

Monthly Business Meeting of the Board of Trustees

Tuesday, May 29, 2018

Ribbon Cutting – 5:30 p.m. – Central Office

Board Meeting – 6:30 p.m. – Central Office

A G E N D A

I. **Call to Order - Laura Rae Robinson – Mt. Gallant Elementary School**

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 School Resource Officers (Coleman, Jones, Moreno, Shealy, Slawson)
- B. Recognition of Shelby Sapp
- C. Recognition of Kim Melander, SC Energy Project of the Year
- D. Recognition of RHHS Theatre Students
- E. Recognition of NHS Theatre
- F. Recognition of RHHS Indoor Wind Ensemble
- G. Recognition of ATC Cosmetology Students
- H. Recognition of ATC Health Science Students
- I. Recognition of SCHSL Track & Field Champion (NHS)
- J. Recognition of Facilities Services - Field of Excellence Award Winner
- K. Recognition of Healthier Generation Award Winners
- L. Recognition of SC/NSPRA Award Winners
- M. Recognition of Dutchman Creek Theatre Students
- N. Recognition of Sydney Campbell, SC Economics Calendar Contest Winner
- O. Recognition of 5th Congressional District of SC Student Art Award Winner
- P. Recognition of Major John Murray, AFJROTC Region 6 Outstanding Instructor of the Year

III. Citizen Participation

IV. Consent Action Agenda

- A. Approval of Minutes (Policy BEDG)
 - 1. April 9, 2018 Work Session (incl. Data Session)
 - 2. April 16, 2018 Board Retreat
 - 2. April 23, 2018 Business Meeting
- B. Approval of Personnel Recommendations (Policy BDD)
- C. Approval of Activity Bus Rental Requests -
(WU, RHPD Safety Patrol, WB&G Camp, City of RH/Emmett Scott Center)

V. Action Agenda

2nd Read Policies (Policy BG/BGD)

- A. Approval of Policy **GDBC, GDBC-R** – Support Staff Supplementary Pay/Overtime
- B. Approval of Policy **GBEBD, GBEBD-R** – Acceptable
- C. Approval of Policy **GCC/GCD** – Staff Leaves and Absences
- D. Approval to Eliminate Policy **GDC/GDD** – Support Staff Leaves and Absences

Learn + Grow + Connect + Thrive

- E. Approval of Policy **GCRD** – Tutoring for Pay
- F. Approval of Policy **GCQC/GCQD** – Resignation of Professional Staff
- G. Approval of Policy **JIJ** – Student Protests, Demonstrations, and Strikes
- H. Approval of Policy **IKF, IKF-R** – Graduation Requirements

1st Read Policies *(Policy BG/BGD)*

- I. Approval of Policy **DM** – *Cash in School Buildings*
- J. Approval of Policy **KBE** – *Relations with Support Organizations*
- K. Approval of New Admin. Rule **KBE-R** – *Relations with Support Organizations*
- L. Approval of New Courses for Accelerate Program
- M. Approval of School Board Election Forum Date – *Sept. 25 @ Central Office, 6:30 p.m.*
- N. Approval of Lease – *Boys & Girls Club @ Flexible Learning Center*
- O. Approval of Lease – *Carolina Community Actions (Headstart) @ Sylvia Circle Family Learning Center*

VI. Communications

VII. Report of the Superintendent
A. Announcements

VIII. Review of School Board Work Session – May 14

IX. Other and Future Business

- X. Executive Session(s) if needed – *(Policy BEC)*
- **Personnel Matters** – *Hirings*
 - **Contractual Matter** – *Trademark Agreement*
 - **Briefing on Construction Financing**

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

XII. Adjournment

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

Memorandum

TO: Dr. Kelly Pew
FROM: Mychal Frost
DATE: May 24, 2018
SUBJECT: Call to Order at May 29th School Board Meeting

Laura Rae Robinson, a 5th grader at Mt. Gallant Elementary School, will provide the "Call to Order" at the May 29th school board meeting.

Laura:

- Laura Rae is involved in many activities at MGES. Some of her favorites include Drama Club, Science Bowl, Junior Beta Club, and Battle of the Books.
- In addition to being successful in the classroom, Laura Rae also has a passion for the stage. She's heavily involved with Showtime Theatre Company and has starred in *Annie*, *Wizard of Oz*, *Into the Woods*, *Seussical*, *The Music Man*, *Aladdin*, and will be Jane in *Mary Poppins* this summer.

Parents: Andrew and Vivian Robinson

Siblings in Rock Hill Schools: Ella, 2nd grade at Mt. Gallant

Principal: Mr. Jacob Moree

Mailing Address:

4256 Pebble Brooke Court
Rock Hill, SC 29732



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

Memorandum

TO: Dr. Kelly Pew
FROM: Mychal Frost
DATE: May 24, 2018
SUBJECT: Recognitions for May 29th School Board Meeting

A. Recognition of School Resource Officers

Rock Hill Schools has a strong partnership with local law enforcement agencies – the Rock Hill Police Department and the York County Sheriff’s Office. Working collaboratively, Rock Hill Schools staff and law enforcement agencies, along with students and parents, strive to provide a safe and secure learning environment for our students. Tonight, we would like to say “thank you” to representatives from the Rock Hill Police Department and allow each School Resource Officer to share a personal story about their involvement with our schools. Tonight, we welcome Officers Coleman, Jones, Moreno, Shealy, and Slawson.

B. Recognition of Shelby Sapp

For the past 35 years, anyone who called the Rock Hill Schools office heard the familiar and sweet voice of Mrs. Shelby Sapp. Tonight, we’d like to say thank you to Mrs. Shelby for her service to Rock Hill Schools and the hospitality she has provided for generations of visitors to our district office. In total, Mrs. Shelby served the district and Rock Hill community for 43 years. She moved to her role at the district level after 8 years at Belleview Elementary School. Thank you, Mrs. Shelby. We wish you well in retirement!

C. Recognition of Kim Melander, SC Energy Project of the Year

Congratulations to district energy and systems manager Kim Melander. His leadership and commitment to energy conservation efforts in Rock Hill Schools led to the design and installation of a rooftop solar system at Independence Elementary School. The project, which has already demonstrated substantial energy savings for our district, was awarded the “Project of the Year” by the Association of South Carolina Energy Managers. In its first month of use, the rooftop solar system saved the district more than \$3,400 when compared to the same time period a year earlier; the power bill for the campus was \$469.32 for March.

D. Recognition of Rock Hill High School Theatre Students

In March, Rock Hill High School Theatre students attended the South Carolina Speech and Theatre Association Festival for the first time ever. As a group, the program won “Best New School” and four students won awards at the festival.

- Tyler Barber & Emily (Taylor) Oxendine – 1st Place Dramatic Duet Acting
- Bailee Brooks & Matt White – 1st Place Comedic Duet Acting

E. Recognition Northwestern High School Theatre

In late April, the Northwestern High School Theatre received incredible news from the Blumenthal Performing Arts Center regarding their production of "Big River". NWHS Theatre received a Blumey Award Nomination for Best Musical, and were able to perform a number from the show at the Blumenthal Performing Arts Center in Charlotte on May 20th as part of the 6th annual Blumey Awards. Northwestern senior Herbert White also received a nomination for best actor as "Jim" and Clay Smith received a nomination for best supporting actor for "Huck Finn". At the awards show, Herbert White was awarded "Best Feature Performer" out of the 23 Charlotte-area schools participating in the event.

F. Recognition of RHHS Indoor Wind Ensemble (*video will be shown*)

In its first year of existence, the Rock Hill High School Indoor Winter Wind Ensemble finished its season with an impressive showing at the WGI World Championships held last month in Dublin, Ohio. Competing against groups from around the world, the Bearcats finished in 9th place. We'd now like to show a video highlighting the students in the lead up to their trip to Ohio.

G. Recognition of ATC Cosmetology Students

Congratulations to students in the Cosmetology program at the Applied Technology Center who competed last month at the Association of Cosmetology Salon Professionals conference last month in Myrtle Beach. This competition is open to all Cosmetology students in the state, both post-secondary and secondary Career and Technical Programs. Thank you to instructor Ms. Lisa Puckett for your hard work and dedication to help your students excel.

The following students competed at the event:

- Mary DeJesus (NWHS) won 2nd Place Hair Shaping, and 3rd in Finish Styling
- Bryanna Patten (RHHS)
- Marranda Coronilla (RHHS)
- Hannah Trimnal (RHHS) won 2 Place in Ladies Evening Makeup
- Sidney Johnson (RHHS)

H. Recognition of ATC Health Science Students

Congratulations to students in Ms. Laurel George's Health Science Clinical Studies program at the Applied Technology Center. Two weeks ago, all 16 students in the program passed the South Carolina Certified Nurse Aide (CNA) Exam. This semester, all 16 students passed both the written assessment and skills assessment on their first attempt. Congratulations to each of you for your outstanding preparation.

I. Recognition of SCHSL Track & Field Champion

Congratulations to Northwestern High School senior Victoria Wilform. For the second consecutive year, Victoria won the gold medal in the high jump at the South Carolina High School League Class 5A state championships. Tonight, we congratulate Victoria and her coaches Calvin Hudgins and David Hegewood.

J. Recognition of Facilities Services - Field of Excellence Award Winner

Earlier this month, Rock Hill Schools Facilities Services crew members were recognized by Pioneer Athletics for their work to maintain the natural grass playing surface at District Three Stadium South. Crew members Ron Moore, Keith McNeely, Tony Herring, and Brian Gordon were presented a 2017 Field of Excellence award winner banner. This is the first such award for our Facilities Services crew members and we are proud of them for their dedication to not only the field at D3 South but for their commitment to maintaining all facilities in the district.

K. Recognition of Healthier Generation Award Winners

As a partner with the Alliance for a Healthier Generation, our schools are required to submit a Healthy School assessment and/or action plan to address student health and well-being. This year, Rock Hill Schools achieved the 90% target set by the Alliance. By meeting the target, schools were eligible to win a \$500 Target eGiftCard™. India Hook, Richmond Drive, and Raven Academy each won a \$500 Target eGiftCard™ for their school to use to support their wellness efforts.

L. Recognition of SC/NSPRA Award Winners

Rock Hill Schools' communication team and South Pointe High School were among 139 winners at South Carolina chapter of the National School Public Relations Association annual Rewards for Excellence awards ceremony held April 27th in Columbia. This awards program annually recognizes outstanding communications and public relations efforts by South Carolina schools, school districts, and education agencies and associations.

For the second consecutive year, South Pointe was among the honorees for its print marketing entries. Dr. Al Leonard, principal of South Pointe, collected awards for the schools' advertisement in the 2017 South Carolina High School League Weekend of Championships game program and the 2017 year-in-review advertisement that appeared in The Herald in advance of graduation last spring.

At the district level, the Rock Hill Schools communication team earned seven awards for its on-going effort to strategically share stories of success and compassion through a multitude of communication mediums and platforms.

- Rock Hill Schools mobile app was recognized with a Golden Achievement Award
- The Rock Hill Schools website
- District Calendar and Quick Facts
- "Thank you, Dr. White" and "Learning in Our Backyard" each received awards in the photography category. "Thank you, Dr. White" captures an emotional embrace between a Sunset Park Center for Accelerated Studies student and principal Dr. Tammy White following a surprise announcement at the school that sent students to a once-in-a-lifetime behind-the-scenes gameday experience at the Carolina Panthers as special guests of Kawann Short. "Learning in Our Backyard" is a photo essay showing Ebenezer Avenue Elementary School principal Chris Beard and students exploring a creek while on a field trip to Rock Hill's River Park.
- Rock Hill Schools' social media platforms and use of Facebook, Twitter and Instagram
- "My Ebinport Family" won in the video category

M. Recognition of Dutchman Creek Theatre Students

Congratulations to the following Dutchman Creek Middle School Theatre students for receiving a superior rating at the S.C. Junior Thespian Festival. The students have advanced to the Junior Thespian Festival to be held in Sacramento, California in February 2019

- | | |
|---|------------------------------------|
| • Aidan Armstrong (soloacting/musical theatre-solo) | • Gabriella Daniels (group acting) |
| • Savannah McCart (musical theatre-solo) | • Maya Reed (group acting) |
| • Carmen Sanders (group acting) | • McKenna Baker (duet acting) |
| • Norris Williams (solo acting) | • Breanna Carroll (duet acting) |

N. Recognition of Sydney Campbell, SC Economics Calendar Contest Winner

One again this year, Rock Hill Schools has a winner in the SC Economics "A Picture is Worth a Thousand Words" contest! Oakdale Elementary School student Sydney Campbell was one of 16 award winners from more than 600 entries from across the state. Her winning entry will be featured in the 2018-19 Economic Concepts Calendar and distributed across SC. The students were recognized at the 29th Annual Awards Luncheon in Columbia. Each winner received a certificate, \$25, and a framed copy of their work as well as a copy of the calendar next school year.

O. Recognition of 5th Congressional District of SC Student Art Award Winner

Congratulations to Northwestern High School senior Brooklyn Martin for receiving the 5th Congressional District of South Carolina Student Art Award. Each spring, the Congressional Institute sponsors a nationwide high school visual art competition to recognize and encourage artistic talent in the nation and in each congressional district. Since the Artistic Discovery competition began in 1982, more than 650,000 high school students have participated. Students submit entries to their representative's office, and panels of district artists select the winning entries. Winners are recognized both in their district and at an annual awards ceremony in Washington, DC. The winning works are displayed for one year at the U.S. Capitol.

P. Recognition 2018 AFJROTC Region 6 Outstanding Instructor of the Year

Congratulations to Maj. John Murray with the Rock Hill High School Air Force JROTC unit for being recognized by the Air Force as the 2018 AFJROTC Region 6 Outstanding Instructor of the Year. Individuals recognized represent the "Best of the Best" across the country in AFJROTC. Through this award, the Air Force honors exemplary contributions and impact on their cadets, school, and community. Col. Paul Lips extends his deepest appreciation to all winners for their dedication, hard work, and investment they have put into the AFJROTC program and into its cadets. He says, "[The instructors] represent the highest examples of the Air Force Core Values which are crucial to the success of the AFJROTC mission."

ROCK HILL SCHOOL DISTRICT THREE BOARD OF TRUSTEES

School Board Work Session

Monday, April 9, 2018

Rawlinson Road Middle School

Data Session

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

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. BreShawn McCloud-Feaster, an 8th grader at Saluda Trail Middle School led in a moment of silence and the Pledge of Allegiance. Chairman Vining stated the local news was notified of the agenda, in writing, on Thursday, April 5, 2018. Amanda Harris, with *The Herald*, was present.

A motion was made by Windy Cole, seconded by Helena Miller, to approve the agenda. The agenda was unanimously approved as presented, 7-0.

Executive Session

A motion was made by Windy Cole, seconded by Helena Miller, to adjourn open session and enter executive session for the following:

**Receipt of Legal Advice Regarding Policies*

**Personnel Matters: Hirings – Contract Recommendations*

**Discussion of Employment Matters Regarding the Superintendent*

This motion was unanimously approved, 7-0.

A motion was made by Helena Miller, seconded by Windy Cole, to adjourn executive session and return to open session. This motion was unanimously approved, 7-0.

A motion was made by Jane Sharp, seconded by Ann Reid, to accept the superintendent's recommendations regarding the reemployment of professional certified teachers and administrators for the 2018-2019 school year, as set forth in the employment recommendations list. This motion was unanimously approved, 7-0.

A motion was made by Terry Hutchinson, seconded by Windy Cole, to authorize the Board Chairman to execute an employment contract with Dr. William Cook as Superintendent of Rock Hill School District Three, effective July 1, 2018, said contract having been prepared by the District's attorneys and reviewed by all members of the Rock Hill School District Three's Board of Trustees, and providing for a four year term of employment through June 30, 2022, at an annual salary of \$193,500; and, further that Dr. Cook be named as Superintendent-Elect effective April 10, 2018, and that he be provided with a supplement of \$5,000 for his duties as Superintendent-Elect.

This motion was unanimously approved, 7-0.

School Board Work Session – page 2
Monday, April 9, 2018
Rawlinson Road Middle School

Mt. Holly School Improvement Council

The Mt. Holly School Improvement Council made a presentation to the Board of Trustees.

Activity Bus Rental Request

Mr. Brian Vaughan, Executive Director of Facilities Services, presented to the Board for consideration two activity bus rental requests from Winthrop University and Worthy Boys & Girls Club. These requests will be on the Consent Agenda at the April business meeting.

Section “G” Policies – 8th Set – 2nd Reading

The eighth set of Section “G” policies was presented for review and questions.

Policy **GCR** – *Non-school Employment of Professional Staff*

Policy **GDQB** – *Resignation of Support Staff*

Policy **GDF** – *Support Staff Hiring*

Policy **GCQE/GDQE** – *Retirement of Staff*

Policy **GCQE** – *Retirement of Professional Staff (elimination)*

Policy **GDQE** – *Retirement of Support Staff (elimination)*

These policies will be on the Action Agenda at the April business meeting.

Section “G” Policy GCQA/GCQB – Professional Staff Reduction in Force – 2nd Reading

Policy GCQA/GCQB – Professional Staff Reduction in Force was presented for review and questions.

This policy will be on the Action Agenda at the April business meeting.

Section “G” Policies – 9th Set – 1st Reading

The ninth and final set of Section “G” policies was presented for review and questions. These policies will be on the April Action Agenda for 1st reading:

Policy **GDBC, GDBC-R** – *Support Staff Supplementary Pay/Overtime*

Policy **GBEBD, GBEBD-R** – *Acceptable Use Policy*

Policy **GCC/GCD** – *Staff Leaves and Absences*

Policy **GDC/GDD** – *Support Staff Leaves and Absences (Elimination)*

These policies will be on the Action Agenda at the April business meeting.

Model Policy JIJ – Student Protests, Demonstrations, and Strikes

Model Policy **JIJ** – *Student Protests, Demonstrations, and Strikes* was presented to the Board for review and questions. This policy will be on the Action Agenda at the April business meeting.

Construction Quarter 3

Mr. Brian Vaughan, executive director of facilities services, presented to the Board as information a third quarter construction update.

School Board Work Session – page 3
Monday, April 9, 2018
Rawlinson Road Middle School

Budget Timeline Update

Mrs. Terri Smith, Chief Finance Officer, presented to the Board as information an update on the budget timeline. The 2018-19 General Fund Budget Presentation and Public Hearing will take place on June 11, 2018 at the Board's work session; and, the 2018-19 General Fund Budget approval will be requested at the June 25, 2018 business meeting.

Draft Student Drug Testing Policy

The Board discussed whether or not to proceed with the student drug testing policy and pilot program. Board members expressed concerns with drug testing students when we cannot legally randomly drug test employees. Chairman Vining suggested letting this "drop" for now and all board members were in agreement.

Graduation Recommendations

Dr. Bill Cook, executive director of secondary education, updated the board on discussions with the high school principals regarding the behavior of some family, friends, and spectators during graduation ceremonies and the strategies that will be in place to ensure graduates are celebrated in a manner that ensures each name is heard by family and friends.

Other and Future Business

*Board Member Helena Miller updated the Board on 2DAC – Two Days at the Capitol

*Upcoming dates to remember:

- >April 13 – Community Visits
- >April 18 – Rock Hill Reads
- >April 19 – Community Visits
- >April 20 – The #1 Question
- >April 23 – Legislative Luncheon

Adjournment

On a motion by Mildred Douglas, seconded by Jane Sharp, the Board voted 7-0 to adjourn the meeting.

ROCK HILL SCHOOL DISTRICT THREE BOARD OF TRUSTEES

Board Retreat

Monday, April 16, 2018

Central Office

The Rock Hill School District Three Board of Trustees held a retreat on Monday, April 16, 2018, from 8:30 a.m. to 2:00 p.m. at the Central Office. Members present were as follows: Windy Cole, Mildred Douglas, Terry Hutchinson, Helena Miller, Ann Reid, Jane Sharp, and Jim Vining. Superintendent Kelly Pew and Dr. Sandra Lindsay from the SCSBA were also present. Dr. Lindsay facilitated the retreat.

The meeting was called to order by Chairman Vining who stated the local news media had been notified of the retreat in writing on Friday, April 13, 2018.

A motion was made by Jane Sharp, seconded by Helena Miller, to approve the agenda as presented. This motion was unanimously passed, 6-0. (*Mrs. Reid arrived after this vote.*)

The purpose of the retreat was the board's self-evaluation.

A motion was made by Terry Hutchinson, seconded by Helena Miller, to adjourn the meeting. This motion was unanimously passed, 7-0.

Secretary

APPROVED: _____
Chairman



Meeting of the Board of Trustees

Monday, April 23, 2018
6:00 p.m. – Central Office

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: Windy Cole, Mildred Douglas, Terry Hutchinson, Helena Miller, Ann Reid, Jane Sharp, and Jim Vining. Faith Anderson, a junior at South Pointe High 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 for this meeting, in writing, on Friday, April 20, 2018. Amanda Harris, from *The Herald*, was present.

A motion was made by Jane Sharp, seconded by Windy Cole, to approve the agenda. The agenda was unanimously approved as presented, 7-0.

II. Recognitions

A. Recognition of Northwestern and Rock Hill High AF/JROTC Units

The Posting of the Colors at the business meeting was coordinated by AF/JROTC cadets representing Rock Hill and Northwestern High Schools. The National Anthem was performed by a Northwestern AF/JROTC cadet.

The Air Force JROTC Instructors and cadets of both Rock Hill High School and Northwestern High School in Rock Hill, SC earned an overall unit assessment score of “Exceeds Standards” ...the highest rating attainable...during their unit evaluations which occurred the first week in March 2018. Lt Col Thomas Barrett, Major John Murray, Chief Master Sergeant Johnny Neal, and MSgt Jesse Thibodeau created a dynamic and supportive learning environment coupled with excellent community outreach programs in their schools and community. The instructors provided outstanding leadership in administering the cadet centered citizenship program. All their cadets performed exceptionally well and took great pride in leading and accomplishing their respective unit goals. The Air Force JROTC citizenship programs at both schools are making a positive impact on the cadets, their schools and the local community.

B. Recognition of School Resource Officers – Palmer, Schurig, Kane

Rock Hill Schools has a strong partnership with local law enforcement agencies – the Rock Hill Police Department and the York County Sheriff’s Office. Working collaboratively, Rock Hill Schools’ staff and law enforcement agencies, along with the students and parents, strive to provide a safe and secure learning environment for our students. The Board said “thank you” to representatives from the Rock Hill Police Department and allowed each School Resource Officer, Officers Palmer, Schurig, and Kane, to share a personal story about their involvement with our schools.

C. Recognition of Vy Mai, South Pointe High School (SPiN)

South Pointe High School's student-run newspaper has a history of producing great material and providing a platform for student journalists to excel in areas of writing, photography and video. Earlier this month, Editor-in-chief Vy Mai was named the SC Scholastic Press Association's Journalist of the Year. Mai has been involved in the journalism department at South Pointe for the past four years under the guidance of advisor Cindy Koon. Mai says the freedoms she was afforded beginning in her sophomore year allowed her to pair her knack for English with the ability to write about topics interesting to her. She has served as the entertainment editor and spent last school year working with then editor-in-chief Shelby Beckler to prepare for her role this year. As an IB student, Mai sees her work in journalism as an outlet from the stresses of her advanced academic course load. Her website and work samples can be viewed at www.vymai.weebly.com.

D. Recognition of Oakdale Elementary Region III Science Fair Winners

Congratulations to three Oakdale Elementary School student, Michael Wade, Jaiona Johnson, and Kristian Edwards, who placed in the Region III Science Fair held on the campus of USC Upstate in Spartanburg on March 7th. Several hundred students competed in the regional.

E. Recognition of Mt. Gallant Elementary Girls on the Run Litter Award

Alysen Woodruff with Keep York County Beautiful and the S.C. Litter Control Association presented an award to Mt. Gallant Elementary School Girls on the run for their efforts to reduce litter on and around the school campus and community.

F. Recognition of The Children's School Recycling Award

Mrs. Elizabeth Morgan, environmental educator with the City of Rock Hill, presented the 2017 Recycle Bowl – First Place State Recycling Division award to The Children's School.

G. Recognition of Ebinport Elementary School, Battle of the Books Winner

This year's Battle of the Books competition was held at Independence Elementary School on Saturday, March 24. All elementary schools competed in a tight race with Ebinport Elementary winning in the final round. Congratulations to Ebinport Elementary School on this achievement.

H. Recognition of Richmond Drive & Lesslie Elementary – Science Bowl Co-Champions

Richmond Drive Elementary and Lesslie Elementary schools were recognized as this years Science Bowl Co-Champions. Congratulations to Richmond Drive and Lesslie Elementary on this achievement.

I. Recognition of National History Day State Qualifiers

Instructional Specialist Queenie Hall introduced students who won awards at the National History Day regional competition held last month at Winthrop University. These students also qualified to participate in the April 21st state contest in Columbia.

J. Recognition of Northwestern High School FCCLA

Northwestern FCCLA students Jakiyah Cherry and Kaeli Gilmore both took home gold medals at the FCCLA state competitions in Charleston over the weekend. They will both compete at nationals this summer in Atlanta, GA.

K. Recognition of AP/IB/Dual Credit Students

Tonight, we congratulated and recognized students from each of our high schools who have participated in Advanced Placement, International Baccalaureate and/or Dual Credit courses as part of their program of studies. Each of these rigorous programs have afforded our students opportunities to participate in highest-level courses available to students in our district. We congratulate each student for their commitment and persistence toward their pursuits of high learning.

L. Recognition of Rock Hill Schools Digital Education National Ranking

For the second consecutive year Rock Hill Schools has been recognized nationally by the Center for Digital Education for its innovation in exemplary ways by investing in tools and learning models for next-generation learners. Rock Hill Schools is one of 16 districts recognized in the “Large Student Population Category “ (12,000+) and for the second consecutive year is the only district to be recognized in South Carolina. This award is a reflection of all aspects of the district – from student learning to operations, from IT to communication, and from energy management to security system.

III. Citizen Participation - None

IV. Consent Action Agenda

On a motion by Terry Hutchinson, seconded by Helena Miller, the following topics on the consent action agenda were unanimously approved: the minutes of the March 12, 2018 work session (incl. data session); the minutes of the March 26, 2018 business meeting; the minutes of the March 30, 2018 called executive session; the personnel recommendations as submitted by the administration; and, activity bus rental requests for Winthrop University and The Boys & Girls Club.

V. Action Agenda

A-G. Approval of 2nd Read Section “G” Policies

A motion was made by Terry Hutchinson, seconded by Jane Sharp, to approve the following policies for 2nd and final read:

*Policy **GCR** – *Non-school Employment of Professional Staff*

*Policy **GDQB** – *Resignation of Support Staff*

*Policy **GDF** – *Support Staff Hiring*

*Policy **GCQE/GDQE** – *Retirement of Staff*

*Policy **GCQE** – *Retirement of Professional Staff - elimination*

*Policy **GDQE** - *Retirement of Support Staff – elimination*

*Policy **GCQA/GCQB** – *Professional Staff Reduction in Force (previously pulled in March)*

This motion was unanimously approved, 7-0.

H-K. Approval of 1st Read Policies

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

- *Policy **GDBC, GDBC-R** – *Support Staff Supplementary Pay/OT*
- *Policy **GBEBD,GBEBD-R** – *Acceptable Use Policy*
- *Policy **GDC/GDD** – *Support Staff Leaves and Absences (Elimination)*

- *Policy **JII** – *Student Protests, Demonstrations, and Strikes*

Policy **GCC/GCD** – *Staff Leaves and Absences* was **pulled** from the group for further discussion.

The motion to approve the **remaining** policies was unanimously approved, 7-0.

A motion was made by Terry Hutchinson, seconded by Jane Sharp, to approve Policy **GCC/GCD** – *Staff Leaves and Absences* for 1st read. After discussion and a minor edit, the amended policy was approved, 6-1, with Mr. Douglas opposed.

Q. Approval to Suspend Policy GCC/GCD – Professional Staff Leaves and Absences and Grant an Employee Request for Leave of Absence for Four Years

A motion was made by Windy Cole, seconded by Mildred Douglas, to suspend Policy **GCC/GCD** – *Professional Staff Leaves and Absences*. This motion was unanimously passed, 7-0.

A motion was made by Terry Hutchinson, seconded by Mildred Douglas, to approve an employee request for a leave of absence for four years. This motion was unanimously passed, 7-0.

VI. Communications – None

VII. Report of the Superintendent

A. Announcements

Superintendent Kelly Pew made the following announcements:

- The School Board will next meet on Monday, May 14, 2018 when it holds a data session and work session. Due to the Memorial Day holiday, the next business meeting will be held on Tuesday, May 29. Meetings will continue to be streamed on our website and on Facebook as well as being made available for on-demand viewing immediately following each broadcast.
- Beginning today, parents and legal guardians of our current students can begin the online enrollment and registration process for the 2018-2019 school year. The registration window is opening early this year to allow our families to complete the process before

summer. For more information or to begin, please visit our website, www.rock-hill.k12.sc.us/register.

- This is a big week for Rock Hill Schools as more than 80 district-level administrators from across the United States will convene on Rock Hill for school and program tours on Thursday. This much-anticipated event is part of the League of Innovative Schools conference being held in Charlotte this week. We look forward to this tremendous opportunity to showcase the incredible work happening in our schools.
- The Build on the Rock website has been updated with photos. You are encouraged to visit the district's capital building program, "Build on the Rock," website – www.rock-hill.k12.sc.us/BuildOnTheRock - for more information. This website provides status updates on active and planned construction projects in the district. On the page, viewers can see the project descriptions, before and after photographs, and construction timelines.
- Tomorrow, Tuesday, April 24, Rock Hill Schools is hosting an information seminar in partnership with the South Carolina Department of Education for anyone interested in pursuing an alternative certification to enter the teaching profession. Anyone interested should bring a copy of their college transcripts and be prepared to meet with representatives from the South Carolina Department of Education. There are several alternate entry pathways that will be discussed at the seminar including, Program of Alternative Certification for Educators (PACE), American Board for Certified Teaching Excellence (ABCTE), Teach for America, and Teachers of Tomorrow.

VIII. Review of School Board Work Session

Chairman Vining reviewed, for the viewing audience, the topics discussed at the April 9 work session.

IX. Other and Future Business

The Board discussed other and future business.

X. Executive Session(s)

A motion was made by Windy Cole, seconded by Terry Hutchinson, to adjourn open session and enter into executive session to discuss the following:

Personnel Matters:

*Hirings, Assignments, Transfers

*Custodial Services

Legal Matter:

*Telecommunications Services Contract

This motion was unanimously approved, 7-0.

XI. Action as required from Executive Session(s)

A motion was made by Terry Hutchinson, seconded by Windy Cole, to adjourn executive session and reconvene open session. This motion was unanimously passed, 7-0.

A motion was made by Mildred Douglas, seconded by Helena Miller, to approve the elimination of the position of focus school interventionist, and, as a result of the position elimination, uphold the termination of the employee affected by the position elimination, effective at the conclusion of the 2017-2018 school year.

This motion was unanimously passed, 7-0.

XII. Adjournment

On a motion by Jane Sharp, seconded by Ann Reid, the meeting adjourned.

Secretary

APPROVED: _____
Chairman

Meeting of the Board of Trustees
Monday, April 23, 2018

PERSONNEL MATTERS – April 2018

The board accepted the resignation of the following administrative employee(s):

Diana Fitzgerald..... Food Service

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

Katina Heyward Belleview
Jennifer Werner Belleview
L Nicole Marcengill..... Belleview
Jessica Sanders..... Ebenezer Avenue
Nathalie Steward..... Ebenezer Avenue
Sonni Parks Ebinport
Allison Leonard ESE
Lynn Stewart..... ESE
Kavina Satterwhite..... Northwestern
Miesha Greenlee Oakdale
Emily Goins Rawlinson Road
Tracy Moore Rosewood
Charles Dagis..... South Pointe

AS INFORMATION TO THE BOARD

Resignations – Certified

Rocelle M. Stone Belleview
Rosa W. Bockian Castle Heights
Ashley J. Giblin..... Castle Heights
Zain Jacobs Castle Heights
Mary E. Moss Castle Heights
Brittany A. Nalley Castle Heights
Timothy D. Robinson Dutchman Creek
Christine E. Lake Ebenezer Avenue
Joanna N. Sewell Ebenezer Avenue
Danielle C. Harrison..... ESE
Laura K. Hunte ESE
Tracy A. Hendel ESE
Natalee S. Shumate..... Independence
Joy Bower..... Northwestern
Deana B. McCloskey..... Oakdale
Ashlyn B. Barnwell Phoenix Academy
Corrine E. Emrath..... Rawlinson Road
Sonia Castilla-Hobbs..... Richmond Drive
Reanna L. Clawson..... Rock Hill High
Pamela W. Poag Rock Hill High
Artis Steele Rock Hill High

Alisha G. Waldrop..... Rock Hill High
Amanda G. Clawson..... Rosewood
Gerald W. Mew Saluda Trail
Robert E. Yount, III..... South Pointe
Alexandra B. Lorick Sullivan
Natalie S. Lukity..... Sullivan
Nicole Hadden..... Sunset Park
Mary K. O’Grady-Jones Sunset Park
Angela V. Covington..... York Road
Gabriella McDaniel York Road
Erin Rast..... York Road

Transfers – Certified

Brenda K. Graham..... Bellevue
Elizabeth N. Dillingham..... CCDC
Nicole P. Hadden..... Northside
Kristen G. Gainey..... Rock Hill High

Deceased – Non-Certified

Sheila Lumpkin Bellevue

Resignations – Non-Certified

Shelby Sapp..... Central Office
Jonathan Westmoreland..... Facilities Services
Patricia Barnhill..... Flexible Learning
Brenda Shepherd Information Technology
L Michelle Brumfield..... Rock Hill High
Lisa L. Crocker..... Rock Hill High
Barnaby Ray Transportation

Transfer – Non-Certified

Rasheita Junior Castle Heights

MONTHLY BOARD REPORT

MAY 29, 2018

PERSONNEL DEPARTMENT

SUMMARY

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

1. BOARD ACTION REQUIRED

CERTIFIED

New Employees (47)

2. AS INFORMATION TO THE BOARD

ADMINISTRATIVE

Resignations (3)

CERTIFIED

Letter of Agreement Ending (5)

Resignations (57)

Transfers (8)

NON-CERTIFIED

New Employees (7)

Resignations (8)

Transfers (3)

BOARD ACTION REQUIRED

NEW EMPLOYEES – CERTIFIED (47)

Michelle Young	Bellevue	Grade three teacher
Mary Barrett	Castle Heights	Grade seven English/LA teacher
Karla Dixon	Castle Heights	Grade seven social studies
Ashley Giblin	Castle Heights	Grade eight math teacher
Kimberly Meaders	Castle Heights	Special education resource teacher
Briley Prince	Castle Heights	Grade six math teacher
Rhonda Smith	Castle Heights	Grade seven English/LA teacher
Beverly DePaola	Ebenezer Avenue	Grade five teacher
Payton Matteson	Ebenezer Avenue	Grade three inquiry teacher
Jenae Pannell	Ebenezer Avenue	.5 FTE Special education resource teacher
Gwendolyn Trott	Ebenezer Avenue	Music teacher
Laura Davis	Ebinport	Grade four teacher
Shelvia Maynard	Exceptional Student Education	School psychologist
Alexis Young	Finley Road	Kindergarten teacher
Emily Brodof	Independence	Grade two teacher
Ben Oliver	Independence	Physical education teacher
Melissa Adair	Lesslie	Media specialist
Grady Baggett	Northwestern	Physical education teacher
Knox Baggett	Northwestern	Social studies teacher
Keri Broadnax	Northwestern	Special education resource teacher
Rhine Kirkland	Northwestern	English teacher
Brian O'Shea	Northwestern	English teacher
ShaRon Robertson	Northwestern	Physical education teacher
Emily Barfield	Oakdale	Grade one teacher
Cynthia Ellis	Oakdale	Grade one teacher
Ayenne B. Smith	Richmond Drive	Grade two
William Vogel, III	Richmond Drive	Music teacher
Page Bowden	Rock Hill High	Business education teacher
Cynthia Hingle	Rock Hill High	English teacher
Craig Leonhardt	Rock Hill High	Social Studies teacher
Ashley Williams	Rock Hill High	Physical education teacher
Taylor Howett	Rosewood	Special education resource teacher
Amy Redden	Rosewood	Guidance counselor
Lu Sun	Rosewood	Chinese teacher
Jennifer Greene	Saluda Trail	Grade six LA/SS teacher
Hope Matthews	Saluda Trail	Grade seven science teacher
Amy Smith	Saluda Trail	Special education intensive support teacher
Trenton Lorcher	South Pointe	English teacher
Gloria Masterton	South Pointe	Social studies teacher
Caitlin Walsh	South Pointe	English teacher
Jennifer Fant	Sullivan	French/SS teacher
Meghan Leonard	Sullivan	Special education resource teacher
Misty Lindgren	Sunset Park	Grade five teacher
Modinatu Amuda	Sunset Park	Grade four teacher
Chelsey Cormier	York Road	Grade two teacher
Shambria Figueroa	York Road	Art teacher
Lindsey Rice	York Road	Grade three teacher

AS INFORMATION TO THE BOARD

RESIGNATIONS – ADMINISTRATIVE (3)

Dr. Harriet L. Jaworowski	Instruction	Assoc. superintendent of instruct./accountability
James A. Blake, Jr.	Northwestern	Principal
Dale Lance Roberts	South Pointe	Athletic director

LETTER OF AGREEMENT ENDING – CERTIFIED (5)

Margaret C. Patton	Independence	Media specialist
Nada S. Bennett	Northwestern	Math teacher
Tatiana Franco-Fernandez	Richmond Drive	Grade one Spanish immersion teacher
James D. Hornes	Saluda Trail	Grade seven science teacher
Patrick T. Wise	Sullivan	Grade seven English/LA teacher

RESIGNATIONS – CERTIFIED (57)

Mary M. Phillips	Applied Technology Center	K4 teacher
Krystal D. James	Bellevue	Kindergarten teacher
Megan A. Diamond	Bellevue	Special education resource teacher
Laura C. Nettles	Castle Heights	Grade seven English/LA teacher
Kristin Adams	Dutchman Creek	Grade seven math teacher
Vicki L. Burkins	Dutchman Creek	Grade six social studies teacher
LaShanda Foust	Dutchman Creek	Grade eight math teacher
Andrea E. White	Ebenezer Avenue	Music teacher
Heather G. Aiazzi	Exceptional Student Education	School psychologist
Heather L. Dillingham	Exceptional Student Education	Special education teacher
Shawna M. Heun	Exceptional Student Education	School psychologist
Rachel Pickel	Exceptional Student Education	School psychologist
Kelly A. Sporney	Exceptional Student Education	Special education resource teacher
MaDonna Lampley	Finley Road	Grade two teacher
Lisa W. Brown	Independence	Physical education teacher
Andrew Churchill	Independence	Special education resource teacher
Jessica McKeown	India Hook	Grade four teacher
Pamela B. Bernard	Mt. Holly	Grade two teacher
Lindsey M. Tucker	Mt. Holly	Grade five teacher
Sharon R. Veritzan	Mt. Holly	Grade five teacher
Lisa H. Beyer	Northside	Grade one teacher
Aaron R. Smart	Northside	Drama teacher
Michael L. Clarkson	Northwestern	Science teacher
Barry A. Johnson	Northwestern	English teacher
Ruth A. Lyon-Fuchs	Northwestern	French teacher
Lisa M. Nasekos	Northwestern	Physical education teacher
James D. Pierce	Northwestern	Social studies teacher
Sam Mallard	Northwestern	Social studies teacher
Jacqueline Persinski	Northwestern	Social studies teacher
Shelley Threatt	Northwestern	Art teacher
Veronica R. Goree	Oakdale	Grade five teacher
Shannon C. Higgins	Oakdale	Lead STEM/STEAM teacher
Christopher C. Morgan	Old Pointe	Music teacher
Robin W. Hightower	Rawlinson Road	Grade seven math/science teacher
Anna Winstead	Richmond Drive	Physical education teacher

Jennifer M. Blake	Rock Hill High	Guidance counselor
Morgan L. Brazzell	Rock Hill High	Physical education teacher
Elizabeth A. Delanoy	Rosewood	Kindergarten teacher
Marian Bryce Berks	Rosewood	Grade one teacher
Jihan M. Breedlove	Rosewood	Grade five teacher
Kristen M. Crepeau	Rosewood	Guidance counselor
Lisa N. Hamilton	Saluda Trail	Grade seven math teacher
Jean E. Stillman	Saluda Trail	Grade eight English/LA teacher
Janice A. Blakeney	South Pointe	Science teacher
Sarita Herrera Dandridge	South Pointe	Special education resource teacher
Kinsey P. Long	South Pointe	Math teacher
Meghan T. Naile	South Pointe	Social studies teacher
Kristina N. Pihanich	South Pointe	English teacher
Nicole R. Treadaway	South Pointe	Math teacher
Monica Thompson-Salters	South Pointe	Science teacher
Julia Cote'	Sullivan	Grade seven math teacher
Destiny K. Cumbee	Sullivan	Grade eight social studies teacher
Claudia C. Wells	Sullivan	Grade seven science teacher
Sally K. Hartgrove	Sunset Park	Reading coach
Nicole Fournet Koverman	Sunset Park	Kindergarten teacher
Frederick E. Simpson, Jr.	York Road	Physical education teacher
Christine E. Stewart	York Road	Grade three teacher

TRANSFERS – CERTIFIED (8)

Mariana Silva Gascon	Dutchman Creek	Spanish teacher
Shannon Knowles	Dutchman Creek	Grade six science teacher
Rita Wilburn	Ebenezer Avenue Montessori	ECH Montessori teacher
Christian J. May	Mt. Gallant	Grade two teacher
Merritt Balding	Northside	Kindergarten teacher
Norman Nivens	Northwestern	Art teacher
Denise Ice	Phoenix Academy	Math teacher
Andrew Phillips	Rock Hill High	Guidance counselor

NEW EMPLOYEES – NON-CERTIFIED (7)

Wendy Cope	Central Office	Secretary/receptionist
Victoria Addison	Exceptional Student Education	Behavior management assistant
Patricia Baker	Exceptional Student Education	Behavior management assistant
Ricky Marshall	Facilities Services	General services leader
Larry Stewart	Facilities Services	General maintenance
Della Barrett	Flexible Learning Center	Family outreach Coordinator
Mattie Hope	Sullivan	Special education assistant

RESIGNATIONS – NON-CERTIFIED (8)

Ricky Marshall	Facilities Services	General services leader
Larry Stewart	Facilities Services	General maintenance
Faye Larkins	Ebenezer Avenue Montessori	Secretary/Bookkeeper
Maiya Dickerson	Independence	Kindergarten assistant
Joanne Stogner	Mt. Gallant	Secretary
Rebecca Bryant	Northwestern	Secretary/bookkeeper
Linda R. Lott	Saluda Trail	Special education shadow assistant/Multi-cat III
Cathy Baker	Sullivan	Administrative assistant

TRANSFERS – NON-CERTIFIED (3)

Melissa A. Benfield	Ebenezer Avenue Montessori	Lower elementary Montessori assistant
Donna C. Carter	Mt. Gallant	Secretary
Derrick “Tony” Watkins	Rock Hill High	Drop-out prevention coordinator



Facilities Services
Telephone: 981-1150

MEMORANDUM

To: Dr. Kelly Pew

From: Brian Vaughan

Date: May 24, 2018

Re: Activity Bus Rental Request

Attached you will find an Activity Bus Rental Requests from Winthrop University, RPHD Safety Patrol, Worthy Boys & Girls Camp, and City of Rock Hill/Emmett Scott Center. I will be present at the business meeting on Tuesday, May 29 to answer any questions.



ACTIVITY BUS RENTAL REQUEST

Today's Date: May 1, 2018		Name of Group/Organization: English Learner Summer Literacy Camp at Macfeat (rising kindergarten and first graders enrolled at RDES)	
Mailing Address: 41 Withers Bldg. Winthrop University, Rock Hill, SC 29733		Contact Person: Erin Hamel	Contact Number: 803-323-2219
Date(s) Needed: June 18-June 22, 2018		Time(s) Needed: 8:15am to 12:15pm	
Destination: Pick-up (8:15am) - Iglesia Pentecostal El Tabernaculo De Testimonio (1004 McDow Drive, RHSC). Drop-off at Macfeat Lab School (Winthrop Univ.). Pick-Up at Macfeat (12:00pm) Drop-off at church.			
Driver Name:		Driver Needed? <input checked="" type="radio"/> YES <input type="radio"/> NO	
Will there be any students or staff requiring special accommodations? If so, please list. No.			
FEE SCHEDULE			
Mileage Rate: \$1.86 per hour	Driver Rate: \$21.21 per hour	Daily Maintenance Fee: \$25.00	

Requestor Signature: _____

Date: _____

Board Approved: ☐ YES ☐ NO

Date Approved: _____

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



Activity Bus Rental Request

We will need 5 activity buses because there will be 220 kids from several schools attending this trip

Today's Date: 3/7/2018		Name of Group/Organization: Rock Hill Police Department Safety Patrol	
Mailing Address: 120 E Black Street Rock Hill, SC 29732		Contact Person: Officer Chris Nelson	Phone Number: 803-329-7285
Date(s) Needed: June 4th & June 5th 2018		Time(s) Needed: June 4th 9am until June 5th 4pm	
Destination: Great Wolf Lodge in Concord, NC & Sports Connection in Ballantyne			
Driver Name: <small>TR Jones, Richard Jones, Keenan McCroney, Dave McKowen and Demoniquw Coleman</small>		Driver Needed?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will there be any students or staff requiring special accommodations? If so, please list			
FEE SCHEDULE			
Mileage Rate: \$1.86 per mile	Driver Rate: \$21.21 per hour	Daily Maintenance Fee: \$25.00	

Requestor Signature: _____

Date: _____

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



Activity Bus Rental Request

Today's Date: 3/14/2018		Name of Group/Organization: Worthy Boys and Girls Camp	
Mailing Address: Rock Hill Police Dept 120 E Black Street Rock Hill, SC 29731		Contact Person: Officer Chris Nelson	Phone Number: 803-329-7285
Date(s) Needed: June 11 - 15, 2018 June 18 - 22, 2018 June 25 - 29, 2018 July 9 - 13, 2018 July 16 - 20, 2018		Time(s) Needed: Mondays 7:30am - Fridays 4pm all weeks	
Destination: Worthy Boys and Girls Camp, YMCA, Movie Theatre and Strikers Bowling			
Driver Name: TBA		Driver Needed?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will there be any students or staff requiring special accommodations? If so, please list			
FEE SCHEDULE			
Mileage Rate: \$1.86 per mile	Driver Rate: \$21.21 per hour	Daily Maintenance Fee: \$25.00	

Requestor Signature: _____

Date: _____

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



Activity Bus Rental Request

Today's Date: 4/17/18		Name of Group/Organization: City of Rock Hill / Emmett Scott Center	
Mailing Address: P.O. Box 11706 Rock Hill, SC 29731		Contact Person: Donna Smarr	Phone Number: 803-329-5662 803-370-5333
Date(s) Needed: 6/13 7/18 6/20 7/25 6/27 8/3 7/11		Time(s) Needed: 7/6 8/1 6/13 - 115 7/11 6/20 - 7/18 6/27 - 845 7/25	
Destination: Kate's Skating Rink, Canawindis, Lazy S Ranch, Columbia Zoo, Lake Wylie Bowl & Bounce, Canowindis, Edventure			
Driver Name: Richard Jones		Driver Needed?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Will there be any students or staff requiring special accommodations? If so, please list No			
FEE SCHEDULE			
Mileage Rate: \$1.86 per mile	Driver Rate: \$21.21 per hour	Daily Maintenance Fee: \$25.00	

Requestor Signature: 

Date: **4/25/18**

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

Memo

TO: Dr. Kelly Pew

FROM: Dr. Tanya Campbell

DATE: May 22, 2018

SUBJECT: "G" Policies- Personnel Policies

Attached is the ninth set of "G" policies that have been prepared for second read. These policies have been revised with the assistance of our legal counsel, Kathy Mahoney. The recommendations are based on the firm's work with school districts throughout the State and knowledge of revisions to State and federal laws and regulations, and they take into consideration any policy update recommendations made by SCSBA. We will not be convening a committee to review personnel policies. Employees will be given the opportunity to give feedback on the suggested revisions when Mr. Frost solicits feedback via all user email.

Most additions and deletions within the policies below are updates for clarification, legal statutes, and/or wording. Additions are in red text and deletions are noted by strike through of text. Changes from first read are in blue.

Attachments (4):

GDBC	Support Staff Supplementary Pay/Overtime GDBC(R)
GBEBD	Acceptable Use Policy GBEBD(R)
GCC/GCD	Staff Leaves and Absences
GDC/GDD	Support Staff Leaves and Absences (Eliminate)

[DRAFT]

Policy

GDBC Support Staff Supplementary Pay/Overtime

Issued ____

Purpose: To establish the basic structure for district compliance with the Fair Labor Standards Act (FLSA) provisions regarding minimum wage and overtime.

The board recognizes that the district is subject to the provisions of the Fair Labor Standards Act. This Act includes provisions applicable to school districts relating to minimum wage and overtime pay for non-exempt employees.

The district will pay a minimum wage on an hour-by-hour basis to all non-exempt district employees, either part time or full time, permanent or temporary which is no less than the federal minimum wage, except under designated training and apprenticeship programs exempt under special U.S. Department of Labor certification.

The board also recognizes that it may occasionally be necessary for non-exempt persons to work more than 40 hours during a given work week. Individuals will be paid time-and-a-half (in money or compensatory time off) for each hour of overtime worked. No overtime, as defined by the FLSA, will be required or permitted without authorization from the employee's immediate supervisor.

The district requires all employees who are subject to the provisions of the FLSA to develop a daily time record showing actual hours worked. This record may be maintained electronically or in hard copy form. Failure to maintain or falsification of such records may be grounds for disciplinary action.

The administration will maintain records and establish regulations which are consistent with this policy and the requirements of the Fair Labor Standards Act.

Adopted 2/26/90; Revised 4/26/04, 4/_/18

Legal references:

United States Code:

Fair Labor Standards Act, [29 U.S.C. §§ 201-216](#).

Department of Labor Regulations:

[29 C.F.R. Parts 511-800](#).

United States Supreme Court:

PAGE 2 – GDBC Support Staff Supplementary Pay/Overtime

Garcia v. San Antonio Metropolitan Transit Authority, 105 S.Ct. 1005 (1985) -
Minimum wage and overtime hours provisions of the federal FLSA applied to state
and local government employees.

York 3/Rock Hill School District

DRAFT

Policy GDBC Support Staff Supplementary Pay/Overtime

Current

Issued 4/04

Purpose: To establish the basic structure for district compliance with the Fair Labor Standards Act (FLSA) provisions regarding minimum wage and overtime.

The board recognizes that the district is subject to the provisions of the Fair Labor Standards Act. This Act includes provisions applicable to school districts relating to minimum wage and overtime pay for non-exempt employees.

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The administration will maintain records and establish regulations which are consistent with this policy and the requirements of the Fair Labor Standards Act.

Adopted 2/26/90; Revised 4/26/04

Legal references:

United States Code:

Fair Labor Standards Act, 29 U.S.C. §§ 201-216.

Department of Labor Regulations:

29 C.F.R. Parts 511-800.

United States Supreme Court:

Garcia v. San Antonio Metropolitan Transit Authority, 105 S.Ct. 1005 (1985) - Minimum wage and overtime hours provisions of the federal FLSA applied to state and local government employees.

York 3/Rock Hill School District

[DRAFT]

Administrative Rule

SUPPORT STAFF SUPPLEMENTARY PAY/OVERTIME

Code **GDBC-R** Issued _____

Minimum wage

The minimum wage paid on an hour-by-hour basis to all non-exempt District employees either full or part time, permanent or temporary will be at the approved rate as determined by the federal government, except under designated training and apprenticeship programs exempt under special U.S. Department of Labor certification.

Workweek

A workweek will be a continuous period of 168 hours in the form of seven consecutive 24-hour periods. The District workweek begins at 12:01 a.m. each Monday for all employees and runs for seven consecutive days. Each workweek stands alone for the purpose of determining overtime pay for non-exempt employees.

Hours worked

Hours worked means all hours during which the individual is required to be on duty - generally from the required starting time to normal quitting time. Meal periods of thirty minutes or longer do not count as hours worked unless the individual is required to be on duty or perform work duties during the meal period. **A duty-free meal period is mandatory for employees with a scheduled lunch or other meal break. Working during a designated meal period must be authorized in advance by the employee's supervisor. Other duty-free break periods of 20 minutes or longer do not count as work time.**

- *Travel*

Ordinary travel time from home to a base location or vice versa is not work time. Official approved travel that occurs during an individual's regular working hours may be considered hours worked.

- *Leave*

Time taken for annual leave, sick leave, leave without pay or other leave taken for the purpose of jury duty, military assignment or because of death in the family will not be counted as time worked and is therefore not counted as compensable time for the purpose of overtime pay.

• ~~*Part time in different capacity*~~

~~If individuals are employed in one capacity but voluntarily work part time in a different capacity on an occasional or sporadic basis, the hours logged in the secondary capacity will not be counted as hours worked for overtime purposes.~~

Overtime hours

Overtime hours will be held to a minimum consistent with the needs and requirements of sound and orderly administration. All **overtime** hours worked by non-exempt employees must be scheduled and duly authorized. Overtime hours worked over 40 hours during the workweek must be authorized prior to the time the work is performed. Unauthorized overtime will not be tolerated.

If an employee in a single workweek works in two or more different types of work for which different straight-time rates have been established, the employee's regular rate for that week is the weighted average of such rates. (That is, the earnings from all such rates are added together.) This total is then divided by the total number of hours worked at all jobs.

• ~~*Monetary compensation*~~

~~Non-exempt employees who work in excess of 40 hours per workweek will be paid at one and one half times their "regular rate."~~

Volunteers

A volunteer is defined as an individual who receives no compensation or who is paid expenses, reasonable benefits, or a nominal fee to perform the services for which the individual volunteered and such services are not the same type of services which the individual is employed to perform for the District. **District employees who work as volunteers will not be compensated for the time spent performing volunteer work. Before any District employee performs any volunteer service, he or she must sign a standard form acknowledgement of volunteer service.**

Students

Vocational students performing work as part of a curriculum are students and not workers. Students helping in office capacities for short periods of time are volunteers and not employees.

Exemptions Exclusions

Executive, administrative and professional employees will be considered exempt **from overtime payment** if they meet **all of the salary and duties tests for exemption from coverage under the Fair Labor Standards Act (FLSA) and applicable Department of Labor regulations following** ~~respective tests for exemption from coverage under the law.~~

• ~~Executive~~

- ~~— The employee's primary duty must be management of the enterprise or of a customarily recognized department or subdivision.~~
- ~~— The employee must customarily and regularly direct the work of at least two or more employees therein.~~
- ~~— The employee must have the authority to hire or fire; or recommend hiring and firing; or whose recommendations on these and other actions affecting employees are given particular weight.~~
- ~~— The employee must customarily and regularly exercise discretionary powers.~~
- ~~— The employee must devote no more than 20 percent of his/her hours worked to activities not directly and closely related to the managerial duties.~~
- ~~— The employee must be paid on a salary basis at a rate of at least \$155 a week exclusive of board, lodging or other facilities.~~

NOTE: An executive employee paid at least \$250 a week on a salary basis, (exclusive of board, lodging and other facilities) is exempt if the employee regularly directs the work of at least two or more other employees and the employee's primary duty is management of the enterprise, or a recognized department or subdivision thereof.

• ~~Administrative~~

- ~~— The employee's primary duty must be either of the following:
 - ~~▪ Be responsible office or non-manual work directly related to the management, policies, general business operations of the employer or the employer's customers~~
 - ~~▪ Be responsible work that is directly related to academic instruction or training carried on in the administration of a school system or educational establishment~~~~
- ~~— The employee must customarily and regularly exercise discretion and independent judgement, as distinguished from using skills and following procedures, and must have the authority to make important decisions.~~
- ~~— The employee must do one of the following:
 - ~~▪ Regularly assist a proprietor or bonafide executive or administrative employee.~~
 - ~~▪ Perform work under only general supervision along specialized or technical lines requiring special training, experience or knowledge.~~
 - ~~▪ Execute under only general supervision special assignments.~~~~
- ~~— The employee must not spend more than 20 percent of the time worked in the workweek on work that is not directly and closely related to the administrative duties discussed above.~~
- ~~— The employee must be paid on a salary or fee basis at a rate of not less than \$155 a week exclusive of board, lodging or other facilities, or in the case of academic administrative employees in public or private schools, the salary requirement for exemption must be at least \$155 a week or one which is at least equal to the entrance salary for teachers in the employing school system or educational establishment or~~

PAGE 4 – GDBC-R – SUPPORT STAFF SUPPLEMENTARY PAY/OVERTIME

institution.

NOTE: An administrative employee who is paid on a salary or fee basis of at least \$250 a week exclusive of board, lodging or other facilities will be exempt if the employee's primary duty consists of either of the first two provisions under administrative exemption and such primary duty includes work requiring the exercise of discretion and independent judgement.

•—Professional

- The employee's primary duty must be one of the following:
 - Work requiring knowledge of an advanced type in a field of science or learning, customarily obtained by a prolonged course of specialized instruction and study.
 - Work that is original and creative in character in a recognized field of artistic endeavor the result of which depends primarily on the employee's invention, imagination or talent.
 - Work as a teacher certified or recognized as such in the school system or educational institution by which he/she is employed.
- The employee must consistently exercise discretion and judgement.
- The employee must do work that is predominately intellectual and varied as distinguished from routine mental, manual, mechanical or physical duties.
- The employee must not spend more than 20 percent of the time worked in the workweek on activities not essentially a part of and necessarily incident to the professional duties.
- The employee must be paid on a salary or fee basis at a rate of not less than \$170 a week exclusive of board, lodging or other facilities. (This salary requirement does not apply to an employee who is the holder of a valid license or certificate permitting the practice of law or medicine and who is actually engaged in such practice; an employee who is the holder of the requisite academic degree for the general practice of medicine and is engaged in an internship or resident program; or an employee employed and engaged as a teacher in a school or educational institution.)

NOTE: A professional employee who is paid on a salary or fee basis at a rate of at least \$250 a week exclusive of board, lodging or other facilities will be exempt if one of the following occurs.

- The employee's primary duty consists of work requiring knowledge of an advance type in field of science or learning or work as a teacher in an activity of imparting knowledge which requires consistent exercise of discretion and judgement.
- The primary duty is artistic work that requires invention, imagination or talent in a recognized field of artistic endeavor.

Improper Deductions

The District prohibits improper pay deductions. Employees who believe that improper pay deductions have been taken should immediately report the concern to the Chief Human Resources Officer. Employee will be reimbursed for any improper pay deductions. If an

employee's request for reimbursement of a deduction is denied, the employee may appeal that decision by following the grievance procedure set forth in District policy GBK.

Nothing in this policy shall prevent the District from properly charging absences against sick leave, personal leave, or other such leave or from making deductions from pay for unapproved or unpaid absences, as established in Board policy.

Record-keeping

- *Exempt employees*
 - The following records must be kept for each employee.
 - name and identifying number
 - home address
 - birth date if the employee is under 19
 - sex and occupation in which employed
 - the basis on which wages are paid in detail sufficient to permit calculation for each pay period for the employee's total remuneration for employment
- *Non-exempt employees*
 - The following records must be kept for each employee.
 - name and identifying number
 - home address
 - sex and occupation in which employed
 - time and day on which his/her workweek or work period begins and length of the work period
 - regular rate of pay for any workweek or work period
 - hours worked each day and each workweek or work period
 - total daily, weekly or work period straight-time earnings (includes one time, but not time and one-half pay for overtime)
 - overtime excess compensation (the "half time" or more extra compensation for overtime)
 - total additions to or deductions from wages paid each pay period
 - total wages paid each pay period
 - date of payment and the pay period covered by the payment (~~29 C.F.R. See 516.2)~~—
- *Retention of records*
 - records to be preserved ~~five~~ **three** years
 - payroll records
 - certificates, agreements, plans, notices, etc. (e.g. contracts, written agreements or memoranda summarizing the terms of oral agreements)

PAGE 6 – GDBC-R – SUPPORT STAFF SUPPLEMENTARY PAY/OVERTIME

- sales and purchase records (~~29 C.F.R. Sec 516.5~~)
- ~~records to be preserved two years~~
 - supplementary basic records such as basic employment and earnings records, wage rate tables and work time schedules
 - order, shipping and billing records
 - records of additions to or deductions from wages paid
 - records which explain the basis for payment of any wage differential to employees of the opposite sex in the same establishment (29 C.F.R. Sec 516.6)

Issued 2/26/90; Revised 4/26/04, ___/16

AR GDBC-R Support Staff Supplementary Pay/Overtime

Issued 4/04

Current

Minimum wage

The **minimum** wage paid on an hour-by-hour basis to all non-exempt district employees either full or part time, permanent or temporary will be at the approved rate as determined by the federal government, except under designated training and apprenticeship programs exempt under special U.S. Department of Labor certification.

Workweek

A workweek will be a continuous period of 168 hours in the form of seven consecutive 24-hour periods. The district workweek begins at 12:01 a.m. each Monday for all employees and runs for seven consecutive days. Each workweek stands alone for the purpose of determining overtime pay for non-exempt employees.

Hours worked

Hours worked means all hours during which the individual is required to be on duty - generally from the required starting time to normal quitting time. Meal periods do not count as hours worked unless the individual is required to perform work duties during the meal period. Break periods of 20 minutes or longer do not count as work time.

- *Travel*

Ordinary travel time from home to a base location or vice versa is not work time. Official approved travel that occurs during an individual's regular working hours may be considered hours worked.

- *Leave*

Time taken for annual leave, sick leave, leave without pay or other leave taken for the purpose of jury duty, military assignment or because of death in the family will not be counted as time worked and is therefore not counted as compensable time for the purpose of overtime pay.

- *Part time in different capacity*

If individuals are employed in one capacity but voluntarily work part time in a different capacity on an occasional or sporadic basis, the hours logged in the secondary capacity will not be counted as hours worked for overtime purposes.

Overtime hours

Overtime hours will be held to a minimum consistent with the needs and requirements of sound and orderly administration. All hours worked by non-exempt employees must be scheduled and duly authorized. Overtime hours worked over 40 hours during the workweek must be authorized prior to the time the work is performed. Unauthorized overtime will not be tolerated.

If an employee in a single workweek works in two or more different types of work for which different straight-time rates have been established, the employee's regular rate for that week is the weighted average of such rates. (That is, the earnings from all such rates are added together.) This total is then divided by the total number of hours worked at all jobs.

- *Monetary compensation*

Non-exempt employees who work in excess of 40 hours per workweek will be paid at one and one-half times their "regular rate."

Volunteers

A volunteer is defined as an individual who receives no compensation or who is paid expenses, reasonable benefits, or a nominal fee to perform the services for which the individual volunteered and such services are not the same type of services which the individual is employed to perform for the district.

Students

Vocational students performing work as part of a curriculum are students and not workers. Students helping in office capacities for short periods of time are volunteers and not employees.

Exclusions

Executive, administrative and professional employees will be considered exempt if they meet all of the following respective tests for exemption from coverage under the law.

- *Executive*

- The employee's primary duty must be management of the enterprise or of a customarily recognized department or subdivision.
- The employee must customarily and regularly direct the work of at least two or more employees therein.
- The employee must have the authority to hire or fire; or recommend hiring and firing; or whose recommendations on these and other actions affecting employees are given particular weight.
- The employee must customarily and regularly exercise discretionary powers.
- The employee must devote no more than 20 percent of his/her hours worked to activities not directly and closely related to the managerial duties.
- The employee must be paid on a salary basis at a rate of at least \$155 a week exclusive of board, lodging or other facilities.

NOTE: An executive employee paid at least \$250 a week on a salary basis, (exclusive of board, lodging and other facilities) is exempt if the employee regularly directs the work of at least two or more other employees and the employee's primary duty is management of the enterprise, or a recognized department or subdivision thereof.

- *Administrative*

- The employee's primary duty must be either of the following:
 - Be responsible office or non-manual work directly related to the management, policies, general business operations of the employer or the employer's customers
 - Be responsible work that is directly related to academic instruction or training carried on in the administration of a school system or educational establishment
- The employee must customarily and regularly exercise discretion and independent judgement, as distinguished from using skills and following procedures, and must have the authority to make important decisions.

- The employee must do one of the following.
 - Regularly assist a proprietor or bonafide executive or administrative employee.
 - Perform work under only general supervision along specialized or technical lines requiring special training, experience or knowledge.
 - Execute under only general supervision special assignments.
- The employee must not spend more than 20 percent of the time worked in the workweek on work that is not directly and closely related to the administrative duties discussed above.
- The employee must be paid on a salary or fee basis at a rate of not less than \$155 a week exclusive of board, lodging or other facilities, or in the case of academic administrative employees in public or private schools, the salary requirement for exemption must be at least \$155 a week or one which is at least equal to the entrance salary for teachers in the employing school system or educational establishment or institution.

NOTE: An administrative employee who is paid on a salary or fee basis of at least \$250 a week exclusive of board, lodging or other facilities will be exempt if the employee's primary duty consists of either of the first two provisions under administrative exemption and such primary duty includes work requiring the exercise of discretion and independent judgement.

- *Professional*

- The employee's primary duty must be one of the following.
 - Work requiring knowledge of an advanced type in a field of science or learning, customarily obtained by a prolonged course of specialized instruction and study.
 - Work that is original and creative in character in a recognized field of artistic endeavor the result of which depends primarily on the employee's invention, imagination or talent.
 - Work as a teacher certified or recognized as such in the school system or educational institution by which he/she is employed.
- The employee must consistently exercise discretion and judgement.
- The employee must do work that is predominately intellectual and varied as distinguished from routine mental, manual, mechanical or physical duties.
- The employee must not spend more than 20 percent of the time worked in the workweek on activities not essentially a part of and necessarily incident to the professional duties.
- The employee must be paid on a salary or fee basis at a rate of not less than \$170 a week exclusive of board, lodging or other facilities. (This salary requirement does not apply to an employee who is the holder of a valid license or certificate permitting the practice of law or medicine and who is actually engaged in such practice; an employee who is the holder of the requisite academic degree for the general practice of medicine and is engaged in an internship or resident program; or an employee employed and engaged as a teacher in a school or educational institution.)

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- The employee's primary duty consists of work requiring knowledge of an advance type in field of science or learning or work as a teacher in an activity of imparting knowledge which requires

consistent exercise of discretion and judgement.

- The primary duty is artistic work that requires invention, imagination or talent in a recognized field of artistic endeavor.

Record-keeping

• *Exempt employees*

- The following records must be kept for each employee.
 - name and identifying number
 - home address
 - birth date if the employee is under 19
 - sex and occupation in which employed

• *Non-exempt employees*

- The following records must be kept for each employee.
 - name and identifying number
 - home address
 - sex and occupation in which employed
 - time and day on which his/her workweek or work period begins and length of the work period
 - regular rate of pay for any workweek or work period
 - hours worked each day and each workweek or work period
 - total daily, weekly or work period straight-time earnings (includes one time, but not time and one-half pay for overtime)
 - overtime excess compensation (the "half time" or more extra compensation for overtime)
 - total additions to or deductions from wages paid each pay period
 - total wages paid each pay period
 - date of payment and the pay period covered by the payment (29 C.F.R. Sec 516.2)

• *Retention of records*

- records to be preserved three years
 - payroll records
 - certificates, agreements, plans, notices, etc. (e.g. contracts, written agreements or memoranda summarizing the terms of oral agreements)
 - sales and purchase records (29 C.F.R. Sec 516.5)

- records to be preserved two years

-- supplementary basic records such as basic employment and earnings records, wage rate tables and work time schedules

-- order, shipping and billing records

-- records of additions to or deductions from wages paid

-- records which explain the basis for payment of any wage differential to employees of the opposite sex in the same establishment (29 C.F.R. Sec 516.6)

Issued 2/26/90; Revised 4/26/04

York 3/Rock Hill School District

[DRAFT]

Policy

ACCEPTABLE USE OF TECHNOLOGY

Code **GBEBD** Issued _____

Purpose: To establish the Board's vision and the basic structure for the acceptable use of the Rock Hill School District's technology resources by staff and students.

Technology is a vital part of education in the Rock Hill School District. For this reason, the District has made arrangements to provide resources to staff and students that promote learning and expand educational resources.

~~Access to the network, Internet, e-mail, and other technological services is a privilege, not a right. With this privilege,~~ There is also a responsibility **to use access to the network, Internet, e-mail and other technological services** ~~these technologies~~ solely for educational purposes and not to access or share inappropriate materials. To that end, the District administration is directed to develop appropriate guidelines governing the use of technology and to implement technology protection measures and safety rules as may be required by the conditions of eligibility for any Federal or State technology funding assistance program.

As part of the implementation of the administration's guidelines, students and staff must be instructed on the appropriate use of the network, Internet, e-mail, and other technological services. Students and staff members must also sign a form acknowledging that they have read and understand the Acceptable Use of Technology policy and administrative rule, that they will comply with the policy and rule, and that they understand the consequences of violating the policy or regulations. Inappropriate use of the network, Internet, e-mail or other technological service by any person will not be tolerated, and violations of these guidelines could subject the user to appropriate disciplinary actions, including but not limited to, ~~denial of further access to the technologies,~~ termination, or removal from the regular school setting.

District and school computer technicians who are working with a computer and come across sexually inappropriate material, including sexually explicit images of children or any other material that could be criminal in nature, must report this to local law enforcement, as well as the appropriate District administrator.

Adopted 11/26/07; Revised ____/18

Legal references:

- A. Federal Law:
 - 1. 47 USC Section 254(h) – Children's Internet Protection Act.
 - 2. The Digital Millennium Copyright Act of 1998, Section 512 – Limitations on liability relating to material online.

PAGE 2 – GBEBD – ACCEPTABLE USE OF TECHNOLOGY

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

1. Section 16-3-850 – Encountering child pornography while processing film or working on a computer.
2. Section 16-15-305 – Disseminating, procuring or promoting obscenity unlawful; definitions; penalties; obscene material designated contraband.
3. Section 10-1-205 – Computers in public libraries; regulation of Internet access

Policy GBEBD Acceptable Use of Technology

Issued 11/07

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(Cf. IHAJ)

Adopted 11/26/07

Legal references:

Federal Law:

47 USC Section 254(h) - Children's Internet Protection Act.

The Digital Millennium Copyright Act of 1998, Section 512 - Limitations on liability relating to material online.

S.C. Code, 1976, as amended:

Section 59-13-20 - Qualifications of superintendents

Section 16-3-850 - Encountering child pornography while processing film or working on a computer.

Section 16-15-305 - Disseminating, procuring or promoting obscenity unlawful; definitions; penalties; obscene material designated contraband.

Section 10-1-205 - Computers in public libraries; regulation of Internet access

York 3/Rock Hill School District

Current

[DRAFT]

Administrative Rule

ACCEPTABLE USE OF TECHNOLOGY

Code GBEBD-R Issued _____

~~Access to the network, Internet, e-mail, and other technological services is a privilege, not a right. With this privilege, There also is~~ a responsibility to use access to the network, Internet, email and other technological services these technologies solely for educational purposes and not to access or share inappropriate materials. Inappropriate use by any person will not be tolerated.

I. Access

A. General Access

Because technology is a vital part of the educational process and the curriculum of the District, students and staff will be provided access to technology resources. By providing this access, the District intends to promote educational excellence in schools by facilitating resource sharing, innovation, communication, and learning by allowing access to resources unavailable through traditional means. Through the network, Internet, and e-mail ~~(staff only)~~, students and staff will have access to the following:

- locally networked reference and research sources;
- global information and news;
- discussion groups on a vast range of topics;
- local, regional, public, State, and national library catalogs;
- ~~worldwide web;~~ and
- electronic mail services ~~(staff only)~~; and
- online learning and collaboration tools.

The availability of Internet access provides a unique educational opportunity for students and staff to contribute to the District's presence on the ~~World Wide Web~~ Internet. This medium of communication provides an opportunity to share accurate information with the community, our nation, and the world about the District's curriculum and instruction, school-authorized activities, and other related information. The District provides this instructional resource as an educational tool for staff and students, and the technology acceptable use for network, Internet, and e-mail services and administrative rule will govern its use, and its use will be governed by this administrative rule. The failure to follow these policies the policy or this administrative rule or responsibilities may result in the loss of privileges and/or other disciplinary measures, up to and including discharge.

With access to computers and people all over the world also comes the availability of material that may not be of educational value in the context of the school setting. The District

has taken precautions to restrict access to controversial or inappropriate materials; however, on a global network it is impossible to control access to all materials and an industrious user may discover controversial information. The District firmly believes that the valuable information and interaction available on ~~this worldwide network~~ **the Internet** far outweighs the possibility that users may procure material which is inconsistent with the educational goals of the District. **Users are responsible for reporting to the District's Executive Director of Technology, or his/her designee, controversial, or inappropriate websites they are able to access so the websites can be added to the District's filter.**

The smooth operation of the network, Internet, and e-mail services relies on the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that students and staff are aware of their responsibilities when using these technologies. In general, this requires efficient, ethical, and legal utilization of the network resources.

Because access to the network provides connections to other computer systems located all over the world, users (and parents of students who are users) must understand that neither the District nor any District employee controls the content of the information available on the systems. Every effort will be made by the District to monitor and restrict ready access to known objectionable sites; however, the District does not condone the use of controversial or offensive materials and cannot be held responsible for such use.

B. Technology Protection Measures

In compliance with the Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254(h), the District uses technological devices designed to filter and block the use of any of the District's computers with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined in the CIPA. **At the same time, the District cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this administrative rule and to refrain from accessing such inappropriate materials.** Adult users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled by the chief building administrator of the building in which the computer is located for bona fide research purposes or other lawful purposes not otherwise inconsistent with this administrative rule. Such requests will be forwarded to the Executive Director of Technology for action.

C. Internet Safety Policy

For purposes of this administrative rule, this is the District's "Internet safety policy." This rule includes provisions to address access by minors to inappropriate ~~matter~~ **material** on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; to provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response; unauthorized access, including so-called "hacking" and other unlawful activities by

minors online; unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

D. Responsibilities for Compliance

Prior to accessing the network, Internet, or e-mail services (~~staff only~~), students and staff will receive instruction on the appropriate use of these services. Students and staff members must sign a form (Exhibits 1 and 2) acknowledging that they have read and understand this administrative rule, that they will comply with the guidelines set forth herein, and that they understand the consequences for violating these guidelines.

II. Terms and Conditions of Use

A. Acceptable Use

The purpose of the District's educational network is to support research and education by providing access to unique resources and the opportunity for collaborative work. All use of the network, Internet, and e-mail services must be in support of education and research and consistent with the educational objectives of the District. Use of other networks or computing resources must comply with the guidelines governing those networks. Transmission of any material in violation of any federal or State laws or regulations is prohibited; this includes, but is not limited to, copyrighted material, **materials protected by intellectual property**, threatening or obscene material, or material protected by trade secret. Access to computer systems and networks owned or operated by the District imposes certain responsibilities and obligations on users and is subject to District policies and local, State, and federal laws.

Users will use District provided software in a manner that strictly adheres to all licensing provisions, including installation, use, copying, number of simultaneous users, and other terms of the license. Furthermore, users will comply with District policies and follow the District's best practices where possible to maintain the confidentiality, integrity, and availability of computer systems and information on all devices under their control.

Acceptable use is always ethical, reflects honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and the individual's rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.

B. Procedures for Use

- Administrators and ~~teachers~~ **staff** may access the Internet or e-mail for educational or work-related purposes at any time which is not disruptive and does not interfere with the performance of other responsibilities by the employee.
- The District will notify parents/**legal** guardians about the District network, related safety issues, and issues governing its Internet through a general letter to all parents/**guardians**. **Parental permission is not required for use of the Internet, but**

parents/legal guardians will be notified that they have the right to file a parent/legal guardian denial form available from the school principal if they do not want their children to have access to Internet resources.

- All computer usage, Internet usage and e-mail usage by District employees and students must be consistent with the Rock Hill School District mission and policies.

C. Rules Governing Use of Internet and E-mail

Permitted Uses

- Users will utilize the system for educational and professional or career development activities only.
- Users may download text and other non-executable files attached to e-mail messages or from the Internet for school-related business only. ~~Large files should be downloaded during off peak hours whenever possible.~~
- Users will check their e-mail frequently and delete unwanted messages promptly. Be aware that the system administrator may delete e-mail at any time in order to protect the integrity of the system.
- Users will subscribe only to ~~high-quality~~ discussion group mail lists that are relevant to their educational or professional/career development.

General Prohibitions

- Users may not use the District's e-mail system to advertise or solicit business or for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. Rock Hill School District will not be responsible for any obligations resulting from any unauthorized use of the system.
- Users may not use the system for political activities or to seek to impress or impose personal views on others.
- Users will not post chain letters or engage in spamming. Spamming is sending an unnecessary message to a large number of people.
- Users will not use their e-mail accounts for personal use, with the exception of contacting a family member for emergency, work-related, or school-related purposes.
- ~~Users should not utilize the District e-mail system to advertise or solicit business.~~
- Users should adhere to common rules expectations for e-mail etiquette.

Personal Safety

- Students will not post personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication. Personal contact information includes address, telephone number, school address, etc.
- Students will not agree to meet with someone they have met online without their parent/guardian's approval.
- Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

Illegal Activities

- Users will not attempt to gain unauthorized access to the e-mail system, the District Web pages, or any other computer systems through the Rock Hill School District e-mail and/or Internet and/or network access. Users will not attempt to perform functions that exceed their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal.
- Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not use the District system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, or any other activity that violates existing District policies or procedures. Reference to such activities will not even be made in a joking manner or as a prank.
- The District will notify law enforcement **consistent with State law, when potential criminal conduct occurs, as set forth in South Carolina Code Section 59-24-60.** ~~should such illegal activities as described above take place.~~

System Security

- Users will not share their account information (User ID and/or password) or attempt to log in to another user's account. Any sharing of User ID or password will result in immediate restriction or removal of account privileges. The only potential exception is the sharing of information with IT staff if requested for troubleshooting purposes.
- Users will immediately notify the IT staff if they have identified a possible security problem (students should notify a teacher and/or principal). Do not actively seek security problems but immediately report any potential issues that are found.
- Users will not download or install any unauthorized software or install any unauthorized hardware.
- **If a User needs to access the Internet through a personal hotspot, the User shall notify the Executive Director of Technology or his/her designee so the underlying need for the hotspot can be reviewed and addressed, if needed.**
- Users will not knowingly vandalize or cause damage to District equipment or software.
- Users will not knowingly use portable data storage devices which contain viruses or in any other way knowingly spread computer viruses.

Use of Appropriate Language

Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

- Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or gang-related language or symbols.
- Users will not post or e-mail information which could cause damage or a danger of

disruption of network services.

- Users will not engage in personal attacks, including prejudicial or discriminatory remarks.
- Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, he/she must stop.
- Users will not use any language in an e-mail that threatens another person, whether it is the recipient of the message or a third party.
- Users will not knowingly or recklessly post false or defamatory information about a person or organization.

Access to Inappropriate Material

- Users will not use the District system to access or send material that is profane, lewd, vulgar, indecent, libelous, or obscene, e.g., pornography that advocates illegal acts or that advocates violence or discrimination towards other people, e.g., hate literature.
- Adult Users who mistakenly access inappropriate information or images should immediately report this to their supervisor. This will initiate proceedings to have the materials blocked.
- Students who mistakenly access inappropriate information or images should immediately report this to the attending teacher. The principal should be notified if it is deemed warranted. This will protect users against an allegation that they have intentionally violated this policy.
- Students are expected to follow parental guidance regarding limitation of access to additional types of inappropriate materials.

Respect for Privacy

- Users will not repost or e-mail a message that was sent to them privately without permission from the person who originally sent the message.
- Users will not post or e-mail private information about another person.

III. Penalties for Improper Use

An employee who violates the terms of this administrative rule or otherwise misuses e-mail or the Internet to access or send inappropriate material will be subject to disciplinary action, up to and including discharge. ~~In addition, the privilege of accessing the Internet and e-mail services also will be subject to cancellation.~~ Students who violate the terms of this administrative rule or who otherwise misuse their access to e-mail or the Internet also will be subject to disciplinary action in accordance with the District Student Behavior Code. ~~Internet access privileges also may be cancelled.~~ Violations of the laws of the United States or the State of South Carolina also may subject student or employee users to criminal prosecution. If a user incurs unauthorized costs, the user, as well as the user's parents if the user is a student, will be responsible for all such costs.

Any user who deliberately damages District hardware will be charged for any repair or

replacement costs. Costs to repair damages that result from deliberate attempts to override or disable protection software will be charged to the user.

IV. Warranty

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruptions caused by the system's negligence, user errors, or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

V. Security

Security on any computer system is a high priority, especially when the system involves many users. If a student or employee believes s/he has identified a security problem on the network, s/he must notify the administrator for the school or the IT department. Do not demonstrate the problem to other users. Attempts to log on to any network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be subject to severe restrictions, cancellation of privileges, or other disciplinary and/or legal action.

VI. User Privacy

E-mail messages sent or received via a District-issued e-mail account (~~including home accounts offered through the District~~) and all other electronic files created using District resources or stored with District resources are property of the District. **The District reserves the right to examine, restrict, or remove any material that is on or passes through its network, just as it does any other work or material generated or brought to school by staff or students.** Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic form.

VII. School Board Policies

All documents **data housed** on the District's server(s) **resources** must conform to Board policies and regulations, as well as established school guidelines. Copies of Board policies are available on the District's web site. Persons developing or maintaining web documents are responsible for complying with these and other policies. Some of the relevant issues and related Board policies include the following:

- Electronic transmission of materials is a form of copying. As specified in District policy, no unlawful copies of copyrighted materials may be knowingly produced or transmitted via the District's equipment, including its web server(s).
- ~~Documents~~ **Content** created for the web and linked to District web pages **or social networking sites** must meet the criteria for use as an instructional resource **in accordance**

with District policies, regulations, and guidelines.

- Any links to on District/school web pages or social networking sites that are not specifically curriculum-related must be approved by the District's Executive Director of Technology. Any other non-curricular materials should be limited to information about other youth activities, agencies, or organizations which are known to be non-sectarian, exclusively devoted to community interests or child welfare, non-profit, and non-discriminatory. Web page links may not include entities whose primary purpose is commercial or political advertising.
- All communications via District web pages or social networking sites will comply with this policy and the District Student Behavior Code. Offensive behavior that is expressly prohibited by this policy includes religious, racial, and sexual harassment and/or violence.
- Any student information communicated via District web pages or social networking sites must comply with District policies on data privacy and public use of school records.

VIII. OTHER

1. Material on a web page reflects an individual's thoughts, interests, and activities. Such web pages do not, in any way, represent individual schools or the District, nor are they endorsed or sanctioned by any individual school or the District. Concern about the content of any page(s) created by students or staff should be directed to the building principal of that school.
2. Given the rapid change in technology, some of the technical standards outlined in this regulation may require change throughout the year. Such changes will be made with approval of the Superintendent and the Board of Trustees. This regulation may be updated on an annual basis or more frequently if required.

Adopted 11/07; Revised ___/18

AR GBEBD-R Acceptable Use of Technology

Issued 11/07

Access to the network, Internet, e-mail, and other technological services is a privilege, not a right. With this privilege, there also is a responsibility to use these technologies solely for educational purposes and not to access or share inappropriate materials. Inappropriate use by any person will not be tolerated.

I. Access

A. GENERAL ACCESS

Because technology is a vital part of the educational process and the curriculum of the District, students and staff will be provided access to technology resources. By providing this access, the District intends to promote educational excellence in schools by facilitating resource sharing, innovation, communication, and learning by allowing access to resources unavailable through traditional means. Through the network, Internet, and e-mail (staff only), students and staff will have access to the following:

1. locally networked reference and research sources;
2. global information and news;
3. discussion groups on a vast range of topics;
4. local, regional, public, state, and national library catalogs;
5. worldwide web; and
6. electronic mail services (staff only).

The availability of Internet access provides a unique educational opportunity for students and staff to contribute to the District's presence on the World Wide Web. This medium of communication provides an opportunity to share accurate information with the community, our nation, and the world about the District's curriculum and instruction, school-authorized activities, and other related information. The District provides this instructional resource as an educational tool for staff and students, and its use will be governed by this administrative rule. The failure to follow these policies or responsibilities may result in the loss of privileges or other disciplinary measures.

With access to computers and people all over the world also comes the availability of material that may not be of educational value in the context of the school setting. The District has taken precautions to restrict access to controversial or inappropriate materials; however, on a global network it is impossible to control access to all materials and an industrious user may discover controversial information. The District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material which is inconsistent with the educational goals of the District.

The smooth operation of the network, Internet, and e-mail services relies on the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that students and staff are aware of their responsibilities when using these technologies. In general, this requires efficient, ethical, and legal utilization of the network resources.

Because access to the network provides connections to other computer systems located all over the world, users (and parents of students who are users) must understand that neither the District nor any District employee controls the content of the information available on the systems. Every effort

will be made by the District to monitor and restrict ready access to known objectionable sites; however, the District does not condone the use of controversial or offensive materials and cannot be held responsible for such use.

B. TECHNOLOGY PROTECTION MEASURES

In compliance with the Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254(h), the District uses technological devices designed to filter and block the use of any of the District's computers with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined in the CIPA. Adult users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled by the chief building administrator of the building in which the computer is located for bona fide research purposes or other lawful purposes not otherwise inconsistent with this administrative rule. Such requests will be forwarded to the Director of Networking for action.

C. INTERNET SAFETY POLICY

For purposes of this administrative rule, this is the District's "internet safety policy." This rule includes provisions to address access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; to provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response; unauthorized access, including so-called "hacking" and other unlawful activities by minors online; unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

D. RESPONSIBILITIES FOR COMPLIANCE

Prior to accessing the network, Internet, or e-mail services (staff only), students and staff will receive instruction on the appropriate use of these services. Students and staff members must sign a form (Exhibits 1 and 2) acknowledging that they have read and understand this administrative rule, that they will comply with the guidelines set forth herein, and that they understand the consequences for violating these guidelines.

II. Terms and Conditions of Use

A. ACCEPTABLE USE

The purpose of the District's educational network is to support research and education by providing access to unique resources and the opportunity for collaborative work. All use of the network, Internet, and e-mail services must be in support of education and research and consistent with the educational objectives of the District. Use of other networks or computing resources must comply with the guidelines governing those networks. Transmission of any material in violation of any federal or state laws or regulations is prohibited; this includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Access to computer systems and networks owned or operated by the District imposes certain responsibilities and obligations on users and is subject to District policies and local, state, and federal laws.

Acceptable use is always ethical, reflects honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and the individual's rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.

B. PROCEDURES FOR USE

1. Administrators and teachers may access the Internet or e-mail for educational or work-related purposes at any time which is not disruptive and does not interfere with the performance of other responsibilities by the employee.
2. The District will notify parents/guardians about the District network, related safety issues, and issues governing its Internet through a general letter to all parents.
3. All computer, Internet usage and e-mail usage by District employees and students must be consistent with the Rock Hill School District mission and policies.

C. RULES GOVERNING USE OF INTERNET AND E-MAIL

Permitted Uses

- Users will utilize the system for educational and professional or career development activities only.
- Users may download text and other non-executable files attached to e-mail messages or from the Internet for school-related business only. Large files should be downloaded during off-peak hours whenever possible.
- Users will check their e-mail frequently and delete unwanted messages promptly. Be aware that the system administrator may delete e-mail at any time.
- Users will subscribe only to high quality discussion group mail lists that are relevant to their educational or professional/career development.

General Prohibitions

- Users may not use the District system for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. Rock Hill School District will not be responsible for any obligations resulting from any unauthorized use of the system.
- Users may not use the system for political activities or to seek to impress or impose personal views on others.
- Users will not post chain letters or engage in spamming. Spamming is sending an unnecessary message to a large number of people.
- Users will not use their e-mail accounts for personal use, with the exception of contacting a family member for emergency, work-related, or school-related purposes.

Personal Safety

- Students will not post personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication. Personal contact information includes address, telephone number, school address, etc.
- Students will not agree to meet with someone they have met online without their parent/guardian's approval.
- Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

Illegal Activities

- Users will not attempt to gain unauthorized access to the e-mail system, the District Web pages, or any other computer systems through the Rock Hill School District e-mail and/or Internet and/or network access. Users will not attempt to perform functions that exceed their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal.
- Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not use the District system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, or any other activity that violates existing District policies or procedures. Reference to such activities will not even be made in a joking manner or as a prank.
- The District will notify law enforcement should such illegal activities as described above take place.

System Security

- Users will not share their account information (User ID and/or password) or attempt to log in to another user's account. Any sharing of User ID or password will result in immediate restriction or removal of account privileges. The only potential exception is the sharing of information with IT staff if requested for troubleshooting purposes.
- Users will immediately notify the IT staff if they have identified a possible security problem (students should notify a teacher and/or principal). Do not actively seek security problems but immediately report any potential issues that are found.
- Users will not download or install any unauthorized software or install any unauthorized hardware.
- Users will not knowingly vandalize or cause damage to District equipment or software.
- Users will not knowingly use portable data storage devices which contain viruses or in any other way knowingly spread computer viruses.

Use of Appropriate Language

Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

- Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or gang-related language or symbols.
- Users will not post or e-mail information which could cause damage or a danger of disruption.
- Users will not engage in personal attacks, including prejudicial or discriminatory remarks.
- Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, he/she must stop.

- Users will not use any language in an e-mail that threatens another person, whether it is the recipient of the message or a third party.
- Users will not knowingly or recklessly post false or defamatory information about a person or organization.

Access to Inappropriate Material

- Users will not use the District system to access or send material that is profane, lewd, vulgar, indecent, libelous, or obscene, e.g., pornography that advocates illegal acts or that advocates violence or discrimination towards other people, e.g., hate literature.
- Adult Users who mistakenly access inappropriate information or images should immediately report this to their supervisor. This will initiate proceedings to have the materials blocked.
- Students who mistakenly access inappropriate information or images should immediately report this to the attending teacher. The principal should be notified if it is deemed warranted. This will protect users against an allegation that they have intentionally violated this policy.
- Students are expected to follow parental guidance regarding limitation of access to additional types of inappropriate materials.

Respect for Privacy

- Users will not repost or e-mail a message that was sent to them privately without permission from the person who originally sent the message.
- Users will not post or e-mail private information about another person.

III. Penalties for Improper Use

An employee who violates the terms of this administrative rule or otherwise misuses e-mail or the Internet to access or send inappropriate material will be subject to disciplinary action, up to and including discharge. In addition, the privilege of accessing the Internet and e-mail services also will be subject to cancellation. Students who violate the terms of this administrative rule or who otherwise misuse their access to e-mail or the Internet also will be subject to disciplinary action in accordance with the District Student Behavior Code. Internet access privileges also may be cancelled. Violations of the laws of the United States or the State of South Carolina also may subject student or employee users to criminal prosecution. If a user incurs unauthorized costs, the user, as well as the user's parents if the user is a student, will be responsible for all such costs.

IV. Warranty

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruptions caused by the system's negligence, user errors, or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

V. Security

Security on any computer system is a high priority, especially when the system involves many users. If a student or employee believes s/he has identified a security problem on the network, s/he must notify the administrator for the school or the IT department. Do not demonstrate the problem to other users.

Attempts to log on to any network as a system administrator will result in cancellation of user privileges.

Any user identified as a security risk or having a history of problems with other computer systems may be subject to severe restrictions, cancellation of privileges, or other disciplinary and/or legal action.

VI. User Privacy

E-mail messages sent or received via a District-issued e-mail account (including home accounts offered through the District) and all other electronic files created using District resources or stored with District resources are property of the District. The District reserves the right to examine, restrict, or remove any material that is on or passes through its network, just as it does any other work or material generated or brought to school by staff or students. Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic form.

VII. School Board Policies

All documents on the District's server(s) must conform to Board policies and regulations, as well as established school guidelines. Copies of Board policies are available on the District's web site. Persons developing or maintaining web documents are responsible for complying with these and other policies. Some of the relevant issues and related Board policies include the following:

1. Electronic transmission of materials is a form of copying. As specified in District policy, no unlawful copies of copyrighted materials may be knowingly produced or transmitted via the District's equipment, including its web server(s).
2. Documents created for the web and linked to District web pages must meet the criteria for use as an instructional resource.
3. Any links to District web pages that are not specifically curriculum-related must be approved by the District's IT administrator. Any other non-curricular materials should be limited to information about other youth activities, agencies, or organizations which are known to be non-sectarian, exclusively devoted to community interests or child welfare, non-profit, and non-discriminatory. Web page links may not include entities whose primary purpose is commercial or political advertising.
4. All communications via District web pages will comply with this policy and the District Student Behavior Code. Offensive behavior that is expressly prohibited by this policy includes religious, racial, and sexual harassment and/or violence.
5. Any student information communicated via District web pages must comply with District policies on data privacy and public use of school records.

VIII. OTHER

1. Material on a web page reflects an individual's thoughts, interests, and activities. Such web pages do not, in any way, represent individual schools or the District, nor are they endorsed or sanctioned by any individual school or the District. Concern about the content of any page(s) created by students or staff should be directed to the building principal of that school.
2. Given the rapid change in technology, some of the technical standards outlined in this regulation may require change throughout the year. Such changes will be made with approval of the Superintendent. This regulation may be updated on an annual basis or more frequently if required.

File GBEBD-E(1) Employee Guidelines for the Use of Electronic Resources

View or Print [Employee Guidelines for the Use of Electronic Resources.](#)

York 3/Rock Hill School District

Rock Hill School District Three of York County

Employee Guidelines for the Use of Electronic Resources

Rock Hill School District Three encourages the use of technology resources in the design and delivery of engaging student work. Employees are expected to exercise responsibility in the use of these resources, including:

1. **User Name IDs, Account Numbers and Passwords:** User names, account numbers, and passwords issued to staff members must remain confidential. Employees obtaining Internet at home through the district should not give students their user ID and the access phone number. Any staff member violating this policy will be subject to disciplinary action.
2. **Electronic communications:** Employees are expected to communicate in a professional manner consistent with state and federal laws, including federal guidelines regarding the use of copyrighted materials. The use of electronic communications to display, send, or receive offensive messages or pictures; the harassment, insult, or attack of others via electronic communication; and the use of electronic communications for commercial purposes are strictly prohibited.
3. **Independent navigation on the Internet by Faculty and Staff:** Employees are encouraged to explore WWW resources. Clearly, such explorations should be for educational purposes. Downloading and/or printing files and images containing content which is inappropriate for a K-12 setting is prohibited. Staff members are expected to employ professional judgement in the determination of inappropriate content.
4. **Teacher-led exploration of the Internet:** Faculty who are exploring Internet sites with a class do not need special parental permission if the faculty member is in control of the navigation and/or is directing the students to known educational sites. A student who is navigating the Net at the teacher's direction is not considered to be independently using Internet; this circumstance does not require parent permission. Students should not be directed to an Internet site that the teacher has not previewed.
5. **Independent Navigation of the Internet by Students:** Independent navigation of the Internet by students requires both the student signature and parental permission on the Student Assurances Form. The intent of the permission is not to discourage independent research on the Internet; however, constant teacher supervision under these circumstances will not be possible. Students are not permitted to search for, download or print any objectionable, vulgar or offensive material. Unsupervised participation in group discussion chats or newsgroups is not permitted. The signed permission form should be maintained by the school and should be obtained prior to assigning independent research on the Internet. Students utilizing the computer lab before and/or after school for Internet activities of their own choice should also have assurances on file at the school.
6. **Installation of Personal Software:** Teachers may install legal copies (original disks and documentation must be kept at school) on their classroom computer(s). Shareware and freeware can be used in the classroom. Teachers should be aware that the district periodically updates the network. It is possible that teacher software and/or files will be removed and will require reinstallation. It is recommended that teachers maintain regularly updated backup copies of all files saved on the internal hard drive.

I have read these guidelines and agree to abide by them in my assigned role as an employee of Rock Hill School District Three.

Employee Signature

Date

File GBEBD-E(2) Parental Permission and Student Assurances in the Use of Network/Internet Resources

View or Print Parental Permission and Student Assurances in the Use of Network/Internet Resources.

York 3/Rock Hill School District

Rock Hill School District Three of York County

Parental Permission and Student Assurances in the Use of Network/Internet Resources

Dear Parent(s),

Rock Hill School District Three provides students with access to network and Internet resources in every school. These resources provide students with powerful tools necessary to enhance student learning. When using these resources, students are responsible for good behavior just as they are in a classroom or school hallway.

There are many on-going educational projects available on the Internet that are appropriate for K-12 students. Many encourage subject area studies or support "virtual field trips" to museums or other locations around the world. Much of this information can be immediately printed from the computer screen for inclusion in student or faculty research projects or papers assigned in class.

Unfortunately, network resources and the Internet can be misused. There are images, information, and discussions that are not appropriate for K-12 pupils. Our faculty members directly and continuously supervise individuals and classes of students who are accessing the Internet to ensure that inappropriate content is not seen on the computer. This kind of screening is not new; schools have always screened materials for student use to exclude many books, magazines and videos not appropriate in a school setting. However, it is possible that a student conducting individual research may disregard teacher's instructions and actively seek out inappropriate material.

We believe that students can be provided opportunities to use the Internet as a research tool within clearly understood parameters. These conditions are:

1. Parents are advised of the rules and give their written permission;
2. The student gives written assurances regarding appropriate behaviors while operating the Internet; and,
3. The student and parents understand that violations of these assurances will result in disciplinary action, and possible loss of Internet privileges in instances of flagrant abuse, i.e., searching for and/or downloading inappropriate material.

Please contact your child's teacher if you have questions. Please feel free to contact me if you have other questions.

Sincerely,

Principal

Rock Hill School District Three of York County

Student Assurances

When using network or Internet resources, I will:

1. Use the Internet for legitimate educational purposes;
2. Send e-mail only at the direction of my teacher or media specialist;
3. Not register the name, home address, or telephone number of myself or anyone else in any location on the Internet;
4. Not attempt to download or save files to the computer hard drive or to a disk without teacher permission;
5. Not search for, download or print any material that violates school handbook codes regarding possession or display of inappropriate, offensive or vulgar material, or assist any other student in such activities;
6. Not use or attempt to use Telnet, Internet Relay Chats or other interactive exchanges without teacher permission;
7. Not harass, insult, or attack others via electronic communications;
8. Not damage or alter computers, computer systems, or computer networks;
9. Not violate copyright laws;
10. Not trespass in another's folders, work, or files.

I understand that my participation in any violation of these student assurances will result in disciplinary action and possible loss of access privileges to such resources, depending on the nature of the offense.

Student Signature

School

Parent Permission

I give permission for my child to conduct independent research on the Internet under the conditions described above.

Parent Signature

Date

[DRAFT]

Policy

PROFESSIONAL STAFF LEAVES AND ABSENCES

Code **GCC/GDC/GCD** Issued _____

Purpose: To establish the basic structure for all types of professional staff leaves and absences.

The continuous presence of employees promotes excellence in the instructional program. ~~by ensuring the following.~~

- ~~• the uninterrupted continuity of education~~
- ~~• greater teacher-student contact time~~
- ~~• appropriate role-model emulation~~
- ~~• consistent classroom discipline~~
- reduced cost

Therefore, the Board expects employees to come to work every day. The Board recognizes, however, that certain absences are unavoidable. At such times, employees should take leave in accordance with this policy.

STANDARD SICK LEAVE

Employees eligible for standard "sick leave" benefits under this policy are those ~~employed in a position for which certification is required by the State Department of Education or a person who~~ is employed in the school District **who** and work at least thirty (30) hours per week.

Employees eligible for **Family and Medical Leave Act** ~~"family leave"~~ (FMLA) benefits are those individuals who have been employed by the school District for a total of twelve (12) months and have worked at least 1,250 hours during the previous twelve (12) months.

ACCRUAL OF SICK LEAVE

Sick leave shall be accrued by eligible employees at the rate of one and one-fourth days for each month of active service yielding the following leave entitlements:

- 12 days for 185 days of active service,
- 13 days for 210 days of active service,
- 14 days for 230 days of active service, and
- 15 days for 12 months of active service.

Accrued sick leave that is not used may be accumulated up to ninety (90) days provided that such employees do not violate their respective contracts.

ISSUANCE OF SICK LEAVE

Employees eligible to earn sick leave shall be issued at the beginning of their eligibility sick leave days in a number equal to the number earnable during their particular employment period.

If the recipient of such advance leave is separated from the District's employ for any reason, and, at the time of separation, has used any portion of the advanced leave prior to its becoming "vested" or "earned" leave via the requisite days of active service, the amount paid the employee for such used but unearned sick leave shall be deducted from the employee's final paycheck. Leave may be transferred to another State agency upon separation from employment with the District ~~as set forth in State law, provided the employee does not have a period of unemployment between jobs.~~

USE OF SICK LEAVE

~~Use of sick leave days shall be limited to:—~~

- ~~• Personal illness/physical incapacity;~~
- ~~• Attending to ill/physically incapacitated spouse, child, or parent; or~~
- ~~• Leave for childbirth or adoption.~~

The primary reason for the use of sick leave will be the personal illness of the individual employee or illness in the immediate family, which includes spouse, children, and parents (for further information regarding leaves due to illness please refer to the section entitled Family and Medical Leave Act.)

Use of sick leave days in excess of accrued number will be without pay. An employee legitimately using accrued "sick leave" will not be terminated from employment nor shall any such employee be terminated during a continuing sick leave of less than ninety-one (91) days.

Absences are calculated on a half-day basis. Any part of a half-day missed is considered as a half-day absent. ~~Twelve month employees may take sick leave on a quarter-day basis.~~

VERIFICATION AND USE OF SICK LEAVE

The use of sick leave is subject to verification. Specifically, an employee must submit a healthcare provider's statement verifying an illness when the employee has been on sick leave for more than 10 working days within a school year, after an absence of ~~five~~ consecutive days, or if the employee is requesting extended leave. The District also reserves the right to require an employee to submit a medical healthcare provider's statement verifying an illness when the administration believes verification is needed or when an employee's use of sick leave forms a pattern or abuse is suspected. A healthcare provider's statement that the illness of an immediate family member requires the presence of the employee must be submitted for absences greater than ~~five~~ consecutive days.

PAGE 3 – GCC/GCD – ~~PROFESSIONAL~~ STAFF LEAVES AND ABSENCES

If the employee does not provide the required healthcare provider's statement within five working days upon written request, the District may take appropriate disciplinary actions, up to and including a recommendation of termination from employment, unless the District receives notice that the employee has experienced severe extenuating circumstances.

The District may require the opinion of a second healthcare provider designated and paid for by the District regarding verification of any illness or disability.

The District may require an employee to provide a healthcare provider's statement attesting to his/her ability to perform required duties before returning to work.

In order that the District may secure an adequate replacement and make other appropriate arrangements, employees must provide reasonable and appropriate advance notice of absences as specified within this policy, or as quickly as is practicable. Reasonable and appropriate advance notice of the employee's absence is essential for scheduling a substitute.

~~Absence of five or fewer consecutive work days~~

~~A sick leave absence of five (5) or fewer consecutive work days must be accompanied by a statement signed by the employee stating the reason for the absence. Such statement shall be provided via the District's report form and filed within two days following the employee's return to active service. The District may require the written statement of a physician attesting to the employee's need for the absence and his or her physical and emotional fitness to resume employment duties.~~

~~Absence of more than five, but fewer than eleven, consecutive work days~~

~~A sick leave absence of more than five (5) but less than eleven (11) consecutive work days must be supported by a statement signed by a licensed physician that identifies the nature of the illness/disability. The physician's statement shall be attached to the "Absent Employee Report" and filed within two work days following the employee's return to work. The District may require the written statement of a physician attesting to the employee's physical and emotional fitness to resume employment duties.~~

~~Absence of more than ten consecutive work days~~

~~A sick leave absence that is expected to exceed ten consecutive work days must, upon reaching the fifth consecutive day of absence, be supported by a licensed physician's written statement of diagnosis and prognosis which contains a projected date of return to active work. The District may require the written statement of a physician attesting to the employee's physical and emotional fitness to resume employment duties.~~

~~Use of Sick Leave for Childbirth or Adoption Absence for childbirth or adoption~~

Use of standard paid sick leave for the purpose of recovering from childbirth or for purposes of child adoption shall be limited to a period of six consecutive weeks (30 days) immediately

PAGE 4 – GCC/GCD – ~~PROFESSIONAL~~ STAFF LEAVES AND ABSENCES

following the birth (or placement) of the child – eight weeks (40 days) for childbirth via C-section. For adoption, ~~use of standard sick leave shall be granted only for children of a very tender age, i.e. just days or weeks old, or when adoption agency rules and regulations require the adoptive parent(s) full-time availability for a prescribed initial period of time.~~ Use of paid sick leave in excess of six weeks must be supported by written certification of a licensed physician prior to taking any such leave. The limit for use of accrued paid sick leave will be thirty (30) days for standard recovery (40 days for a C-section) and child adoption or the actual number of accrued days credited to the employee if less than the above. Days beyond thirty (30) - forty (40) for a C-section - or the actual number will be unpaid.

LEAVE UNDER THE FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Board will provide leave to eligible employees consistent with the Family and Medical Leave Act of 1993 (FMLA). Eligible employees are entitled to up to 12 work weeks of unpaid family and medical leave in a fiscal year (July 1 to June 30) or up to 26 work weeks of unpaid leave during a single 12 month period to care for a covered service member with a serious illness or injury incurred in the line of duty on active duty, as defined in this policy. The District will continue to pay the District's portion of the employee's health insurance premiums during the leave. The employee must continue to pay his/her portion of all insurance premiums to maintain coverage.

~~"FMLA" leave is a supplemental form of leave governed by the terms of the federal "Family and Medical Leave Act" of 1993 (P.L. 103-3). This means that it is available in addition to standard "sick leave" benefits.~~ FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. In complying with the FMLA, the District will adhere to the requirements of the Americans with Disabilities Act as well as other applicable federal and State laws.

To be eligible for "FMLA" leave, an individual must be employed by the school District for a total of twelve (12) months and have worked at least 1,250 hours during the previous twelve (12) months.

Eligible employees are entitled to up to a combined total of twelve (12) work weeks of unpaid leave per "rolling" 12-month period measured backward from the date an employee uses any FMLA leave for **any of the following** ~~the following five leave situations:~~

1. The birth **of a child of the employee** ~~and first-year care of a child;~~
2. The adoption or foster placement of a child **of the employee for adoption or foster care;**
3. **To care for the** ~~The "serious health condition" of an employee's spouse, parent, or child if~~ **such spouse, parent or child has a serious health condition;**
4. The employee's own "serious health condition"; and
5. A qualifying exigency arising out of a spouse, child or parent who is on active duty or has been notified of impending call to active duty in support of a contingency operation.

The entitlement to leave for the birth or placement of a child for adoption or foster care expires 12 months after such date of birth or placement. Benefits accrued before "FMLA" leave is taken

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will not be altered, and upon return, the employee is entitled to restoration to an equivalent position with equivalent pay, benefits, and conditions of employment. However, the employee will not accrue seniority or employment benefits during the time he or she is on "FMLA" leave.

Military Caregiver Leave

An eligible employee who is a spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness is entitled to up to a total of 26 workweeks of unpaid leave during a "single 12-month period" to care for the service member. A covered service member is a current member of the armed forces, including a member of the national guard or reserves, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness. An eligible employee is limited to a combined total of 26 work weeks for any FMLA qualifying reason during the "single 12-month period."

Limits on child-care/Spouses Employed by the District

Spouses employed by the District are limited in the amount of FMLA leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 weeks (or 26 weeks if leave to care for the covered service member with a serious injury or illness is used.) Leave for birth or care of placement for adoption or foster care must conclude within 12 months of the birth or placement.

~~In dealing with birth, adoption, and foster placement, the entitlement for childcare ends after: (a) the child reaches age one, or (b) twelve (12) months after the adoption or placement. When both spouses are employed by the District, the combined amount of leave for birth, adoption, foster placement, and illness of a parent will be limited to twelve (12) weeks. The limit for use of accrued paid sick leave for adoption, foster placement, or birth and first year care of a child, will be thirty (30) days or the actual number of accrued days credited to the employee if less than thirty (30). Days beyond thirty (30) or the actual number will be unpaid.~~

Leave Taken Intermittently or on a Reduced Leave Schedule

"Intermittent leave" is leave taken in separate blocks of time due to a single illness or injury, rather than for one continuous period of time and may include leave periods from one hour or more to several weeks.

A "reduced schedule leave" is a leave schedule that reduces an employee's usual number of working hours per workweek or hours per workday.

Leave for the birth or placement of a child will not be taken intermittently or on a reduced schedule without the written consent of the Superintendent or his/her designee, who will consult with the employee's immediate supervisor before granting such consent.

Leave to care for a seriously ill spouse, son, daughter, or parent, or for the employee's own

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serious health condition, may be taken intermittently or on a reduced schedule only when medically necessary and as approved by the District.

If any employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment, the Superintendent or his/her designee may require such employee to transfer temporarily to an available alternative position for which the employee is qualified that has equivalent pay and benefits and better accommodates recurring periods of leave or family and medical leave (for instructional employees, specific FMLA regulations apply when leave period occurs near the end of an academic semester), if such position is available. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the District's operations.

~~Childcare leave under situations "1" and "2" shall not be taken intermittently or on a reduced leave schedule unless the employee and the District Superintendent agree otherwise.~~

~~Leave under situations "3" and "4" may be taken intermittently or on a reduced leave schedule when medically necessary. If an employee requests such leave that is foreseeable based on planned medical treatment, the District may require such employee to transfer temporarily to an available alternative position for which the employee is qualified and that (a) has equivalent pay and benefits; and (b) better accommodates recurring periods of leave than the regular employment position of the employee.~~

Substitution for Paid Leave

An employee using "FMLA" leave shall be required to substitute and exhaust any accrued paid vacation leave, personal leave, or sick leave of the employee in the exercise of "FMLA" leave. If such accrued paid leave is not sufficient to cover the "FMLA" leave entitlement, the additional days of leave necessary to satisfy the "FMLA" entitlement shall be without compensation. The limit for use of accrued paid sick leave for adoption, foster placement, or birth and first year care of a child, will be thirty (30) days or the actual number of accrued days credited to the employee if less than thirty (30). Days beyond thirty (30) or the actual number will be unpaid.

Foreseeable Leave

When "FMLA" leave is foreseeable, the employee must provide at least thirty (30) days notice of the date when leave is to begin - unless circumstances dictate otherwise. In addition, with respect to family or employee medical treatments which are foreseeable, the employee shall make a reasonable effort to schedule treatment (including intermittent and reduced hour leave) so as not to disrupt unduly the operation of the District.

Certification regarding leave_____

~~Certification to take leave. The District requires the employee to provide timely certification from his/her health care provider, or a family member's health care provider as to: (a) the date that the condition commenced, (b) the duration, (c) the necessity for the employee's leave, (d) the employee's inability to perform his/her job functions, or (e) Form WH 384 or WH 385, as~~

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~~applicable. Where doubt exists as to the certification, the District, at its own expense, may designate a second health care provider (other than a District employee) to provide a second opinion with the opinion of a third health care provider, if necessary, to be binding.~~

~~Certification to continue leave. The District may require certification from the health care provider that a serious medical condition of the employee or family member continues to prevent the employee from returning to work.~~

~~Certification to return from leave. Upon return to work, the District requires the employee to provide certification by his/her health provider that the employee is able to resume work. Furthermore, if State or local law requires a public health official to examine an employee as a condition for returning to work, the employee must fulfill that requirement in order to return to work.~~

Failure to Return from Leave/Recovery of Health Premiums

If an employee fails to return to work after the leave period has expired (other than family or personal illness or other circumstances beyond his or her control), the employer may recover the premium expenditures extended during the leave period.

PERSONAL LEAVE

An employee may use three days per school year (non-cumulative) for personal reasons with these exceptions.

- on the last day before or the first day after a holiday
- during the first or last two weeks of school

An employee should give his/her principal or supervisor as much advance notice as possible prior to the day of requested leave.

The District will deduct personal leave from sick leave. Absences for personal leave may be granted on a half-day or full-day basis. Employees do not have to state the reason for personal leave.

LEGAL ABSENCE

The District will grant employees leave without loss of pay, vacation time, or existing leave days when they are summoned for jury duty or subpoenaed. Whenever a prospective juror is dismissed before the end of the working day, he/she will return to his/her official duties. Compensation paid to the employee for serving on jury duty is to be kept by the employee.

When selected for jury duty, teachers, certified personnel at the building level or bus drivers are encouraged to request a postponement to a date that does not conflict with the school term.

BEREAVEMENT LEAVE

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The District will grant an employee three days bereavement leave following the notification of the death of a member of his/her immediate family (spouse, children, grandchildren, parents, grandparents, brothers, sisters, and in-laws to the same degree). The three days are exclusive of Saturdays, Sundays and holidays.

MILITARY LEAVE

Eligible employees who are family members of covered service members may also take leave as provided for in the FMLA and its accompanying regulations.

When possible, employees of the District serving in the military reserves/national guard should attempt to schedule their military leave so as not to conflict with their work schedules.

Requests for military leave should be made in writing to the Chief Personnel Officer as far in advance as possible, along with the appropriate verifying data.

Employees may take military leave without loss of pay, seniority or efficiency rating for one or more periods not exceeding a total of 15 workdays in one year. Saturdays, Sundays and State holidays may not be included in this 15 days unless the Saturday, Sunday or holiday is a regularly scheduled work day for the employee.

This leave may be taken when the employee is engaged in training or other duties ordered by the governor, the Department of Defense, the Department of the Army, the Department of the Air Force, the Department of the Navy, the Department of the Treasury, or any other department or agency of the government of the United States having authority to issue lawful orders requiring military service. This leave applies to employees who are either enlisted or commissioned members of the South Carolina National Guard, the United States Army Reserve, the United States Air Force Reserve, the United States Naval Reserve, the United States Marine Corps Reserve or the United States Coast Guard Reserve.

In the event an employee is called upon to serve during an emergency, he/she will be entitled to such **military** leave of absence **for a period not exceeding 30 additional days without loss of pay, consistent with State law.** ~~the Family and Medical Leave Act as prescribed above.~~ In compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), an employee returning from military service **who otherwise is eligible to be re-employed** must be reemployed in the job that s/he would have attained had s/he not been absent for military service. ~~and with the same seniority, status and pay, as well as other rights and benefits determined by seniority, provided s/he meets reemployment eligibility.~~

~~The Board expects employees to request their training for a period when school is not in session.~~

~~An employee seeking leave for annual active duty training must forward a written request, including the appropriate verifying data, to the Superintendent no later than 30 days prior to the pre-arranged military activity.~~

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REIMBURSEMENT FOR ACCUMULATED ANNUAL AND/OR SICK LEAVE UNDER THE TEACHER AND EMPLOYEE RETENTION INCENTIVE PROGRAM (TERI)

The District will reimburse employees exiting TERI for up to ten days of unused annual leave at the time of separation from the District. The District will pay the employee at his or her current daily rate of pay, **or hourly rate of pay for classified employees.**

PROFESSIONAL LEAVE FOR CONFERENCES/TRAINING WORKSHOPS

The Board believes that it is desirable to provide professional leave for **employees** ~~teachers and others~~ in order to attract and retain **employees** ~~faculty~~ who will continue to grow professionally and enhance their service to the District.

The District **may** will grant an employee professional leave to attend a meeting of an organization in which he/she is an officer (president/chairman, vice-president, secretary, or treasurer), **provided the employee's participation in the organization is of benefit to the employee's employment with the District.**

The District may grant temporary leave to an employee for the purpose of attending activities designed to improve employee competency or to improve the instructional or service programs of the District.

The Superintendent or his/her designee may authorize professional leave for attending State, regional and national meetings, workshops, and conferences (including observing in other schools) without pay deduction. The employee must apply for prior approval through his/her principal or supervisor.

The Superintendent will determine the number of absences allowable for professional leave. Absences will also be subject to budget limitations for employing substitutes and reimbursement for travel, meals, and lodging.

SABBATICALS

Teachers and other professionally certificated employees who have completed five or more years of service in the District may, upon recommendation of the Superintendent and approval of the Board, be granted leave of absence without pay for the purpose of study or travel when, in the judgment of the Superintendent, such travel and study contributes to the welfare of the employee and the District.

In order to provide for as much continuity in the instruction of students as possible, leaves for the purpose of study and travel will be granted in increments of semesters and for no more than two consecutive semesters (one school year). Requests must be submitted to the Superintendent by April 15 for leave for the following school year or at least 60 days prior to the date the leave is to begin, if it is expected to occur within the same school year. Applications will be considered on the basis of the following criteria in the order of importance.

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- availability of temporary replacements
- relative merits of reasons for desiring leave
- reasonable distribution of applicants by schools
- professional merit of the proposal
- the order in which applications have been received

A leave recipient may not deviate from his/her approved plan except by written permission of the Board or its designee.

Upon return to the District, the employee will be granted first refusal of a comparable position for which he/she is certified to teach. When in the judgment of the Superintendent it is advisable, a temporary contract may be issued to the replacement for the employee on leave.

No more than one percent of the District's teaching or administrative staff may be on leave for study or travel at any one time.

The Superintendent must approve any exceptions to this policy, based on individual circumstances.

VACATIONS AND HOLIDAYS

School-year personnel

The school calendar, as adopted by the Board, establishes the school recess periods and holidays for instructional staff members employed on a school-year basis.

Administrators and year-round personnel

Regular full-time administrators employed on a 12 month full-year basis (52 weeks) and other 12 month employees year-round instructional personnel will receive vacations and holidays as follows.

Vacations

- All District employees who are 12-month employees accrue vacation leave at the rate of 5/6th day per month for a total of 10 days per year. For fractions of a month worked, the District will figure the number of days worked as opposed to the number of working days in any given month. Once the total number of vacation days is compiled, if a person has any fraction more than a whole day earned, the fraction will count as a whole day.
- Employees with less than 10 days of two-weeks' vacation with pay may take up to a maximum of 10 days two-weeks, with the extra days being without pay.
- Employees must obtain the prior approval of their supervisor before using accrued vacation leave.
- Employees may accumulate an unlimited amount of vacation leave.
- At retirement, resignation, or when employees otherwise separate from their employment with the District, employees will be paid for a maximum of 10 days of only two-weeks

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accrued vacation leave at their daily rate of pay, if they have 10 or more ~~more than 10~~ days accrued. Otherwise, upon separation, they will be paid for the number of vacation days they have accrued (10 or less) at their daily rate of pay, or hourly rate of pay for classified employees.

- The District allows vacation to be taken on a half quarter-day basis.

Adopted 4/27/78; Revised 4/27/81, 10/29/85, 11/24/86, 2/26/90, 2/23/04, 3/23/09, ___/18

Legal references:

A. United States Code:

1. P.L.103-3 and 29 CFR Part 825 - The Family and Medical Leave Act of 1993.
2. Chapter 43, Title 38 – Uniformed Services Employment and Reemployment Rights Act of 1994

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

1. Section 8-7-20 - Requires granting of military leave, without pay, up to five years.
2. Section 8-7-90 - Requires 15 days per year of leave with pay for members of National Guard and Reserve Units of the various Armed Forces. Also grants an additional 30 days of leave with pay in emergency situations.
3. Section 9-1-2210 – Teacher and Employee Retention Incentive Program.
4. Section 14-1-190 - Compensation received for jury duty deemed to be expense money.
5. Section 14-7-845 - Relating to optional postponement of jury service for students and employees.
6. Section 25-1-2250 - Employees entitled to leave with pay when serving in National Guard.
7. Section 59-1-400 - Sick leave for public school District employees.

Policy GCC/GCD Professional Staff Leaves And Absences

Current

Issued 3/09

Purpose: To establish the basic structure for all types of professional staff leaves and absences.

The continuous presence of employees promotes excellence in the instructional program by ensuring the following.

- the uninterrupted continuity of education
- greater teacher-student contact time
- appropriate role-model emulation
- consistent classroom discipline
- reduced cost

Therefore, the board expects employees to come to work every day. The board recognizes, however, that certain absences are unavoidable. At such times, employees should take leave in accordance with this policy.

Standard Sick leave

Employees eligible for standard "sick leave" benefits under this policy are those employed in a position for which certification is required by the State Department of Education or a person who is employed in the school district and works at least thirty (30) hours per week.

Employees eligible for "family leave" (FMLA) benefits are those individuals who have been employed by the school district for a total of twelve (12) months and have worked at least 1,250 hours during the previous twelve (12) months.

Accrual of Sick Leave

Sick leave shall be accrued by eligible employees at the rate of one and one-fourth days for each month of active service yielding the following leave entitlements:

- * 12 days for 185 days of active service,
- * 13 days for 210 days of active service,
- * 14 days for 230 days of active service, and
- * 15 days for 12 months of active service.

Accrued sick leave that is not used may be accumulated up to ninety (90) days provided that such employees do not violate their respective contracts.

Issuance of Sick Leave

Employees eligible to earn sick leave shall be issued at the beginning of their eligibility sick leave days in a number equal to the number earnable during their particular employment period.

If the recipient of such advance leave is separated from the district's employ for any reason, and, at the time of separation, has used any portion of the advanced leave prior to its becoming "vested" or "earned" leave via the requisite days of active service, the amount paid the employee for such used but unearned sick leave shall be

deducted from the employee's final paycheck. Leave may be transferred to another state agency upon separation from employment with the district, provided the employee does not have a period of unemployment between jobs.

Use of sick leave

Use of sick leave days shall be limited to:

- * Personal illness/physical incapacity;
- * Attending to ill/physically incapacitated spouse, child, or parent; or
- * Leave for childbirth or adoption.

Use of sick leave days in excess of accrued number will be without pay. An employee legitimately using accrued "sick leave" will not be terminated from employment nor shall any such employee be terminated during a continuing sick leave of less than ninety-one (91) days.

Absences are calculated on a half-day basis. Any part of a half-day missed is considered as a half-day absent.

Absence of five or fewer consecutive work days

A sick leave absence of five (5) or fewer consecutive work days must be accompanied by a statement signed by the employee stating the reason for the absence. Such statement shall be provided via the district's report form and filed within two days following the employee's return to active service. The district may require the written statement of a physician attesting to the employee's need for the absence and his or her physical and emotional fitness to resume employment duties.

Absence of more than five, but fewer than eleven, consecutive work days

A sick leave absence of more than five (5) but less than eleven (11) consecutive work days must be supported by a statement signed by a licensed physician that identifies the nature of the illness/disability. The physician's statement shall be attached to the "Absent Employee Report" and filed within two work days following the employee's return to work. The district may require the written statement of a physician attesting to the employee's physical and emotional fitness to resume employment duties.

Absence of more than ten consecutive work days

A sick leave absence that is expected to exceed ten consecutive work days must, upon reaching the fifth consecutive day of absence, be supported by a licensed physician's written statement of diagnosis and prognosis which contains a projected date of return to active work. The district may require the written statement of a physician attesting to the employee's physical and emotional fitness to resume employment duties.

Absence for childbirth or adoption

Standard sick leave for the purpose of recovering from childbirth or for purposes of child adoption shall be limited to a period of six consecutive weeks (30 days) immediately following the birth of the child - eight weeks (40 days) for childbirth via C-section. For adoption, standard sick leave shall be granted only for children of a very tender age, i.e. just days or weeks old, or when adoption agency rules and regulations require the adoptive parent(s) full-time availability for a prescribed initial period of time. Sick leave in excess of six weeks must be supported by written certification of a licensed physician prior to taking any such leave. The limit for use of accrued paid sick leave will be thirty (30) days for standard recovery (40 days for a C-section) and child adoption or the actual number of accrued days credited to the employee if less than the above. Days beyond thirty (30) - forty (40) for a C-section - or the actual number will be unpaid.

Family Leave under the Family and Medical Leave Act (FMLA)

"FMLA" leave is a supplemental form of leave governed by the terms of the federal "Family and Medical Leave Act" of 1993 (P.L. 103-3). This means that it is available in addition to standard "sick leave" benefits.¹ FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. In complying with the FMLA, the district will adhere to the requirements of the Americans with Disabilities Act as well as other applicable federal and state laws.

To be eligible for "FMLA" leave, an individual must be employed by the school district for a total of twelve (12) months and have worked at least 1,250 hours during the previous twelve (12) months.

Eligible employees are entitled to up to a combined total of twelve (12) work weeks of unpaid leave per "rolling" 12-month period measured backward from the date an employee uses any FMLA leave for the following five leave situations:

1. The birth and first-year care of a child;
2. The adoption or foster placement of a child;
3. The "serious health condition" of an employee's spouse, parent, or child;
4. The employee's own "serious health condition"; and
5. A qualifying exigency arising out of a spouse, child or parent who is on active duty or has been notified of impending call to active duty in support of a contingency operation.

Benefits accrued before "FMLA" leave is taken will not be altered, and upon return, the employee is entitled to restoration to an equivalent position with equivalent pay, benefits, and conditions of employment. However, the employee will not accrue seniority or employment benefits during the time he or she is on "FMLA" leave.

Limits on child care/spouses employed by the district

In dealing with birth, adoption, and foster placement, the entitlement for childcare ends after: (a) the child reaches age one, or (b) twelve (12) months after the adoption or placement. When both spouses are employed by the district, the combined amount of leave for birth, adoption, foster placement, and illness of a parent will be limited to twelve (12) weeks. The limit for use of accrued paid sick leave for adoption, foster placement, or birth and first year care of a child, will be thirty (30) days or the actual number of accrued days credited to the employee if less than thirty (30). Days beyond thirty (30) or the actual number will be unpaid.

Leave taken intermittently or on a reduced leave schedule

Childcare leave under situations "1" and "2" shall not be taken intermittently or on a reduced leave schedule unless the employee and the district Superintendent agree otherwise.

Leave under situations "3" and "4" may be taken intermittently or on a reduced leave schedule when medically necessary. If an employee requests such leave that is foreseeable based on planned medical treatment, the district may require such employee to transfer temporarily to an available alternative position for which the employee is qualified and that (a) has equivalent pay and benefits; and (b) better accommodates recurring periods of leave than the regular employment position of the employee.

Substitution for paid leave

An employee using "FMLA" leave shall be required to substitute and exhaust any accrued paid vacation leave, personal leave, or sick leave of the employee in the exercise of "FMLA" leave. If such accrued paid leave is not sufficient to cover the "FMLA" leave entitlement, the additional days of leave necessary to satisfy the "FMLA" entitlement shall be without compensation. The limit for use of accrued paid sick leave for adoption, foster

placement, or birth and first year care of a child, will be thirty (30) days or the actual number of accrued days credited to the employee if less than thirty (30). Days beyond thirty (30) or the actual number will be unpaid.

Foreseeable leave

When "FMLA" leave is foreseeable, the employee must provide at least thirty (30) days notice of the date when leave is to begin - unless circumstances dictate otherwise. In addition, with respect to family or employee medical treatments which are foreseeable, the employee shall make a reasonable effort to schedule treatment (including intermittent and reduced hour leave) so as not to disrupt unduly the operation of the district.

Certification regarding leave

Certification to take leave. The district requires the employee to provide timely certification from his/her health care provider, or a family member's health care provider as to: (a) the date that the condition commenced, (b) the duration, (c) the necessity for the employee's leave, (d) the employee's inability to perform his/her job functions, or (e) Form WH-384 or WH-385, as applicable. Where doubt exists as to the certification, the district, at its own expense, may designate a second health care provider (other than a district employee) to provide a second opinion - with the opinion of a third health care provider, if necessary, to be binding.

Certification to continue leave. The district may require certification from the health care provider that a serious medical condition of the employee or family member continues to prevent the employee from returning to work.

Certification to return from leave. Upon return to work, the district requires the employee to provide certification by his/her health provider that the employee is able to resume work. Furthermore, if state or local law requires a public health official to examine an employee as a condition for returning to work, the employee must fulfill that requirement in order to return to work.

Failure to return from leave/recovery of health premiums

If an employee fails to return to work after the leave period has expired (other than family or personal illness or other circumstances beyond his or her control), the employer may recover the premium expenditures extended during the leave period.

Personal Leave

An employee may use three days per school year (non-cumulative) for personal reasons with these exceptions.

- on the last day before or the first day after a holiday
- during the first or last two weeks of school

An employee should give his/her principal or supervisor as much advance notice as possible prior to the day of requested leave.

The district will deduct personal leave from sick leave. Absences for personal leave may be granted on a half-day or full-day basis. Employees do not have to state the reason for personal leave.

Legal Absence

The district will grant employees leave without loss of pay, vacation time, or existing leave days when they are summoned for jury duty or subpoenaed. Whenever a prospective juror is dismissed before the end of the working day, he/she will return to his/her official duties. Compensation paid to the employee for serving on jury duty is to be kept by the employee.

When selected for jury duty, teachers, certified personnel at the building level or bus drivers are encouraged to request a postponement to a date that does not conflict with the school term.

Bereavement Leave

The district will grant an employee three days bereavement leave following the notification of the death of a member of his/her immediate family (spouse, children, grandchildren, parents, grandparents, brothers, sisters, and in-laws to the same degree). The three days are exclusive of Saturdays, Sundays and holidays.

Military Leave

Employees may take military leave without loss of pay, seniority or efficiency rating for one or more periods not exceeding a total of 15 workdays in one year. Saturdays, Sundays and state holidays may not be included in this 15 days unless the Saturday, Sunday or holiday is a regularly scheduled work day for the employee.

This leave may be taken when the employee is engaged in training or other duties ordered by the governor, the department of defense, the department of the army, the department of the air force, the department of the navy, the department of the treasury, or any other department or agency of the government of the United States having authority to issue lawful orders requiring military service. This leave applies to employees who are either enlisted or commissioned members of the South Carolina National Guard, the United States Army Reserve, the United States Air Force Reserve, the United States Naval Reserve, the United States Marine Corps Reserve or the United States Coast Guard Reserve.

In the event an employee is called upon to serve during an emergency, he/she will be entitled to such leave of absence under the Family and Medical Leave Act as prescribed above. In compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), an employee returning from military service must be reemployed in the job that s/he would have attained had s/he not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority, provided s/he meets reemployment eligibility.

The board expects employees to request their training for a period when school is not in session.

An employee seeking leave for annual active duty training must forward a written request, including the appropriate verifying data, to the superintendent no later than 30 days prior to the pre-arranged military activity.

Reimbursement for accumulated annual and/or sick leave under Teacher and Employee Retention Incentive Program (TERI)

The district will reimburse employees exiting TERI for up to ten days of unused annual leave at the time of separation from the district. The district will pay the employee at his or her current daily rate of pay.

Professional Leave for Conferences/Training Workshops

The board believes that it is desirable to provide professional leave for teachers and others in order to attract and retain faculty who will continue to grow professionally and enhance their service to the district.

The district will grant an employee professional leave to attend a meeting of an organization in which he/she is an officer (president/chairman, vice-president, secretary, or treasurer).

The district may grant temporary leave to an employee for the purpose of attending activities designed to improve employee competency or to improve the instructional or service programs of the district.

The superintendent or his/her designee may authorize professional leave for attending state, regional and national meetings, workshops, and conferences (including observing in other schools) without pay deduction. The employee must apply for prior approval through his/her principal or supervisor.

The superintendent will determine the number of absences allowable for professional leave. Absences will also be subject to budget limitations for employing substitutes and reimbursement for travel, meals, and lodging.

Sabbaticals

Teachers and other professionally certificated employees who have completed five or more years of service in the district may, upon recommendation of the superintendent and approval of the board, be granted leave of absence without pay for the purpose of study or travel when, in the judgment of the superintendent, such travel and study contributes to the welfare of the employee and the district.

In order to provide for as much continuity in the instruction of students as possible, leaves for the purpose of study and travel will be granted in increments of semesters and for no more than two consecutive semesters (one school year). Requests must be submitted to the superintendent by April 15 for leave for the following school year or at least 60 days prior to the date the leave is to begin, if it is expected to occur within the same school year. Applications will be considered on the basis of the following criteria in the order of importance.

- availability of temporary replacements
- relative merits of reasons for desiring leave
- reasonable distribution of applicants by schools
- professional merit of the proposal
- the order in which applications have been received

A leave recipient may not deviate from his/her approved plan except by written permission of the board or its designee.

Upon return to the district, the employee will be granted first refusal of a comparable position for which he/she is certified to teach. When in the judgment of the superintendent it is advisable, a temporary contract may be issued to the replacement for the employee on leave.

No more than one percent of the district's teaching or administrative staff may be on leave for study or travel at any one time.

The superintendent must approve any exceptions to this policy, based on individual circumstances.

Vacations and Holidays

School-year personnel

The school calendar, as adopted by the board, establishes the school recess periods and holidays for instructional staff members employed on a school-year basis.

Administrators and year-round personnel

Regular full-time administrators employed on a full-year basis (52 weeks) and year-round instructional personnel will receive vacations and holidays as follows.

Vacations

- All district employees who are 12-month employees accrue leave at the rate of 5/6th day per month for a total of 10 days per year. For fractions of a month worked, the district will figure the number of days worked as opposed to the number of working days in any given month. Once the total number of vacation days is compiled, if a person has any fraction more than a whole day earned, the fraction will count as a whole day.

- Employees with less than two weeks vacation with pay may take up to a maximum of two weeks with the extra days being without pay.
- Employees must obtain the prior approval of their supervisor before using accrued leave.
- Employees may accumulate an unlimited amount of vacation.
- At retirement or resignation, employees will be paid for only two weeks of leave, if they have more than 10 days accrued. Otherwise, they will be paid for the number of days they have at their daily rate of pay.
- The district allows vacation to be taken on a half-day basis.

(CF. GDC/GDD)

Adopted 4/27/78; Revised 4/27/81, 10/29/85, 11/24/86, 2/26/90, 2/23/04, 3/23/09

Legal references:

United States Code:

P.L.103-3 and 29 CFR Part 825 - The Family and Medical Leave Act of 1993.

Chapter 43, Title 38 - Uniformed Services Employment and Reemployment Rights Act of 1994

S. C. Code, 1976, as amended:

Section 8-7-20 - Requires granting of military leave, without pay, up to five years.

Section 8-7-90 - Requires 15 days per year of leave with pay for members of National Guard and Reserve Units of the various Armed Forces. Also grants an additional 30 days of leave with pay in emergency situations.

Section 9-1-2210 - Teacher and Employee Retention Incentive Program.

Section 14-1-190 - Compensation received for jury duty deemed to be expense money.

Section 14-7-845 - Relating to optional postponement of jury service for students and employees.

Section 25-1-2250 - Employees entitled to leave with pay when serving in National Guard.

Section 59-1-400 - Sick leave for public school district employees.

York 3/Rock Hill School District

[DRAFT]

Policy

SUPPORT STAFF LEAVES AND ABSENCES

Code GDC/GDD Issued _____

~~Purpose: To establish the basic structure for all types of support staff leaves and absences.~~

~~The continuous presence of employees promotes excellence in programs by ensuring the following.~~

- ~~• the uninterrupted continuity~~
- ~~• appropriate role model emulation~~
- ~~• reduced cost~~

~~Therefore, the Board expects employees to come to work every day. The Board recognizes, however, that certain absences are unavoidable. At such times, employees should take leave in accordance with this policy.~~

Standard Sick leave

~~Employees eligible for standard "sick leave" benefits under this policy are those employed in the School District and work at least thirty (30) hours per week.~~

~~Employees eligible for "family leave" (FMLA) benefits are those individuals who have been employed by the School District for a total of twelve (12) months and have worked at least 1,250 hours during the previous twelve (12) months.~~

Accrual of Sick Leave

~~Sick leave shall be accrued by eligible employees at the rate of one and one fourth days (converted to hours for hourly employees) for each month of active service yielding the following leave entitlements:~~

- ~~• 12 days for 185 days of active service,~~
- ~~• 13 days for 210 days of active service,~~
- ~~• 14 days for 230 days of active service, and~~
- ~~• 15 days for 12 months of active service.~~

~~Accrued sick leave that is not used may be accumulated up to the equivalent of ninety (90) days provided that such employees do not violate their respective agreements.~~

Issuance of Sick Leave

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~~Employees eligible to earn sick leave shall be issued at the beginning of their eligibility sick leave days in a number equal to the number earnable during their particular employment period.~~

~~If the recipient of such advance leave is separated from the District's employ for any reason, and, at the time of separation, has used any portion of the advanced leave prior to its becoming "vested" or "earned" leave via the requisite days of active service, the amount paid the employee for such used but unearned sick leave shall be deducted from the employee's final paycheck. Leave may be transferred to another state agency upon separation from employment with the District, provided the employee does not have a period of unemployment between jobs.~~

~~Use of sick leave~~

~~Use of sick leave days shall be limited to:~~

- ~~• Personal illness/physical incapacity;~~
- ~~• Attending to ill/physically incapacitated spouse, child, or parent; or~~
- ~~• Leave for childbirth or adoption.~~

~~Use of sick leave days in excess of accrued number will be without pay. An employee legitimately using accrued "sick leave" will not be terminated from employment nor shall any such employee be terminated during a continuing sick leave of less than ninety-one (91) days.~~

~~Absences are calculated on a quarter basis. Any part of a quarter day/hour missed is considered as a quarter day/hour absent.~~

~~Absence of five or fewer consecutive work days~~

~~A sick leave absence of five (5) or fewer consecutive work days must be accompanied by a statement signed by the employee stating the reason for the absence. Such statement shall be provided via the District's report form and filed within two days following the employee's return to active service. The District may require the written statement of a physician attesting to the employee's need for the absence and his or her physical and emotional fitness to resume employment duties.~~

~~Absence of more than five, but fewer than eleven, consecutive work days~~

~~A sick leave absence of more than five (5) but less than eleven (11) consecutive work days must be supported by a statement signed by a licensed physician that identifies the nature of the illness/disability. The physician's statement shall be attached to the "Absent Employee Report" and filed within two work days following the employee's return to work. The District may require the written statement of a physician attesting to the employee's physical and emotional fitness to resume employment duties.~~

~~Absence of more than ten consecutive work days~~

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~~A sick leave absence that is expected to exceed ten consecutive work days must, upon reaching the fifth consecutive day of absence, be supported by a licensed physician's written statement of diagnosis and prognosis which contains a projected date of return to active work. The District may require the written statement of a physician attesting to the employee's physical and emotional fitness to resume employment duties.~~

~~*Absence for childbirth or adoption*~~

~~Standard sick leave for the purpose of recovering from childbirth or for purposes of child adoption shall be limited to a period of six consecutive weeks (30 days) immediately following the birth of the child—eight weeks (40 days) for childbirth via C-section. For adoption, standard sick leave shall be granted only for children of a very tender age, i.e. just days or weeks old, or when adoption agency rules and regulations require the adoptive parent(s) full time availability for a prescribed initial period of time. Sick leave in excess of six weeks must be supported by written certification of a licensed physician prior to taking any such leave. The limit for use of accrued paid sick leave will be thirty (30) days for standard recovery (40 days for a C-section) and child adoption or the actual number of accrued days credited to the employee if less than the above. Days beyond thirty (30)—forty (40) for a C-section—or the actual number will be unpaid.~~

~~Family Leave under the Family and Medical Leave Act (FMLA)~~

~~“FMLA” leave is a supplemental form of leave governed by the terms of the federal “Family and Medical Leave Act” of 1993 (P.L. 103-3). This means that it is available in addition to standard “sick leave” benefits.1 FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. In complying with the FMLA, the District will adhere to the requirements of the Americans with Disabilities Act as well as other applicable federal and State laws.~~

~~To be eligible for “FMLA” leave, an individual must be employed by the School D for a total of twelve (12) months and have worked at least 1,250 hours during the previous twelve (12) months.~~

~~Eligible employees are entitled to up to a combined total of twelve (12) work weeks of unpaid leave per “rolling” 12-month period measured backward from the date an employee uses any FMLA leave for the following five leave situations:~~

- ~~1. The birth and first year care of a child;~~
- ~~2. The adoption or foster placement of a child;~~
- ~~3. The “serious health condition” of an employee’s spouse, parent, or child;~~
- ~~4. The employee’s own “serious health condition”; and~~
- ~~5. A qualifying exigency arising out of a spouse, child or parent who is on active duty or has been notified of impending call to active duty in support of a contingency operation.~~

~~Benefits accrued before “FMLA” leave is taken will not be altered, and upon return, the employee is entitled to restoration to an equivalent position with equivalent pay, benefits, and conditions of employment. However, the employee will not accrue seniority or employment~~

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benefits during the time he or she is on "FMLA" leave. —

~~Limits on child care/spouses employed by the District~~

~~In dealing with birth, adoption, and foster placement, the entitlement for childcare ends after: (a) the child reaches age one, or (b) twelve (12) months after the adoption or placement. When both spouses are employed by the District, the combined amount of leave for birth, adoption, foster placement, and illness of a parent will be limited to twelve (12) weeks. The limit for use of accrued paid sick leave for adoption, foster placement, or birth and first year care of a child, will be thirty (30) days or the actual number of accrued days credited to the employee if less than thirty (30). Days beyond thirty (30) or the actual number will be unpaid. —~~

~~Leave taken intermittently or on a reduced leave schedule~~

~~Childcare leave under situations "1" and "2" shall not be taken intermittently or on a reduced leave schedule unless the employee and the district Superintendent agree otherwise.~~

~~Leave under situations "3" and "4" may be taken intermittently or on a reduced leave schedule when medically necessary. If an employee requests such leave that is foreseeable based on planned medical treatment, the District may require such employee to transfer temporarily to an available alternative position for which the employee is qualified and that (a) has equivalent pay and benefits; and (b) better accommodates recurring periods of leave than the regular employment position of the employee.~~

~~Substitution for paid leave —~~

~~An employee using "FMLA" leave shall be required to substitute and exhaust any accrued paid vacation leave, personal leave, or sick leave of the employee in the exercise of "FMLA" leave. If such accrued paid leave is not sufficient to cover the "FMLA" leave entitlement, the additional days of leave necessary to satisfy the "FMLA" entitlement shall be without compensation. The limit for use of accrued paid sick leave for adoption, foster placement, or birth and first year care of a child, will be thirty (30) days or the actual number of accrued days credited to the employee if less than thirty (30). Days beyond thirty (30) or the actual number will be unpaid.~~

~~Foreseeable leave —~~

~~When "FMLA" leave is foreseeable, the employee must provide at least thirty (30) days' notice of the date when leave is to begin unless circumstances dictate otherwise. In addition, with respect to family or employee medical treatments which are foreseeable, the employee shall make a reasonable effort to schedule treatment (including intermittent and reduced hour leave) so as not to disrupt unduly the operation of the District.~~

~~Certification regarding leave~~

~~Certification to take leave. The District requires the employee to provide timely certification from his/her health care provider, or a family member's health care provider as to: (a) the date~~

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~~that the condition commenced, (b) the duration, (c) the necessity for the employee's leave, (d) the employee's inability to perform his/her job functions, or (e) Form WH-384 or WH-385, as applicable. Where doubt exists as to the certification, the District, at its own expense, may designate a second health care provider (other than a District employee) to provide a second opinion with the opinion of a third health care provider, if necessary, to be binding.~~

~~*Certification to continue leave.* The District may require certification from the health care provider that a serious medical condition of the employee or family member continues to prevent the employee from returning to work.~~

~~*Certification to return from leave.* Upon return to work, the District requires the employee to provide certification by his/her health provider that the employee is able to resume work. Furthermore, if State or local law requires a public health official to examine an employee as a condition for returning to work, the employee must fulfill that requirement in order to return to work.~~

~~*Failure to return from leave/recovery of health premiums*~~

~~If an employee fails to return to work after the leave period has expired (other than family or personal illness or other circumstances beyond his or her control), the employer may recover the premium expenditures extended during the leave period.~~

Personal Leave

~~An employee may use three days per school year (non-cumulative) for personal reasons with these exceptions:~~

- ~~• on the last day before or the first day after a holiday~~
- ~~• during the first or last two weeks of school~~

~~An employee should give his/her principal or supervisor as much advance notice as possible prior to the day of requested leave.~~

~~The District will deduct personal leave from sick leave. Absences for personal leave may be granted on a half-day or full-day basis. Employees do not have to state the reason for personal leave.~~

Legal Absence

~~The District will grant employees leave without loss of pay, vacation time, or existing leave days when they are summoned for jury duty or subpoenaed. Whenever a prospective juror is dismissed before the end of the working day, he/she will return to his/her official duties. Compensation paid to the employee for serving on jury duty is to be kept by the employee.~~

~~When selected for jury duty, bus drivers are encouraged to request a postponement to a date that does not conflict with the school term.~~

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~~Bereavement Leave~~

~~The District will grant an employee three days bereavement leave following the notification of the death of a member of his/her immediate family (spouse, children, grandchildren, parents, grandparents, brothers, sisters, and in-laws to the same degree). The three days are exclusive of Saturdays, Sundays and holidays.~~

~~Military Leave~~

~~Employees may take military leave without loss of pay, seniority or efficiency rating for one or more periods not exceeding a total of 15 workdays in one year. Saturdays, Sundays and State holidays may not be included in this 15 days unless the Saturday, Sunday or holiday is a regularly scheduled work day for the employee.~~

~~This leave may be taken when the employee is engaged in training or other duties ordered by the Governor, the Department of Defense, the Department of the Army, the Department of the Air Force, the Department of the Navy, the Department of the Treasury, or any other department or agency of the government of the United States having authority to issue lawful orders requiring military service. This leave applies to employees who are either enlisted or commissioned members of the South Carolina National Guard, the United States Army Reserve, the United States Air Force Reserve, the United States Naval Reserve, the United States Marine Corps Reserve or the United States Coast Guard Reserve.~~

~~In the event an employee is called upon to serve during an emergency, he/she will be entitled to such leave of absence under the Family and Medical Leave Act as prescribed above. In compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), an employee returning from military service must be reemployed in the job that s/he would have attained had s/he not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority, provided s/he meets reemployment eligibility.~~

~~The Board expects employees to request their training for a period when school is not in session.~~

~~An employee seeking leave for annual active duty training must forward a written request, including the appropriate verifying data, to the Superintendent no later than 30 days prior to the pre-arranged military activity.~~

~~Reimbursement for accumulated annual and/or sick leave under Teacher and Employee Retention Incentive Program (TERI)~~

~~The District will reimburse employees exiting TERI for up to ten days of unused annual leave at the time of separation from the District. The District will pay the employee at his or her current hourly rate of pay.~~

~~Professional Leave for Conferences/Training Workshops~~

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~~The Board believes that it is desirable to provide professional leave for support personnel in order to attract and retain faculty who will continue to grow professionally and enhance their service to the District.~~

~~The District may grant temporary leave to an employee for the purpose of attending activities designed to improve employee competency or to improve the instructional or service programs of the District.~~

~~The Superintendent or his/her designee may authorize professional leave for attending State, regional and national meetings, workshops, and conferences (including observing in other schools) without pay deduction. The employee must apply for prior approval through his/her principal or supervisor.~~

~~The Superintendent will determine the number of absences allowable for professional leave. Absences will also be subject to budget limitations for employing substitutes and reimbursement for travel, meals, and lodging.~~

~~Vacations and Holidays~~

~~School year personnel~~

~~The school calendar, as adopted by the Board, establishes the school recess periods and holidays for instructional support staff members employed on a school-year basis.~~

~~Twelve-month support personnel~~

~~Twelve-month support personnel will receive vacations and holidays as follows.~~

~~Vacations~~

- ~~• All District employees who are 12-month employees accrue leave at the rate of 5/6th day per month for a total of 10 days per year. For fractions of a month worked, the District will figure the number of days worked as opposed to the number of working days in any given month. Once the total number of vacation days is compiled, if a person has any fraction more than a whole day earned, the fraction will count as a whole day.~~
- ~~• Employees with less than two weeks' vacation with pay may take up to a maximum of two weeks with the extra days being without pay.~~
- ~~• Employees must obtain the prior approval of their supervisor before using accrued leave.~~
- ~~• Employees may accumulate an unlimited amount of vacation.~~
- ~~• At retirement or resignation, employees will be paid for only two weeks of leave, if they have more than 10 days accrued. Otherwise, they will be paid for the number of days they have at their hourly rate of pay.~~
- ~~• The District allows vacation to be taken on a half-day basis.~~

Adopted 4/27/78; Revised 4/27/81, 10/29/85, 11/24/86, 2/26/90, 5/24/04, 3/23/09, ____/16

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Legal references:

A. ~~United States Code:~~

1. ~~P.L. 103-3 and 29 CFR Part 825 – The Family and Medical Leave Act of 1993.~~
2. ~~Chapter 43, Title 38 – Uniformed Services Employment and Reemployment Rights Act of 1994~~

B. ~~S.C. Code, 1976, as amended:~~

1. ~~Section 8-7-20 – Requires granting of military leave, without pay, up to five years.~~
2. ~~Section 8-7-90 – Requires 15 days per year of leave with pay for members of National Guard and Reserve Units of the various Armed Forces. Also grants an additional 30 days of leave with pay in emergency situations.~~
3. ~~Section 9-1-2210 – Teacher and Employee Retention Incentive Program.~~
4. ~~Section 14-1-190 – Compensation received for jury duty deemed to be expense money.~~
5. ~~Section 14-7-845 – Relating to optional postponement of jury service for students and employees.~~
6. ~~Section 25-1-2250 – Employees entitled to leave with pay when serving in National Guard.~~
7. ~~Section 59-1-400 – Sick leave for public school district employees.~~

Policy GDC/GDD Support Staff Leaves and Absences

Issued 3/09

Current

Purpose: To establish the basic structure for all types of support staff leaves and absences.

The continuous presence of employees promotes excellence in programs by ensuring the following.

- the uninterrupted continuity
- appropriate role-model emulation
- reduced cost

Therefore, the board expects employees to come to work every day. The board recognizes, however, that certain absences are unavoidable. At such times, employees should take leave in accordance with this policy.

Standard Sick leave

Employees eligible for standard "sick leave" benefits under this policy are those employed in the school district and work at least thirty (30) hours per week.

Employees eligible for "family leave" (FMLA) benefits are those individuals who have been employed by the school district for a total of twelve (12) months and have worked at least 1,250 hours during the previous twelve (12) months.

Accrual of Sick Leave

Sick leave shall be accrued by eligible employees at the rate of one and one-fourth days (converted to hours for hourly employees) for each month of active service yielding the following leave entitlements:

- * 12 days for 185 days of active service,
- * 13 days for 210 days of active service,
- * 14 days for 230 days of active service, and
- * 15 days for 12 months of active service.

Accrued sick leave that is not used may be accumulated up to the equivalent of ninety (90) days provided that such employees do not violate their respective agreements.

Issuance of Sick Leave

Employees eligible to earn sick leave shall be issued at the beginning of their eligibility sick leave days in a number equal to the number earnable during their particular employment period.

If the recipient of such advance leave is separated from the district's employ for any reason, and, at the time of separation, has used any portion of the advanced leave prior to its becoming "vested" or "earned" leave via the requisite days of active service, the amount paid the employee for such used but unearned sick leave shall be deducted from the employee's final paycheck. Leave may be transferred to another state agency upon separation from employment with the district, provided the employee does not have a period of unemployment between jobs.

Use of sick leave

Use of sick leave days shall be limited to:

- * Personal illness/physical incapacity;
- * Attending to ill/physically incapacitated spouse, child, or parent; or
- * Leave for childbirth or adoption.

Use of sick leave days in excess of accrued number will be without pay. An employee legitimately using accrued "sick leave" will not be terminated from employment nor shall any such employee be terminated during a continuing sick leave of less than ninety-one (91) days.

Absences are calculated on a quarter basis. Any part of a quarter day/hour missed is considered as a quarter day/hour absent.

Absence of five or fewer consecutive work days

A sick leave absence of five (5) or fewer consecutive work days must be accompanied by a statement signed by the employee stating the reason for the absence. Such statement shall be provided via the district's report form and filed within two days following the employee's return to active service. The district may require the written statement of a physician attesting to the employee's need for the absence and his or her physical and emotional fitness to resume employment duties.

Absence of more than five, but fewer than eleven, consecutive work days

A sick leave absence of more than five (5) but less than eleven (11) consecutive work days must be supported by a statement signed by a licensed physician that identifies the nature of the illness/disability. The physician's statement shall be attached to the "Absent Employee Report" and filed within two work days following the employee's return to work. The district may require the written statement of a physician attesting to the employee's physical and emotional fitness to resume employment duties.

Absence of more than ten consecutive work days

A sick leave absence that is expected to exceed ten consecutive work days must, upon reaching the fifth consecutive day of absence, be supported by a licensed physician's written statement of diagnosis and prognosis which contains a projected date of return to active work. The district may require the written statement of a physician attesting to the employee's physical and emotional fitness to resume employment duties.

Absence for childbirth or adoption

Standard sick leave for the purpose of recovering from childbirth or for purposes of child adoption shall be limited to a period of six consecutive weeks (30 days) immediately following the birth of the child - eight weeks (40 days) for childbirth via C-section. For adoption, standard sick leave shall be granted only for children of a very tender age, i.e. just days or weeks old, or when adoption agency rules and regulations require the adoptive parent(s) full-time availability for a prescribed initial period of time. Sick leave in excess of six weeks must be supported by written certification of a licensed physician prior to taking any such leave. The limit for use of accrued paid sick leave will be thirty (30) days for standard recovery (40 days for a C-section) and child adoption or the actual number of accrued days credited to the employee if less than the above. Days beyond thirty (30) - forty (40) for a C-section - or the actual number will be unpaid.

Family Leave under the Family and Medical Leave Act (FMLA)

"FMLA" leave is a supplemental form of leave governed by the terms of the federal "Family and Medical Leave Act" of 1993 (P.L. 103-3). This means that it is available in addition to standard "sick leave" benefits.¹ FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. In complying with the FMLA, the district will

adhere to the requirements of the Americans with Disabilities Act as well as other applicable federal and state laws.

To be eligible for "FMLA" leave, an individual must be employed by the school district for a total of twelve (12) months and have worked at least 1,250 hours during the previous twelve (12) months.

Eligible employees are entitled to up to a combined total of twelve (12) work weeks of unpaid leave per "rolling" 12-month period measured backward from the date an employee uses any FMLA leave for the following five leave situations:

1. The birth and first-year care of a child;
2. The adoption or foster placement of a child;
3. The "serious health condition" of an employee's spouse, parent, or child;
4. The employee's own "serious health condition"; and
5. A qualifying exigency arising out of a spouse, child or parent who is on active duty or has been notified of impending call to active duty in support of a contingency operation.

Benefits accrued before "FMLA" leave is taken will not be altered, and upon return, the employee is entitled to restoration to an equivalent position with equivalent pay, benefits, and conditions of employment. However, the employee will not accrue seniority or employment benefits during the time he or she is on "FMLA" leave.

Limits on child care/spouses employed by the district

In dealing with birth, adoption, and foster placement, the entitlement for childcare ends after: (a) the child reaches age one, or (b) twelve (12) months after the adoption or placement. When both spouses are employed by the district, the combined amount of leave for birth, adoption, foster placement, and illness of a parent will be limited to twelve (12) weeks. The limit for use of accrued paid sick leave for adoption, foster placement, or birth and first year care of a child, will be thirty (30) days or the actual number of accrued days credited to the employee if less than thirty (30). Days beyond thirty (30) or the actual number will be unpaid.

Leave taken intermittently or on a reduced leave schedule

Childcare leave under situations "1" and "2" shall not be taken intermittently or on a reduced leave schedule unless the employee and the district Superintendent agree otherwise.

Leave under situations "3" and "4" may be taken intermittently or on a reduced leave schedule when medically necessary. If an employee requests such leave that is foreseeable based on planned medical treatment, the district may require such employee to transfer temporarily to an available alternative position for which the employee is qualified and that (a) has equivalent pay and benefits; and (b) better accommodates recurring periods of leave than the regular employment position of the employee.

Substitution for paid leave

An employee using "FMLA" leave shall be required to substitute and exhaust any accrued paid vacation leave, personal leave, or sick leave of the employee in the exercise of "FMLA" leave. If such accrued paid leave is not sufficient to cover the "FMLA" leave entitlement, the additional days of leave necessary to satisfy the "FMLA" entitlement shall be without compensation. The limit for use of accrued paid sick leave for adoption, foster placement, or birth and first year care of a child, will be thirty (30) days or the actual number of accrued days credited to the employee if less than thirty (30). Days beyond thirty (30) or the actual number will be unpaid.

Foreseeable leave

When "FMLA" leave is foreseeable, the employee must provide at least thirty (30) days notice of the date when leave is to begin - unless circumstances dictate otherwise. In addition, with respect to family or employee medical treatments which are foreseeable, the employee shall make a reasonable effort to schedule treatment (including intermittent and reduced hour leave) so as not to disrupt unduly the operation of the district.

Certification regarding leave

Certification to take leave. The district requires the employee to provide timely certification from his/her health care provider, or a family member's health care provider as to: (a) the date that the condition commenced, (b) the duration, (c) the necessity for the employee's leave, (d) the employee's inability to perform his/her job functions, or (e) Form WH-384 or WH-385, as applicable. Where doubt exists as to the certification, the district, at its own expense, may designate a second health care provider (other than a district employee) to provide a second opinion - with the opinion of a third health care provider, if necessary, to be binding.

Certification to continue leave. The district may require certification from the health care provider that a serious medical condition of the employee or family member continues to prevent the employee from returning to work.

Certification to return from leave. Upon return to work, the district requires the employee to provide certification by his/her health provider that the employee is able to resume work. Furthermore, if state or local law requires a public health official to examine an employee as a condition for returning to work, the employee must fulfill that requirement in order to return to work.

Failure to return from leave/recovery of health premiums

If an employee fails to return to work after the leave period has expired (other than family or personal illness or other circumstances beyond his or her control), the employer may recover the premium expenditures extended during the leave period.

Personal Leave

An employee may use three days per school year (non-cumulative) for personal reasons with these exceptions.

- on the last day before or the first day after a holiday
- during the first or last two weeks of school

An employee should give his/her principal or supervisor as much advance notice as possible prior to the day of requested leave.

The district will deduct personal leave from sick leave. Absences for personal leave may be granted on a half-day or full-day basis. Employees do not have to state the reason for personal leave.

Legal Absence

The district will grant employees leave without loss of pay, vacation time, or existing leave days when they are summoned for jury duty or subpoenaed. Whenever a prospective juror is dismissed before the end of the working day, he/she will return to his/her official duties. Compensation paid to the employee for serving on jury duty is to be kept by the employee.

When selected for jury duty, bus drivers are encouraged to request a postponement to a date that does not conflict with the school term.

Bereavement Leave

The district will grant an employee three days bereavement leave following the notification of the death of a member of his/her immediate family (spouse, children, grandchildren, parents, grandparents, brothers, sisters, and in-laws to the same degree). The three days are exclusive of Saturdays, Sundays and holidays.

Military Leave

Employees may take military leave without loss of pay, seniority or efficiency rating for one or more periods not exceeding a total of 15 workdays in one year. Saturdays, Sundays and state holidays may not be included in this 15 days unless the Saturday, Sunday or holiday is a regularly scheduled work day for the employee.

This leave may be taken when the employee is engaged in training or other duties ordered by the governor, the department of defense, the department of the army, the department of the air force, the department of the navy, the department of the treasury, or any other department or agency of the government of the United States having authority to issue lawful orders requiring military service. This leave applies to employees who are either enlisted or commissioned members of the South Carolina National Guard, the United States Army Reserve, the United States Air Force Reserve, the United States Naval Reserve, the United States Marine Corps Reserve or the United States Coast Guard Reserve.

In the event an employee is called upon to serve during an emergency, he/she will be entitled to such leave of absence under the Family and Medical Leave Act as prescribed above. In compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), an employee returning from military service must be reemployed in the job that s/he would have attained had s/he not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority, provided s/he meets reemployment eligibility.

The board expects employees to request their training for a period when school is not in session.

An employee seeking leave for annual active duty training must forward a written request, including the appropriate verifying data, to the superintendent no later than 30 days prior to the pre-arranged military activity.

Reimbursement for accumulated annual and/or sick leave under Teacher and Employee Retention Incentive Program (TERI)

The district will reimburse employees exiting TERI for up to ten days of unused annual leave at the time of separation from the district. The district will pay the employee at his or her current hourly rate of pay.

Professional Leave for Conferences/Training Workshops

The board believes that it is desirable to provide professional leave for support personnel in order to attract and retain faculty who will continue to grow professionally and enhance their service to the district.

The district may grant temporary leave to an employee for the purpose of attending activities designed to improve employee competency or to improve the instructional or service programs of the district.

The superintendent or his/her designee may authorize professional leave for attending state, regional and national meetings, workshops, and conferences (including observing in other schools) without pay deduction. The employee must apply for prior approval through his/her principal or supervisor.

The superintendent will determine the number of absences allowable for professional leave. Absences will also be subject to budget limitations for employing substitutes and reimbursement for travel, meals, and lodging.

Vacations and Holidays

School-year personnel

The school calendar, as adopted by the board, establishes the school recess periods and holidays for instructional support staff members employed on a school-year basis.

Twelve-month support personnel

Twelve-month support personnel will receive vacations and holidays as follows.

Vacations

- All district employees who are 12-month employees accrue leave at the rate of 5/6th day per month for a total of 10 days per year. For fractions of a month worked, the district will figure the number of days worked as opposed to the number of working days in any given month. Once the total number of vacation days is compiled, if a person has any fraction more than a whole day earned, the fraction will count as a whole day.
- Employees with less than two weeks vacation with pay may take up to a maximum of two weeks with the extra days being without pay.
- Employees must obtain the prior approval of their supervisor before using accrued leave.
- Employees may accumulate an unlimited amount of vacation.
- At retirement or resignation, employees will be paid for only two weeks of leave, if they have more than 10 days accrued. Otherwise, they will be paid for the number of days they have at their hourly rate of pay.
- The district allows vacation to be taken on a half-day basis.

(CF. GCC/GCD)

Adopted 4/27/78; Revised 4/27/81, 10/29/85, 11/24/86, 2/26/90, 5/24/04, 3/23/09

Legal references:

United States Code:

P.L.103-3 and 29 CFR Part 825 - The Family and Medical Leave Act of 1993.

Chapter 43, Title 38 - Uniformed Services Employment and Reemployment Rights Act of 1994

S. C. Code, 1976, as amended:

Section 8-7-20 - Requires granting of military leave, without pay, up to five years.

Section 8-7-90 - Requires 15 days per year of leave with pay for members of National Guard and Reserve Units of the various Armed Forces. Also grants an additional 30 days of leave with pay in emergency situations.

Section 9-1-2210 - Teacher and Employee Retention Incentive Program.

Section 14-1-190 - Compensation received for jury duty deemed to be expense money.

Section 14-7-845 - Relating to optional postponement of jury service for students and employees.

Section 25-1-2250 - Employees entitled to leave with pay when serving in National Guard.

Section 59-1-400 - Sick leave for public school district employees.

Yqrk 3/Rock Hill School District



Personnel Department
Phone: 803-981-1024 - Fax: 803-981-1025

Memo

TO: Dr. Kelly Pew

FROM: Dr. Tanya Campbell

DATE: May 22, 2018

SUBJECT: "G" Policies- Personnel Policies

Attached is Policy GCRD which have been prepared for second read. This policy was approved for 1st read in March and discussed with legal counsel. No edits were made from first read.

Attachments (1):
GCRD Tutoring For Pay

[DRAFT]

Policy

TUTORING FOR PAY

Code **GCRD** Issued _____

Purpose: To establish the basic structure regarding District staff tutoring students for payment.

A teacher may enter into an agreement with parents for tutoring children for a fee. This practice must be limited to children other than those for whom the teacher is currently exercising administrative, supervisory, or teaching responsibility. These restrictions are to assure all students reasonable assistance without charge from their own teachers, as well as to avoid placing a teacher in a position where he/she may have a conflict of interest.

A teacher may not tutor any student for pay during his/her regular working hours or on school premises.

These agreements are between the parents and the teachers and the District assumes no liability or responsibility for monitoring these activities.

Adopted 4/27/78; Revised 2/26/90, 4/26/04, ____18

Legal references:

- A. S.C. Code, 1976, as amended:
 - 1. Section 8-13-700 - Use of facilities for private gain.

Policy GCRD Tutoring For Pay

Issued 4/04

Purpose: To establish the basic structure regarding district staff tutoring students for payment.

A teacher may enter into an agreement with parents for tutoring children for a fee. This practice must be limited to children other than those for whom the teacher is currently exercising administrative, supervisory, or teaching responsibility. These restrictions are to assure all students reasonable assistance without charge from their own teachers, as well as to avoid placing a teacher in a position where he/she may have a conflict of interest.

A teacher may not tutor any student for pay during his/her regular working hours or on school premises.

Adopted 4/27/78; Revised 2/26/90, 4/26/04

Legal references:

S.C. Code, 1976, as amended:

Section 8-13-700 - Use of facilities for private gain.

York 3/Rock Hill School District

Original



Personnel Department
Phone: 803-981-1024 - Fax: 803-981-1025

Memo

TO: Dr. Kelly Pew

FROM: Dr. Tanya Campbell

DATE: May 22, 2018

SUBJECT: "G" Policies- Personnel Policies

Attached is Policy GCQC/GCQD which has been prepared for second read. The policy was approved for 1st read in March and discussed with legal counsel. Edits have been made based on the discussion and feedback and appear in blue.

Attachments (1):
GCQC/GCQD Resignation of Professional Staff

[DRAFT]

Policy

RESIGNATION OF PROFESSIONAL STAFF

Code GCQC/GCQD Issued _____

Purpose: To establish the basic structure for the resignation of professional staff members.

Any professional staff member who wants to ~~be released from his or her contract~~ ~~cancel or terminate a contract~~ must ~~submit such a request~~ ~~state his/her desire~~ in writing to the Superintendent with at least 30 days prior written notice. The Board authorizes the Superintendent to accept resignations on its behalf. Acceptance of a professional employee's resignation is within the sole discretion of the Superintendent and will be based upon the needs of the District. The District reserves the right not to release the teacher or other professional if written notice is not given in a timely manner, or if a suitable replacement cannot be found. Until an individual has been formally released from his/her contract, the District expects the employee to report for duty until the release is approved. The District is under no obligation to release a teacher from a contract ~~except as set out below~~. The Superintendent generally will release a teacher from his/her timely request to be released from his/her contract for reasons beyond a teacher's control that include, but are not limited to, military/employment transfer of a spouse which requires a geographic move; promotion to another educational position; or other legitimate circumstances beyond the employee's control, as determined by the Superintendent or his/her designee. For such resignation to be effective, it must be accepted in writing by the Superintendent or his/her designee.

Approval will generally not be given to release a person to accept a similar position after June 1 unless the Superintendent or his/her designee determines that the circumstances were beyond the teacher's control, as referenced above, and a qualified replacement can be found.

The Board will be formally advised of all resignations. When the Superintendent does not accept a resignation and the employee fails to continue to perform his/her contractual duties, the Superintendent ~~may recommend to the Board that a formal complaint and report of the breach be sent to the State Board of Education and ask that appropriate action be taken against the employee for unprofessional conduct. The Board will vote formally on all such recommendations. will report the breach of contract to the Board. The Board may send a formal complaint to the State Board of Education requesting that appropriate action be taken against the employee for failure to comply with contractual obligations. If there is conclusive evidence, the State Board will take action on a complaint signed by the appropriate administrator; however, there must be documentation that the Board voted to send the complaint. Both State law and State Board of Education regulation provide for suspension or revocation of the professional certificate under such circumstances.~~

~~Contract releases~~

PAGE 2 – GCQC/GCQD – RESIGNATION OF PROFESSIONAL STAFF

~~The Board on recommendation of the Superintendent determines whether or not to release a teacher or other professional from his/her contract after it is signed. The individual must submit a request for contract release in writing to the Superintendent. The District reserves the right not to release the teacher or other professional if written notice is not given in a timely manner or if a suitable replacement cannot be found.~~

~~Until an individual has been formally released from his/her contract, the District expects the employee to report for duty until the release is approved.~~

~~If a teacher or other professional signs a new contract without having been properly released from a previous contract, the new contract is considered to be void. _____~~

Adopted 4/27/78; Revised 2/26/90, 3/22/04, ____18

Legal references:

- A. S.C. Code, 1976, as amended:
 - 1. Section 59-25-150 - State Board of Education may revoke/suspend certificate for just cause.
 - 2. Section 59-25-160 - "Just cause" for revocation/suspension of certificate by State Board.
 - 3. Section 59-25-530 - Unprofessional conduct; breach of contract.
- B. State Board of Education Regulations:
 - 1. R-43-206 - Professional personnel resignation.
 - 2. R-43-58.1 - Reporting of terminations of certain school district employees.

Policy GCQC/GCQD Resignation of Professional Staff

Issued 3/04

Current

Purpose: To establish the basic structure for the resignation of professional staff members.

Any professional staff member who wants to cancel or terminate a contract must state his/her desire in writing to the superintendent. The district is under no obligation to release a teacher from a contract except as set out below. For such resignation to be effective, it must be accepted in writing by the superintendent or his/her designee.

The board will be formally advised of all resignations. When the superintendent does not accept a resignation and the employee fails to continue to perform his/her contractual duties, the superintendent will report the breach of contract to the board. The board may send a formal complaint to the state board of education requesting that appropriate action be taken against the employee for failure to comply with contractual obligations. If there is conclusive evidence, the state board will take action on a complaint signed by the appropriate administrator; however, there must be documentation that the board voted to send the complaint. Both state law and state board of education regulation provide for suspension or revocation of the professional certificate under such circumstances.

Contract releases

The board on recommendation of the superintendent determines whether or not to release a teacher or other professional from his/her contract after it is signed. The individual must submit a request for contract release in writing to the superintendent. The district reserves the right not to release the teacher or other professional if written notice is not given in a timely manner or if a suitable replacement cannot be found.

Until an individual has been formally released from his/her contract, the district expects the employee to report for duty until the release is approved.

If a teacher or other professional signs a new contract without having been properly released from a previous contract, the new contract is considered to be void.

Adopted 4/27/78; Revised 2/26/90, 3/22/04

Legal references:

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

Section 59-25-150 - State Board of Education may revoke/suspend certificate for just cause.

Section 59-25-160 - "Just cause" for revocation/suspension of certificate by State Board.

Section 59-25-530 - Unprofessional conduct; breach of contract.

State Board of Education Regulation:

R-43-206 - Professional personnel resignation.

R-43-58.1 - Reporting of terminations of certain school district employees.

York 3/Rock Hill School District



Memo

TO: Board of Trustees

FROM: Kelly Pew

DATE: May 9, 2018

SUBJECT: Policy JIJ – Student Protests, Demonstrations, and Strikes

Attached is Policy **JIJ** – *Student Protests, Demonstrations, and Strikes* for 2nd read consideration.

STUDENT PROTESTS, DEMONSTRATIONS, AND STRIKES

Code **JIJ** Issued **MODEL/18**

The board believes students benefit from being active participants in democracy. Therefore, the board recognizes the rights of students to dissent peacefully, and it is committed to striking a proper balance between students' right to free speech and expression and the district's responsibility to ensure safety and order in its schools.

District Response

Upon the receipt of credible information that a protest, demonstration, strike, or similar expressive activity may foreseeably occur and may result in a material or substantial disruption of the school environment or otherwise impinge on the rights of others, the building-level administrator will contact the superintendent to begin implementation of response efforts as detailed in the district safety plan.

Because student safety is paramount in every situation, the **superintendent or his/her designee** (~~option: superintendent, building-level administrator, etc.~~) may seek support and assistance from the school resource officer and/or local law enforcement, as appropriate.

District employees will provide supervision as necessary and appropriate during a protest, demonstration, strike, or other similar expressive activity to ensure that order is maintained. A staff member, while acting pursuant to his/her official duties in his/her capacity as a district employee, will remain neutral and will not offer opinions about the underlying issue for which the expressive activity is occurring.

Student Consequences

While student expression is encouraged at an appropriate time and place, and in an appropriate manner that does not disrupt the school environment, students who violate the district code of conduct before, during, or after a protest, demonstration, strike, or other expressive activity will be subject to disciplinary action. Students will not receive more severe consequences for code of conduct violations in the context of an expressive activity than for any other violation.

Students may receive unexcused absences for participation in expressive activities if these activities result in missed class time. These absences will be treated as any other unexcused absence for purposes of the code of conduct, opportunities to complete make-up assignments, participation in afterschool activities, etc.

Cf. JH, JICDA

Adopted ^

Legal references:

A. Federal Cases:

1. *Tinker v. Des Moines Ind. Comm. Sch. Dist.*, 393 U.S. 503 (1969).



Instruction Department
Phone: 803-981-1055

Memo

TO: Dr. Kelly Pew
FROM: Dr. Harriet L. Jaworowski
DATE: May 24, 2018
SUBJECT: IKF, IKF-R

Please consider IKF, IKF-R for second read.

Attachments

Policy IKF Graduation Requirements

Issued 8/15

Purpose: To establish the basic structure for high school graduation.

The South Carolina state board of education regulates the South Carolina state high school diploma. A state high school diploma from this district is based upon the satisfactory completion of the number of units required by state law. A unit of work is the amount of credit earned when the student satisfactorily completes 120 hours of instruction in a given subject area.

Students in the district may graduate from high school by meeting the requirements outlined in administrative rule [IKF-R](#).

Students who have an Individual Education Plan (IEP non-diploma students), who will be eligible to receive a certificate of attendance or **state occupational credential** ~~local education diploma~~, may participate in graduation ceremonies if all requirements of their IEP are met successfully or if the student reaches the age of 21, whichever comes first.

Students must meet all requirements outlined in administrative rule [IKF-R](#) to be eligible to participate in the graduation ceremony at the end of the school year.

Adopted 10/23/89; Revised 8/27/90, 5/27/02, 11/23/09, 8/24/15, **4/18**

Legal references:

S.C. Code, 1976, as amended:

[Section 59-17](#)-130 - American Sign Language as world language credit.

[Section 59-26](#)-70 - No commission or agency to require foreign language as a prerequisite to receive a regular high school diploma.

[Section 59-29](#)-80 - Courses in physical education; ROTC program.

[Section 59-29](#)-190 - Advanced placement courses for academically talented students.

[Section 59-39](#)-100 - Diplomas to be uniform in every respect; units required to earn a diploma.

[Section 59-39](#)-110 - Accelerated program of study.

State Board of Education Regulations:

[R43-234](#) - Defined program, grades 9-12, and graduation requirements.

[R43-235](#) – Defined program, grades 9-12, graduation requirements for applicable students with disabilities

York 3/Rock Hill School District

AR IKF-R Graduation Requirements

State High School Diploma

Issued ~~6/16~~ 4/18

A student must earn 24 units of credit in state-approved courses for graduation.

The unit requirements are distributed as follows:

Subject	Credit units
English language arts	4
Mathematics	4
Science	3
U.S. History and Constitution	1
Economics	.5
US Government	.5
Other social studies	1
PE or junior ROTC	1
Computer science (including keyboarding)	1
Foreign language or Career and technology education	1
Electives (including .5 credits in health)	7
Total	24

The student must complete a study of and take a final examination on the provisions and principles of the United States Constitution, the Declaration of Independence, the Federalist papers, and American institutions and ideals. This instruction must be given for a period of at least one year or its equivalent, either within the required course U.S. History and Constitution or within another course.

The student must pass a high school credit course in science and a course in United States history in which an end-of-course examination is administered.

The student must be enrolled for a minimum of one semester immediately preceding his/her graduation except in case of a bona fide change of residence. Units earned in a summer school program do not satisfy this requirement.

Awarding of High School Credit

A school may also award and accept credit towards a high school diploma for the following:

- in units of one-fourth, one-half, and a whole; for example, an academic-standards based course that requires a minimum of 120 hours of instruction (one unit), 60 hours of instruction (one-half unit), and 30 hours of instruction (one-fourth unit)
- a course that has been approved by the South Carolina Department of Education in a proficiency-based system
- those gateway courses that are a part of the end-of-course examination program only if the student takes the course approved by the school in which he/she is enrolled and meets all the stipulated requirements of the program
- courses in summer programs that meet all the regulatory requirements for courses offered for students in grades nine through 12
- a course that is approved by the district, whether the school offers the particular course or not, if the student receives prior approval
- a course that the student takes in an approved adult education program if the course is approved by the superintendent or his/her designee
- locally designed subject-area courses, elective courses, and CATE courses under conditions as outlined in State Board of Education regulation
- the PE credit if the PE course meets all statutory requirements including the personal fitness and wellness component and the lifetime fitness component
- the one-half unit of credit carried by the keyboarding course for half the required computer science unit
- the American Sign Language course as the required unit in a foreign language
- a college course that a student in grades nine through 12 takes under the district's dual credit arrangement; any dual credit courses must be included on the transcript while in progress

Adult Education

For adult education students receiving a diploma, the unit requirements are distributed as follows:

Subject	Credit units
English language arts	4
Mathematics	4
Science	3
U.S. History and Constitution	1
Economics	.5
US Government	.5
Other social studies	1
Computer science (including keyboarding*)	1

Electives	9
Total	24

High School Credit for College Work

Students in grades nine through 12 and/or adult education programs may earn credits for college course work that can be applied to the required number of units for a state high school diploma.

The following conditions apply:

- Courses may be offered through distance learning and cooperative agreements with institutions of higher education. One quality point will be added to the CP weighting for dual credit courses that are applicable.
- Only courses applicable to baccalaureate degrees or to associate degrees offered by institutions accredited by the board of education of that state or the appropriate regional accrediting agency [the New England Association of Colleges and Schools, Middle States Association of Colleges and Schools, Southern Association of Colleges and Schools Council on Accreditation and School Improvement (AdvancED/SACS CASI), North Central Association of Colleges and Schools, Western Association of Colleges and Schools, or Northwest Association of Colleges and Schools] qualify.
- Tuition costs and any other fees will be the responsibility of the student or his/her parent/legal guardian.

Issued 11/23/09; Revised 8/24/15, 6/13/16, 4/18

York 3/Rock Hill School District

Memo

TO: Dr. Kelly Pew
FROM: Terri Smith
DATE: May 23, 2018
SUBJECT: Board Policy DM - Cash in School Buildings – 1st Read
Board Policy KBE - Relations with Support Organizations – 1st Read
New Administrative Rule KBE-R – Relations with Support Organizations

A committee was established to review board policies and administrative rules relating to support organizations. The recommendations are based on the work conducted by the committee with the assistance of our external auditor, Larry Finney.

Changes since the May 14, 2018 board work session are in blue text with deletions noted by strike through of text.

Policy DM Cash in School Buildings

Issued 3/17

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

Elementary schools will not keep more than ~~\$250~~ \$750 (including cash and checks) overnight, excluding startup cash for curricular activities and food service petty cash.

Middle schools will not keep more than ~~\$400~~ \$1,000 (including cash and checks) overnight, excluding startup cash for curricular and extracurricular activities and food service petty cash.

High schools and ATC will not keep more than ~~\$500~~ \$1,500 (including cash and checks) overnight, excluding startup cash for curricular and extracurricular activities and food service petty cash.

Other district locations will not keep more than \$250 (including cash and checks) overnight.

All monies must be kept in a locked, secure place with limited access until deposited.

The board directs all principals to ensure school monies are deposited when the total amount exceeds the limits listed above. All monies received for events, excluding the startup cash, must be reconciled daily and deposited when the school exceeds the limits listed above. Monies received for late night events must be reconciled and deposited daily using the bank's night depository when the total amount for the school exceeds the limits listed above. The district employee making the night deposit will be accompanied by a police officer or security guard. The startup cash for curricular and extracurricular activities must be verified, evidenced by at least two signatures and dates, at the beginning and end of each event day.

~~Support organizations must agree to follow all procedures as related to cash in school buildings and adhere to policy KBE and administrative rule KBE-R. Support organizations will provide a locking drop box or safe to be housed inside the school's vault or designated area for storing cash collections overnight. Only support organization officers will have access to their drop box or safe. If the combined amount exceeds the overnight limitation, a deposit will be required by the support organization. If a support organization does not abide by this policy, the support organization will be responsible for any loss incurred as a result of their failure to make a timely deposit.~~ Support organizations should not leave money at the school overnight. The support organization should use a fixed lock box in the school office or vault area for times when a support organization officer is unavailable to pick up money during the school day. Only the support organization officers will have access to this lock box. A master key to the lock box will be secured at the Central Office. The support organization should check the lock box for money on a regular basis. The support organization will be responsible for any loss incurred.

Principals will be allowed to hold startup cash for curricular and extracurricular activities for the duration of the activity/season (i.e., fall sports, book fair). At the end of the activity/season,

principals must deposit the startup cash in a separate deposit that does not include the school's regular daily deposit. All startup cash must be kept in a locked, secure place with limited access until deposited at the end of the activity/season.

Food service managers may keep petty cash for the duration of the school year for use of operating the food service cash registers. The maximum amount of petty cash is \$50 for elementary schools, \$120 for middle schools, and \$300 for high schools. Petty cash must be verified, evidenced by at least two signatures and dates, at the beginning and end of each day. All petty cash must be kept in a locked, secure place with limited access until deposited at the end of the school year.

District employees are prohibited from keeping school monies in their homes or automobiles overnight.

No disbursements will be made from cash collections. All school monies will be deposited and disbursements will be made by check or procurement card to ensure appropriate reporting.

The principal must make arrangements with local banks for night depository privileges and armored services when necessary.

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, 3/27/17

York 3/Rock Hill School District

ROCK HILL SCHOOL DISTRICT THREE OF YORK COUNTY

CASH IN SCHOOL BUILDINGS

Code **DM** Issued **03/17**

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

Elementary schools will not keep more than \$250 (including cash and checks) overnight, excluding startup cash for curricular activities and food service petty cash.

Middle schools will not keep more than \$400 (including cash and checks) overnight, excluding startup cash for curricular and extra-curricular activities and food service petty cash.

High schools will not keep more than \$500 (including cash and checks) overnight, excluding startup cash for curricular and extra-curricular activities and food service petty cash.

Other district locations will not keep more than \$250 (including cash and checks) overnight.

All monies must be kept in a locked, secure place, with limited access, until deposited.

The board directs all principals to ensure school monies are deposited when the total amount exceeds the limits listed above. All monies received for events, excluding the startup cash, must be reconciled daily and deposited when the school exceeds the limits listed above. Monies received for late night events must be reconciled and deposited daily using the bank's night depository when the total amount for the school exceeds the limits listed above. The district employee making the night deposit shall be accompanied by a police officer or security guard. The startup cash for curricular and extra-curricular activities must be verified, evidenced by at least two signatures and dates, at the beginning and at the end of each event day.

Principals will be allowed to hold startup cash for curricular and extra-curricular activities for the duration of the activity/season (i.e. fall sports, book fair, etc.). At the end of the activity/season, principals must deposit the startup cash in a separate deposit that does not include the school's regular daily deposit. All startup cash must be kept in a locked, secure place, with limited access, until deposited at the end of the activity/season.

Food service managers may keep petty cash for the duration of the school year for use of operating the food service cash registers. The maximum amount of petty cash is \$50 for elementary schools, \$120 for middle schools, and \$300 for high schools. Petty cash must be verified, evidenced by at least two signatures and dates, at the beginning and at the end of each day. All petty cash must be kept in a locked, secure place, with limited access, until deposited at the end of the school year.

District employees are prohibited from keeping school monies in their homes or automobiles overnight.

No disbursements will be made from cash collections. All school monies will be deposited and disbursements will be made by check or procurement card to ensure appropriate reporting.

The principal must make arrangements with local banks for night depository privileges and armored services when necessary.

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, Revised 03/27/17

ROCK HILL SCHOOL DISTRICT THREE OF YORK COUNTY

Policy KBE Relations with Support Organizations

Issued 10/04

Purpose: To establish the basic structure for board and district relations with ~~parent~~ support organizations.

In order to accommodate citizens who have specific positive interests in providing additional support for selected school activities, the board envisions and authorizes the formation of cooperative parent-school groups who give promise of promoting legitimate and systematic participation that fosters selected school activities. Among these are booster clubs, parent-teacher organizations, parent support groups, business-school partnerships and education foundations. The board believes that for a successful community-school organization to exist, the propelling and compelling impetus for such an organization must be a spirit of altruism, cooperation and supportive action.

These organizations will not have administrative authority in connection with the operation of the school. Each ~~group~~ organization will submit a statement of purpose and regulations governing the ~~group's~~ organization's involvement to the superintendent or his/her designee for review and approval. Equipment donated to the school becomes the property of the district.

These support ~~groups~~ organizations need the superintendent/~~designee~~ or his/her designee's approval for any events, programs or operations that involve the following:

- participation of children
- operation of a school service
- charges to children
- solicitation of children
- communications sent home with all children in a school

The board authorizes the administration to establish policies, regulations and procedures that will provide for an orderly and systematic operation of such ~~groups~~ organizations. The board further directs the administration periodically to evaluate the productivity and impact of the support organizations. All support ~~groups~~ organizations will be governed by this policy.

Adopted 7/23/79; Revised 8/28/84, 11/27/89, 10/25/04

York 3/Rock Hill School District

Policy KBE Relations with Support Organizations

Issued 10/04

Purpose: To establish the basic structure for board and district relations with parent organizations.

In order to accommodate citizens who have specific positive interests in providing additional support for selected school activities, the board envisions and authorizes the formation of cooperative parent-school groups who give promise of promoting legitimate and systematic participation that fosters selected school activities. Among these are booster clubs, parent-teacher organizations, parent support groups, business-school partnerships and education foundations. The board believes that for a successful community-school organization to exist, the propelling and compelling impetus for such an organization must be a spirit of altruism, cooperation and supportive action.

Each group will submit a statement of purpose and regulations governing the group's involvement to the superintendent for review and approval. Equipment donated to the school becomes the property of the district.

These support groups need superintendent/designee approval for any events, programs or operations that involve the following.

- participation of children
- operation of a school service
- charges to children
- solicitation of children
- communications sent home with all children in a school

The board authorizes the administration to establish policies, regulations and procedures that will provide for an orderly and systematic operation of such groups. All support groups will be governed by this policy.

Adopted 7/23/79; Revised 8/28/84, 11/27/89, 10/25/04

York 3/Rock Hill School District

Relations with Support Organizations

Code **KBE-R** Issued **DRAFT/18**

Support Organizations' Roles and Responsibilities

Booster clubs and parent teacher organizations/associations are separate entities from the school district. The district Board of Trustees appreciates the time, effort, energy and financial support these organizations provide to the staff and students of the district. As a result, the Board of Trustees encourages administration, staff and employees to support and accommodate the activities of these groups so much as they contribute to and provide benefit to the district. At the same time, the Board of Trustees and administration must ensure the district is complying with various laws and regulations. As such, the district reserves the right to limit the activities of groups where necessary to ensure compliance with laws and regulations applicable to the district. In addition, all support organizations may be subject to random auditing by the Rock Hill School District.

The Board of Trustees directs the administration to establish regulations and procedures which will provide for an orderly and systematic operation of such groups. The Board of Trustees further directs the administration periodically to evaluate the productivity and impact of the support groups (Board Policy KBE).

These valuable organizations provide a needed source of financial support for school activities. Without them, the district's schools would not be able to provide many of the opportunities that students enjoy through the programs supported by these organizations. Because these entities are independent from the district, a separation between these organizations and the school district must be maintained so that third parties are not misled into believing that an organization is part of the school district. This protects both parties in case of litigation and other issues that may arise. Therefore, it is important that consistent and proper accounting practices are followed in order to ensure this separation.

School support organizations are organized for the purpose of to support schools or specific school programs within a school. The relationship with the school should never be forgotten. The mission, vision, and goals of the support organization should mesh with those of the school. For this reason, the support organization's officers and board should work closely with the school principal to establish an atmosphere of cooperation and confidence to ensure that the programs operate smoothly within the school's and district's policies and practices. To further assist with compliance of federal, state, and district policies, rules, and regulations, the district is available to host a voluntary informational seminar that reviews pertinent information pertaining to the operation of support organizations within the district.

Establishing the School Support Organization

- Follow the Rock Hill School District 3 of York County policies and administrative rules regarding support organizations and fundraising.
- Prepare and adopt bylaws and articles of incorporation.
- File a current copy of bylaws with the chief building administrator.
- File a current copy of bylaws with the district's Chief Financial Officer.
- Incorporate as a nonprofit organization, ~~obtain the appropriate 501(c)3 designation and register with the South Carolina Secretary of State's office.~~
- ~~Register with the South Carolina Secretary of State's office.~~
- ~~Highly recommend obtaining 501(c)3 designation.~~
- Prepare and approve a detailed proposed budget annually listing planned contributions to or support of school activities itemized by organization and activity.
- Establish an audit/finance committee.

Operating the School Support Organization

As separate entities, school support organizations have their own governing board, establish their own policies and maintain their own set of accounting records. Each one must also have its own checking account along with a separate federal tax identification number. These organizations are generally formed as nonprofit entities, must obtain their own tax exempt status, and therefore must follow applicable federal and state tax regulations. These organizations are neither authorized nor permitted to use the tax identification number of the district under any circumstances.

Each organization shall file a statement of purpose and regulations governing the organization's involvement to the superintendent or his/her designee (Board Policy KBE).

These support organizations need administrative approval for any events, programs or operations that involve the following:

- participation of children
- operation of a school service
- charges to children
- solicitation of children
- communications sent home with all children in a school
- use of any district facility or property

Management of Funds

A major initiative of most school support organizations is fundraising for school programs the organization represents. Guidelines are offered to ensure funds are handled properly and, therefore, are available for the greatest benefit to students. District employees can serve as leaders, including president, vice president, secretary, and/or committee chair, provided they do not have signature authority on checks. District employees are prohibited from serving as treasurer, assuming any financial responsibility, or possessing any signature authority regarding funds of a support organization. Employees must participate in such organization/program only on their personal time and in a manner that does not conflict with their duties and responsibilities within the district.

~~The Board of Trustees has final authority over all phases of the school and money raised for schools.~~ Equipment donated to the school becomes the property of the district (Board Policy KBE).

- Bonding insurance ~~should be considered~~ required for the organization and its officers.
- The Treasurer's report, which should include a balance sheet and a statement of revenues and expenses, should be provided monthly to the membership but not less than quarterly.
- Cash controls procedures should include best practices.
- Cash receipt procedures should include best practices, including consistent and proper segregation of duties.
- Cash disbursement procedures should include best practices, including consistent and proper segregation of duties. Checks should include signatures from two officers.
- Month end and year-end financial procedures should include best practices, including consistent and proper segregation of duties.
- The district reserves the right to accept or reject any contribution or use of booster funds should the district determine that the proposed use will negatively impact the district in any way.

Support Organization Cash in School Buildings

Money collected by the support organization must be deposited into the support organization's bank account. ~~As a matter of best practices,~~ Money should not be kept overnight at the school. The

support organization should use a fixed lock box in the school office or vault area for times when a support organization officer is unavailable to pick up money during the school day. Only the support organization officers will have access to this lock box. A master key to the lock box will be secured at the Central Office. The support organization should check the lock box for money on a regular basis. The support organization will be responsible for any loss incurred (Board Policy DM). As a matter of best practices, money should not be kept ~~or in the homes of members. In the event that money belonging to the support organization cannot be picked up on a daily basis, the support organization must adhere to the district's Board Policy DM Cash in School Buildings. The total amount of money held overnight for the school and the support organization combined cannot exceed the amount listed in Board Policy DM Cash in School Buildings. If the combined amount exceeds this limitation, a deposit will be required by the support organization. Support organizations will provide a locking drop box or safe to be housed inside the school's vault or designated area for storing cash collections overnight. Only support organization officers will have access to their drop box or safe.~~

Fundraising

All fundraising activities that take place must be conducted by an organization, not an individual. Any club or organization requesting permission to hold a fundraiser must have a valid charter and board approved bylaws and have been in existence for at least four months prior to making the request. The principal must approve the fundraising activities of support organizations. The approval must be in writing and issued prior to the beginning of the fundraising activity.

Support organizations must make written requests for fundraising activities to include the following:

- the inclusive dates of the activity or sales campaign
- the type of activity clearly explained
- name of supplier of sale items or activity
- intended use of the money raised
- how this use of funds can improve the school or program
- Smart Snacks compliance, if applicable

All information, advertising, tickets and other materials used for promotion of the activity must carry the name of the sponsoring club or support organization. Support organizations may not use the district's Board of Trustees endorsement on any materials, notices or advertising without the specific written consent of the Board of Trustees.

No teacher or employee of the district will be required to financially contribute in any fundraising activity sponsored by a support organization such as, but not limited to, PTA/PTO, booster club, etc.

Fiscal Year-End and New Year Obligations

- Prepare a proposed budget of anticipated expenses and receipts for the new fiscal year prior to July 1st.
- Year-end financial reports shall be provided to the school principal and to the district's Chief Financial Officer no later than September 30th of each year. The audit/finance committee of the support organization must validate that the financial reports (balance sheet and revenue/expense statement) are an "accurate portrayal of the support organization's financial status." The audit/finance committee must sign and date the financial reports to certify "that they had no financial duties and therefore can be independent in their judgement."
- File federal and state tax forms as required.

- Complete district's "Support Organization Registration Form" and submit to the school principal by September 30th of each year.

Adopted ^



Instruction Department
Phone: 803-981-1055

Memo

TO: Dr. Kelly Pew
FROM: Dr. Harriet L. Jaworowski
DATE: May 24, 2018
SUBJECT: Accelerate Program Course Approval

The Governor's School for Science and Mathematics, who provides our Accelerate Program at South Pointe High School, provided two course descriptions that require local board approval. These are elective courses for juniors and seniors beginning next year.

Attachments

Innovative Approaches: Locally Designed Subject Area Course Application



SOUTH CAROLINA

**STATE DEPARTMENT
OF EDUCATION**

**State Accountability
Office of Federal and State Accountability
South Carolina Department of Education
1429 Senate Street, Room 501
Columbia, South Carolina 29201**

**SOUTH CAROLINA DEPARTMENT OF EDUCATION
OFFICE OF FEDERAL AND STATE ACCOUNTABILITY**

**LOCALLY DESIGNED SUBJECT AREA COURSE APPLICATION
(Core Graduation Credit)**

State Board of Education Regulation 43-234 allows schools with grades 9–12 to award credit for a locally designed subject area course if the course is aligned with current state academic standards for the particular subject area and approved by the local board of trustees. The course will then be reviewed for approval by State Superintendent of Education.

South Carolina Department of Education (SCDE) approval is not required for locally designed courses for which students receive elective college preparatory credit as long as the courses are approved by the local board of trustees.

If honors credit is needed for any locally designed elective course, complete *the Locally Designed Honors Course Application*.

Email the completed Locally Designed Subject Area Course Application to **Nicole Ivery** at nivery@ed.sc.gov. Call her at (803) 734-6268 for questions or concerns.

An approved application is valid for three years unless new standards are written in the subject area. In such a case, another application must be completed and submitted to the SCDE.

SCDE Assigned Course Code:

Date Submitted:	7/11/17
District:	SC GSSM
APPLICATION PREPARED AND SUBMITTED BY:	
Name:	Dr. Ershela Sims
Position:	Vice President for Accelerate Engineering
Mailing Address:	401 Railroad Ave Hartsville, SC 29550
Phone Number, including area code:	843-383-1909
E-mail address:	esims@gssm.k12.sc.us

LOCALLY DESIGNED SUBJECT AREA COURSE FOR CORE CREDIT	
Name of Course:	Honors Biomedical Engineering
Subject Area:	Engineering
Length of Course:	<input checked="" type="checkbox"/> Semester <input type="checkbox"/> Year
Grade Level(s):	11-12
Course Beginning Date:	January 2019 (each spring)
Course Ending Date:	May 2019
Course Credit to be Awarded:	<input checked="" type="checkbox"/> one unit <input type="checkbox"/> one-half unit
School(s) Where Course Will Be Implemented:	
TEACHER OF THE LOCALLY DESIGNED COURSE*	
Teacher's Name:	Dr. M. Letitia Hubbard
South Carolina Certification Identification (CID) Number:	N/A; SCGSSM instructors typically hold terminal degrees in their respective field and as such are not required to be certified
List all area(s) of certification/endorsement that appear on the certification:	N/A
List any specific experience(s) or training(s) the teacher may have in this area of study:	BS Electrical Engineering, GA Tech & BS Physics, Spelman University; PhD Biomedical Engineering Duke University; 4 years of university system teaching experience in biomedical engineering; 2 years of experience in K-12 engineering instruction and curriculum development, specifically in the discipline of BME; 2 years of experience teaching an online Honors Biomedical Engineering course to 11th and 12th grade students in an application based distance education program.

**Use a separate sheet and answer each question if more than one person will be teaching the course.*

Complete items 1–7:
<p>1. Provide a short description of the proposed course.</p> <p>This course introduces students to the different sub-specialties of biomedical engineering (BME) including bioelectricity, biomedical instrumentation, biomaterials, and biomechanics. Through hands-on labs, design projects, problem sets, and research article review, students explore and experience the engineering design process, problem solving and troubleshooting in the field of BME. Some questions that might be addressed are: “how are electrical signals from the heart measured outside the body?”, “is there a way to design high heel shoes that don’t hurt women’s feet?”, and “how do engineers design heart valves that only allow blood flow in one direction?”</p>

2. Explain how the needs assessment conducted at the local level substantiates the need for the proposed course.

To enable students to fully understand engineering and make informed decisions about studying engineering in college it is necessary to introduce them to the different fields of engineering. This will not only deepen their knowledge of engineering disciplines, it will prepare students for majors and future careers in those fields.

Students in the Accelerate program have expressed a desire to learn about different fields of engineering. The top two being Biomedical and Mechanical & Aerospace.

This new BME course will fill those aforementioned needs by augmenting the current general engineering curriculum of the Accelerate Engineering Program.

3. List the criteria for selecting students for the course, including prerequisite courses.

Students who take this course will be part of the GSSM Accelerate Program. They will have applied to and been accepted to the program during their 9th grade year and matriculate during their sophomore year. They must reside in a partner school district and attend a partner high school. The Accelerate admissions process is rigorous, requiring high academic achievement, motivation, as well as counselor and teacher references. Students also complete an essay, math placement test, and interview which involves a group engineering design project as part of the admissions process. Eligible students are then invited to participate in the three-year GSSM Accelerate Engineering Program.

Students must successfully complete the Accelerate Honors Pre-Engineering course before taking this BME course during their junior or senior year.

4. List the proposed teaching methodologies to be used in the course.

The course will be delivered through blended distance education methods-- online course which includes asynchronous lectures as well as a weekly interactive webinar (via webex). The students who will be taking this course have already been accepted to the Accelerate Engineering program, which is a distance education program, thus students are familiar with the interactive video conferencing technology as well as the learning management system (Canvas). The class will include a combination of **design projects, problem sets, lectures, discussions, group work, labs, demonstrations, and activities**. These are all designed to address key learning outcomes for engineering education-- teamwork and collaboration, problem solving and critical thinking, communication, and the engineering design process. The detailed activities and assignments on the syllabus will provide examples of how this will be accomplished.

5. Attach a course syllabus or scope and sequence for this proposed course.

Please see attached syllabus

6. Identify the curriculum, textbooks, and materials that will be used in the course.

Please see the syllabus for details of the course, classroom activities, and schedule. There is no textbook associated with this course. All teaching materials (labs, activities, assessments, etc.) are instructor developed and will be available to the students through the Canvas Learning Management system.

7. Demonstrate the alignment of the proposed course with SC Academic Standards using the attached chart at the end of this application.

Please see the table for alignment with SC Standards. Also, please note that given that this is an engineering course it is aligned with American Society for Engineering Education K-12 STEM Guidelines for all Americans, which can be reviewed in detail here: <https://www.asee.org/member-resources/councils-and-chapters/corporate-member-council/special-interest-group/cmc-k12-stem-guidelines-for-all-americans.pdf>. This course includes engineering design, connections between engineering, science, technology, and math, engineering practice and careers, as well as teamwork and collaboration. Finally, college engineering programs are accredited through the Engineering Accreditation Commission of ABET. ABET has a set of 11 student outcomes (a-k). This BME course addresses 8 of those ABET student outcomes (a-g, and j). A copy of the ABET criteria which includes details regarding the student outcomes can be found here: <http://www.abet.org/wp-content/uploads/2015/05/E001-15-16-EAC-Criteria-03-10-15.pdf>.

Answer items 8–10 if honors credit will be given to the proposed subject area course; otherwise an approved course qualifies for CP weighted credit only. Any honors weighted course must meet the Uniform Grading Policy’s honors requirements listed below.*

8. Identify, in detail, that ways in which the honors level course surpasses the rigor of the CP level course.

This course is taught at an advanced level and requires completion of the Honors Pre-engineering course and Precalculus. Course is designed to provide students with precursory college level knowledge of Biomedical engineering. In addition to the content knowledge that students gain, they will also gain an understanding of how the other STEM courses they are enrolled in work together and are applied in the field of BME. The rigor of the course is reflected in the course objectives and learning outcomes outlined in the attached syllabus. Both overall course objectives and learning outcomes are identified as well as course objectives and learning outcomes by BME subdiscipline.

9. Identify the curriculum, textbooks, and materials that will be used in the honors level course.

Please see the syllabus for details of the course, classroom activities, and schedule. There is no textbook associated with this course. All teaching materials (labs, activities, assessments, etc.) are instructor developed and will be available to the students through the Canvas Learning Management system.

10. Attach the honors level syllabus to this application.

Please see attached syllabus.

**The Uniform Grading Policy allows for honors designated courses under the following conditions:*

- A. An honors course must have a published syllabus that verifies rigor sufficiently beyond the College Preparatory (CP) requirements.*
- B. Textbooks and other course materials must be differentiated and more rigorous than those used in CP courses.*
- C. Honors courses may be offered in English, mathematics, science, and social studies. Honors weighting may be designated in other content areas for the third and fourth level of the courses, provided that the above standards are met. Honors weighting may not be designated in any physical education courses.*

One half of a quality point (.5) is added to the CP weighting for honors courses that meet the three criteria listed above.



Provide evidence via the correlation table below that the locally designed subject area course for high school credit is aligned with state academic standards.

[illegible]

REQUIRED SIGNATURES

I certify that this locally designed honor course for elective high school credit will be taught by a properly certified teacher, is aligned with the state-adopted academic standards, is consistent with the UGP, and was approved by the local board of trustees.*

Marjorie Letitia Hubbard Date 07/07/2017
Signature of the Teacher of the locally designed course for high school credit

Marjorie Letitia Hubbard
Print Name

Signature of the second Teacher, if applicable Date _____

Print Name

Principal/Director of School where the course will be offered Date _____

Print Name

District Superintendent or Designee Date _____

Print Name

District Board of Trustees, Chairperson Date _____

Print Name

**Use additional signature sheets, if necessary, and attach it to this application.*

REQUIRED SIGNATURES

I certify that this locally designed honor course for elective high school credit will be taught by a properly certified teacher, is aligned with the state-adopted academic standards, is consistent with the UGP, and was approved by the local board of trustees.*

Marjorie Letitia Hubbard Date 07/07/2017
Signature of the Teacher of the locally designed course for high school credit

Marjorie Letitia Hubbard
Print Name

Signature of the second Teacher, if applicable Date _____

Print Name

Ershela L. Sims Date 7/11/17
Principal/Director of School where the course will be offered

Ershela L. Sims
Print Name

Heidi J. Sims Date 7/11/17
District Superintendent or Designee

Heidi J. Sims
Print Name

Hal Campbell Date 7/14/2017
District Board of Trustees, Chairperson

Hal Campbell
Print Name

*Use additional signature sheets, if necessary, and attach it to this application.

HONORS BIOMEDICAL ENGINEERING- ONLINE
SC Governor's School of Science and Math

INSTRUCTOR: Dr. Letitia Hubbard

E-MAIL: letitia.hubbard@gmail.com

I will try to respond to all e-mails within 24 hours.

WEEKLY WEBINAR: TBD (a 1-hr webinar will take place one evening each week)

If you need extra help, please send me an e-mail with your question and we can arrange for an additional session by phone or video-conferencing if necessary.

ONLINE WEEKEND: TBD

PHONE: (XXX) - XXX-XXXX

PREREQUISITES: Precalculus and Honors Pre-Engineering

COURSE MATERIALS:

Bound Lab Notebook

Lined paper

Calculator

Laptop

COURSE DESCRIPTION:

This course introduces students to the different sub-specialties of biomedical engineering (BME) including bioelectricity, biomedical instrumentation, biomaterials, and biomechanics. Through hands-on labs, design projects, problem sets, and research article review, students explore and experience the engineering design process, problem solving and troubleshooting in the field of BME. Some questions that might be addressed are: "how are electrical signals from the heart measured outside the body?", "is there a way to design high heel shoes that don't hurt women's feet?", and "how do engineers design heart valves that only allow blood flow in one direction?"

Course Objectives

In this course students will:

1. Become familiar with the field of biomedical engineering and its sub-specialties
2. Receive an overview of common careers available to BME graduates
3. Gain knowledge of contemporary issues in BME
4. Discuss the Engineering Grand Challenges related to Biomedical Engineering and complete theoretical design projects related to these challenges.

5. Execute the engineering design process: identify problem, identify design constraints on bioengineering problem, create solutions, and evaluate solutions with respect to these constraints.
6. Learn about contemporary BME research
7. Learn how to read and synthesize peer-reviewed journal articles and publications
8. Apply pertinent mathematical, physical science, and engineering principles to a system to solve and analyze a problem
9. Practice and refine written (brochures, lab notebooks, lab reports) oral communication skills
10. Collaborate and work in teams to complete design projects, research projects, and labs

LEARNING OUTCOMES:

GENERAL

1. Demonstrate the engineering design process as applied to a real-world problem
2. Define possible careers in biomedical engineering and the needed paths to pursue these careers including identifying college requirements for admission and successful completion of an engineering degree
3. Differentiate between various subspecialties in biomedical engineering and expand on design projects requiring a multidisciplinary engineering team

BIOELECTRONICS & INSTRUMENTATION & MEDICAL DIAGNOSTICS

1. Describe the anatomy and physiology of the heart and the electrophysiology of the excitable cell
2. Identify the components of a simple circuit and solve circuit problems consisting of a resistor and capacitor in series and parallel
3. Learn the elements of a good model and apply the circuit model for an excitable cell
4. Understand the origin of electrical signals in the body and biopotentials (e.g. ECG, EEG, EMG, EOG, ERG)
5. Explore and communicate the electrical basis and design considerations for medical instrumentation used to monitor extracellular biological signals (Electrodes and EKG) and control excitable tissues (pacemaker, defibrillator)
6. Describe common medical imaging modalities, including the ultrasound, CT, MRI, and PET imaging

BIOMECHANICS

1. Apply principles of vector algebra to determine the resultant of several concurrent forces acting on a particle in 2D space
2. Present the solution to vector problems in an organized and coherent manner and explain the meaning of the solution in the context of the problem

3. Use free body diagrams, vectors, and equations of equilibrium to model the human body
4. Apply principles of statics to analyze traction problems, design shoes and analyze gait

BIOMATERIALS

1. Define the terminology associated with analyzing the types and properties of biomaterials
2. Describe the biomedical engineering principles related to the skeletal system, and describe how engineers aid doctors in repairing severe bone fractures
3. Describe the flow of blood through the heart, and describe the structure and function of heart valves
4. Follow the steps of the engineering design process to design and build a working prototype of a heart valve constructed from different materials and describe the final product

BIOCHEMICAL

1. Describe the properties of nanoparticles and how nanoparticles are fabricated
2. Describe how nanoparticles can be developed to help diagnose and treat cancer
3. Understand the principles of refraction and apply the engineering design process to develop a device that uses the properties of light in nanostructures to detect cancer

TENTATIVE SCHEDULE:

Date		Lesson
	Week 1	Intro to Biomedical Engineering Grand Challenges in Engineering Current Events in BME <i>Webinar:</i> Subspecialties in BME
	Week 2	Engineering Assessment Engineering Design Process <i>Webinar:</i> Engineering Design Process/Bandage Design Activity
	Week 3	Medical Instrumentation and Organ Systems <i>Webinar:</i> Medical Device Activity
	Week 4	Electrophysiology Basics <i>Webinar:</i> Series-Parallel Combination Circuits/Action Potentials/EKG Basics
	Week 5	Biopotentials/EKG Lab <i>Webinar:</i> EKG Basics/Abnormal EKG Signals
	Week 6	Neuroengineering/Neuroprosthetics <i>Webinar:</i> Discuss EKG Paper/ Review Methods of Brain Recordings/Neuroprosthetics Breakout Groups
	Week 7	Medical Imaging (X-Ray) <i>Webinar:</i> Electromagnetic Spectrum/Medical Imaging Game
	Week 8	Medical Imaging (MRI) <i>Webinar:</i> Review for the Midterm
		MIDTERM
	Week 9	Vectors <i>Webinar:</i> Vectors Problem Set
	Week 10	Traction <i>Webinar:</i> Traction Design Problems
	Week 11	Gait Analysis <i>Webinar:</i> Shoe Design
		THANKSGIVING
	Week 12	Biomaterials/Strength of Materials <i>Webinar:</i> Strength of Materials Problem Set
	Week 13	Biomaterials and Bone Repair <i>Webinar:</i> FDA Case Study Hip Implants
	Week 14	Biomaterials and Heart Valves <i>Webinar:</i> Tissue Engineering and Tissue-Engineered Heart Valves

	Weeks 15	Nanotechnology and BME <i>Webinar:</i> Visualizing at the Nanoscale (Surface-to-Volume Ratio)
	Week 16	Nanoparticles, Biosensors, and Cancer Detection <i>Webinar:</i> Review for the Final
		FINAL

ASSESSMENT AND GRADING

The course will include formal assessment through homework problems, quizzes, technical reports, and webinars. These assessments will determine student progress in achieving the desired objectives and outcomes for this course. Your grade for the course will be calculated as follows:

- | | |
|---|-----|
| 1. Homework /Discussion Boards | 25% |
| 2. Labs and Projects | 45% |
| 3. Webinar Participation/Weekly Quizzes | 15% |
| 4. Midterm/Final | 15% |

Assignments are generally given on Mondays and due the following Sunday. Discussion Boards are due on Wednesdays.

GRADING SCALE

A: 90-100

B: 80-89

C: 70-79

D: BELOW 70

LATE WORK AND MULTIPLE MAJOR ASSIGNMENTS

If you have an excused reason you have one day for each day you were excused to turn in the assignment. For each day after the allotted time you will lose 10%. If you know that you will have an *excused* absence on the week of a scheduled test, please make arrangements to take the test prior to your absence. If you are having trouble keeping up with the work, please contact me as soon as possible so that we can work through your schedule.

Innovative Approaches: Locally Designed Subject Area Course Application



SOUTH CAROLINA

**STATE DEPARTMENT
OF EDUCATION**

**State Accountability
Office of Federal and State Accountability
South Carolina Department of Education
1429 Senate Street, Room 501
Columbia, South Carolina 29201**

**SOUTH CAROLINA DEPARTMENT OF EDUCATION
OFFICE OF FEDERAL AND STATE ACCOUNTABILITY**

**LOCALLY DESIGNED SUBJECT AREA COURSE APPLICATION
(Core Graduation Credit)**

State Board of Education Regulation 43-234 allows schools with grades 9–12 to award credit for a locally designed subject area course if the course is aligned with current state academic standards for the particular subject area and approved by the local board of trustees. The course will then be reviewed for approval by State Superintendent of Education.

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If honors credit is needed for any locally designed elective course, complete *the Locally Designed Honors Course Application*.

Email the completed Locally Designed Subject Area Course Application to **Nicole Ivery** at nivery@ed.sc.gov. Call her at (803) 734-6268 for questions or concerns.

An approved application is valid for three years unless new standards are written in the subject area. In such a case, another application must be completed and submitted to the SCDE.

SCDE Assigned Course Code:

Date Submitted:	7/11/17
District:	SC GSSM
APPLICATION PREPARED AND SUBMITTED BY:	
Name:	Dr. Ershela Sims
Position:	Vice President for Accelerate Engineering
Mailing Address:	401 Railroad Ave Hartsville, SC 29550
Phone Number, including area code:	843-383-1909
E-mail address:	esims@gssm.k12.sc.us

LOCALLY DESIGNED SUBJECT AREA COURSE FOR CORE CREDIT	
Name of Course:	Honors Mechanical and Aerospace Engineering
Subject Area:	Engineering
Length of Course:	<input checked="" type="checkbox"/> Semester <input type="checkbox"/> Year
Grade Level(s):	11-12
Course Beginning Date:	January 2019 (each spring)
Course Ending Date:	May 2019
Course Credit to be Awarded:	<input checked="" type="checkbox"/> one unit <input type="checkbox"/> one-half unit
School(s) Where Course Will Be Implemented:	
TEACHER OF THE LOCALLY DESIGNED COURSE*	
Teacher's Name:	Dr. Samuel Benavides
South Carolina Certification Identification (CID) Number:	N/A; SCGSSM instructors typically hold terminal degrees in their respective field and as such are not required to be certified
List all area(s) of certification/endorsement that appear on the certification:	N/A
List any specific experience(s) or training(s) the teacher may have in this area of study:	PhD, Systems Engineering, The George Washington University; MS, Materials Engineering, The University of Texas at El Paso; BS, Materials Engineering, The University of Texas at El Paso. 7 years of university system teaching experience and online instruction; 16 years of experience as a materials engineer.

**Use a separate sheet and answer each question if more than one person will be teaching the course.*

Complete items 1–7:

1. Provide a short description of the proposed course.

This course introduces students to the fields of mechanical and aerospace engineering. It integrates engineering design, core math and science concepts needed to solve problems related to aerospace and mechanical engineering as well as other engineering disciplines. The course includes historical context and addresses the following topics: statics, thermodynamics, fluid dynamics, materials, and mechanics of flight. Through the use of hands-on labs, design projects, problem sets, and demonstrations students learn how engineers use mathematics and science to design efficient and beneficial devices such as automobiles, power plants, airplanes, machinery, and heating/cooling equipment. Students have opportunities to experiment, calculate, compute, design, and build as they explore and solve problems.

2. Explain how the needs assessment conducted at the local level substantiates the need for the proposed course.

To enable students to fully understand engineering and make informed decisions about studying engineering in college it is necessary to introduce them to the different fields of engineering. This will not only deepen their knowledge of engineering disciplines, it will prepare students for majors and future careers in those fields.

Students in the Accelerate program have expressed a desire to learn about different fields of engineering. The top two being Biomedical and Mechanical & Aerospace.

This new MAE course will fill those aforementioned needs by augmenting the current general engineering curriculum of the Accelerate Engineering Program.

3. List the criteria for selecting students for the course, including prerequisite courses.

Students who take this course will be part of the GSSM Accelerate Program. They will have applied to and been accepted to the program during their 9th grade year and matriculate during their sophomore year. They must reside in a partner school district and attend a partner high school. The Accelerate admissions process is rigorous, requiring high academic achievement, motivation, as well as counselor and teacher references. Students also complete an essay, math placement test, and interview which involves a group engineering design project as part of the admissions process. Eligible students are then invited to participate in the three-year GSSM Accelerate Engineering Program.

Students must successfully complete the Accelerate Honors Pre-Engineering course before taking this MAE course during their junior or senior year.

4. List the proposed teaching methodologies to be used in the course.

The course will be delivered through blended distance education methods-- online course which includes asynchronous lectures as well as a weekly interactive webinar (via webex). The students who will be taking this course have already been accepted to the Accelerate Engineering program, which is a distance education program, thus students are familiar with the interactive video conferencing technology as well as the learning management system (Canvas). The class will include a combination of **design projects, problem sets, lectures, discussions, group work, labs, demonstrations, and activities**. These are all designed to address key learning outcomes for engineering education-- teamwork and collaboration, problem solving and critical thinking, communication, and the engineering design process. The detailed activities and assignments on the syllabus will provide examples of how this will be accomplished.

5. Attach a course syllabus or scope and sequence for this proposed course.

Please see attached syllabus

6. Identify the curriculum, textbooks, and materials that will be used in the course.

Please see the syllabus for details of the course, classroom activities, and schedule. All teaching materials (labs, activities, assessments, etc.) are instructor developed and will be available to the students through the Canvas Learning Management system.

Textbook: Jonathan Wickert and Kemper Lewis (2016). *An Introduction to Mechanical Engineering*. (4th ed). ISBN-13: 978-1305635135

7. Demonstrate the alignment of the proposed course with SC Academic Standards using the attached chart at the end of this application.

Please see the table for alignment with SC Standards. Also, please note that given that this is an engineering course it is aligned with American Society for Engineering Education K-12 STEM Guidelines for all Americans, which can be reviewed in detail here: <https://www.asee.org/member-resources/councils-and-chapters/corporate-member-council/special-interest-group/cmc-k12-stem-guidelines-for-all-americans.pdf>. This course includes engineering design, connections between engineering, science, technology, and math, engineering practice and careers, as well as teamwork and collaboration. Finally, college engineering programs are accredited through the Engineering Accreditation Commission of ABET. ABET has a set of 11 student outcomes (a-k). This MAE course addresses 8 of those ABET student outcomes (a-g, and j). A copy of the ABET criteria which includes details regarding the student outcomes can be found here: <http://www.abet.org/wp-content/uploads/2015/05/E001-15-16-EAC-Criteria-03-10-15.pdf>.

Answer items 8–10 if honors credit will be given to the proposed subject area course; otherwise an approved course qualifies for CP weighted credit only. Any honors weighted course must meet the Uniform Grading Policy’s honors requirements listed below.*

8. Identify, in detail, that ways in which the honors level course surpasses the rigor of the CP level course.

This course is taught at an advanced level and requires completion of the Honors Pre-engineering course and Precalculus. Course is designed to provide students with precursory college level knowledge of Mechanical engineering with aerospace applications. In addition to the content knowledge that students gain, they will also gain an understanding of how the other STEM courses they are enrolled in work together and are applied in the fields of ME and aerospace. The rigor of the course is reflected in the course objectives and learning outcomes outlined in the attached syllabus. Both overall course objectives and learning outcomes are identified.

9. Identify the curriculum, textbooks, and materials that will be used in the honors level course.

Please see the syllabus for details of the course, classroom activities, and schedule. All teaching materials (labs, activities, assessments, etc.) are instructor developed and will be available to the students through the Canvas Learning Management system.

Textbook: Jonathan Wickert and Kemper Lewis (2016). *An Introduction to Mechanical Engineering*. (4th ed). ISBN-13: 978-1305635135

10. Attach the honors level syllabus to this application.

Please see attached syllabus.

**The Uniform Grading Policy allows for honors designated courses under the following conditions:*

- A. *An honors course must have a published syllabus that verifies rigor sufficiently beyond the College Preparatory (CP) requirements.*
- B. *Textbooks and other course materials must be differentiated and more rigorous than those used in CP courses.*
- C. *Honors courses may be offered in English, mathematics, science, and social studies. Honors weighting may be designated in other content areas for the third and fourth level of the courses, provided that the above standards are met. Honors weighting may not be designated in any physical education courses.*

One half of a quality point (.5) is added to the CP weighting for honors courses that meet the three criteria listed above.

[illegible]

REQUIRED SIGNATURES

I certify that this locally designed honor course for elective high school credit will be taught by a properly certified teacher, is aligned with the state-adopted academic standards, is consistent with the UGP, and was approved by the local board of trustees.*

Date _____
Signature of the Teacher of the locally designed course for high school credit

Print Name

Date _____
Signature of the second Teacher, if applicable

Print Name

Date _____
Principal/Director of School where the course will be offered

Print Name

Date _____
District Superintendent or Designee

Print Name

Date _____
District Board of Trustees, Chairperson

Print Name

**Use additional signature sheets, if necessary, and attach it to this application.*



Honors Mechanical and Aerospace Engineering - Online SC Governor's School of Science and Math Course Syllabus

Academic Term: Spring 2018: 8 January 2018 – 19 May 2018

Weekly Webinar: 7:00 PM – 8:00 PM ET; Monday

Instructor: Samuel Benavides PhD, Engineering Instructor

Office Hours: By appointment, Virtual Office, 8:00 PM – 10:00 PM ET

Telephone: (252) 482-8788

E-mail: sbenavides@gssm.k12.sc.us

Course Description:

This course introduces students to the fields of mechanical and aerospace engineering. It integrates engineering design, core math and science concepts needed to solve problems related to aerospace and mechanical engineering as well as other engineering disciplines. The course includes historical context and addresses the following topics: statics, thermodynamics, fluid dynamics, materials, and mechanics of flight. Through the use of hands-on labs, design projects, problem sets, and demonstrations students learn how engineers use mathematics and science to design efficient and beneficial devices such as automobiles, power plants, airplanes, machinery, and heating/cooling equipment. Students have opportunities to experiment, calculate, compute, design, and build as they explore and solve problems.

Course Goals:

The purpose of the course is to enable students to develop an understanding of the fundamental engineering elements in the fields of mechanical and aerospace engineer. In this course, students will:

1. Become familiar with the disciplines of mechanical and aerospace engineering
2. Appreciate the relationship between engineering, the sciences, math, and the humanities
3. Comprehend fundamental concepts related to mechanical engineering, such as the concept of a vector, forces in structure and machines, work and energy

4. Understand the fundamental structure and properties of engineering materials, such as yielding, tensile strength, shear and torsion
5. Use stress-strain and stress-cycle diagrams to predict the behavior of structures under static and dynamic loads
6. Study mechanical systems of gears, levers, pulleys and learn how they transform forces and torques.
7. Analyze fundamental thermodynamic cycles and the conversion of heat into work, including concepts of efficiency and mechanical system losses
8. Learn to analyze pneumatic and hydraulic systems using Bernoulli, continuity, and other conservation equations
9. Solve an engineering problem using the engineering design process

Learning Outcomes:

Upon completion of this course, the student will be able to:

1. Use the engineering design process to develop and evaluate solutions
2. Illustrate design ideas using sketches and drawings
3. Convert between different units of engineering measurements
4. Describe the principles of work, energy, power, force, and torque
5. Calculate mechanical advantage for mechanisms and simple machines
6. Use knowledge of mechanical systems and models to make design decisions
7. Apply principles of hydrostatics in hydraulic and pneumatic systems
8. Calculate pressure and velocity along a streamline in an idealized moving fluid
9. Explain the parameters governing aerodynamic drag
10. Describe the phases of a heat engine cycle, including changing temperature, volume, heat, and work
11. Calculate efficiency for simple thermodynamic cycles
12. Compare efficiencies to theoretical limits on efficiency and real-world systems
13. Consider economic, consumer, and efficiency in evaluating the desirability of a product
14. Describe the regions on a stress-strain curve and the underlying molecular processes
15. Describe a stress-cycle life (SN) chart for a fatiguing metal and related concepts of accumulated damage and fatigue limit
16. Apply knowledge of static and dynamic stress and strain to make design decisions
17. Design a mechanical system with real world applications

Required Course Materials:

- Jonathan Wickert and Kemper Lewis (2016). *An Introduction to Mechanical Engineering*. (4th ed). ISBN-13: 978-1305635135
- Calculator
- Computer or Laptop

Grading:

Discussion Board	15%
Webinar Participation	15%
Engineering Homework	30%
Individual Project	10%
Team Project	10%
Mid-Term Exam	10%
Final Exam	10%
Total	100%

Grading Scale:

Grade	Grade
90 - 100	A (Excellent)
80 - 89	B (Very Good)
70 - 79	C (Good)
60 - 69	D (Sufficient)
Below 70	F (Failure)

Assignments, Discussion Boards and Participation:

All assignments are expected to be completed on time. Assignments that are submitted late will be downgraded 10% for each day they are late. After five days, they will not be accepted. This course includes weekly activities, each of which will have grade points associated with them. Unless prior arrangements have been made with the instructor, students are expected to participate each week, according to the course schedule. This is especially important with regards to discussion board activities. Weekly discussions typically include both an initial posting and one or more substantive replies. Discussion forum activities cannot be accepted late—they must be accomplished during the assigned module period. Other assignments will not be accepted for re-submission after the due date.

Due to the interactivity of this course, there is a Participation Assignment each week that is completed during the lecture. The grades for these Participation Assignments are:

- 10 Points - For participating in the activity during the lecture.
- 0 Points - For an excused absence.
- -10 Points - For an unexcused absence

Note: If you know that you will have an *excused* absence on the week of a scheduled test, please make arrangements to take the test prior to your absence. If you are having trouble keeping up with the work, please contact your instructor as soon as possible.

Course Policies:

SCGSSM is committed to maintaining and upholding intellectual integrity. All students, faculty, and staff have obligations to prevent violations of academic integrity and take corrective action when they occur. The adjudication process will include the sanction imposed on students who commit the following academic violations, which may include a failing grade on the assignment, a failing grade for the course, suspension, or dismissal from SCGSSM:

1. **Plagiarism:** Presenting as one's own the ideas, words, or products of another. Plagiarism includes use of any source to complete academic assignments without proper acknowledgement of the source.
2. **Cheating:** A broad term that includes the following:
 - a. Giving or receiving help from unauthorized persons or materials during examinations.
 - b. The unauthorized communication of examination questions prior to, during, or following administration of the examination.
 - c. Collaboration on examinations or assignments expected to be individual work.
 - d. Fraud and deceit, that include knowingly furnishing false or misleading information or failing to furnish appropriate information when requested.

Course Schedule:

LO: Learning Outcomes
EA: Engineering Assignment
DB: Discussion Board Assignment
PA: Webinar Participation

Week	Topics	LO	Activities
1	The Profession of Mechanical Engineering	13, 17	Readings: Wickert-Chapter 1 Assignments: (DB-1), (EA-1), (PA-1)
2	- Engineering Units - The Design Process	1, 2, 3	Readings: Wickert-Chapters 2 & 3 Assignments: (DB-2), (EA-2), (PA-2)
3	The Concept of Vectors	4, 5, 6, 7, 8	Readings: Wickert-Chapter 4 (4.1 – 4.2) Assignments: (DB-3), (EA-3), (PA-3)
4	Forces in Structures and Machines (Part I)	4, 5, 6, 16	Readings: Wickert-Chapter 4 (4.2 – 4.3) Assignments: (DB-4), (EA-4), (PA-4)
5	Forces in Structures and Machines (Part II)	4, 5, 6, 16	Readings: Wickert-Chapter (4.3 – 4.4) Assignments: (DB-5), (EA-5), (PA-5)
6	Forces in Structures and Machines (Part III)	4, 5, 6, 16	Readings: Wickert-Chapter 4 (4.4 – 4.6) Assignments: (DB-6), (EA-6), (PA-6)
7	The Profession of Aerospace Engineering	13, 17	Readings: Online Assignments: (DB-7), (EA-7), (PA-7)
8	Engineering Materials in Mechanical Machines & Aerospace Structures	14, 15, 16	Readings: Wickert-Chapter 5 (5.5) Assignments: (DB-8), (EA-8), (PA-8)
9	Tension and Compression	5, 6 14, 15	Readings: Wickert-Chapter 5 (5.5) Assignments: (DB-9), (EA-9), (PA-9)
10	Individual Project Presentation at Saturday Experience	1, 2, 5, 17	Presentation of Individual Project
11	Shear and Torsion	5, 6 14, 15	Readings: Wickert-Chapter 5 (5.4) Assignments: (DB-10), (EA-10), (PA-10)
12	Fluids in Aerospace and Mechanical Engineering	8, 9	Readings: Wickert-Chapter 6 Assignments: (DB-11), (EA-11), (PA-11)
13	Thermal Systems	10, 11, 12	Readings: Wickert-Chapter 7 Assignments: (DB-12), (EA-12), (PA-12)
14	Motion	4, 5, 6, 17	Readings: Wickert-Chapter 8 Assignments: (DB-13), (EA-13), (PA-13)
15	Team Project Presentation	1, 2, 5, 17	Assignments: (DB-14) Presentation of Team Project
16	Review for Final Exam		Assignments: (DB-15)
	Final Exam		Final Exam

School Board Election Forum Date ~ Sep. 25 @ 6:30 p.m. – Central Office

Memo

TO: Superintendent

FROM: Anthony Cox, P.E.

DATE: May 23, 2018

SUBJECT: Lease of Flexible Learning Center Building D/E to the Boys and Girls Club of York County

CC: Brian Vaughan / Glenette Neal / Terri Smith

In 2012 Rock Hill Schools committed to a partnership with the Boys and Girls Clubs of York County ("BGCYC") for the establishment of a Teen Services Center at the Flexible Learning Center, Building E. This TSC was based on a joint MOU between BGCYC and the York County Government for the operation and financing of "The Club".

After several successful years of operation the opportunity to consolidate all of the BGCYC's clubs at the "Flex" has resulted in the proposed expanded lease, attached. The assignment is made possible by the requested relocation of the Renaissance Academy into Building A/B/C, consolidating all district programs into the same contiguous building. These assignments together provide the best use of space available at this school and a substantial opportunity to serve our community better.

The attached lease has been reviewed and approved by the Board of the BGCYC. The lease is presented consistent with Board Policy DN, School Properties Disposition.

The attached lease was reviewed by the Board of Trustees at the May Work Session. Recommendation for an action agenda item for the Board's approval of the lease in order to continue our partnership with the Boys and Girls Club of York County.

2. TERM OF LEASE. Subject to early termination as provided for in section 14 below, the term of this lease shall commence upon the complete execution of this Lease by both parties, and shall continue for a period of one year. The current single year of lease in effect shall be referred to hereinafter as “the term”.

3. RIGHT OF RENEWAL. The parties may renew this lease on an annual basis for a maximum of five (5) years by memorandum, provided that the Lessee gives Lessor written notice of Lessee’s desire to renew at least sixty (60) calendar days in advance of the expiration of the term, and the Rock Hill School District Three Board of Trustees votes to approve said renewal.

4. LEASE PRICE. The lease price shall be as set forth in Exhibit “C”, and shall include the following, as further described in sections below:

- a. Maintenance and repairs to the building space.
- b. Electrical power, natural gas and water supply and sewage.
- c. Access to the Wide Area Network (wireless or wired) serving the school.
- d. Facility support services including:
 - (1) routine solid waste and recyclables collection,
 - (2) custodial services,
 - (3) pest control,
 - (4) security services,
 - (5) parking and grounds and other such services as required to preserve the built premises.

The lease price shall not include special requests for facility support services beyond that routinely provided, and shall not include dedicated telephone service, cable TV service and furnishings and equipment. Such services shall be arranged by the Lessee if written approval of the Lessor is obtained in advance, or, if Lessor agrees to provide any of these services, billed to Lessee for reimbursement on a monthly basis.

5. PAYMENTS. The total annual amount of the lease price derived from Section 4 above and the space assignment in Exhibit “” shall be divided to either (a) twelve (12) equal monthly amounts, or (b) four (4) equal quarterly amounts, for payment by the Lessee. The option for billing and payment frequency, and date due within the payment period above shall be as mutually agreed by both parties in the execution of the lease.

6. **AMENDMENTS AND MODIFICATIONS.** The parties recognize and agree that the space assigned, lease price and Exhibits B and C may change and require modification of this lease after the first term, due to changed conditions such as space assigned, cost of services, changes in the term of lease, changes in cost recovery required, or other conditions. Any such amendments or modifications shall be negotiated and agreed by both parties.

7. **IMPROVEMENTS AND ALTERATIONS TO THE LEASED PREMISES.** Improvements and alterations are defined as any work other than that required to maintain the space assigned for continuous use in its existing (prior to initial term) condition. All alterations and/or improvements to the space assigned for continuous use, regardless of scope or cost, shall be requested by Lessee and receive prior written consent from Lessor. Improvement and/or alterations projects shall be at the sole expense of the Lessee. Resources such as labor, materials and equipment for major projects may be provided by the Lessor, but reimbursement of associated expenses shall be negotiated between the parties. Prior to written consent by Lessor, Lessee shall provide in an acceptable form a guarantee of ability to pay for all project costs, including costs to be reimbursed to Lessor. Any built-in improvements made to the Leased Premises by the Lessee shall automatically become property of Lessor at the termination of the Lease.

8. **MAINTENANCE AND REPAIRS.** Lessor shall be obligated as part of the lease price to maintain in good and useable condition the Leased Premises and any agreed improvements located thereon at all times during the term of this lease. This obligation shall include adherence to all applicable fire, safety, environmental and building codes required by jurisdictional authorities. Lessee agrees to fully cooperate with Lessor on the scheduling and use of the building including any required maintenance or repair projects ensuring compliance with applicable codes and regulations.

9. **UTILITIES AND ENERGY USE.** Lessor shall furnish as part of the lease price all electrical power, lighting, natural gas, heating, ventilation and air conditioning, water and sewer and any other utility necessary for occupation of the Leased Premises. Lessee agrees to participate in the Lessor's Energy Management Program and comply fully with all requirements of the associated school board policy and administrative rule.

10. **PHYSICAL SAFETY, HEALTH AND SECURITY.** Lessor shall operate and maintain in accordance with its standard procedures measures to ensure physical security of the

Leased Premises, to include security alarm system, surveillance systems, access control systems and associated remote monitoring services. Lessor shall make available as part of the lease price any police services (School Resource Officer, or “SRO”) normally available to the Flexible Learning Center. Lessee shall adhere in every part and without fail to Lessor’s Policy and Administrative Rule ECA, Security, and other related policies and regulations. In accordance with Lessor policy KF, “Community Use of School Facilities”, special events outside the scope of the agreement hosted by the Lessee requiring extra duty police services, shall be at the sole expense of the Lessee. The Lessor shall be informed in advance of all such events and reserves the right to determine whether extra duty police services are required. Lessee agrees to comply fully with all health, safety and security policies and regulations by which the Lessor is bound.

11. **SIGNS AND SIGNAGE.** Lessee shall have the right to erect and maintain such signs or signage on or around the Leased Premises as may be permitted by any applicable law, regulations and/or ordinances, subject to the prior approval of the Lessor, approval not to be unreasonably withheld.

12. **LIABILITY INSURANCE.** Lessee shall secure and keep in force at its own expense and at all times during the term of this lease general liability insurance coverage in the amount of \$1,000,000.00 per occurrence for bodily injury or death, with respect to the spaces described in Exhibit “B”. Such insurance shall further be consistent with Rock Hill Schools Board of Trustees policy KF and policy DN, “School Properties Disposition”.

13. **DEFAULT.** As used in this lease, the term “event of default” shall mean any one of the following:

- a. the failure of the Lessee after receipt or demand from Lessor to fulfill any duty or obligation imposed on the Lessee by this lease;
- b. the appointment of a receiver or the entry of an order declaring the Lessee bankrupt or the assignment by Lessee for the benefit of creditors or the participation by Lessee in any other insolvency proceedings; or
- c. the taking of the leasehold interest of Lessee hereunder pursuant to an execution on a judgment;
- d. cessation of use of the property as specified in Exhibit “B” to this lease.

Upon the happening of any event of default, Lessor may at its option terminate this lease and expel Lessee without prejudice to any other remedy;

provided, however, that before the exercise of which option for failure to pay the lease price (payment) or failure to perform any condition imposed herein upon Lessee, Lessor shall give written notice of such event of default to the Lessee, which thereafter shall have thirty (30) calendar days within which to remedy or correct such default.

14. **EARLY TERMINATION.** Lessor shall have the right to unilaterally terminate this lease, notwithstanding the provisions of Section 2 and Section 3 above, in the event that Lessor determines that it needs the exclusive use of Leased Premises for any purposes as determined by Lessor. In such cases, Lessor shall give a one hundred and eighty (180) days prior written notice to Lessee.

15. **IDENTITY OF INTEREST.** The execution of this lease or the performance of any act pursuant to the provisions hereof shall not be deemed or construed to have the effect of creating between Lessor and Lessee the relationship of principal and agent or of a corporate partnership or joint venture with respect to the laws of the state of South Carolina, and the relationship between them shall be and remain only that of Lessor and Lessee.

16. **NOTICES AND REPORTS.** Any notice, report, statement, approval, consent, designation, demand or request to be given and any option or election to be exercised by a party under the provisions of this lease shall be effective only when made in writing and delivered (or mailed by registered or certified mail with postage prepaid) to the other party at the address given below:

Lessor: Rock Hill School District 3
 P.O. Drawer 10072
 Rock Hill, SC 29731

Lessee: The Boys and Girls Club of York County
 P.O. Box 226
 Rock Hill, SC 29731

Provided however that either party may designate a different address from time to time by giving to the other party notice in writing of the change. Lease payments to the Lessor shall be made by the Lessee at an address to be furnished to the Lessee.

17. **INSTALLATION AND REMOVAL OF FURNISHINGS AND EQUIPMENT.**

All furniture, equipment and fixtures placed on the Leased Premises by Lessee are recognized to be the sole property of the Lessee and shall remain Lessee's property. In general, furnishings, equipment and fixtures located in the rooms assigned for daily or periodic use in Exhibit "B" are recognized as the property of the Lessor, and their use by the Lessee is subject to the approval of the permanently assigned school or division of the Lessor. Within the first sixty (60) days of the execution of this lease, the Lessee and Lessor's designee shall develop an inventory of furnishings, equipment and fixtures with designated property ownership with the Leased Premises, and a copy of this inventory shall be kept updated and on file with both parties.

18. **ENTIRE AGREEMENT.** The lease contains all of the understanding by and between the parties hereto relative to the leasing of the premises herein described, and all prior or contemporaneous agreements relative hereto have been merged herein or are voiced by this instrument, which may be amended, modified, altered, changed, revoked or rescinded in whole or in part only by an instrument in writing signed by each of the parties hereto. As of the date of the execution of this lease, this lease supersedes and replaces the existing lease between the parties for the use of the D/E Building at the Flexible Learning Center located at 1234 Flint Street, Rock Hill, SC for the operation of the RHGBC.

19. **BINDING EFFECT.** The terms and conditions of this lease shall be binding on the parties hereto and their respective heirs, successors, assigns and personal representatives.

20. **ENFORCEABILITY AND SEVERABILITY.** If, during the term of this lease, it is found that a specific clause, section or provision of this lease is illegal, invalid or unenforceable, the remainder of this lease is not affected by such determination, and shall remain in full force and effect.

21. **CLAIMS UNDER LEASE.** The parties agree that any claims under this lease agreement shall be first subject to mediation (or nonbinding arbitration). The parties further agree that any enduring claim shall be filed in the Circuit Court for York County, and the Lessor and Lessee both expressly waive their right to a jury trial and agree to proceed before a Circuit Court judge.

22. **COMPLIANCE WITH LAWS.** This lease agreement shall be governed by, construed and enforced in accordance with the laws of the state of South Carolina. Both Lessor and Lessee shall comply with all applicable federal, state and local laws, regulations and

ordinances which are applicable to the Leased Premises. This shall specifically include all policies of the Rock Hill School District 3 Board of Trustees and all published administrative rules and guidelines of the Rock Hill School District 3.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the date and year first above written.

WITNESSES:

ROCK HILL SCHOOL DISTRICT
THREE OF YORK COUNTY

By: _____
Chairman of the Board of Trustees

BOYS AND GIRLS CLUBS OF YORK
COUNTY, a S.C. non-profit Corporation

By: _____

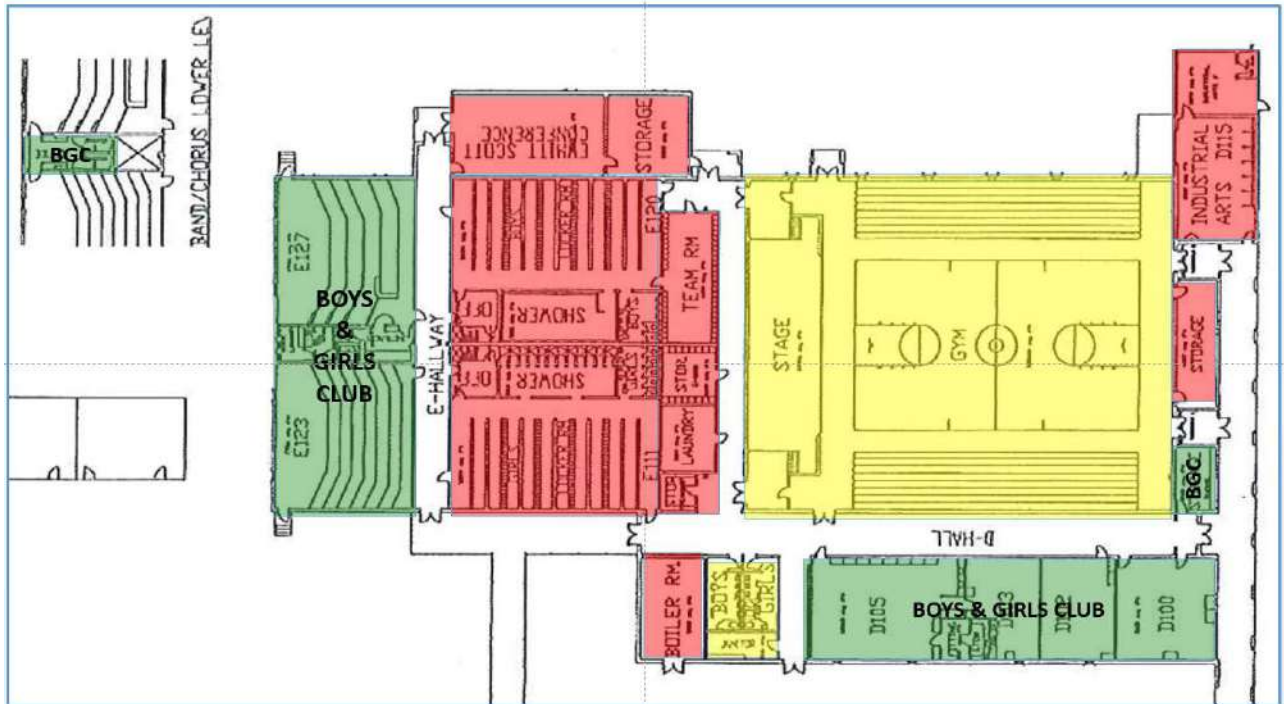
Its: _____

EXHIBIT “A”

[COUNTY MOU]

DRAFT

THE LEASED PREMISES – Flexible Learning Center Building D/E



Spaces shown as shaded green and/or labeled “Boys & Girls Club” are assigned by this lease for continuous use*. Note: Room E127 may be required for testing and similar purposes at certain times of the year by the District or Flexible Learning Center. Times of District use shall be as arranged and scheduled with the Boys and Girls Club upon minimum 7 day notice.

Other spaces assigned include:

Gymnasium: Periodic Use***

* **Continuous** use means permanent assignment of space for placement of furnishings, equipment and fixtures and storage of goods and materials on a 24-hour per day basis, and occupancy of the space during normal operating hours of the Boys and Girls Club program (“the Program”), and additional hours as needed for preparation, coordination and management activities.

**** Daily** use means utilization and occupancy of the space for activities of the Program during its operating hours, as published on the approved Program calendar.

*** **Periodic** use means utilization and occupancy of the space for program-related activities on an intermittent basis on certain days and at certain times within the operating hours of the Program. Periods of use within these times need to be scheduled and coordinated with the primary District tenant and the Rock Hill Schools Fleet and Facilities Services Department.

EXHIBIT "C"

THE LEASE PRICE: SPACE ASSIGNED AND SERVICES

SERVICE AREA	UNITS		SCHOOL YEAR & SUMMER PROGRAM					
	SF SPACE APPLICABLE	STUDENTS SERVED	TOTAL COST PER YR	SF COST PER YR	SF UNITS REQUIRED	ALLOCABLE COST PER YR	PRO-RATION FACTOR	COST TO RECOVER
1. FACILITIES	3,446,777	18,000		\$ 5.36	7,996	\$ 42,855.33		\$ 382.77
a. Capital Cost Recovery (30 yr LC)			\$ 14,933,333	\$ 4.33		\$ 34,643.07	0	\$ -
b. Maintenance and Repairs			\$ 1,875,000	\$ 0.54		\$ 4,349.72	0	\$ -
c. Solid Waste & Recycling Service			\$ 125,000	\$ 0.04		\$ 289.98	1	\$ 289.98
d. Pest control services			\$ 40,000	\$ 0.01		\$ 92.79	1	\$ 92.79
e. Grounds & Parking services			\$ 800,000	\$ 0.23		\$ 1,855.88	0	\$ -
f. Property Cas. Liability Insurance			\$ 700,000	\$ 0.20		\$ 1,623.89	0	\$ -
2. Custodial Services	3,300,000	18,000	\$ 5,270,000	\$ 1.60	7,996	\$ 12,769.37	0.670	\$ 8,555.48
3. Utilities	3,400,000	18,000		\$ 1.24	7,996	\$ 9,917.35	0.500	\$ 4,958.68
a. Water and Sewer			\$ 375,000	\$ 0.11				
b. Electricity and Natural Gas			\$ 3,900,000	\$ 1.13				
5. Technology Services	3,446,777	18,000	\$ 4,050,000	\$ 1.18	7,996	\$ 9,395.39	0.000	\$ -
a. Wireless Access			\$ 1,000,000	\$ 0.29		\$ 2,319.85	0	\$ -
b. Technical Support & Equipment			\$ 750,000	\$ 0.22		\$ 1,739.89	0	\$ -
c. Infrastructure Cost Recovery			\$ 2,000,000	\$ 0.58		\$ 4,639.70	0	\$ -
d. Telephone / Fax Service			\$ 250,000	\$ 0.07		\$ 579.96	0	\$ -
e. Cable TV Service			\$ 50,000	\$ 0.01		\$ 115.99	0	\$ -
TOTAL ALL SERVICES				\$ 9.42				\$ 14,094.12
General and Administrative Overhead:		3.50%		\$ 0.33				\$ 493.29
RHSD	100% of Capital Cost, Maintenance, Repairs, Grounds, Insurance =					\$ 42,472.56		
Annual	100% of All Technology Services =					\$ 9,395.39		
In-Kind Contribution:	33% of Custodial Costs =					\$ 4,089.95		
	50% of Utilities Costs =					\$ 5,026.90		
NOTE:	TOTAL					\$ 60,984.79		
Does not include corridors, or charge for Gym use.								
TOTAL ANNUAL OPERATION COSTS TO BE REIMBURSED								\$ 14,587.41
NOTES:								
School Year Program: 6 hrs/day when school is in; 13 hrs/day when out.								
Summer Program: Summer Camp 8 weeks @ 4 days/week.								

Memo

TO: Superintendent
FROM: Anthony Cox, P.E.
DATE: May 23, 2018
SUBJECT: Lease of Sylvia Circle Family Learning Center to Carolina
Community Actions for operation of the Head Start Program
CC: Brian Vaughan / Glenette Neal / Terri Smith

In June 2016 Rock Hill School District's (RHSD) Board of Trustees approved lease of 14,938 SF of the Children's School at Sylvia Circle to Carolina Community Actions (CCA) for the operation of the Head Start Program, which was relocated from the Edgewood Center. CCA had previously been a lessee of RHSD at Edgewood for many years and is a long-standing education partner with us in our community.

A provision in the approved lease required amendment or renewal upon the relocation of the District's Montessori Program to the new addition at Ebenezer Avenue Elementary School – Traditional, Montessori and Inquiry. Please find attached the proposed renewal lease for 19,577 SF at the same property, now renamed the Sylvia Circle Family Learning Center.

The attached lease has been reviewed with CCA and by the Board of Trustees at their May Work Session. Recommending this lease as an action agenda item at the Business Meeting for Board's approval.

LEASE AGREEMENT (Sylvia Circle Family Learning Center)

WITNESSETH:

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS that in consideration of the premises, terms and conditions to be performed as set forth hereinafter, the parties do hereby covenant and agree as follows:

1. LEASED PREMISES. Subject to the terms and conditions set forth hereinafter, Lessor hereby leases to Lessee that portion of the property of the Lessor known as the Sylvia Circle Family Learning Center and located at 929 Sylvia Circle, Rock Hill, SC 29730, as specifically described by Exhibit "A" to be rooms for continuous use, daily use and periodic use within the school building (hereinafter referred to as the "Leased Premises").

2. TERM OF LEASE. Subject to early termination as provided for in section 14 below, the term of this lease, if executed, shall commence upon May 1, 2018, and shall continue for a period of five years. This period shall be referred to hereinafter as "the term".

3. RIGHT OF RENEWAL. Subsequent to the term, the parties may renew this lease on a five-year term basis for a maximum of twenty-five (25) years by memorandum, provided that the Lessee gives Lessor written notice of Lessee's desire to renew at least sixty (60) calendar days in advance of the expiration of the term, and the Rock Hill School District Three Board of Trustees votes to approve said renewal.

4. LEASE PRICE. The lease price shall be as set forth in Exhibit "B", and shall include the following, as further described in sections below:

- a. Maintenance and repairs to the building space.
- b. Electrical power, natural gas and water supply and sewage.
- c. Access to the Internet via Lessor's Wide Area Network (wireless or wired).
- d. Facility support services including:
 - (1) routine solid waste and recyclables collection,
 - (2) custodial services,
 - (3) pest control,
 - (4) security services,
 - (5) parking and grounds and other such services as required to preserve the built premises.

The lease price shall not include special requests for facility support services beyond that routinely provided, and shall not include dedicated telephone service, cable TV service and furnishings and equipment. Such services shall be arranged by the Lessee if written approval of the Lessor is obtained in advance, or, if Lessor agrees to provide any of these services, billed to Lessee for reimbursement on a monthly basis.

5. **PAYMENTS.** The total annual amount of the lease price derived from Section 4 above and the space assignment in Exhibit "A" shall be divided to either (a) twelve (12) equal monthly amounts, or (b) four (4) equal quarterly amounts, for payment by the Lessee. The option for billing and payment frequency, and date due within the payment period above shall be as mutually agreed by both parties in the execution of the lease.

6. **AMENDMENTS AND MODIFICATIONS.** The parties recognize and agree that the space assigned, lease price and Exhibits A and B may require amendment or modification of this lease after the first term, due to changed conditions such as space assigned, cost of services, changes in the term of lease, changes in cost recovery required, or other conditions. Any such amendments or modifications shall be negotiated and agreed by both parties.

7. **IMPROVEMENTS AND ALTERATIONS TO THE LEASED PREMISES.** Improvements and alterations are defined as any work other than that required to maintain the space assigned for continuous use in its existing (prior to initial term) condition. All alterations and/or improvements to the space assigned for continuous use, regardless of scope or cost, shall be requested by Lessee and receive prior written consent from Lessor. Improvement and/or alterations projects shall be at the sole expense of the Lessee. Resources such as labor, materials and equipment for major projects may be provided by the Lessor, but reimbursement of associated expenses shall be negotiated between the parties. Prior to written consent by Lessor, Lessee shall provide in an acceptable form a guarantee of ability to pay for all project costs, including costs to be reimbursed to Lessor. Any built-in improvements made to the Leased Premises by the Lessee shall automatically become property of Lessor at the termination of the Lease.

8. **MAINTENANCE AND REPAIRS.** Lessor shall be obligated as part of the lease price to maintain in good and useable condition the Leased Premises and any agreed improvements located thereon at all times during the term of this lease. This obligation shall include adherence to all applicable fire, safety, environmental and building codes required by jurisdictional authorities. Lessee agrees to fully cooperate with Lessor on the scheduling and use of the building including any required maintenance or repair projects ensuring compliance with applicable codes and regulations.

9. **UTILITIES AND ENERGY USE.** Lessor shall furnish as part of the lease price all electrical power, lighting, natural gas, heating, ventilation and air conditioning, water and

sewer and any other utility necessary for occupation of the Leased Premises. Lessee agrees to participate in the Lessor's Energy Management Program and comply fully with all requirements of the associated school board policy and administrative rule.

10. **PHYSICAL SAFETY, HEALTH AND SECURITY.** Lessor shall operate and maintain in accordance with its standard procedures measures to ensure physical security of the Leased Premises, to include security alarm system, surveillance systems, access control systems and associated remote monitoring services. Lessor shall make available as part of the lease price any police services (School Resource Officer, or "SRO") normally available to elementary schools within the school district. Lessee shall adhere in every part and without fail to Lessor's Policy and Administrative Rule ECA, "Security", and other related policies and regulations. In accordance with Lessor policy KF, "Community Use of School Facilities", special events outside the scope of the agreement hosted by the Lessee requiring extra duty police services, shall be at the sole expense of the Lessee. The Lessor shall be informed in advance of all such events and reserves the right to determine whether extra duty police services are required. Lessee agrees to comply fully with all health, safety and security policies and regulations by which the Lessor is bound.

11. **SIGNS AND SIGNAGE.** Lessee shall have the right to erect and maintain such signs or signage on or around the Leased Premises as may be permitted by any applicable law, regulations and/or ordinances, subject to the prior approval of the Lessor, approval not to be unreasonably withheld.

12. **LIABILITY INSURANCE.** Lessee shall secure and keep in force at its own expense and at all times during the term of this lease general liability insurance coverage in the amount of \$1,000,000.00 per occurrence for bodily injury or death, with respect to the spaces described in Exhibit "A". Such insurance shall further be consistent with Rock Hill Schools Board of Trustees policy KF and policy DN, "School Properties Disposition".

13. **DEFAULT.** As used in this lease, the term "event of default" shall mean any one of the following:

- a. the failure of the Lessee after receipt or demand from Lessor to fulfill any duty or obligation imposed on the Lessee by this lease;

- b. the appointment of a receiver or the entry of an order declaring the Lessee bankrupt or the assignment by Lessee for the benefit of creditors or the participation by Lessee in any other insolvency proceedings; or
- c. the taking of the leasehold interest of Lessee hereunder pursuant to an execution on a judgment;
- d. cessation of use of the property as specified in Exhibit "A" to this lease.

Upon the happening of any event of default, Lessor may at its option terminate this lease and expel Lessee without prejudice to any other remedy; provided, however, that before the exercise of which option for failure to pay the lease price (payment) or failure to perform any condition imposed herein upon Lessee, Lessor shall give written notice of such event of default to the Lessee, which thereafter shall have thirty (30) calendar days within which to remedy or correct such default.

14. **EARLY TERMINATION.** Lessor shall have the right to unilaterally terminate this lease, notwithstanding the provisions of Section 2 and Section 3 above, in the event that Lessor determines that it needs the exclusive use of Leased Premises for any purposes as determined by Lessor. In such cases, Lessor shall give a one hundred and eighty (180) days prior written notice to Lessee.

15. **CONTINGENCY OF FUNDING AVAILABILITY.** Lessor acknowledges that the primary purpose for Lessee's entering into this lease is to secure space for operation of the Lessee's child development program. Lessee is dependent upon grants from the Federal Government and, upon notification by the funding source of a termination of funding, Lessee shall be allowed to terminate this lease and all its obligations herein. In the event a reduction in funding occurs, both parties agree to renegotiate the terms and conditions of the lease with respect to funding available as an alternative to, but not preclusive of, termination of the lease.

16. **IDENTITY OF INTEREST.** The execution of this lease or the performance of any act pursuant to the provisions hereof shall not be deemed or construed to have the effect of creating between Lessor and Lessee the relationship of principal and agent or of a corporate partnership or joint venture with respect to the laws of the state of South Carolina, and the relationship between them shall be and remain only that of Lessor and Lessee.

17. NOTICES AND REPORTS. Any notice, report, statement, approval, consent, designation, demand or request to be given and any option or election to be exercised by a party under the provisions of this lease shall be effective only when made in writing and delivered (or mailed by registered or certified mail with postage prepaid) to the other party at the address given below:

Lessor: Rock Hill School District 3
P.O. Drawer 10072
Rock Hill, SC 29731

Lessee: Carolina Community Actions, Inc.
P.O. Box 933
Rock Hill, SC 29731

Provided however that either party may designate a different address from time to time by giving to the other party notice in writing of the change. Lease payments to the Lessor shall be made by the Lessee at an address to be furnished to the Lessee.

18. INSTALLATION AND REMOVAL OF FURNISHINGS AND EQUIPMENT. All furniture, equipment and fixtures placed on the Leased Premises by Lessee are recognized to be the sole property of the Lessee and shall remain Lessee's property. In general, furnishings, equipment and fixtures located in the rooms assigned for daily or periodic use in Exhibit "A" are recognized as the property of the Lessor, and their use by the Lessee is subject to the approval of the permanently assigned school or division of the Lessor. Within the first sixty (60) days of the execution of this lease, the Lessee and Lessor's designee shall develop an inventory of furnishings, equipment and fixtures with designated property ownership with the Leased Premises, and a copy of this inventory shall be kept updated and on file with both parties.

19. ENTIRE AGREEMENT. The lease contains all of the understanding by and between the parties hereto relative to the leasing of the premises herein described, and all prior or contemporaneous agreements relative hereto have been merged herein or are voided by this instrument, which may be amended, modified, altered, changed, revoked or rescinded in whole or in part only by an instrument in writing signed by each of the parties hereto. The existing lease between the parties for the use of the "Sylvia Circle Elementary School" is terminated effective on the date of the execution of this lease.

20. **BINDING EFFECT.** The terms and conditions of this lease shall be binding on the parties hereto and their respective heirs, successors, assigns and personal representatives.

21. **ENFORCEABILITY AND SEVERABILITY.** If, during the term of this lease, it is found that a specific clause, section or provision of this lease is illegal, invalid or unenforceable, the remainder of this lease is not affected by such determination, and shall remain in full force and effect.

22. **CLAIMS UNDER LEASE.** The parties agree that any claims under this lease agreement shall be first subject to mediation (or nonbinding arbitration). The parties further agree that any enduring claim shall be filed in the Circuit Court for York County, and the Lessor and Lessee both expressly waive their right to a jury trial and agree to proceed before a Circuit Court judge.

23. **COMPLIANCE WITH LAWS.** This lease agreement shall be governed by, construed and enforced in accordance with the laws of the state of South Carolina. Both Lessor and Lessee shall comply with all applicable federal, state and local laws, regulations and ordinances which are applicable to the Leased Premises. This shall specifically include all policies of the Rock Hill School District 3 Board of Trustees and all published administrative rules and guidelines of the Rock Hill School District 3.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the date and year first above written.

WITNESSES:

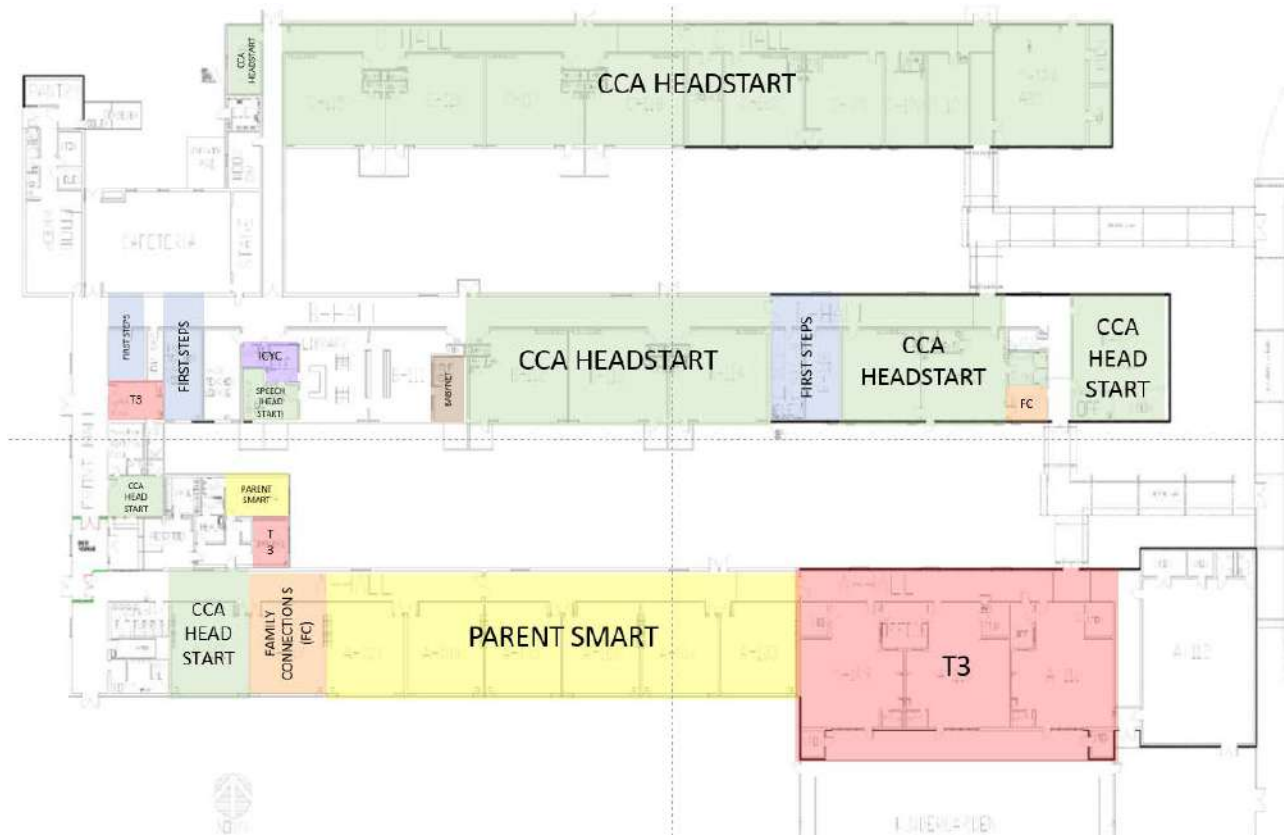
ROCK HILL SCHOOL DISTRICT
THREE OF YORK COUNTY

By: _____
Chairman of the Board of Trustees

CAROLINA COMMUNITY ACTIONS, Inc.,
a S.C. non-profit Corporation

By: _____
Its: _____

EXHIBIT “A” THE LEASED PREMISES



Spaces shown as shaded are assigned for continuous use*. Other spaces assigned for Lessor include:

Cafeteria:	Daily Use**
Media Center:	Periodic Use***
Physical Education Room:	Periodic Use***

* **Continuous** use means permanent assignment of space for placement of furnishings, equipment and fixtures and storage of goods and materials on a 24-hour per day basis, and occupancy of the space during normal operating hours of the Head Start program (“the Program”), and additional hours as needed for preparation, coordination and management activities.

** **Daily** use means utilization and occupancy of the space for activities of the Program during its operating hours, as published on the approved Program calendar.

*** **Periodic** use means utilization and occupancy of the space for program-related activities on an intermittent basis on certain weekdays and at certain times within the operating hours of the Program. Periods of use within these times need to be scheduled and coordinated with the primary District tenant and the Rock Hill Schools Fleet and Facilities Services Department.

EXHIBIT "B"
THE LEASE PRICE: SPACE ASSIGNED AND SERVICES

SERVICE AREA	COST PER SF-YR	SCHOOL YEAR PROGRAM			COST TO RECOVER
		SF ALLOCATED	ALLOCABLE COST PER YR	PRO- RATION FACTOR	
1. FACILITIES	\$ 1.03	19,577	\$ 20,106.49	0.673	\$ 13,533.21
a. Capital Cost Recovery (30 yr LC)	\$ -				
b. Maintenance and Repairs	\$ 0.57				
c. Solid Waste & Recycling Service	\$ 0.04				
d. Pest control services	\$ 0.01				
e. Grounds & Parking services	\$ 0.23				
f. Property Cas. Liability Insurance	\$ 0.17				
2. Custodial Services	\$ 1.60	19,577	\$ 31,263.88	0.673	\$ 21,042.99
3. Utilities	\$ 1.24	19,577	\$ 24,281.14	0.673	\$ 16,343.08
a. Water and Sewer	\$ 0.11				
b. Electricity and Natural Gas	\$ 1.13				
4. Environmental, Safety, Health	\$ 0.07	19,577	\$ 1,306.35	0.673	\$ 879.28
a. Security Access & ID Control	\$ 0.02				
b. Operational Security	\$ 0.03				
d. Env Quality Services	\$ 0.02				
5. Technology Services	\$ 0.80	19,577	\$ 15,619.45	0.673	\$ 10,513.09
a. Wireless Access	\$ 0.29				
b. Technical Support & Equipment	\$ 0.22				
c. Infrastructure Cost Recovery	\$ 0.29				
TOTAL ALL SERVICES	\$ 4.73				\$ 62,311.65
General and Administrative Overhead:	3.50%	\$ 0.17			\$ 2,180.91
In-Kind Contribution:				0	\$ -
A. Annual Value of Capital Cost Recovery @ \$4.33/SF-yr =	\$84,768				
B. Annual Value of Pro-Ration of Operating Weeks Only =	\$30,266				
C. 50% of annual value for Technology Cost Recovery =	\$ 2,840				
TOTAL LEASE PRICE	\$ 4.89				\$ 64,492.55

NOTES:	
School Year Program: 35 Weeks from August 31 - June 13	
Summer Program: No program 2018	
Added: 20% o P.E. Room SF (use one day/wk) = 504 SF	
Added: 50% of Cafeteria (Dining Room) SF = 1933/2 = 967 SF	

Memorandum

TO: Dr. Kelly Pew
FROM: May 24, 2018
SUBJECT: Announcements for May 29th School Board Meeting

High School Graduation

More than 1,200 students will graduate on Saturday, June 2. Northwestern's ceremony will begin at 10 a.m. followed by South Pointe at 2 p.m. and Rock Hill High at 6 p.m. Each ceremony will be streamed live on the district website. If unable to attend graduation, the live stream will be available at www.rock-hill.k12.sc.us/graduation.

Adult Education Graduation

Rock Hill Schools Adult Education will host their graduation on Tuesday, June 5 at 7 p.m. at Castle Heights Middle School. Members of the Board of Trustees are invited to attend this ceremony.

Summer Graduation

Rock Hill Schools will host for the first time a summer graduation ceremony to recognize students who were able to complete requirements for graduation during summer school. The ceremony will be held on July 24 at 6 p.m. Members of the Board of Trustees are invited to attend this ceremony.

State of Rock Hill Breakfast

On Tuesday, June 5th at 7:30 a.m., district leaders will participate in the annual State of Rock Hill breakfast with the City of Rock Hill. At the event, the district will provide an update on Rock Hill Schools.

Upcoming Board Meetings

The School Board will next meet on Monday, June 11, 2018 when it holds a data session and work session. The next business meeting will be held on Monday, June 25. At both meetings in June, the board will hear information on the 2018-2019 General Fund budget. The public hearing will be June 11 and a vote to approve of the budget is expected June 25 as part of the regularly scheduled business meeting. As a reminder, all meetings will continue to be streamed on our website and on Facebook as well as being made available for on-demand viewing immediately following each broadcast.

Online Enrollment and Registration for the 2018-2019 School Year

Online registration is currently open for new and returning students. Parents and legal guardians can begin the online enrollment and registration process for the 2018-2019 school year by visiting our website, www.rock-hill.k12.sc.us/register. The registration window is opening early this year to allow our families to complete the process before summer.

League of Innovative Schools Feedback

Last month, more than 80 district-level administrators from across the United States visited our school district as part of the League of Innovative Schools Carolinas' conference. Visitors were able to tour several of our schools and programs including language immersion at Richmond Drive, Montessori and inquiry at Ebenezer Avenue, project-based learning through STEAM at Saluda Trail and South Pointe, as well as the variety of programs available to students at the Applied Technology Center. Officials with the League indicated the reviews of this event were the highest this year with an average rating of 4.63 out of 5. In the post-event survey, visitors remarked:

- “Flexible seating, CTE course enhancements”
- “We will look for ways to create "real world" projects for our students and infuse authentic use of technology into those projects”
- “Back the Pack initiative will be shared with our foundation and local community organizations”
- “Look at how to better incorporate technology activities into the middle school program. I will also continue to reinforce the wellness programs for our students.”
- “Implementation of some of the personalized learning practices”

I’d like to especially thank Dr. Harriett Jaworowski and Dr. Luanne Kokolis and team for all the behind-the-scenes work to plan and execute a wonderful experience for our visitors.

Follow Capital Program Updates

The Build on the Rock website has been updated with photos. You are encouraged to visit the district's capital building program, "Build on the Rock," website – www.rock-hill.k12.sc.us/BuildOnTheRock -- for more information. This website provides 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.

At its work session on May 14, 2018, held at the Central Office, the board:

- held its monthly data session;
- heard a report from the Castle Heights School Improvement Council;
- discussed Section “G” policies – final set;
- discussed model policy **JIJ** – Student Protests, Demonstrations, and Strikes;
- discussed policy **IKF, IKF-R** – Graduation Requirements;
- reviewed proposed new courses for Accelerate program;
- reviewed policy **DM** – Cash in School Buildings;
- reviewed policy **KBE, KBE-R** – Relations with Support Organizations;
- received activity bus rental requests from Winthrop University, RHPD Safety Patrol, WB&G Camp; and City of RH/Emmett Scott);
- reviewed lease agreements for Carolina Community Actions (Sylvia Circle) and Boys & Girls Club (FLEX);
- discussed a date for a school board election forum;
- received a 2018-19 budget update;
- received a 2018-19 food service meal price update;
- discussed other and future business; and,
- held an executive session for personnel matters.

Other and Future Business

Jim Vining

Executive Session

- Personnel Matters > *Hirings*
- Contractual Matter: > *Trademark Agreement*
- Briefing on Construction Financing

Action as Required from Executive Session

Adjournment