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**Monthly Business Meeting of the Board of Trustees**

**Monday, September 24, 2018**

**6:00 p.m. – Central Office @ 386 E. Black Street**

**AG E N D A**

- I. Call to Order - Breyden Cousar – Lesslie 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 Karen Roof, 2018 SCAPES Teacher of the Year
  - B. Recognition of S.C. School Resource Officer of the Year, Sgt. Mike Johnson
  - C. Recognition of Grace Ministries
  - D. Recognition of New Administrator
  - E. Recognition of SC READY Maximum Raw Scorers for 2017-2018
- III. Citizen Participation**
- IV. Consent Action Agenda**
  - A. Approval of Minutes *(Policy BEDG)*
    - 1. August 13, 2018 Work Session (incl. Data Session)
    - 2. August 15, 2018 Called Executive Session
    - 3. August 27, 2018 Business Meeting
  - B. Approval of Personnel Recommendations *(Policy BDD)*
  - C. Approval of Process for Securing Legal Services
- V. Action Agenda**
  - A. Approval to Eliminate Policy **EEAC** – *Bus Scheduling and Routing*  
  
**1<sup>st</sup> Read Policies** *(Policy BG/BGD)*
    - B. Approval of Policy **EA** – *Support Services Goals/Priority Objectives*
    - C. Approval of Policy **EBCE, EBCE-R** – *School Closings and Cancellations*
    - D. Approval of Policy **ECAC** – *Vandalism and Theft*
    - E. Approval of Policy **EEA/EEAC** – *Student Transportation and Bus Scheduling & Routing*
    - F. Approval of Policy **EHB** – *Data/Records Retention*
    - G. Approval of Policy **IKADD, IKADD-R, IKADD-E** – *Content and Credit Recovery*
- VI. Communications**
- VII. Report of the Superintendent**
  - A. Announcements
- VIII. Review of School Board Work Session – September 10**
- IX. Other and Future Business**

**One Team. One Mission. One Rock Hill.**

- X. Executive Session(s) – *(Policy BEC)*
  - **Property Matters** – *Real Estate Contract, Real Estate Update*
- XI. Action as Required from Executive Session(s) *(Policy BEC)*
- XII. Adjournment

**One Team. One Mission. One Rock Hill.**



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

## Memorandum

**TO:** Dr. Bill Cook  
**FROM:** Mychal Frost  
**DATE:** September 19, 2018  
**SUBJECT:** Call to Order at September 24<sup>th</sup> School Board Meeting

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**Breyden Cousar**, a 5<sup>th</sup> grader at Lesslie Elementary School, will provide the “Call to Order” at the September 24<sup>th</sup> school board meeting.

### **Breyden:**

- Likes to play football, basketball, and video games

**Parents:** Renee Carmello

**Siblings in Rock Hill Schools:** Avery Cousar, 9<sup>th</sup> Grade, Rock Hill High

**Principal:** Dr. Jean Dickson

### **Mailing Address:**

4174 Lesslie Highway  
Rock Hill, SC 29730



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

## Memorandum

**TO:** Dr. Bill Cook  
**FROM:** Mychal Frost  
**DATE:** September 19, 2018  
**SUBJECT:** Recognitions for September 24<sup>th</sup> School Board Meeting

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### A. 2018 SCAPES Teacher of the Year

Congratulations to Ms. Karen Roof, Physical Education Teacher at India Hook Elementary School, in receiving the prestigious award of 2018 SC Association for Physical Education and Sports Teacher of the Year - Elementary PE Level. She is recognized for excellence in promoting physical literacy within her programming at India Hook. Ms. Roof will be formally presented with the award at the state convention in November in Myrtle Beach. Tonight, we recognize Ms. Roof for this honor and for her outstanding contributions to the students, school, and teaching profession.

### B. S.C. School Resource Officer of the Year

Last spring, Rock Hill Police Department Sgt. Mike Johnson was named the South Carolina School Resource Officer of the Year. Sgt. Johnson has served with the Rock Hill Police department for 12 years and is the supervisor over SROs in the district who work with RHPD. The award brings together SROs from the state who have exemplified excellence in their field. In Rock Hill, Sgt. Johnson has taken the entire SRO program to the next level by putting students first in all decisions. He pushes his officers to always make the right choice for the kids as well. He works closely with students at ATC, Dutchman Creek Middle School, Northwestern High School, Rawlinson Road Middle School, Saluda Trail Middle School, Sullivan Middle School and South Pointe High School. In an effort to continually improve the SRO program, Sgt. Johnson has worked with Winthrop University professor Brad Tripp to research the program and explore ways to make Rock Hill schools safer for everyone. Sgt. Johnson was recognized on June 14 at the South Carolina Association of School Resource Officers conference in Myrtle Beach, and tonight we proudly recognize him in the community in which he serves.

### C. Grace Ministries Donation to Elementary Schools

In honor the 20<sup>th</sup> anniversary of Grace Ministries, Rev. Tim Boan and his congregation made a gift to benefit students in each of our 17 elementary schools. As an act of service to our community, the church donated \$850 to help elementary students who need financial assistance to pay for lunch balances. Each school received a \$50 check to make a difference for students in need. This gift illustrates that it takes the entire community, including the faith community, to make our school system function. We thank you, Rev. Boan, for demonstrating One Team, One Mission, One Rock Hill.



## **D. Introduction of New Administrator**

Tonight, I would like to introduce Mr. Gary Black. He is our new Food Service Contract Administrator and will work closely with the district foodservice vendor, SFE. Mr. Black joins Rock Hill Schools after serving in various roles with the S.C. Department of Transportation, the U.S. Air Force and Air National Guard, as well as WellMore and Piedmont Medical Center.

## **E. SC READY Maximum Raw Scorers for 2017-2018**

SC READY is a statewide assessment to measure college-and career-readiness. The standardized test is aligned to the South Carolina College and Career Ready Standards for grades 3 through 8. On tests administered last spring, Rock Hill Schools had 18 students achieve a maximum raw score on SC READY assessment. Tonight, we recognize students who scored at the highest levels.

The following students earned maximum raw scores on SC READY in 2017-2018:

- Isaac Howard – Castle Heights Middle School
- Derek Thompson – Dutchman Creek Middle School
- Rolando Ramirez Ramos -Ebinport Elementary School
- Isaac Moore – Ebinport Elementary School
- Lillian Thompson – Independence Elementary School
- Isabella Sarn – India Hook Elementary School
- Natasha Rick – Lesslie Elementary School
- Elijah Murray – Mt. Holly Elementary School
- Isabella Hodges – Old Pointe Elementary School
- Ariel Anderson – Old Pointe Elementary School
- Dylan Wyman – Old Pointe Elementary School
- Jeferson Arevalo Garcia – Richmond Drive Elementary School
- Brandon Smith – Saluda Trail Middle School
- Zakiya Smith – Saluda Trail Middle School
- Christopher Higgins – Sunset Park Center for Accelerated Studies
- Miles Wilson – Sunset Park Center for Accelerated Studies
- Gabriela Roman-Martinez – Sullivan Middle School
- Luke Faille – York Road Elementary School

## **ROCK HILL SCHOOL DISTRICT THREE BOARD OF TRUSTEES**

**School Board Work Session**  
**Monday, August 13, 2018**  
**Central Office**

### **Data Session**

The Board received their monthly data update from the administration. This session took place from 4:00-5:00 p.m. and focused on PALS, F&P and Climate Data.

### **Call to Order**

The Rock Hill School District Three Board of Trustees met this date at 4:00 p.m. with members present as follows: Windy Cole, Mildred Douglas, Terry Hutchinson, Helena Miller Ann Reid, Jane Sharp, and Jim Vining. Chairman Jim Vining called the meeting to order. Mr. Vining led in a moment of silence and the Pledge of Allegiance. Mr. Vining stated the local news was notified of the agenda, in writing, on Friday, August 10, 2018.

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

### **Introduction of New Administrators**

Superintendent Dr. Bill Cook introduced numerous new administrators, principals, assistant principals, as well as current assistant principals in new roles.

### **Policy LEB – *Non-School Sponsored Support Organizations* - 2<sup>nd</sup> Reading**

Policy **LEB – *Non-School Sponsored Support Organizations*** was presented to the Board for review and questions. This policy will be on the Action Agenda at the August business meeting for 2<sup>nd</sup> and final reading.

### **Policy JJE, JJE-R, JJE-E – *Student Fundraising Activities* – 2<sup>nd</sup> Reading**

Policy **JJE, JJE-R, JJE-E – *Student Fundraising Activities*** was presented to the Board for review and questions. This policy will be on the Action Agenda at the August business meeting for 2<sup>nd</sup> and final reading.

### **Policy JJF – *Student Activity Funds* – 2<sup>nd</sup> Reading**

Policy **JJF – *Student Activity Funds*** was presented to the Board for review and questions. This policy will be on the Action Agenda at the August business meeting for 2<sup>nd</sup> and final reading.

### **New Course Recommendation**

Mrs. Jen Morrison, Executive Director of Secondary Education, presented to the Board a request for approval of a new course code, Honors Foundations of Engineering, for the 2018-19 school year. The course will be offered at South Pointe High School as part of the school's implementation of the TEAM UP program. This code has been approved by the South Carolina Department of Education but requires coding with a locally-approved course code. This item will be on the Consent Action Agenda at the August business meeting.

**School Board Work Session – Page 2**  
**Monday, August 13, 2018**  
**Central Office**

**Construction Update**

The board viewed a video developed by the Communications Department that captured the capital project work performed this summer.

**Community Visits**

The Board discussed school community visits and what they would like to see from those visits going forward. Superintendent Cook will seek input from a select group of administrators and bring a recommendation back to the Board.

**School Board Candidate Forum**

Dr. Cook informed the Board that a letter would be mailed to all school board candidates on Thursday, August 16, the day after filing closes. Included with this letter will be policies for candidates as it relates to promoting their campaign at school events, as well as some “Do’s and Don’ts.” A link to various trainings offered by the South Carolina Schools Board Association (SCSBA) was also include.

All candidates will receive an invitation to attend the School Board Candidate Forum on Tuesday, September 25 @ 6:30 p.m. at the Central Office.

**Other and Future Business**

The Board discussed other and future business.

**Executive Session**

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

**\*Personnel Matters - Hirings**

This motion was unanimously approved, 7-0.

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

**Action as Required from Executive Session**

A motion was made by Helena Miller, seconded by Windy Cole, to accept the administration’s recommendation for District Literacy Coach. This motion was unanimously approved, 7-0.

A motion was made by Windy Cole, seconded by Terry Hutchinson, to accept the administration’s recommendation for Executive Director of Elementary Education. This motion was unanimously approved, 7-0.

**Adjournment**

A motion was made by Jane Sharp, seconded by Ann Reid to adjourn the meeting. This motion was unanimously approved, 7-0.

**ROCK HILL SCHOOL DISTRICT THREE BOARD OF TRUSTEES**

**Called Executive Session**

**Wednesday, August 15, 2018**

**Central Office**

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The Rock Hill School District Three Board of Trustees held a called executive session for a student matter on Wednesday, August 15, 2018 at Noon at the Rock Hill School District Central Office. Members present were as follows: Windy Cole, Mildred Douglas, Terry Hutchinson, Helena Miller, Ann Reid, Jane Sharp, and Jim Vining. Also present were Superintendent Dr. Bill Cook, Dr. Luanne Kokolis, Dr. Nancy Turner and Ms. Sadie Kirell.

The meeting was called to order by Chairman Jim Vining who stated the local news media had been notified of the called meeting in writing on Tuesday, August 14, 2018.

**Approval of Agenda**

A motion was made by Ann Reid, seconded by Mildred Douglas, to approve the agenda. This motion was unanimously approved, 7-0.

**Executive Session**

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

**Open Session**

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

**Action from Executive Session**

A motion was made by Helena Miller, seconded by Terry Hutchinson, to uphold the parent's appeal that the student did not have equal opportunity to attend the home school. This motion was approved 6-1, with Mrs. Douglas voting against the motion.

**Adjournment**

On a motion by Helena Miller, seconded by Windy Cole, the meeting adjourned.

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Secretary

APPROVED: \_\_\_\_\_  
Chairman



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## **Meeting of the Board of Trustees**

Monday, August 27, 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. Chairman Jim Vining opened the meeting. Kirkland Stewart, a fifth grader at Belleview Elementary School led in a moment of silence and the Pledge of Allegiance. Mr. Vining stated that the local news media had been notified of the agenda for this meeting, in writing, on Friday, August 24, 2018.

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

### **II. Recognitions**

#### **A. Recognition of Beginning and District Teachers of the Year**

Each year, the district recognizes a beginning teacher of the year at the elementary and secondary levels who successfully finished their first year in the teaching profession in the prior school year. The elementary winner is Jenna Smith, a special education teacher at Belleview Elementary and the secondary winner is Joe Brandt, a seventh grade science teacher at Dutchman Creek Middle School.

Melissa Tucker, an English teacher at Rock Hill High School was named Rock Hill Schools' 2018-2019 District Teacher of the Year during this year's back to school rally. As the district teacher of the year, Tucker receives a 2018 Honda Civic EX for use during the upcoming school year courtesy of Honda Cars of Rock Hill, \$1,000 from the district, and a \$500 classroom grant from the Rock Hill Schools Education Foundations. Tucker will serve as co-chair of the Rock Hill Schools teacher forum and is now in the running to be selected as the South Carolina Teacher of the Year.

#### **B. Recognition of 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 the 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 missions."

### **C. Recognition of Board Members Helena Miller and Windy Cole**

Two board members have earned recognition by the South Carolina School Boards Association (SCSBA) for achievement in the association's 2017-2018 Boardmanship Institute.

SCSBA Boardmanship Institute offers a year-round training curriculum to help board members develop skills and stay abreast of state and national education issues. Workshops focus on school law, advocacy and legislation, improving board operations, leadership for improving student achievement, and other timely topics.

Board members can achieve up to six levels of recognition by earning points that are accrued annually from July through June.

\**Helena Miller* reached Level Three after earning 100 points within one year. She received a certificate and a gold pin.

\**Windy Cole* reached Level Two after earning 40 points and received a certificate and a silver pin.

### **D. Recognition of New Administrators**

Superintendent Dr. Bill Cook introduced two new administrators: Dr. Missy Brakefield, Executive Director of Elementary Education; and Mr. Derek Johnson, District Literacy Coach.

## **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 June 11 work session (incl. data session); the minutes of the June 25 business meeting; the minutes of the July 9 business meeting; the minutes of the July 9 board retreat; the minutes of the July 23 business meeting; personnel recommendations as submitted by the administration; new course recommendation for Honors Foundations of Engineering.

## **V. Action Agenda**

### **A. Approval of Policy LEB – Non-School Sponsored Support Organizations – 2<sup>nd</sup> read**

A motion was made by Helena Miller, seconded by Mildred Douglas, to approve Policy **LEB – Non-School Sponsored Support Organizations** for second and final read. This motion was unanimously approved, 7-0.

### **B. Approval of Policy JJE, JJE-R, JJE-E – Student Fundraising Activities – 2<sup>nd</sup> read**

A motion was made by Terry Hutchinson, seconded by Jane Sharp, to approved Policy **JJE, JJE-R, JJE-E – Student Fundraising Activities** for second and final read. This motion was unanimously approved, 7-0.

### **C. Approval of Policy JJF – Student Activities Funds – 2<sup>nd</sup> read**

A motion was made by Helena Miller, seconded by Terry Hutchinson, to approve Policy **JJF – Student Activity Fund** for second and final read.

## **VI. Communications - None**

## **VII. Report of the Superintendent**

### **A. Announcements**

- Dr. Cook expressed his joy as he visited each school in the district during the first week of school. A video produced by multimedia communications specialist Aaron Sheffield showcasing the excitement in the schools as Dr. Cook toured the district was shown.
- More than 40 community partners and volunteers were treated to a reception in their honor for their contributions and service to our schools over the past year.
- The school district will be closed on Monday, September 3 for Labor Day.
- On September 14, district leaders will be hosting the first Lunch and Learn in a series of informational sessions for area Realtors. We believe this series of meetings will provide a rich opportunity to engage in dialogue with real estate agents about our school district and the unique programs that set our district apart from others in our area.
- Our high school student councils from our three high schools will be hosting a forum for candidates seeking office with the Rock Hill Schools Board of Trustees. The forum will be held at 6:30 p.m. on September 25 at the Central Office. All candidates seeking office have been invited to attend.
- The school board will next meet on Monday, September 10 when it holds a work session that will begin at 4pm at the Central Office. The next business meeting will be held on Monday, September 24. As a reminder, we will continue to live stream school board meetings on Facebook and on the district website.
- Dr. Joya Holmes and Mr. Ron Roveri will travel to Chattanooga, Tennessee on August 30-31 as part of a delegation of community leaders representing the City of Rock Hill. As a partner with the City of Rock Hill, our team members will be instrumental in helping to define future developments in the City.
- On Saturday, September 22 at District Three Stadium, our high school marching bands will host the Olde English Festival of Bands. This all day event will feature schools from North and South Carolina.
- All elementary and middle schools have held their Open House events, and our three high schools will host their Open House events on Tuesday, August 28 at 6pm. The Applied Technology Center will host an Open House on Thursday, September 6 beginning at 6pm.
- 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](http://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.

## **VIII. Review of School Board Work Session**

Chairman Vining reviewed, for the viewing audience, the topics discussed at the August 13 work session.

## **IX. Other and Future Business**

The board discussed other and future business.



**X. Executive Session**

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

**\*Personnel Matters – *Hirings***

**\*Legal Matter – *Legal Services***

This motion was unanimously approved, 7-0.

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

**XI. Action as Required from Executive Session**

A motion was made by Helena Miller, seconded by Terry Hutchinson, to accept the administration's recommendation for district math coach. This motion was unanimously approved, 7-0.

A motion was made by Mildred Douglas, seconded by Helena Miller, to grant the request of a professional employee to be released from the employee's contract with the District and that we direct the administration to make a formal complaint to the State Board of Education regarding the employee's breach of contract.

**XII. Adjournment**

A motion was made by Terry Hutchinson, seconded by Jane Sharp, to adjourn the meeting. This motion was unanimously approved, 7-0.

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Secretary

APPROVED: \_\_\_\_\_  
Chairman

Meeting of the Board of Trustees  
Monday, August 27, 2018

## **PERSONNEL MATTERS – August 2018**

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

Troy Massey .....	Applied Technology Center
Aleyshia Gilchrist .....	Bellevue
Monique Durham-Kirk .....	Bellevue
Caroline Hodges .....	Bellevue
Aisling Carbery Shaha .....	Bellevue/NSES/YRES
Joyce Courts-Massey .....	Castle Heights
Midtah Phenephom .....	Castle Heights
Lillian Velez .....	Castle Heights/RRMS/STMS
Manon Lopes .....	Cherry Park
Cara Rezzai .....	Cherry Park
Deitra Johnson .....	Dutchman Creek
Andria Hejl .....	Ebenezer Montessori
Martin Cory Brownshield .....	Ebinport
Melissa Higdon .....	Ebinport
Martha Miller .....	Ebinport
Jennifer Currence .....	Exceptional Student Education
Cassidy Valerino .....	Finley Road
Cassandra Gettys .....	Independence
Alicia Greene .....	Independence
Shannon Turner .....	Independence
Kember Reed .....	Lesslie
Rita Bogle .....	Northwestern
Kaila Dockal .....	Northwestern
Jeffrey Grant .....	Northwestern
Willie Love .....	Northwestern
Whitney Moore .....	Oakdale
Cynthia Veal .....	Oakdale
Danajean Pettus .....	Old Pointe
Marquita Hinson .....	Rawlinson Road
Madison Ownby .....	Rawlinson Road
Morgan Davis .....	Rebound
Gloria Fiedler .....	Rock Hill High
Susan Shutter-Stauffer .....	Rock Hill High
Anna Charlotte Taylor .....	Rock Hill High
Patrica Cotes .....	Rosewood
Jennifer Davis .....	Saluda Trail
Kevin Huggins .....	Saluda Trail
Kyle Pearson .....	Saluda Trail
Armand Broady .....	South Pointe
Samuel Chintapalli .....	South Pointe
Paul Hamilton .....	South Pointe
Moriah Melvin .....	South Pointe
Bernard Whall .....	South Pointe
Benjamin Woodall .....	South Pointe

Brittainy Murray Rollins..... Sullivan  
Anthony Hicklin ..... Sullivan  
Deborah Hinson ..... Sunset Park  
Melonia Grantham ..... Sunset Park  
Ashley Carter ..... York Road

## **AS INFORMATION TO THE BOARD**

### **Resignations – Administrative**

Shemia N. Thompson ..... Central Office / Instruction  
Torrie D. Barber ..... Castle Heights

### **Resignations – Certified**

Jessica L. Bishop Hunnicutt ... Applied Technology Center  
Erica L. Gabriel ..... Bellevue  
Danielle L. Prince ..... Bellevue/Independence/Northside  
Graham F. Hayes ..... Castle Heights  
Alexander R. Marciano ..... Castle Heights  
JaQuez O. Gilliard ..... Dutchman Creek  
Bobbie J. Comer ..... Ebenezer Montessori  
Alicia A. Moody ..... Ebinport / Sunset Park  
Savannah E. Covington ..... Independence  
Donna L. Freeman ..... Lesslie  
Courtney C. Chiodin ..... Northwestern  
Robert N. Hellams, Jr. .... Northwestern  
Sheila Charlene Crocker ..... Oakdale/Rosewood/York Road  
Jamie E. Laymon ..... Oakdale  
Kellie R. Conner ..... Rawlinson Road  
Colleen Brooke Rice ..... Rawlinson Road  
Michael W. Edwards ..... Rebound  
Sue Ellen Lee ..... Rock Hill High  
Logan R. Orihuela ..... Rock Hill High  
Lacy Lentz ..... Rosewood  
Tanysha B. Belk ..... South Pointe

### **Transfers – Certified**

Kimberly S. Myers ..... Bellevue  
Deborah Scott ..... Northside  
Melanie B. Westmoreland ..... Old Pointe  
Shannon Chumley ..... Rawlinson Road  
Tami L. Spain ..... Richmond Drive  
Katlin M. DeAngelis ..... Rosewood

**New Employees – Non-Certified**

Stephanie Alexander..... Dutchman Creek  
Emily Daise ..... Ebenezer Montessori  
Winter Albohaire ..... Exceptional Student Education  
Katherine Holder ..... Exceptional Student Education  
Destiny McClenningham..... Exceptional Student Education  
Lydia Moore ..... Exceptional Student Education  
J. Robert Thomas..... Information Technology  
Delanie Gaskill..... India Hook  
Marcilyn Connor ..... Lesslie  
LaWanda Jagers ..... Northside  
Kristen Ayers..... ParentSmart  
Miranda Smith..... ParentSmart  
Queen L. Smith..... South Pointe  
Elizabeth Haile ..... Sunset Park

**Positions Ended – Non-Certified**

Patricia Jackson ..... Belleview  
Lorenzo Graves ..... Oakdale

**Resignations – Non-Certified**

Melissa Benfield..... Ebenezer Montessori  
Bryan Gordon ..... Facilities Services  
Jo Lynn Kaze..... Finley Road  
Carrie Neal ..... Finley Road  
Jamal Frazier ..... India Hook  
Sarah McCain Grant..... Information Technology  
Van Pundt ..... Information Technology  
Allyson French ..... India Hook  
Angela Kendree ..... Mt. Holly  
De'Bryon Smith ..... Northwestern  
Angela White..... Old Pointe  
Elizabeth Suchenski ..... South Pointe  
Linda Becknell ..... York Road

**Transfers – Non-Certified**

LaTerrica McCoy ..... Belleview  
Rhonda McCray-Coleman..... Belleview  
Kayla Calloway ..... Dutchman Creek  
Lisa Waters..... Dutchman Creek  
Tamara Burris..... Independence  
Chris McFadden ..... Independence  
Michelle Elrod-Gaston ..... India Hook  
Dontavius Williams ..... India Hook  
Kimberly Woods ..... Rock Hill High  
Shyamala Maheswaranathan .. Rosewood  
Sabrena Hope ..... Saluda Trail  
Laverne Moss ..... Saluda Trail  
Donna Austin..... South Pointe  
Rashieta Junior ..... South Pointe  
Deitrice McCrorey..... South Pointe  
Theresa DiCaro..... Sunset Park

**MONTHLY BOARD REPORT**

**SEPTEMBER 24, 2018**

**PERSONNEL DEPARTMENT**

**SUMMARY**

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

1. BOARD ACTION REQUIRED

ADMINISTRATOR

New Employee ..... (1)

CERTIFIED

New Employees ..... (5)

2. AS INFORMATION TO THE BOARD

ADMINISTRATIVE

Resignation ..... (1)

CERTIFIED

Resignation ..... (1)

Transfers ..... (4)

NON-CERTIFIED

New Employees ..... (13)

Transfer..... (1)

Job Abandonment..... (1)

Resignations ..... (9)

## **BOARD ACTION REQUIRED**

### **NEW EMPLOYEE – ADMINISTRATOR (1)**

Ashley R. Christian	Central Office/Instruction	District math coach
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### **NEW EMPLOYEES – CERTIFIED (5)**

Valeria Vanstrien	Castle Heights/RRMS/STMS	ESOL teacher
Sofija Sadzakov	Mt. Holly	Special education multi-cat III teacher
Srimathi Kaver	Saluda Trail	Special education multi-cat III teacher
Luisana Hostos	South Pointe	Spanish teacher
Yuandi Wei	Sullivan	Chinese teacher

## **AS INFORMATION TO THE BOARD**

### **RESIGNATION – ADMINISTRATIVE (1)**

Jill Pappas	Central Office/Instruction	Executive director of elem. education
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### **RESIGNATION – CERTIFIED (1)**

Lillian Valez	Castle Heights/RRMS/STMS	ESOL teacher
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### **TRANSFERS – CERTIFIED (4)**

Jennifer Fant	Cherry Park	Grades 4/5 French immersion teacher
Michelle S. Began	Northside	Title I reading recovery teacher
Jennifer D. Bunn	Northwestern	French teacher
Megan E. Gillespie	Sullivan	Grade six French immersion /SS teacher

### **NEW EMPLOYEES – NON-CERTIFIED (13)**

Lisa Beard	Ebinport	Floater assistant
Rhonda Devinney	Flex Center/IT	Secretary
Nathaniel Rambo	Flex Center/IT	Technology support technician
Cecelia Bucy	Finley Road	Floater assistant
Kaevon Pompey-Gutierrez	India Hook	Special education assistant
Donna Williamson	India Hook	Special education assistant
Lauren Heaton	Lesslie	Floater assistant
Sharon Sistar	Mt. Holly	Special education assistant
Atarsha Stinson	Northwestern	Drop-out prevention assistant
Melanie McAteer	Rock Hill High	LPN/Special education assistant
Edward Antonelli	South Pointe	.5 FTE Media convergence media assistant
Kristina Raab	South Pointe	Drop-out prevention assistant
Barbie Burnette	York Road	Secretary

TRANSFER – NON-CERTIFIED (1)

Rachel “Kelly” Schifferle	Flex Center/IT	Technology support technician
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JOB ABANDONMENT – NON-CERTIFIED (1)

Chris McFadden	Independence	Special education assistant/SC/ED
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RESIGNATIONS – NON-CERTIFIED (9)

Jamalia Brevard	Ebenezer Avenue Montessori	Lower elementary Montessori assistant
Danny Chapman	Flex Center/IT	District technology support technician
Michelle Elrod-Gaston	India Hook	Special education assistant/SC/ED
Sabrena Hope	Saluda Trail	LPN
Teresa Jackson	Saluda Trail	Special education shadow assistant
Mattie Hope	Sullivan	Special education assistant
Tony Oliver	Sullivan	Building maintenance
Scott Mann	Sunset Park	Lead custodian
Melissa McGady	The Childrens’s School/T3 Prog.	.6 FTE Instructional assistant



# Memo

**TO:** Dr. Bill Cook  
**FROM:** Anthony Cox, P.E.  
**DATE:** September 19, 2018  
**SUBJECT:** Selection of Attorneys or Law Firms to Provide Legal Services  
**CC:** LaWana Robinson-Lee / Terri Smith / Tanya Campbell / John Jones / Luanne Kokolis

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Mr. Don Harper, PA retired effective July 31, 2018. Mr. Harper served our district well as general legal counsel for many years. His replacement is governed by Board Policy BDG, "School Attorney / Legal Services". This policy requires that the Board approve by majority vote all attorneys retained for services. At least two local law firms have been suggested by Mr. Harper or have requested consideration for these services.

Selection of firms for legal services is specifically exempted from source selection procedures by our current Consolidated Procurement Code. Administrative Rule BDG-R calls for the Board to "appoint attorneys or law firms to advise and represent the district", and lists minimum qualifications and duties.

The Administration recommends a Qualifications Based Selection (QBS) procedure for selecting attorneys or law firms to serve our district. This process is modeled after the procedure used to select professional (licensed) design and construction services in our procurement code (section 11-35-3220).

An outline of the proposed process is attached. Request this process be approved by the Board of Trustees at its upcoming business meeting.

**Rock Hill Schools**  
**Qualifications Based Selection Procedure For**  
**School District Legal Services and Attorneys**

- A. **Establish District Selection Committee (“DSC”).** It is recommended that the Board itself serve as the selection committee for legal services.
- B. **Planning for Acquisition of Legal Services.** The DSC, supported by the Superintendent and Chief Procurement Officer, will develop the purpose and statement of services to send to potential law firms, including:
1. a description of the proposed services in general terms;
  2. a list of specific legal services required (e.g., personnel, real property, etc.)
  3. the extent to which the invitation will be published (e.g., designated firms, local firms only, state-wide, etc.) consistent with BDG-R.
  4. NOTE: The DSC / Board may at this time determine whether the attorneys / law firms currently retained by the district should be “ratified” and remain in service or participate in the selection process. **It is recommended that existing legal firms be “grandfathered” in and be exempted from further selection process.**
- C. **Request for Qualifications (“RFQ”) / Request for Proposals (“RFP”).** This is the formal invitation for potential persons or firms to apply for serving the district. Our District Procurement Department shall coordinate sending out the invitation, to the audience planned. The Procurement Department will also serve as monitor and arbiter of proper and timely responses, facilitate answers to questions concerning the invitation, and act as agent for receipt of proposals.
- D. **Interviews with Interested Firms.** The DSC will hold interviews with at least three persons or firms who respond to the advertisement and who are considered most qualified on the basis of information available from the proposal packages. If less than three persons or firms respond to the advertisement, the DSC will hold interviews with those that did respond.
- E. **Selection and Ranking.** Using criteria published in RFQ/RFP, the DSC will evaluate each of the persons or firms interviewed. Based upon these evaluations, the DSC will select the three persons or firms that, in its judgment, are the best qualified, ranking the three in priority order, and shall determine whether one, two or all three firms shall be retained. Selection of designated firms for specific areas of legal practice (such as real property) may be as determined by the DSC.

- F. **Vote of Approval.** Consistent with Policy BDG, the slate of selected firms should be approved in open session of the Board of Trustees.
- G. **Notice of Selection and Negotiation / Authorization of Contracts.** After Board approval, written notification of selected and approved firms or attorneys will be promptly provided by the Superintendent or designee. As applicable or required, the Chief Procurement Officer may negotiate and execute any indefinite delivery contract or basic services agreement with the firm(s) or attorney(s).

**NOTES:**

1. The Chief Procurement Officer and Procurement Director will serve as Facilitator / Support Team for this process and the DSC's work.
2. The goal of this process is to be completed with presentation of recommended firms or attorneys for Board Approval by November 26, 2018.

# Memo

**TO:** Dr. Bill Cook, Superintendent  
**FROM:** Anthony Cox, P.E.  
**DATE:** September 19, 2018  
**SUBJ:** Elimination of Policy EEAC – Bus Scheduling & Routing  
**CC:** E Policy Revision Team / Luanne Kokolis / John Jones

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Per the model proposed by SCSBA, we are requesting board approval to eliminate Policy EEAC – *Bus Scheduling & Routing* as it has been incorporated into policy EEA/EEAC – Student Transportation and Bus Scheduling & Routing.

# STUDENT TRANSPORTATION

Code **EEA/EEAC** Issued **DRAFT/18**

The superintendent is responsible for the overall bus transportation in the school district.

The district will provide transportation to all eligible students within the boundaries provided for by federal and state funds and state board of education regulations. The district will adhere to all applicable rules and regulations relative to the routing and operation of the transportation system.

The state provides funds to transport all pupils who live more than one and one-half miles from the school. Also the state provides funds to ensure that there is a bus stop within three two tenths of a mile of each eligible child's residence.

In accordance with federal law, the district will also provide transportation to homeless students to and from their school of origin, students transferring from a Title I school identified for school improvement, a student who is a victim of a violent criminal offense occurring in or on the grounds of the school the student attends, or a student transferring from a school identified as persistently dangerous for three consecutive years.

Students who travel to and from school on school buses or who make trips in connection with school sponsored activities are under school supervision.

## Adults on School Buses

Parents/Legal guardians and other adult school volunteers or employees may ride school buses under the following condition(s):

- **Adult school volunteers must be approved under policy IJOB/IJOC.**
- **The volunteers or employees are part of an organized school program.**
- ~~if a space is available (as determined by director of transportation)~~
- ~~in conjunction with special programs sponsored by the district~~
- ~~adults board (and get off) buses along the regularly scheduled route at regularly scheduled stops~~

~~The district will not re-route school buses to accommodate the pickup of adults authorized to ride buses under this policy.~~

Adopted ^

Legal references:

A. Federal Law:

1. McKinney-Vento Homeless Education Assistance Improvements Act of 2001, 42 U.S.C.A. Section 11431, *et seq.*

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

1. Section 59-67-410, *et seq.* - School bus transportation.
2. Section 59-67-545 - Authorizes certain adults to ride school buses.

C. State Board of Education Regulations:

1. R43-80 - Operation of public school transportation services.

# STUDENT TRANSPORTATION

Code **EEA/EEAC** Issued **MODEL/07**

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The superintendent is responsible for the overall bus transportation in the school district.

The district will provide transportation to all eligible students within the boundaries provided for by federal and state funds and state board of education regulations. The district will adhere to all applicable rules and regulations relative to the routing and operation of the transportation system.

In accordance with federal law, the district will also provide transportation to homeless students to and from their school of origin, students transferring from a Title I school identified for school improvement, a student who is a victim of a violent criminal offense occurring in or on the grounds of the school the student attends, or a student transferring from a school identified as persistently dangerous for three consecutive years.

Students who travel to and from school on school buses or who make trips in connection with school sponsored activities are under school supervision.

## Adults on School Buses

Parents/Legal guardians and other adult school volunteers or employees may ride school buses under the following conditions:

- if a space is available (as determined by director of transportation)
- in conjunction with special programs sponsored by the district
- adults board (and get off) buses along the regularly scheduled route at regularly scheduled stops

The district will not re-route school buses to accommodate the pickup of adults authorized to ride buses under this policy.

Adopted ^

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## Legal references:

### A. Federal Law:

1. McKinney-Vento Homeless Education Assistance Improvements Act of 2001, 42 U.S.C.A. Section 11431, *et seq.*

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

1. Section 59-67-410, *et seq.* - School bus transportation.
2. Section 59-67-545 - Authorizes certain adults to ride school buses.

### C. State Board of Education Regulations:

1. R43-80 - Operation of public school transportation services.

## Policy EEA Student Transportation

Issued 3/11

Purpose: To establish the basic structure for management of student transportation.

The superintendent is responsible for the overall bus transportation in the school district.

The district will provide transportation to all eligible students within the boundaries provided for by state funds and state board of education regulations. The district will adhere to all applicable rules and regulations relative to the routing and operation of the transportation system.

The state provides funds to transport all pupils who live more than one and one-half miles from the school. Also the state provides funds to ensure that there is a bus stop within three tenths of a mile of each eligible child's residence.

Students who travel to and from school on school buses or who make trips in connection with school sponsored activities are under school supervision.

### Adults on school buses

Parents and other adult school volunteers or employees may ride school buses if part of an organized school program or through the permission of the director of transportation.

Adopted 4/27/78; Revised 10/24/88, 2/28/00, 3/28/11

Legal references:

S. C. Code, 1976, as amended:

[Section 59-67-410 et seq.](#) - School bus transportation.

[Section 59-67-545](#) - Authorizes certain adults to ride school buses.

[Section 59-67-420 et seq.](#) - School bus transportation.

State Board of Education Regulations:

[R-43-80 through R-43-82](#) - Transportation.

**York 3/Rock Hill School District**

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## Policy EEAC Bus Scheduling and Routing

Issued 3/11

Purpose: To establish the basic structure for development of bus routes.

The district will establish bus routes throughout the district to best accommodate the majority of students eligible for school bus transportation to their particular schools. The transportation supervisor will supervise scheduling.

As specified by the state, all bus stops must be at least two tenths of a mile apart. A bus may depart from its established route only in order to pick up a child who lives more than three-tenths of a mile beyond the route. During inclement weather the bus may make additional stops.

Adopted 2/28/00, 3/28/11

Legal references:

State Board of Education Regulations:

[R-43-80 through R-43-82](#) - Transportation.

**York 3/Rock Hill School District**

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# Memo

**TO:** Dr. Bill Cook

**FROM:** Anthony Cox, P.E.

**DATE:** September 19, 2018

**SUBJECT:** Approval for First Read: "E" Policies (Support Services / Business Management)

**CC:** E Policy Revision Team / Luanne Kokolis / John Jones

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A stakeholder team comprised of the following persons has been nominated to update and revise the subject set of 21 board policies:

Team Role:	Member Name & Location
Member / Action Team Leader	Kevin Wren
Member / Action Team Leader	Brian Vaughan
Member	John James
Member	Terri Smith
Member	Keith Wilks
Member	Laney Burris
Member	Sadie Kirell
Member	Bernard Gill
Member	LaWana Robinson-Lee
Member	Kim Melander
Member	Brian Stradling
Member	Tony Lancaster (Assistant Principal NHS)
Member	Cynthia Robinson (Principal CHMS)
Member	Pat Maness (Principal CPESLI)
Member	Ron Roveri (Director ATC)
Member	Carla Berry (Instruction Department)
Team Leader / Action Team Leader	Anthony Cox
Team Support	Jeanie Faris

The list of policies and administrative rules to be revised is attached. The team's work on this list will proceed in three "batches" or groups, as noted on the attached. For efficiency and engagement of all team members, certain policies and rules within each batch will further be assigned to one of three "Action Teams", as shown. The team as a whole group will be advised by Dr. Tiffany Richardson, of the SCSBA Policy Services Division.

Please find attached the first batch of policies, presented for the Board of Trustees' approval for first read.

**Section E – Part 1**  
**SUPPORT SERVICES**

*Note: The purpose statement has been deleted from each policy.*

<b>Code</b>	<b>Heading</b>	<b>Notes</b>
EA	Support Services Goals/Priority Objectives	Minor editorial revisions. Removed meal information from second bullet and added new bullet on food services.
EBCE, -R	School Closings and Cancellations	Revised to include activities beyond the school day. Clarified potential actions to include delayed opening and early dismissal. Revised to expand reasons for these actions other than just inclement weather. Revised last sentence to include other emergencies. Removed ban on Saturday make up days. Updated legal references. Added a cross-reference to Policy IC, School Year, which includes a detailed section on make-up days (enclosed current sample model of Policy IC). Rule is incorporation of updated guidelines first posted in 2014.
ECAC	Vandalism	Added “Theft” to title and requirements. Added “or designee” and revised wording to simplify reporting requirement. Changed “taxes” to “public funds.” Included “legal guardians.” Revised legal references.
EEA	Student Transportation	Added paragraph on federal transportation requirements for homeless students, Title I-related transfer students, violent crime victims, and persistently dangerous school transfer students. Updated language regarding adults on school buses. Added general information from EEAC. Revised legal references.
EEAC	Bus Scheduling and Routing	Recommend deleting. This information has been incorporated into EEA.
EHB	Data/Records Retention	Updated with language for electronic communications and preserving and destroying records. Updated legal references.

## SUPPORT SERVICES GOALS/PRIORITY OBJECTIVES

Code **EA** Issued **DRAFT/18**

Support services are essential to the successful function of a school system. The administration must design school business and other administrative operations to support a quality educational program. Education is the district's central function. All support services must be provided, guided, and evaluated by this requirement.

In order to provide the appropriate services that are truly supportive of the educational program, the board establishes these broad goals:

- to provide a physical environment for teaching and learning that is safe **and welcoming** and ~~pleasant~~ for students, staff, and public
- to provide safe **bus** transportation for students to and from school
- to ensure that foods served at schools ~~address required nutritional needs~~ **meets USDA nutrition standards** and ~~protect~~ **promote** the health **and wellness** of students
- to provide an efficient and effective system for **procurement**, financial management and accountability
- to provide support services with timely and high quality resources ~~and assistance in the areas of accounting, transportation, food service, and maintenance~~ **to meet these objectives.**

Adopted ^

## **SUPPORT SERVICES GOALS/PRIORITY OBJECTIVES**

Code **EA** Issued **MODEL**

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Support services are essential to the successful function of a school system. The administration must design school business and other administrative operations to support a quality educational program. Education is the district's central function. All support services must be provided, guided, and evaluated by this requirement.

In order to provide the appropriate services that are truly supportive of the educational program, the board establishes these broad goals:

- to provide a physical environment for teaching and learning that is safe and pleasant for students, staff, and public
- to provide safe transportation for students to and from school
- to ensure that foods served at schools address required nutritional needs and protect the health of students
- to provide an efficient and effective system for financial management and accountability
- to provide support services with timely and high quality resources and assistance in the areas of accounting, transportation, food service, and maintenance

Adopted ^

## Policy EA Support Services Goals/Priority Objectives

Issued 2/00

Purpose: To establish the board's vision for the role of support services in the operation of the district.

Support services are essential to the successful function of a school system. The administration must design school business and other support operations to support a quality educational program. Education is the district's central function. All support services must be provided, guided and evaluated by this requirement.

In order to provide support services that are truly supportive of the educational program, the board establishes these broad goals.

- to provide a physical environment for teaching and learning that is safe and pleasant for students, staff and public
- to provide safe transportation for students to and from school and nutritious meals for students
- to provide an efficient and effective system for financial management and accountability
- to provide support services with timely and high quality resources and assistance in the areas of accounting, transportation, food service and maintenance

Adopted 2/28/00

**York 3/Rock Hill School District**

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## SCHOOL CLOSINGS AND CANCELLATIONS

Code **EBCE** Issued **DRAFT/18**

The superintendent is empowered to close ~~the~~ **any or all schools or cancel related school activities** in the event of hazardous weather, epidemics, or other emergencies that threaten the safety or health of students or staff members **or prevent the school facility from being occupied**. The superintendent will take such action only after consultation with knowledgeable authorities.

The superintendent also has the authority to delay the opening of any or all schools, or to dismiss them early, due to weather conditions or other emergencies.

The superintendent will make the decision regarding school closings and cancellations as soon as possible. **Following a decision to close or cancel schools, delayed opening or early dismissal, the board chairman or vice chairman will be notified immediately, and announce it. The decision shall also be announced using all available communications media.** ~~to the local news media.~~

Any school days missed due to snow, **other** extreme weather conditions, **or other emergencies** must be made up **unless otherwise provided for by law (see policy IC)**. ~~The district will not schedule make-up days for students on Saturdays.~~

Adopted ^

Legal references:

- A. S.C. Code, 1976, as amended:
  - 1. Section 59-1-425 - School terms, school days, make-up days.
- B. State Board of Education Regulations:
  - 1. R43-231 - Defined program, grades K-5.
  - 2. R43-232 - Defined program, grades 6-8.
  - 3. R43-234 - Defined program, grades 9-12.



## SCHOOL CLOSINGS AND CANCELLATIONS

Code **EBCE** Issued **MODEL**

The superintendent is empowered to close the schools in the event of hazardous weather, epidemics, or other emergencies that threaten the safety or health of students or staff members. The superintendent will take such action only after consultation with knowledgeable authorities.

The superintendent also has the authority to delay the opening of any or all schools, or to dismiss them early, due to weather conditions or other emergencies.

The superintendent will make the decision regarding school closings and cancellations as soon as possible and announce the decision to the local news media.

Any school days missed due to snow, other extreme weather conditions, or other emergencies must be made up unless otherwise provided for by law (see policy IC).

Adopted ^

Legal references:

- A. S.C. Code, 1976, as amended:
  - 1. Section 59-1-425 - School terms, school days, make-up days.
- B. State Board of Education Regulations:
  - 1. R43-231 - Defined program, grades K-5.
  - 2. R43-232 - Defined program, grades 6-8.
  - 3. R43-234 - Defined program, grades 9-12.



## Policy EBCE School Closings and Cancellations

Issued 2/00

Purpose: To establish the basic structure for dealing with school closings in the event of emergency or other specified situations.

The superintendent is empowered to close the schools in the event of hazardous weather, epidemics or other emergencies that threaten the safety or health of students or staff members. The superintendent will take such action only after consultation with knowledgeable authorities. Following a decision to close schools, the board chairman or vice chairman will be notified immediately of such closing.

The superintendent also has the authority to delay the opening of any or all schools or to dismiss them early, due to weather conditions or other emergencies.

The superintendent will make the decision regarding school closings and cancellations as soon as possible and announce the decision to the local news media.

Any school days missed due to snow or other extreme weather conditions must be made up unless a waiver is granted by the state. The district will not schedule make-up days for students on Saturdays.

Adopted 4/27/78; Revised 10/24/88, 2/28/00

Legal references:

S.C. Code, 1976, as amended:

[Section 59-1-430](#) - Provides that all missed school days must be made up.

State Board of Education Regulations:

[R-43-234](#) - Defined program 9-12; emergency closings.

**York 3/Rock Hill School District**

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# SCHOOL CLOSINGS AND CANCELLATIONS

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

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In order to protect the safety or health of students or staff members, one or more schools of the district may need to be closed for an entire day or other period of time, including a delay of opening in the morning or early dismissal and closure during the normal school day. This may also include, or be specifically limited to cancellation or school-related, extra-curricular or other events such as athletics, arts performances and meetings.

Procedures supporting a decision to close, delay opening, dismiss early or cancel activities at one or more schools will vary according to the nature of the event, including:

- Hazardous or inclement weather,
- Damage to school(s) caused by severe weather or other factors,
- Inoperability of life-safety systems or utility systems at school(s) for an extended period,
- Epidemics or other health-related emergencies,
- Other emergencies that result in an unsafe learning environment or render the school building unavailable for use.

General procedures outlined below will be followed for all events. The Superintendent will establish separate procedures as required for specific events such as those listed above, to facilitate decision making and to manage the events for earliest possible restoration of normal school(s) operations.

## **Support for Decision Making to Close, Delay Opening, Dismiss Early or Cancel Activities**

District personnel will be in contact with knowledgeable authorities and local, state or federal agencies having jurisdiction, such as health, weather or infrastructure officials, law enforcement, the York County Office of Emergency Management, South Carolina Departments of Transportation or of Health and Environmental Control to obtain latest information and advice regarding the event. For events spread across an inter-district region, the Superintendent or district officials may confer with neighboring school district Superintendents to promote a coordinated response.

Once information has been shared, the Superintendent will make the decision to cancel or close, delay opening or dismiss school early, or cancel school activities.

## **Notification of Closures or Cancellations**

The Board Chairman or Vice Chairman will be notified immediately per policy. Notification to all parents/guardians and employees will be made using all available communications media, including an electronic telephone message, the district's website ([www.rock-hill.k12.sc.us](http://www.rock-hill.k12.sc.us)) and on [Facebook](#), [Twitter](#), the [Rock Hill Schools mobile app](#) and local news media outlets.

## **Closure or Cancellation of School**

If closure or cancellation of school is considered, a decision will be made not later than 4:30 a.m. on the date of cancellation. Whenever feasible, a decision will be made the evening before to



## **PAGE 2 - EBCE-R - SCHOOL CLOSINGS AND CANCELLATIONS**

allow parents/guardians and employees as much advance notice as possible. A decision to close on successive school days shall be made on a daily basis, based on updated information and analysis as described above.

### **Early Dismissal**

If a decision is made to close early, notification by telephone or district two-way radio will be made to individual schools by the Superintendent or designee. Individual schools will make announcements to their students and staff. Parents/guardians will be notified by all available means as described above.

In the event of early dismissal, any afternoon and evening classes, academic programs with non-traditional hours, extra- and co-curricular activities and sports practices or games will not be held.

School employees and designated district staff shall implement procedures facilitating early dismissal, including but not limited to early end-of-day bus transportation, alternate food service (if required) and changes to school operations support services.

School or district employees shall be expected to remain at work until dismissed at the discretion of their principal or supervisor. Principals and center directors will need the help of employees to provide for adequate supervision of students left at school until they are released to their parents/guardians.

### **Delayed Openings**

If a decision is made to delay the opening time for school, the district will use the same notification procedure as with "Closure or Cancellation of School."

In the event of a delayed opening, morning sessions for 3- and 4-year-olds, academic programs with early morning hours, early morning extra- and co-curricular activities and sports practices and other family and adult morning classes will not be held.

School employees and designated district staff shall implement procedures facilitating delayed opening, including but not limited to delayed morning bus transportation and changes to school operations support services. Breakfast may or may not be served, but lunch will be provided.

Employees will be expected to arrive at school at the usual but safest time. Some parents will bring their children early, and principals and center directors will need assistance from their staff providing supervision for students as they arrive.

### **Safety First**

Parents/guardians are encouraged to have a plan in place if school dismisses early or is delayed. The plan should avoid leaving young children at home unsupervised. It is also the responsibility of parents/guardians and employees to determine if conditions are safe enough to travel to school or work along their commuting route.



## PAGE 3 - EBCE-R - SCHOOL CLOSINGS AND CANCELLATIONS

If a decision is made to open school and parents/guardians decide to keep their child at home based on a concern for safe travel to school, the student absence will be excused.

If school is opened on a delayed schedule and students must be dropped off before school is scheduled to begin, parents/guardians must accompany their child into the building to ensure that the school is open and supervision is available.

The following procedures will be observed in the event of inclement weather:

- At no later than 4:30 a.m., check points where buses travel on the East, West, North and South locations of Rock Hill will be monitored by designated employees. The designated employees will communicate weather conditions to the associate superintendent for administration.
- The associate superintendent for administration and coordinator of safety/risk management will access the York County Emergency Management Tracker via the website for the most current weather information.
- At no later than 5:30 a.m., a report shall be made to the superintendent by the associate superintendent for administration.
- Communication with other York County superintendents will be made by the superintendent.
- A decision to close schools or delay opening, if necessary, will be made by the superintendent at 6:00 a.m. via the district's telephone notification system.
- Associate superintendents and other staff will communicate the decision to building principals, assistant principals, and the news media beginning at 6:15 a.m. All persons supervising others will notify persons responsible to them as necessary.

### **Inclement Weather Procedures for Employees**

#### *Notification of Employees*

If a regular school day is canceled, or the opening is delayed, all employees will receive a message via the district's telephone notification system as to when or if they are to report to work. This message will also be provided on the district's website and via the district's info line, 803-366-4636.

#### **Making Up Time Missed Due to Closure, Delayed Opening or Early Dismissal.**

For students and employees: Any school days missed due to snow, other extreme weather conditions, or other emergencies must be made up unless otherwise provided for by law (see policy IC). Make-up dates are listed on the district's master calendar, located on the district's website.

For employees (closure): If a regular school day is missed due to inclement weather closure, all employees are to work on the designated make-up day. Make-up dates are listed on the district calendar.

## PAGE 4 - EBCE-R - SCHOOL CLOSINGS AND CANCELLATIONS

If a teacher workday/staff development day (teacher day) is missed due to ~~inelement weather~~ **closure**, teachers are to make up the day at the discretion of their principal. Principals must document time missed and made up.

Non-certified school staff must attend five of 10 teacher days. If they miss a day they are scheduled to work due to ~~inelement weather~~ **closure**, they must make up the day on one of the remaining teacher days, as agreed upon by their principal.

*For employees (delayed opening):* Teachers can make up the time missed due to a delayed opening at the discretion of their principal. Time missed and made up must be documented by principals.

Non-certified **salaried** employees must make up the time they miss due to a delayed opening during the regular work week. This includes any time they miss when asked to report at the regular time and they choose to arrive late due to road conditions, child care, etc. Non-certified employees, however, can charge time missed to personal or vacation leave, if available. A minimum of two hours will be deducted.

**Non-certified hourly paid employees may make up time missed due to a delayed opening within the same work week at the direction of their supervisor.**

Issued 12/19/08; Revised ^



## AR EBCE-R School Closings and Cancellations

Issued 12/08

The following procedures will be observed in the event of inclement weather:

- At no later than 4:30 a.m., check points where buses travel on the East, West, North and South locations of Rock Hill will be monitored by designated employees. The designated employees will communicate weather conditions to the Associate Superintendent for Administration.
- The Associate Superintendent for Administration and Coordinator of Safety/Risk Management will access the York County Emergency Management Tracker via the website for the most current weather information.
- At no later than 5:30 a.m., a report shall be made to the Superintendent by the Associate Superintendent for Administration.
- Communication with other York County superintendents will be made by the Superintendent.
- A decision to close schools or delay opening, if necessary, will be made by the Superintendent at 6:00 a.m. via the district's telephone notification system.
- Associate superintendents and other staff will communicate the decision to building principals, assistant principals, and the news media beginning at 6:15 a.m. All persons supervising others shall notify persons responsible to them as necessary.

### Inclement Weather Procedures for Employees

#### Notification of Employees

If a regular school day is canceled, or the opening is delayed, all employees will receive a message via the district's telephone notification system as to when or if they are to report to work. This message will also be provided on the district's website and via the district's info line, 366-4636.

#### Making Up Time Missed

If a regular school day is missed due to inclement weather, all employees are to work on the designated make-up day. Make-up dates are listed on the district calendar.

If a teacher workday/staff development day (teacher day) is missed due to inclement weather, teachers are to make up the day at the discretion of their principal. Principals must document time missed and made up.

Non-certified school staff must attend 5 of 10 teacher days. If they miss a day they are scheduled to work due to inclement weather, they must make up the day on one of the remaining teacher days, as agreed upon by their principal.

#### Delayed Opening

Teachers can make up the time missed due to a delayed opening at the discretion of their principal. Time missed and made up must be documented by principals.

Non-certified employees must make up the time they miss due to a delayed opening during the regular work week. This includes any time they miss when they're asked to report at the regular time and they choose to arrive late due to road conditions, child care, etc.

Non-certified employees, however, can charge time missed to personal or vacation leave, if available. A minimum of two hours will be deducted.

Issued 12/19/08

**York 3/Rock Hill School District**

## VANDALISM & THEFT

Code **ECAC** Issued **DRAFT/18 MODEL**

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The school district's buildings and grounds are built and maintained with public funds. The board urges every citizen of the district to cooperate in reporting any incidents of vandalism **or theft** to district property and the name of the person(s) believed to be responsible.

The administration will take all necessary steps and seek police cooperation and action to protect school property from theft and vandalism.

The principal will report damage **or theft** of any nature to school property, whether willful or otherwise, to the superintendent **or his/her designee and** ~~The principal will also report break-ins to the superintendent and will report all suspected incidences of theft and vandalism to the~~ appropriate law enforcement authorities. Each employee of the district will report to the principal **or his/her designee** ~~of the school~~ every incident of vandalism **or theft** known to the employee and, if known, the names of those responsible.

Any student of the district who enters or comes upon school grounds any time of the day or night and does damage **or steals** to anyone's personal property on school grounds or property belonging to the school will be trespassing and subject to **legal and/or** disciplinary action. The student(s) and parent(s)/legal guardian(s) will be responsible for the damage **or loss** and may be required to pay for repairs and/or replacement of the damaged property.

Adopted ^

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Legal references:

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

1. Section 16-7-170 - Entering public building for purpose of destroying records or other property.
2. Section 16-11-530 - Malicious injury to real property; school trustees deemed owner of school property.
3. Section 59-24-60 - Requires administration to contact law enforcement when crimes occur.



**Policy ECAC Vandalism**

Issued 2/00

Purpose: To establish the basic structure for dealing with vandalism to district property.

The school district's buildings and grounds are built and maintained with taxes. All damages must be paid for in the same way. The board urges every citizen of the district to cooperate in reporting any incidents of vandalism to district property and the name of the person(s) believed to be responsible.

The administration will take all necessary steps and seek police cooperation and action to protect school property from theft and vandalism.

The principal will report damage of any nature to school property, whether willful or otherwise, to the superintendent. The principal will also report break-ins to the superintendent and will report all suspected incidences of theft and vandalism to appropriate law enforcement authorities. Each employee of the district will report to the principal of the school every incident of vandalism known to the employee and, if known, the names of those responsible.

Any student of the district who enters or comes upon school grounds any time of the day or night and does damage to anyone's personal property on school grounds or property belonging to the school will be trespassing and subject to disciplinary action. The student(s) and parents will be responsible for the damage and may be required to pay for repairs and or replacement of the damaged property.

Adopted 2/28/00

**York 3/Rock Hill School District**

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## STUDENT TRANSPORTATION and BUS SCHEDULING & ROUTING

Code **EEA/EEAC** Issued **DRAFT/18**

The superintendent is responsible for the overall bus transportation in the school district.

The district will provide transportation to all eligible students within the boundaries provided for by federal and state funds and state board of education regulations. The district will adhere to all applicable rules and regulations relative to the routing and operation of the transportation system.

The state provides funds to transport all pupils who live more than one and one-half miles from the school. Also the state provides funds to ensure that there is a bus stop within three two tenths of a mile of each eligible child's residence.

In accordance with federal law, the district will also provide transportation to homeless students to and from their school of origin, students transferring from a Title I school identified for school improvement, a student who is a victim of a violent criminal offense occurring in or on the grounds of the school the student attends, or a student transferring from a school identified as persistently dangerous for three consecutive years.

Students who travel to and from school on school buses or who make trips in connection with school sponsored activities are under school supervision.

### Adults on School Buses

Parents/Legal guardians and other adult school volunteers or employees may ride school buses under the following condition(s):

- **Adult school volunteers must be approved under policy IJOB/IJOC.**
- **The volunteers or employees are part of an organized school program.**
- ~~if a space is available (as determined by director of transportation)~~
- ~~in conjunction with special programs sponsored by the district~~
- ~~adults board (and get off) buses along the regularly scheduled route at regularly scheduled stops~~

The district will not re-route school buses to accommodate the pickup of adults authorized to ride buses under this policy.

Adopted ^

### Legal references:

#### A. Federal Law:

1. McKinney-Vento Homeless Education Assistance Improvements Act of 2001, 42 U.S.C.A. Section 11431, *et seq.*

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

1. Section 59-67-410, *et seq.* - School bus transportation.
2. Section 59-67-545 - Authorizes certain adults to ride school buses.

#### C. State Board of Education Regulations:

1. R43-80 - Operation of public school transportation services.

# STUDENT TRANSPORTATION

Code **EEA/EEAC** Issued **MODEL/07**

The superintendent is responsible for the overall bus transportation in the school district.

The district will provide transportation to all eligible students within the boundaries provided for by federal and state funds and state board of education regulations. The district will adhere to all applicable rules and regulations relative to the routing and operation of the transportation system.

In accordance with federal law, the district will also provide transportation to homeless students to and from their school of origin, students transferring from a Title I school identified for school improvement, a student who is a victim of a violent criminal offense occurring in or on the grounds of the school the student attends, or a student transferring from a school identified as persistently dangerous for three consecutive years.

Students who travel to and from school on school buses or who make trips in connection with school sponsored activities are under school supervision.

## Adults on School Buses

Parents/Legal guardians and other adult school volunteers or employees may ride school buses under the following conditions:

- if a space is available (as determined by director of transportation)
- in conjunction with special programs sponsored by the district
- adults board (and get off) buses along the regularly scheduled route at regularly scheduled stops

The district will not re-route school buses to accommodate the pickup of adults authorized to ride buses under this policy.

Adopted ^

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## Legal references:

### A. Federal Law:

1. McKinney-Vento Homeless Education Assistance Improvements Act of 2001, 42 U.S.C.A. Section 11431, *et seq.*

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

1. Section 59-67-410, *et seq.* - School bus transportation.
2. Section 59-67-545 - Authorizes certain adults to ride school buses.

### C. State Board of Education Regulations:

1. R43-80 - Operation of public school transportation services.

## Policy EEA Student Transportation

Issued 3/11

Purpose: To establish the basic structure for management of student transportation.

The superintendent is responsible for the overall bus transportation in the school district.

The district will provide transportation to all eligible students within the boundaries provided for by state funds and state board of education regulations. The district will adhere to all applicable rules and regulations relative to the routing and operation of the transportation system.

The state provides funds to transport all pupils who live more than one and one-half miles from the school. Also the state provides funds to ensure that there is a bus stop within three tenths of a mile of each eligible child's residence.

Students who travel to and from school on school buses or who make trips in connection with school sponsored activities are under school supervision.

### Adults on school buses

Parents and other adult school volunteers or employees may ride school buses if part of an organized school program or through the permission of the director of transportation.

Adopted 4/27/78; Revised 10/24/88, 2/28/00, 3/28/11

Legal references:

S. C. Code, 1976, as amended:

[Section 59-67-410 et seq.](#) - School bus transportation.

[Section 59-67-545](#) - Authorizes certain adults to ride school buses.

[Section 59-67-420 et seq.](#) - School bus transportation.

State Board of Education Regulations:

[R-43-80 through R-43-82](#) - Transportation.

## Policy EEAC Bus Scheduling and Routing

Issued 3/11

Purpose: To establish the basic structure for development of bus routes.

The district will establish bus routes throughout the district to best accommodate the majority of students eligible for school bus transportation to their particular schools. The transportation supervisor will supervise scheduling.

As specified by the state, all bus stops must be at least two tenths of a mile apart. A bus may depart from its established route only in order to pick up a child who lives more than three-tenths of a mile beyond the route. During inclement weather the bus may make additional stops.

Adopted 2/28/00, 3/28/11

Legal references:

State Board of Education Regulations:

[R-43-80 through R-43-82](#) - Transportation.

**York 3/Rock Hill School District**

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## DATA/RECORDS RETENTION

Code **EHB** Issued **DRAFT/18**

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District records are open to the public in compliance with the South Carolina Freedom of Information Act. Persons who wish to review those records must forward their requests to the superintendent.

Electronic communications which are sent or received by the board or district employees pertaining to the business of the district may be subject to disclosure and inspection as public records and subject to discovery during litigation as evidence in support of a claim.

The superintendent or his/her designee(s) will establish and maintain a system for securing, cataloging, and storing of all records that is in compliance with state and federal law. Such system will include the suspension of routine record destruction practices, as applicable. Maintenance, retention and periodic destruction of appropriate records. Such system will be in compliance with applicable laws and regulations.

The District will follow the General Records Retention Schedules for School District Records (Revised 2003) as regulated by the South Carolina Department of Archives and History: Archives and Records Management Division. These schedules are designed to:

- Give uniform guidelines for the retention and disposition of common records
- Retain, for as long as necessary, the records needed for administrative, legal, fiscal, and other uses
- Retain, as required, records for state and federal laws, regulations, policies, and procedures
- Give legal authorization to dispose regularly of obsolete records

Adopted ^

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### Legal references:

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

1. Section 26-6-10, *et seq.* - South Carolina Uniform Electronic Transactions Act.
2. Section 30-1-10, *et seq.* - Public Records t.
3. Section 30-4-10, *et seq.* - South Carolina Freedom of Information Act.

B. Department of Archives and History (Archives and Records Management Division):

1. Regulation 12-901 through 12-906.6 - General Retention Schedules for School Districts Records (Revised 2003).

## DATA/RECORDS RETENTION

Code **EHB** Issued **MODEL**

District records are open to the public in compliance with the South Carolina Freedom of Information Act. Persons who wish to review those records must forward their requests to the superintendent.

Electronic communications which are sent or received by the board or district employees pertaining to the business of the district may be subject to disclosure and inspection as public records and subject to discovery during litigation as evidence in support of a claim.

The superintendent or his/her designee will establish and maintain a system for the securing, cataloging and storing of all records that is in compliance with state and federal law. Such system will include the suspension of routine record destruction practices, as applicable.

Adopted ^

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Legal references:

- A. S. C. Code, 1976, as amended:
  - 1. Sections 26-6-10, *et seq.* - South Carolina Uniform Electronic Transactions Act.
  - 2. Sections 30-1-10, *et seq.* - Public Records Act.
  - 3. Section 30-4-10, *et seq.* - South Carolina Freedom of Information Act.
- B. Department of Archives and History Regulations:
  - 1. Regulation 12-901 through 12-906.6 - General retention schedules for school districts.

## Policy EHB Data/Records Retention

Issued 2/00

Purpose: To establish the basic structure for maintenance and retention of district records.

District records are open to the public in compliance with the South Carolina Freedom of Information Act. Persons who wish to review those records must forward their requests to the superintendent.

The superintendent or his/her designee will maintain a system for maintenance, retention and periodic destruction of appropriate records. Such system will be in compliance with applicable laws and regulations.

Adopted 2/28/00

Legal references:

S. C. Code, 1976, as amended:

[Section 30-4-10](#) *et seq* - South Carolina Freedom of Information Act.

Department of Archives and History Regulations:

12-900 *et seq* - General retention schedules for school districts.

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**York 3/Rock Hill School District**

# Memo

**TO:** Dr. Bill Cook, Superintendent

**FROM:** Jennifer Morrison  
Executive Director of Secondary Education

**DATE:** September 19, 2018

**SUBJECT:** Final Changes to Policy IKADD

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High school principals, assistant principals, program coordinators, counselors, as well as the district's PowerSchool analysts, were provided with the version of the IKADD policies presented to the Board on September 10, 2018. All were asked for final recommendations related to the language of the policies.

No additional changes to the policy IKADD are recommended. Recommended changes in IKADD-R and IKADD-E are provided in blue bold on the policy documents in the Board packet.

Changes to the IKADD-R *Content Recovery* section include:

1. Deleted paragraph which read, "Content must be recovered in the next available grading period...." Content recovery, as stated earlier in the policy, must be completed while a student is enrolled in a course, therefore the deleted paragraph is not applicable.
2. Added original model language to the sentence, "...the teacher will factor the content recovery grade in with the currently recorded grade for that subset of the course." "For that subset of the course" was included in the original model policy and, given the changes above, is relevant.
3. Deleted language about how the teacher is to average the grades. Given that content recovery must be completed while a student is enrolled in a course, the deleted information is not relevant. The original model policy provides sufficient direction.

Changes to the IKADD-R *Credit Recovery* section include:

4. Revised paragraph about how many courses may be taken to read, "Students are not limited in the amount of courses for which they can participate in credit recovery while enrolled in the district. However, school administrators may elect to limit participation based upon parent/legal guardian recommendation and/or teacher recommendation." This language is parallel with what is provided in the previous section of the policy.
5. Deleted language related to no limits on number of courses or time. This change was made because no limit on number of courses is already written in the prior paragraph and because a limit on time is now included (see #8 in this memo).
6. Added sentence, "Please note that the South Carolina High School League only allows for 2 courses to be recovered per year for eligibility purposes."



7. Added time limit for taking credit recovery to read, “Credit recovery courses must be taken in the next available grading period or summer after the initial course was failed. The school administrator reserves the right to waive this time limit when warranted.”

Changes to the IKADD-E policy include:

8. Added district name to document.

## CONTENT AND CREDIT RECOVERY

Code **IKADD\*** Issued **MODEL/18**

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Students who have been unsuccessful in mastering content or skills required to receive course credit may be offered the opportunity to participate in the district's content or credit recovery programs.

### Content Recovery

The district's content recovery program consists of a course-specific, skill-based learning opportunity for students who are still enrolled in a course with the original teacher of record assigned by the school and who have not achieved mastery of course content that has already been addressed. Content recovery allows a student to retake a subset of a course, including a single unit, more than one unit, or other supplemental assignments/activities assigned and approved by a certified teacher as needed for the student to achieve mastery of the course content.

### Credit Recovery

The district's credit recovery program consists of a course-specific, skill-based learning opportunity for students who have previously failed to master content or skills required to receive credit in a given course. The program is designed for students who are no longer enrolled in a course but who have achieved sufficient mastery to benefit from a block of instruction, less than the entirety of the course, which targets specific components or a subset of standards to address the standards that students have not mastered.

There will be no increase in the GPA of a student who achieves credit for a credit recovery course. Should a student wish to modify his/her GPA, he/she should repeat the full course for credit and not seek participation in the credit recovery program.

### Student Athletes

Student athletes and their parents/legal guardians should be aware that current National Collegiate Athletic Association (NCAA) rules place strict limitations on credits earned through content and credit recovery programs. Participation in these programs **are likely to affect a student's eligibility for NCAA play** (i.e., VirtualSC credit recovery courses are not approved by the NCAA). The district athletic director should be consulted for more information.

Adopted ^

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### Legal References:

- A. South Carolina Department of Education:
  - 1. South Carolina Uniform Grading Policy (2018).

## CONTENT AND CREDIT RECOVERY

Code **IKADD-R\*** Issued **MODEL/18**

School administrators will coordinate with staff members to identify students appropriate for participation in content and credit recovery programs.

### Content Recovery

Students must be currently enrolled in a course to participate in content recovery.

#### Eligibility

Students are eligible for participation in content recovery through the recommendation of their classroom teacher based upon a variety of factors including, but not limited to, documented student performance on formative and summative classroom assessments, student attendance patterns, and course content and curriculum pacing.

Students are generally not limited in the amount of courses for which they may participate in content recovery. However, school administrators may to limit participation based upon parent/legal guardian and/or teacher recommendation.

#### Grading

Content recovery assignments must be completed by the last day of the course for which the content recovery is being attempted. Seniors must complete any content recovery assignment no later than the last day of the school year in the current semester.

~~Content must be recovered in the next available grading period after the initial course was failed. If content recovery is not attempted in the next available grading period after the initial course was failed, then the student forfeits content recovery as an option. The school administrator reserves the right to waive this time limit when warranted.~~

Upon satisfactory completion of all assigned work within the time allowed, the teacher will factor the content recovery grade in with the currently recorded grade for that subset of the course. ~~by averaging the student's initial grade with the content recovery grade. If the content recovery grade is a passing grade, then the combined initial/recovery grade must—at minimum—be a minimum passing grade.~~

### Credit Recovery

Students must have previously failed a course to be eligible for credit recovery. Participation in credit recovery will not affect a student's GPA. Should a student wish to modify his/her GPA, he/she should repeat the full course for credit and not seek participation in the credit recovery program.

#### Eligibility

Students are eligible for a credit recovery course if they have previously taken and failed an initial credit course. Students must have obtained a grade of 45 or higher in the initial course or higher in the initial credit course or the student is not eligible for credit recovery and must retake

## PAGE 2 - IKADD-R\* - CONTENT AND CREDIT RECOVERY

the full course to receive credit. Students who have already received credit for a course are ineligible to participate in credit recovery to improve their final grade.

Students seeking credit recovery may not have to re-take the entire course again to earn recovery credit.

- If the initial course final grade was between 57 and 59, the student may retake only the units in the online curriculum designed by the classroom teacher as the student's areas of weakness. (Mastery set at 60 % to earn credit)
- If the initial course final grade was between 50 and 56, the student may retake units specified by the teacher in the course. (Mastery set at 60% to earn credit)
- If the final grade was below 50, the student must retake the full course for credit recovery.

Students will be required to complete an application to request placement in a credit recovery course. Consent of the student's parent/legal guardian must be obtained prior to enrollment.

Only students in grades 9-12 may participate in credit recovery.

Students are not limited in the amount of courses for which they can participate in credit recovery while enrolled in the district. However, school administrators may elect to limit participation based upon parent/legal guardian and/or teacher recommendation. ~~There is no limit (minimum or maximum) to how many credit recovery courses a student may take in a year or while enrolled in the district. A student may complete one or more credit recovery courses at any time during his/her enrollment in the district and students have the option of taking credit recovery for any course that was failed previously. There is no time limit on when the credit recovery can be taken, except for the restrictions listed in this policy.~~ Students transferring into Rock Hill Schools may take credit recovery for courses failed in other school districts. **Please note that the South Carolina High School League only allows for 2 courses to be recovered per year for eligibility purposes.**

Credit recovery courses must be taken in the next available grading period or summer after the initial course was failed. The school administrator reserves the right to waive this time limit when warranted.

### *Instruction and curriculum*

The method of instruction for credit recovery courses may vary based upon the district resources available, and includes, but is not limited to, use of an online or computer-based program, VirtualSC, direct instruction by a certified teacher either in person or via distance learning, or blended learning. Individuals charged with facilitating credit recovery courses will receive training in online instruction management and related technology, when applicable.

Each credit recovery course will be based upon state curriculum standards and objectives for the corresponding subject and will be aligned across courses within the district. The standards and concepts to be addressed in credit recovery courses will be determined by the teacher who assigned the student the failing grade in the initial credit course, through a diagnostic tool utilized by the credit recovery course facilitator or software program, or through another diagnostic assessment offered by the district.

Credit recovery course offerings may be limited by the availability of space, facilitators, and appropriate computer-based content and/or due to district budgetary constraints.

### *Grading*

## PAGE 3 - IKADD-R\* - CONTENT AND CREDIT RECOVERY

Students are not permitted to remain in a credit recovery course for more than 18 weeks or the equivalent of one semester.

Credit recovery courses taken during the final semester of the school year must be completed no later than two weeks following the last day of the academic year. Graduating seniors must complete credit recovery courses no later than the last day of classes. Additionally, rising seniors enrolled in credit recovery courses during a summer session must complete those courses no later than August 15th to count for the current academic year. Other students enrolled in credit recovery courses during a summer session may extend past August 15th, but the course credit will be recorded in the next academic year.

When a student has shown mastery of the credit recovery material, the student will receive credit for the course. Because end-of-course examinations focus on assessing a student's mastery of an entire course, and credit recovery only focuses on a portion of the course's content, students will not be permitted to retake the exam.

Student grades in credit recovery courses are designed to be GPA-neutral, meaning that the student's GPA will not be affected by the student's grade in the course. The failing grade in the initial credit course will remain on the student's transcript. If the student passes the credit recovery course with a 60 or higher, the passing grade will be entered as "P." If the student does not pass, the failing grade will be entered as "NP." Neither the "P" nor the "NP" grade designation will impact the student's GPA.

### *Cost*

The district reserves the right to charge a nominal fee for credit recovery that meets the requirements of state law for matriculation and incidental fees. Any fee will take into account ability to pay, will be reasonable, will not be charged to students eligible for free lunches, and will be reduced pro rata for students eligible for reduced-price lunches.

~~Credit recovery courses are typically provided to students without charge. However,~~ A student's parent/legal guardian will be responsible for any and all costs associated with credit recovery or a district-approved request to utilize an alternative method of instruction in lieu of the no-cost option the district offers.

Issued ^

**CREDIT RECOVERY APPLICATION**

Student name: \_\_\_\_\_ Grade level: \_\_\_\_\_

Name of course(s) to be recovered: \_\_\_\_\_

***To be completed by the student***

I understand that **the Rock Hill School district's** credit recovery program is designed to allow me the opportunity to earn credits towards graduation for courses I have previously taken and failed.

I understand that because this program is individualized to include only the course material I have not yet mastered and not the full course, it is GPA neutral. This means that if I pass the credit recovery course with a 60 or higher, the passing grade will be entered on my transcript as "P." If I do not pass, the failing grade will be entered as "NP." Neither the "P" nor the "NP" grade designation will impact my GPA.

I understand participation in the credit recovery program is likely to affect my eligibility for National Collegiate Athletic Association (NCAA) play.

I have read and understand district policy IKADD\*, and I, the undersigned, agree to the terms and conditions of the program contained therein.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date of application

***To be completed by the parent/legal guardian***

I, the parent/legal guardian of the above named student, do hereby give my consent for my child to participate in (district name)'s credit recovery program.

I have read and understand district policy IKADD\*, and I, the undersigned, agree to the terms and conditions of the program contained therein.

\_\_\_\_\_  
Parent/Legal guardian's name (please print)

\_\_\_\_\_  
Parent/Legal guardian's signature

*Office Use*

- Signature from Guidance/Administrator
- Course(s)/ Start Date
- Anticipated end date

**SCSBA**



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

## Memorandum

**TO:** Dr. Bill Cook  
**FROM:** Mychal Frost  
**DATE:** September 19, 2018  
**SUBJECT:** Announcements for September 24<sup>th</sup> School Board Meeting

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### Rock Hill is No. 49 on “Best Place to Live” List

Earlier this week, Money magazine released its annual Top 50 list of Best Places to Live, and Rock Hill was named the 49<sup>th</sup> and is one of only two cities in South Carolina to make the list. The magazine says the following about our city: “Combining decorous Southern charm with a vibrant arts scene, Rock Hill is one of South Carolina's largest cities, as well as a thriving suburb of Charlotte, which lies 25 miles away across the state border. The Gettys Art Center, a longtime downtown jewel, houses a pottery center and a community art studio as well as the offices of the Hill City Church. A former courtroom on the second floor alternately hosts musical performances and church services. Residents look forward to the Come-See-Me Festival, a 10-day community celebration held every spring, featuring such diverse events like “Everything Trucks!” and “Moonlight Jazz & Blues.” We are proud of our city for this recognition and are excited to be a part of the growth in the Knowledge Park area.

### School Board Candidate Forum

On Tuesday, September 25 (tomorrow) at 6:30 p.m., all seven candidates for the Rock Hill Schools Board of Trustees will participate in a student-organized forum at the Central Office. Student leaders from each of our high schools have joined together to plan this event in partnership with Mrs. Jennifer Morrison and Mr. Mychal Frost. While in-person attendance is encouraged, we want our viewers to know the two-hour long forum will be streamed live on the Rock Hill Schools Facebook page and on the district website.

### Modern Learner Update

On Wednesday, September 12, our Instruction Department conducted a modern learner training with all district and school level instructional coaches using the LEAP, or “Learning Environment, Equitable Resources, Achievement, and Prepare for Success,” Instructional Framework. Principals and other district leaders have been participating in this training since the summer.

### Realtors Lunch & Learn

On Thursday, September 27, district leaders will be hosting the first Lunch and Learn in a series of informational sessions for area Realtors. We believe this series of meetings will provide a rich opportunity to engage in dialogue with real estate agents about our school district and our unique programs that set our district apart from others in our area.

### Teacher Listen & Learn

On Friday, September 28, district leaders will be hosting the first Listen and Learn in a series of informational sessions for teachers from across the district. We believe this series of meetings will provide a rich opportunity to engage in dialogue with teachers about our school district.



### **Make-Up Days**

Thankfully, the Rock Hill area received little damage from Hurricane Florence. As you are aware, student safety and security is our first priority and we closed school on Friday, September 14 and Monday, September 17 in light of forecasts and consultation with local emergency management officials and school district officials, and our meteorologist. Our board-approved school calendar for 2018-2019 includes make-up days for situations such as this, and tonight I would like to remind everyone that we will make up Friday and Monday on February 15 and February 18, 2019. For information to our community, please know that state law requires districts to make up the first three days missed for inclement weather or emergency situations. In the event a district misses additional days, there is a process to seek forgiveness of the missed days. For example, missed days 4-6 can be waived by the local school board, days 7-9 can be waived by the state school board of education, and days 10-plus can be waived by the state legislature.

### **ACES Training**

On Tuesday, September 25, Dr. Cook and Executive Director of Exceptional Student Education Dr. Nancy Turner, will be conducting an introductory training for ACES, or Adverse Childhood Experiences, with all principals and leadership within the district. We will also conduct this training on Wednesday, September 26 with all Central Office employees. This training is an ongoing, year-long effort that is part of the board's vision for our district.

### **Follow Capital Program Updates**

After an action-packed summer, 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](http://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.

### **Upcoming Board Meetings**

The School Board will next meet on Monday, October 8 for a work session. The meeting will begin at 4 p.m. with a data review session and work session at 5:30 p.m. The next business meeting will be Monday, October 22 at 6 p.m. Meetings are streamed on our website and available for viewing on-demand immediately following each broadcast. We invite our community to watch meetings on our live Facebook broadcasts.

At its work session on September 10, 2018, held at the Central Office, the board:

- held its monthly data session;
- reviewed 1<sup>st</sup> set of section “E” policies for 1<sup>st</sup> read;
- reviewed policy IKADD (-R,-E) FOR 1<sup>st</sup> read;
- discussed activity bus rental requests;
- discussed a proposed process for securing legal services;
- heard a presentation on Interconnective System of Supports & Mental Health;
- received a Summer Programs report;
- received an Attendance report;
- discussed the millage certification letter;
- heard a Career & Technology Education and Programs Presentation;
- received AdvancED Accreditation & Strategic Planning updates;
- heard an SCSBA Law Conference update;
- discussed other and future business; *and*,
- held an executive session for personnel and property matters.

Other and Future Business

Jim Vining

### Executive Session

- **Property Matters** > *Real Estate Contract, Real Estate Update*

### Action as Required from Executive Session

### Adjournment