

1400 BOARD MEETINGS

The Board shall provide for such meetings as are authorized by law and necessary to the efficient and proper operation of the school system. There will be advance public notice of all official meetings of the Board of Education. All citizens are welcome to attend Board meetings.

Regular Meetings:

The Edenton-Chowan Board of Education shall meet regularly on the first ~~Monday~~ Tuesday of each month. In the event that a regular meeting falls on a holiday, the meeting will be held as soon before or thereafter as is practicable. Unless otherwise posted, regular meetings shall be held at the Edenton-Chowan Schools Administrative Offices. The schedule, including the time and place of the regular meetings, will be filed in the Superintendent's office.

1. The chair or Board may reschedule or cancel regular Board meetings, or change the location or time of a regular meeting. If such changes are made, notice of the changes shall be posted in the administrative offices and on the district website and provided to members of the Board, the media, and others, as provided by law.
2. The chair may schedule work sessions and retreats as appropriate to ensure that the Board is sufficiently informed and properly trained to fulfill its duties. The business conducted by the Board in such sessions should be preparational and instructive, with items requiring action being assigned to future regular meetings.
3. The Superintendent shall keep on file a schedule of the Board's regular meetings. In the event that the schedule is changed, a revised schedule shall be filed and publicized at least seven days before the first meeting held under the new schedule.

Special Meetings:

The chair, the Superintendent, or a majority of members of the Board may call a special meeting of the Board for action or consideration of any action requiring such a meeting. Special meetings of the Board shall consider only those matters specified in the call of the meeting, unless by majority vote the Board agrees to consider other matters. Written notice of the time, place and purpose of a special meeting shall be given to each Board member, posted on the bulletin board in the administrative building and on the district website, and mailed or delivered to each person who has filed a written request for such notice with the Superintendent as required by G.S. 143-318.142. The notice shall be posted and mailed or delivered at least 48 hours in advance of a special meeting.

Emergency Meetings:

The Superintendent or chair may call an emergency meeting of the Board to consider any emergency situation created by generally unexpected circumstances that require immediate consideration by the Board. Board members will be notified as far in advance as possible of emergency meetings. Each person or organization who has filed a written request for notice of

special meetings will be notified immediately after Board members and by the same method used to notify Board members. Only business connected with the emergency may be considered at the emergency meeting.

Recessed Meetings:

The Board may recess a meeting to be resumed at a time, date and location announced in open session at the meeting. No further notice of the meeting is required.

Open Meetings Law:

It shall be the policy of the Edenton-Chowan Board of Education to transact all of its business in open session as prescribed in the Open Meetings Law. The requirement for open meetings applies to all public bodies operating within the Edenton-Chowan Schools.

Upon a motion and vote of a majority of members present, the Board may go into closed session to discuss business and take action as permitted by the Open Meetings Law. A motion to enter closed session must state the reason(s) that justifies the closed session and any additional information required by statute.

Minutes:

The Superintendent is responsible for maintaining full and accurate minutes of all meetings of the Edenton-Chowan Board of Education, including closed sessions. Minutes of open sessions shall be available for public inspection upon request. Minutes of closed sessions shall be kept confidential so long as necessary to avoid frustrating the purpose of the closed session.

The Superintendent shall send a draft copy of the minutes to members of the Board prior to the next regular meeting, at which time the minutes are to be approved. Minutes are official only after they have been adopted by the Board and signed by the secretary.

LEGAL REF: G.S. 115C-4, 41; G.S. 115C-105.27(c1); ch. 143, article 33C

ADOPTED: June 7, 2004

AMENDED: March 5, 2012

EDENTON-CHOWAN BOARD OF EDUCATION

1700 SCHOOL BOARD ATTORNEY

The Attorney operates under a written agreement with the Edenton-Chowan Board of Education to provide legal services in the best interests of the Edenton-Chowan Schools. The Attorney may provide services related to the interests of the school system as authorized by the Board, the Board Chair, the Superintendent or designee. In addition, the Attorney is available to answer basic school-related legal, policy, or other routine questions from any Board member, but must get authority from the Board, Board Chair, or the Superintendent or designee before undertaking any substantial projects. Staff members who need legal guidance on school problems should make their requests for such guidance to the Superintendent or the Superintendent's designee. The Attorney shall be responsible for and authorized to address and resolve criminal bail bond and vehicle forfeiture matters in district and superior court. Finally, the Attorney may provide services without prior approval in limited circumstances where the Attorney determines immediate action is required to protect the interests of the Edenton-Chowan Schools, as long as the Attorney obtains authority for these services as soon as reasonably possible.

The Attorney represents the Board as a body, which has final authority to determine the scope of the Attorney's services. The Board as a body is free to direct the Attorney to discontinue any projects or services previously authorized by this policy.

The Superintendent, with prior notice to the Board, or the Board may engage separate counsel as needed to carry out the mission of the Edenton-Chowan Schools.

LEGAL REF: G.S. 115C-36; -40, -47; G.S 15A-544.5, -544.8

ADOPTED: June 7, 2004

AMENDED: March 5, 2012

EDENTON-CHOWAN BOARD OF EDUCATION

3100 SCHOOL CALENDAR

The Board annually will establish a school calendar in accordance with law. The Board shall consult with parents and school personnel in the development of the school calendar.

The number of hours in an instructional day does not have to be uniform among the schools in the district. The Board may approve school improvement plans that include days with varying amounts of instructional time.

Interruptions of instructional time and time off task must be kept to a minimum. The principal is responsible for ensuring that instructional time is maintained and protected in the school schedule. Each teacher is responsible for ensuring optimal use of instructional time in his or her classes. School personnel are encouraged to seek creative means of reducing transitional time and scheduling non-instructional activities.

Instructional time is defined as that time during which students are assigned to a teacher for the primary purpose of instruction. Instruction is any activity that leads toward the mastery of specific educational goals and objectives of the Edenton-Chowan Schools curriculum. ~~Activities such as homeroom, pep rallies, study hall, lunch, recess, etc., may not be counted as a part of the required minimum instructional time.~~ Breaks in the instructional day for changing classes, homeroom, lunch, pep rallies and similar non-instructional activities are not part of the instructional day and may not be counted towards the minimum instructional hours requirement.

LEGAL REF: G.S. 115C-84.2

ADOPTED: August 2, 2004

EDENTON-CHOWAN BOARD OF EDUCATION

4385 EMERGENCY EPINEPHRINE AUTO-INJECTOR DEVICES

Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Severe allergies can be undiagnosed, and students or others may experience their first severe allergic reaction while at school. Epinephrine auto-injector devices can be used to administer epinephrine to provide rapid first aid for persons suffering a potentially fatal reaction to anaphylaxis. This policy addresses the use of emergency epinephrine auto-injector devices administered under a non-patient specific ~~standing order~~ prescription. Student-specific orders for epinephrine auto-injector devices are addressed in policy 4300, Administering Medicines to Students.

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

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

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

Epinephrine auto-injector devices provided by the school are not intended, and cannot be used, as the sole supply for students known to have medical conditions requiring the availability of an epinephrine auto-injector device. Parents of students with known life threatening allergies and/or anaphylaxis must provide the school with written instructions from the students' health care provider for handling anaphylaxis and all necessary medications for implementing the student specific order in accordance with policy 4300, Administering Medicines to Students. Students who meet the conditions established in policy 4300 may possess and self-administer their own medication.

This policy does not require emergency epinephrine auto-injector devices to be available at activities held off school grounds (during or after the school day), including field trips or off-site athletic events, or during transportation to or from school.

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

Cross References: Administering Medicines to Students (policy 4300)

Adopted: March 2, 2015

EDENTON-CHOWAN BOARD OF EDUCATION

5022 REGISTERED SEX OFFENDERS

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

A. Registered Sex Offenders Banned From All School Property

In accordance with G.S. 14-208.18, all persons who (1) are required to register under the Sex Offender and Public Protection Program AND (2) have been convicted of any sexually violent offense or any offense in which the victim was under the age of 16 years at the time of the offense are expressly forbidden to knowingly be present on any property owned or operated by the school system, including school buildings, athletic fields, playgrounds, parking lots, school buses, activity buses or other property of any kind for any reason, including attendance at sporting events or other school-related functions, whether before, during or after school hours. In addition, sex offenders subject to G.S. 14-208.18 may not attend or be present at any student function or field trip on or off school property that is (1) school-sponsored or (2) otherwise under the official supervision or control of school personnel. This policy applies to all covered sex offenders regardless of their relationship to or affiliation with a student in the school system. (Refer to the North Carolina Attorney General's publication *The North Carolina Sex Offender & Public Protection Registration Program*, p. 13, for a description of which offenders are subject to G.S. 14-208.18 and thus, this policy.)

~~Persons Prohibited From School Property~~

~~The superintendent or designee shall consult with the board attorney and create and maintain a list of the criminal offenses that subject a person to the requirements of Section A above.~~

B. Enforcement

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

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

C. Exceptions

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

1. Students

Students who are subject to G.S. 14-208.18 may be on school property only in accordance with policy 4262, Student Sex Offenders.

2. Voters

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

3. Parents or Guardians

- a. An individual who is subject to this policy and is the parent or guardian of a student enrolled in school may be on school property only with prior written permission from the principal, and only for the following reasons:
 - 1) to attend a scheduled conference with school personnel to discuss the child's academic or social progress; or
 - 2) at the request of the principal or designee, for any reason relating to the welfare or transportation of his or her child.
- b. Prior to any visit, the parent must notify the principal of the school of his or her registration on the Sex Offender Registry and his or her desire to visit the school. The principal will notify the Superintendent or designee, who will issue a written letter granting or denying permission and imposing any limitations. A copy of this letter will be delivered to the principal.
- c. If permission to visit the school is granted, the individual must notify the principal in advance of the specific time and reason for each proposed visit.
- d. For each visit authorized by subsection (a) above, the parent or guardian must check in at the principal's office upon arrival and departure and remain under the direct supervision of school personnel at all times. If school personnel are not available to supervise the parent or guardian during any visit, then the parent or guardian will not be permitted to enter or remain on school property.
- e. For each visit authorized by subsection (a) above, the parent or guardian must comply with all reasonable rules and restrictions placed upon him or her by the principal, including restrictions on the date, time, location and length of meeting.

D. Contractual Personnel

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

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

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

LEGAL REF: G.S. 14-208.18, -25A; 115C-332, -332.1

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

ADOPTED: December 1, 2008

AMENDED: December 2, 2013

EDENTON-CHOWAN BOARD OF EDUCATION

