



Guilford County Board of Education
Policy Committee Meeting
November 6, 2:30 p.m.
Board Room, GCS Central Administrative Offices

Committee Members: Winston McGregor, Chairperson Sharon L. Contreras, PhD, Staff Liaison
T. Dianne Bellamy Small
Byron Gladden
Pat Tillman

AGENDA	
Welcome and Introductions	<i>Discussion Leader: Winston McGregor</i>
Review of Minutes for (October 16, 2019)	<i>Discussion Leader: Winston McGregor</i>
2000 – Board Operations <ul style="list-style-type: none">• 2125/7315 – Confidential Information	<i>Discussion Leader: Sharon L. Contreras, PhD</i>
4000 – Students <ul style="list-style-type: none">• 4000 – Focus on Students• 4202/5029/7272 – Service Animals in Schools	<i>Discussion Leader: Sharon L. Contreras, PhD, and Ronda Sortino</i>
7000 – Personnel <ul style="list-style-type: none">• 0000 – Domestic and Workplace Violence	<i>Discussion Leader: Sharon L. Contreras, PhD and Shirley Morrison</i>
Other Business	<i>Discussion Leader: Winston McGregor</i>
Next Meeting: December 12, 2019	
Adjournment	

Committee Members Present: Winston McGregor, T. Dianne Bellamy Small (via phone), Byron Gladden, Pat Tillman

Staff: Sharon L. Contreras, PhD, Nora K. Carr, EdD, Angie Henry, Margaret Winslow, Kim Hipp

Other: Linda Welborn, Khem Irby (via phone); Five Members of the Community

Approval of Minutes

Minutes from the September 11, 2019 meeting were approved.

GCS Board Policy Implementation Flow Chart

Margaret Winslow will incorporate Committee feedback and bring back for a second review at a future Committee meeting.

Policies Reviewed

- 1510/4200/7270 – School Safety
 - The Committee approved presenting Policy 1510/4200/7270, as proposed, to the Board of Education for a First Reading at the November 12, 2019 Board meeting.

- 4040/7310 – Student Staff Relations
 - The Committee approved presenting Policy 4040/7310, as proposed, to the Board of Education for a First Reading at the November 12, 2019 Board meeting.

- Policy DE – Student Meals Charge
 - The Committee approved presenting Policy DE to the Board of Education for a First Reading at the November 12, 2019 Board meeting, after accepting proposed revisions and incorporating the following recommended change:
 - Delete “elementary or middle school” from the third line so that the sentence reads, “Therefore, no student will be deprived a meal because the student did not have his/her meal money.”

Next meeting

The date for the next Policy Committee meeting is November 6, 2019.

Submitted by:

Nora K. Carr, EdD

Chief of Staff, Guilford County Schools

MEMO



MEMORANDUM

TO: Members, Board of Education

FROM: Sharon L. Contreras, Ph.D., Superintendent
Nora K. Carr, Ed.D., Chief of Staff

DATE: March 7, 2019

RE: 2019 Framework for Policy Committee Work

The Board of Education has been engaged in a process with the North Carolina School Boards Association (NCSBA) since August of 2017 to update its policies and administrative regulations to better reflect its values, mission, strategic priorities and goals as outlined in the district's 2022 Strategic Plan. Our service agreement with the NCSBA includes updates to existing policies as laws are amended or adopted at the state and federal level.

As part of this process, the Board also has tasked administration with reviewing policies from other similarly situated and transformation-minded school systems in North Carolina and nationally. Given the large volume of policies involved, we anticipate that reviewing, updating, eliminating outdated policies and adding new ones will take anywhere from three to five years.

During the past 12 months, the Board has adopted or amended 19 policies, including 11 in Section 4000, which includes policies that directly apply to students. Administrative regulations are developed on an as-needed basis by the Superintendent/designee following Board policy approval.

Process Overview

After analyzing NCSBA recommendations and policies from other districts and organizations, staff develops a draft for Superintendent review. Once the Superintendent has reviewed the draft, it goes to the committee for review. Following committee review, proposed policy changes or new policies are presented to the full Board for a First Reading and posted for a 30-day public comment period. Following the public comment period, the proposed changes/new policy may be: a) brought back to the committee for further discussion and amendment; or, b) presented to the full board as an action item/Second Reading (vote).

2019 Committee Organization

In order to align the committee's work in 2019 with the district's strategic plan and build on the foundation laid by the previous committee in 2019, we are proposing that the committee focus on the following key areas:

- 1) Policy changes that support the transformation work underway to help meet the 2022 Strategic Plan goals and key performance indicators (as needed);
- 2) Legal requirements and State Board of Education required policy changes (as needed);
- 3) Section 4000 – Students (approximately 17 policies related to student safety, attendance, fees and records); and,
- 4) Section 1000 and 2000 – Governing Principles and Board Operations (approximately 48 policies).

Given the new initiatives currently underway in the district, we recommend delaying committee review of student discipline policies contained in Section 4000 until 2021. However, administration will continue training staff in social and emotional learning and restorative practices and will continue to work to reduce disparities in student discipline as outlined in the district's 2022 Strategic Plan.

Employees and Board members have an absolute duty to maintain the confidentiality of records as required by law. Employees and Board members, by the nature of their positions, are exposed to confidential information that should not be repeated or discussed except with those recognized by law as having a right to the information.

Any employee or Board member who is not sure whether particular information may be protected by state or federal confidentiality laws should seek clarification from his or her immediate supervisor or the Assistant Superintendent for Human Resources (for employees) or from the Superintendent or Board attorney (for Board members). When violations occur, appropriate disciplinary action will be taken.

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

- knowingly, willfully and with malice permit any unauthorized person to have access to information contained in a personnel file, or
- knowingly and willfully examine, remove or copy a personnel file that he or she is not specifically authorized to access pursuant to G.S. 115C-321.

Legal References: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; G.S. 115C-47(18), -321, -402

Cross References: Board Member Orientation and Opportunities for Development (policy 2123); Communicable Diseases – Students (policy 4230), Student Records (policy 4700), Confidentiality of Personal Identifying Information (policy 4705/7825), Public Records – Retention, Release and Disposition (policy 5070/7350), Personnel Files (policy 7820)

Adopted:

The Guilford County Board of Education (the “Board”) recognizes that providing students with the opportunity to receive a sound basic education must be the primary focus of each school, the district, and the Board. To support students in their formal education, each school should strive for a learning environment in which:

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

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

Cross References: Board Authority and Duties (policy 1010)

Adopted:

DRAFT

The Guilford County Board of Education (the “Board”) will make reasonable accommodations for qualified persons with disabilities in accordance with policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities, and the requirements of state and federal law. An individual with a disability may be accompanied by his or her service animal on school property subject to the requirements of this policy. If necessary, the Superintendent may establish administrative regulations for the use of service animals on school property.

A. DEFINITION OF “SERVICE ANIMAL”

A “service animal” for purposes of this policy is any dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual’s disability or necessary to mitigate a disability. Federal regulation 28 C.F.R. 35.104 provides examples of types of work or tasks that would qualify. Service animals do not include any other species of animal, whether wild or domestic, trained or untrained, except that a miniature horse will be permitted for use as a service animal if reasonable modifications can be made after assessing the specific factors listed in 28 C.F.R. 35.136(i). Animals whose sole function is to provide emotional support, well-being, comfort, companionship, or therapeutic benefits, or to act as a crime deterrent, are not service animals for the purposes of this policy.

B. USE OF A SERVICE ANIMAL ON SCHOOL PROPERTY BY STUDENTS AND EMPLOYEES

1. Introduction of a Service Animal

School administrators shall facilitate the introduction of an eligible service animal into the school environment. To promote a successful integration of the service animal into the educational program and to minimize unnecessary disruption, an employee or student with a disability who intends to bring a service animal to school during the school day is encouraged to reference 4202/5029/7272-R.

2. Presence of a Service Animal on School Property

An employee or student with a disability accompanied by a service animal must meet the following requirements for a service animal to be present on school property.

- a. A student or employee who elects to be accompanied by a service animal will be expected to care for and supervise the animal. If a student is not capable of providing adequate care and supervision, the parent will be responsible for providing such care and supervision.

- b. If a student requires assistance from a parent or handler to control and care for the service animal while on school property, that individual must submit to a background screening, which may include a criminal history check in accordance with state law and any procedures established by the Superintendent.
- c. The service animal must be on a leash or other mechanical restraint at all times. If mechanical restraint is not feasible due to a student's disability, the animal must be under other sufficient means of control.
- d. The service animal must be housebroken, under the control of its handler, and have received all necessary vaccinations as required by state law.

The principal or designee shall notify all security personnel of the existence and possible locations of any service animals on school property.

C. USE OF A SERVICE ANIMAL ON SCHOOL PROPERTY BY SCHOOL VISITORS

A school visitor who is an individual with a disability may be accompanied by a service animal in accordance with all applicable state and federal laws and regulations and with policy 5020, Visitors to the Schools. A service animal that is accompanying a school visitor may be properly excluded from school property for a reason(s) set forth in section E of this policy.

D. LIABILITY

The Board may hold the owner or handler of a service animal liable for any property damage caused by the animal to the same extent required by other Board policy or administrative rules that impose liability for property damage. In addition, either the owner or handler, or both, may be liable for personal injury caused by the animal or related to the presence of the animal on school property.

E. EXCLUSION OF A SERVICE ANIMAL FROM SCHOOL PROPERTY

School personnel shall not ask an individual with a disability about the nature or extent of his or her disability or for proof of a service animal's training as a condition of allowing the animal onto school property. However, when not readily apparent to school personnel, a principal or designee may inquire as to whether the animal is required because of a disability and what work or task the animal has been trained to perform. Such inquiries may be made to confirm that the dog is a service animal and is rightfully present on school property.

If a service animal is excluded, an individual with a disability will be provided the opportunity to participate in educational services, programs or activities as required by law without having the service animal on the premises.

F. APPEAL OF AN EXCLUSION OF A SERVICE ANIMAL FROM SCHOOL PROPERTY

The Superintendent's decision regarding exclusion of a service animal from school property in accordance with this policy may be appealed consistent with the procedure established by the Superintendent under policy 1710/4021/7230, Prohibition Against Discrimination, Harassment, and Bullying, and any other procedure established by the Superintendent under policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities.

Legal References: Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; G.S. 130A-185, 168 art. 1, 168A-3 through -7

Cross References: Prohibition Against Discrimination, Harassment, and Bullying (policy 1710/2021/7230), Nondiscrimination on the Basis of Disabilities (policy 1730/4022/7231), School Volunteers (policy 5015), Visitors to the Schools (policy 5020)

Adopted:

DRAFT

Guilford County Schools prohibits workplace violence and domestic violence that impacts the workplace. The Board of Education seeks to create a safe and supportive work environment in which employees feel comfortable discussing and seeking assistance with issues of workplace and domestic violence.

A. DEFINITIONS

Domestic violence is defined as intentionally causing or attempting to cause bodily injury to, placing in fear of imminent serious bodily injury, or committing other acts prohibited by North Carolina General Statutes Chapter 50B, upon a person or a minor child residing with or in the custody of a person with whom the person committing the act has or has had a personal relationship.

Personal relationship is defined in North Carolina General Statutes Chapter 50B and includes people who are current or former spouses, are related as parents or grandparents of a minor child, have a child in common, are current or former household members, or are persons who live together or who have lived together or who are in a dating relationship or have been in a dating relationship as defined by Chapter 50B.

Workplace violence, as prohibited by this policy, includes, but is not limited to:

- harassment;
- threat(s);
- physical violence; and
- property damage.

Harassment is defined as conduct or communication designed or intended to intimidate, threaten, or frighten an employee. Examples of harassment include, but are not limited to, showing up at an employee's workplace with the intent to harass the employee or a pattern of conduct such as repeatedly calling or texting an employee while the employee is at work. As provided in Board Policy 1710/4021/7230, Prohibition Against Discrimination, Harassment, And Bullying, harassment also includes conduct that creates an intimidating, hostile or offensive work environment for an employee.

Threat is defined as a gesture or an expression of intent, orally, in writing, through social media or other electronic communication, or by any other means, to cause physical or mental harm to an employee.

Physical violence is defined as attempting to cause or intentionally causing bodily injury to an employee, or engaging in any unwanted or hostile physical contact against an employee, such as hitting, fighting, pushing, or shoving an employee.

Property damage is defined as any intentional damage to property, including property owned by the Board of Education, employees, visitors, students, vendors, and any other property located on

Guilford County Schools' premises.

Workplace violence also includes any other act that places an employee in reasonable fear for the employee's safety in the workplace.

B. REPORTING VIOLENCE

An employee who sees an act of physical violence or has knowledge of an imminent threat of physical violence on Board of Education property or at school-sponsored events, such as knowledge of an individual with a weapon who seems intent on doing harm, should call 911 and alert the Emergency Management Office immediately. An employee who is a victim of workplace violence is strongly encouraged to report the violence or threat of violence to his/her immediate supervisor and the Human Resources Department.

An employee who obtains a civil no-contact or domestic violence order that lists any Board of Education property as a protected area or that could impact the employee in the workplace is strongly encouraged to immediately provide a copy to the employee's supervisor. The Board appreciates the sensitivity of this information, and supervisors will take every reasonable effort to disclose this information only to persons within Guilford County Schools who have a need to know.

A supervisor who receives a copy or has knowledge of the content of an employee's civil no-contact or domestic violence order shall immediately notify the Guilford County Schools Emergency Management Office and Human Resources Department and provide a copy of the order, if applicable.

C. DISCRIMINATION PROHIBITED

The Board of Education shall not discharge, demote, deny a promotion to, discipline, or otherwise discriminate in the terms, conditions, or benefits of employment against any employee because the employee took reasonable time off from work to obtain, or attempt to obtain, a domestic violence protective order or other relief pursuant to [Chapter 50B of the North Carolina General Statutes](#); to obtain, or attempt to obtain, a civil no-contact order or other relief pursuant to [Chapter 50C of the North Carolina General Statutes](#); or to testify or otherwise appear in a court proceeding as a witness to workplace or domestic violence.

The Board of Education shall not discharge, demote, deny a promotion to, discipline, or otherwise discriminate in the terms, conditions, or benefits of employment against any employee for disclosing his or her status as a victim of violence, for submitting a grievance pursuant to Board Policy GAE regarding workplace or domestic violence, or for disclosing concerns to the Board of Education regarding workplace or domestic violence.

D. RETALIATION PROHIBITED

The Board of Education shall not retaliate or take any adverse employment action against any employee for submitting a grievance pursuant to Board Policy GAE, Grievances - Employees,

regarding workplace or domestic violence; for taking reasonable time off from work for pursuing or attempting to pursue an order or other relief under [Chapter 50B](#) or [Chapter 50C](#) or for testifying or otherwise appearing in a court proceeding as a witness to workplace or domestic violence; for disclosing his/her status as a victim of violence; or for reporting actions of violence perpetrated against an employee that occur in or have an impact on the workplace.

E. DISCIPLINARY ACTION FOR ENGAGING IN WORKPLACE VIOLENCE

Employees who engage in workplace violence, as defined in this policy, will be subject to disciplinary action. The conduct prohibited by this policy is also governed by Board Policy 1710/4021/7230, Prohibition Against Discrimination, Harassment, And Bullying.

F. TRAINING AND EDUCATIONAL PROGRAMS ON WORKPLACE VIOLENCE

The Superintendent will provide staff training about workplace violence and domestic violence that impacts the workplace and on the provisions of this policy, and will provide supervisors training on handling disclosures from employees of workplace violence or of domestic violence that impacts the workplace.

Legal References:

Cross References:

Adopted: