owner.

Bid \$ 25.00 for items located at the PDC.

C. Terry Tucker  
Bidder

Date: Dec 4, 2014

Address: 465 Lewallen Rd

Asheboro N.C.

Phone Number: 669.6427

Budget Amendment  
Asheboro City Schools Administrative Unit  
Federal Funds

The Asheboro City Board of Education at a regular meeting on the 11th day of December, 2014, passed the following resolution.

Be it resolved that the following amendment be made to the budget resolution for the fiscal year ending June 30, 2015.

Revenue

3.3600.017	VOC ED Program Improvement	\$ 2,038.00
3.3600.049	IDEA Pre-School Handicapped	1,146.00
3.3600.050	Title I	(16,846.21)
3.3600.060	IDEA VI-B Handicapped	(95,802.18)
3.3600.082	IDEA VI-B State Improvement	27,578.29
3.3600.104	Language Acquisition	2,405.98
3.3600.114	IDEA-Children w/Special Needs	42,964.19
3.3600.118	IDEA-Part B Targeted Assistance	24,201.69
3.3600.119	IDEA Preschool Part B Targeted Assistance	12,331.25
3.3600.154	RttT-Governor's Teacher Network	73,716.00
		<u>\$ 73,733.01</u>

Expenditure

3.5120.017	CTE Curricular Services	\$ 2,038.00
3.5230.049	Pre-K Children w/ Disabilities Curricular Services	1,146.00
3.5330.050	Remedial and Supplemental K-12 Services	(16,846.21)
3.5210.060	Children w/ Disabilities Curricular Services	(95,802.18)
3.5210.082	Children w/ Disabilities Curricular Services	27,578.29
3.5270.104	Limited English Proficiency Services	2,405.98
3.5210.114	Children w/ Disabilities Curricular Services	42,964.19
3.5210.118	Children w/ Disabilities Curricular Services	24,201.69
3.5230.119	Pre-K Children w/ Disabilities Curricular Services	12,331.25
3.5110.154	Regular Curricular Services	73,716.00
		<u>\$ 73,733.01</u>

Total Appropriation in Current Budget	\$ 4,055,000.00
Total Increase/Decrease of above amendment	<u>73,733.01</u>
Total Appropriation in Current Amended Budget	<u>\$ 4,128,733.01</u>

Passed by majority vote of the Board of Education of Asheboro City on the 11th day of December, 2014.

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Chairman, Board of Education

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Secretary

Budget Amendment  
 Asheboro City Schools Administrative Unit  
 State Public School Fund

The Asheboro City Board of Education at a regular meeting on the 11th day of December, 2014, passed the following resolution.

Be it resolved that the following amendment be made to the budget resolution for the fiscal year ending June 30, 2015.

REVENUE

1.3100.000	State Allocation	\$	47,865.00
		\$	47,865.00

EXPENDITURE

1.6620.002	Central Office Administration	\$	(1,798.00)
1.5400.003	School Leadership - Office Support		(1,158.00)
1.5110.012	Regular Instruction - Driver Training		553.00
1.5110.024	Regular Instruction - DSSF Fund		52.00
1.5110.025	Regular Instruction - Indian Gaming Fund		24.00
1.5110.027	Regular Instruction - Teacher Assistants		249.00
1.5210.029	Special Instruction - Behavioral Support		9,152.00
1.5110.031	Regular Instruction - Low Wealth Fund		371.00
1.5210.032	Special Instruction - Children with Special Needs		(3,927.00)
1.5260.034	Academically/Intellectually Gifted - AIG		51.00
1.5110.061	Regular Instruction - Classroom Materials		(989.00)
1.5310.069	Alternative Instruction - At-risk Student/Alternative Schools		20,213.00
1.6400.073	Technology Support - School Connectivity		23,472.00
1.5110.085	Regular Instruction - MCLASS Reading 3D		1,600.00
		\$	47,865.00

Total Appropriation in Current Budget	\$	27,500,000.00
Total Increase/Decrease of above amendment		47,865.00
Total Appropriation in Current Amended Budget	\$	27,547,865.00

Passed by majority vote of the Board of Education of Asheboro City on the 11th day of December, 2014.

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Chairman, Board of Education

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Secretary

**Asheboro City Schools  
Personnel Transactions  
December 11, 2014**

**\*A. RESIGNATIONS/RETIREMENTS/SEPARATIONS**

<b>LAST</b>	<b>FIRST</b>	<b>SCHOOL</b>	<b>SUBJECT</b>	<b>EFFECTIVE</b>
Clapp	Laura "Gwen"	LP	Instructional Assistant	11/14/2014
Coffey	Natalie	CWM	Exceptional Children	12/17/2014
McDaniel	Ashley	BAL	Instructional Assistant	1/2/2015
Moffitt	Portia	AHS	Secretary	11/28/2014
Smith	Laura	CWM	Grade 2	11/28/2014
Williams	Jay	NAMS	Instructional Technology Facilitator	6/30/2015

**\*B. APPOINTMENTS**

<b>LAST</b>	<b>FIRST</b>	<b>SCHOOL</b>	<b>SUBJECT</b>	<b>EFFECTIVE</b>
Ferree	Sherry	SAMS	Mathematics	1/2/2015
Meney	Julie	AHS	English (Temporary)	12/15/2014
Risso	Michael	AHS	Biology	1/20/2015
Williams	Audrea	CO	Bus Driver	11/24/2014

**\*C. LEAVE OF ABSENCE**

Gonzalez	Yomara	LP	Instructional Assistant	1/2/2015 - 8/15/2015
Rice	Keasha	CWM	Instructional Assistant	8/25/2014 - 11/30/2014*

**D. TRANSFERS**

Perkins	Cheryl	CWM	ITF to Grade 2	12/1/2014
Rice	Keasha	CWM to BAL	Instructional Assistant	12/1/2014
Surratt	Cheryl	LP	IA to EC IA	11/17/2014

\*ending date revised

**Asheboro City Schools  
Personnel Transactions - Addendum  
December 11, 2014**

**\*A. RESIGNATIONS/RETIREMENTS/SEPARATIONS**

<b>LAST</b>	<b>FIRST</b>	<b>SCHOOL</b>	<b>SUBJECT</b>	<b>EFFECTIVE</b>
Staley	Shannon	BAL	5th Grade	1/1/2015

**\*B. APPOINTMENTS**

<b>LAST</b>	<b>FIRST</b>	<b>SCHOOL</b>	<b>SUBJECT</b>	<b>EFFECTIVE</b>
Buchikos	Julie	CWM	Exceptional Children	1/5/2015
Covington	Selena	BAL	Custodian (part-time)	1/5/2015
Misher	Pamela	DLL	AP (part-time; temporary)	1/12/2015 - 6/12/2015
Moody	Nancy	LP	AP (part-time; temporary)	1/5/2015 - 6/12/2015
Ridge	William "Hunter"	AHS	Non-faculty coach (Boy's BB)	12/1/2014
Asbill	Preston	CO	Substitute (\$75/day)	12/15/2014
Brewer	Greg	CO	Substitute (\$75/day)	12/15/2014
Criscoe	Raymond	CO	Substitute (\$75/day)	12/15/2014
Craven	Christine	CO	Substitute (\$75/day)	12/3/2014
Hall	Rebekah	CO	Substitute (\$75/day)	12/15/2014
James	Evangeline	CO	Substitute (\$75/day)	12/15/2014
Laguna	Julio	CO	Substitute (\$75/day)	12/15/2014
Russell	Karie	CO	Substitute (\$75/day)	12/15/2014

**D. TRANSFERS**

<b>LAST</b>	<b>FIRST</b>	<b>SCHOOL</b>	<b>SUBJECT</b>	<b>EFFECTIVE</b>
Shales	Soledad	CWM to BAL	Instructional Assistant	1/5/2015

**Asheboro City Schools  
Certified Appointments  
December 11, 2014**

<b><u>NAME</u></b>	<b><u>COLLEGE/DEGREE</u></b>	<b><u>LICENSURE</u></b>
Ferree, Sherry	Pfeiffer University B: Mathematics	6-9 Mathematics

Ms. Sherry Ferree is recommended to teach mathematics at South Asheboro Middle School. Ms. Ferree is a veteran educator teaching math the past six years in Guilford County Schools at Aycock Middle School. Prior to this assignment, she taught math for three years at Southwest Randolph High School. We are pleased to welcome Ms. Ferree to South Asheboro Middle School and Asheboro City Schools.

<b><u>NAME</u></b>	<b><u>COLLEGE/DEGREE</u></b>	<b><u>LICENSURE</u></b>
Risso, Michael	Appalachian State University B: Biology; Secondary Education	Biology

Mr. Michael Risso is recommended to teach Biology at Asheboro High School. Mr. Risso is a December graduate completing his student teaching experience at West Henderson High School in Hendersonville, NC. He also completed internships at Hibriten High School in Lenoir, NC and Two Rivers Community School in Boone, NC. Mr. Risso is excited to begin his teaching career with Asheboro City Schools. Welcome Mr. Risso.

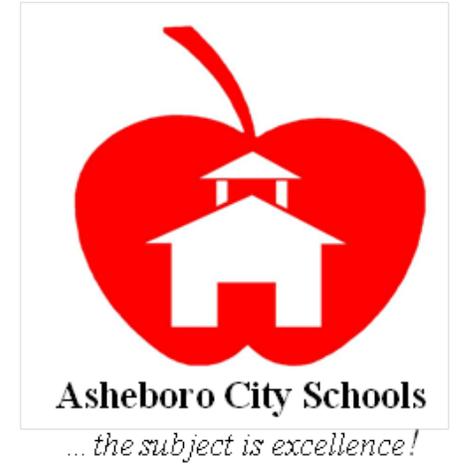
**Asheboro City Schools  
Certified Appointments - Addendum  
December 11, 2014**

<b><u>NAME</u></b>	<b><u>COLLEGE/DEGREE</u></b>	<b><u>LICENSURE</u></b>
Buchikos, Julie	Radford University B: Music Therapy M: Special Education	Exceptional Children

Ms. Buchikos is recommended to teach Exceptional Children at Charles W. McCrary School. She is a veteran educator with experience teaching at the elementary and secondary levels. In addition to her teaching experience, she has worked as a literacy teacher for Roanoke City Libraries and has a strong background in music therapy. Ms. Buchikos also served four years in the US Army. We are pleased to welcome Ms. Buchikos to North Carolina and Asheboro City Schools.

# STATE BOARD POLICY UPDATES

DECEMBER 2014



# NC HIGH SCHOOL DIPLOMA ENDORSEMENTS—GCS-L-007

- Diploma Endorsements are set to begin with this year’s graduating class (2014-2015)
- As presented you previously, the endorsements that students can earn in addition to the NC Academic Scholars Endorsement are described on the chart below.

GRADUATION ENDORSEMENTS POLICY REQUIRMENTS UPDATES			
	Career	College-UNC	College
Course of Study	<ul style="list-style-type: none"> <li>• Complete Future-ready Core</li> <li>• Achieve math rigor by completing Math III</li> <li>• Complete a 4<sup>th</sup> math course aligned with post-secondary plans<sup>1</sup></li> <li>• Achieve CTE Concentrator status by completing 4 CTE electives, including a Level II course</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Future-ready Core</li> <li>• Achieve math rigor by completing Math III</li> <li>• Complete a 4<sup>th</sup> math course aligned with UNC system Minimum Admission Requirements (MARs)</li> <li>• Complete three units of science aligned with UNC MARs</li> <li>• Complete two units of the same world language other than English</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Future-ready Core</li> <li>• Achieve math rigor by completing Math III</li> <li>• Complete a 4<sup>th</sup> math course aligned with post-secondary plans<sup>2</sup></li> </ul>
Required GPA	<ul style="list-style-type: none"> <li>• 2.6 (unweighted)</li> </ul>	<ul style="list-style-type: none"> <li>• 2.5 (weighted)</li> </ul>	<ul style="list-style-type: none"> <li>• 2.6 (unweighted)</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Earn WorkKeys Career Readiness Certificate at Silver level or above, OR</li> <li>• Earn at least one other industry-recognized credential</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Recognition	<ul style="list-style-type: none"> <li>• Seal on diploma</li> </ul>	<ul style="list-style-type: none"> <li>• Seal w/ribbon on diploma</li> </ul>	<ul style="list-style-type: none"> <li>• Seal on diploma</li> </ul>

# NC HIGH SCHOOL DIPLOMA ENDORSEMENTS—GCS-L-007

- A recent proposed update to this policy will also allow students to earn a ***Global Languages Endorsement***.
  - Requirements for the endorsement:
    - Earn a combined 2.5 GPA for the four English Language Arts courses required for graduation
    - Establish proficiency in one or more languages in addition to English, using one of the following options:
      - Pass an external exam approved by NCDPI establishing “Intermediate Low” proficiency or higher per the American Council on the Teaching of Foreign Languages (ACTFL) proficiency scale
      - Complete a four-course sequence of study in the same world language, earning an overall GPA of 2.5 or above in those courses.
      - Establish “Intermediate Low” proficiency or higher per the ACTFL proficiency scale using the Credit by Demonstrated Mastery policy described in GCS-M-001.
  - Limited English Proficient students shall complete all requirements of the first two bullets and reach “developing” proficiency per the World-Class Instructional Design and Assessment (WIDA) proficiency scale in all four domains on the most recent state identified English language proficiency test.

# CHANGES TO COURSE WEIGHTS—GCS-L-004

- **Beginning with the class of 2015-2016**, Grade point averages will be calculated on the following standardization of academic course levels, weighting of course grades, and grading scales.
  - Academic course levels and associated weights are defined as follows:

Course	Description	Weight
Standard Courses	Course content, pace and academic rigor follow standards specified by the North Carolina Standard Course of Study (NCSCoS).	(Standard scale, no quality point)
Honors Courses	Course content, pace and academic rigor place high expectations on the student, demanding greater independence and responsibility. Such courses are more challenging than standard level courses and are distinguished by a difference in the depth and scope of work required to address the NCSCoS.	0.5
Advanced Placement Courses	Course content, pace and academic rigor are considered college-level as determined by the College Board and are designed to enable students to earn high scores on the AP test, potentially leading to college credit.	1.0
College Courses (“dual enrollment”)	Course content, pace and academic rigor are, by definition, college-level for these courses.	1.0

## CHANGES TO COURSE WEIGHTS—GCS-L-004 (CONT)

- The policy also changed to say that ***beginning with the class of 2015-2016, high schools would all use one grading scale:*** 90-100=A, 80-89=B, 70-79=C, 60-69=D, ≤59=0

90-100=4.0	80-89=3.0	70-79=2.0	60-69=1.0	≤59=0.0	WF=0.0
FF=0.0	VVP=0.0	INC=0.0	AUD=0.0	P = 0.0	

- Elementary and middle schools are allowed to use grading systems approved by their locals boards of education.

*NOTE: Footnotes are for reference only. They should be eliminated from an individual board’s policy.*

**GOVERNING PRINCIPLE –  
PARENTAL INVOLVEMENT**

*Policy Code:* **1300**

A system of excellent schools involves parents in decisions regarding their own children, the educational program, and the schools. Unless otherwise stated in specific policies, references to “parents” also include persons acting in the place of parents, such as legal guardians or legal custodians. The board’s vision for involving parents is expressed through the following board policies:<sup>1</sup>

Governing Principles .....(policy 1100)  
Parental Involvement .....(policy 1310/4002)  
Title I Parent Involvement .....(policy 1320/3560)  
Discrimination, Harassment, and Bullying Complaint Procedure.....(policy 1720/4015/7225)  
Nondiscrimination on the Basis of Disabilities .....(policy 1730/4022/7231)  
Student and Parent Grievance Procedure.....(policy 1740/4010)  
Responding to Complaints.....(policy 1742/5060)  
Public Participation at Board Meetings .....(policy 2310)  
Policy Development.....(policy 2410)  
Adoption of Policies .....(policy 2420)  
Curriculum Development.....(policy 3100)  
Innovation in Curriculum and Instruction.....(policy 3110)  
Selection of ~~Textbooks and Supplementary~~ Instructional Materials .....(policy 3200)  
Parental Inspection of and Objection to Instructional Materials .....(policy 3210)  
Technology ~~Acceptable~~ Responsible Use.....(policy 3225/4312/7320)  
School Trips .....(policy 3320)  
Evaluation of Student Progress .....(policy 3400)  
Students ~~At~~ At Risk of Academic Failure .....(policy 3405)  
Student Promotion and Accountability .....(policy 3420)  
School Improvement Plan.....(policy 3430)  
Class Rankings .....(policy 3450)  
Alternative Learning Programs/Schools.....(policy 3470/4305)  
Religious-Based Exemptions from School Programs.....(policy 3510)  
Special Education Programs/Rights of Students with Disabilities .....(policy 3520)  
Comprehensive Health Education Program.....(policy 3540)  
Counseling Program.....(policy 3610)  
Extracurricular Activities and Student Organizations .....(policy 3620)

<sup>1</sup> The board may want to collectively review these policies to determine what modifications or additions are needed to reflect the board’s policies on parental involvement. Input from staff, students, parents, and the community may be valuable in reviewing policies related to governing principles. This list of policies includes procedures, discipline processes, and notice requirements that may be of interest to or involve parents. Alternatively, the list and governing principles may be limited to opportunities for parents to be involved in the school. Once adopted as board policies, these policies may be compiled so that the board’s plan for parental involvement is readily accessible to board members, staff, students, parents, and the public. The process for adoption may be included in policy 2420, Adoption of Policies.

Equal Educational Opportunities .....	(policy 4001)
Age Requirements for Initial Entry.....	(policy 4100)
Discretionary Admission .....	(policy 4130)
School Assignment .....	(policy 4150)
<del>School Improvement Choice Transfer.....</del>	<del>(policy 4153)</del>
Release of Students from School .....	(policy 4210)
Student Insurance Program.....	(policy 4220)
Student Behavior Policies .....	(policy 4300)
School Plan for Management of Student Behavior.....	(policy 4302)
School-Level Investigations.....	(policy 4340)
Parental Involvement in Student Behavior Issues .....	(policy 4341)
Removal of Student During the Day.....	(policy 4352)
Long-Term Suspension, 365-Day Suspension, Expulsion .....	(policy 4353)
Student Discipline Hearing Procedures .....	(policy 4370)
Attendance .....	(policy 4400)
Student Fees .....	(policy 4600)
Student Records .....	(policy 4700)
Surveys of Students.....	(policy 4720)
Parent Organizations .....	(policy 5010)
School Volunteers .....	(policy 5015)
Visitors to the Schools .....	(policy 5020)
Registered Sex Offenders .....	(policy 5022)
Student Health Services .....	(policy 6120)
Administering Medicines to Students.....	(policy 6125)
Bus Routes .....	(policy 6321)
Student Assignment to Buses.....	(policy 6322)
Naming Facilities .....	(policy 9300)

Legal References: G.S. 115C-36

Cross References: Governing Principles (policy 1100), Board and Superintendent Relations (policy 2010), Adoption of Policies (policy 2420)

Issued:

Revised: August 1, 2007; January 20, 2009; June 30, 2009; December 1, 2009; September 30, 2014

*NOTE: Footnotes are for reference only. They should be eliminated from an individual board's policy.*

## **PARENTAL INVOLVEMENT**

*Policy Code: 1310/4002*

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The board recognizes the critical role of parents in the education of their children and in the schools. The board directs school administrators to develop programs that will promote and support parental involvement in student learning and achievement at school and at home and encourage successful progress toward graduation.<sup>1</sup> Each parent is encouraged to learn about the educational program, the educational goals and objectives of the school system, and his or her own child's progress. The board also encourages parents to participate in activities designed by school personnel to involve them, such as parent conferences, in order to encourage effective communication.<sup>2</sup>

The board directs each principal or designee to develop a parental involvement plan as a part of the school improvement plan.<sup>3</sup> This plan must include, at a minimum, efforts that meet the requirements established in this policy. In addition, the plan must include ways to enhance parental involvement in the following areas:<sup>4</sup>

1. meaningful two-way communication between home and school;
2. promotion of responsible parenting;
3. involvement of parents and guardians in student learning;
4. promotion of volunteering;
5. involvement of parents and guardians in school decisions that affect children and families;
6. parental training;
7. community collaboration; and
8. promotion of student health awareness.

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

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<sup>1</sup> G.S. 115C-47(54) states that local boards of education are encouraged to adopt policies to promote and support parental involvement in student learning and achievement at school and at home and to encourage successful progress towards graduation. This policy provision is encouraged, but not required, and may be revised to give school administrators more specific directives.

<sup>2</sup> This policy uses a site-based decision-making approach. A parental involvement plan is an optional component of the state-required school improvement plan.

<sup>3</sup> By statute, the school improvement plan may include a parental involvement plan. This policy mandates the plan and may be modified.

<sup>4</sup> State Board of Education Policy FCB-A-000.

## A. PARENT COMMUNICATION AND CONFERENCES

The board encourages school personnel to have regular contact with parents for commendation as well as for notification of concerns.<sup>5</sup> Principals or designees shall plan for periodic communication with parents. Teachers are responsible for scheduling conferences with parents.

The principal or designee shall provide the parent of an at-risk student with a copy of the student's personal education plan in accordance with policy 3405, Students at Risk of Academic Failure.<sup>6</sup> Parents should be included in the implementation and ongoing review of their child's personal education plan.

<sup>7</sup>The principal or designee shall provide the parent of each student in kindergarten, first, or second grade with written notification of the student's reading progress. The notice will be provided three times a year, following each benchmark assessment and will include: (1) assessment results, (2) whether the child may not reach reading proficiency by the end of third grade; and (3) instructional support activities for use at home.

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

## B. PARENTAL NOTIFICATION

Each principal or designee of a Title I school shall effectively notify parents of all parental rights and other required information regarding Title I schools and programs, in accordance with federal law.<sup>8</sup> Parents of students in Title I schools shall receive a copy of the system-wide Title I parent involvement policy (policy 1320/3560, Title I Parent Involvement) and the school-wide parent involvement plan.

In addition, annually every building principal or designee shall effectively notify parents of the following:

1. parental rights related to student records (see policy 4700, Student Records);<sup>9</sup>

<sup>5</sup> Parental visits on-campus are subject to policy 5022, Registered Sex Offenders, which governs the on-campus presence of parents who are registered sex offenders.

<sup>6</sup> Under G.S. 115C-105.41, the school system is required to provide a personal education plan for students at risk of academic failure, notify the student's parent that the student has a personal education plan, and provide a copy of the plan to the parent. However, the responsibility for fulfilling these requirements may be delegated to someone other than the principal or designee. A separately issued plan is not required if the student's report card provides all the information required in the personal education plan.

<sup>7</sup> This notice is required by State Board of Education policy GCS-J-002.

<sup>8</sup> Elementary and Secondary Education Act, as amended, 20 U.S.C. 6301 *et seq.*

<sup>9</sup> This notification is required under the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, 34 C.F.R. pt.

2. parental rights related to student surveys (see policy 4720, Surveys of Students);<sup>10</sup>
3. the approximate dates of any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered and scheduled in advance by the school administration, and (c) not necessary to protect the immediate health and safety of students;<sup>11</sup>
4. the schedule of pesticide use on school property and their right to request notification of nonscheduled pesticide use (see policy 9205, Pest Management);<sup>12</sup>
5. student behavior policies, the Code of Student Conduct, and school standards and rules (see policies in the 4300 series);<sup>13</sup>
6. the permissible use of seclusion and restraint in the schools (see regulation 4302-R, Rules for Use of Seclusion and Restraint in Schools);<sup>14</sup>
7. policy 1720/4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure;<sup>15</sup>
8. policy 1740/4010, Student and Parent Grievance Procedure;
9. the dates of the system-wide and state-mandated tests that students will be required to take during that school year, how the results from the tests will be used and the consequences thereof, and whether each test is required by the State Board of Education or by the local board;<sup>16</sup>
10. grading practices that will be followed at the school and, for parents of high school students, the method of computing the grade point averages that will be used for determining class rank (see policies 3400, Evaluation of Student Progress

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<sup>10</sup> This notification is required under the Protection of Pupil Rights Amendment, 20 U.S.C. 1232h, 34 C.F.R. pt. 98.

<sup>11</sup> This notification is required under the Protection of Pupil Rights Amendment, 20 U.S.C. 1232h, 34 C.F.R. pt. 98. The requirement does not apply to any hearing, vision, or scoliosis screenings, or any physical examination or screening that is permitted or required by state law, including physical examinations or screenings permitted without parental notification.

<sup>12</sup> G.S. 115C-47(47). Notification of nonscheduled pesticide use on school property must be made, to the extent possible, at least 72 hours in advance of the pesticide use. Such notification does not apply to the following types of pesticide products: antimicrobial cleansers, disinfectants, self-contained baits and crack-and-crevice treatments, and any pesticide products classified by the United States Environmental Protection Agency as belonging to the U.S.E.P.A. Toxicity Class IV entitled “relatively nontoxic” (i.e., no signal word required on the product’s label).

<sup>13</sup> This notification is required under G.S. 115C-390.2.

<sup>14</sup> This notification is required under G.S. 115C-391.1(j).

<sup>15</sup> This notification is intended to ensure compliance with various federal anti-discrimination laws and with G.S. 115C-407.16.

<sup>16</sup> This notification is required by State Board of Education policy GCS-A-001.

and 3450, Class Rankings);

11. available opportunities and the enrollment process for students to take advanced courses and information explaining the value of taking advanced courses;<sup>17</sup>
12. a report containing aggregate information, including, but not limited to, student achievement (disaggregated by category), graduation rates, performance of the school system, and teacher qualifications;<sup>18</sup>
13. the grade awarded to the school on the most recent annual report card issued for it by the State Board of Education if the school received a grade of D or F;<sup>19</sup>
14. supportive services available to students, including guidance, counseling and health services (see policy 3610, Counseling Program);
15. information about meningococcal meningitis and influenza, including the causes, symptoms, and vaccines, how the diseases are spread, and places where parents and guardians may obtain additional information and vaccinations for their children;<sup>20</sup>
16. for parents of students in grades 5 through 12, information about cervical cancer, cervical dysplasia, and human papillomavirus, including the causes and symptoms of these diseases, how they are transmitted, how they may be prevented by vaccination, including the benefits and possible side effects of vaccination, and places parents and guardians may obtain additional information and vaccinations for their children;<sup>21</sup>
17. how to reach school officials in emergency situations during non-school hours;<sup>22</sup>
18. information about and an application form for free and reduced price meals and/or free milk (see policy 6225, Free and Reduced Price ~~Food~~ Meal Services);<sup>23</sup>
19. information about the school breakfast program;<sup>24</sup>

<sup>17</sup> This information must be provided to parents and students under G.S. 115C-83-4A.174.26(d).

<sup>18</sup> This information is required under Section 6311(h)(1) and (2) of the Elementary and Secondary Education Act.

<sup>19</sup> This notification is required under G.S. 115C-47(58).

<sup>20</sup> This notification is required under G.S. 115C-375.4.

<sup>21</sup> This notification is required under G.S. 115C-47(51). The statute only requires that this information be provided to parents or guardians of children entering grades 5 through 12.

<sup>22</sup> This notification is optional.

<sup>23</sup> This notification is required by federal law for school systems that participate in the National School Lunch Program, the School Breakfast Program, or the Special Milk Program.

<sup>24</sup> 7 C.F.R. 210.12(d)(1) requires that this notification be distributed to families just prior to or at the beginning of the school year. In addition, schools are encouraged to send reminders regarding the availability of the school breakfast program multiple times throughout the school year.

20. information about the availability and location of free summer food service program meals for students when school is not in session;<sup>25</sup>
21. for parents of children with disabilities, procedural safeguards (see also policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities);<sup>26</sup>
22. information on the availability of the asbestos management plan and planned or in-progress inspections, re-inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities;<sup>27</sup>
23. education rights of homeless students (see policy 4125, Homeless Students);<sup>28</sup>
24. the content and implementation of the local school wellness policy (see policy 6140, Student Wellness);<sup>29</sup>
25. their right to take four hours of unpaid leave from their jobs every year in order to volunteer in their child's school as stated in G.S. 95-28.3 (see policy 5015, School Volunteers);<sup>30</sup>
26. that the school system does not discriminate on the basis of race, color, national origin, sex, disability, or age (see policies 1710/4021/7230, Prohibition Against Discrimination, Harassment, and Bullying and 1730/4022/7231, Nondiscrimination on the Basis of Disabilities);<sup>31</sup>
27. that the school system provides equal access to its facilities, programs and activities to the Boy Scouts and other designated youth groups (see policy 1710/4021/7230, Prohibition Against Discrimination, Harassment, and Bullying);<sup>32</sup> and
28. the availability of and the process for requesting a waiver or reduction of student fees (see policy 4600, Student Fees).

<sup>25</sup> 7 C.F.R. 210.12(d)(2) requires that school food authorities cooperate with summer food service program sponsors to provide this information.

<sup>26</sup> This notification is required under the Individuals with Disabilities Education Act, 20 U.S.C. 1415(d) and G.S. 115C-109.1.

<sup>27</sup> This notification is required under the Asbestos Hazard Emergency Response Act, 15 U.S.C. 2641, *et seq.*

<sup>28</sup> This notification is required under the McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, *et seq.*

<sup>29</sup> This notification is required under the Healthy, Hunger-Free Kids Act (P.L. 111-296). See 42 U.S.C. 1758b.

<sup>30</sup> Providing notice of this right is optional. If the school system does not plan to notify parents of this right, policy 5015, School Volunteers, should be modified accordingly.

<sup>31</sup> This notification is required under several federal anti-discrimination laws and regulations, such as Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act, and the Americans with Disabilities Act. See the cross-referenced policies for detailed legal references.

<sup>32</sup> This notification is required under 34 C.F.R. 108.9, which implements the Boy Scouts of America Equal Access Act, 20 U.S.C. 7905.

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

As a part of the annual notification described above, parents will be effectively notified that they may opt out of any of the following:<sup>33</sup>

1. release of student directory information about their child for school purposes or to outside organizations (see policy 4700, Student Records);<sup>34</sup>
2. release of their child's name, address, and telephone listing to military recruiters or institutions of higher education (see policy 4700, Student Records);<sup>35</sup>
3. their child's participation in curricula related to (a) prevention of sexually transmitted diseases, including Acquired Immune Deficiency Syndrome (AIDS); (b) avoidance of out-of-wedlock pregnancy; or (c) reproductive health and safety education, as provided in policy 3540, Comprehensive Health Education Program.<sup>36</sup> A copy of the materials that will be used in these curricula will be available in the school media center during the school year and at other times that the media center is available to the public.<sup>37</sup> To meet any review periods required by law, materials also may be made available for review in the central office;
4. their child's participation in academic or career guidance or personal or social counseling services of a generic nature offered to groups of students (e.g., peer relations strategies offered to all sixth graders).<sup>38</sup> However, parental notification and permission are not required for: (a) short-duration academic, career, personal, or social guidance and counseling and crisis intervention that is needed to maintain order, discipline, or a productive learning environment; (b) student-initiated individual or group counseling targeted at a student's specific concerns or needs; and (c) counseling if child abuse or neglect is suspected (see policies 3610, Counseling Program, and 4240/7312, Child Abuse – Reports and Investigations);
5. their child's participation in non-Department of Education-funded surveys concerning protected topics (see policy 4720, Surveys of Students);<sup>39</sup>

<sup>33</sup> **If the board permits the use of corporal punishment**, the following statement should be added in this section: "the administration of corporal punishment on their child (see policy 4355, Corporal Punishment)." This opt out is required by G.S. 115C-390.4(b)(6).

<sup>34</sup> This notification is required under the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, 34 C.F.R. pt. 99.

<sup>35</sup> 20 U.S.C. 7908.

<sup>36</sup> This notification is required by G.S. 115C-81(e1)(7) and 115C-81(e1)(5). Alternatively, permission, rather than the withholding of consent, may be required.

<sup>37</sup> This notification should be consistent with policy 3540, Comprehensive Health Education Program, adopted by the board.

<sup>38</sup> This notification is optional.

<sup>39</sup> This notification is required under the Protection of Pupil Rights Amendment, 20 U.S.C. 1232h, 34 C.F.R. pt. 98.

6. their child's participation in any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance; (b) administered and scheduled in advance by the school administration; and (c) not necessary to protect the immediate health and safety of students;<sup>40</sup>
7. the collection, disclosure, or use of their child's personal information for marketing purposes (see policy 4720, Surveys of Students);<sup>41</sup> and
8. release of their child's free and reduced-price meal information to State Medicaid or State children's health insurance program (SCHIP).<sup>42</sup>

Any parent or legal guardian who wishes to opt out/withhold consent must do so in writing after receiving notice.<sup>43</sup> Otherwise, consent to the programs or activities is presumed. After the annual notification, the school is not required to provide further notice to the parent or legal guardian as to the manner in which student directory information is used, the curriculum is provided, or guidance programs are made available.

#### **D. PARENTAL PERMISSION REQUIRED**

Written parental permission is required prior to the following activities:<sup>44</sup>

1. the administration of medications to students by employees of the school system (see policy 6125, Administering Medicines to Students);
2. the release of student records that are not considered directory information, unless the release is allowed or required by law (see policy 4700, Student Records);
3. off-campus trips;
4. students' participation in high-impact or high-risk sports or extracurricular activities, such as football or mountain climbing (see policy 4220, Student Insurance Program);<sup>45</sup>
5. all decisions or actions as required by the IDEA with regard to providing special education or related services to students with disabilities (see policy 3520, Special Education Programs/Rights of Students with Disabilities);

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<sup>40</sup> This notification is required under the Protection of Pupil Rights Amendment, 20 U.S.C. 1232h, 34 C.F.R. pt. 98.

<sup>41</sup> This notification is required under the Protection of Pupil Rights Amendment, 20 U.S.C. 1232h, 34 C.F.R. pt. 98.

<sup>42</sup> This notification is required under the National School Lunch Program. See 42 U.S.C. 1758, 7 C.F.R. pt. 245.

<sup>43</sup> The policy may establish a time frame for withholding consent.

<sup>44</sup> Permission is legally required or highly recommended for all activities listed.

<sup>45</sup> Alternatively, the board may require parental permission for all sports, rather than defining high-impact or high-risk sports.

6. certain health services, as required by law;
7. students' participation in programs or services that provide information about where to obtain contraceptives or abortion referral services;<sup>46</sup>
8. students' participation in surveys funded by the Department of Education that are conducted concerning protected topics (see policy 4720, Surveys of Students);
9. disclosure of students' free and reduced price lunch eligibility information or eligibility status;<sup>47</sup> and
10. disclosure of the identity of any student receiving supplemental education services under the Title I program.<sup>48</sup>

Legal References: Elementary and Secondary Education Act, as amended, 20 U.S.C. 6301 *et seq.*, 34 C.F.R. pt. 200; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, 34 C.F.R. pt. 99; Protection of Pupil Rights Amendment, 20 U.S.C. 1232h, 34 C.F.R. pt. 98; Individuals with Disabilities Education Act, 20 U.S.C. 1400, *et seq.*; Asbestos Hazard Emergency Response Act, 15 U.S.C. 2641, *et seq.*; McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, *et seq.*; 42 U.S.C. 1758, 7 C.F.R. pt. 245; 42 U.S.C. 1758b; National School Lunch Program, 42 U.S.C. 1751 *et seq.*, 7 C.F.R. 210.12; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. 108.9; 20 U.S.C. 7908; G.S. 90-21.1; 95-28.3; 115C-47(47), -47(51), -47(54), -47(58), -81(e1), ~~83.4A(d)~~, -105.41, -109.1, ~~-174.26(d)~~, -307(c), -375.4, -390.2, -391.1, -407.16; State Board of Education Policies FCB-A-000, GCS-A-001, GCS-J-002

Cross References: Title I Parent Involvement (policy 1320/3560), Prohibition Against Discrimination, Harassment, and Bullying (policy 1710/4021/7230), Discrimination, Harassment, and Bullying Complaint Procedure (policy 1720/4015/7225), Nondiscrimination on the Basis of Disabilities (policy 1730/4022/7231), Student and Parent Grievance Procedure (policy 1740/4010), Evaluation of Student Progress (policy 3400), Students at Risk of Academic Failure (policy 3405), Class Rankings (policy 3450), Special Education Programs/Rights of Students with Disabilities (policy 3520), Comprehensive Health Education Program (policy 3540), Counseling Program (policy 3610), Homeless Students (policy 4125), Student Insurance Program (policy 4220), Child Abuse – Reports and Investigations (policy 4240/7312), Student Behavior Policies (4300 series), Student Fees (policy 4600), Student Records (policy 4700), Surveys of Students (policy 4720), School Volunteers (policy 5015), Registered Sex Offenders (policy 5022), Administering Medicines to Students (policy 6125), Student Wellness (policy 6140), Free and Reduced Price ~~Food~~-Meal Services (policy 6225), Pest Management (policy

<sup>46</sup> A policy on parental consent for referral for information about contraceptives and abortion services is required by G.S. 115C-81(e1)(8). The policy may provide that no parental notice or consent is required or, alternatively, that consent is presumed unless the parent opts out.

<sup>47</sup> Information may be disclosed in some instances, usually only with prior notice and/or consent based on 42 U.S.C. 1758(b)(6)(D)(ii).

<sup>48</sup> Section 6316(e)(2)(D), Elementary and Secondary Education Act.

9205)

Issued: June 1997

Revised: July 15, 2005; January 31, 2006; December 20, 2006; October 15, 2007; October 15, 2008; June 30, 2009; December 1, 2009; September 30, 2010; January 27, 2012; September 27, 2012; March 28, 2013; September 13, 2013; September 30, 2014

*NOTE: Footnotes are for reference only. They should be eliminated from an individual board's policy.*

## **PARENTAL INSPECTION OF AND OBJECTION TO INSTRUCTIONAL MATERIALS**

*Policy Code:*

**3210**

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

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

### **A. PARENTAL RIGHT TO INSPECT MATERIALS**

Parents have a right under federal law to inspect all instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any applicable federally funded programs. Parents ordinarily also may review all other instructional materials following procedures provided by the school or superintendent.<sup>1</sup> The term “instructional materials” does not include academic tests or assessments. Some materials available through the Internet and used in individual classes to provide up-to-date information or information on current events may not be available for advance review; however, all materials used in reproductive health and safety education shall be available for review as provided in policy 3540, Comprehensive Health Education Program.

### **B. PARENTAL OBJECTION TO MATERIALS**

Parents may submit an objection in writing to the principal regarding the use of particular instructional materials. The principal may establish a committee to review the objection.<sup>2</sup> While input from the community may be sought, the board believes professional educators are in the best position to determine whether a particular instructional material is appropriate for the age and maturity of the students and for the subject matter being taught.

If the principal or the committee determines that any material violates constitutional or other legal rights of the parent or student, the principal or the committee shall either remove the material from instructional use or accommodate the particular student and parent. Before any material is removed, the principal or the committee shall ensure that

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<sup>1</sup> 20 U.S.C. 1232h mandates that parents be given the right to inspect instructional materials used in connection with applicable federally funded programs. This policy expands the right to include all instructional materials. This expansion is optional.

<sup>2</sup> A different process may be established.

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the curriculum is still aligned with ~~the Common Core State and North Carolina Essential Standards~~ current statewide instructional standards and articulated from grade to grade. If an objection made by a parent or student is not based upon constitutional or legal rights, the principal or the committee may accommodate the objection after considering the effect on the curriculum; any burden on the school, teacher, or other students that the accommodation would create; and any other relevant factors. Books and other instructional materials may be removed from the school media collection only for legitimate educational reasons and subject to the limitations of the First Amendment.

The decision of the committee or principal may be appealed to the superintendent.<sup>3</sup> The decision of the superintendent may be appealed to the board.

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

Legal References: U.S. Const. amend. I; 20 U.S.C. 1232h; N.C. Const. art. I, § 14; *Board of Educ. v. Pico*, 457 U.S. 853 (1982); G.S. 115C-45, -47, -81, -98, -101

Cross References: Goals and Objectives of the Educational Program (policy 3000), Curriculum Development (policy 3100), Selection of Instructional Materials (policy 3200), Comprehensive Health Education Program (policy 3540)

Issued:

Revised: April 28, 2009; August 29, 2012; September 30, 2014

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<sup>3</sup> The superintendent may establish a committee to review the objection and either make the decision or make a recommendation to the superintendent.

The board believes that an effective testing and assessment program evaluates the progress of individual students and helps ensure that educational goals and objectives are being met for every child. A testing program also assists in the continued refinement of the instructional program. In addition, data from tests and assessments provide measures of student learning that are useful for evaluating educator effectiveness.

Every effort will be made to ensure that the testing program contributes to the learning process rather than detracts from it. Efforts also will be made to use only culture-free or culture-fair tests in order to ensure that measurements are reasonably accurate.

**A. ADMINISTRATION OF TESTS, SCREENINGS, AND OTHER ASSESSMENTS**

The superintendent shall provide for the proper administration of all state-required tests, screenings, and other assessments; and any state-required remedial instruction and/or retesting in accordance with all requirements established by law or the State Board of Education.

Results from the North Carolina End of Course, End of Grade, and North Carolina Final Exams will be used in determining students' final grades in accordance with policy 3420, Student Promotion and Accountability.

Students may participate in field testing and other sample testing as designated by the State Board or the Department of Public Instruction.

The superintendent shall develop security and administration procedures for the state testing program and other assessments that are consistent with State Board of Education requirements and relevant law. The superintendent shall ensure that all relevant personnel are instructed in such procedures. All testing personnel, teachers, and school administrators are required to be familiar with and adhere to all applicable testing manuals, handbooks, and guides, including the Testing Code of Ethics, for state and locally-required Failure to follow procedures may result in disciplinary sanctions, including termination or revocation of administrative and/or teaching licenses.

**B. HIGH SCHOOL AND MIDDLE SCHOOL FINAL EXAMS AND END-OF-COURSE TESTING**

The End of Course (EOC), End of Grade (EOG) and North Carolina Final Exam results shall count as twenty~~five~~ percent (20~~5~~%) of a student's final grade in each middle school course for which such a test is administered. Middle school students requiring multiple final assessments, within a single subject, should have the assessments averaged for the final exam score. This requirement does not apply for students assessed on the Extended Content Standards.

The End of Course (EOC) assessment, North Carolina Final Exam and vocational post assessment results shall count as twenty-five percent (205%) of a student's final grade in each high school course for which such a test is administered. This requirement does not apply for students following the Future Ready Occupational Course of Study (State Board of Education Policy GCS-C-003). All other high school courses are also required to administer a final exam which shall count as twenty-five percent (205%) of a student's final grade.

### C. MINIMIZING TIME SPENT TESTING

The superintendent or designee shall ensure that the time students spend taking standardized state and local tests and the frequency of field testing at a particular school are minimized. Specifically, the superintendent shall ensure the following.

1. Schools will devote no more than two days of instructional time per year to the taking of practice tests that do not have the primary purpose of assessing current student learning.
2. Students will not be subject to field tests or national tests during the two-week period preceding their school's administration of end-of-grade tests, end-of-course tests, or regularly scheduled final exams.
3. No school will participate in more than two field tests at any one grade level during a school year.
4. All annual assessments of student achievement adopted by the State Board of Education pursuant to G.S. 115C-174.11(c)(1) and (3) and all final exams for courses will be administered within the final ten instructional days of the school year for year-long courses and within the final five instructional days of the semester for semester courses. Exceptions will be permitted to accommodate a student's individualized education program and Section 504 plans and for the administration of final exams for courses with national or international curricula required to be held at designated times.

Legal References: The Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, -h; 34 C.F.R. pt. 99; G.S. 115C, art. 10A; 115C-47, -81, -83.5, -83.6, -174.11, -174.12(a), -174.22, -174.25, -276, -288, 307, -402.5; State Board of Education Policies GCS-A series; GCS-C series; GCS-N series; TCP-C-006; 16 N.C.A.C. 6D .0301 – .0306

Cross References: Professional and Staff Development (policy 1610/7800), Goals and Objectives of the Educational Program (policy 3000), Student Promotion and Accountability (policy 3420), Student Records (policy 4700), Public Records – Retention, Release, and Disposition (policy 5070/7350)

Other References: *Online Assessments Best Practices Guide* (NC DPI, July 2011), available at <http://www.dpi.state.nc.us/acre/assessment/guide/>; *Measures of Student Learning: NC's Common Exams* (NC DPI, March 2013), available at <http://www.ncpublicschools.org/docs/accountability/common-exams/implementation-guide.pdf>

Adopted: January 9, 2014

Updated: June 12, 2014

*NOTE: Footnotes are for reference only. They should be eliminated from an individual board's policy.*

## **GOALS OF STUDENT FOOD SCHOOL NUTRITION SERVICES**

Policy Code: **6200**

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

The goals of the ~~student food~~ school nutrition services program<sup>1</sup> are as follows:<sup>2</sup>

1. operating the ~~food services~~ school nutrition program efficiently so that earnings may be used to reduce the cost of food, serve better food, or provide free or reduced price meals to eligible students;<sup>3</sup>
2. <sup>4</sup>enhancing students' ability to learn by offering a variety of safe, nutritious, and appealing food and beverage options for student meals at school~~providing nutritional meals at school~~;<sup>5</sup>
3. minimizing obesity and encouraging lifelong healthy eating habits consistent with the health education curriculum; and
4. ~~—~~ offering students a variety of nutritional foods; and
5. 4. providing courteous service to students, employees, and authorized visitors.

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

Cross References:

Issued:

Revised: January 31, 2006; April 28, 2009; September 30, 2014

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<sup>1</sup> School nutrition services are those school food services that are operated from 12:01 a.m. until the end of the last established lunch period and include the federal Child Nutrition Programs.

<sup>2</sup> Other goals and standards consistent with state and federal law may be adopted.

<sup>3</sup> G.S. 115C-264 provides this standard for the use of earnings.

<sup>4</sup> ~~All of the remaining goals may be modified or eliminated.~~

<sup>5</sup> See 7 C.F.R. Part 210 and State Board of Education policy HRS-E-000.

## **ORGANIZATION OF SCHOOL FOOD NUTRITION SERVICES**

*Policy Code:* **6210**

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

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

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

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

Adopted: May 14, 1998 to become effective July 1, 1998

Administrative Procedure: None

*NOTE: Footnotes are for reference only. They should be eliminated from an individual board's policy.*

## **TRANSPORTATION SERVICE/VEHICLE CONTRACTS**

Policy Code: **6340**

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The board may enter into contracts with public or private carriers in accordance with G.S. 115C-253, State Board of Education policy, any other applicable law, and this policy. Any contracts also must comply with policy 6450, Purchase of Services.

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

The superintendent shall ensure that the school system contracts for student transportation services only with companies or individuals who are on the approved list.

The board may purchase or lease student transportation vehicles in accordance with law and board policy, including policy 6430, State Purchasing Requirements for Equipment, Materials, and Supplies, policy 6440, Local Purchasing Requirements for Equipment, Materials, and Supplies, and policy 6425, Continuing Contracts. Any such vehicle must meet federal safety standards and state requirements.<sup>1</sup>

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

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

Legal References: 49 U.S.C. 30125, 30165; G.S. 115C-42, -47(25), -239, -240, -247, -249, -249.1, -253, -255; ~~*Preventive Maintenance and Vehicle Replacement Manual (NC Bus Fleet Manual)*~~*North Carolina School Transportation Fleet Manual*, State Board of Education Policy TCS-H-005, available at <http://www.ncbussafety.org/manuals/PMMANUAL.PDF> <http://www.ncbussafety.org/Manuals/index.html>; State Board of Education Policies TCS-H-009, -010, -011; *School Charter Transportation Recommended Guidelines and Procedures*, available at <http://www.ncbussafety.org/motorcoach/Motorcoach04Jan2005.pdf>

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<sup>1</sup> Additional information regarding standards for replacement may be included from the *North Carolina School Transportation Fleet Manual*~~*Preventive Maintenance and Vehicle Replacement Manual*~~ (State Board of Education Policy TCS-H-005), available at <http://www.ncbussafety.org/manuals/PMMANUAL.PDF><http://www.ncbussafety.org/Manuals/index.html>. Any public school bus purchased or transferred to the school system that is capable of using diesel fuel must be capable of using diesel fuel with a minimum biodiesel concentration of B-20. School bus tires must meet the requirements of G.S. 115C-249.1, which stipulates that the tires must possess the original unaltered and uncovered tire sidewall.

<http://www.ncbussafety.org/motorcoach/index.html>

Cross References: Continuing Contracts (policy 6425), State Purchasing Requirements for Equipment, Materials, and Supplies (policy 6430), Local Purchasing Requirements for Equipment, Materials, and Supplies (policy 6440), Purchase of Services (policy 6450), Insurance (policy 8340)

Issued:

Revised: October 15, 2007; April 28, 2009; September 30, 2010; January 27, 2012; March 28, 2014; September 30, 2014

# OCCUPATIONAL EXPOSURE TO HAZARDOUS CHEMICALS IN SCIENCE LABORATORIES

Policy Code:

7265

It is the policy of the board to comply with federal regulations and state statutes regarding hazardous chemicals as set forth in the Federal Register, 29 CFR §1910.1450 and the North Carolina Administrative Code, 13 NCAC 7F.0101, by attempting to limit occupational exposure of employees to hazardous chemicals or other potentially hazardous materials that could cause injury or death.

## A. UNIVERSAL PRECAUTIONS

Universal precautions shall be used at all times. Because few laboratory chemicals are without hazards, the school system shall establish general precautions for handling all laboratory chemicals. Additional precautions consistent with state and federal standards shall be established for the handling of known hazardous chemicals and unknown substances. The program standards for the control of hazardous chemicals as outlined in the Occupational Safety and Health Act (OSHA) rule, "Occupational Exposure to Hazardous Chemicals in Laboratories" (standard 1910.1450), the North Carolina Administrative Code, and/or the most current standards available shall be followed.

## B. SCHOOL SYSTEM REQUIREMENTS

The superintendent shall ensure that:

1. A Chemical Hygiene Plan is developed in accordance with OSHA-issued regulations or the most current available federal and/or state standards issued and that all elements of the Chemical Hygiene Plan are met, including, but not limited to, standard operating procedures for handling hazardous chemicals such as the use of personal protective equipment and hygiene practices, control measures to reduce employee exposure to hazardous chemicals, standards for laboratory protective equipment, identification of laboratory procedures and activities requiring prior approval, proper employee training, and the assignment of a Chemical Hygiene Officer;
2. Bulk elemental mercury, chemical mercury compounds and bulk mercury compounds are ~~no longer~~not used as teaching aids in science classrooms;
3. Labels on incoming containers of hazardous chemicals are not removed or defaced, all ~~material~~ safety data sheets received with incoming shipments are maintained and readily accessible to employees, and a current inventory of chemicals is in use and maintained;
4. All employees are trained and apprised of the hazards of chemicals present in their work area and understand how to report unsafe conditions and how to perform proper cleanup;

5. All employees have access to a copy of the Hazardous Chemicals Policy and Chemical Hygiene Plan;
6. Science laboratories comply with the OSHA Right-to-Know legislation, bloodborne pathogens regulations (see policy 7260, Occupational Exposure to Bloodborne Pathogens), laboratory standards as provided by the Chemical Hygiene Plan and other safety rules and guidelines of the profession;
7. Records are established and maintained of any measurements taken to monitor employee exposures and any medical consultations or examinations required;
8. The Chemical Hygiene Plan is reviewed annually by a committee appointed by the superintendent and updated as necessary;
9. This policy is reviewed annually and, as needed, updated annually; and
10. A copy of the Chemical Hygiene Plan is submitted to the State Board of Education by January 31 of each school year.

### C. TESTING

Whenever an event takes place in the work area such as a spill, leak, explosion or other occurrence resulting in the likelihood of a hazardous exposure, the employee exposed to the hazard may receive a medical examination at the school system's expense.

Legal References: 29 C.F.R. §1910.1450; G.S. 115C-47(47); 13 NCAC 7F.0101; State Board of Education Policy HSP-F-017

Cross References: Occupational Exposure to Bloodborne Pathogens (policy 7260)

Other Resources: *Safe, Orderly and Caring Schools Assessment Inventory*, Safety Provisions – Science Education (North Carolina Department of Public Instruction, Division of School Improvement)

Adopted: October 9, 2008

*NOTE: Footnotes are for reference only. They should be eliminated from an individual board's policy.*

## **EXTRACURRICULAR AND NON-INSTRUCTIONAL DUTIES**

*Policy Code:*

**7405**

<sup>1</sup>The board acknowledges that instructing students is the primary mission of the school system. Generally, in order to carry out the responsibilities of the school system, teachers and other employees may also be required to perform certain non-instructional and extracurricular duties. Assigned additional duties are considered part of all employees' responsibilities. However, assignment of additional duties to teachers should be minimized to allow time for teachers to plan, collaborate with colleagues, conduct conferences with parents, tutor students, and perform any other activities that have a direct impact on student achievement. Beginning teachers also need adequate opportunities to develop their professional skills and need access to experienced teachers who will provide mentoring to them. In light of these goals, the principal of each school has the authority to assign extracurricular and non-instructional duties as necessary to conduct the business of the school, within the following guidelines.

### **A. EXTRACURRICULAR DUTIES**

Initially licensed teachers and teachers with 27 or more years' experience (exempt teachers) may not be assigned extracurricular duties unless they request the assignments in writing.

#### **1. Extracurricular Duties Defined<sup>2</sup>**

Extracurricular duties include those duties performed by a teacher outside the regular school day that involve students and are not directly related to the instructional program. Examples of extracurricular activities for which consent is required include such things as coaching duties, taking tickets at sporting events, and acting as a faculty sponsor for a student club. Extracurricular duties do not include such things as time spent in parent-teacher conferences or activities related to courses taught by the teacher, such as band concerts that are performed as a part of band class.

#### **2. Exceptions Permitted for Compelling Reasons**

In cases of compelling need, exempt teachers may be required to perform extracurricular duties if the procedures set forth in this paragraph are followed.<sup>3</sup>

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<sup>1</sup> This is a mandatory policy required by G.S. 115C-47(18a). The mission statement at the beginning is optional, but the provisions of the policy are required, except where noted.

<sup>2</sup> Extracurricular duties are not defined by the statute; however, the State Board of Education uses this definition in its policy on the Beginning Teacher Support Program, TCP-A-004. The board may provide additional examples to fit the practice in your school system.

<sup>3</sup> G.S. 115C-47(18a) allows the board to require exempt teachers to perform extracurricular duties only upon a finding of compelling need.

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a. Compelling Need Defined<sup>4</sup>

A compelling need arises when the principal of a school is not reasonably able to provide adequate supervision by qualified personnel at extracurricular activities without using exempt teachers and no exempt teachers have volunteered in writing to perform these activities. In determining whether a compelling need exists, it will be assumed that teaching assistants and other non-licensed employees may not be assigned to extracurricular duties unless the assignment is approved in advance by the superintendent or designee.<sup>5</sup> Examples of compelling need include circumstances when:

- 1) an employee who is scheduled to perform an extracurricular duty is unexpectedly unavailable and the position must be filled quickly;
- 2) the school principal cannot adequately fill extracurricular duty positions without additional reliance on exempt teachers; or
- 3) an extracurricular duty must be supervised by individuals with certain experience, skills, or qualifications and exempt teachers are the only qualified staff members who possess the required experience, skills, or qualifications.

b. Process for Granting a Compelling Need Waiver

1) Board Waiver<sup>6</sup>

In cases in which the need for a waiver is reasonably foreseeable and there is an opportunity to bring the matter before the board of education for approval prior to the extra duty, the superintendent shall bring the matter to the board for a decision on the waiver request. The recommendation for a waiver must be in writing and set forth the circumstances requiring the waiver. The board minutes or other documentation will reflect the reasons for granting the waiver.

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<sup>4</sup> The law does not define “compelling need.” The board may alter the provisions of this paragraph. However, the policy should provide some guidance to administrators as to what constitutes a “compelling need.”

<sup>5</sup> In “compelling” situations, the board may wish to consider adding in policy the order in which these exempted groups may be assigned extracurricular duties, e.g., “The principal will assign 27-year-plus teachers to supervise extracurricular duties prior to using ILTs.”

<sup>6</sup> The statute indicates that the “local board” may waive the policy upon “a finding” of “compelling need.” This proposed process is not spelled out specifically in the statute but is an attempt to reserve for the board the decision-making responsibility, when possible, but account for the need for flexibility in unforeseeable circumstances that may arise between board meetings. The statute requires a “finding” of “compelling need” but does not specify that such a finding be in writing. The board may simplify this process.

2) Superintendent Waiver

If there is not a scheduled board meeting prior to the need to provide adequate supervision at the extracurricular activity, the superintendent may waive the requirement upon a finding of compelling need. The superintendent shall make a written record of all such waivers and the circumstances for requesting each waiver. At the next regular board meeting, the superintendent shall report to the board any past waivers made and the reasons therefore. If the waiver is for an ongoing activity, the superintendent must seek and obtain board approval to continue the exempt teacher in the extracurricular activity in accordance with the procedure in paragraph (1) above.

3) Principal Waiver

If there is an exigent need to waive the policy, such as the unexpected illness or absence of an employee, then the school principal is authorized to waive the policy temporarily for up to five days. However, the principal must report the waiver to the superintendent in writing, setting forth the circumstances requiring the waiver. The superintendent must approve all waivers over five days, as provided in paragraph (2) above. The board must approve all continuing waivers at its next regular meeting, as provided in paragraph (1) above.

4) Teacher Access to Records

The teacher may request and is entitled to receive any documentation regarding waivers requested or granted under this policy.<sup>7</sup>

**B. NON-INSTRUCTIONAL DUTIES**

Principals shall minimize the assignment of non-instructional duties to all teachers, including initially licensed teachers and teachers with 27 or more years of experience.<sup>8</sup> Specifically, teachers should not be required to use their daily planning periods on an ongoing and regular basis to supervise students. Planning periods generally should be reserved for course planning and meetings with other professional staff regarding the

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<sup>7</sup> Note: Although the extracurricular duty statute does not specifically require that access be provided, all documents regarding the teacher are considered part of the teacher's personnel file, to which the teacher has a right of access under G.S. 115C-319 through G.S. 115C-321. This paragraph makes that clear.

<sup>8</sup> The board may wish to consider adding in a requirement that the school principal undertake a review of the current non-instructional duty list imposed for teachers and decide whether these duties are necessary. In the alternative, the board may direct that the school improvement team undertake such a review and make recommendations to the school principal.

instructional program.

1. Non-Instructional Duties Defined<sup>9</sup>

Non-instructional duties refer to those duties that are not directly involved with the instructional program or the implementation of the current statewide instructional standards~~Common Core State Standards and North Carolina Essential Standards~~, but that all teachers are expected to do. These duties include such things as bus duty, carpool duty, and regular and ongoing use of planning periods to monitor hallways and cafeterias. Nothing in this policy should be construed to relieve teachers of the responsibility to provide for the safety and supervision of students during regular school hours, as necessary to maintain order and discipline in the school.

2. Distribution of Non-Instructional Duties

Non-instructional duties should be distributed equitably among employees to the extent that it is reasonably possible to do so. In assigning non-instructional duties, consideration should be given to the need for initially licensed teachers to have adequate professional development, planning time, and access to experienced teachers. Teachers with more than 27 years of experience are expected to be available to devote some time each week to sharing their experience and expertise with less experienced teachers.<sup>10</sup> Principals are responsible for structuring these opportunities in a way that will be beneficial to the students and employees at their schools.

**C. EVALUATION**

The failure of an exempt teacher to volunteer to perform extracurricular duties is not appropriate grounds to lower the teacher's evaluation or just cause for a less than ~~satisfactory~~ proficient evaluation rating of an exempt teacher, provided that the teacher has conducted himself or herself in a professional manner when declining to accept extracurricular duties.<sup>11</sup> However, a teacher's failure to perform an assigned non-instructional or extracurricular duty in a competent and professional manner may be considered as a part of the teacher's evaluation.

Legal References: G.S. 115C-47(18a), -301.1; State Board of Education Policy TCP-A-004

<sup>9</sup> Non-instructional duties are not defined in the statute; however, the State Board of Education uses this definition in its policy on the Beginning Teacher Support Program, TCP-A-004. The board may provide additional examples to fit local practice.

<sup>10</sup> The governing statute indicates that the reason for exempting teachers with more than 27 years' experience from extra duty requirements is to provide informal opportunities for interaction with new teachers. These last two sentences are optional. They are designed to provide expectations to carry out the intent of the statute.

<sup>11</sup> This provision is not specifically required by the law but is implicit in the statute.

Cross References:

Issued: September 24, 1999

Revised: April 28, 2009; January 27, 2012; September 30, 2014

School/Location	Date	Event	Time
AHS PAC	Tuesday, Dec. 9	SAMS Chorus Concert	7:30pm
DLL	Wednesday, Dec. 10	Senior Holiday Luncheon	12noon
AHS PAC	Thursday, Dec. 11	AHS Choral Concert	7:30pm
PDC	Thursday, Dec. 11	Board of Education Meeting	7:30pm
UNC-G Elliott Center	Friday, Dec. 12	PTEC Celebration Breakfast	8:00am
AHS PAC	Monday, Dec. 15	NAMS Winter Band Concert	7:30pm
PDC	Tuesday, Dec. 16	Superintendent's Holiday Luncheon (floating)	11:30am to 1:00pm
AHS PAC	Tuesday, Dec. 16	SAMS Winter Band Concert	7:30pm
AHS PAC	Thursday, Dec. 18	AHS Winter Band Concert	7:30pm
All Locations	Dec. 24-26	Closed	
All Locations	Jan. 1	Closed	
All Schools	Jan. 2	Teacher Workday; no school for students	
NAMS	Thursday, Jan. 8	District MS Science Fair	Awards at Noon
PDC	Thursday, Jan. 8	Board of Education Meeting	7:30pm
ECDC	Friday, Jan. 16	Legislative Breakfast	8:15am
All Locations	Monday, Jan. 19	Holiday; schools closed	
All Schools	Jan. 20-21	Teacher Workday; no school for students	
LP	Friday, Jan. 23	Board Appreciation Luncheon	12noon
Valerie Schindler Wildlife Ctr.	Friday, Jan. 23	Board Retreat	5:15 - 9:00pm
NAMS	Saturday, Jan. 24	Board Retreat	8:00am - 4:00pm
PDC	Thursday, Feb. 12	Board of Education Meeting	7:30pm
PDC	Tuesday, Feb. 17	District Spelling Bee	7:00pm
NAMS	Friday, Feb. 20	MS Battle of the Books	10:30am
AHS PAC	Friday, Feb. 27	All-Randolph County Honor Band Concert	TBD
AHS PAC	Thursday, March 5	AHS Chorus Concert	7:30pm
	Friday, March 6	ACS 110th Birthday; Teacher Workday	
AHS PAC	Tuesday, March 10	MS Band Concert	7:30pm

<b>School/Location</b>	<b>Date</b>	<b>Event</b>	<b>Time</b>
Arts Guild	Wednesday, March 11	Youth Art Month Reception	4:00-6:00pm
AHS PAC	Thursday, March 12	AHS Band Concert	7:30pm
PDC	Thursday, March 12	Board of Education Meeting	7:30pm
LP	Thursday, March 19	Elementary Battle of the Books	9:30am
Nashville, TN	March 21 - 23	National School Boards Association Conference	
AHS	March 23 and 24	Central District Concert Band Festival (AHS hosting)	All Day
AHS New Gym	Wednesday, April 1	ACS Annual Digital Expo	2:30-3:15 Viewing; 3:15-4pm Awards
PDC	Thursday, April 16	Board of Education Meeting	7:30pm
AHS PAC	April 16 - 18	AHS Park Street Players Spring Play	7:00pm
AHS PAC	Sunday, April 19	AHS Park Street Players Spring Play	2:00pm



**Student achievements:**

- Asheboro High School Marching Blue Comets - Team with the Most Steps in the Mayor's Fitness Challenge.
- McCrary Mustangs – Team with the Most Members – Mayor's Fitness Challenge
- College Application Week at Asheboro High School had 241 participants with over 110 applications submitted to over 40 different institutions in North Carolina
- The AHS Varsity Football Team advanced to the second round of the state playoffs

**Staff recognition:**

- Congratulations to the Coach Owen George and the entire AHS Varsity Football coaching staff on a wonderful season

**Parent involvement:**

- A workshop for Hispanic students and parents was held at AHS and covered topics such as how to plan, apply and pay for college
- FAFSA Parent Night at Asheboro High School

**Events bringing community into our schools:**

- Principal for a Day – Local business leaders served as 'Principal for a Day' at Balfour Elementary and South Asheboro Middle School
- Blue Comet Alumni Basketball Game
- In partnership with Communities in School and Northridge Church, Thanksgiving meals were provided for many families at Balfour Elementary



**Asheboro City Schools**

*...the subject is excellence!*

# BOARD OF EDUCATION GOALS 2014-2015

## STRATEGIC GOAL:

By 2016, **90 percent** or more of Asheboro City Schools students will graduate with the skills needed as 21<sup>st</sup> century learners, workers, and citizens.

## STRATEGIC OBJECTIVES:

### 1. Engage each student

- A. Teach the standards through the lens of the **4 C's** (with particular focus on communication and collaboration).
- B. Implement **Problem-Based Learning units** using the district-wide PBL protocol and appropriate performance rubrics at each school
  - On August 19, 2014 all secondary teachers participated in Problem Based Learning professional development. The sessions were led by Jennifer Smith, Nathan Craver, Dr. Julie Pack, Chandra Manning and Betsy Hammond
- C. Identify and nurture problem-based **partnerships with the community** and beyond for planning and evaluating real world solutions.
- D. Implement **global awareness** recommendations.
  - September 22 – Dr. Worrell, Jennifer Smith, Brian Saunders, Jusmar Maness and Julie Brady attended a VIF Splash Symposium in Chapel Hill. This team, along with Dr. Maerz and Dubraska Stines, continues to explore dual-language immersion programs and other global awareness initiatives. Our next steps include continued visits to schools with dual-language immersion programs, analysis of demographically similar immersion schools' data, and talking more with the other elementary principals and BOE.
  - December 4 - Jennifer Smith, Brian Saunders, Jusmar Maness, Julie Brady, and Dubraska Stines visited the dual-language immersion program at Siler City Elementary in Chatham County.
- E. Continue **Positive Behavior Instructional Support** program at each school.
  - Each school is in the process of completing their Implementation Inventory in order to help them determine their areas of strength and areas of need in the use of Positive Behavioral Instructional Supports.
- F. Continue to address **discipline disproportionality**.
  - Charlie Lyons and PBIS team members presented a session at the North Carolina Exceptional Children's Conference titled "Integrating PBIS and Connected Schools to Problem-Solve and Decrease Disproportionality".

- G. Implement district-wide program to prevent **bullying**.
  - Dr. Rice has completed staff training with each school about bullying to insure all staff received the same message. He shared:
    - North Carolina General Statute 115C-407—Bullying and harassing behavior.
    - The legal definition of bullying.
    - The age appropriate working definitions created by the ACS task force.
    - The importance of and the responsibility of staff to report.
    - Dr. Rice has also worked with guidance counselors to organize common lessons to be used in our schools in October, which is Bullying Prevention Month.
- H. Implement updated lockdown and **crisis plan procedures**.
  - Crisis plans have been updated, including new lock-down procedures. All schools have completed a lock-down drill using the new procedures.
- I. Implement approved **technology plan**.
  - Dr. Maerz added the NC Test App for online testing.
- J. Provide professional development and support for teachers on **the SAMR model for integrating technology** and other identified needs based on staff surveys.
- K. Implement support for **new Chromebook devices** at AHS. Redistribute AHS laptops as needed throughout the district.
  - On August 24, 2014, all Asheboro High School students received Chromebooks. A special thank you to Tina Webster, Laura Holland, Carla Shinn, Linda Gerringer, Dr. Toth, Mr. Eggleston, Mr. Mock, Dr. Crooks, Lee Clark, Nathan Craver, the technicians, teachers and students, this process went very smoothly and minimal class time was missed. The entire distribution took less than two hours. Currently, we redistributed 250 AHS laptops (50 per school) to our elementary schools to be used K-3. 100 laptops were shifted to SAMS to offset increased enrollment. We redistributed approximately 100 refurbished laptops to replace the oldest teacher computers. We set aside laptops for the high school to support students participating in the NCVPS program. The remaining laptops are being categorized into discards for parts, spares for current laptops in rotation that become damaged or broken, and reserves for future growth and needs.

## 2. Assess for learning

- A. Determine how to **systematically capture and share student data** at the classroom, school and district levels as it is collected to inform instruction and intervention.
  - Instructional Facilitators, Wendy Rich and Julie Pack have devised a system-wide plan to analyze district benchmark data and make instructional plans to help students that have not mastered the content this six-week period.
  - Successful Benchmark 1 administration with immediate scoring, analysis, and adjustment of instruction.
  - Successful Benchmark 2 administration with immediate scoring, analysis, and adjustment of instruction.
- B. Develop an **online platform for sharing common assessments** linked to curriculum standards

and units.

- Dr. Maerz attended Regional Training for the use of SchoolNet for classroom and benchmark assessments.
- Dr. Maerz has begun meetings with PLCs on the development and use of SchoolNet for common assessments.

### 3. Improve achievement

- A. Share newly developed district literacy plan with teachers and staff and provide professional development aligned with the plan.
  - The Instructional Facilitators developed training modules for the elementary literacy components. Teachers at Balfour Elementary were successfully trained on these modules on September 23. Loflin Elementary will be the next school to receive this training.
  - (November) Met with UNCG Partners to apply for NC Quest Grant to do 2nd round of PD focused on writing.
- B. Pilot **consistent phonics instructional approach** in pre-kindergarten and kindergarten classrooms at each school site.
  - Two kindergarten teachers from each elementary school and three administrators received a full day of Letterland training on August 8.
  - Letterland is being implemented by two kindergarten teachers at each elementary school.
  - Preschool teachers and pre-K assistants received Letterland training on October 6 and it is being implemented by two pre-K teachers.
- C. Implement **writing strategies** from 2014 UNCG summer partnership initiative.
  - Jennifer Smith, Dr. Julie Pack, Chandra Manning, and Wendy Rich are collaborating with UNCG School of Ed faculty on A NC Quest grant to continue professional development in writing.
- D. Continue **Reading Foundations training** for all K-2 teachers to increase reading content knowledge and enhance instructional skills as funding is available.
  - Our K-5 core teachers will have the opportunity to take the Reading Foundations training on our district's designated professional development days. They began training on October 6, 2014.
  - Reading Foundations for 150 participants will take place on October 6, January 21-22, March 6, and June 11.
- E. Convene Asheboro City Schools Transition Team and implement district-wide **transition plan**.
- F. Implement **Career Cruising as the structure** for academic planning, career and academic inventories, lessons and online access for students, teachers and parents.
- G. Determine areas of need for **middle school enrichment** not addressed in current offerings and research what activities would interest various groups of students.
  - One of our board goals in our strategic plan was to increase enrichment opportunities for middle school students. In investigating this goal, we found one obstacle for allowing student participation was a lack of transportation for students whose parents could not provide transportation for afterschool activities, such as tutoring and clubs. Beginning in

January, ACS will provide a 5:00 p.m. bus two days a week to allow students to participate in afterschool tutoring and enrichment learning opportunities. In addition, starting on Monday, December 8<sup>th</sup>, ACS will provide an afterschool bus for students at AHS to participate in tutoring and remediation opportunities.

- H. Develop process for expanding **Credit by Demonstrated Mastery** to other allowable course offerings.
- Credit By Demonstrated Mastery Process for 2015-2016 has been developed and implemented. Spring timeline has begun and Phase I of the process will take place in February 2016. Information about the process or timeline can be found on the district webpage under parent or staff resources or at <http://goo.gl/7rIFll>

#### 4. Create opportunities

- A. Develop online video curriculum resources for parents.
- B. Implement **communication strategy** to increase community awareness and involvement in our schools.

#### 5. Build capacity

- A. Continue district support for **teacher-led professional development** initiatives.
- Eight teachers at McCrary Elementary that participated in the Core-Math Training provided in conjunction with Wendy Rich and UNCG are leading the remaining faculty at CWM in this training this year. Their first session was September 30, 2014.
  - District and school-led mini-sessions professional development on K-5 Reading Foundations was conducted on October 6.
- B. Continue **Teacher Leadership Academy** for Cohort #5.
- Cohort 5 began on Tuesday, August 12, 2014.
  - TLA on October 22 was led by Dr. Larry Coble (Piedmont Triad Education Director), and Dr. Brad Rice and team.
  - TLA on November 20 was led by Chandra Manning, Betsy Hammond, Nathan Craver, and Jennifer Smith
- C. Evaluate and monitor **beginning teacher support program**.
- Beginning Teacher Support Program monitoring visit conducted on November 6, 2014. This was a thorough review of Asheboro City Schools' BTSP, support for new teachers and mentors.