

Monthly Business Meeting of the Board of Trustees

Monday, February 27, 2017

6:00 p.m. – District Office Board Room

A G E N D A

I. Call to Order: **Evan Cooper – Sunset Park Center for Accelerated Studies**

A. Approval of Agenda (Policy BEDB)

(Under consent agenda, all action items will be voted on after one motion and second to approve them without discussion. If a board member wants any action item discussed or voted on separately, the board member, before the agenda is approved, must ask that the action item be moved to the discussion item section.)

II. Recognitions

A. Recognition of Employees of Excellence

III. Citizen Participation

IV. Consent Action Agenda

A. Approval of Minutes

1. January 23, 2017 business meeting (Policy BEDG)

2. February 13, 2017 work session (incl. Data Session)

B. Approval of Personnel Recommendations (Policy BDD)

C. Approval of Use of Facilities Requests (2) (Policy KF)

D. Approval of April Work Session Date Change (Policy BE)

E. Approval of Out of Continental U.S. Field Study Request

V. Action Agenda

2nd Read Policies (Policy BG/BGD) *(on website 1/27/17, comments attached)*

A. Approval of Policy **JLCC**–Communicable/Infectious Diseases (Ref. Policy BG/BGD)

B. Approval of **JLCC-E(1)**–Head Lice Procedures and Instructions for Parents

C. Approval of Policy **JLCD**, **JLCD-R**–Assisting Students with Medicines

D. Approval of **JLCD-E(1-6)** – Assisting Students with Medicines

E. Approval of Policy **JLCDB** – Use of Epinephrine Auto-Injectors

F. Approval of Policy **JLCE** – First Aid and Emergency Care

1st Read Policy (Policy BG/BGD)

G. Approval of Policy **DM** – Cash in School Buildings

H. Approval of Classification Change for Palmetto School from Local Charter School to Alternative Education Campus Charter School (Policy IHBH)

I. Approval of 2017-18 School Calendar (Policies BDD, IC)

J. Approval of Activity Bus Rental Request

K. Approval of Board Member Travel to NSBA Conference, Denver, CO (March 25-27, 2017)

VI. Communications

VII. Report of the Superintendent

A. Announcements

B. Application for Rezoning Change of Edgewood Property

Learn + Grow + Connect + Thrive

VIII. Review of School Board Work Session

IX. Other and Future Business

X. Executive Session(s) – *(Policy BEC)*

(1) **Property Matter** – *Sullivan Middle School Construction Update*

(2) **Personnel Matter** – *Hiring*

(3) **Student Matters** – *Student Appeals*

XI. Action as Required from Executive Session(s) *(Policy BEC)*

XII. Adjournment

Learn + Grow + Connect + Thrive

Memorandum

TO: Dr. Kelly Pew
FROM: Mychal Frost
DATE: February 22, 2017
SUBJECT: Call to Order at February 27th School Board Meeting

Evan Cooper, a 5th grader at Sunset Park Center for Accelerated Studies, will provide the “Call to Order” at the February 27th school board meeting.

Evan:

- has attended Sunset Park since kindergarten as part of the choice program
- is a member of the school safety patrol and Beta Club
- participates with the Robotics Club and Science Bowl team
- is active in Scouting (Boy Scout Troop 925) and is an alter server at St. Mary’s Catholic Church

Parents: Tim and Beth Cooper

Siblings: His younger sister, Meredith, is a 2nd grader at Sunset Park.

Principal: Dr. Tammy White (represented at the meeting by assistant principal Keri Beth Brown)



Communications Department
Telephone: 981-1008 - Fax: 981-1094

Memorandum

TO: Dr. Kelly Pew
FROM: Mychal Frost
DATE: February 23, 2017
SUBJECT: Recognitions for February 27th School Board Meeting

A. Employees of Excellence

Each quarter, the Rock Hill School District Administration recognizes Employee of Excellence. The purpose of the Rock Hill Schools Employee Recognition Program is to recognize those employees that have made extraordinary contributions throughout our district. Honorees include Individual School or Department Employees. At this time, Dr. Kokolis will come forward to announce our February 2017 honorees.

Kelsey Williams Moore
Dustin Wilson
Whitney Helton
Kim Nordin
April Smith
Diana Fitzgerald
Jennifer Melton
Hana Sands
Susanne Willard

Laura Cline
Tracy Hendel
Dana Burrell
Teresa Williams
Leslie Moton
Shannon Reed
Diane Slater
Melissa Tucker
Phyllis Moore

Melissa Reeves
Mary Robles
Kay Runyans
Kelly Mitchell
Jeff Chan
Faye Larkins
Janice Hyatt



Meeting of the Board of Trustees

Monday, January 23, 2017

6:00 p.m. – District Office Board Room

I. Call to Order and Approval of Agenda

The Board of Trustees met on this date at 6:00 p.m. with members present as follows: Jim Vining, Chairman; Windy Cole; Mildred Douglas; Terry Hutchinson; Helena Miller; Ann Reid; and Jane Sharp. Chairman Vining called the meeting to order and Lola Truong, a fifth grader at Mt. Gallant Elementary School, led in a moment of silence and the Pledge of Allegiance.

Chairman Vining stated that the local news media had been notified of the agenda, in writing, on Thursday, January 19, 2017. Amanda Harris, with *The Herald*, was present.

A motion was made by Terry Hutchinson, seconded by Helena Miller, to approve the agenda. Chairman Vining stated that during Item A under Recognitions the Board would sign a document provided by the SCSBA; Item D – the SPSHS Varsity Football Team is also being recognized by the City Council and will be recognized by the Board upon their arrival; and, there will be a brief break after the last item under Recognitions to allow those who need to leave, to do so in an orderly fashion. The motion to approve the agenda was unanimously approved, 7-0.

II. Recognitions

A. Board of Trustees

Superintendent Pew noted that January is School Board Appreciation Month, and on behalf of the 17,500 children in our school district, our faculty and staff, thanked the Board for everything they do every single day to support our school district.

Sherry East, representing the South Carolina Education Association and the York County Education Association, also recognized our Board of Trustees as part of School Board Recognition Month.

Chairman Vining read an Ethical Principals statement from the SCSBA and each member of the board signed the statement. This statement will be framed and hung in our board room.

B. Rebecca Partlow

Tonight, we take a moment to recognize Ms. Beckye Partlow. This is the first school board meeting in nearly two decades that Beckye has not had to attend as a responsibility of her position. Last Friday, January 20 marked the 47th anniversary of her start date with Rock Hill Schools. Not coincidentally, she selected that date as her official retirement date after a long career with the district. Tonight, we offer a heartfelt thank you to Beckye for her tireless commitment to the students, staff and faculty of Rock Hill Schools.

C. RHHS Girls Tennis Team

The Rock Hill Lady Bearcats Tennis Team defeated Dutch Fork 4-2 to capture the school's first-ever Girls Tennis State Championship on November 12 at the Cayce Tennis Center. The Lady Cats finished the season with a perfect 19-0 record. At the state championship, the Lady Cats won the number 2, 3, 4 and 5 single matches, while dropping a close number two doubles match and the number one singles in a tie breaker. The Lady Cats were dominate throughout the playoffs as they beat Byrnes and JL Mann 6-0 before downing Spartanburg, TL Hanna and Dutch Fork by scores of 4-2. Congratulations Lady Cats!!

D. SPHS Varsity Football Team

On Saturday, December 17, 2016, the South Pointe High School Stallions capped a remarkable season with a 51-28 win over Hartsville at Williams-Brice Stadium to become the 2016 South Carolina High School Class 4-A football champions. The win marked the third straight state championship for South Pointe and the fifth title in 11 season of varsity football. Congratulations Stallions!

III. Citizen Participation - None

IV. Consent Action Agenda

On a motion by Terry Hutchinson, seconded by Jane Sharp, the following topics on the consent action agenda were unanimously approved: the minutes of the December 12, 2016 combined work session/business meeting; the minutes of the January 9, 2017 work session (incl. data session); the personnel recommendations as submitted by the administration; Use of Facilities Requests for *New Spring Church* and *Kingdom Revolution Worship Center*; and, the Financial and Procurement Audits.

V. Action Agenda

A. Approval of Section J Policies – 1st reading

A motion was made by Helena Miller, seconded by Terry Hutchinson, to approve the following Section J policies for 1st reading:

JLCC – *Communicable/Infectious Diseases*

JLCC-E(1) – *Head Lice Procedures and Instructions for Parents*

JLCD, JLCD-R – *Assisting Students with Medicines*

JLCD-E(1-6) – *Assisting Students with Medicines*

JLCDB – *Use of Epinephrine Auto-Injectors*

JLCE – *First Aid and Emergency Care*

This motion was unanimously approved, 7-0.

VI. Communications - None

VII. Report of the Superintendent

A. Announcements

Superintendent Kelly Pew made the following announcements:

- Parents, business leaders, faith leaders, and others are invited to attend at least one community open house this year at each of our schools. Our next open house will be on Friday, February 3 with stops at two of our language immersion choice programs. You

are invited to Richmond Drive Elementary at 8:30 a.m. and then to Ebinport Elementary at 10:00 a.m. The full open house schedule is available on our website.

- Rock Hill Schools will host its second School Choice Fair on Thursday, January 26 from 6-8 p.m. at the Kenneth Monroe Transformation Center located at 785 Saluda Street. This event provides an excellent opportunity for families interested in learning more about each of our choice programs. At the fair, representatives from each of our programs – Arts, International Baccalaureate, Inquiry, Language Immersion, Montessori, and STEAM – will be answering questions and encouraging parents to sign up for a visit to see the program in action. Coupled with the fair, we are currently accepting applications to each of our choice programs. If interested, please register online by February 17.
- The School Board will meet next meet on Monday, February 13 for a work session. The meeting will begin at 4 p.m. with a data review session and will be held in the district office board room. The next business meeting will be Monday, February 27 at 6 p.m. at the district office.

B. RHS Education Foundation Quarterly Report

Alice Williams Davis, president of the Rock Hill Schools Education Foundation, presented an update to the Board as well as information about the 2017 annual campaign.

VIII. Review of School Board Work Sessions

Mr. Vining reviewed, for the viewing audience, the topics discussed at the December 12 and the January 9 work sessions.

IX. Other and Future Business

*Mrs. Cole stated teachers would like to have the opportunity to speak with the Superintendent, to discuss items that they are concerned about, as has been done in the past.

*Mrs. Reid stated she is concerned about students signing up in middle school on their career track and how that is monitored through the high schools year.

X. Executive Session(s)

A motion was made by Windy Cole, seconded by Jane Sharp, to adjourn Open Session and enter into Executive Session to discuss **(1) Student Matters – Student Appeals**; and, **(2) Personnel Matters – Contractual Matter, Employment Matter**. This motion was unanimously approved, 7-0.

XI. Action as required from Executive Session(s)

>A motion was made by Terry Hutchinson, seconded by Helena Miller, to adjourn Executive Session and reconvene Open Session. This motion was unanimously approved, 7-0.

>A motion was made by Terry Hutchinson, seconded by Windy Cole, to overturn the expulsion of the student in “Case A” and return student to his/her home school. This motion was unanimously approved, 7-0.

>A motion was made by Jane Sharp, seconded by Helena Miller, to end the expulsion of the student in “Case B” effective January 23. Student may attend an alternative program available within the district with monthly drug screening. Student would be eligible to return to his/her home school in the fall of 2017. This motion was unanimously approved,7-0.

>A motion was made by Helena Miller, seconded by Terry Hutchinson, to grant the request of a professional employee to be released from the employee’s contract with the District and to direct the administration to make a formal complaint to the State Board of Education regarding the employee’s breach of contract. This motion was unanimously passed, 7-0.

A motion was made by Mildred Douglas, seconded by Terry Hutchinson, to eliminate a vacant payroll assistant position and add an internal auditor position. This motion was unanimously passed, 7-0.

XII. Adjournment

On a motion by Jane Sharp, seconded by Helena Miller, the meeting adjourned.

Secretary

APPROVED: _____
Chairman

PERSONNEL MATTERS – January 2017

The board affirmed contracts for the following certified employee(s):

Kyra K. Corley..... Dutchman Creek
Monica R. Faulkner Ebenezer Avenue/Richmond Drive
Tracy M. Miskelly Finley Road
Cathleen J. NeSmith India Hook
Donna L. Freemon Lesslie
Ella A. Waller-Penza Northwestern
Christine G. Burkhardt..... Northwestern/South Pointe
James “Michael” Mayer..... Rock Hill High
Candi B. Mitchell..... Rosewood
Stacy L. Patrick..... Rosewood
Rebecca C. Shackelford..... Rosewood
Lacy M. Adams Sullivan
Joanna N. Sewell The Children’s School

AS INFORMATION TO THE BOARD

Resignations – Certified

Paola S. Dattilio..... Dutchman Creek
Ray D. McCleod..... Sullivan
Elizabeth G. Thornal Sullivan
Jennifer A. Werner South Pointe

Termination - Certified

Russell R. Fricke South Pointe

Resignations – Non-Certified

Deedra D. Witherspoon..... Castle Heights
Joshua M. Munn Facilities Services
Tammy J. Deese Northside
Felicia V. Ivory Adams The Children’s School
Marilyn Page York Road

New Employees – Non-Certified

Lena Jackson Alvarado Belleview
Maria E. McFadden Belleview
Jeanie M. Faris Facilities Services
Marvin E. Orr, III Facilities Services
Tayari N. Feemster Oakdale
Donna J. Austin Saluda Trail
Carrie N. Neal..... The Children’s School
Kenney R. Wright..... The Children’s School

Transfer – Non-Certified

Brenda Ghent..... York Road

ROCK HILL SCHOOL DISTRICT THREE BOARD OF TRUSTEES

Board Work Session

Monday, February 13, 2017

District Office

Call to Order

The Rock Hill School District Three Board of Trustees met this date at 4:00 p.m. with members present as follows: Windy Cole*, Mildred Douglas, Terry Hutchinson, Helena Miller, Ann Reid*, Jane Sharp and Jim Vining. Chairman Vining called the meeting to order.

A motion was made by Terry Hutchinson, seconded by Jane Sharp, to approve the agenda. The agenda was unanimously approved as presented, 5-0. (*Mrs. Reid* and Mrs. Cole* were absent at the time the agenda was approved.*)

Data Session

The Board received their monthly data update from the administration. (*This session took place from 4:00-5:00 p.m.*)

Executive Sessions

A motion was made by Jane Sharp, seconded by Helena Miller, to adjourn open session and enter into an executive session for a legal matter (structured debt settlement) and property matters (sale of property; and a property management issue). This motion was unanimously approved, 7-0.

A motion was made by Terry Hutchinson, seconded by Ann Reid, to adjourn executive session and reconvene open session. This motion was unanimously approved, 7-0.

Call to Order (cont'd)

Natalie DiStasio, a third grade student at Rosewood Elementary School led in a moment of silence and the Pledge of Allegiance. Mr. Vining stated that the local news media was notified of the agenda, in writing, on Friday, January 6, 2017.

Action as Required from Executive Session

No action was taken from the executive sessions.

Title I School SIC – *Northside Elementary School*

Mrs. Cassidy Valerino and members of the Northside Elementary School Improvement Council presented to the Board and were on hand to answer any questions.

GT Audit Q&A

Dr. Harriet Jaworowski introduced Dr. Joyce VanTassel-Baska, an internationally recognized researcher and author in Gifted Education. The Board had received the GT (Gifted & Talented) audit report, provided by Dr. VanTassel-Baska, the previous week as well as in their board packet. Dr. VanTassel-Baska was on hand to answer questions. The Board also received a summary of the commendations and recommendations from the report.

Principals, teachers for GT students, parents, and the Instruction Department were provided with an explanation of Dr. VanTassel-Baska's findings on February 13 and February 14.

Section “J” Policies – 5th Set

Associate Superintendent Luanne Kokolis presented to the Board for review, the 5th set of Section “J” policies for 2nd reading:

Policy **JLCC** – *Communicable/Infectious Diseases*

Exhibit **JLCC-E(1)** – *Head Lice Procedures and Instructions for Parents*

Policy **JLCD** – *Assisting Students with Medicines*

Administrative Rule **JLCD-R** – *Assisting Students with Medicines*

Exhibit **JLCD-E(1)-(6)** – *Assisting Students with Medicines*

Policy **JLCDB** – *Use of Epinephrine Auto-Injectors*

Policy **JLCE** – *First Aid and Emergency Care*

These policies/administrative rules/exhibits will be on the Action Agenda for the February business meeting for final reading.

New Charter Status

Associate Superintendent Dr. Harriet Jaworowski notified the Board that The Palmetto School at the Children’s Attention Home, a local charter school, has requested that the Rock Hill School Board consider a change of status for their school. This is due to changes in accountability and changes related to the Department of Social services. The change would mean The Palmetto School would go from being a local charter school to being classified as an Alternative Education Campus Charter School. This item will be on the Action Agenda at the February business meeting.

Policy ADF – School Wellness

Board Member Helena Miller had asked for a discussion on Policy **ADF**, **ADF-R** – *School Wellness*. Mrs. Miller acknowledged the importance of healthy foods in our schools and making sure children receive adequate nutrition, but feels that for special occasions, specifically Valentine’s Day parties, the Board needs to be very careful about dictating what an individual school can allow for this once a year celebration. Mrs. Miller suggested adding a paragraph to the administrative rule giving principals some leeway to make their own decisions on what snacks are brought in for Valentine’s Day parties.

Associate Superintendent Dr. Luanne Kokolis stated that giving principals “leeway” could put a burden on principals with monitoring all the different products brought in, due to peanut and other food allergies.

Mrs. Sadie Kirell, district lead nurse, stated that new federal regulations are coming for school districts’ wellness policies. The wellness policy will be brought before the Board for revisions by June 30, 2017. The district’s wellness committee will have input on the revisions to this policy. Mrs. Miller will be the board representative for the wellness committee.

Mrs. Kirell stressed that so much food comes in on Valentine’s Day that the risk of an allergen exposure goes up tremendously. Snacks brought in for “someone else’s child” must have an ingredients label on the package.

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District Office

The Board will discuss this issue further at a future work session.

NSBA Equity Symposium Report

Mrs. Helena Miller updated the Board on the NSBA Equity Symposium that she recently attending in Washington, D.C.

Policy JKE, JKE-R – Expulsion of Students – 1st reading

Dr. Kokolis reviewed with the Board the discipline response flowchart included in the board's packet. The flowchart depicts the flow of decision-making and consequences that occur when there has been a disciplinary incident. Also included in the board's packet were edits to Policy **JKE, JKE-R – Expulsion of Students** for review.

The Board expressed concern over the timing of the process, and how long it takes an appeal to be brought before the Board.

Dr. Pew explained for the Board the timing of the process, and the steps that have to take place, by the parent/legal guardian and the district, before bringing the appeal to the Board.

Chairman Vining suggested no changes be made to Policy **JKE – Expulsion of Students** until after the solicitor's office meets with the Board at the April work session.

Policy DM – Cash in School Buildings – 1st reading

Mrs. Terri Smith, Chief Finance Officer, presented to the Board for review revised Policy **DM – Cash in School Buildings** for 1st reading. This revision is in response to the Student Activity Study recommendation 2-7, "consider revising School Board Policy DM – *Cash in School Buildings* to address the needs and concerns relating to gate receipts." This policy will be on the Action Agenda for the February business meeting for 1st reading.

2017-18 School Calendar

Mr. Mychal Frost, Director of Communications, presented to the Board multiples drafts (Drafts A, B, C) of the proposed 2017-18 school calendar. Between Draft A and B, the more traditional Draft A does not consider legislative efforts that would allow a one-year waiver to school start date legislation (due to a solar eclipse in August of 2017). Draft C has been modified to reflect feedback submitted on a community survey that received 527 responses.

A recommended calendar will be on the Action Agenda for the February business meeting, for a possible vote.

April Work Session Date Change

Superintendent Pew notified the Board that the second Monday of April (April 10) will fall during spring break this year. The following Monday, April 17 could possibly be a district-wide holiday if that day is not used as an inclement weather make-up day between now and then.

Board Work Session – Page 4
Monday, February 13, 2017
District Office

The administration's recommendation is to move the date of the April work session from April 10 to April 3.

This item will be on the Consent Agenda for the February business meeting.

Federal Programs Update

Dr. Harriet Jaworowski presented to the board as information the Federal Programs Report for 2016-2017. Dr. Jaworowski stated that the district's Title I 2016-17 allocation was \$4,240,862.28. The Title I schools for 2016-17 were *Bellevue, Ebenezer, Finley Road, Northside, Oakdale, Palmetto School at Children's Attention Home, Rosewood, and York Road.*

Other and Future Business

The Board was reminded of following:

- *SCSBA survey for board retreat
- *Ethics filing due in March, 2017
- *Community Visits & Ground Breaking on February 24

Adjournment

On a motion by Terry Hutchinson, seconded by Helena Miller, the meeting adjourned.

MONTHLY BOARD REPORT

FEBRUARY 27, 2017

PERSONNEL DEPARTMENT

SUMMARY

ROCK HILL SCHOOL DISTRICT THREE OF YORK COUNTY
ROCK HILL, SOUTH CAROLINA

1. BOARD ACTION REQUIRED

ADMINISTRATIVE

New Employee.....(1)

CERTIFIED

New Employees(5)

2. AS INFORMATION TO THE BOARD

ADMINISTRATIVE

Resignations.....(3)

CERTIFIED

Resignations.....(47)

Transfers(2)

NON-CERTIFIED

Resignations.....(3)

New Employees(2)

Transfers(2)

BOARD ACTION REQUIRED

NEW EMPLOYEE – ADMINISTRATIVE (1)

Barbara S. Fewell	District Office	Reading recovery teacher leader
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NEW EMPLOYEES – CERTIFIED (5)

Brittney G. Jensen	Castle Heights	Grade seven math teacher
Flor De M. Duque	Dutchman Creek	Spanish teacher
Jan H. Elliott	Old Pointe	Media specialist
Lynn LeGrand	Richmond Drive	Grade two teacher
Melody Jan Moore	Rosewood	Academic intervention teacher

AS INFORMATION TO THE BOARD

RESIGNATIONS – ADMINISTRATIVE (3)

Elsie C. Andrews	Adult Education	Director of adult education
Barbara S. Fewell	District Office/Instruction	Reading recovery teacher leader
James M. Jerrell	District Office/Instruction	District elementary math coach

RESIGNATIONS – CERTIFIED (47)

Suzanne D. Young	ATC	Culinary arts teacher
Erica M. LeBleu	Bellevue	Grade two teacher
Rose A. McWaters	Bellevue	Academic assistance teacher
Emily F. Walker	Bellevue	Grade two teacher
Gracie M. Adams	Castle Heights	School nurse
Christine L. Derajty	Castle Heights	Grade eight science teacher
Elizabeth Goble	Castle Heights	Media specialist
Patricia J. Grawe	Castle Heights	Guidance counselor
Emily Logan	Castle Heights	Grade seven math teacher
Melanie A. Doan	Dutchman Creek	Grade seven English L/A teacher
Monica R. Faulkner	Ebenezer Ave./Richmond Drive	Special education resource teacher
Kandy L. Hamilton	Ebenezer Avenue	Grade two teacher
Rose B. Cox	Ebenezer Avenue	Grade three teacher
Jane B. Parrish	Ebinport	Grade five teacher
Donna K. Kroener	Exceptional Student Education	School psychologist
Nan Mask	Exceptional Student Education	School psychologist
Carol W. Hegwood	Finley Road	Grade two teacher
Patricia A. Jackson	Finley Road	Grade two teacher
Deborah M. Keener	Independence	School nurse
Gail W. Abernethy	Mt. Gallant	Guidance counselor
Judith S. Williams	Mt. Gallant	Grade three teacher

James A. Boyer	Northwestern	Special education resource teacher
Rena S. Hill	Northwestern	Guidance counselor
Sheila R. Jesgar	Northwestern	Special education intensive support teacher
Kathleen C. Pugh	Northwestern	Science teacher
Beverly H. Barringer	Old Pointe	Grade one teacher
Brandan W. Craig	Old Pointe	Grade five teacher
Jan E. Elliott	Old Pointe	Media specialist
Lynn O LeGrand	Richmond Drive	Grade two teacher
Vicki J. Scheppegrell	Richmond Drive	Grade two teacher
Rita W. Whitesides	Richmond Drive	Kindergarten teacher
Michael R. Biddix	Rock Hill High	Physical education teacher
Cathleen V. Crawford-Cobb	Rock Hill High	Special education resource teacher
Curdy J. Dubreuze	Rock Hill High	Spanish teacher
Cindy J. Godfrey	Rock Hill High	Science teacher
James B. Jollie	Rock Hill High	Physical education teacher
Larry D. Williams	Rock Hill High	ROTC instructor
Jennie M. Ashworth	Rosewood	Kindergarten teacher
Marie-Claude Ouellet	Rosewood	Grade one French immersion teacher
Sally Tucker	Rosewood	Reading recovery teacher
Cheryl A. Ford	Saluda Trail	Grade seven English L/A teacher
Pamella C. Johnson	Saluda Trail	Choral music teacher
Robert D. Griffin	South Pointe	Special education resource teacher
Rebecca M. Anderson	Sullivan	Special education resource teacher
Lorena N. Thomas	Sunset Park	Grade three teacher
Betsy D. Jackson	York Road	Media specialist
Mason E. Simmons	York Road	Grade one teacher

TRANSFERS – CERTIFIED (2)

Joy M. Bower	Northwestern	School nurse
Kathryn D. VanGelder	Dutchman Creek	School nurse

RESIGNATIONS – NON-CERTIFIED (3)

David Giles	Facilities Services	Preventive maintenance
William E. Cureton	Northwestern	Special education assistance
William M. Barnes	Rawlinson Road	Building maintenance

NEW EMPLOYEES – NON-CERTIFIED (2)

Fredericka P. Hyman	Castle Heights	Special education shadow assistant
Calvin K. Hallman	Dutchman Creek	Custodian

TRANSFERS – NON-CERTIFIED (2)

Richard M. Williams	District Office/IT	Technology support technician
Major Lee Boulware	Saluda Trail	Custodian

(1) Approval of Use of Facilities – New Spring Church

At the February 22, 2016 business meeting the board voted to approve the Use of Facilities request, on a month-to-month basis, for New Spring Church to use Rawlinson Road Middle School's auditorium.

(2) Approval of Use of Facilities – Kingdom Revolution Worship Center

At the October 24, 2016 business meeting the board voted to approve the Use of Facilities request, on a month-to-month basis, for Kingdom Revolution Worship Center to use Saluda Trail Middle School's auditorium.



Superintendent's Office
Phone: 803-981-1002

Memo

TO: Board of Trustees

FROM: Kelly Pew

DATE: February 23, 2017

SUBJECT: April Work Session Date Change

The second Monday of April (April 10) will fall during spring break this year. The following Monday, April 17, could possibly be a district-wide holiday if that day is not used as an inclement weather make-up day between now and then.

Our recommendation would be that we move the date of the April work session from April 10 to April 3.

FIELD STUDY REQUEST

Field Trip System Data Entry Completed:

Revised
9/27/2012

NOTE: Please submit one field study request form per field study. Students who participate in field study must have written parent permission. Bus roster and emergency contact numbers must be with teacher in charge of field study. All overnight field study and out of state day field study requests must be approved by the Superintendent prior to the study. Out of Country field study requests require Board of Trustees approval. The signature dates must be in sequential order. First semester overnight requests must be submitted by September 30. Second semester overnight requests must be submitted by January 31. Local field study requests must be submitted to the building principal at least 2 weeks in advance. Requests may not be submitted at other times unless they are for academic, club, or sports competitions.

Check all that apply: <input type="checkbox"/> In-State <input checked="" type="checkbox"/> Out-of-State <input type="checkbox"/> Day <input checked="" type="checkbox"/> Overnight				Competition? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Person in Charge of Group Sandra Queen, Shelley Threatt		Class Requesting Trip: Visual and Performing Arts		School: Northwestern High School	
Destination (attach itinerary): Paris, Normandy, London		Destination City/State: Paris, Normandy, London		Dates of Trip: Spring Break 2018	
Destination contact phone number:					
Number of Student Attending: 35-50 students and parents		Will students be eating lunch in cafeteria? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Teacher Chaperones Attending: Adult/Parent Chaperones Attending: (1 chaperone per 6 students):		Classroom Time Lost: Up to 2 instructional days on either end of spring break. This will be determined 90 days prior to departure and is based on the flight itinerary			
Missy Lehman Background Check Completed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Will a substitute teacher be required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Sandra Queen Background Check Completed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		If yes, list dates: TBD See Below			
Shelley Threatt Background Check Completed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Full Day TBA as flight information becomes available			
Background Check Completed <input type="checkbox"/> Yes <input type="checkbox"/> No		Half Day (a.m.)			
(Please attach a list of additional names with background check information on separate sheet of paper if needed)		Half Day (p.m.)			
Topic being studied: Art, Architecture, Literature, and Music		Cost per student: approximately 3,000.00			
		Payment Plan Available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Objectives of this trip in relation to topic: The objective of this trip is a reflection of the state standard VAH 1-4.2, 4.3, 4.5. Students will be able to describe and discuss the function and meaning of specific artworks from European cultures. Students will apply their knowledge of art history to identify and explain the characteristics of French/British art and architecture. The students will apply know knowledge of European history, cultures, and technologies in the creation of original visual artwork. (Specific areas of interest include the Eiffel Tower, Arc de Triomphe, D-Day Beaches, Buckingham Palace, Westminster Abbey, etc) Please see the attached flipcharts		Funding Source (fundraiser, school activity fund, student): Students and parents are primarily responsible for their own funding made payable to EF tours using their choice of payment plans, however, there will be several fundraising opportunities available for those who are interested.			
		Possible Fundraisers will be candy or bake sales, Chic-fil-a Nights, etc.			
Educational preparations for this trip: Students will attend meetings quarterly, bi-monthly, and then monthly in preparation for the trip. Teachers will also complete units of study on the Impressionism movement, Cathedral Architecture, and English Literature (Cantebury is a side stop).		Scholarship Available? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Follow-up plans and activities: Students will have the opportunity to display some of their best work and or photographs in the Amphora Gallery at Northwestern High School.					
Transportation Information: <input type="checkbox"/> No Transportation Needed <input type="checkbox"/> Activity Bus #needed: _____ <input type="checkbox"/> Van/Mini Bus #needed: _____ <input type="checkbox"/> Charter Bus <u>Air</u>					
Driver furnished by Transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No, If no, list driver name: _____					
Pick up time: _____ Return time: _____ Number of Students: _____ Number of Adults: _____ Wheelchair: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Plan of Payment – TRANSPORTATION ONLY: (Does not include admission, meals, etc.) <input type="checkbox"/> School District <input checked="" type="checkbox"/> School Activity Fund <input type="checkbox"/> Students <input type="checkbox"/> Other, specify: _____					
Account Number to Charge: _____					

JBK
Building Principal Approval (Required for all requests)

2/14/17
Date

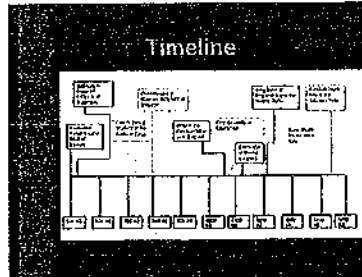
Kepler
Superintendent Approval (Required for all overnight and out of state day requests)

2/22/17
Date

Board of Trustees Approval
(Required for out-of-country requests) _____ Date

Copies to: Building Principal's Office, Requesting Staff Member, Planning Dept.,
Transportation, Building Cafeteria Manager (if needed)

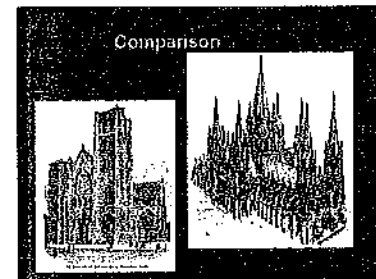
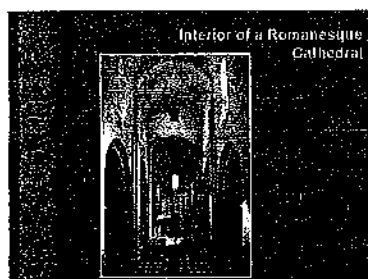
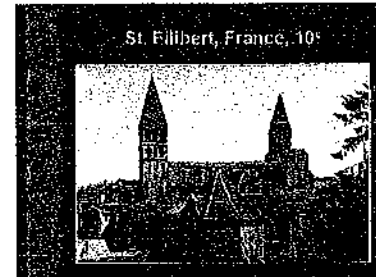
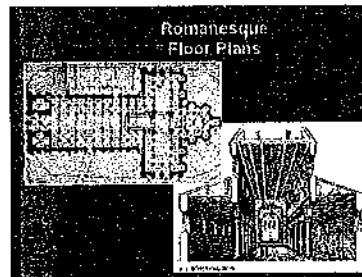
Medieval Art & Architecture



Early Medieval Architecture

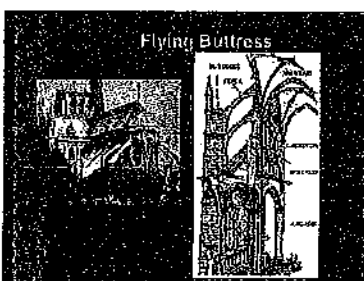
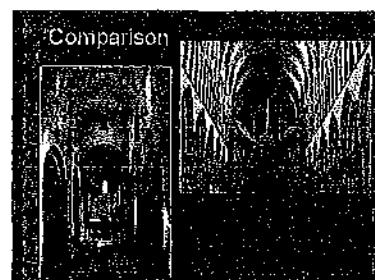
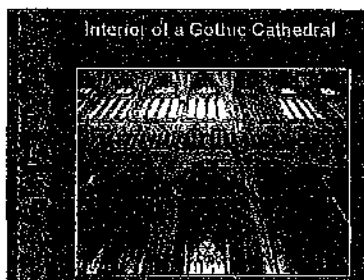
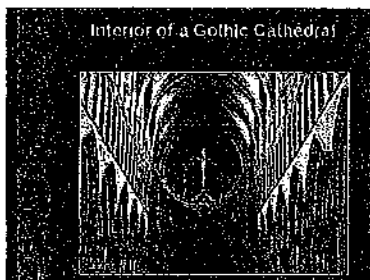
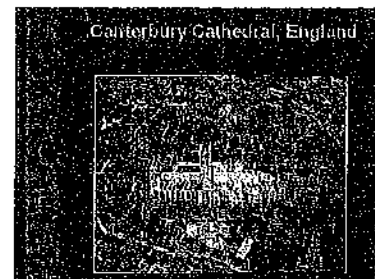
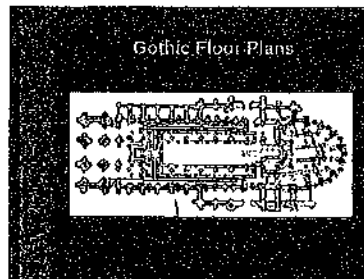
Romanesque Cathedral Architectural Style

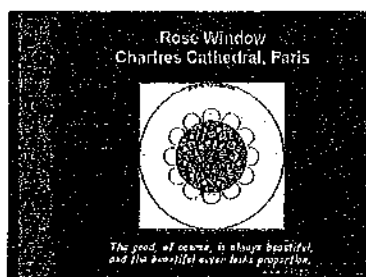
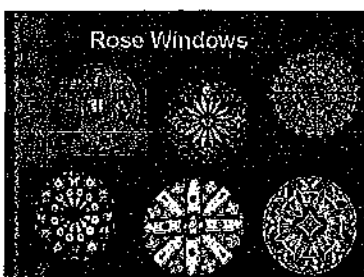
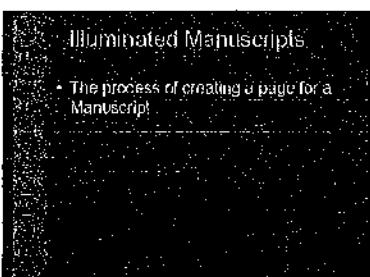
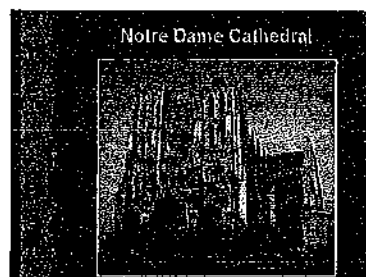
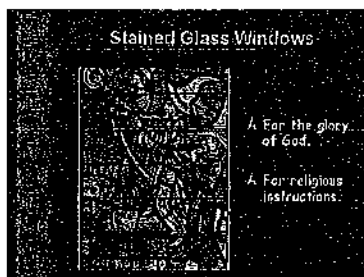
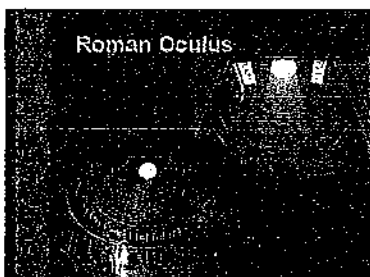
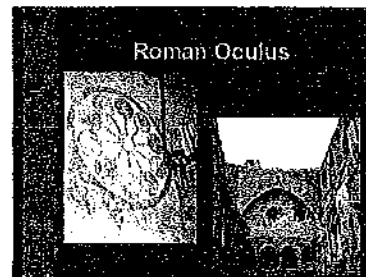
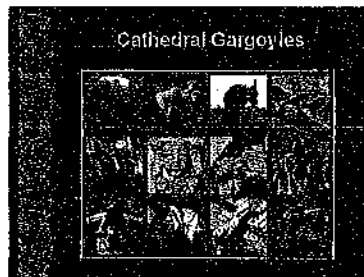
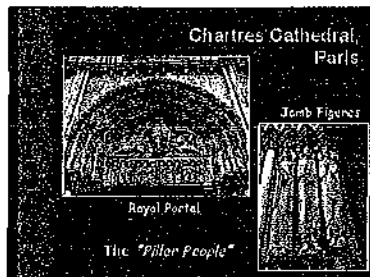
- A Rounded Arches.
- A Barrel vaults.
- A Thick walls.
- A Darker, simplistic interiors.
- A Small windows, usually at the top of the wall.

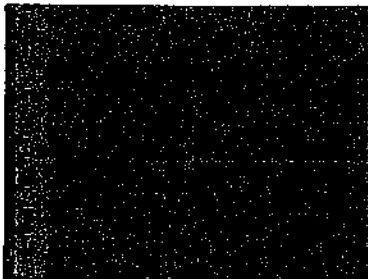
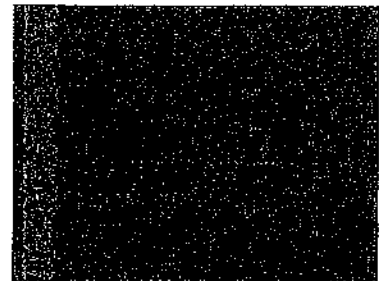
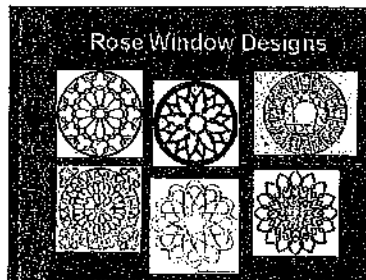
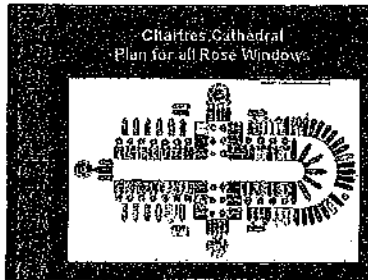


Gothic Cathedral Architectural Style

- A. Began in France in the 12th.
- A. Pointed arches.
- A. Flying buttresses.
- A. Stained glass windows.
- A. Elaborate, ornate interior.
- A. Taller, more airy → lots of light.
- A. Lavish sculpture → larger-than-life.







Memo

TO: Dr. Kelly Pew

FROM: Luanne Kokolis

CC: Board Members

DATE: February 22, 2017

SUBJECT: “J” Policies – Student Policies

Attached is the fifth set of “J” policies that have been prepared for 2nd read. The policies have been reviewed by SCSBA attorney Tiffany Richardson and a committee of district administrators, principals, and assistant principals.

Policy Feedback

Christine Gammons

From: Sadie Kirell
Sent: Wednesday, February 08, 2017 4:36 PM
To: Christine Gammons; Diane Alexander
Subject: RE: JLCC-E Head Lice Procedures and Instructions for Parents

Answer
↓

The nurses follow DHEC exclusion guidelines for exclusion from school. The guidelines state students identified with live lice can remain in the classroom until the end of the school day with limitations placed upon activities that cause head to head contact or sharing of any headgear. Parents are called and a letter/treatment checklist is sent home with the student.

When the student returns to school they are to be rescreened by the nurse to determine evidence of treatment. Rescreened students who are found to have live crawling lice should be re-treated and excluded until screening identifies no live, crawling lice on the scalp.

This question has been clarified in the policy for approval.

Thank you,
Sadie Kirell

From: Christine Gammons
Sent: Monday, February 6, 2017 10:33 AM
To: Sadie Kirell <SKirell@rhmail.org>
Subject: FW: JLCC-E Head Lice Procedures and Instructions for Parents

Sadie,
Can you answer these questions and copy me?

Thx!

From: Diane Alexander
Sent: Saturday, January 28, 2017 8:42 AM
To: Christine Gammons
Subject: JLCC-E Head Lice Procedures and Instructions for Parents

Question
↓

Chris,
I have a question/feedback about the lice policy. The school board policy states that if lice are found, the parent/legal guardian will be called. The next line states that if live bugs and/or livable nits are found upon return to school the student is sent home immediately.

The policy does not address whether or not the student is sent home immediately on day one of the findings (only a call is made). My concern is students are currently allowed to return to class for the remainder of the day, allowing lice to spread. Could the policy include clarification on whether the child is to remain at school or be sent home upon the initial findings?

Thanks,
Diane Alexander

Christine Gammons

From: Sadie Kirell
Sent: Wednesday, February 08, 2017 4:34 PM
To: Christine Gammons; Diane Graebner
Subject: RE: Response to request for feedback on health forms.

Please see answers in red to questions below. Your input is greatly appreciated.

In regards to: [JLCC-E - Head Lice Procedures and Instructions for Parents](#)

would there be any way to clarify for parents a district policy for cases of habitual lice? In other words, can there be a limit to the number of excused absence days for untreated lice? Or if there are 3 cases in a year? Or something that would help so that parents can have some motivation to completely rectify the issue? Just wondering? (Check the last sentence in the fourth paragraph...Change "It" to "If")

Excused vs unexcused absences for untreated lice should be decided at the school level. Students with chronic lice should be addressed on a case by case basis. School nurses have many resources such as different treatment regimens, physician involvement and educational handouts they can offer to families to help with treatment.

In the [JLCD-R - Assisting Students with Medicines](#) form there is the following information:

Students may be authorized to self-monitor and self-administer medication as prescribed by the student's healthcare provider with written authorization from the parent/legal guardian for the student to self-monitor or self-administer medication, as well as a written statement from the student's healthcare provider verifying that the student has a medical condition and has been instructed and demonstrates competency in self-monitoring or self-medication or both.

Does this mean that the student form is optional? This form is not optional. The parent, MD and physician must complete in order to for the student to self-monitor/self-administer.

Also, on the self medication and self monitoring form for parents to sign, double check the bottom left side for enough lines for the initialing. There is also an extra letter "a" that I think needs to be removed at the end of the second to last paragraph.

We will check formatting of these lines.

Thank you,
Sadie Kirell

From: Christine Gammons
Sent: Monday, February 6, 2017 10:33 AM
To: Sadie Kirell <SKirell@rhmail.org>
Subject: FW: Response to request for feedback on health forms.

Sadie,
[Can you answer these questions and copy me?](#)

Thx!

Christine Gammons

From: Sadie Kirell
Sent: Wednesday, February 08, 2017 4:23 PM
To: Christine Gammons; Lynne Arnson
Subject: RE: School Board Requests Feedback-Lice

Answer
↓

The nurses follow DHEC exclusion guidelines for exclusion from school. The guidelines state students identified with live lice can remain in the classroom until the end of the school day with limitations placed upon activities that cause head to head contact or sharing of any headgear. Parents are called and a letter/treatment checklist is sent home with the student.

When the student returns to school they are to be rescreened by the nurse to determine evidence of treatment. Rescreened students who are found to have live crawling lice should be re-treated and excluded until screening identifies no live, crawling lice on the scalp.

This question has been clarified in the policy for approval.

Thank you,
Sadie Kirell

From: Christine Gammons
Sent: Wednesday, February 8, 2017 8:25 AM
To: Sadie Kirell <SKirell@rhmail.org>
Subject: FW: School Board Requests Feedback-Lice

Sadie,
Here is another question. Can you please reply and copy me?

Thanks!
Chris

From: Lynne Arnson
Sent: Tuesday, February 07, 2017 9:10 PM
To: Christine Gammons
Subject: School Board Requests Feedback-Lice

Question
↓

Hi

Under procedures it says that 'if lice are found the parents are called'. Then it says 'upon return to school'... So when the parents are called, is the child sent home immediately?

That is not clear. And there is confusion when a child is taken to the nurse whether the child should be sent home or the parents notified and the child treated after school.

Please clarify

Lynne Arnson

Christine Gammons

From: Diana North
Sent: Saturday, January 28, 2017 8:39 AM
To: Christine Gammons
Subject: Proposed changes to health policies

I heartily approve of the changes to the communicable disease and head lice policies.

As a classroom teacher, I have many times seen illness or pediculosis infect multiple children because of students attending school while infected. Thank you for considering making this change.

- Diana North

Sent from my iPad

Christine Gammons

From: Kathleen Pugh
Sent: Saturday, January 28, 2017 11:05 AM
To: Christine Gammons
Subject: Feedback for Policy Changes

I wanted to give feedback regarding the "Use of Epinephrine Auto-Injectors." I have had students, from time to time, with life-threatening allergies. I believe when a teacher has such a student the TEACHER should be trained in the administration of the auto-injectors in case the student is unable to do this for himself. At our school, if the nurse is absent, there is NO nurse on campus. The teacher is the only adult left to help a student who could be in grave danger. Also, we are a large campus and by the time the nurse is tracked down and runs from her building to my building, as much as 10 minutes can go by. I don't think a child with an anaphylactic reaction would survive that long.

Furthermore, it would be ideal if the school could coordinate with the parents to keep an auto injector in the classroom. Children may lose them or forget to bring them to class.

Thank you for passing on my feedback.

Christine Gammons

From: Kimberly Myers
Sent: Sunday, January 29, 2017 3:02 PM
To: Christine Gammons
Subject: Policies

I am glad to see some of the changes that have been made, especially the one on head lice. Thank you for the changes.

Christine Gammons

From: Joyce Newman
Sent: Monday, January 30, 2017 8:20 AM
To: Christine Gammons
Subject: feedback for the Board

I have looked at the polices/procedures and I agree and support all of the changes/additions for all. Joyce Newman

B. Joyce Newman

Central Child Development Center
414 E. Black Street
Rock Hill, SC 29730
803-980-2060
803-980-2070 (Fax)

Christine Gammons

From: Deanna McGuire
Sent: Tuesday, January 31, 2017 3:31 PM
To: Christine Gammons
Subject: school board requests feedback

I agree with the changes to the policies.

Thank you,
Deanna McGuire

Christine Gammons

From: Lindsey Nuckolls
Sent: Tuesday, January 31, 2017 3:34 PM
To: Christine Gammons
Subject: Feedback

I agree that all students with communicable diseases and head lice should be sent home. We, as teachers, cannot ensure a safe learning environment when there are communicable diseases and head lice in our rooms.

Mrs. Nuckolls
First Grade Teacher
Richmond Drive Elementary School

COMMUNICABLE/INFECTIOUS DISEASES

Code **JLCC** Issued **DRAFT/17**

Purpose: To establish the basic structure for dealing with students who have communicable or infectious diseases.

The district will prevent the spread of disease by limiting the attendance of students with contagious or infectious diseases at school or school activities. The district will refer to DHEC's School and Childcare Exclusion List each January for an updated posting of contagious and infectious diseases.

HIV infection

Evidence shows that the risk of transmitting human immunodeficiency virus (HIV) is extremely low in school settings when appropriate guidelines are followed. The presence of a person living with HIV infection or diagnosed with acquired immunodeficiency syndrome (AIDS) poses no significant risk to others in school, daycare or school athletic settings.

School attendance

A student with HIV infection has the same right to attend school and receive services as any other student and will be subject to the same rules and policies. HIV infection will not factor into decisions concerning class assignments, privileges or participation in any school-sponsored activity.

School authorities will determine the educational placement of a student known to be infected with HIV on a case-by-case basis by following established policies and procedures for students with chronic health problems or students with disabilities. Decision makers must consult with the student's physician and parent/legal guardian, respect the student and family's privacy rights and reassess the placement if there is a change in the student's need for accommodations or services.

School staff members will always strive to maintain a respectful school climate and not allow physical or verbal harassment of any individual or group by another individual or group. This includes taunts directed against a person living with HIV infection, a person perceived as having HIV infection or a person associated with someone with HIV infection.

Student athletics

The privilege of participating in physical education classes, athletic programs, competitive sports and recess is not conditional on a person's HIV status. School authorities will make reasonable accommodations to allow students living with HIV infection to participate in school-sponsored physical activities.

All employees must consistently adhere to infection control guidelines in locker rooms and all play and athletic settings. Rulebooks will reflect these guidelines. First aid kits that include personal protective equipment for preventing exposure to bloodborne pathogens must be on hand at every athletic event.

Physical education teachers and athletic program staff members should complete an approved first aid and injury prevention course or training that includes implementation of infection control guidelines. Student orientation about safety on the playing field will include guidelines

PAGE 2 - JLCC - COMMUNICABLE/INFECTIOUS DISEASES

for avoiding HIV infection.

Related services

Students will have access to voluntary, confidential and age and developmentally-appropriate counseling about matters related to HIV infection. School administrators will maintain confidential linkage and referral mechanisms to facilitate voluntary student access to appropriate HIV counseling and testing programs and to other HIV-related services as needed. Public information about resources in the community will be kept available for voluntary student use.

Privacy

State regulations require that the superintendent, school nurse or other health professional who receives notice of a minor's HIV infection must keep the information strictly confidential. Violation of the confidentiality requirements is a violation of state law.

Students or staff members are not required to disclose HIV infection status to anyone in the education system. HIV antibody testing is not required for any purpose.

Every employee has a duty to treat as highly confidential any knowledge or speculation concerning the HIV status of a student or other staff member. Violation of medical privacy is cause for disciplinary action, criminal prosecution and/or personal liability for a civil suit.

No information regarding a person's HIV status will be divulged to any individual or organization without a court order or the informed, written, signed and dated consent of the person with the HIV infection (or the parent/legal guardian of a legal minor). The written consent must specify the name of the recipient of the information and the reason for disclosure.

All health records, notes and other documents that reference a person's HIV status will be kept under lock and key. Access to these confidential records is limited to those individuals named in written permission from the person (or parent/legal guardian) and to emergency medical personnel. Information regarding HIV status will not be added to a student's permanent educational record.

Head lice (pediculosis)

If a teacher suspects a child of having head lice, he/she will notify the school nurse or principal's designee. If the student has an active infestation, school personnel will notify the parent/legal guardian by telephone or in writing with recommendations for treatment procedures. **Students identified with head lice can remain in the classroom until the end of the school day, with limitations placed upon activities that cause head-to-head contact or sharing of any headgear.**

The school will inform parents/legal guardians, teachers, school nurses and administrators of the following.

- recommendations for treatment procedures
- documentation required for readmission to school

Readmission to school

The district prohibits a student who is sent home with head lice from returning to school until he/she meets the following conditions.

- The student shows evidence of treatment as determined by the school.

PAGE 3 - JLCC - COMMUNICABLE/INFECTIOUS DISEASES

- The student passes a physical screening by the school nurse or principal's designee that shows the absence of head lice. **If live bugs and/or viable nits are found, the student will be sent home immediately for additional treatment.**

At no time will a student be allowed to return to school without proof of treatment and a screening.

Cf. EBBA, GBGA, IHAM, JRA

Adopted 3/24/86; 5/28/90, 11/28/11, ^

Legal references:

- A. S.C. Code, 1976, as amended:
 - 1. Section 44-29-135(f) - Confidentiality of sexually transmitted disease records.
 - 2. Section 44-29-195 - Requirements for returning to school after having head lice; department to provide treatment vouchers.
 - 3. Section 44-29-200 - Attendance of teachers or pupils with contagious or infectious disease may be prohibited.
 - 4. Section 59-10-220 - Adoption and notification of Centers for Disease Control and Prevention (CDC) recommendations on universal precautions for bloodborne disease exposure.
- B. Federal Regulations:
 - 1. U. S. Occupational Safety and Health Administration, CFR 1910.134 - Respiratory protection.
 - 2. U. S. Occupational Safety and Health Administration, CFR 1910.1030 - Bloodborne pathogens.
- C. South Carolina Department of Health and Environmental Control Regulations:
 - 1. R61-20 - Communicable diseases.
 - 2. R61-21 - Sexually transmitted diseases.

INSTRUCTIONS FOR PARENTS/LEGAL GUARDIANS

Dear Parent/Legal guardian:

I have found that your child, _____ has head lice. This is a condition that requires thorough treatment.

How you get it: Lice outbreaks are common among school children and even the cleanest child can become infested. Head lice usually are transmitted through close personal contact with another infested individual, either through sharing personal items which have contact with the head, such as combs, brushes, hats and coats or through contact of these items at the homes of friends, church, school, daycare or in other public places. Head lice cannot jump or fly. Uncleanliness is not a factor in transmitting lice.

What to look for: The most common symptom of lice infestation is itching. If you notice your child scratching his/her head often, you should check for lice, especially behind the ears and at the back of the neck. You should also conduct frequent checks of your child's hair and scalp.

Head lice are tiny insects which are sometimes difficult to find. They may be hard to locate because they move quickly and avoid light. More likely you will find nits, the louse eggs, which are small, white to yellowish-brown and oval in appearance. Head lice attach each nit to a hair shaft close to the scalp with a waterproof, cement-like substance. Thus, nits cannot be washed or brushed out like dandruff or dirt. Carefully examine the entire scalp to find any nits. To tell nits from dandruff, try to move them from the hair shaft. If they move easily, they probably are not nits.

Treatment

- **The most effective means of eliminating head lice is by physically removing all nits (eggs) from the hair shaft.**
- All household members should be examined for signs of infestation.
- All persons with head lice and/or nits will require a second treatment in seven days to ensure all the nits are killed. After the second treatment, the remaining nits need to be removed from the hair. Combs are available but the only sure way to remove nits is to pull them out with your fingers one by one.
- Wash all personal clothing and linens of your child in hot water. Soak combs and brushes in a disinfectant or hot water. Boiling is not necessary.
- Articles that are not washed such as stuffed animals can be sealed in a plastic bag for ten days.
- Vacuum carpet and upholstered furniture, rugs, car seats and floors as lice can live away from the human body up to 48 hours.
- Upon re-entering school, your child will be re-examined to ensure that treatment has occurred.

School board policy states: If student is suspected of having head lice, student will be checked by the school nurse or principal designee. If lice are found, the parent/legal guardian will be called. Upon return to school, the student must have evidence of treatment. The student will be checked by the school nurse or principal designee; if no live lice or viable nits are found the student may

attend class. If live bugs and/or viable nits are found, the student will be sent home immediately for additional treatment.

If you have any questions, please call the school nurse at *(insert information)*.

HEAD LICE TREATMENT CHECKLIST

1. _____ Examine all household members for nits or lice.
2. _____ Comb and pick **all** nits out of hair under a bright light or in good sunlight. Use a lice comb and a magnifying glass or reading glasses if needed.
3. _____ **Consult your physician before using any product on a child under one year of age.** Treat hair with a product that kills lice according to package instructions. Examine all household members daily for 2 weeks for lice or nits. Retreat in seven to 10 days if package states to do so. Follow directions exactly. Do not use outdated products. Use enough products to saturate hair. **Do not** use products more frequently or add to other hair care products. Used too frequently, these products may cause future health problems and become less effective on lice.
4. _____ Wash all hair ties, bands and scrunchies in hot water and dry on hot cycle.
5. _____ Wash all recently used clothes, bed linens, throw pillows and towels in hot water and dry on hot cycle.
6. _____ Vacuum all fabric toys, stuffed animals, headphones, and helmets thoroughly.
7. _____ Soak all combs and brushes in very hot water for 20 minutes.
8. _____ Vacuum all carpeting, upholstered furniture, mattresses and car seat thoroughly and throw vacuum bag away.
9. _____ Inform other households where children have stayed about head lice so that they may be examined and treated if necessary.
10. _____ Inform your child's school and childcare provider that your child has had head lice and has been treated.

HEAD LICE TREATMENT PLAN

Treating hair

- Wash your child's hair with a shampoo that does **not** contain conditioners.
- Apply a lice-killing shampoo to your child's head. Use enough shampoo to soak the hair and cover the scalp.
- Towel off excess water.
- Leave the lice-killing shampoo on for the specified time, e.g., NIX for 10 minutes, RID for 10 minutes or Lindane for four minutes. Lice killing shampoos are effective for live lice only. Once the child has been treated with lice shampoo and live lice are no longer present, the nits (eggs) can be more easily removed with a treatment of Dawn dish detergent which should be lathered and kept on the hair for 10 minutes, rinsed thoroughly and combed with the special nit comb.
- Rinse your child's head with warm water until the water runs clear.
- Comb your child's hair with the nit comb provided in the shampoo kit in order to remove nits from the hair shaft. Part your child's hair into sections and comb through one-inch sections using the nit comb to remove all the nits.
- Recheck your child's entire head for nits and repeat the combing process, if necessary, until all nits are removed.

Cleansing personal items

- Machine-wash in **warm or hot** water all clothes worn by your child in the past 48 hours, including all hats, scarves and coats. Also wash in warm or hot water all towels and bed linens used by your child in the past 48 hours.
- Dry the above referenced items on the **hot** cycle of a dryer for a minimum of 20 minutes.
- Wash all combs, brushes, headbands, barrettes, etc., used by your child in the past 48 hours in hot soapy water for five to 10 minutes.
- Vacuum rooms used by your child and others who have been treated for lice.
- Stuffed animals and similar non-washable items need to be sealed in plastic bags for a minimum of one week.

Checking all family members

Check the heads of all other family members and treat infected members as indicated above.

ASSISTING STUDENTS WITH MEDICATIONS

Code **JLCD** Issued **DRAFT/17**

Purpose: To establish the basic structure for assisting students with medications

The district recognizes the occasional need for students to take medication at school during the school day, en route to and from school on a district vehicle or at a school sponsored activity, before, during or after school. Thus, in accordance with this policy and administrative rule, eligible students may either self-monitor or self-administer medication as prescribed in their individual healthcare plan (IHP) as set forth below or a registered nurse (RN) or a licensed practical nurse (LPN) may administer medication to students. In the event that an RN or LPN is not available, an unlicensed school employee trained by the full-time RN at the school or RN supervising the full-time LPN at the school may assist students with their medications consistent with this policy and administrative rule.

If a school employs a licensed practical nurse (LPN), a registered nurse (RN) must be available on call (by phone, email or fax).

The school district retains the discretion to reject requests for assisting students with medication.

Individual Health Care Plan (IHP)

The district will provide certain students with special health care needs an individual health care plan. This plan will meet the needs of the student for health monitoring and care during the school day or at school-sponsored events.

In accordance with this plan, the district authorizes the student to self-monitor and self-administer medication as prescribed by the student's health care provider unless there is sufficient evidence that unsupervised self-monitoring or self-medication would seriously jeopardize the safety of the student or others.

The district will grant permission to self-monitor and self-administer medication on a year-by-year basis, based on appropriate written authorization from the parent/legal guardian and the student's health care provider who prescribed the medication.

Authorization for a student to possess on his/her person and administer medication extends to the following settings.

- the classroom and in any area of the school or school grounds
- school-sponsored activities
- in transit to or from school or school-sponsored activities
- during before school or after school activities on school operated property

The district will notify the parent/legal guardian at the beginning of each school year of all available services and rights under this policy pursuant to law.

The parent/legal guardian will sign a statement acknowledging that the district will incur no liability as a result of any injury arising from taking or using medications or self-monitoring devices by the pupil and that the parent/legal guardian will indemnify and hold harmless the district and its employees and agents against any claims arising out of the self-monitoring or self-administration of medication by the pupil.

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Adopted 5/28/90; Revised 2/25/91, 7/04, 7/24/06, 02/24/14, ^

Legal references:

A. S.C. Code, 1976, as amended:

1. Section 15-78-60 - Immunity from liability for districts and employees.
2. **Section 44-53-360 - Prescriptions.**
3. Section 40-33-70 - Amends law relating to on-site supervision of a nurse.
4. Sections 59-63-80 and 90 - Policy for individual healthcare plan for certain students.

PROPOSED

ASSISTING STUDENTS WITH MEDICINES

Code **JLCD** Issued **2/14**

Purpose: To establish the basic structure for assisting students with medications

The district recognizes the occasional need for students to take medication at school during the school day, en route to and from school on a district vehicle or at a school sponsored activity, before, during or after school. Thus, in accordance with this policy and administrative rule, eligible students may either self-monitor or self-administer medication as prescribed in their individual healthcare plan (IHP) as set forth below or a registered nurse (RN) or a licensed practical nurse (LPN) may administer medication to students. In the event that an RN or LPN is not available, an unlicensed school employee trained by the full time RN at the school or RN supervising the full time LPN at the school may assist students with their medications consistent with this policy and administrative rule.

If a school employs a licensed practical nurse (LPN), a registered nurse (RN) must be available on call (by phone, email or fax).

The school district retains the discretion to reject requests for assisting students with medication.

Individual Health Care Plan (IHP)

The district will provide certain students with special health care needs an individual health care plan. This plan will meet the needs of the student for health monitoring and care during the school day or at school-sponsored events.

In accordance with this plan, the district authorizes the student to self-monitor and self-administer medication as prescribed by the student's health care provider unless there is sufficient evidence that unsupervised self-monitoring or self-medication would seriously jeopardize the safety of the student or others.

The district will grant permission to self-monitor and self-administer medication on a year by year basis based on appropriate written authorization from the parent/legal guardian and the student's health care provider who prescribed the medication.

Authorization for a student to possess on his/her person and administer medication extends to the following settings.

- the classroom and in any area of the school or school grounds
- school-sponsored activities
- in transit to or from school or school-sponsored activities
- during before school or after school activities on school operated property

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The district will notify the parent/legal guardian at the beginning of each school year of all available services and rights under this policy pursuant to law.

The parent/legal guardian will sign a statement acknowledging that the district will incur no liability as a result of any injury arising from taking or using medications or self-monitoring devices by the pupil and that the parent/legal guardian will indemnify and hold harmless the district and its employees and agents against any claims arising out of the self-monitoring or self-administration of medication by the pupil.

Adopted 5/28/90; Revised 2/25/91, 7/04, 7/24/06, 02/24/14

Legal references:

- A. S.C. Code of Laws, 1976, as amended:
 - 1. Section 40-33-70 - Amends law relating to on-site supervision of a nurse.
 - 2. Sections 59-63-80 and 90 – Policy for individual health care plan for certain students.
 - 3. Section 15-78-60 – Immunity from liability for districts and employees.

ASSISTING STUDENTS WITH MEDICATIONS

Code **JLCD** Issued **MODEL**

Purpose: To establish the basic structure for assisting students with medications.

School personnel will not dispense medications (including aspirin) except as provided below and in administrative procedures developed by the superintendent.

The principal or his/her designee may assist students with oral medications during school hours at the written request of the healthcare provider and parent/legal guardian. A witness will be present when the student is being assisted with medication.

Students who bring medication to school to take during the school day must have written parental permission to take the medication. All medication must be properly labeled and in its original container.

Students must keep all medication brought to school in the school office. The principal will keep the medication in a locked case.

Students will not share any prescription or over the counter medication with another student. Each year, the district will notify students in writing of this prohibition and that violations may result in disciplinary action including, but not limited to, suspension or expulsion.

If a school employs a licensed practical nurse (LPN), a registered nurse (RN) must be available on call (by phone, fax, pager).

Individual Healthcare Plan (IHP)

The district will provide certain students with special healthcare needs an individual healthcare plan. This plan will meet the needs of the student for health monitoring and care during the school day or at school-sponsored events.

In accordance with this plan, the district authorizes the student to self-monitor and self-administer medication as prescribed by the student's healthcare provider unless there is sufficient evidence that unsupervised self-monitoring or self-medication would seriously jeopardize the safety of the student or others.

The district will grant permission to self-monitor and self-administer medication on a year by year basis based on appropriate written authorization from the parent/legal guardian and the student's healthcare provider who prescribed the medication.

The parent/legal guardian will sign a statement acknowledging that the district will incur no liability as a result of any injury arising from taking or using medications or self-monitoring devices by the student and that the parent/legal guardian will indemnify and hold harmless the district and its employees and agents against any claims arising out of the self-monitoring or self-administration of medication by the student.

At the beginning of the school year, the district will send a notice developed by the state department of education to all parents/legal guardians that notifies them of available services and rights pursuant to Section 504 of the Rehabilitation Act of 1973, the IDEA and medical homebound regulations.

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Adopted ^

Legal references:

- A. S.C. Code of Laws, 1976, as amended:
 - 1. Section 15-78-60 - Immunity from liability for districts and employees.
 - 2. Section 44-53-360 - Prescriptions.
 - 3. Section 40-33-70 - Amends law relating to on-site supervision of a nurse.
 - 4. Sections 59-63-80 and 90 - Policy for individual healthcare plan for certain students.

MODEL

ASSISTING STUDENTS WITH MEDICATIONS

Code **JLCD-R** Issued **DRAFT/17**

The needs of children who require medication during school hours to maintain and support their presence in school will be met in a safe and prudent manner. Students who need to take medication at school during the school day, en route to and from school on a district vehicle or at a school-sponsored activity before, during or after school may do the following.

- self-monitor and self-administer their own medication, in accordance with their Individual Healthcare Plan (IHP)
- have the medication administered by a registered nurse (RN) or a licensed practical nurse (LPN)

In the event that an RN or LPN is not available, an unlicensed school employee trained by an RN, may assist students with their medications as set forth below.

Individual Health Care Plan (IHP)

The district will provide certain students having special healthcare needs an individual healthcare plan (IHP).

Students with special healthcare needs include the following.

- students with chronic health conditions requiring treatments, procedures and/or monitoring that must be performed by school personnel and that meet any of the following conditions
 - are complicated and/or lengthy
 - require several contacts with the nurse or unlicensed authorized provider (UAP) during the day
 - are needed to prevent death or disability on an emergent basis
 - are needed for students who have medically fragile health conditions
- students who have been granted permission to self-medicate and/or self-monitor are also considered to have special healthcare needs and will require an IHP written by the RN. The IHP will provide guidance for meeting a student's needs for health monitoring and care during the school day and at school-sponsored functions.

The IHP will provide guidance for meeting a student's needs for health monitoring and care during the school day and at school-sponsored functions.

The student's IHP will contain components as required by the state department of education and will be developed with input from and approval of the following individuals.

- student's healthcare provider
- parent/legal guardian
- student, if appropriate
- school nurse or other designated school staff member

Student self-monitoring and self-administration of medication through an individual healthcare plan

By way of an eligible student's IHP, the district authorizes the student to self-monitor and self-administer medication as prescribed by a student's healthcare provider in collaboration with the

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school RN and parent(s)/legal guardian, unless there is sufficient evidence that unsupervised self-monitoring or self-medication would seriously jeopardize the safety of the student or others.

A monitoring device is an implement prescribed by a healthcare provider for monitoring a chronic health condition.

Medication must be prescribed by a healthcare provider and contained in the original packaging with the appropriate pharmacy label or in a secure package containing a note from the prescribing physician or pharmacist that appropriately identifies the medicine. All medication authorized to be carried by the student must be maintained in a container appropriately labeled, pursuant to state law and district policy and procedures, by the pharmacist who filled the prescription.

The district will grant permission to self-monitor and self-administer medication under the following conditions.

- Permission will be granted on a year-to-year basis provided requirements herein are met.
- Permission is effective only for the school year in which it is granted and will be reviewed each school year to establish whether the student continues to meet the requirements according to state law and district procedures and policies, and will be renewed if the requirements herein are met.

The district suggests that RNs who develop IHPs consider the following in determining whether unsupervised monitoring or administering of medication would seriously jeopardize the safety of the student or others.

- recommendations of the student's healthcare practitioner
- student's maturity level
- student's competency
- the school environment
- the type of medication or equipment involved, e.g., risk of addiction/overdose/abuse particularly in the case of controlled substances, effects of medication if taken by others, disposal procedures for bio hazardous waste
- the outcome for the student if not allowed to self-monitor or self-administer medication
- other factors on an individual basis

Students may be authorized to self-monitor and self-administer medication as prescribed by the student's healthcare provider with written authorization from the parent/legal guardian ~~for the student to self-monitor or self-administer medication~~, as well as a written statement from the student's healthcare provider verifying that the student has a medical condition and has been instructed and demonstrates competency in self-monitoring or self-medication or both.

Required authorizations from the student's parent/legal guardians and healthcare practitioner must be kept on file in the office of the school administrator or school nurse.

Receipt of the above will authorize a student to possess and administer medication while in the classroom or on school grounds, at a school-sponsored activity, in transit to and from school or school-sponsored activities or during before or after-school activities on school-operated property.

The district and its employees and agents, pursuant to state statute, are not liable for an injury arising from the student's self-administering medications and self-monitoring or use of self-monitoring devices and the parent/legal guardian will indemnify and hold harmless the district and its employees and agents against any claims arising out of the self-monitoring or self-administration of medication by the student.

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The district may revoke a student's permission to self-monitor or self-administer if the student endangers him/herself or others through misuse of the monitoring device or medication.

Administering medication to students by the school nurse

Medications will be administered by the school nurse. In the absence of the school nurse, the principal or his/her designee is authorized to give medication as outlined below. The designee must be a school secretary, teacher, guidance counselor or LPN. The principal or his/her designee will keep a record of all instances when the student is assisted with medication. Only a school nurse may administer injections; ~~except~~ however, a student may be authorized to self-administer injections if determined appropriate consistent with district policy, this administrative rule and state law.

Prior to administering any medication, which includes prescription, herbal, homeopathic and non-prescription medications, all of the following conditions must be met:

- The parent/legal guardian must submit a completed "Permission for Medication" form [JLCD-E(3)] to the school nurse.
- A current signed physician's statement [JLCD-E(2)] will be required for all prescription medications, herbal and homeopathic medication. (See attached ~~Permission for Prescription Medication~~)

Nonprescription medication also requires a parent/legal guardian signature (See attached Permission for non-prescription medication) [see JLCD-E(6)].

Such requests must be updated annually or as required by the length of the prescription. Requests must include the following information:

- child's full name and date of birth
- physician's name and telephone number
- name of medication
- time(s) to be administered
- dosage
- purpose of medication
- possible side effects
- termination date for administering medication
- ~~medical~~ diagnosis

The RN responsible for the school must review and approve each request before medication may be administered.

Prescription medication may only be taken according to the instructions signed by the physician and parent/legal guardian. Over-the-counter medications may only be taken in accordance with the instructions on the container.

All medication must be properly labeled and in its original container and brought to the nurse's office immediately upon the student's arrival at school by a parent/ ~~or~~ legal guardian, unless the student keeps the medication in his/her possession pursuant to an IHP, as set forth above. Any medication found in a student's possession during the school day (other than a student who has permission to possess the medication pursuant to an IHP) will be confiscated by school personnel and the school principal will take necessary action in accordance with board policy.

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At the high school level, over-the-counter medications may be brought to school and maintained by the student at the discretion of the principal in accordance with the school site regulation concerning medications.

In order for a student at the elementary and middle school level to be given over-the-counter/non-prescription medications at school, the student's parent/legal guardian must complete the district Permission for Non-Prescription Medication form [JLCD-E(6)]. All over-the-counter medications are required to be administered by the school nurse in elementary and middle school. In cases of frequent request for administering over-the-counter medications, the school may request authorization from the student's healthcare provider.

The parent/legal guardian of the student must assume responsibility for informing the RN of any change in the student's health or change in medication.

Additional guidelines for administering medications include the following.

- Neither the district nor its personnel will be held liable in the event of adverse reactions when the medication has been given in the prescribed manner.
- **The student's parent/legal guardian** will reclaim any unused medications within one week of the termination of treatment or within one week of the last day of school. The school will destroy any unused medications after this time.
- The school district retains the discretion to reject requests for assisting students with medication.
- The RN or LPN will be responsible for the safekeeping of the medication to be administered. Medication will be kept in a locked cabinet or drawer which is accessible only by the RN, LPN, principal or principal's designee.
- The RN or LPN will communicate with parents/legal guardians and/or physicians about any problems with administering medications to students at school.
- Controlled substances as defined by [Sections 44-53-190, -210, -230, -250 and -270](#) of the South Carolina Code of Laws should be counted upon receipt and weekly thereafter to assure doses have been administered according to the prescription on the school days attended. Discrepancies in the number of units of medication should be documented to the student's medication record and reported to the school nurse and school principal, who should investigate and take appropriate corrective action. Local law enforcement authorities and the DHEC Bureau of Drug Control should be notified if drug diversion is suspected.

Emergency medications (life-threatening situations only)

Medication will be routinely administered to students by the RN or LPN; however, in the event of an emergency, an unlicensed school employee trained by the RN may administer medication to students who have a history of serious allergic reaction or a health condition which may require specific medication(s) for certain life-threatening circumstances and who have written authorization and individually prescribed medication.

Field studies/Overnight field studies

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Parents/Legal guardians of students who will require special medical attention must notify the principal prior to a scheduled field study trip. The principal will consult with the RN to determine how to accommodate the needs of the student on the trip. Guidelines for the administration of medications on field study trips will be the same as specified in this **AR administrative rule** unless administered by the parent/legal guardian. Mini first aid kits will be provided by the RN for such trips, as appropriate.

Unlicensed school employees designated and trained by the RN may assist students with their medications when the RN or LPN is unavailable, provided they are trained as set forth below.

The RN assigned to a school or the RN supervising the clinical practice of the LPN assigned to the school in collaboration with the LPN may select, train, determine the competency of and evaluate unlicensed school employees for assisting students with medications in situations where the RN or LPN on staff at the school is absent or not available. This training will be provided through the Safe Schools program, in addition to site specific training by the RN. "Assisting with medication" does not include injectable medications such as insulin or initial doses of routinely scheduled medication due to the risks for anaphylaxis and/or other serious reactions.

The RN must provide the initial training and competency determination of unlicensed school personnel. The RN may delegate training updates that do not include procedural changes and periodic re-evaluation of an unlicensed school employee's competency to an LPN if the RN has determined and documented that the LPN is competent to perform the tasks. The RN will develop a checklist for the LPN to use during training updates and the re-evaluation process.

Training updates that include procedural changes will be treated as an initial training and therefore must be first provided by the RN.

Following training by the RN assigned to the school or the RN supervising the clinical practice of the LPN assigned to the school, unlicensed school employees trained by an RN may assist students with regularly scheduled medications during school, en route to and from school on district vehicles or at school-sponsored functions before, during or after school if the RN or LPN is not available. A licensed healthcare prescriber or an RN must be available via a telecommunication device to answer questions that the unlicensed school employee trained by an RN may have when assisting students with medications in the absence of the RN or LPN.

Issued 5/28/90; Revised 2/25/91, 12/01/03, 7/24/06, 8/26/08, 2/24/14, ^

ASSISTING STUDENTS WITH MEDICINES

Code **JLCD-R** Issued **2/14**

The needs of children who require medication during school hours to maintain and support their presence in school will be met in a safe and prudent manner. Students who need to take medication at school during the school day, en route to and from school on a district vehicle or at a school-sponsored activity before, during or after school may do the following.

- self-monitor and self-administer their own medication, in accordance with their Individual Healthcare Plan (IHP)
- have the medication administered by a registered nurse (RN) or a licensed practical nurse (LPN)

In the event that an RN or LPN is not available, an unlicensed school employee trained by an RN, may assist students with their medications as set forth below.

Individual Health Care Plan (IHP)

The district will provide certain students having special healthcare needs an individual healthcare plan (IHP).

Students with special healthcare needs include the following:

- Students with chronic health conditions requiring treatments, procedures and/or monitoring that must be performed by school personnel and that meet any of the following conditions.
- are complicated and/or lengthy
- require several contacts with the nurse or unlicensed authorized provider (UAP) during the day
- are needed to prevent death or disability on an emergent basis
- are needed for students who have medically fragile health conditions
- Students who have been granted permission to self-medicate and/or self-monitor. ~~are also considered to have special healthcare needs and will require an IHP written by the RN. The IHP will provide guidance for meeting a student's needs for health monitoring and care during the school day or at school-sponsored functions.~~
- The student's IHP will contain components as required by the state department of education and will be developed with input from and approval of the following individuals:
- Student's healthcare provider

Rock Hill School District Three of York County

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- Parent/legal guardian
- Student, if appropriate
- School nurse or other designated school staff member

Student self-monitoring and self-administration of medication through an individual healthcare plan

By way of an eligible student's IHP, the district authorizes the student to self-monitor and self-administer medication as prescribed by a student's healthcare provider in collaboration with the school RN and parent(s), unless there is sufficient evidence that unsupervised self-monitoring or self-medication would seriously jeopardize the safety of the student or others.

- A monitoring device is an implement prescribed by a healthcare provider for monitoring a chronic health condition.
- Medication must be prescribed by a healthcare provider and contained in the original packaging with the appropriate pharmacy label or in a secure package containing a note from the prescribing physician or pharmacist that appropriately identifies the medicine. All medication authorized to be carried by the student must be maintained in a container appropriately labeled, pursuant to state law and district policy and procedures, by the pharmacist who filled the prescription.

The district will grant permission to self-monitor and self-administer medication under the following conditions:

- Permission will be granted on a year-to-year basis provided requirements herein are met.
- Permission is effective only for the school year in which it is granted and will be reviewed each school year to establish whether the student continues to meet the requirements according to state law and district procedures and policies and will be renewed if the requirements herein are met.

The district suggests that RN's who develop IHP's consider the following in determining whether unsupervised monitoring or administering of medication would seriously jeopardize the safety of the student or others:

- Recommendations of the student's healthcare practitioner
- Student's maturity level
- Student's competency
- the school environment
- the type of medication or equipment involved, e.g., risk of addiction/overdose/abuse particularly in the case of controlled substances, effects of medication if taken by others, disposal procedures for bio hazardous waste
- the outcome for the student if not allowed to self-monitor or self-administer medication
- other factors on an individual basis

Students may be authorized to self-monitor and self-administer medication as prescribed by the student's health care provider with written authorization from the parent/legal guardian ~~for the student to self-monitor or self-administer medication~~ as well as a written statement from the student's health care provider verifying that the student has a medical condition and has been instructed and demonstrates competency in self-monitoring or self-medication or both.

Required authorizations from the student's parent/legal guardians and healthcare practitioner must be kept on file in the office of the school administrator or school nurse.

Receipt of the above will authorize a student to possess and administer medication while in the classroom or on school grounds, at a school-sponsored activity, in transit to and from school or school-sponsored activities, or during before or after-school activities on school-operated property.

The district, its employees and agents, pursuant to state statute, are not liable for an injury arising from the student's self-administering medications and self-monitoring or use of self-monitoring devices and that the parent/legal guardian will indemnify and hold harmless the district and its employees and agents against any claims arising out of the self-monitoring or self-administration of medication by the student.

The district may revoke a student's permission to self-monitor or self-administer if the student endangers him/herself or others through misuse of the monitoring device or medication.

Administering medication to students by the school nurse

Medications will be administered by the school nurse. In the absence of the school nurse, the principal or his/her designee is authorized to give medication as outlined below. The designee must be a school secretary, teacher, guidance counselor or LPN. The principal or his/her designee will keep a record of all instances when the student is assisted with medication. Only a school nurse may administer injections, except a student may be authorized to self-administer injections if determined appropriate consistent with this policy, AR and state law.

Prior to administering any medication, which includes prescription, herbal, homeopathic and non-prescription medications, all of the following conditions must be met.

- The parent must submit Permission for Medication form to the school nurse.
- A current signed physician's statement will be required for all prescription medications, herbal and homeopathic medication. (~~See attached Permission for Prescription Medication~~)
- Nonprescription medication requires a parent/guardian signature. (~~See attached Permission for non-prescription medication~~)

Such requests must be updated annually or as required by the length of the prescription. Requests must include the following information.

- child's full name and date of birth

- physician's name and telephone number
- name of medication
- time(s) to be administered
- dosage
- purpose of medication
- possible side effects
- termination date for administering medication medical
- **Medical** diagnosis

The RN responsible for the school must review and approve each request before medication may be administered.

Prescription medication may only be taken according to the instructions signed by the physician and parent/legal guardian. Over-the-counter medications may only be taken in accordance with the instructions on the container.

All medication must be properly labeled and in its original container and brought to the nurse's office immediately upon the student's arrival at school by the parent or guardian, unless the student keeps the medication in his/her possession pursuant to an IIRP, as set forth above. Any medication found in a student's possession during the school day (other than a student who has permission to possess the medication pursuant to an IIRP) will be confiscated by school personnel and the school principal will take necessary action in accordance with board policy.

At the high school level over the counter medications may be brought to school and maintained by the student at the discretion of the principal in accordance with the school site regulation concerning medications.

In order for a student at the elementary and middle school level to be given over the counter non-prescription medications at school, the student's parent/guardian must complete the district Permission for Non-Prescription Medication form. All over the counter medications are required to be administered by the school nurse in elementary and middle school. In cases of frequent request for administering over the counter medications, the school may request authorization from the student's health care provider.

The parent/legal guardian of the student must assume responsibility for informing the RN of any change in the student's health or change in medication.

Additional guidelines for administering medications include the following.

- Neither the district nor its personnel will be held liable in the event of adverse reactions when the medication has been given in the prescribed manner.

- The parent will reclaim any unused medications within one week of the termination of treatment or within one week of the last day of school. The school will destroy any unused medications after this time.
- The school district retains the discretion to reject requests for assisting students with medication.
- The RN or LPN will be responsible for the safekeeping of the medication to be administered. Medication will be kept in a locked cabinet or drawer which is accessible only by the RN, LPN, Principal or his/her designee.
- The RN or LPN will communicate with parents/legal guardians and/or physicians about any problems with administering medications to students at school.
- Controlled substances as defined by Sections 44-53-190, -210, -230, -250 and -270 of the South Carolina Code of Laws should be counted upon receipt and weekly thereafter to assure doses have been administered according to the prescription on the school days attended. Discrepancies in the number of units of medication should be documented to the student's medication record and reported to the school nurse and school principal, who should investigate and take appropriate corrective action. Local law enforcement authorities and the DHEC Bureau of Drug Control should be notified if drug diversion is suspected.

Emergency Medications (Life Threatening situations only)

Medication will be routinely administered to students by the RN or LPN; however, in the event of an emergency, an unlicensed school employee trained by the RN may administer medication to students who have a history of serious allergic reaction or a health condition which may require specific medication(s) for certain life threatening circumstances and who have written authorization and individually prescribed medication.

Field studies/overnight field studies

Parents/Legal guardians of students who will require special medical attention must notify the principal prior to a scheduled field study trip. The principal will consult with the RN to determine how to accommodate the needs of the student on the trip. Guidelines for the administration of medications on field study trips will be the same as specified in this **Administrative rule** unless administered by the parent/legal guardian. Mini first aid kits will be provided by the RN for such trips, as appropriate.

Unlicensed school employees designated and trained by the RN may assist students with their medications when the RN or LPN is unavailable, provided they are trained as set forth below.

The RN assigned to a school or the RN supervising the clinical practice of the LPN assigned to the school in collaboration with the LPN may select, train, determine the competency of and evaluate unlicensed school employees for assisting students with medications in situations where the RN or LPN on staff at the school is absent or not available. This training will be provided through the Safe Schools program, in addition to site specific training by the RN. "Assisting with medication" does not include injectable medications such as insulin or initial doses of routinely scheduled medication due to the risks for anaphylaxis and/or other serious reactions.

The RN must provide the initial training and competency determination of unlicensed school personnel. The RN may delegate training updates that do not include procedural changes and periodic re-evaluation of an unlicensed school employee's competency to an LPN if the RN has determined and documented that the LPN is competent to perform the tasks. The RN will develop a checklist for the LPN to use during training updates and the re-evaluation process. Training updates that include procedural changes will be treated as an initial training and therefore, must be first provided by the RN.

Following training by the RN assigned to the school or the RN supervising the clinical practice of the LPN assigned to the school, unlicensed school employees trained by an RN may assist students with regularly scheduled medications during school, en route to and from school on district vehicles or at school-sponsored functions before, during or after school, if the RN or LPN is not available. A licensed healthcare prescriber or an RN must be available via a telecommunication device to answer questions that the unlicensed school employee trained by an RN may have when assisting students with medications in the absence of the RN or LPN.

Issued 5/28/90; Revised 2/25/91, 12/01/03, 7/24/08, 8/26/08, 2/24/14

CURRENT

ASSISTING STUDENTS WITH MEDICATIONS

Code **JLCD-R** Issued **MODEL**

Students are not allowed to bring medications to school except as directed below.

Before the principal or his/her designee will assist a student with medication, the student must submit a dated request to the school office signed by his/her parent/legal guardian to include the following information.

- child's name
- physician's name
- name of the medication
- time to be administered
- dosage
- possible side effects
- reason for medication or medical condition

The student must bring a request slip for each new or different medication.

One permission slip per year will suffice for prescription medications which will be given on a long-term basis or those medications which must be administered in case of an emergency; for example, adrenalin for bee stings. All changes in dosage during the year will require a new permission form.

The principal or his/her designee is authorized to give oral medication as outlined above. The designee must be a school secretary, teacher, guidance counselor or nurse. The principal or his/her designee will keep a record of all instances when the student is assisted with medication.

The parent/legal guardian will reclaim any unused medications within one week of the termination of treatment or on the last day of school. The school will destroy any unused medications after this time.

Neither the school district nor its personnel will be responsible for the occurrence of any adverse drug reaction when the medication has been given in the manner prescribed.

The school district retains the discretion to reject requests for assisting students with medication.

Individual Healthcare Plan (IHP)

Students may be authorized to self-monitor and self-administer medication as prescribed by the student's healthcare provider with written authorization from the parent/legal guardian for the student to self-monitor or self-administer medication as well as a written statement from the student's healthcare provider verifying that the student has a medical condition and has been instructed and demonstrates competency in self-monitoring or self-administration of medication, or both.

Receipt of the above will authorize a student to possess and administer medication while in the classroom or on school grounds, at a school-sponsored activity, in transit to and from school or school-sponsored activities or during before or after-school activities on school-operated property.

PAGE 2 - JLCD-R - ASSISTING STUDENTS WITH MEDICATIONS

The student's IHP will contain components as required by the state department of education and will be developed with input from and approval of the following individuals.

- student's healthcare practitioner who prescribed the medication
- parent/legal guardian
- student, if appropriate
- school nurse or other designated school staff member

The district may revoke a student's permission to self-monitor or self-administer medication if the student endangers himself/herself or others through misuse of the monitoring device or medication.

Issued ^

MODEL

**INDEMNIFICATION/HOLD HARMLESS AGREEMENT
FOR SELF-ADMINISTRATION OF MEDICATION**

Student name: _____

The parent/legal guardian agrees to indemnify, defend and hold the school board, school district, its employees and/or its agents harmless from any and all claims, actions, costs, expenses, damages and liabilities, including attorney's fees, arising out of, connected with or resulting from the self-monitoring or self-administration of medication by the student. The parent/legal guardian agrees that the school board, school district, its employees and/or its agents will incur no liability as a result of any injury arising out of or connected with the self-monitoring or self-administration of medication by the student. Specifically, the parent/legal guardian agrees that they will not institute either on their own behalf or on behalf of the student, any claim or action against the school board, school district, its employees and/or its agents arising out of or connected with the self-monitoring or self-administration of medication by the student.

This agreement will take effect on the date listed below and will stay in effect for as long as the student is provided permission to self-monitor or self-administer medication. This agreement must be signed and in full effect prior to the granting of permission to self-monitor or self-administer medication.

Parent/Legal guardian's name (please print)

Parent/Legal guardian's signature

Principal's signature

Date of agreement

SELF-MEDICATING AND/OR SELF-MONITORING HEALTHCARE PRACTITIONER AUTHORIZATION

When completing this form, draw an "X" through any sections that do not apply. (Example: If the student will not be self-monitoring, draw an "X" through the self-monitoring section.)

This form must be completed by the health care practitioner who prescribed the student's medication or monitoring device. Note that students will not be permitted to self-administer medications that are classified as controlled substances. Medications must be kept by the student in the container labeled by the pharmacist who filled the prescription. Sample medications must be kept in a container that identifies the student and the medication; the container must have a note attached from the health care provider outlining the directions for proper use. An approved individual health care plan is required for students who will self-medicate and/or self-monitor.

Student's name _____

Date of birth _____

Name of school _____

Grade _____

Homeroom teacher _____

Allergies: _____

Diagnosis/Description of special healthcare need: _____

List the medication(s) related to the student's medical diagnosis that may be self-administered. **Attach specific instructions for how the medication(s) should be used during the school day.**

List monitoring devices related to the student's medical diagnosis that the student may use during the school day. **Attach specific instructions for how the monitoring device(s) should be used during the school day.**

Initial all that apply. All must be initialed in order for the student to be allowed to self-medicate at school.

Initial all that apply. All must be initialed in order for the student to be allowed to self-monitor at school.

The student named above

The student named above

(a) has been instructed regarding the appropriate use of the medication(s) noted above (i.e., indications, actions, side effects, when to take the medication, when not to take the medication, when to seek assistance). _____

(a) has been instructed regarding the appropriate use of the monitoring device(s) noted above (i.e., indications, interpreting results, safety precautions, simple trouble shooting, when to seek assistance). _____

(b) has demonstrated competency for safely self-administering the medication(s) noted above. _____

(b) has demonstrated competency for safely using the monitoring device(s) noted above. _____

I agree that the student named above should be allowed to possess and self-administer the medication(s) noted above while in the classroom and in any area of the school or school grounds, at any school-sponsored activity, in transit to and from school or school-sponsored activities and during before-school or after-school activities on school-operated property.

I agree that the student named above should be allowed to possess and self-monitor with the device(s) noted above while in the classroom and in any area of the school or school grounds, at any school-sponsored activity, in transit to and from school or school-sponsored activities and during before-school or after-school activities on school-operated property.

Prescribing healthcare provider's signature: _____

Date: _____

Provider's printed name: _____

Office phone number: _____

SELF-MEDICATING AND/OR SELF-MONITORING PARENT/LEGAL GUARDIAN AUTHORIZATION

When completing this form, draw an "X" through any sections that do not apply. (Example: If the student will not be self-monitoring, draw an "X" through the self-monitoring section.) A new application for self-medicating and/or self-monitoring must be completed each school year. Permission from the student's healthcare provider is required for self-administration of medications and/or self-monitoring. An approved individual health care plan is also required. Students are not permitted to self-administer medications that are controlled substances.

Student's name _____

Date of birth _____

Name of school _____

Grade _____

Homeroom teacher _____

List the medication(s) that may be self-administered.	List monitoring device(s) that your child may use during the school day.
<p>Please read and initial each statement below if you agree. All are required in order for your child to self-administer medications at school.</p>	<p>Please read and initial each statement below if you agree. All are required in order for your child to self-monitor at school.</p>
<p>I authorize my child to possess and self-administer the medication(s) noted above as prescribed while in the classroom and in any area of the school or school grounds, at any school-sponsored activity, in transit to and from school or school-sponsored activities and during before-school or after-school activities on school-operated property. _____</p>	<p>I authorize my child to possess and self-monitor with the device(s) noted above while in the classroom and in any area of the school or school grounds, at any school-sponsored activity, in transit to and from school or school-sponsored activities and during before-school or after-school activities on school-operated property. _____</p>
<p>My child has been instructed about the proper use of the medication(s) noted above. _____</p>	<p>My child has been instructed about the proper use of the monitoring device(s) noted above. _____</p>
<p>My child has shown me that he or she can safely self-administer the medication(s) noted above. _____</p>	<p>My child has shown me that he or she can safely use the monitoring device(s) noted above. _____</p>
<p>My child and I will be responsible for the proper use and safe-keeping of the medication. _____</p>	<p>My child and I will be responsible for the proper use and safe-keeping of the monitoring device(s). _____</p>
<p>I will not hold the school district or any of its employees or agents liable if an injury occurs related to my child self-medicating. I will be responsible for any costs related to any claims that occur related to my child self-medicating. _____</p>	<p>I will not hold the school district or any of its employees or agents liable if an injury occurs related to my child self-monitoring. I will be responsible for any costs related to any claims that occur related to my child self-monitoring. _____</p>
<p>I understand that my child will lose the privilege to self-medicate if he/she endangers him/herself or another student by misusing the medication(s). _____</p>	<p>I understand that my child will lose the privilege to self-monitor if he/she endangers him/herself or another student by misusing the monitoring device(s). _____</p>
<p>I understand that my child may only self-administer the medication(s) noted above. All other medications must be given to my child by a school employee. _____</p>	<p>I understand that my child may only self-monitor with the device(s) noted above. All other devices must be used with the assistance of a school employee. _____</p>
<p>I understand that my child must keep his or her medications in the container provided by the pharmacist or my child's health care practitioner. The container must have my child's name, the name and dosage of the medication, and the directions for proper use on it.</p>	

Parent/Legal guardian signature _____

Date _____

SELF-MEDICATING AND/OR SELF-MONITORING STUDENT AUTHORIZATION

When completing this form, draw an "X" through any sections that do not apply. (Example: If you will not be self-monitoring, draw an "X" through the self-monitoring section.)

Student's name

Date of birth

Name of school

Grade

Homeroom teacher

List the medication(s) that you will be self-administering.	List the monitoring device(s) that you will be using.
<p>Please read and initial each statement below if you agree. All are required in order to self-administer medications at school.</p>	<p>Please read and initial each statement below if you agree. All are required in order to self-monitor at school.</p>
<p>I know when I should and when I should not take the medication(s) noted above. _____</p>	<p>I know when I should and when I should not use the monitoring device(s) noted above. _____</p>
<p>I know the signs and symptoms that may mean that I should not take the medication(s). _____</p>	<p>I know the signs that may mean that the monitoring device(s) is/are not working properly. _____</p>
<p>I know how much of the medication(s) noted above I should take. _____</p>	<p>I know how often to use the monitoring device(s). _____</p>
<p>I know how to take the medication(s) noted above. _____</p>	<p>I will keep the monitoring device(s) and any supplies needed for using the monitoring device(s) with me in a safe place. _____</p>
<p>I will take the medication(s) the way that my health care provider has instructed. _____</p>	<p>I will not allow other students to touch or hold my monitoring device(s) nor any of the supplies needed for using the monitoring device. _____</p>
<p>I will keep the medication in the package provided by the pharmacy or my health care practitioner. _____</p>	<p>I understand that I will no longer be able to use the monitoring device(s) on my own if I endanger myself or another student by misusing the device(s). _____</p>
<p>I will keep the medication and any supplies needed for taking the medication(s) with me in a safe place. _____</p>	<p>I understand that I can only use the monitoring device(s) noted above on my own. All other devices must be used with the assistance of a school employee. _____</p>
<p>I will not allow other students to touch or hold my medication(s) nor any of the supplies needed for taking the medication. _____</p>	
<p>I understand that I will no longer be able to take my medication on my own if I endanger myself or another student by misusing the medication(s). _____</p>	
<p>I understand that I can only take the medication(s) noted above on my own. All other medications must be given to me by a school employee. _____</p>	

Student's signature

Date

Parent/Legal guardian's signature

Date

Rock Hill School District Three of York County

PERMISSION FOR SCHOOL ADMINISTRATION OF PRESCRIPTION MEDICATION

For school use only:

☐ Routine sdrl☐ PRN (As needed)

Start Date: _____

Medications should be administered by a parent/legal guardian before or after school hours, when possible. Initial doses of a medication that a child has never taken before should not be given at school. Medication to be given at school should be accompanied by this form, complete with the prescribing physician's signature, and provided to the school in the original labeled container provided by the pharmacist who filled the prescription. "Sample" medications must be provided in a container that appropriately identifies the medication and must be accompanied by a note signed and dated by the prescribing health care provider that includes the student's name, directions for proper administration, and the name, address, and phone number of the prescribing health care provider.

Child's name _____

Date of birth _____

Name of school _____

Grade _____

Medication: _____

Dosage: _____

Medical diagnosis/Diagnosis code: _____

Route: _____

Time medication to be given at
school (lunch times vary (10:30a - 1p))

Frequency (e.g., daily): _____

Note special storage requirements

☐ none☐ refrigerate☐ other

(please specify): _____

Anticipated number of days medication will be given at
school☐ until end of current school year☐ _____ weeks☐ _____ days

Is child allergic to any food, medicines, or other items?

☐ no☐ yes (list allergies)

Is this medication a controlled substance?

☐ no☐ yes

Possible side effects: _____

Prescribing healthcare provider's signature _____

Date _____

Stamp, print or type healthcare provider's name and address

Office phone number

Office fax number

Section below to be completed by child's parent/legal guardian

I give permission for my child, _____, to be given the above medication as prescribed. I give permission for the school nurse or school administrator to contact the health care provider named above or the pharmacist who filled the prescription to discuss this medication and my child's health. I give permission for the health care provider named above, the pharmacist, and/or their designated employees to provide information about this medication and my child's health to the school nurse or school administrator. I also give permission for this "Permission for Prescription Medication" to apply if I transfer my child to another school in this same school district during the current school year. I understand that the school may require that I agree to the school district's rules about medications before this medicine will be given at school. I understand that I am responsible for notifying the school if my child's medications change in any way.

Signature of parent/legal guardian

Date

Print or type name of parent/legal guardian

Daytime phone number

PROPOSED

**PERMISSION FOR SCHOOL ADMINISTRATION OF
NON-PRESCRIPTION MEDICATION**
(Optional for high school students)

For school use only:

☐ Routine sdrl☐ PRN (As needed)

Start Date: _____

When possible, medications should be given to students before or after school by the parent/legal guardian. Over the counter medications may only be given within the limits and according to the instructions printed on the container or the package insert. Medications must be provided to the school by the parent or guardian in the original container. Please note that the school district may reject requests for certain medications to be given at school.

Please complete a separate form for each medication to be given at school. If the medication is to be given to more than one of your children, please complete a separate form for each child.

Child's name _____

Date of birth _____

Name of school _____

Grade _____

Is your child allergic to any food, medicines, or other items?

☐ no☐ yes (if yes, list allergies)

Name of medication to be given at school: _____

Reason for medication: _____

Amount of medication to be given:

Time of day medication to be given at school:

How often can medication be given?

Note any special storage requirements:

☐ refrigerate☐ other (please specify)

Estimated number of days medication will be given at school (choose one):

☐ _____ days☐ _____ weeks☐ until the end of the current school year

Does your child take any other medications at home or at school?

☐ no☐ yes (If yes, what are the medications?)

Child's healthcare provider (please print name and address):

Office phone number

Office fax number

I give permission for the medication noted above to be given to my child during the school day. I give permission for the school nurse or school administrator to contact the health care provider named above to discuss this medication and my child's health. I give permission for the health care provider named above or his/her designated employees to provide information about this medication and my child's health to the school nurse or school administrator. I understand that the school may require that I agree to the school district's rules about medications before this medicine will be given at school. I understand that I am responsible for notifying the school if any of my child's medications change.

Signature of parent/legal guardian

Date

Print or type name of parent/legal guardian

Daytime phone number

PROPOSED

USE OF EPINEPHRINE AUTO-INJECTORS

Code **JLCDB** Issued **DRAFT/17**

Purpose: To establish the basic structure for the use of epinephrine auto-injectors in the district.

The board recognizes that on occasion an emergency situation may arise when a school nurse or other designated school personnel believes in good faith that a student or an individual on school premises is experiencing anaphylaxis, a life-threatening type of allergic reaction. State law permits physicians and certain medical personnel licensed to prescribe medications to prescribe epinephrine auto-injectors be maintained in the name of a school. A school may maintain a stock supply of epinephrine auto-injectors in accordance with a prescription issued pursuant to the Safe Access to Vital Epinephrine (SAVE) Act.

Pursuant to state law and in accordance with this policy, the board authorizes school nurses and other designated school personnel to utilize epinephrine auto-injectors in the following circumstances.

- Provide an epinephrine auto-injector to a student to self-administer in accordance with a prescription specific to the student that is on file with the school.
- Administer an epinephrine auto-injector to a student in accordance with a prescription specific to the student that is on file with the school.
- Administer an epinephrine auto-injector to a student or other individual on school premises whom the school nurse or other designated school personnel believes in good faith is experiencing anaphylaxis in accordance with a standing protocol of a physician, an advanced practice registered nurse or physician assistant licensed to prescribe medication pursuant to state law regardless of whether the student or other individual has a prescription for an epinephrine auto-injector.

The superintendent or his/her designee, in consultation with the South Carolina Department of Education and the South Carolina Department of Health and Environmental Control, will develop and implement a plan to authorize the district schools to maintain a supply of undesignated epinephrine auto-injectors and to provide and administer epinephrine auto-injectors to students and other people. The plan will provide for the management of students with life-threatening allergies enrolled in the schools of the district and must include, but need not be limited to, the following:

- education and training for school personnel on the management of students with life-threatening allergies, including training related to the administration of an epinephrine auto-injector; techniques on how to recognize symptoms of severe allergic reactions, including anaphylaxis; and the standards and procedures for the storage and administration of an epinephrine auto-injector
- procedures for responding to life-threatening allergic reactions including emergency follow-up procedures
- a process for the development of individualized health care and allergy action plans for every student with a known life-threatening allergy

The superintendent or his/her designee will make the plan available to the public on the district's website or by other means as determined by the superintendent.

PAGE 2 - JLCDB - USE OF EPINEPHRINE AUTO-INJECTORS

No one, including without limitation parents/legal guardians of students, should rely on a school of this district for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/legal guardians should consult their own physician regarding this medication.

The SAVE Act provides school boards, districts, schools, school nurses and/or other designated school personnel immunity from liability for damages caused by injuries to a student or another person resulting from the administration or self-administration of an epinephrine auto-injector and plan development and implementation as allowed and set forth under the Act. This immunity does not apply to acts or omissions constituting gross negligence or willful, wanton or reckless conduct.

The district will provide a student with a known life-threatening allergy an individual healthcare and allergy action plan pursuant to policy JLCD (Assisting Students with Medications) and its accompanying administrative rule.

Adopted 2/24/14; Revised ^

Legal references:

A. S.C. Code, 1976, as amended:

1. Section 59-63-95, *et seq.* - Safe Access to Vital Epinephrine Act

USE OF EPINEPHRINE AUTO-INJECTORS

Code **JLCDB** Issued **02/14**

Purpose: To establish the basic structure for the use of epinephrine auto-injectors in the district.

The board recognizes that on occasion an emergency situation may arise when a school nurse or other designated school personnel believes in good faith that a student or an individual on school premises is experiencing anaphylaxis, a life-threatening type of allergic reaction. State law permits physicians and certain medical personnel licensed to prescribe medications to prescribe epinephrine auto-injectors maintained in the name of a school. A school may maintain a stock supply of epinephrine auto-injectors in accordance with a prescription issued pursuant to the Safe Access to Vital Epinephrine (SAVE) Act.

Pursuant to state law and in accordance with this policy, the board authorizes school nurses and other designated school personnel to utilize epinephrine auto-injectors in the following circumstances.

- provide an epinephrine auto-injector to a student to self-administer in accordance with a prescription specific to the student that is on file with the school
- administer an epinephrine auto-injector to a student in accordance with a prescription specific to the student that is on file with the school
- administer an epinephrine auto-injector to a student or other individual on school premises whom the school nurse or other designated school personnel believes in good faith is experiencing anaphylaxis, in accordance with a standing protocol of a physician, an advanced practice registered nurse or physician assistant licensed to prescribe medication pursuant to state law, regardless of whether the student or other individual has a prescription for an epinephrine auto-injector

The superintendent or his/her designee, in consultation with the South Carolina Department of Education and the South Carolina Department of Health and Environmental Control, will develop and implement a plan to authorize the district schools to maintain a supply of undesignated epinephrine auto-injectors and to provide and administer epinephrine auto-injectors to students and other people. The plan will provide for the management of students with life-threatening allergies enrolled in the schools of the district, and must include, but need not be limited to, the following.

- education and training for school personnel on the management of students with life-threatening allergies, including training related to the administration of an epinephrine auto-injector; techniques on how to recognize symptoms of severe allergic reactions, including anaphylaxis; and the standards and procedures for the storage and administration of an epinephrine auto-injector
- procedures for responding to life-threatening allergic reactions, including emergency follow-up procedures
- a process for the development of individualized health care and allergy action plans for every student with a known life-threatening allergy

PAGE 2 - JLCDB - USE OF EPINEPHRINE AUTO-INJECTORS

The superintendent or his/her designee will make the plan available to the public on the district's website or by other means as determined by the superintendent.

No one, including without limitation parents/legal guardians of students, should rely on a school of this district for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/legal guardians should consult their own physician regarding this medication.

The SAVE Act provides school boards, districts, schools, school nurses and/or other designated school personnel immunity from liability for damages caused by injuries to a student or another person resulting from the administration or self-administration of an epinephrine auto-injector and plan development and implementation as allowed and set forth under the Act. This immunity does not apply to acts or omissions constituting gross negligence or willful, wanton or reckless conduct.

The district will provide a student with a known life-threatening allergy an individual healthcare and allergy action plan pursuant to policy JLCD (Assisting Students with Medications) and its accompanying administrative rule.

Adopted 02/24/14

Legal references:

- A. S.C. Code of Laws, 1976, as amended:
 - 1. Section 59-63-95, et seq - Safe Access to Vital Epinephrine Act.

USE OF EPINEPHRINE AUTO-INJECTORS

Code **JLCDB** Issued **MODEL/13**

Purpose: To establish the basic structure for the use of epinephrine auto-injectors in the district.

The board recognizes that on occasion an emergency situation may arise when a school nurse or other designated school personnel believes in good faith that a student or an individual on school premises is experiencing anaphylaxis, a life-threatening type of allergic reaction. State law permits physicians and certain medical personnel licensed to prescribe medications to prescribe epinephrine auto-injectors be maintained in the name of a school. A school may maintain a stock supply of epinephrine auto-injectors in accordance with a prescription issued pursuant to the Safe Access to Vital Epinephrine (SAVE) Act.

Pursuant to state law and in accordance with this policy, the board authorizes school nurses and other designated school personnel to utilize epinephrine auto-injectors in the following circumstances.

- provide an epinephrine auto-injector to a student to self-administer in accordance with a prescription specific to the student that is on file with the school
- administer an epinephrine auto-injector to a student in accordance with a prescription specific to the student that is on file with the school
- administer an epinephrine auto-injector to a student or other individual on school premises whom the school nurse or other designated school personnel believes in good faith is experiencing anaphylaxis in accordance with a standing protocol of a physician, an advanced practice registered nurse or physician assistant licensed to prescribe medication pursuant to state law regardless of whether the student or other individual has a prescription for an epinephrine auto-injector

The superintendent or his/her designee, in consultation with the South Carolina Department of Education and the South Carolina Department of Health and Environmental Control, will develop and implement a plan to authorize the district schools to maintain a supply of undesignated epinephrine auto-injectors and to provide and administer epinephrine auto-injectors to students and other people. The plan will provide for the management of students with life-threatening allergies enrolled in the schools of the district and must include, but need not be limited to, the following:

- education and training for school personnel on the management of students with life-threatening allergies, including training related to the administration of an epinephrine auto-injector; techniques on how to recognize symptoms of severe allergic reactions, including anaphylaxis; and the standards and procedures for the storage and administration of an epinephrine auto-injector
- procedures for responding to life-threatening allergic reactions including emergency follow-up procedures
- a process for the development of individualized health care and allergy action plans for every student with a known life-threatening allergy

The superintendent or his/her designee will make the plan available to the public on the district's website or by other means as determined by the superintendent.

PAGE 2 - JLCDB - USE OF EPINEPHRINE AUTO-INJECTORS

No one, including without limitation parents/legal guardians of students, should rely on a school of this district for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/legal guardians should consult their own physician regarding this medication.

The SAVE Act provides school boards, districts, schools, school nurses and/or other designated school personnel immunity from liability for damages caused by injuries to a student or another person resulting from the administration or self-administration of an epinephrine auto-injector and plan development and implementation as allowed and set forth under the Act. This immunity does not apply to acts or omissions constituting gross negligence or willful, wanton or reckless conduct.

The district will provide a student with a known life-threatening allergy an individual healthcare and allergy action plan pursuant to policy JLCD (Assisting Students with Medications) and its accompanying administrative rule.

Adopted ^

Legal references:

- A. S.C. Code of Laws, 1976, as amended:
 - 1. Section 59-63-95, *et seq.* - Safe Access to Vital Epinephrine Act.

FIRST AID AND EMERGENCY CARE

Code **JLCE** Issued **DRAFT/17**

Purpose: To establish the basic procedure for the administration of first aid and emergency care.

The school nurse or principal's designee will be responsible for providing emergency services in case of injury to, or sudden illness of, a child or staff member.

If a school employs a licensed practical nurse (LPN), a registered nurse (RN) must be available on call (by phone, fax, pager).

Procedures

Each school will develop procedures for the proper handling of such emergencies. The administration will distribute these procedures to the staff.

The procedures will include the following requirements.

- The school nurse or another trained person will be responsible for administering first aid.
- The school will notify the student's parent/legal guardian of the student's illness or injury. The school will request that the parent/legal guardian make appropriate arrangements for the student's care.
- If the school cannot contact the parent/legal guardian immediately when a very serious accident occurs or when a child becomes alarmingly ill, the school will summon medical service or an ambulance to take the child to the appropriate medical facility. Schools will notify the parent/legal guardian as soon as possible.
- Schools will administer first aid/emergency care and the routine delivery of health services to students according to the procedures set forth by the South Carolina Department of Health and Environmental Control.

Adopted 7/23/74 Revised 5/28/90, 11/25/02, ^

Legal reference:

A. S.C. Code, 1976, as amended:

1. Section 40-33-5, *et seq.* - Nurse Practice Act.
2. Section 44-76-10 through 50 - South Carolina Automated External Defibrillator Act.

FIRST AID AND EMERGENCY CARE

Code **JLCE** Issued **11/02**

Purpose: To establish the basic procedure for the administration of first aid and emergency care.

The school nurse or principal's designee will be responsible for providing emergency services in case of injury to, or sudden illness of, a child or staff member.

If a school employs a licensed practical nurse (LPN), a registered nurse (RN) must be available on call (by phone, fax, pager).

Procedures

Each school will develop procedures for the proper handling of such emergencies. The administration will distribute these procedures to the staff.

The procedures will include the following requirements:

- The school nurse or another trained person will be responsible for administering first aid.
- The school will notify the student's parent/legal guardian of the student's illness or injury. The school will request that the parent make appropriate arrangements for the student's care.
- If the school cannot contact the parent/legal guardian immediately when a very serious accident occurs or when a child becomes alarmingly ill, the school will summon medical service or an ambulance to take the child to the appropriate medical facility. Schools will notify the parent/legal guardian as soon as possible.
- Schools will administer first aid/emergency care and the routine delivery of health services to students according to the procedures specified in the Health Services Procedures Manual or other appropriate document set forth by the South Carolina Department of Health and Environmental Control.

Adopted 7/23/79, Revised 5/28/90, 11/25/02

Legal references:

A. S.C. Code of Laws, 1976, as amended:

1. Section 40-33-5, *et seq.* – Nurse Practice Act.
2. Section 44-16-10 through 50 – South Carolina Automated External Defibrillator Act.

~~Section 40-33-770 – Amends law relating to on-site supervision of a nurse.~~

FIRST AID AND EMERGENCY CARE

Code **JLCE** Issued **MODEL**

Purpose: To establish the basic procedure for the administration of first aid and emergency care.

The school nurse or principal's designee will be responsible for providing emergency services in case of injury to, or sudden illness of, a child or staff member.

If a school employs a licensed practical nurse (LPN), a registered nurse (RN) must be available on call (by phone, fax, pager).

Procedures

Each school will develop procedures for the proper handling of such emergencies. The administration will distribute these procedures to the staff.

The procedures will include the following requirements.

- The school nurse or another trained person will be responsible for administering first aid.
- The school will notify the student's parent/legal guardian of the student's illness or injury. The school will request that the parent/legal guardian make appropriate arrangements for the student's care.
- If the school cannot contact the parent/legal guardian immediately when a very serious accident occurs or when a child becomes alarmingly ill, the school will summon medical service or an ambulance to take the child to the appropriate medical facility. Schools will notify the parent/legal guardian as soon as possible.
- Schools will administer first aid/emergency care and the routine delivery of health services to students according to the procedures specified in the Health Services Procedures Manual or other appropriate document.

Adopted 3/21/79; Revised 5/28/88, 11/25/02, ^

Legal references

- A. S.C. Code of Laws, 1976, as amended:
1. Section 40-33-5, *et seq.* - Nurse Practice Act.
 2. Section 44-76-10 through 50 - South Carolina Automated External Defibrillator Act.

Memo

TO: Dr. Kelly Pew
FROM: Terri Smith
DATE: February 22, 2017
SUBJECT: Board Policy DM Cash in School Buildings

In response to the Student Activity Study recommendation 2-7, “consider revising School Board Policy DM Cash in School Buildings to address the needs and concerns relating to gate receipts,” attached is the proposed revision for Board Policy DM Cash in School Buildings for 1st read. The model and current policy is also attached. The district’s financial auditors have reviewed the proposed revision.

CASH IN SCHOOL BUILDINGS

Code **DM** Issued **DRAFT/17**

Purpose: To establish the basic structure for dealing with cash in school buildings.

~~No one~~ A school will not keep more than \$100.00 (including cash and checks) overnight in a school under any circumstances. **unless it is for startup cash for school events. All monies must be kept in a locked, secure place, with limited access, until deposited.**

The board directs all principals to make deposits of school monies more than \$100, **excluding startup cash for school events**, on a daily basis ~~at the end of each school day or after a school event~~. **All monies received for events, excluding the startup cash, must be reconciled and deposited daily. The startup cash must be verified, evidenced by at least two signatures and dates, at the beginning and at the end of each event day.**

The principal may make arrangements with local banks for night depository privileges and ~~use these facilities when necessary~~ **armored services when necessary.**

~~Monies less than \$100 must be kept in a locked, secure place until deposited.~~

Principals who do not abide by this policy will be responsible for any loss incurred as a result of their failure to make a timely deposit and may be subject to further disciplinary action.

Adopted 9/27/99, Revised 11/26/12, ^

CASH IN SCHOOL BUILDINGS

Code **DM** Issued **MODEL/16**

No one will keep money overnight in a school under any circumstances.

Teachers and other employees who come into possession of cash in connection with school activities will not leave the money unattended. As soon as is possible, and no later than the end of the school day, employees in possession of cash shall turn it over to the principal's office for safe-keeping and proper accounting.

The board directs all principals to make deposits of school monies on a daily basis at the end of each school day or after a school event. The principal may make arrangements with local banks for night depository privileges and use these facilities when necessary.

Principals, teachers, or other employees who do not abide by this policy will be responsible for any loss incurred as a result of their failure to make a timely deposit and may be subject to further disciplinary action.

Adopted ^

CASH IN SCHOOL BUILDINGS

Code **DM** Issued **11/12**

Purpose: To establish the basic structure for dealing with cash in school buildings.

No one will keep more than \$100.00 (including cash and checks) overnight in a school under any circumstances.

The board directs all principals to make deposits of school monies more than \$100 on a daily basis at the end of each school day or after a school event. The principal may make arrangements with local banks for night depository privileges and use these facilities when necessary.

Monies less than \$100 must be kept in a locked, secure place until deposited.

Principals who do not abide by this policy will be responsible for any loss incurred as a result of their failure to make a timely deposit and may be subject to further disciplinary action.

Adopted 9/27/99, Revised 11/26/12



Instruction Department
Phone: 803-981-1055

MEMORANDUM

TO: Dr. Kelly Pew
FROM: Dr. Harriet L. Jaworowski
DATE: February 23, 2017
SUBJECT: Palmetto School Charter Status

The Palmetto School at the Children's Attention Home, a local charter school, has requested that the Rock Hill School Board consider a change of status for their school. This is due to changes in accountability and changes related to the Department of Social Services. Please see the attached letter from the school.

Attachment



Dear Board of Trustees,

On behalf of The Palmetto School at the Children's Attention Home (Palmetto School @ CAH) Board of Directors we would like to thank you for the District's continued support that it has shown these past twelve years. Over the past twelve years the school has seen many changes in regards to DSS's Foster Care Policies and Procedures, Federal and State accountability and SC Charter School law. The new accountability requirements and mandates in the ESSA law and SC Charter School Law require that Charter Schools performing below the set criteria by the state for three years in a row should be closed by the School District Sponsor. Our student population is very transient and have severe academic needs and deficits. The teachers and administration monitor student progress on a monthly basis and is able to see the progress that each student is making throughout the year. It is very important to note using state testing as an accountability system is not valid due to the sample size of students being tested each year. Ninety-five percent of our students taking the state test this past year had an average stay of 60 days. It makes it very difficult to meet the criteria that is set up by the State Department of Education and the SC Education Oversight Committee. In the following, we are asking for the Board of Trustees consideration on the approval of two separate requests.

(1) One way that Rock Hill School District 3 can help prevent the school's closing in three years is through the classification or designation of The Palmetto School @ CAH into an Alternative Education Campus Charter School as outlined and made allowable through the SC Public Charter School Law (S.C. Code Ann. §59-40-111). It is important to note that with this new designation The Palmetto School @ CAH will still be considered a public charter school. The designation will change the school's accountability system which would be determined by the Rock Hill School District 3. It also allows the school to serve a specific targeted population within the community which brings the School's Board of Directors to a current issue regarding the limitation of children in grades K-5 being admitted to group homes in SC.

(2) In 2015, the SC Department of Social Services was issued a court order to reform Foster Care in South Carolina. One of the mandates of this court order is to reduce the amount of Children ages 0 to 12 being assigned to Group Homes. This mandate has greatly impacted our student population in grades K-5. The School has seen a major decrease in K-5 students and a major increase in grades 6-8 students. The Children's Attention Home Executive Director has advised the School's Board of Directors to find alternative ways to increase the K-5 student enrollment because this maybe a long-term issue. The Palmetto School @ CAH Board of Directors would like to open our doors to the community that target students with special needs, homelessness, or academically and socially at-risk. The Board of Directors



would like to request that ten slots be open to the community for grades K-5 to make sure that our school is able to continue to serve students in grades K-5.

The Palmetto School Board of Directors greatly appreciates your consideration of our requests. We believe that our services and program can and have made a major impact on children of York County and South Carolina. Please feel free to contact me or Dr. Hugh Wilson at 803-328-6555 if you have any questions or concerns of our request.

Sincerely,

Phillip Stevens
Board Chair

Dr. Hugh Wilson
Principal/Executive Director



Communications Department
Telephone: 981-1008 - Fax: 981-1094

Memorandum

TO: Dr. Kelly Pew
FROM: Mychal Frost
DATE: February 22, 2017
SUBJECT: 2017-2018 Calendar Draft

In December, a committee parents, teachers, and administrators representing 11 schools began developing the 2017-2018 school calendar. After reviewing state law and discussing local preferences, committee work groups developed drafts. During its second meeting, the committee developed two draft calendars, Draft A and Draft B that was shared with stakeholders for feedback. More than 500 responses led to the development of Draft C, which is presented tonight for approval pending the status of two bills in the SC General Assembly. Senate Bill 388 and House Bill 3508 would allow a one-year waiver to school start date legislation (Section 59-1-425). At this time (Wednesday, 4 p.m.), we know S.388 has unanimously passed the Senate and H.3508 reported favorably from committee.

Draft C considers the following:

- Uses earliest start date possible under new state legislation
- Adjusts the last day of first semester from Dec. 22 to Dec. 21
- Ensures last teacher day is on Friday, June 1

In Draft C, we would attend school on Monday, August 21, and safely observe the first total solar eclipse to cross the United States since 1978.

July 4
Independence Day -
District Closed

July 17-18
Teacher Professional
Development Conference

July 31
New Teacher Orientation

August 1 - 3
New Teacher Orientation

August 9
Teacher PD Exchange Day

August 10-11, 14-16
Teacher Days - No Students

August 17
First Day for Students

September 4
Labor Day - District Closed

October 9
Teacher PD Day

November 22 - 24
Thanksgiving Holiday -
District Closed

December 21
Half Day for Students -Last
Day of First Semester

December 22 - 29
Winter Holidays -
District Closed

NOTE:
Teachers who do not attend
the July 17 - 18 Professional
Development Conference
are required to work on
August 9 and January 4.

July 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16*	17
18	19*	20	21	22	23	24
25	26	27	28			

March 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30*	31

April 2018						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

January 1-3
Winter Holidays -
District Closed

January 4
Teacher PD Exchange Day

January 5
Teacher Work Day

January 15
MLK Jr. Day - District Closed

February 16
Inclement Weather
Make-Up Day

February 19
Inclement Weather
Make-Up Day

District closed if days not needed

March 30
Inclement Weather
Make-Up Day

District closed if day not needed

April 2 - 6
Spring Break -
District Closed

May 28
Memorial Day -
District Closed

May 30
Half Day for Students

May 31
Half Day for Students -
Last Day of Second Semester

June 1
Teacher Day

June 2
Graduation Day
Northwestern - 10 am
South Pointe - 2 pm
Rock Hill - 6 pm

Ceremony is held at the
Winthrop Coliseum

HALF DAY DISMISSAL TIMES
Elementary - 11 a.m.
Middle - 11:30 a.m.
High - 11:45 a.m.

Stay Connected - Search Rock Hill Schools



Memo

TO: Dr. Kelly Pew
FROM: Luanne Kokolis
CC: Board Members
DATE: February 22, 2017
SUBJECT: **Bus request**

The Rock Hill Alumni Chapter of Kappa Alpha Psi mentors our students at Richmond Drive and Castle Heights middle school. They are requesting a bus to take the students on a field study trip to tour both academics and athletics at Clemson. The trip is for 24 students to take place on March 29, 2017.



Activity Bus Rental Request

Today's Date: 2-23-17		Name of Group/Organization: Rock Hill Kappa Foundation	
Mailing Address: P.O. Box 12445 Rock Hill, SC 29731		Contact Person: Welvin Simpkins	Phone Number: 803-480-2391
Date(s) Needed: March 29 th 2017		Time(s) Needed: 8:00am - 8:00pm	
Destination: Clemson University			
Driver Name: Pat Burris		Driver Needed?: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Will there be any students or staff requiring special accommodations? If so, please list N/A			
FEE SCHEDULE			
Mileage Rate: \$1.86 per mile	Driver Rate: \$21.21 per hour	Daily Maintenance Fee: \$25.00	

Requestor Signature: Welvin Simpkins

Date: 2-23-17

Board Approved: ☐ Yes ☐ No

Date Approved:

Submit this form to: Rock Hill Schools
Attn: Brian Vaughn - Facilities Services
P. O. Drawer 10072
Rock Hill, SC 29731

Board Member s (2) Travel to NSBA Conference

Denver, CO – March 25-27, 2017



Communications Department
Telephone: 981-1008 - Fax: 981-1094

Memorandum

TO: Dr. Kelly Pew
FROM: Mychal Frost
DATE: February 22, 2017
SUBJECT: Announcements for February 27th School Board Meeting

2016-2017 Community Open House Schedule

We invite parents, business leaders, faith leaders, and others to attend at least one community open house this year at each of our schools. Our next open house will be on Friday, March 10 with stops at the Applied Technology Center and Northwestern High School. You are invited to ATC at 8:30 a.m. and then to Northwestern at 10 a.m. The visits provide a tremendous opportunity to go “behind the scenes” in our schools and observe classrooms. The full open house schedule is available on our website.

School Choice Update

Interest in our school choice programs is on the rise. For the second consecutive year we received more than 600 applications, which is double the number of applications three years ago. This year, a total of 650 students applied to attend one of our six programs – Arts, International Baccalaureate, Inquiry, Language Immersion, Montessori, and STEAM. Notification letters are going out this week to applicants with an offer to accept a placement.

Follow Capital Program Updates

For more information on the district's capital building program, "Build on the Rock," please visit www.rock-hill.k12.sc.us/BuildOnTheRock. This website is dedicated to providing status updates on active and planned construction projects in the district. On the page, viewers can see project descriptions, before and after photographs, and construction timelines.

Upcoming Board Meetings

The School Board will next meet on Monday, March 13 for a work session. The meeting will begin at 4 p.m. with a data review session and be held in the district office boardroom. The next business meeting will be Monday, March 27 at 6 p.m. at the district office. Also, please note the date change for the April work session. Due to Spring Break, the board will hold the April work session on Monday, April 3.

Memo

TO: Dr. Kelly Pew
FROM: Anthony Cox, P.E.
DATE: February 22, 2017
SUBJECT: Request to Re-zone Edgewood Property
CC: Brian Vaughan / Terri Smith

In October 2014, the Edgewood Center, a 22 acre parcel with a 45,629 SF former school building located at 1446 Russell Street, was considered surplus to the district's needs and the property was marketed through the Tuttle Company, our district's realty firm.

This month an offer was made and accepted on the property by a well-established regional development firm. The real estate contract is contingent upon a successful re-zoning of the property from the current Office and Institutional (OI) designation to one compatible with the buyer's plans after sale. The price agreed is consistent with recent appraisals made on the property.

We are working with the Tuttle Company to apply to the City for re-zoning of the property.

At its work session on February 13, 2017, held at the District Office, the board:

- held its monthly data session;
- held executive sessions to discuss a legal matter (structured debt settlement) and property matters (sale of property, property management issue);
- heard from Northside Elementary School's School Improvement Council;
- discussed the Gifted & Talented audit;
- reviewed section "J" policies;
- discussed changing the classification of The Palmetto School;
- discussed policy ADF – School Wellness;
- heard an Equity Symposium report
- discussed policy JKE, JKE-R – Expulsion of Students;
- discussed policy DM – Cash in Buildings
- received an update on the proposed 2017-18 school calendar;
- discussed a date change for the April work session (due to spring break);
- received the annual Federal Programs update; and,
- discussed other business/future meetings.

Other and Future Business

Jim Vining

Executive Session(s)

- >Property Matter – Sullivan Middle School Construction Update
- >Personnel Matter ~ Hiring
- >Student Matters – Student Appeals

Action as Required from Executive Session(s)

Adjournment