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**Monthly Business Meeting of the Board of Trustees**  
**Monday, March 25, 2019**  
**6:00 p.m. – Central Office @ 386 E. Black Street**  
**AG E N D A**

**I. Call to Order - Heath Hudson – Sullivan Middle 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 Jack Hyatt, International Academic Olympiad Competitor
- B. Recognition of Noah Overcash, U.S. Presidential Scholar
- C. Recognition of Dutchman Creek Middle School Junior Thespan Troupe
- D. Recognition of HOSA Leadership Competition Winners
- E. Recognition of Individual Wrestling State Champions

**III. Citizen Participation**

**IV. Consent Action Agenda**

A. Approval of Minutes *(Policy BEDG)*

- 1. February 11, 2019 Work Session
- 2. February 25, 2019 Business Meeting

B. Approval of Personnel Recommendations *(Policy BDD)*

**V. Action Agenda**

A. Approval to Eliminate Policy **DID** – *Inventories*

**2nd Read Policies** *(Policy BG/BGD)*

- B. Approval of Policy **ED, ED-R, ED-R -E(1),(2)** – *Materials & Equipment Inventories Management*
- C. Approval of Policy **EDE** – *Resource Conservation/Waste Management & Recycling*
- D. Approval of Policy **EEAG** – *Student Transportation in Private Vehicles*
- E. Approval of Policy **EFE, EFE-R, EFE-R -E(1),(2),(3)** – *Competitive Food Sales/Vending Machines*

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

- F. Approval of Policy **FB** – *Facilities Planning*
- G. Approval of Policy **BE** – *School Board Meetings*
- H. Approval of Policy **KF, KF-R** – *Community Use of District Facilities*

**VI. Communications**

**VII. Report of the Superintendent**

A. Announcements

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

VIII. Review of School Board Work Session – March 11

IX. Other and Future Business

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

~**Personnel Matters:**

*\*Contract Recommendations*

~**Contractual Matters:**

*\*Custodial Services Agreement*

*\*YMCA Agreement*

*\*Intergovernmental Agreement*

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

XII. Adjournment

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



Marketing & Communications Department  
Telephone: 981-1000 - Fax: 981-1094

## Memorandum

**TO:** Dr. Bill Cook  
**FROM:** Mychal Frost  
**DATE:** March 18, 2019  
**SUBJECT:** Call to Order at March 25<sup>th</sup> School Board Meeting

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**Heath Hudson**, an 8<sup>th</sup> grader at Sullivan Middle School, will provide the “Call to Order” at the March 25<sup>th</sup> school board meeting.

### **Heath:**

- Is a Principal’s Scholar and Duke Tip Qualifier
- Has been named a South Carolina Jr. Scholar
- Is the President of Student Council
- Is a member Jr. Civitans and Beta Club
- Plays basketball at Sullivan and soccer for Discoveries Soccer Club
- Is a member of the youth group at Oakland Baptist Church

**Parents:** Scott and Amy Hudson

**Siblings in Rock Hill Schools:** Jackson, 11<sup>th</sup>, Rock Hill High, and Cloe, 5<sup>th</sup> grade, Sunset Park

**Principal:** Mr. Juan Roldan

### **Mailing Address:**

711 Land Fall Drive  
Rock Hill, SC 29732

## Memorandum

**TO:** Dr. Bill Cook  
**FROM:** Mychal Frost  
**DATE:** March 20, 2019  
**SUBJECT:** Recognitions for March 25<sup>th</sup> School Board Meeting

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### **A. Recognition Jack Hyatt, Competitor in 2019 International Academic Olympiad**

Jack Hyatt, one of our Accelerate students at South Pointe High School recently represented the Governor's School for Math and Science on the Computer Science team in the 15th Annual International Academic Olympiad. Jack traveled to Kazakhstan with other Governor's School students from across the state to compete from January 9-15. Jack was part of the first American team to ever participate in this competition. We congratulate Jack on this prestigious honor and his new international academic experience.

### **B. Recognition of Noah Overcash, U.S. Presidential Scholar**

Noah Overcash, a senior at South Pointe High School, was recently awarded the U.S. Presidential Scholar Award. The White House Commission on Presidential Scholars selects scholars annually based on their academic success, artistic excellence, essays, school evaluations and transcripts, as well as evidence of community service, leadership and demonstrated commitment to high ideals. Noah has earned additional fame for earning the highest possible composite score on the ACT - a score of 36. Only around two-tenths of 1 percent of students who take the ACT earn a top score. In the U.S. high school graduating class of 2018, only 2,760 out of more than 2 million graduates who took the ACT earned a top composite score of 36. We congratulate Noah on this prestigious honor and strong academic work.

### **C. Recognition of Dutchman Creek Middle School Junior Thespian Troupe**

In February, students from the Dutchman Creek Middle School Junior Thespian Troupe won national awards and earned recognition at the 2019 National Junior Theater Festival West in Sacramento, California. A total of 2,429 students and teachers from four countries, 19 states, and the Mariana Islands participated in the Festival. While many of the students are now in high school, the Dutchman Creek Thespian Troupe performed a 15-minute preview of Shrek, Jr. Several members of the troupe won national awards. Tonight, we would like to recognize:

- Savannah McCart (Rock Hill High School) received the Freddie G Award for Outstanding Female Performance and received a superior rating from the International Thespian Society
- Carmen Sanders (Northwestern High School) and Christian Griffin (Dutchman Creek Middle School) were recognized as all-star performers.
- Gabriella Daniels received a call-back audition for choreography/dance excellence and will find out in late March if she is one of the 30 students selected to attend rehearsals and filming of a Broadway Jr show during the summer of 2019 in New York City.
- Maya Reed, Gabriella Daniels, and Carmen Sanders received a superior rating for their group acting scene from the International Thespian Society.

- Additionally, the group received an overall Superior Rating for their performance of Shrek

Mrs. Elizabeth Klipa, Theatre Arts Director at Dutchman Creek Middle School, sponsored the troupe and winning students.

#### **D. Recognition of HOSA Leadership Competition Winners**

Congratulations to our Health Occupation Students of America (HOSA) students and staff on a very successful trip to Charleston, South Carolina, for the 2019 HOSA State Leadership Competition that took place March 6-8. The Chapter placed third for the National Service Project and individual members achieved top five rankings. Tonight, we would like to recognize individual state award winners:

- Katelyn Jackson for Nurse Assisting
- Sydney Johnson for Vet Science
- Gracie Ramsey for Medical Assisting
- Mallory Stanley for Medical Assisting
- Giselle Rubio for Medical Relief Corp
- Joslyn Maietta for Medical Relief Corp
- Catie Smith for Medical Relief Corp
- Darvae Williams for Health Care Issues

Thank you to our Health Science instructors for preparing Rock Hill students for success: Mindy Haney, Lisa Robertson, Brian Smith, Cheneir Neely, Donna Tinkler, Laurel George, and Laura Wilson. Let's give our teachers a round of applause!

#### **E. Recognition of Individual Wrestling State Champions**

Congratulations to student-athletes at Rock Hill High and South Pointe High who claimed South Carolina High School League individual state championships on February 23 at the Anderson Civic Center.

From Rock Hill High School, congratulations to junior Michael Ramirez who defeated Garrett Starks of Woodmont by pinfall at the 152-weight class. Bailey Wilkins, a junior, defeated Chandler Amaker of Fort Dorchester by a 2-1 decision at the 138-weight class to claim his second consecutive state championship. And, congratulations to senior Devon Rice who defeated Malik Shuler of Spartanburg 3-0 in a tiebreaker at the 285-weight class. Rock Hill is coached by Cain Beard.

From South Pointe High School, freshman Spencer Cox defeated James Levy of Hilton Head by an 8-5 decision at 106-weight class and junior Isaac Ekanem defeated Miles Scott by pinfall. This is the first individual state championship for both Stallions. South Pointe is coached by Eddie Cook.

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

**School Board Work Session**  
**Monday, February 11, 2019**  
**Central Office**

### **Call to Order**

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

A motion was made by Windy Cole, seconded by Terry Hutchinson, to approve the agenda. The agenda was unanimously approved as presented, 6-0. (Mrs. Reid was not present at the time of the vote.)

Mrs. Miller stated the local news media was notified of the agenda, in writing, on Friday, February 8, 2019.

### **Executive Session**

A motion was made by Brent Faulkenberry, seconded by Robin Owens, to adjourn open session and enter into executive session for the following:

#### **Contractual Matter – Agreement**

#### **Property Matter – Sale of Property (Right of Way)**

This motion was unanimously approved, 6-0.

A motion was made by Terri Hutchinson, seconded by Brent Faulkenberry, to adjourn executive session and reconvene open session. This motion was unanimously approved, 7-0.

### **Student Call to Order**

Sydney Campbell, a fifth grader at Oakdale Elementary School, led in a moment of silence and the Pledge of Allegiance.

### **Independence Elementary School Improvement Council**

Mrs. Kimberly Odom and students from Independence Elementary School made a presentation to the Board of Trustees.

### **Third Set Section “E” Policies – 2<sup>nd</sup> read**

The following policies were presented to the Board for review and discussion:

**\*Policy EB, EB-R - Environmental Sustainability**

**\*Policy EC – Building / Grounds / Property Management**

**\*Policy ECB – Building & Grounds Maintenance**

**\*Policy ECF, ECF-R – Energy Conservation Management**

**\*Policy EEA/EEAC – Student Transportation, Bus Scheduling, and Routing**

**\*Policy EF, EF-R – Student Meal Accounts & Food Services**

**\*Policy EI – Insurance Program / Risk Management**

**School Board Work Session – Page 2**  
**Monday, February 11, 2019**  
**Central Office**

These policies will be on the Action Agenda at the February business meeting for 2<sup>nd</sup> and final reading.

**Fourth Set Section “E” Policies – 1<sup>st</sup> read**

The following policies were presented to the Board for review and discussion:

- \*Policy ED, ED-R, ED-R -E(1), (2) – *Materials and Equipment Management***
- \*Policy EDE– *Resource Conservation/Waste Management and Recycling***
- \*Policy EEAG – *Student Transportation in Private Vehicles***
- \*Policy EFE, EFE-R, EFE-R -E(1), (2), (3) – *Competitive Food Sales/Vending Machines***

With minor edits, these policies will be on the Action Agenda at the February business meeting for 1<sup>st</sup> reading.

**AdvancED Accreditation Update**

Dr. Luanne Kokolis, Chief of Strategic Planning, Engagement, & Program Support, shared with the Board the accreditation review process.

**Charter School Application**

Dr. John Jones, Chief Academic & Accountability Officer, presented the proposed charter renewal application for The Palmetto School. The application will be on the Action Agenda at the February business meeting for approval.

**Federal Programs Report**

Dr. Lisa Gibson, interim Director of Federal Programs, presented to the Board, as information, the annual Federal Programs Report. Dr. Gibson noted that the district’s 2018-19 Title I allocation is \$5,339,205.10. Title I schools for the 2018-19 school year are *Bellevue, Ebenezer, Finley Road, Independence, Northside, Oakdale, Rosewood, York Road, and The Palmetto School*.

**Strategic Plan Goals**

Dr. Kokolis presented to the Board the district’s new five-year goals for the five-year strategic plan. The new plan will be submitted to the state office in April of 2019. These goals will be on the Action Agenda at the February business meeting for approval.

**Request for Inclement Weather Waiver**

The following days have been missed and are scheduled to be made up using previously scheduled and board-approved inclement weather make-up days:

- Friday, September 14, 2018 due to Hurricane Florence (Make-Up Day: February 15, 2019)
- Monday, September 17, 2018 due to Hurricane Florence (Make-Up Day: February 18, 2019)
- Thursday, October 11, 2018 due to Hurricane Michael (Make-Up Day: April 22, 2019)

**School Board Work Session – Page 3**  
**Monday, February 11, 2019**  
**Central Office**

District administration seeks to have our local Board of Trustees waive, as is allowed by South Carolina Code of Law 59-1-425, the following day:

- Monday, December 10, 2018 due to icy road conditions

This item will be on the Action Agenda at the February business meeting.

**Other and Future Business**

The Board discussed other and future business.

**Adjournment**

A motion was made by Terry Hutchinson, seconded by Robin Owens, to adjourn the work session and enter into a business meeting in order to take action on an executive session (which was held at the beginning of the work session) item. This motion was unanimously approved, 7-0.

**Action as Required from Executive Session**

A motion was made by Windy Cole to approve the sale to the South Carolina Department of Transportation (DOT) of a 194 square feet portion of the 20.00 Acre Rosewood Elementary School property, York County parcel 636-02-01-001, in the amount of \$500.00.

Sale of this small portion, located at the intersection of the school's driveway and Rosewood Drive, will facilitate the installation of a storm drainage catch basin, sidewalks and other improvements by DOT which will increase the safety of students and staff at the school.

**Adjournment**

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



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## Meeting of the Board of Trustees

Monday, February 25, 2019

6:00 p.m. - Central Office

### **I. Call to Order and Approval of Agenda**

The Rock Hill School District Three Board of Trustees met this date at 6:00 p.m. with members present as follows: *Windy Cole, Mildred Douglas, Brent Faulkenberry, Terry Hutchinson, Helena Miller, Robin Owens, and Ann Reid.*

Chairman Miller opened the meeting and Gabrielle Harvey, an eighth grader at Dutchman Creek Middle School led in a moment of silence and the Pledge of Allegiance.

Ms. Miller stated that the local news media had been notified of the agenda for this meeting, in writing, on Friday, February 22, 2019.

A motion was made by Terry Hutchinson, seconded by Windy Cole, to approve the agenda.

Mrs. Miller stated there would be no Student Matter in the executive session at the end of the meeting. A motion was made by Mildred Douglas, seconded by Robin Owens, to amend the agenda as noted. This motion was unanimously approved, 7-0.

The motion to approve the agenda, as amended, was unanimously approved, 7-0.

### **II. Recognitions**

#### **A. Recognition of Kristen Starcher, 2019 South Carolina ACT Champion**

Kristen Starcher, Rock Hill High School career counselor, was recognized for being named South Carolina's 2-19 ACT Champion. The ACT K-12 Champion is an individual who has created or led a program that positively impacts their organization and community through improved readiness for college and career opportunities.

#### **B. Recognition of All-State Band Students**

Students who have been selected for all-State Band and all-State Jazz Band as some of the finest instrumentalists in South Carolina were recognized. These students were selected through an audition process in January that involved two rounds of auditions based on scales, prepared solo, and sight-reading brand new music to test their musical abilities. These students are from all three of our high schools, NHS, RHHS, SPHS, and Rawlinson Road Middle School: Payton Altman, Diego Carey, Chandler Herron, Carlyle McDowell, Derek Thompson, Reagan Thompson, Harry Charles, Emanuel Moreno, and Jackson Shaw.

**C. Recognition of MathCounts Winner – Sullivan Middle School**

Congratulations to Sullivan Middle School who has won first place in the MATHCOUNTS competition held earlier this month. The winning competition team was: Parth Dave, Heath Hudson, Kyra Burton, and Gannon Rice. The team, which is coached by Ms. Sue Whitley, advanced to the state SCSPSE round in Columbia on March 2.

**D. Recognition of Deb Greenwood, Distinguished Literacy Administrator Award Finalist**

Congratulations to Rosewood Elementary School principal Deb Greenwood. Earlier this month, Ms. Greenwood was named as a finalist for the Distinguished Literacy Administrator Award presented by the South Carolina State council of the International Reading Association.

**E. Recognition of Digital Convergence Award**

At the National Council for Digital Convergence conference earlier this month, Rock Hill Schools was one of nine districts recognized for reaching Stage 3, which means we have achieved strategic transformation at a scale to transform learning for our students. The Digital Convergence Framework Awards recognize school districts whose work in digital convergence is considered exemplary.

**III. Citizen Participation - None**

**IV. Consent Action Agenda**

On a motion by Brent Faulkenberry, seconded by Mildred Douglas, the following topics on the consent action agenda were unanimously approved, 7-0: the minutes of the January 14 work session (incl. data session); the minutes of the January 28 business meeting; the minutes of the January 17 board retreat; and, the personnel recommendations as submitted by the administration.

**V. Action Agenda**

**A-G. Approval of Section “E” Policies – 2<sup>nd</sup> read**

A motion was made by Ann Reid, seconded by Robin Owens, to approve the following policies for 2<sup>nd</sup> and final read:

**\*Policy EB, EB-R – Environmental Sustainability**

**\*Policy EC – Building/Grounds/Property Management**

**\*Policy ECB – Building & Grounds Maintenance**

**\*Policy ECF, ECF-R – Energy Conservation Management**

**\*Policy EEA/EEAC – Student Transportation, Bus Scheduling & Routing**

**\*Policy EF, EF-R – Student Meal Accounts & Food Services**

**\*Policy EI – Insurance Program/Risk Management**

This motion was unanimously approved, 7-0.

#### **H-K. Approval of Section “E” Policies – 1<sup>st</sup> read**

A motion was made by Terry Hutchinson, seconded by Ann Reid, to approve the following policies for 1<sup>st</sup> read:

**\*Policy ED, ED-R, ED-R -E(1),(2) – *Materials & Equipment Management***

**\*Policy EDE – *Resource Conservation/Waste Management & Recycling***

**\*Policy EEAG – *Student Transportation in Private Vehicles***

**\*Policy EEF, EFE-R, EFE-R -E(1),(2),(3) – *Competitive Food Sales/Vending Machines***

This motion was unanimously approved, 7-0.

#### **L. Approval of Charter School Renewal Application**

A motion was made by Terry Hutchinson, seconded by Ann Reid, to approve the Charter School Renewal Application for the Palmetto School at the Children’s Attention Home. This motion was unanimously approved, 7-0.

#### **M. Approval of Strategic Plan Goals**

A motion was made by Windy Cole, seconded by Ann Reid, to approve the district’s Strategic Plan Goals as mandated by the Department of Education: *School Climate, Teacher Quality, and Student Performance/Student Achievement*. This motion was unanimously passed, 7-0.

#### **N. Approval of Request for Inclement Weather Waiver**

A motion was made by Robin Owens, seconded by Windy Cole, to approve the administration’s request for an inclement weather waiver in order to “forgive” December 10, 2018. Rock Hill Schools was closed on Monday, December 10 due to icy road conditions. Three earlier missed school days are being made up in February (two days) and April (one day). This motion was unanimously passed, 7-0.

### **VI. Communications –None**

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

#### **A. Announcements**

Superintendent Cook made the following announcements:

- Safety and Security is the number one priority for our students, staff, and families. As a follow-up and continuation of our School Safety Summit held in November and January, we look forward to hosting our third summit, Tuesday, March 26 from 6:30-8:00p.m. at the Central Office in partnership with our law enforcement partners the Rock Hill Police Department and York County Sheriff’s Office. We look forward to sharing feedback from our first summit and continuing the dialogue to seek solutions to help keep our schools safe.
- From March 31 through April 3, we will have visitors in our schools as part of the AdvancED accreditation renewal process for our district. In preparation for the visit, each of our schools and district teams have compiled resources and artifacts to demonstrate continuous improvement in areas of leadership capacity, learning capacity, and resource capacity.
- District leaders hosted the sixth Teacher Listen and Learn informational session for teachers from across the district on Friday, February 15. This series of meetings continues

to provide a rich opportunity to engage in dialogue with teachers about celebrations, issues and concerns for our school district. To view detailed responses to questions and concerns from past Teacher Listen and Learn sessions, you are invited to visit [www.rock-hill.k12.sc.us/tll](http://www.rock-hill.k12.sc.us/tll).

- 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.
- The School Board will next meet on Monday, March 11 for a work session. The meeting will begin at 4pm. Our next business meeting will be Monday, March 25<sup>th</sup> at 6pm in the Central Office. Meetings are streamed on our website and are available for viewing on-demand immediately following each broadcast. We invite our community to watch meetings live on our Facebook broadcasts at Facebook.com/RockHillSchools.

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

Chairman Miller reviewed, for the viewing audience, the topics discussed at the February 11 work session.

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

The board discussed other and future business.

#### **X. Executive Session**

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

*~Contractual Matter – Intergovernmental Agreement*

This motion was unanimously approved, 7-0.

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

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

There was no action taken from the executive session.

#### **XII. Adjournment**

On a motion by Terry Hutchinson, seconded by Brent Faulkenberry, the Board voted unanimously, 7-0, to adjourn the meeting.

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Secretary

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

Meeting of the Board of Trustees  
Monday, February 25, 2019

## **PERSONNEL MATTERS – February 2019**

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

Patricia Schellback..... Exceptional Student Education  
C Devonte Holloman ..... South Pointe

## **AS INFORMATION TO THE BOARD**

### **Resignations – Certified**

Mary E. Barrett..... Castle Heights  
Laura L. Ashe ..... Independence  
Katrina L. Harris..... Rawlinson Road  
Donna L. Goodwin ..... Rawlinson Road  
Christen T. Wade..... Rawlinson Road  
Alayna L. Anderson ..... Rosewood  
Emily F. Beadle ..... Rosewood  
Alyson M. Hoppe ..... Rosewood  
Chasidy Winters ..... Rosewood  
Cindy E. Bradley ..... Saluda Trail  
Rebecca Bridges ..... Saluda Trail  
Jimmy E. Staton ..... South Pointe

### **Transfers – Certified**

Rachel Faille..... Exceptional Student Education  
Jan Lee..... Rock Hill High  
Melissa C. Remus..... Saluda Trail  
Kelsey J. Overbeck..... Saluda Trail

### **New Employees – Non-Certified**

Laurin Headley ..... Belleview  
Glenda Hopkins..... Central Office/Finance  
Laquisha Gregory ..... Dutchman Creek  
Jarvis Davis ..... Northwestern

### **Resignations – Non-Certified**

Paula Moree..... Central Office / Finance  
Lily Blake ..... Ebenezer Avenue  
Donnie Hill ..... Facilities

# **MONTHLY BOARD REPORT**

**March 25, 2019**

## **PERSONNEL DEPARTMENT**

### **SUMMARY**

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

**1. BOARD ACTION REQUIRED**

**CERTIFIED**

New Employees .....(36)

**2. AS INFORMATION TO THE BOARD**

**ADMINISTRATIVE .....**

Resignation.....(1)

**CERTIFIED**

Letters of Agreement Ending.....(3)

Resignations.....(20)

Transfers .....(3)

**NON-CERTIFIED**

New Employees .....(4)

Resignations.....(11)

Termination .....(1)

**BOARD ACTION REQUIRED**

**NEW EMPLOYEES – CERTIFIED (36)**

Cameron Ramsey	Applied Technology Center	Ornamental/horticulture teacher
Samuel Koch	Bellevue	Grade four teacher
Alexis Brown	Dutchman Creek	Middle level science teacher
Tionia Richardson	Dutchman Creek	Grade eight math teacher
Keith Porter	Ebinport	Grade three teacher
Bailey von Roden	Ebinport	Grade one teacher
Stacey Walden	Ebinport	Art teacher
Sara Borer	Exceptional Student Education	School psychologist
Natalie Carranza Cardenas	Exceptional Student Education	Special Education Teacher
Samantha Feagin	Exceptional Student Education	School psychologist
William Chapman, III	Exceptional Student Education	Special education resource teacher
Shanise Davis	Independence	Grade two teacher
Lindsay Bueno	India Hook	Grade five teacher
Taylor Runyan	Lesslie	Art teacher
Amanda Bluhm	Mt. Gallant	Grade four teacher
Andrew Davis	Northwestern	Math teacher
Luz Garfias Ramirez	Northwestern	Spanish teacher
Jada Tate	Northwestern	Music/orchestra teacher
Sophia Todd	Northwestern	Special education resource teacher
Heather Morton	Phoenix Academy	English teacher
Alexandria Allen	Renaissance Academy	English teacher
Kayla Dorn	Richmond Drive	Grade four teacher
Scott Fleischman	Rock Hill High	Music/assistant band director
Kelsey Foster	Rosewood	K4 teacher
Amber Hudson	Rosewood	Grade three teacher
Marie Hughes	Rosewood	Grade five teacher
Kelly Wollenberg	Rosewood	Grade one teacher
Edward Leonhardt	Saluda Trail	Grade eight English/LA/social studies teacher
Kymrie McElheney	South Pointe	Math teacher
Margaret Merriman	South Pointe	Math teacher
Mary Roueche	South Pointe	English teacher
Ebony Bankhead	Sullivan	English/LA teacher
Kayla Haverlock	Sullivan	Middle level social studies teacher
Savanna Keese	Sullivan	Special education resource teacher
Megan Calkins	York Road	Music teacher
Breanna Driggers	York Road	Grade three teacher

**AS INFORMATION TO THE BOARD**

**RESIGNATION – ADMINISTRATIVE (1)**

Michael W. Wessinger	Dutchman Creek	Assistant principal
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**LETTERS OF AGREEMENT ENDING – CERTIFIED (3)**

Bryan T. Hainsel	Dutchman Creek	Grade seven science teacher
Dozier E. Murray	Dutchman Creek	Grade seven social studies teacher
Patricia Shellbach	Exceptional Student Education	School psychologist

### RESIGNATIONS – CERTIFIED (20)

Anne Anderson	Applied Technology Center	Guidance counselor
Amanda Ramsey	Cherry Park	Grade one Spanish immersion/English teacher
Michael Small	Ebinport	Grade four teacher
Leigh Brevard	Ebinport	Grade three teacher
Grace Bevilacqua	Mt. Holly	Grade three teacher
Cindy N. Guyton	Mt. Holly	School nurse
Chasity Brooks	Northside/Cherry Park	Guidance counselor
Rita J. Bogle	Northwestern	Special education resource teacher
Susan H. Mitchell	Northwestern	Media specialist
Raymond E. Patenaude	Northwestern	Math teacher
James Twinem	Northwestern	Social studies teacher
Brian J. Herring	Rawlinson Road	Grade eight social studies teacher
Kelly E. Shaw	Rawlinson Road	Grade seven math teacher
Jonathan R. Hall	Rock Hill High	Music/choral teacher
Cecile Richardson	Rosewood	Grade two teacher
Amy W. Ahl	Saluda Trail	Grade seven science teacher
Jennifer Davis	Saluda Trail	Grade eight social studies teacher
Alexander Windham	Saluda Trail	Grade eight social studies teacher
J. Jared Kloss	Sullivan	Grade eight social studies teacher
Wesley Curtis	South Pointe	Math teacher

### TRANSFERS – CERTIFIED (3)

Michelle L. Suttle	Ebinport	Grade five teacher
Deneen C. Gresham	Mt. Gallant	Kindergarten teacher
Kelly Mitchell	Rawlinson Road	Special education resource teacher

### NEW EMPLOYEES – NON-CERTIFIED (4)

Angela Kendree	Cherry Park	Floater assistant
Dora Saunders	Ebenezer Avenue Traditional	Custodian
Gwendolyn Daniels	India Hook	Special education assistant
Earl G. Long	Northwestern	Custodian

### RESIGNATIONS – NON-CERTIFIED (11)

Glenda Hopkins	Central Office/Finance	Special revenue accounting specialist
Denise Chestnut-Walker	Dutchman Creek	Secretary/guidance clerk
Terry Jo Humphrey	Exceptional Student Education	Sign language interpreter
Kaevon Pompey-Gutierrez	India Hook	Special education assistant
Latolcia Howard	Northside	Floater assistant
Maria del Rosario Smith	ParentSmart	Parent/Smart educator/bi-lingual
Shnetha R. Dickerson	Rock Hill High	Special education assistant/multi-cat II
Nicole Drakeford	Rosewood	K4 assistant
Deborah Schultz	Saluda Trail	Secretary/receptionist
Ashley Phillips	South Pointe	Secretary/guidance
Jenna Diaz	Sylvia Circle/T3 Program	.58 FTE instructional assistant

### TERMINATION – NON-CERTIFIED (1)

Mary Frances Sanders	York Road	Kindergarten assistant
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# Memo

**TO:** Dr. Bill Cook  
**FROM:** Anthony Cox, P.E.  
**DATE:** March 20, 2019  
**SUBJECT:** Approval for Second Read: "E" Policies (Support Services / Business Management) – Fourth Batch  
**CC:** E Policy Revision Team / Luanne Kokolis / John Jones

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A stakeholder team has been chartered to update and revise the subject set of 21 board policies. The team's fourth "batch" of revised policies and administrative rules includes:

- \*Policy ED, ED-R, ED-R -E(1),(2) - Materials & Equipment Management
- \*Policy EDE - Resource Conservation/Waste Management & Recycling
- \*Policy EEAG - Student Transportation in Private Vehicles
- \*Policy EFE, EFE-R, EFE-R -E(1),(2),(3) - Competitive Food Sales/Vending Machines

The proposed, SCSBA model and current versions of each of these policies and rules is attached. For the convenience of the Board, a summary table of revisions made is also attached. The team is advised by Dr. Tiffany Richardson, SCSBA Policy Services Division.

Due to combining the policy DID Inventories into ED / DID, Materials and Equipment Inventories Management, the team recommends that the current policy DID, Inventories, be deleted at the 2<sup>nd</sup> Reading approval at the March 25<sup>th</sup>, 2019 Business Meeting.

Due to discussions with our team, SCSBA has updated and published a new model policy for EEAG, Student Transportation in Private Vehicles. The resulting new proposed policy and updated model are enclosed.

The Board of Trustees approved the attached revised policies for first read at the Business Meeting on February 25<sup>th</sup>, 2019. After successful review of the subject policies at the Board's Work Session on March 11, 2019, the policies are presented for second read approval at the March 25<sup>th</sup>, 2019 Business meeting.

**Section E (Batch FOUR)**  
**SUPPORT SERVICES**

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

<b>Code</b>	<b>Heading</b>	<b>Notes</b>
DID	Inventories	Recommend Deletion of this policy as it is incorporated into ED / DID Materials and Equipment Inventories Management
ED/DID, -R, -E(1), -E(2)	Materials and Equipment Inventories Management	<p>The current policy and rule were constructed primarily to govern issuance and “checkout” of certain equipment for use in special lessons and community-based and professional development presentations. The model policy and rule mainly updated legal references. The proposed policy makes similar updates. The proposed rule, however, reflects the substantial changes in our materials and equipment management processes due to evolving technology, our one:one computing program and changes in how we equip our employees and students “24/7” with district property. The proposed rule establishes:</p> <ul style="list-style-type: none"> <li>• an equipment inventory control process for six specific types of equipment and</li> <li>• a hierarchy of oversight and accountability duties to implement the process.</li> <li>• guidance on acquisition, proper use, ownership and transfer of equipment, and</li> <li>• guidance on centralized warehouse materials operation and inventory management.</li> </ul> <p>The team noted the expanded and updated policy and rule now duplicates the existing Policy DID, Inventories, and therefore recommends consolidation of these two policies, as noted.</p>
EDE	Resource Conservation/Waste Management and Recycling	The proposed is the model. The model was written to serve as an overview policy for energy management, sustainability and recycling. Since the district now has policies in these specific areas, the proposed has been revised to be specifically for our recycling program.
EEAG	Student Transportation by Employees in Private Vehicles	<p>The proposed new language from the updated model. Changes were made ambiguous phrases, incorporate authority designation, and allow transport where mission essential.</p> <p><b>UPDATE: As a result of discussion with our team a new SCSBA model policy was published. The proposed is now primarily based on the updated model, with changes as shown.</b></p>
EFE, -R, -E(1), -E(2), -E(3)	Competitive Food Sales/Vending Machines	The model policy expands upon minimal nutritional value food restrictions and vending machine availability. The rule is the model for competitive food standards based on changes in state and federal regulations and guidelines (see page 57 of the <i>2014 Policy and Legislative Update</i> manual for further information) and “smart snacks” exemptions (see page 68 of the <i>2015 Policy and Legislative Update</i> manual for further information). The rule was re-compiled for easier reading while retaining required federal guidelines. Two exhibits are proposed to support the required school documentation

Code	Heading	Notes
		process, and one exhibit has been created as a simplified overview for parents.

Policy Update Plan					E	
Call Letter	Title	Adopted	Last Revised	Policy "Owner"	Priority	"Batch"
EA	Support Services Goals/Priority Objectives	02/28/00	02/28/00	Anthony Cox	A	1
EBAB	Hazardous Materials	02/28/00	02/28/00	Brian Vaughan	A	2
EBBA	Prevention of Disease/Infection Transmission	03/24/86	11/28/11	Sadie Kirell	B	2
EBBA-R	Prevention of Disease/Infection Transmission	10/22/90	01/23/07	Sadie Kirell	B	2
EBC	Emergencies	02/28/00	02/28/00	Kevin Wren	A	2
EBCB	Safety Drills	05/28/90	02/28/00	Kevin Wren	A	Later
EBCE	School Closings and Cancellations	04/27/78	02/28/00	Anthony Cox	B	1
EBCE-R	School Closings and Cancellations	04/27/78	12/19/18	Anthony Cox	B	1
EC	Building / Grounds / Property Management			Brian Vaughan	C	3
ECA	Security	04/27/78	02/24/14	Kevin Wren	B	2
AR ECA-R	Security - Access Control System	02/00/14	02/24/14	Kevin Wren	B	2
APP 1	Key Assignment/Agreement	02/00/14	02/24/14	Kevin Wren	B	2
APP 2	Custodial Key Log	02/00/14	02/24/14	Kevin Wren	B	2
ECAA	Video Cameras on District Property	09/23/13	09/23/13	Kevin Wren	B	2
AR ECAA-R	Video Cameras on District Property	09/23/13	09/23/13	Kevin Wren	B	2
ECAC	Vandalism	02/28/00	02/28/00	Kevin Wren	A	1
EC	Buildings/Grounds/Property Management			Brian Vaughan	C	3
ECB	Building and Grounds Maintenance			Brian Vaughan	C	3
ECF	Energy Conservation Management	11/24/14	11/24/14	Kim Melander	B	3
AR ECF-R	Energy Conservation Management	11/24/14	11/24/14	Kim Melander	B	3
ED/DID	Materials and Equipment Inventories Management	10/24/88	02/28/00	Brian Vaughan/John James	A	4
AR ED/DID-R	Materials and Equipment Management	10/24/88	02/28/00	Brian Vaughan/John James	A	4
EDE	Resource Conservation/Waste Management and Recycling			Brian Vaughan	C	4
EEA	Student Transportation	04/27/78	03/28/11	Bernard Gill	B	1
EEAC	Bus Scheduling and Routing	02/28/00	03/28/11	Bernard Gill	B	1
EEAE	Bus Safety Program	02/28/00	02/28/00	Bernard Gill	B	2
AR EEAE-R	Bus Safety Program	02/28/00	02/28/00	Bernard Gill	B	2
File EEAE-R	Drug and Alcohol Testing Program	02/28/00	02/28/00	Bernard Gill	B	2
EEAEC	Student Conduct on Buses	05/28/90	02/28/00	Bernard Gill	B	2
EEAG	Student Transportation in Private Vehicles	04/27/88	05/22/00	Kevin Wren	A	4
EF	Student Meal Accounts and Food Services	07/24/06	06/26/17	Terri Smith	C	3
AR EF-R	Student Meal Accounts and Food Services	07/24/06	06/26/17	Terri Smith	C	3
EFE	Competitive Food Sales/Vending Machines	09/25/06	09/22/14	Terri Smith	C	4
AR EFE-R	Competitive Food Sales/Vending Machines	09/25/06	09/22/14	Terri Smith	C	4
EGAD	Copyright Compliance			LaWana Robinson-Lee	C	2
AR-EGAD-R	Copyright Compliance			LaWana Robinson-Lee	C	2
EHB	Data/Records Retention	02/28/00	02/28/00	LaWana Robinson-Lee	A	1
EI	Insurance Program/Risk Management	04/27/78	02/28/00	Laney Burris	A	3
EZ	Environmental Sustainability	06/25/13	06/25/13	Anthony Cox	C	3
AR EZ-R	Environmental Sustainability	06/25/13	06/25/13	Anthony Cox	C	3

	Update Action Team Leaders:	Batch 1	Batch 2	Batch 3	Batch 4	Later:
Team 1	Kevin Wren	ECAC	EBC, ECA, ECAF, EBBA	EI	EEAG	EBCB
Team 2	Brian Vaughan	EEA, EEAC	EBAB, EEAE, EEAEC	EC, ECB, ECF		
Team 3	Anthony Cox	EA, EBCE, EHB	EGAD	EF, EZ (EB)	ED/DID, EDE, EFE	

E-Policy Team Members:		NOMINATED:	ACCEPTED:	TIMELINE:	
Team Leader/ ATL 3	Anthony Cox			Supt Approval of Plan	21-Aug
Team Support	Jeanie Faris			Action Team Leaders meet	29-Aug
ATL 1	Kevin Wren			AT's complete batch 1	4-Sep
ATL 2	Brian Vaughan			Submit Batch 1 for 1st Read	5-Sep
Team 1	John James			Present Batch 1 @ WS	10-Sep
Team 3	Terri Smith			Whole team meeting 1	
Team 2	Keith Wilks			(with Dr. Richardson, SCSBA)	20-Sep
Team 1	Laney Burris			Batch 1 approved 1st Read	24-Sep
Team 1	Sadie Kirell			Whole team meeting 2	
Team 2	Bernard Gill			(with Dr. Richardson, SCSBA)	15 or 18-Oct
Team 3	LaWana Robinson-Lee			Batch 1 approved 2nd Read	10/22/18
Team 2	Kim Melander			AT's Complete Batch 2	11/1/18
Team 3	Brian Stradling (SFE)			Submit Batch 2 for 1st Read	11/7/18
Team 1	Tony Lancaster (NHS)			Present Batch 2 @ WS	11/12/18
Team 3	Cynthia Robinson (CHMS)			Batch 2 approved 1st Read	11/26/18
Team 1	Pat Maness (CPESLI)			Whole team meeting 3	
Team 2	Ron Roveri (Director ATC)			(with Dr. Richardson, SCSBA)	11/29/18
Team 3	Carla Berry (Instruction Dept)			AT's Complete Batch 3	1/7/19
				Submit Batch 3 for 1st Read	1/9/19
				Present Batch 3 @ WS	1/14/19
				Batch 3 approved 1st Read	1/28/19
				Batch 2 approved 2nd Read	1/28/19
				Whole team meeting 4	
				(with Dr. Richardson, SCSBA)	2/3/19
				AT's Complete Batch 4	2/4/19
				Submit Batch 4 for 1st Read	2/6/19
				Present Batch 4 @ WS	2/11/19
				Batch 3 approved 2nd Read	2/25/19
				Batch 4 approved 1st Read	2/25/19
				Batch 4 approved 2nd Read	3/25/19

**NOTE:** Timeline contingent upon model policy availability, Dr. Richardson's calendar and Board changes to policy. AT's will meet as needed to complete batches.

## MATERIALS AND EQUIPMENT **INVENTORIES** MANAGEMENT

Code ~~ED~~ **ED/DID** Issued ~~DRAFT/18~~ **PROPOSED**

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The superintendent is responsible for the overall supervision of materials and equipment management. This includes purchasing, receiving, storing, and maintenance of all district-owned material and equipment inventories.

~~Staff may requisition equipment and materials on special forms from the business office.~~

The superintendent will develop procedures for managing equipment and supplies, including requisition, proper use and disposals.

Adopted 10/24/88; Revised 5/24/93, 1/24/94, 2/28/00, ^

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### Legal References:

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

1. Section 59-19-130 - Acquisition of supplies and equipment.
2. Section 59-19-140 - Use of equipment.
3. Section 59-19-150 - Maintenance of equipment.

## MATERIALS AND EQUIPMENT MANAGEMENT

Code **ED** Issued **DRAFT/18**

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The superintendent is responsible for the overall supervision of materials and equipment management. This includes purchasing, receiving, storing, and maintenance.

Staff may requisition equipment and materials on special forms from the business office.

The superintendent will develop procedures for managing equipment and supplies.

Adopted 10/24/88; Revised 5/24/93, 1/24/94, 2/28/00, ^

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### Legal References:

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

1. Section 59-19-130 - Acquisition of supplies and equipment.
2. Section 59-19-140 - Use of equipment.
3. Section 59-19-150 - Maintenance of equipment.

## Policy ED Materials and Equipment Management

**CURRENT**

Issued 2/00

Purpose: To establish the basic structure for management of district materials and equipment.

The superintendent is responsible for overall supervision of materials and equipment management. This includes purchasing, receiving, storing and maintenance.

Staff may requisition equipment and materials on special forms from the business office.

The superintendent will develop procedures for managing equipment and supplies.

Adopted 10/24/88; Revised 5/24/93, 1/24/94, 2/28/00

Legal references:

S. C. Code, 1976, as amended:

[Section 59-19](#)-130 - Acquisition of supplies and equipment.

[Section 59-19](#)-140 - Use of equipment.

**York 3/Rock Hill School District**

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## MATERIALS AND EQUIPMENT **INVENTORIES** MANAGEMENT

Code **ED-R ED/DID-R** Issued **DRAFT/18-PROPOSED**

The district prohibits the use of district equipment for personal purposes. In addition, the district does not encourage employees to take district equipment home for professional use. However, district needs may make such use appropriate. In such instances, employees must receive prior written approval from the superintendent or his/her designee.

Occasionally employees will be required to use district equipment in presentations, etc., away from the district. For the employee's protection in these instances, the district will assume responsibility for loss, damage, or theft only if the superintendent or his/her designee gives prior written consent.

### Definition of District **Materials and Equipment**

For the purposes of this section, "Equipment" is defined as the instructional materials media, technology hardware, portable electronic devices, appliances and movable furniture, special support devices and vehicles which have a normal life of more than one year, and which are not used up in instruction or the operation of the schools. "Materials" have a life of less than one year and are consumed in instruction and operation.

For purposes of managing inventories, equipment is classified into types as shown in Figure 1 below:

<b>Types of Equipment &amp; Examples</b>	<b>Typical Issue and Custody</b>
<b>TYPE 1.</b> Instructional Media a. State-funded textbooks b. Other printed book sets c. Digital media (e-books, CD, DVD, etc.)	•Assigned for use 24/7 for term applicable •Turn in for inventory annually
<b>TYPE 2.</b> Mobile devices a. Laptop and tablet computers b. Cell phones	•Assigned for use 24/7 for term applicable •Submit/report for inventory annually •Turn in when transferred from site/school/grade
<b>TYPE 3.</b> Other electronic equipment: a. Desktop computers b. Desktop peripherals c. Document cameras d. Computer projectors e. Graphing calculators, etc. f. Audio Visual Equipment: (1) TV (2) DVD or CD Players (3) Non-PC Projectors (4) Tape/Digital Recorders (5) Stereos, Radios	•Assigned as part of classroom/office inventory •Remains in space for term applicable •Turn in or report for inventory annually

<b>TYPE 4. Other School/ Site equipment:</b> a. Furnishings b. Office equipment (bins, carts, fans, shredders, etc.) c. School-owned appliances (refrigerators, stoves, fans, shredders, laminators, microwaves, washers, dryers, etc.) d. Athletic or PE equipment e. Musical Instruments/equipment	•Assigned as part of classroom/office inventory •Selected items may be assigned 24/7 for term applicable •Turn in/report for inventory annually
<b>TYPE 5. Specialty Support Equipment</b> a. Facilities, Custodial and Technology Tools (other than single hand tools) and instruments b. Commercial Food Service Equipment (600 Fund) c. Medical (Nurse) Equipment and instruments.	•Assigned as part of technician kit, department, support area or vehicle inventory •Selected items may be assigned 24/7 for term applicable •Turn in/report for inventory annually
<b>TYPE 6. Vehicles</b> a. Buses b. Trucks & vans c. Grounds Equipment d. Construction Equipment e. Weight Handling Equipment f. Gators/carts, etc.	•Assigned as part of department fleet inventory •Selected items may be assigned 24/7 for term applicable •Turn in/report for inventory annually

Figure 1. Types of Equipment

### Equipment Inventory Control Procedure

1. District Inventory Control. A District Equipment Type Manager (ETM) will be assigned for each type of equipment listed in Figure 1.  
Duties of the ETM include:
  - a. oversight and responsibility for the management of the assigned type of inventory.
  - b. assessment of the condition, use, age and compliance with applicable codes and regulations for each item of equipment; and
  - c. planning for district-wide sustainment of the assigned equipment type inventory, including capital renewal, insurance monitoring, repair and replacement of end items and sets or groups of equipment.
  - d. The ETM shall have the authority to re-assign items or groups of items in coordination with / support of principals, site and department directors.
2. Site Inventory Control. Each school or site will have a Building Inventory Manager (BIM) for one or more types of equipment, assigned by the principal or site director. The BIM will serve as the point of contact for the ETM and the District Fixed Assets Manager for inventory control issues at the site.  
Duties of the BIM include:
  - a. Ensuring building inventories are kept up to date, and forms are filled out when equipment is disposed of, transferred to another location, or added.
  - b. Applicable equipment is properly tagged,
  - c. Changes to the building equipment inventory are documented, including addition, transfer to another site or school, and disposal.
3. Other Assigned Inventory Duties. Teachers will have responsibility for an inventory of equipment in their classroom. Other designated employees will have responsibility for equipment

inventories of their assigned offices, commons or special areas, such as secretaries for office; cafeteria manager, PE teacher/AD, and Media Specialist for their respective areas.

4. Tagging. Certain equipment will have an asset tag placed on it, especially if it is sensitive to being stolen. See ED/DID-R E(1), Inventory Control Decision Tree for criteria on tagging and controlling items.

5. Checkout and Assignment. The ETM will document assignment or checkout of equipment with a form similar to ED/DID- R E(2).

6. Audit of Inventory. Each year prior to the closing of the school, the principal or site director will arrange through their assigned BIM(s) for an audit of assigned types of inventory. Documentation of the audit shall be kept on file at the school and shall be forwarded to the ETM. Periodically, the ETM should audit inventory forms against equipment on site to ensure proper inventory control is maintained throughout the year.

### **Requisition of New Materials and Equipment**

Employees must requisition materials or equipment using procedures established in the district consolidated procurement code and purchasing manual. ~~on purchase order forms supplied by the school.~~ Employees shall perform due diligence to review if required items are in stock at the district warehouse before making a new purchase.

### **Ownership Management and Transfer of Materials and Equipment**

Legally, all materials and equipment purchased automatically becomes the property of the district. Employees may transfer equipment from a building only after consulting with the principal and coordination with and securing the consent of the principal and the district ETM. ~~superintendent or his/her designee.~~

To the extent practical, and following industry best practices, the Facilities Services Department shall operate and maintain a centralized warehouse for the management of materials and assigned types of equipment.

### **Loaned Equipment**

The district will not loan any equipment to an employee without written authorization from the superintendent or his/her designee. With prior authorization, equipment or materials may be loaned under the following typical conditions:

- ~~Equipment and materials may be used f~~ For PTA, SIC or other school affiliated meetings.
- ~~Equipment may also be used f~~ For public relations presentations in which an employee or board member of the district is so identified and is explaining a function of the curriculum to a segment of the lay public. If equipment is to be taken out of the district, the employee must comply with the procedures set forth above.
- ~~For S-school groups composed of students with a faculty sponsor~~ or professional education groups where the may use district equipment for purposes are related to the instructional program.
- ~~Professional educational groups may use district equipment for purposes related to the instructional program.~~

The superintendent or his/her designee will make decisions for situations that do not fit the above conditions.

### **Borrowed Responsibility for Non-District Equipment**

The district assumes no responsibility for any non-district equipment that is **loaned to or used** ~~borrowed~~ by sponsors, **vendors**, coaches, or teachers in the conduct of their daily work or for any special project or use in the schools. This is also true of all **such** equipment owned **that is by** ~~teachers and~~ left in the buildings during the summer months or during the year. ~~Employees must return all borrowed property at the close of each school year. The responsibility for return rests upon the employee and the principal involved.~~

### **Transferred Equipment and Property**

~~Employees must not move furniture or equipment from one building to another without permission from the superintendent or his/her designee.~~

### **Summer Storage of Equipment**

~~Employees must take special care when storing sensitive equipment during the summer months. Employees should store all such equipment in a locked, dry, safe place.~~

### **Use and Care of Equipment**

**Whether loaned or assigned, no materials or equipment shall be used by an employee for exclusively and expressly non-district purposes. All employee use of equipment shall be in accordance with applicable federal and state regulations, board policies and district administrative rules.**

**Employees must take special care when storing sensitive equipment during the summer months. Employees should store all such equipment in a locked, dry, safe place.**

~~Employees must take every precaution to maintain equipment at its full efficiency. Teachers and principals will encourage proper attitudes toward equipment and instructional supplies furnished by the school district.~~ Only qualified people may use equipment which requires specialized knowledge. Employees will reimburse the district for the cost of repairing or replacing equipment or supplies destroyed or vandalized intentionally or through negligence.

### **Loss or Damage of Equipment**

Parents/Legal guardians of minor children are responsible for all loss or damage of equipment caused by such students. Principals are authorized to make a reasonable charge for any damage to school equipment because of the negligence or carelessness of the individual student.

Issued 10/24/88; Revised 5/24/93, 1/24/94, 2/28/00, ^

# **MATERIALS AND EQUIPMENT MANAGEMENT**

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

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The district prohibits the use of district equipment for personal purposes. In addition, the district does not encourage employees to take district equipment home for professional use. However, district needs may make such use appropriate. In such instances, employees must receive prior written approval from the superintendent or his/her designee.

Occasionally employees will be required to use district equipment in presentations, etc., away from the district. For the employee's protection in these instances, the district will assume responsibility for loss, damage, or theft only if the superintendent or his/her designee gives prior written consent.

## **Definition of District Equipment**

For the purposes of this section, "equipment" is instructional materials, technology hardware, and movable furniture which have a normal life of more than one year, and which are not used up in instruction or the operation of the schools. "Materials" have a life of less than one year and are consumed in instruction and operation.

## **Requisition of Equipment**

Employees must requisition equipment on purchase order forms supplied by the school.

## **Ownership of Equipment**

Legally, all equipment purchased automatically becomes the property of the district. Employees may transfer equipment from a building only after consulting with the principal and securing the consent of the superintendent or his/her designee.

## **Loaned Equipment**

The district will not loan any equipment without written authorization from the superintendent or his/her designee.

- Equipment and materials may be used for PTA meetings.
- Equipment may also be used for public relations presentations in which an employee or board member of the district is so identified and is explaining a function of the curriculum to a segment of the lay public. If equipment is to be taken out of the district, the employee must comply with the procedures set forth above.
- School groups composed of students with a faculty sponsor may use district equipment for purposes related to the instructional program.
- Professional educational groups may use district equipment for purposes related to the instructional program.

The superintendent or his/her designee will make decisions for situations that do not fit the above conditions.

# **PAGE 2 - ED-R - MATERIALS AND EQUIPMENT MANAGEMENT**

## **Borrowed Equipment**

The district assumes no responsibility for any non-district equipment that is borrowed by sponsors, coaches, or teachers in the conduct of their daily work or for any special project or use in the schools. This is also true of all equipment owned by teachers and left in the buildings during the summer months or during the year. Employees must return all borrowed property at the close of each school year. The responsibility for return rests upon the employee and the principal involved.

## **Transferred Equipment and Property**

Employees must not move furniture or equipment from one building to another without permission from the superintendent or his/her designee.

## **Summer Storage of Equipment**

Employees must take special care when storing sensitive equipment during the summer months. Employees should store all such equipment in a locked, dry, safe place.

## **Care of Equipment**

Employees must take every precaution to maintain equipment at its full efficiency. Teachers and principals will encourage proper attitudes toward equipment and instructional supplies furnished by the school district. Only qualified people may use equipment which requires specialized knowledge. Employees will reimburse the district for the cost of repairing or replacing equipment or supplies destroyed or vandalized intentionally or through negligence.

## **Loss or Damage of Equipment**

Parents/Legal guardians of minor children are responsible for all loss or damage of equipment caused by such students. Principals are authorized to make a reasonable charge for any damage to school equipment because of the negligence or carelessness of the individual student.

Issued 10/24/88; Revised 5/24/93, 1/24/94, 2/28/00, ^

Issued 2/00

The district prohibits the use of district equipment for personal purposes. In addition, the district does not encourage employees to take district equipment home for professional use. However, district needs may make such use appropriate. In such instances, employees must receive prior written approval from the superintendent or his/her designee.

Occasionally employees will be required to use district equipment in presentations, etc., away from the district. For the employee's protection in these instances, the district will assume responsibility for loss, damage or theft only if the superintendent or his/her designee gives prior written consent.

**Definition of school equipment**

For the purposes of this section, equipment is instructional materials, tools and movable furniture which have a normal life of more than one year, and which are not used up in instruction or the operation of the schools. Materials have a life of less than one year and are consumed in instruction and operation.

**Requisition of equipment**

Employees must requisition equipment on purchase order forms supplied by the school.

**Ownership of equipment**

Legally, all equipment purchased automatically becomes the property of the board of trustees. Employees may transfer equipment from a building only after consulting with the principal and securing the consent of the superintendent or his/her designee.

**Loaned equipment**

The district will not loan any equipment without written authorization from the superintendent or his/her designee.

- Equipment and materials may be used for organized parent/teacher meetings.
- They may also be used for public relations presentations in which an employee or board member of the district is so identified and is explaining a function of the curriculum to a segment of the lay public. If they are to be taken out of the district, the employee must comply with the procedures set out above.
- School groups composed of students with a faculty sponsor may use audiovisual equipment.
- Professional educational groups may use the audiovisual equipment.

The superintendent or his/her designee will make decisions for situations that do not fit the above conditions.

**Borrowed equipment**

The board will assume no responsibility for any equipment that is borrowed by sponsors, coaches or teachers in the conduct of their daily work or for any special project or use in the schools. This is also true of all equipment owned by teachers or left in the buildings during the summer months or during the year. Employees must return all borrowed property at the close of each school year. The responsibility for return rests definitely upon the employee and the principal involved.

**Transferred equipment and property**

Employees must not move furniture or equipment from one building to another without permission from the superintendent or his/her designee.

**Summer storage of equipment**

Employees must take special care when storing sensitive equipment during the summer months. Employees should store all such equipment in a locked, dry, safe place.

**Care of equipment**

Employees must take every precaution to maintain equipment at its full efficiency. Teachers and principals will encourage proper attitudes toward equipment and instructional supplies furnished by the district. Only qualified people may use equipment that requires specialized knowledge.

**Loss or damage of equipment**

Parents of minor children are responsible for all loss or damage of equipment caused by such students. Principals are authorized to make a reasonable charge for any damage to school equipment because of the negligence or carelessness of the individual student.

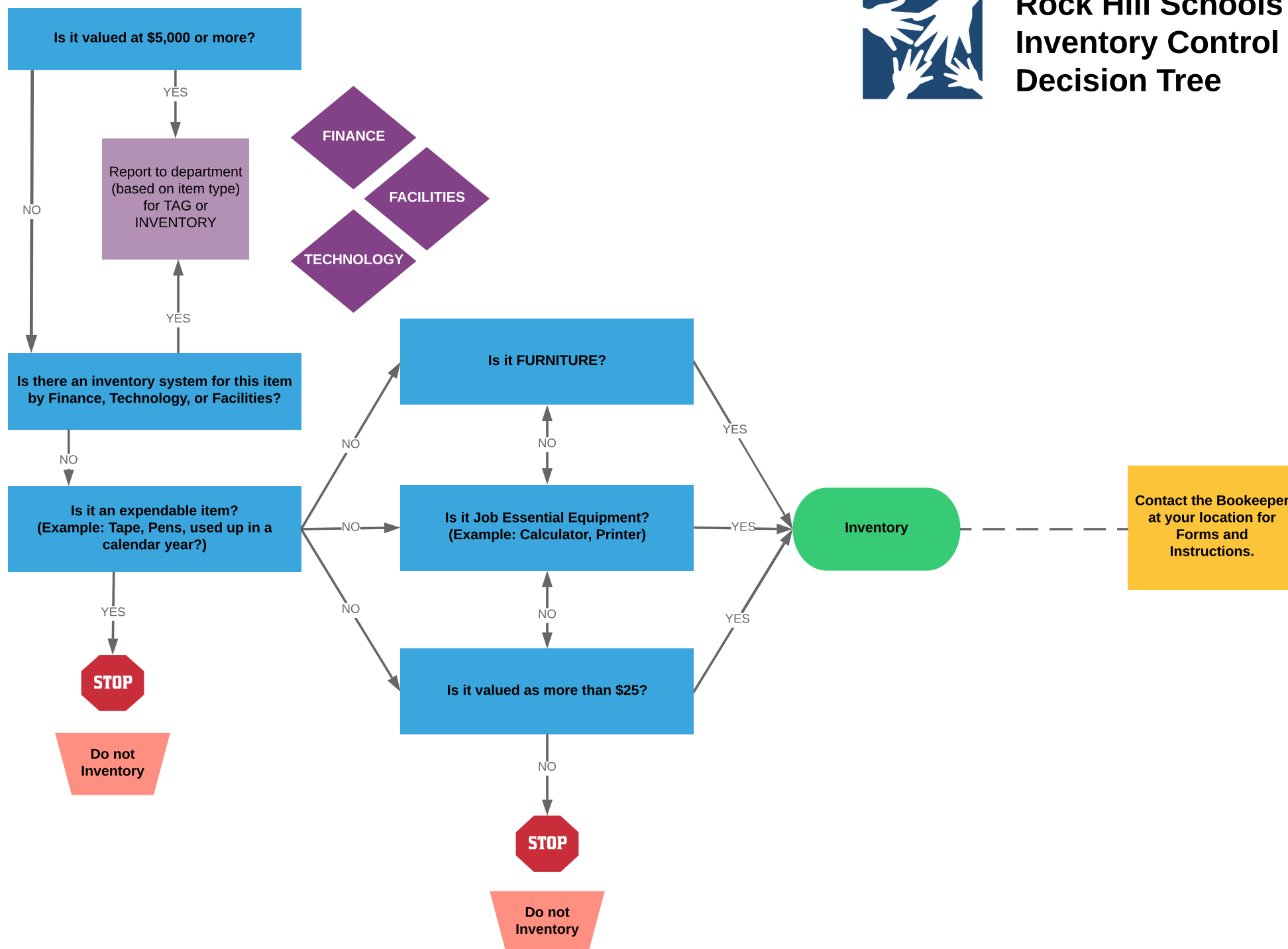
Issued 10/24/88; Revised 5/24/93, 1/24/94, 2/28/00

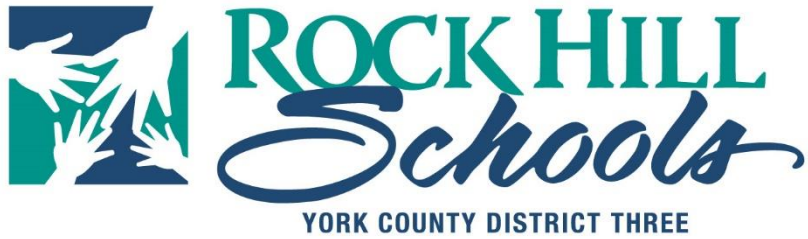
**York 3/Rock Hill School District**

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# Rock Hill Schools Inventory Control Decision Tree





### Materials and Equipment Check Out Form

<b>Item Description</b>	
<b>Tag#</b>	
<b>Person checked out to</b>	
<b>Building</b>	
<b>Begin Date</b>	
<b>Date of Expected Return</b>	
<b>Person Authorizing Check Out (print name)</b>	

Signature of Administrator

\_\_\_\_\_

(sign)

Signature of Staff Member Checking Out Item

\_\_\_\_\_

(sign)

Copy To: Building Administrator, Technology Director, Staff Person

## RESOURCE CONSERVATION/WASTE MANAGEMENT AND RECYCLING

Code **EDE** Issued **DRAFT/18 PROPOSED**

The board believes that resource conservation should be an integral part of the physical operation of the school district and of the school curriculum. The board is committed to the conservation of ~~energy~~ **reduction of waste and the re-use or re-purposing of existing district property** and other resources as a part of prudent financial management. **The board is further committed to recycling as a primary means of managing waste and preserving our environment.** Schools must set an example of stewardship of our natural resources and develop responsible citizenship in our students.

The board directs the superintendent to develop and implement ~~an energy~~ **a recycling and waste** management program that will result in ~~energy~~ **resource** conservation throughout the district. The program will ensure that employees, students, and users of facilities cooperate and support measures designed to conserve ~~energy~~ **resources**.

The program will integrate the concept of ~~resource conservation, including~~ waste reduction, **materials and property re-use**, and recycling, into the environmental education curriculum at all levels of the school system.

Specifically, the program should be designed to decrease the amount of waste of consumable materials in the following areas:

- reduction of the consumption of consumable materials wherever possible
- full utilization of all materials prior to disposal
- minimization of the use of nonbiodegradable products wherever possible

To the extent practical, the district will consider generally accepted concepts and principles of ecology when writing bid specifications for material used by the school district. Personnel responsible for both utilization and purchasing will have a joint responsibility to consider ecological implications of such material.

Fitness and quality being equal, the district will purchase recycled products whenever available at no more than the total cost of nonrecycled products.

In addition, the school district will cooperate with, and participate in, recycling efforts made by local governmental units.

Adopted ^

## RESOURCE CONSERVATION/WASTE MANAGEMENT AND RECYCLING

Code **EDE** Issued **DRAFT/18**

The board believes that resource conservation should be an integral part of the physical operation of the school district and of the school curriculum. The board is committed to the conservation of energy and other resources as a part of prudent financial management. Schools must set an example of stewardship of our natural resources and develop responsible citizenship in our students.

The board directs the superintendent to develop and implement an energy management program that will result in energy conservation throughout the district. The program will ensure that employees, students, and users of facilities cooperate and support measures designed to conserve energy.

The program will integrate the concept of resource conservation, including waste reduction and recycling, into the environmental education curriculum at all levels of the school system.

Specifically, the program should be designed to decrease the amount of waste of consumable materials in the following areas:

- reduction of the consumption of consumable materials wherever possible
- full utilization of all materials prior to disposal
- minimization of the use of nonbiodegradable products wherever possible

To the extent practical, the district will consider generally accepted concepts and principles of ecology when writing bid specifications for material used by the school district. Personnel responsible for both utilization and purchasing will have a joint responsibility to consider ecological implications of such material.

Fitness and quality being equal, the district will purchase recycled products whenever available at no more than the total cost of nonrecycled products.

In addition, the school district will cooperate with, and participate in, recycling efforts made by local governmental units.

Adopted ^

# STUDENT TRANSPORTATION **BY EMPLOYEES** IN PRIVATE VEHICLES

Code **EEAG** Issued **DRAFT/18** **PROPOSED**

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**In general, the use of P**privately owned vehicles of staff **by district employees are** is not permitted to transport students to or from school-sponsored activities.

In extremely limited, **emergent or exigent** instances where, in the opinion of the superintendent or his/her designee, transportation of students in a privately-owned vehicle is the only option **and is essential to the mission of the school or district**, such transportation may be authorized if **all of** the following conditions are met:

- verbal parental permission is obtained, or, at a minimum, every effort has been made to obtain such permission
- no less than two staff members are in the vehicle for the duration of the trip. **Where this is not possible the staff member shall contact his/her supervisor immediately prior to and again at the end of the trip, reporting location, student name(s), time and vehicle odometer reading.**
- the driver is properly licensed and the vehicle is properly registered and insured in accordance with state law.

Such authorization may only be granted for a specific trip on a single day; no blanket, open-ended authorizations will be permitted. Each authorized instance of student travel in a privately-owned vehicle will be documented in writing, including the reason such authorization was deemed essential **and the only option**, and kept on file.

Adopted **4/27/88; Revised 10/24/88, 5/22/00** ^

## STUDENT TRANSPORTATION IN PRIVATE VEHICLES

Code **EEAG** Issued **DRAFT/18**

*Note: There are liability issues involved with the use of private vehicles for student transportation. The board should consult with retained legal counsel prior to approving a policy which allows such use.*

Privately owned vehicles of staff are not permitted to transport students to or from school-sponsored activities.

*Optional:*

*In extremely limited instances where, in the opinion of the superintendent or his/her designee, transportation of students in a privately-owned vehicle is the only option, such transportation may be authorized if the following conditions are met:*

- *verbal parental permission is obtained, or, at a minimum, every effort has been made to obtain such permission*
- *no less than two staff members are in the vehicle for the duration of the trip*
- *the driver is properly licensed and the vehicle is properly registered and insured in accordance with state law*

*Such authorization may only be granted for a specific trip on a single day; no blanket, open-ended authorizations will be permitted. Each authorized instance of student travel in a privately-owned vehicle will be documented in writing, including the reason such authorization was deemed essential, and kept on file.*

Adopted ^

## **Policy EEAG Student Transportation in Private Vehicles**

Issued 5/00

Purpose: To establish the basic structure for transporting students in private vehicles.

Private vehicles will not be used for transportation of students to or from school activities unless authorized by the superintendent or his/her designee. The board does not encourage the use of private vehicles unless it is essential.

Adopted 4/27/88; Revised 10/24/88, 5/22/00

**York 3/Rock Hill School District**

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## COMPETITIVE FOOD SALES/VENDING MACHINES

Code **EFE** Issued **DRAFT/18 PROPOSED**

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Good nutrition is essential to peak academic performance for students and to long-term health. The district supports nutrition programs and nutrition education as an integral part of a high-quality education.

To ~~encourage positive food choices that~~ ensure that foods served at schools address modern nutritional needs of children and adolescents and to promote a positive school health environment and to protect the health of students, the principal will exercise control over the sale of non-cafeteria/competitive food. For purposes of this policy, “competitive food” means any food that is sold in competition with the school breakfast or lunch program. ~~The sale of competitive food will not be sold~~ allowed in the food service area (cafeteria) during the meal service.

The district will permit vending machines and the sale of competitive foods in the elementary schools, middle schools, high schools, and career centers in accordance with this policy. ~~All vending machine products must be in compliance with Smart Snacks. Vending Machines cannot be located within the food service area (cafeteria).~~

~~All vending machine sales or products must comply with federal, state, and district guidelines and policy.~~

~~All food products, including school lunch or breakfast a la carte items, must comply with federal, state, and district guidelines and policy.~~

Schools will not offer or sell any foods of minimal nutritional value in the food service area during meal periods. Foods of minimal nutritional value are those which contribute less than five percent of the Reference Daily Intake (RDI) for any one of several key nutrients and are grouped into the following four categories:

- soda water (which includes all carbonated beverages)
- ~~water ices~~ Italian Ice
- chewing gum
- ~~certain c~~ Candies

The principal is responsible for ensuring that foods from vending machines and/or other non-cafeteria/competitive foods are sold in compliance with federal guidelines, state regulations, and district policy.

The board authorizes the superintendent ~~or his/her designee~~ to close a canteen or discontinue the sale of competitive foods if not properly operated.

Adopted 9/25/06; Revised 9/22/14, ^

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Legal References:

## **PAGE 2 - EFE - COMPETITIVE FOOD SALES/VENDING MACHINES**

A. Federal Law:

1. Healthy, Hunger-Free Kids Act of 2010, Pub. L. No. 111-296, 124 Stat. 3183.

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

1. Sections 59-10-310, *et seq.* - Nutrition standards.

C. Federal Regulations:

1. National School Lunch Program, 7 C.F.R. Section 210.10.
2. School Breakfast Program, 7 C.F.R. Section 220.8.

D. State Board of Education Regulations:

1. R43-168 - Nutrition standards for elementary (K-5) school food service meals and competitive foods.

E. Other references:

1. USDA Smart Snack in School Regulation.
2. 2015 SC “Smart Snacks” and Exempt Fundraisers Memorandum.

## COMPETITIVE FOOD SALES/VENDING MACHINES

Code **EFE** Issued **DRAFT/18**

Good nutrition is essential to peak academic performance for students and to long-term health. The district supports nutrition programs and nutrition education as an integral part of a high-quality education.

To ensure that foods served at schools address modern nutritional needs and to protect the health of students, the *(principal/school food supervisor)* will exercise control over the sale of non-cafeteria/competitive food. For purposes of this policy, “competitive food” means any food that is sold in competition with the school breakfast or lunch program.

The district *(will/will not)* permit vending machines and the sale of competitive foods in the elementary schools, middle schools, high schools, and career centers in accordance with this policy.

Schools will not offer or sell any foods of minimal nutritional value in the food service area during meal periods. Foods of minimal nutritional value are those which contribute less than five percent of the Reference Daily Intake (RDI) for any one of several key nutrients and are grouped into the following four categories:

- soda water (which includes all carbonated beverages)
- water ices
- chewing gum
- certain candies

Schools *(will/will not)* operate any vending machines that are accessible to students on any campus from \_\_\_\_\_ to \_\_\_\_\_. *(Board needs to determine the timeframe; for example, the beginning of the school day/breakfast period until the last 10 minutes of the lunch period/end of the instructional day).*

Schools *(will/will not)* offer or sell other non-cafeteria/competitive foods to students on campus from \_\_\_\_\_ to \_\_\_\_\_. *(Board needs to determine the timeframe; for example, one hour prior to the first lunch period to one-half hour after the last lunch period).*

The *(principal/school food supervisor)* is responsible for ensuring that foods from vending machines and/or other non-cafeteria/competitive foods are sold in compliance with federal guidelines, state regulations, and district policy.

The board authorizes the *(superintendent/principal)* to close a canteen or discontinue the sale of competitive foods if not properly operated.

Adopted 9/25/06; Revised 9/22/14, ^

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### Legal References:

#### A. Federal Law:

1. Healthy, Hunger-Free Kids Act of 2010, Pub. L. No. 111-296, 124 Stat. 3183.

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

1. Sections 59-10-310, *et seq.* - Nutrition standards.

## **PAGE 2 - EFE - COMPETITIVE FOOD SALES/VENDING MACHINES**

C. Federal Regulations:

1. National School Lunch Program, 7 C.F.R. Section 210.10.
2. School Breakfast Program, 7 C.F.R. Section 220.8.

D. State Board of Education Regulations:

1. R43-168 - Nutrition standards for elementary (K-5) school food service meals and competitive foods.

E. Other references:

1. USDA Smart Snack in School Regulation.
2. 2015 SC “Smart Snacks” and Exempt Fundraisers Memorandum.

## Policy EFE Competitive Food Sales/Vending Machines

**CURRENT**

Issued 9/14

Purpose: To establish the basic structure for the sale of competitive foods at school.

Good nutrition is essential to long-term health as well as peak academic performance for students. The district supports nutrition programs and nutrition education as an integral part of a high-quality education.

To encourage positive food choices that address nutritional needs of children and adolescents and promote a positive school health environment, the principal will exercise control over the sale of non-cafeteria/competitive food. For purposes of this policy, "competitive food" means any food that is sold in competition with the school lunch or breakfast program.

The district will permit vending machines and the sale of competitive foods in the middle schools, high schools, and career center.

All vending machine sales or products must comply with federal, state, and district guidelines and policy.

All food products, including school lunch or breakfast à la carte items, must comply with federal, state, and district guidelines and policy.

The board authorizes the superintendent to close a canteen or discontinue the sale of competitive foods if not properly operated.

Adopted 9/25/06; Revised 9/22/14

Legal references:

Federal Law:

Healthy, Hunger-Free Kids Act of 2010, [Pub. L. No. 111-296](#), 124 Stat. 3183.

S.C. Code, 1976, as amended:

[Sections 59-10-310](#), *et seq.* - Nutrition standards.

State Board of Education Regulations:

[R43-168](#) - Nutrition standards for elementary (K-5) school food service meals and competitive foods.

**York 3/Rock Hill School District**

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# COMPETITIVE FOOD SALES/VENDING MACHINES

Code **EFE-R** Issued **DRAFT/18** **PROPOSED**

In an effort to promote student wellness, prevent and reduce childhood obesity, and provide assurance that school meals and snacks meet the minimum federal standards, the district implements this rule governing the sale of competitive foods within the district.

“Competitive foods” means all foods and beverages sold to students during the school day other than food sold under the breakfast and lunch programs. The school day is the period from midnight to 30 minutes after the end of the school day.

This rule applies to all properties under the jurisdiction of the school that are accessible to students during the day. The venues include, but are not limited to, à la carte in the cafeteria, school stores, snack bars, ~~and~~ vending machines and [in-school fundraisers](#).

The competitive food standards do not apply under the following situations:

- emergency medical situations
- food sold during non-school hours, weekends, or off-campus fundraising events (e.g., athletic events, or school concerts)
- food sold for off-campus consumption (e.g., cookie dough or frozen pizza)
- food sold exclusively to adults who are not students
- food brought from home by students for personal consumption
- foods donated for classroom celebrations ([see policy ADF](#))
- food given to students at no charge without suggesting a donation ([see policy ADF](#))

## Definitions

*À la carte* - An individually priced food item.

*Combination food* - A product that contains two or more components representing two or more of the recommended food groups (fruit, vegetable, dairy, protein, or grains). Examples include yogurt and fruit parfait, hummus with vegetables, and cheese and crackers.

*Entrée* - A combination food of meat/meat alternative and whole grain rich food; a combination food of vegetable or fruit and meat/meat alternative; or a meat/meat alternative alone, with the exception of yogurt, low-fat or reduced fat cheese, nuts, seeds and nut/seed butters, and meat snacks (such as dried beef jerky and meat sticks).

*Food* - Food and beverages, including side items and condiments.

*Food service area* - Any centralized location on a school campus where breakfast and lunch are normally prepared, served and/or consumed by students. This includes a “commons” area if students are expected to eat meals there.

*Nutritive sweetener* - A sweetener that provides energy (calories) in the form of simple carbohydrates such as sugars and syrups (e.g., brown sugar, corn sweetener, corn syrup, dextrose, fructose, fruit juice concentrates, glucose, high-fructose corn syrup, honey, invert sugar, lactose, malt syrup, maltose, molasses, raw sugar, sucrose, sugar, or syrup).

## PAGE 2 - EFE-R - COMPETITIVE FOOD SALES/VENDING MACHINES

### Competitive Food Standards

The district will comply with the following standards as current and amended, from the United States Department of Agriculture (USDA) and other federal and state regulations:

Food/nutrient	Standard	Exemptions to the standard
General Standard for Competitive Food	To be allowable, a competitive FOOD item must: (1) Meet all of the proposed competitive food nutrient standards; and (2) Be a grain product that contains 50% or more whole grains by weight or have whole grains as the first ingredient; <i>or</i> (3) Have as the first ingredient one of the non-grain main food groups: fruits, vegetables, dairy, or protein foods (meat, beans, poultry, seafood, eggs, nuts, seeds, etc.); <i>or</i> (4) Be a combination food that contains at least 1/4 cup fruit and/or vegetable. (5) If water is the first ingredient, the second ingredient must be one of the above.	<ul style="list-style-type: none"> <li>• Fresh and frozen fruits and vegetables with no added ingredients except water are exempt from all nutrient standards.</li> <li>• Canned fruits with no added ingredients except water, which are packed in 100% juice, extra light syrup, or light syrup are exempt from all nutrient standards.</li> <li>• Low sodium/No salt added canned vegetables with no added fats are exempt from all nutrient standards.</li> </ul>
National School Lunch Program and School Breakfast Program Entrée Items Sold à la Carte	Any entrée item offered as part of the lunch program or the breakfast program is exempt from all competitive food standards if it is served as a competitive food on the day of service or the day after service in the lunch or breakfast program	
Grain Items	Acceptable grain items must include 50% or more whole grains by weight, or have whole grains as the first ingredient	
Total Fats	<b>Elementary School:</b> Acceptable food items must have ≤30% calories from total fat as served including any added accompaniments	<ul style="list-style-type: none"> <li>• Reduced fat cheese (including part-skim mozzarella) is exempt from the total fat standard.</li> </ul>
Total Fats	<b>Middle and High School:</b> Acceptable food items must have ≤35% calories from total fat as served including any added accompaniments	<ul style="list-style-type: none"> <li>• Nuts and seeds and nut/seed butters are exempt from the total fat standard.</li> </ul>

## PAGE 3 - EFE-R - COMPETITIVE FOOD SALES/VENDING MACHINES

Food/nutrient	Standard	Exemptions to the standard
		<ul style="list-style-type: none"> <li>• Products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the total fat standard.</li> <li>• Seafood with no added fat is exempt from the total fat standard.</li> <li>• Whole eggs with no added fat are exempt from the total fat standard.</li> </ul>
Saturated Fats	Acceptable food items must have <10% calories from saturated fat as served	<ul style="list-style-type: none"> <li>• Reduced fat cheese (including part-skim mozzarella) is exempt from the saturated fat standard.</li> <li>• Nuts and seeds and nut/seed butters are exempt from the saturated fat standard.</li> <li>• Products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the saturated fat standard.</li> <li>• Whole eggs with no added fat are exempt from the saturated fat standard.</li> </ul>
Trans Fats	Zero grams of trans fat as served ( $\leq 0.5$ g per portion) including any added accompaniments	
Sugar	Acceptable food items must have $\leq 35\%$ of weight from total sugar as served	<ul style="list-style-type: none"> <li>• Dried whole fruits or vegetables; dried whole fruit or vegetable pieces; and dehydrated fruits or vegetables with no added nutritive sweeteners are exempt from the sugar standard.</li> </ul>

## PAGE 4 - EFE-R - COMPETITIVE FOOD SALES/VENDING MACHINES

Food/nutrient	Standard	Exemptions to the standard
		<ul style="list-style-type: none"> <li>• Dried whole fruits, or pieces, with nutritive sweeteners that are required for processing and/or palatability purposes (<i>i.e.</i>, cranberries, tart cherries, or blueberries) are exempt from the sugar standard.</li> <li>• Products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the sugar standard.</li> </ul>
Sodium	<p>Snack items and side dishes: <math>\leq 200</math> mg sodium per item as served, including any added accompaniments</p> <p>Entrée items: <math>\leq 480</math> mg sodium per item as served, including any added accompaniments</p>	
Calories	<p>Snack items and side dishes: <math>\leq 200</math> calories per item as served, including any added accompaniments</p> <p>Entrée items: <math>\leq 350</math> calories per item as served including any added accompaniments</p>	
Accompaniments	Use of accompaniments is limited when competitive food is sold to students in school. The accompaniment must be included in the nutrient profile as part of the food item served and meet all proposed standards. Examples include, but are not limited to, butter, cream cheese, syrup, ketchup, mustard and salad dressing.	

## PAGE 5 - EFE-R - COMPETITIVE FOOD SALES/VENDING MACHINES

Food/nutrient	Standard	Exemptions to the standard
Caffeine	<p><b>Elementary and Middle School:</b> foods and beverages must be caffeine-free with the exception of trace amounts of naturally occurring caffeine substances</p> <p><b>High School:</b> foods and beverages may contain caffeine</p>	
Beverages	<p><b>Elementary School:</b></p> <ul style="list-style-type: none"> <li>• Plain water or plain carbonated water (no size limit)</li> <li>• Low fat milk, unflavored (<math>\leq 8</math> fl oz)</li> <li>• Non-fat milk, flavored or unflavored (<math>\leq 8</math> fl oz), including nutritionally equivalent milk alternatives as permitted by the school meal requirements;</li> <li>• 100% fruit/vegetable juice (<math>\leq 8</math> fl oz)</li> <li>• 100% fruit/vegetable juice diluted with water (with or without carbonation), and no added sweeteners (<math>\leq 8</math> fl oz)</li> </ul> <p><b>Beverages</b></p> <p><b>Middle School</b></p> <ul style="list-style-type: none"> <li>• Plain water or plain carbonated water (no size limit)</li> <li>• Low-fat milk, unflavored (<math>\leq 12</math> fl oz)</li> <li>• Non-fat milk, flavored or unflavored (<math>\leq 12</math> fl oz), including nutritionally equivalent milk alternatives as permitted by the school meal requirements;</li> </ul>	
	<ul style="list-style-type: none"> <li>• 100% fruit/vegetable juice (<math>\leq 12</math> fl oz)</li> </ul>	

## PAGE 6 - EFE-R - COMPETITIVE FOOD SALES/VENDING MACHINES

Food/nutrient	Standard	Exemptions to the standard
Beverages	<ul style="list-style-type: none"> <li>• 100% fruit/vegetable juice diluted with water (with or without carbonation), and no added sweeteners (<math>\leq 12</math> fl oz)</li> </ul> <p><b>High School</b></p> <ul style="list-style-type: none"> <li>• Plain water or plain carbonated water (no size limit)</li> <li>• Low-fat milk, unflavored (<math>\leq 12</math> fl oz)</li> <li>• Non-fat milk, flavored or unflavored (<math>\leq 12</math> fl oz), including nutritionally equivalent milk alternatives as permitted by the school meal requirements;</li> <li>• 100% fruit/vegetable juice (<math>\leq 12</math> fl oz)</li> <li>• 100% fruit/vegetable juice diluted with water (with or without carbonation), and no added sweeteners (<math>\leq 12</math> fl oz)</li> <li>• Other flavored and/or carbonated beverages (<math>\leq 20</math> fl oz) that are labeled to contain <math>&lt; 5</math> calories per 8 fl oz, or <math>\leq 10</math> calories per 20 fl oz</li> <li>• Other flavored and/or carbonated beverages (<math>\leq 12</math> fl oz) that are labeled to contain <math>\leq 40</math> calories per 8 fl oz, or <math>\leq 60</math> calories per 12 fl oz.</li> </ul>	
Sugar-free Chewing Gum	Sugar-free chewing gum is exempt from all of the competitive food standards and may be sold to students at the discretion of the local educational agency	

**Entrée Items (Sold only À La Carte) and Side Dishes**

**Rock Hill School District Three**

## PAGE 7 - EFE-R - COMPETITIVE FOOD SALES/VENDING MACHINES

The nutrition requirements for food apply to all grade levels and must meet one of the following standards:

- ~~Be a grain product that contains 50 percent or more whole grains by weight or have whole grains as the first ingredient.~~
- ~~Have as the first ingredient one of the non-grain main food groups; fruits, vegetables, dairy, or protein foods (e.g., meat, beans, poultry, seafood, eggs, nuts, seeds).~~
- ~~Be a combination food that contains at least 25 percent fruit and/or vegetable.~~

If water is the first ingredient, the second ingredient must be one of the above.

Exemptions include the following:

- ~~fresh fruits and vegetables with no added ingredients except water~~
- ~~canned and frozen fruits with no added ingredients except water, or those that are packed in 100 percent juice, extra light syrup, or light syrup~~
- ~~canned vegetables with no added ingredients except water or that contain a small amount of sugar for processing purposes to maintain the quality and structure of the vegetable~~

### *Total fat in entrée items and side dishes*

Acceptable food items must have no more than 35 percent of calories from total fat as served including any added accompaniments. **~~Under state regulations, foods sold at any K-5 public school can not have more than 30 percent calories from fat.~~**

Exemptions to the total fat requirement include the following (combination foods are not exempt):

- ~~reduced fat cheese (including part skim mozzarella)~~
- ~~nuts and seeds and nut/seed butters~~
- ~~dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats~~
- ~~seafood with no added fat~~

### *Saturated fat in entrée items and side dishes*

Acceptable food items must have less than 10 percent of calories from saturated fat as served including any accompaniments.

Exemptions to the saturated fat requirement include the following (combination foods are not exempt):

- ~~reduced fat cheese (including part skim mozzarella)~~
- ~~nuts and seeds and nut/seed butters~~
- ~~dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats~~

### *Trans fat in entrée items and side dishes*

Acceptable food items must have zero grams of trans fat as served (no more than .5 grams per portion) including any added accompaniments.

### *Sugar in entrée items and side dishes*

## PAGE 8 - EFE-R - COMPETITIVE FOOD SALES/VENDING MACHINES

~~Acceptable food items must have no more than 35 percent of weight from total sugar served.~~

~~Exemptions to the sugar requirement include the following (combination foods are not exempt):~~

- ~~• dried whole fruits or vegetables~~
- ~~• dried whole fruit or vegetable pieces~~
- ~~• dehydrated fruits or vegetables with no added nutritive sweeteners~~
- ~~• dried whole fruits or pieces with nutritive sweeteners that are required for processing and/or palatability purposes (e.g. cranberries, tart cherries, or blueberries)~~
- ~~• products consisting of only exempt dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats~~

~~*Sodium in entrée items and side dishes*~~

- ~~• Entrée items cannot exceed 480 milligrams of sodium per item as served including any added accompaniments.~~
- ~~• Snack items and side dishes can not exceed 200 milligrams of sodium per item as served, including added accompaniments.~~

~~*Calories in entrée items and side dishes*~~

- ~~• Entrée items can not exceed 350 calories per item as served including any added accompaniments.~~
- ~~• Snack items and side dishes cannot exceed 200 calories per item as served including any added accompaniments such as butter, cream cheese, and salad dressing.~~

~~Sugar free gum is exempt from all competitive food standards.~~

~~Use of accompaniments is limited when competitive food is sold to students in school. The accompaniment must be included in the nutrient profile as part of the food item served and meet all proposed standards. Examples include, but are not limited to, butter, cream cheese, syrup, ketchup, mustard, and salad dressing.~~

~~Any entrée item offered as part of the breakfast or lunch program is exempt from all competitive food standards if it is sold as a competitive food on the day of service or the day after service in the breakfast or lunch program. Exempt entrées that are sold as competitive foods must be offered in the same or smaller portion sizes as the breakfast or lunch program with the same accompaniments.~~

### **Beverages**

~~*Elementary school*~~

- ~~• plain water, with or without carbonation (no size limit)~~
- ~~• one percent milk, unflavored (no more than eight fluid ounces)~~
- ~~• nonfat milk, flavored or unflavored (no more than eight fluid ounces), including nutritionally equivalent milk alternatives as permitted by the school meal requirements~~
- ~~• 100 percent fruit/vegetable juice (no more than eight fluid ounces)~~
- ~~• 100 percent fruit/vegetable juice diluted with water (with or without carbonation) and no added sweeteners (no more than 8 fluid ounces)~~

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## *Middle school*

- ~~plain water, with or without carbonation (no size limit)~~
- ~~low fat or one percent milk, unflavored (no more than 12 fluid ounces)~~
- ~~nonfat milk, flavored or unflavored (no more than 12 fluid ounces), including nutritionally equivalent milk alternatives as permitted by the school meal requirements~~
- ~~100 percent fruit/vegetable juice (no more than 12 fluid ounces)~~
- ~~100 percent fruit/vegetable juice diluted with water (with or without carbonation) and no added sweeteners (no more than 12 fluid ounces)~~

## *High school*

- ~~plain water, with or without carbonation (no size limit)~~
- ~~low fat or one percent milk, unflavored (no more than 12 fluid ounces)~~
- ~~nonfat milk, flavored or unflavored (no more than 12 fluid ounces), including nutritionally equivalent milk alternatives as permitted by the school meal requirements~~
- ~~100 percent fruit/vegetable juice (no more than 12 fluid ounces)~~
- ~~100 percent fruit/vegetable juice diluted with water (with or without carbonation) and no added sweeteners (no more than 12 fluid ounces)~~
- ~~other flavored and/or carbonated beverages (no more than 20 fluid ounces) that are labeled to contain no more than five calories per eight fluid ounces or no more than 10 calories per 20 fluid ounces~~
- ~~other flavored and/or carbonated beverages (no more than 12 fluid ounces) that are labeled to contain no more than 40 calories per eight fluid ounces or no more than 60 calories per 12 fluid ounces~~

## **Caffeine**

~~In elementary and middle schools, foods and beverages must be caffeine free with the exception of trace amounts of naturally occurring caffeine substances. In high schools, foods and beverages may contain caffeine.~~

## **Fundraisers**

~~All foods that meet the competitive food standards may be sold at fundraisers on the school campus during school hours. Food or beverages that do not meet the standards may only be sold in occasional or fundraisers, exempt fundraisers, if they are not sold in competition with school meals in the food serving area during the meal programs. This rule governs the sale of food using payment options including, but not limited to, money, tokens, and coupons, or where a donation is expected or suggested. EFE – R E(1), -E(2), and -E(3) provide additional information on the process for fundraisers involving the sale of foods for fundraisers. For further general guidance on fundraisers please see policy JJE/JJE-R.~~

~~The number of fundraisers exempt from the nutrition requirements will be determined by the South Carolina State Board of Education. The exemptions do not apply to food sold in canteens, vending machines, or school stores that regularly sell food throughout the school year. Food sold by culinary arts programs or other curriculum offerings do not qualify for an exemption.~~

~~Issued 9/25/06; Revised 9/22/14, ^~~

# COMPETITIVE FOOD SALES/VENDING MACHINES

Code **EFE-R** Issued **DRAFT/18MODEL**

In an effort to promote student wellness, prevent and reduce childhood obesity, and provide assurance that school meals and snacks meet the minimum federal standards, the district implements this rule governing the sale of competitive foods within the district.

“Competitive foods” means all foods and beverages sold to students during the school day other than food sold under the breakfast and lunch programs. The school day is the period from midnight to 30 minutes after the end of the school day.

This rule applies to all properties under the jurisdiction of the school that are accessible to students during the day. The venues include, but are not limited to, á la carte in the cafeteria, school stores, snack bars, and vending machines.

The competitive food standards do not apply under the following situations:

- food sold during non-school hours, weekends, or off-campus fundraising events (e.g., athletic events, or school concerts)
- food sold for off-campus consumption (e.g., cookie dough or frozen pizza)
- food sold exclusively to adults who are not students
- food given to students at no charge without suggesting a donation
- food brought from home by students for personal consumption
- foods donated for classroom celebrations
- emergency medical situations

## Definitions

*Á la carte* - An individually priced food item.

*Combination food* - A product that contains two or more components representing two or more of the recommended food groups (fruit, vegetable, dairy, protein, or grains). Examples include yogurt and fruit parfait, hummus with vegetables, and cheese and crackers.

*Entrée* - A combination food of meat/meat alternative and whole grain rich food; a combination food of vegetable or fruit and meat/meat alternative; or a meat/meat alternative alone, with the exception of yogurt, low-fat or reduced fat cheese, nuts, seeds and nut/seed butters, and meat snacks (such as dried beef jerky and meat sticks).

*Food* - Food and beverages, including side items and condiments.

*Food service area* - Any centralized location on a school campus where breakfast and lunch are normally prepared, served and/or consumed by students. This includes a “commons” area if students are expected to eat meals there.

*Nutritive sweetener* - A sweetener that provides energy (calories) in the form of simple carbohydrates such as sugars and syrups (e.g., brown sugar, corn sweetener, corn syrup, dextrose, fructose, fruit juice concentrates, glucose, high-fructose corn syrup, honey, invert sugar, lactose, malt syrup, maltose, molasses, raw sugar, sucrose, sugar, or syrup).

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### Entrée Items (Sold only À La Carte) and Side Dishes

The nutrition requirements for food apply to all grade levels and must meet one of the following standards:

- Be a grain product that contains 50 percent or more whole grains by weight or have whole grains as the first ingredient.
- Have as the first ingredient one of the non-grain main food groups; fruits, vegetables, dairy, or protein foods (e.g., meat, beans, poultry, seafood, eggs, nuts, seeds).
- Be a combination food that contains at least 25 percent fruit and/or vegetable.

If water is the first ingredient, the second ingredient must be one of the above.

Exemptions include the following:

- fresh fruits and vegetables with no added ingredients except water
- canned and frozen fruits with no added ingredients except water, or those that are packed in 100 percent juice, extra light syrup, or light syrup
- canned vegetables with no added ingredients except water or that contain a small amount of sugar for processing purposes to maintain the quality and structure of the vegetable

#### *Total fat in entrée items and side dishes*

Acceptable food items must have no more than 35 percent of calories from total fat as served including any added accompaniments. **Under state regulations, foods sold at any K-5 public school can not have more than 30 percent calories from fat.**

Exemptions to the total fat requirement include the following (combination foods are not exempt):

- reduced-fat cheese (including part-skim mozzarella)
- nuts and seeds and nut/seed butters
- dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats
- seafood with no added fat

#### *Saturated fat in entrée items and side dishes*

Acceptable food items must have less than 10 percent of calories from saturated fat as served including any accompaniments.

Exemptions to the saturated fat requirement include the following (combination foods are not exempt):

- reduced-fat cheese (including part-skim mozzarella)
- nuts and seeds and nut/seed butters
- dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats

#### *Trans fat in entrée items and side dishes*

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Acceptable food items must have zero grams of trans fat as served (no more than .5 grams per portion) including any added accompaniments.

### *Sugar in entrée items and side dishes*

Acceptable food items must have no more than 35 percent of weight from total sugar served.

Exemptions to the sugar requirement include the following (combination foods are not exempt):

- dried whole fruits or vegetables
- dried whole fruit or vegetable pieces
- dehydrated fruits or vegetables with no added nutritive sweeteners
- dried whole fruits or pieces with nutritive sweeteners that are required for processing and/or palatability purposes (e.g. cranberries, tart cherries, or blueberries)
- products consisting of only exempt dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats

### *Sodium in entrée items and side dishes*

- Entrée items cannot exceed 480 milligrams of sodium per item as served including any added accompaniments.
- Snack items and side dishes can not exceed 200 milligrams of sodium per item as served, including added accompaniments.

### *Calories in entrée items and side dishes*

- Entrée items can not exceed 350 calories per item as served including any added accompaniments.
- Snack items and side dishes cannot exceed 200 calories per item as served including any added accompaniments such as butter, cream cheese, and salad dressing.

Sugar-free gum is exempt from all competitive food standards.

Use of accompaniments is limited when competitive food is sold to students in school. The accompaniment must be included in the nutrient profile as part of the food item served and meet all proposed standards. Examples include, but are not limited to, butter, cream cheese, syrup, ketchup, mustard, and salad dressing.

Any entrée item offered as part of the breakfast or lunch program is exempt from all competitive food standards if it is sold as a competitive food on the day of service or the day after service in the breakfast or lunch program. Exempt entrées that are sold as competitive foods must be offered in the same or smaller portion sizes as the breakfast or lunch program with the same accompaniments.

## **Beverages**

### *Elementary school*

- plain water, with or without carbonation (no size limit)
- one percent milk, unflavored (no more than eight fluid ounces)

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- nonfat milk, flavored or unflavored (no more than eight fluid ounces), including nutritionally equivalent milk alternatives as permitted by the school meal requirements
- 100 percent fruit/vegetable juice (no more than eight fluid ounces)
- 100 percent fruit/vegetable juice diluted with water (with or without carbonation) and no added sweeteners (no more than 8 fluid ounces)

### *Middle school*

- plain water, with or without carbonation (no size limit)
- low fat or one percent milk, unflavored (no more than 12 fluid ounces)
- nonfat milk, flavored or unflavored (no more than 12 fluid ounces), including nutritionally equivalent milk alternatives as permitted by the school meal requirements
- 100 percent fruit/vegetable juice (no more than 12 fluid ounces)
- 100 percent fruit/vegetable juice diluted with water (with or without carbonation) and no added sweeteners (no more than 12 fluid ounces)

### *High school*

- plain water, with or without carbonation (no size limit)
- low fat or one percent milk, unflavored (no more than 12 fluid ounces)
- nonfat milk, flavored or unflavored (no more than 12 fluid ounces), including nutritionally equivalent milk alternatives as permitted by the school meal requirements
- 100 percent fruit/vegetable juice (no more than 12 fluid ounces)
- 100 percent fruit/vegetable juice diluted with water (with or without carbonation) and no added sweeteners (no more than 12 fluid ounces)
- other flavored and/or carbonated beverages (no more than 20 fluid ounces) that are labeled to contain no more than five calories per eight fluid ounces or no more than 10 calories per 20 fluid ounces
- other flavored and/or carbonated beverages (no more than 12 fluid ounces) that are labeled to contain no more than 40 calories per eight fluid ounces or no more than 60 calories per 12 fluid ounces

### **Caffeine**

In elementary and middle schools, foods and beverages must be caffeine-free with the exception of trace amounts of naturally occurring caffeine substances. In high schools, foods and beverages may contain caffeine.

### **Fundraisers**

All foods that meet the competitive food standards may be sold at fundraisers on the school campus during school hours. Food or beverages that do not meet the standards may only be sold in occasional fundraisers if they are not sold in competition with school meals in the food serving area during the meal programs. This rule governs the sale of food using payment options including, but not limited to, money, tokens, and coupons, or where a donation is expected or suggested.

The number of fundraisers exempt from the nutrition requirements will be determined by the South Carolina State Board of Education. The exemptions do not apply to food sold in canteens, vending machines, or school stores that regularly sell food throughout the school year. Food sold by culinary arts programs or other curriculum offerings do not qualify for an exemption.

Issued 9/25/06; Revised 9/22/14, ^

Issued 9/14

All foods and beverages sold or served on school grounds during the school day including vending machines, canteens, school stores, and fundraising activities will meet the following guidelines.

In accordance with the National Smart Snack Nutrition Standards:

**Entrée Items, Snacks, and Side Items**

- Calories are less than or equal to 200 calories per serving.
- Fats: Total fats are less than or equal to 35% of total calories per portion.

Saturated fats are less than or equal to 10% of total calories per portion.

**Trans Fats are zero grams per portion (less than or equal to 0.5 per portion)**

- Sodium is less than or equal to 230 mg of sodium per portion (will change to 200 mg in 2015).
- Sugar is less than or equal to 35% of weight from total sugars per item

Elementary schools will follow state guidelines as follows:

- Snacks, sweets, and side dishes will have no more than 30% of calories from fat, less than 10% calories from saturated fat, 10% or less of calories from trans fatty acids, and no more than 35% of added sugar by weight.
- Single-serving food items sold to elementary students to the following maximum portion sizes: 1/25 ounces for snacks; 2 ounces for cookies or cereal bars; 3 ounces for other bakery items; and ½ cup for fried potatoes or other fried vegetables.

**Allowable Beverages - All Grades**

- water with or without carbonation
- nonfat milk (plain or flavored)
- lowfat milk (plain only)
- 100% fruit or vegetable juice with no added sweeteners
- 100% Fruit or Vegetable Juice diluted with water with or without carbonation
- serving size limits: 8 oz. for elementary school and 12 oz. for middle and high school
- elementary school: no caffeine is allowed

**High school only**

- diet beverages: 20 oz. (less than 5 kcal/8 oz. or less than or equal to 10 kcal/20 oz.)
- low-calorie beverages: 12 oz. limit (less than or equal to 40 kcal/8 oz. OR less than or equal to 60 kcal/12 oz.)
- no caffeine restrictions

Food and beverages sold as fundraisers during the school day are also subject to the Smart Snack nutrition standards. State agencies will have the opportunity to set a number of infrequent food or beverage fundraisers that are exempt from the standards. However, even exempted fundraisers will not be allowed to be sold in competition with the breakfast or lunch programs in the food service area during meal service. If the state agency does not set a number of exempted food and beverage fundraisers, then ZERO exempted fundraisers will be allowed.

The school day is defined from midnight before to 30 minutes after the end of the official school day.

The district will convene a standing coordinated school health advisory council (CSHAC) consisting of parents/legal guardians, students, school food service representatives, school administrators, and community members to provide guidance to the schools in areas school health climate including recommendations for nutrition guidelines for foods and beverages sold or served on school grounds during the school day. School health improvement plans will be developed by the CSHAC and will be included in the district strategic plan. Support for school climate initiatives will be provided by district office staff.

Food and beverages sold during the school day will be reviewed annually and reported as a component of the school climate report. Assessment and implementation of school health policies will be monitored by the school principal.

Issued 9/25/06; Revised 9/22/14

**York 3/Rock Hill School District**

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**“SMART SNACKS” INDIVIDUAL EXEMPT FUNDRAISER CHECKLIST**

**Important notes**

- This form should be approved by the principal or his/her designee, not the cafeteria staff.
- Post this form to the “Smart Snacks” Annual School-Based Exempt Fundraiser Summary Report.
- Retain this form at the school (not the cafeteria) for the current school year and the next three school years. These forms are subject to audit.

District and school: \_\_\_\_\_

Requesting school organization and contact: \_\_\_\_\_

Name of fundraiser, date(s), time(s), and location(s): \_\_\_\_\_

Description of food(s) being sold: \_\_\_\_\_

1. Is this fundraiser consistent with the district and/or school’s **local wellness policies**?  
Yes = continue.  
No = ~~STOP! This cannot be an exempt fundraiser.~~ **Continue; this may be an exempt fundraiser.**
2. Will the food be **sold**?  
Yes = continue.  
No = no exemption required, but check local wellness policy.
3. Will the food be sold during the **school day** for **consumption** on the **school campus**?  
Yes = continue.  
No = no exemption required, but check local wellness policy.
4. Will the food be sold in a **canteen, vending machine or school store**?  
Yes = STOP! This cannot be an exempt fundraiser.  
No = continue.
5. Does the food meet federal Smart Snacks **nutritional requirements**?  
Yes = no exemption required, but check local wellness policy.  
I don’t know = use the Smart Snacks calculator at <https://foodplanner.healthiergeneration.org/calculator/>  
No = continue.
6. Will the food be sold in the **food service area** during breakfast and/or lunch?  
Yes = STOP! This cannot be an exempt fundraiser.  
No = Sign, date and submit this form to the principal or his/her designee.

\_\_\_\_\_  
Printed name and signature of authorized organization representative Date

\_\_\_\_\_  
Printed name and signature of principal or his/her designee Date

**“SMART SNACKS” INDIVIDUAL EXEMPT FUNDRAISER CHECKLIST**

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Requesting school organization and contact: \_\_\_\_\_

Name of fundraiser, date(s), time(s), and location(s): \_\_\_\_\_

Description of food(s) being sold: \_\_\_\_\_

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Yes = continue.  
No = STOP! This cannot be an exempt fundraiser.
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Yes = continue.  
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3. Will the food be sold during the **school day** for **consumption** on the **school campus**?  
Yes = continue.  
No = no exemption required, but check local wellness policy.
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Yes = STOP! This cannot be an exempt fundraiser.  
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5. Does the food meet federal Smart Snacks **nutritional requirements**?  
Yes = no exemption required, but check local wellness policy.  
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<https://foodplanner.healthiergeneration.org/calculator/>  
No = continue.
6. Will the food be sold in the **food service area** during breakfast and/or lunch?  
Yes = STOP! This cannot be an exempt fundraiser.  
No = Sign, date and submit this form to the principal or his/her designee.

\_\_\_\_\_  
Printed name and signature of authorized organization representative Date

\_\_\_\_\_  
Printed name and signature of principal or his/her designee Date

**“SMART SNACKS” ANNUAL SCHOOL-BASED EXEMPT FUNDRAISER SUMMARY REPORT**

**Important notes**

- This form must be completed by the school principal or his/her designee, not the cafeteria staff.
- Retain this form in the school office (not the cafeteria) along with each “Smart Snacks” Individual Exempt Fundraiser Checklist for the current school year and the next three school years.
- **Schools must submit a copy of this form annually to the Food Service department by June 1st for reporting purposes.**
- These forms are subject to audit.

District and school name: \_\_\_\_\_ School year: \_\_\_\_\_

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Printed name and signature of principal or his/her designee

Date

**Rock Hill School District Three**

**“SMART SNACKS” ANNUAL SCHOOL-BASED EXEMPT FUNDRAISER SUMMARY  
REPORT**

**Important notes**

- This form must be completed by the school principal or his/her designee, not the cafeteria staff.
- Retain this form in the school office (not the cafeteria) along with each “Smart Snacks” Individual Exempt Fundraiser Checklist for the current school year and the next three school years.
- These forms are subject to audit.

District and school name: \_\_\_\_\_

School year: \_\_\_\_\_

#	Organization	Date	Duration
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### **Parent's Guide to Smart Snacks Sold as Fundraisers**

The Healthy Hunger-Free Kids Act of 2010 directed the USDA to establish nutrition standards for all foods and beverages sold to students during the school day, including foods sold through fundraisers. Students who are well nourished are better prepared to learn. By implementing consistent nutrition standards throughout the school building, we believe this will enhance the learning environment and contribute to the overall health and well-being of our students. Smart Snacks standards help schools offer students healthy food and beverage choices such as whole grains, fruits and vegetables, leaner protein, lower-fat dairy, while limiting foods with too much sugar, fat and salt.

- Smart Snacks Standards apply to all foods and beverages **sold** to students outside of the school meals programs – including vending machines, a la carte, school stores, snack carts and **in-school fundraising**.
  - Cookies, candy, chips, donuts and soda have been replaced with items like nuts or seeds, popcorn, baked chips, fruit cups and plain water.
- Smart Snacks are in effect for the entire school day (midnight before to 30 minutes after the end of the school day) across the entire school campus.
- Smart Snacks do **not** apply to foods served, such as classroom celebrations and during evening, weekend or community events. Please refer to the District Wellness policy (ADF)

Foods and beverages sold to students **as fundraisers during the school day** have to meet Smart Snack standards unless they are approved by the principal as an exempt fundraiser. Our state allows 30 'one day' exempt fundraisers per year at each school.

The school principal must approve all school sponsored and non-school sponsored support organization fundraising activities (Policy JJE-R). This approval must be in writing and issued prior to the beginning of the fundraising activity. There are several documents that are required to be completed for approval:

- Smart Snacks Individual Exempt Fundraiser Checklist (EFE-R-E(1))
- Fundraising Activity Request – Support Organizations (JJE-E)

Non-food fundraisers or fundraisers that include only foods and beverages that meet the standards are **not** limited in any way! Visit [www.healthiergeneration.org/smartsnacks](http://www.healthiergeneration.org/smartsnacks) to find additional resources on alternative fundraising ideas and healthier foods and beverages that can be used for fundraising.

Our district is fully committed to insuring compliance with the Smart Snacks standards. We also want to make sure you have the tools you need to find compliant products. Check out the following tools from the Alliance for a Healthier Generation:

- [Smart Food Planner](#)
- [Smart Snacks Product Calculator](#) (this is the only compliance tool verified by the USDA)

As we work to change our foods and beverages across campus, we would appreciate your support, especially in the area of fundraising. We look forward to working together to find alternative fundraising ideas or developing a list of healthier foods and beverages to be sold for fundraising.

# Memo

**TO:** Dr. Bill Cook  
**FROM:** Anthony Cox, P.E.  
**DATE:** March 20, 2019  
**SUBJECT:** Revisions to Policy FB, Facilities Planning  
**CC:** Pathfinders Master Planning Team

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The revisions for the subject policy support our long range efforts. It has been revised based on the latest state model and our district's specific master planning system.

The policy was successfully reviewed at the Work Session for the Board of Trustees on March 11, 2019. It is therefore presented for first read approval at the upcoming March 25<sup>th</sup>, 2019 Business Meeting.

## FACILITIES PLANNING

Code **FB** Issued **PROPOSED**

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The board may initiate long-range needs determination surveys on the recommendation of the superintendent or by the board's own appreciation of need.

The board will determine needs based upon the following criteria:

- the extent of use of existing facilities
- the students to be accommodated at a particular time and projected into the future
- the educational goals of the district
- the extent of nonschool or shared use of the facilities
- the demographic projections for birth rates, population growth, and economic conditions

The board directs the superintendent to establish and maintain a facilities master planning system using a minimum future focus of five years. The master plan shall:

- Be a living document, monitored and updated at least biennially, and accessed by the School Board and local and state government agencies as required.
- Guide and control the authorization and approval of specific planning actions, projects development and capital and certain operational expenditures.
- Meet all State Department of Education requirements for long range planning documentation
- Support, and be governed by, the overall strategic plan of Rock Hill Schools
- Be developed by a permanent Facilities Master Planning Team, comprised of school administrators, teachers, and parents; representatives of local government and the community; district and facilities staff.

The superintendent, with the full participation of the professional staff, will develop educational specifications for new school facilities or renovations of existing ones. The superintendent may use consultants when he/she deems it necessary.

Additionally, the board may employ the assistance of professional persons to help the district conduct a needs determination survey. The administration and/or specialist will present findings to the board for action.

~~Beyond the master planning team,~~ the board may seek input from the community **at large** in determining long-range needs.

All construction, improvement, and renovation of district property will comply with standards and specifications set forth in the South Carolina Department of Education's *South Carolina School Facilities Planning and Construction Guide*.

Adopted 4/27/88; Revised 10/24/88, 2/28/00, 10/25/10

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Legal References:

**SCSBA**

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

1. Section 59-23-210 - Construction, improvement, and renovation of public schools.

## FACILITIES PLANNING

Code **FB** Issued **MODEL**

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The superintendent, with the full participation of the professional staff, will develop educational specifications for new school facilities or renovations of existing ones. The superintendent may use consultants when he/she deems it necessary.

Additionally, the board may employ the assistance of professional persons to help the district conduct a needs determination survey. The administration and/or specialist will present findings to the board for action.

The board may seek input from the community in determining long-range needs.

All construction, improvement, and renovation of district property will comply with standards and specifications set forth in the South Carolina Department of Education's *South Carolina School Facilities Planning and Construction Guide*.

Adopted ^

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Legal References:

- A. S. C. Code of Laws, 1976, as amended:
1. Section 59-23-210 - Construction, improvement, and renovation of public schools.



## Memorandum

**TO:** Board of Trustees

**FROM:** Dr. Bill Cook

**DATE:** March 21, 2019

**SUBJECT:** Policy BE – School Board Meetings

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Attached is Policy **BE** – *School Board Meetings*. We are asking the Board to approve the updating of the policy to change the address listed to our new street address, with no other content changes.

## **Policy BE School Board Meetings**

Issued 11/14, **3/19**

Purpose: To establish the basic structure for the conduct of board meetings.

All board meetings will be conducted in accordance with the South Carolina Freedom of Information Act. All board meetings, except for periods in which the board is in executive sessions, are open to the public.

### **Biennial organizational meeting**

The board holds its biennial organizational meeting within one week following the certification of the election results or as soon as practical following the election of board members. The board swears in new members, elects officers and swears in those officers at the biennial meeting. The board also sets the date and time of regular board meetings for the ensuing period between organizational meetings.

### **Regular board meetings**

The board holds its regular meeting of the board at the ~~board room of the administration building~~ **Central Office** at ~~660 North Anderson Road~~ **386 E. Black Street** unless otherwise designated on the fourth Monday of each month. The board may reschedule the meeting when a holiday falls on the fourth Monday. The regularly scheduled time will be 6:00 p.m. There is no meeting held in December.

In unusual circumstances, the board may change the time and place of the regular meeting, or any regular meeting, upon a majority vote of the board.

### **Work sessions**

Each month (unless exception is made by the board), the board will meet in work sessions. The purpose of these sessions will be for the board to have opportunities for planning and discussion without formal action. Topics for discussion should be announced publicly, in advance, and sessions will be conducted in accordance with state law. A majority vote of the board is required for an item to be added to the agenda at the time of the meeting.

### **Special meetings**

The chairman of the board or a majority of members of the board may call a special meeting of the full board. The superintendent should give at least 24 hours notice to all members of the board and the public except when emergency conditions make such notice impossible. The board will not transact any business other than that which is stated in the notice.

### **Public hearings**

The board may conduct public hearings from time to time in order for the public to express their views regarding a specific issue. The board will conduct such meetings in an orderly manner in accordance with board policy and regulation.

### **Parliamentary procedure**

The latest edition of Robert's Rules of Order will govern all matters not covered by the rules of the board.

Adopted 4/27/78; Revised 10/24/88, 7/22/91, 4/22/96, 10/21/98, 8/27/12, 11/24/14, **2019**

Legal references:

S.C. Code, 1976, as amended:

Sections 30-4-10 through 30-4-110 - South Carolina Freedom of Information Act.

Section 59-1-340 - Meetings of boards of trustees and boards of education.

Section 59-19-90(4) - Calling meetings of electors for consultations.

Section 59-19-110 - Board rule-making power includes right to conduct any hearing.

**Christine Gammons**

*Policy Feedback.*

**From:** Lynette Smith  
**Sent:** Friday, March 15, 2019 2:37 PM  
**To:** Christine Gammons  
**Subject:** School Board feedback

Good afternoon,

The policy for board meetings should address what happens when a meeting date falls on a holiday. For example May 27, 2019 is Memorial Day. Will the board still meet at its regularly scheduled time? Hope this helps.

Thank you,

Lynette Smith  
Science Instructor  
Rock Hill High School  
Phone: 803-981-1315  
Fax: 803-981-1343

**"Words are beautiful but, actions are supreme."**

**Christine Gammons**

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*Policy Feedback.*

**From:** Kim Brown  
**Sent:** Friday, March 15, 2019 2:15 PM  
**To:** Christine Gammons  
**Subject:** Policy Changes

I agree with the policy changes presented by the Board.

# Memo

**TO:** Dr. Bill Cook  
**FROM:** Brian Vaughan  
**DATE:** March 20, 2019  
**SUBJECT:** Revisions to Policy KF – Community Use of School Facilities

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The policy and rule are revised to provide updated guidance on in-kind services with specific user groups, and additional guidance on rentals for certain uses and services.

# COMMUNITY USE OF ~~SCHOOL~~DISTRICT FACILITIES

Code **KF** Issued

**Purpose:** To establish the basic structure for community use of Rock Hill School District ~~Three school~~ (“District”) facilities.

## A. General Principles.

~~The District board of trustees views District property as a community asset and promotes community use of such property for purposes that are consistent with and contribute to the District’s programs and promote the health and welfare of the children, youth, and adults in our District.~~

~~The Rock Hill School District Three Board of Trustees (the “Board”) views school property as a community asset and promotes community use of such property for purposes that contribute to the school program and promote the health and welfare of the children, youth and adults in our school district.~~

The Board authorizes the Superintendent to prescribe and publish separate administrative procedures required for the implementation of this policy in an orderly and equitable manner.

## B. Facilities Available For Use.

The following types of facilities are available for use: auditoriums, galleries, media centers, gymnasiums, dining areas, designated classrooms, meeting rooms, athletic fields and stadiums.

~~Permission to use District facilities may be granted by the superintendent or designee when such use will not, in the sole discretion of the superintendent:~~

~~Permission to use school facilities may be granted by the Superintendent or designee when such use will not:~~

- ~~1. interfere, conflict or compete in any way with the programs, activities, and schedule of the schools or the District;~~~~interfere in any way with the regular programs, activities and schedule of the schools;~~
2. compete with commercial organizations or businesses in providing services to the public;
3. utilize equipment, staging, decoration, and the like which could cause damage to the facilities;
- ~~4. be contrary to the best interests of the District;~~~~be considered or perceived as in conflict with the best interests of the district.~~

## C. Eligible Users, Priority of Use and Fees Required.

Eligibility and priority in the use of ~~school~~District facilities shall be in accordance with the general categories listed below. Within a category, specific types of groups will be given priority, as listed. Collection of fees is required to cover the expenditure of utilities, custodial and building operation expenses associated with each group’s use of the ~~school~~District facilities. All fees collected pursuant to this policy shall be deposited in the appropriate district fund for recovery of expenditures and as directed by the Superintendent.

## PAGE 2 - KF - COMMUNITY USE OF SCHOOL FACILITIES

**In Kind:** Only government and not-profit community organizations may use the following in-kind credit process: The in-kind credit proposal will identify the service(s), material(s) or combination thereof that will be donated to the school.

1. Proof of value, invoices or receipts, where possible should be attached to the proposal. If it is not possible to provide invoices or receipts as proof of value, then an estimated value should be placed on the contribution and the basis for calculating such an estimated value.
2. The administration will confirm the accuracy of the identified value and establish a Community Use credit balance which the government or non-profit agency may draw against to offset the established facility use fees at the school of donation.

Category and Description	Fees Charged
<b>Category A – <del>School</del>District Affiliated Groups:</b>	
1. <b><del>School</del>District-sponsored Groups</b> including teachers and students in the <u>District's</u> regular K-12 curricular program and established co-curricular educational and extra-curricular activities, school clubs and student organizations.	<b>No fees are charged</b> , and no facility use agreement is required, unless such groups are using facilities for a profit making endeavor where 100% of the total profits are not deposited back into a school district fund.
2. <b><del>School</del>District-related Groups</b> that conduct activities that enhance and support the <u>District's</u> regular K-12 curricular program and extra-curricular activities directly, such as PTO, academic, music and athletic booster clubs, and administrators' organizations.	
Category and Description	Fees Charged
<b>Category B – Not-For-Profit or <del>Tax Exempt</del>Tax-Exempt Groups:</b>	
1. <b><del>Federal, State and Local Government Agencies, other educational institutions and chartered community service agencies.</del></b>	<b>Fees will be charged for these groups based on a fee schedule approved by the Board</b> to recover costs of rent, utilities and custodial services required by this policy.
2. <b><u>Organized Non-Profit Community and Civic Groups</u></b> , supervised non-profit youth and adult athletic and character-building groups, church and non-profit faith-based groups and other non-profit groups.	
<b><u>Category C – For-Profit Groups, Private Groups and Individuals of the General Public:</u></b>	
Persons, organizations or associations that request use of <del>school</del> District facilities for a commercial enterprise or to engage in a business for profit.	<b>Fees will be charged for these groups based on a fee schedule approved by the Board.</b>

### D. Terms and Acceptance of Agreements.

## PAGE 3 - KF - COMMUNITY USE OF SCHOOL FACILITIES

The Superintendent or designee is authorized to enter into facility use agreements with eligible users for the use of ~~school~~District property for terms up to one calendar year. Specific conditions and types of agreements up to one calendar year shall be described in the administrative procedures.

An agreement for more than one calendar year shall be deemed a long-term license and must be approved in advance, by the Board.

Terms, conditions and fee charges for all long-term licenses shall be as negotiated with the Superintendent or designee.

### E. Damages and Liability Insurance.

User groups executing a facility use agreement are responsible for:

1. the proper conduct of all persons attending the event;
2. compliance with all state and federal laws;
3. immediate (within thirty days of incident) repair and restoration of all damages to ~~school~~District facilities, property or equipment that occurs while the facility is being used by the group and all individuals therein;
4. loss, damage, or expense caused or arising from the use or operation, as a means of inflicting harm of any computer system, software program, malicious code, computer virus or process of any other electronic system; and
5. all liabilities of any persons in attendance.

All user groups, except category A groups, must furnish a Certificate of Insurance for general liability coverage of \$1,000,000 per occurrence. The Facility (school or site) being used must be listed as additional insured on the Certificate.

### F. Rules Governing the Use of ~~School~~District Facilities.

In addition to other provisions of this policy and to any specific administrative procedures established by the Superintendent, all users of ~~school~~District facilities must comply with the following rules:

1. Groups and individuals that use ~~school~~District facilities must comply with all federal, state and local laws and any additional rules required by the Board, Superintendent or designee, or principal.
2. No organization shall be eligible to use ~~school~~District facilities if such organization advocates governmental change by ~~violence, or violence or~~ advocates any doctrine of theories subversive to the law or constitutions of the State of South Carolina or the United States of America.
3. No group or organization characterized as a gang or secret society, pursuant to Board Policy JICF, shall be eligible to use ~~school~~District facilities.
4. User groups and all individuals therein shall not consume or possess prohibited substances and items, complying in all terms and conditions with board policies including but not limited to:

## PAGE 4 - KF - COMMUNITY USE OF SCHOOL FACILITIES

- a. Tobacco-Free Schools / Use of Tobacco (Policy ADC)
- b. Drug-Free and Alcohol-Free Schools, Workplace (Policy ADB)
- c. Weapons in School (Policy JICI)

~~5. The use of school facilities by the City of Rock Hill or York County and their divisions or departments shall be as provided in this policy except as specified under a Master Facilities Use Agreement to be drawn with each government body.~~

5. The use of ~~school~~District facilities as election polling stations, for meetings of registered political parties or the State Election Commission shall be without charge (SC Code 7-9-110)

6. District facilities are not available and cannot be used for funerals, memorial services, celebrations of life or similar gatherings or events.

7. Any violation by a user group or associated individual of the provisions of this policy or any applicable administrative procedure will be deemed grounds for the suspension of the user group's privilege to use ~~school~~District facilities for such period of time considered appropriate by the District, subject to the review of the Superintendent and the Board of Trustees.

8. The Board, through the Superintendent or designee, reserves the right to cancel a permit to use ~~school~~District property or facilities and will refund payment of fees whenever it deems such action advisable and in the best interest of the ~~school~~District system. The Board further reserves the right to modify or change its rules at any time with or without cause. In the event of such revocation or cancellation, there shall be no claim or right whatsoever to damages or reimbursement on account of loss, damage or expenses.

### G. Review of Decisions Concerning Use of ~~School~~District Facilities.

Any person or organization may request a review of any decision made by staff pursuant to this policy. The review shall be conducted by the ~~Associate Superintendent of Administrative Services~~Executive Director of Facilities. Subsequent reviews shall follow Board Policy KE.

### H. Implementation of Policy.

All existing ~~rental agreements and leases~~ Facility Use Agreements in force on the date of adoption of this policy shall remain in effect for the duration of the current term of ~~the such~~ rental agreement.

### APPENDICES TO THIS POLICY:

1. KF-E1 Request for Use of ~~School~~District Facilities
- KF-E2 Fee Schedule for Facility Use

Adopted 11/27/89; Revised 2/24/92, 04/25/05, 5/22/06, 1/26/09, 4/22/13, 9/25/2017,     /    /19

Current

## Policy KF Community Use of School Facilities

Issued 9/17

Purpose: To establish the basic structure for community use of school facilities.

### General Principles

The Rock Hill School District Three board of trustees views school property as a community asset and promotes community use of such property for purposes that contribute to the school program and promote the health and welfare of the children, youth, and adults in our school district.

The board authorizes the superintendent to prescribe and publish separate administrative procedures required for the implementation of this policy in an orderly and equitable manner.

### Facilities Available For Use

The following types of facilities are available for use: auditoriums, galleries, media centers, gymnasiums, dining areas, designated classrooms, meeting rooms, athletic fields, and stadiums.

Permission to use school facilities may be granted by the superintendent or designee when such use will **not**:

- interfere in any way with the regular programs, activities, and schedule of the schools
- compete with commercial organizations or businesses in providing services to the public
- utilize equipment, staging, decoration, and the like which could cause damage to the facilities
- be considered or perceived as in conflict with the best interests of the district.

### Eligible Users, Priority of Use, and Fees Required

Eligibility and priority in the use of school facilities will be in accordance with the general categories listed below. Within a category, specific types of groups will be given priority, as listed. Collection of fees is required to cover the expenditure of utilities, custodial, and building operation expenses associated with each group's use of the school facilities. All fees collected pursuant to this policy will be deposited in the appropriate district fund for recovery of expenditures and as directed by the superintendent.

#### Category and Description

#### Fees Charged

##### Category A - School Affiliated Groups:

**1. School-sponsored Groups** including teachers and students in the regular K through 12 curricular program and established co-curricular educational and extra-curricular activities, school clubs, and student organizations.

**No fees are charged**, and no facility use agreement is required, unless such groups are using facilities for a profit-making endeavor where 100% of the total profits are not deposited back into a school

**2. School-related Groups** that conduct activities that enhance and support the regular K through 12 curricular program and extra-curricular activities directly, such as PTO, academic, music, and athletic booster clubs, and administrators' organizations. district fund.

### **Category B - Not-For-Profit or Tax Exempt Groups:**

**1. Federal, State and Local Government Agencies**, other educational institutions and chartered community service agencies.

**2. Organized Non-Profit Community and Civic Groups**, supervised non-profit youth and adult athletic and character-building groups, church and non-profit faith-based groups, and other non-profit groups.

**Fees will be charged for these groups based on a fee schedule approved by the board** to recover costs of rent, utilities, and custodial services required by this policy.

### **Category C - For-Profit Groups, Private Groups, and Individuals of the General Public:**

Persons, organizations, or associations that request use of school facilities for a commercial enterprise or to engage in a business for profit.

**Fees will be charged for these groups based on a fee schedule approved by the board.**

### **Terms and Acceptance of Agreements**

The superintendent or designee is authorized to enter into facility use agreements with eligible users for the use of school property for terms up to one calendar year. Specific conditions and types of agreements up to one calendar year will be described in the administrative procedures.

An agreement for more than one calendar year will be deemed a long-term license and must be approved in advance, by the board.

Terms, conditions, and fee charges for all long-term licenses will be as negotiated with the superintendent or designee.

### **Damages and Liability Insurance**

User groups executing a facility use agreement are responsible for:

- the proper conduct of all persons attending the event
- compliance with all state and federal laws
- immediate (within thirty days of incident) repair and restoration of all damages to school facilities, property, or equipment that occurs while the facility is being used by the group and all individuals therein
- loss, damage, or expense caused or arising from the use or operation, as a means of inflicting harm of any computer system, software program, malicious code, computer virus, or process of any other electronic system

- all liabilities of any persons in attendance

All user groups, except category A groups, must furnish a Certificate of Insurance for general liability coverage of \$1,000,000 per occurrence. The facility (school or site) being used must be listed as additional insured on the Certificate.

### **Rules Governing the Use of School Facilities**

In addition to other provisions of this policy and to any specific administrative procedures established by the superintendent, all users of school facilities must comply with the following rules:

- Groups and individuals that use school facilities must comply with all federal, state, and local laws and any additional rules required by the board, superintendent or designee, or principal.
- No organization will be eligible to use school facilities if such organization advocates governmental change by violence, or advocates any doctrine of theories subversive to the law or constitutions of the State of South Carolina or the United States of America.
- No group or organization characterized as a gang or secret society, pursuant to Board Policy JICF, will be eligible to use school facilities.
- User groups and all individuals therein will not consume or possess prohibited substances and items, complying in all terms and conditions with board policies including but not limited to:
  - Tobacco-Free Schools / Use of Tobacco (Policy ADC)
  - Drug-Free and Alcohol-Free Schools, Workplace (Policy ADB)
  - Weapons in School (Policy JICI)
- The use of school facilities by the City of Rock Hill or York County and their divisions or departments will be as provided in this policy except as specified under a Master Facilities Use Agreement to be drawn with each government body.
- The use of school facilities as election polling stations, for meetings of registered political parties or the State Election Commission will be without charge (SC Code 7-9-110).
- Any violation by a user group or associated individual of the provisions of this policy or any applicable administrative procedure will be deemed grounds for the suspension of the user group's privilege to use school facilities for such period of time considered appropriate by the district, subject to the review of the superintendent and the board of trustees.
- The board, through the superintendent or designee, reserves the right to cancel a permit to use school property or facilities and will refund payment of fees whenever it deems such action advisable and in the best interest of the school system. The board further reserves the right to modify or change its rules at any time with or without cause. In the event of such revocation or cancellation, there will be no claim or right whatsoever to damages or reimbursement on account of loss, damage, or expenses.

### **Review of Decisions Concerning Use of School Facilities**

Any person or organization may request a review of any decision made by staff pursuant to this policy.

The review will be conducted by the associate superintendent of administrative services. Subsequent reviews will follow Board Policy KE.

### **Implementation of Policy**

All existing rental agreements and leases in force on the date of adoption of this policy will remain in effect for the duration of the current term of the rental agreement.

### APPENDICES TO THIS POLICY:

KF-E1 Request for Use of School Facilities

KF-E2 Fee Schedule for Facility Use

Adopted 11/27/89; Revised 2/24/92, 04/25/05, 5/22/06, 1/26/09, 4/22/13, 9/25/2017

### Legal References:

S.C. Code, 1976, as amended:

Section 7-9-110 - Conducting elections or primaries in a facility that receives state funds.

Section 59-1-370 - Closing of educational institutions on general election day.

Section 59-19-90(7) - General powers and duties of school trustees.

Section 59-19-120 - Rules and regulations governing use of school buildings.

Section 59-19-125 - Leasing school property for particular purposes.

### Federal Cases:

*Child Evangelism Fellowship of South Carolina v. Anderson School District Five*, 470 F.3d 1062 (4th Cir. 2006).

York 3/Rock Hill School District

## COMMUNITY USE OF ~~SCHOOL~~DISTRICT FACILITIES

Code **KF-R** Issued

Under Policy KF, the Board authorizes the Superintendent to prescribe and publish these separate administrative procedures required for the Community Use of ~~School~~District Facilities in an orderly and equitable manner.

As a service to the community, the Board may allow the use of public school property by individuals, organizations, institutions and businesses for such educational, recreational, social, civic, and philanthropic and like purposes as the ~~B~~board deems in the best interest of the community.

### I. Authorized Users.

- A. Designation of groups authorized to use ~~school~~District facilities and applicability of fees to be charged to these groups shall be in accordance with Policy KF Section C, Eligible Users, Priority of Use and Fees Required.
- B. Unless otherwise specified by policy or elsewhere in these administrative procedures, all general and special rules, terms and processes described below shall be applicable to all categories of user groups (A, B, and C) defined in Policy KF.
- C. Category B and C user groups executing a Facility Use Agreement are responsible for all damages to ~~school~~District facilities, property or equipment that occurs while the facility is being used by the group, and must furnish a Certificate of Insurance for general liability coverage of \$1,000,000 (per occurrence) at the time a request is made for use of the facility. The Certificate of Insurance must show that coverage is current during the requested date(s) of use. ~~Alternatively, T-~~the Superintendent or designee may require the group to execute a Waiver of Liability that states that no liability shall attach to the Rock Hill School Board of Trustees, individually or collectively, for personal injury or personal property damage by reason of use of the ~~school~~District property.
- D. The Rock Hill School District reserves the right to prohibit use of its facilities by any individual, group or organization not in good standing with the district or its divisions (schools, departments or programs). An individual, group or organization which has acted with negligence, disrespect or disregard for federal, state or local statutes or regulations, school ~~B~~board policies and procedures, or the rules and bylaws of the leagues, consortia, groups or other organizations to which the district or its divisions subscribes, which has resulted in adverse impact to the district's resources, risk management or reputation shall be considered not in good standing. As described in policy, a party not in good standing shall be considered or perceived as in conflict with the best interests of the district.

### II. General Rules on Use of ~~School~~District Facilities.

- A. The ~~Executive Director of Facilities~~Deputy Superintendent is responsible to the Superintendent and the Board for administration of the Community Use of ~~School~~District Facilities policy and

procedures.

- B. Permission to use ~~school~~District facilities can be granted by the school principal or designee and the ~~Deputy~~-Superintendent or designee when in the Superintendent's sole discretion, such use will not interfere, conflict or compete in any way with the regular programs and activities of the ~~school~~Districts. Such permission shall be documented by a written facility use agreement, as further outlined in Section III.

~~C. The designee for the Deputy Superintendent is the Facilities Use Coordinator.~~

~~D.C.~~ The principal or ~~designee~~ the designated administrator assigned by the principal to be in charge of the facility~~building~~ shall be present and visible at the event whenever buildings are assigned or scheduled for public use and shall be responsible to the Board of Trustees.

~~E.D.~~ All activities must be conducted under appropriate adult supervision by the user group (organization granted the agreement for use) ~~which is~~ using the facility. An adult is defined as being 21 years of age or older. The adult supervisor(s) must be (a) be identified by the user group in advance in writing to the principal or designee, (b) be in attendance at all times, and (c) accept the responsibility for the care of the ~~school~~District facility and equipment, the conduct of their group while using the facility, confining the activities of the group only to the area specified in the written agreement, using only equipment listed in the agreement, and leaving the premises at the time specified in the agreement.

~~F.E.~~ For Category B and C user group events, adequate custodial employee(s) shall be provided by the ~~district, and district and~~ charged to the user group. The number of custodians for each event shall be jointly determined by the principal and the Coordinator of Custodial Services.

~~G.F.~~ For all user group events, the user group assigned use of the facility is responsible for providing and paying for adequate security provided by uniformed law enforcement officers of the City of Rock Hill Police Department or the York County Sheriff, in accordance with agency recommendations for the particular use.~~the group assigned use of the facility is responsible for adequate security, defined as uniformed police or security service presence.~~ The ~~assigned administrator~~principal or designee shall assure and report presence of adequate security to the ~~Executive Director of Facilities~~Facility Use Coordinator, but shall have neither the responsibility nor authority to provide security to the user group or to any person who shall be on school premises with regard to such use. Additionally,

1. Certain events may be deemed "extraordinary" by the ~~Deputy~~-Superintendent or designee due to forecast attendance, the nature of the event and other variables. For such events police protection will be required, and the school principal and an authorized law enforcement official ~~of the police force~~ having jurisdiction over the site, shall determine the number of officers necessary. A copy of the Extra-Duty Police Agreement between the user group and the applicable policy force shall be provided with the Certificate of Insurance prior to execution of the Facility Use Agreement.
2. Failure to provide security for any event, may result in cancellation of the event, as reserved in Board Policy. Whether or not an event is canceled, the Superintendent or designee may assess a \$500 security deposit as a requirement for future rentals by the user ~~group, or group or~~ may suspend the user group of eligibility for future rentals.

3. The Facility Use Agreement shall have a provision wherein the user group shall indemnify and hold harmless the school district against any claim for failure to provide security.

### **III. Terms, Conditions and Acceptance of Agreements.**

The Superintendent or designee is authorized to enter into agreements with groups for the use of school district property for terms and conditions as follows:

~~A. **Types of Facility Use Agreements.** Unless specifically granted as part of the Terms and Conditions of a Purchase Order or Contract under the district Procurement Code or other policy, all Community Use of School District Facilities granted under Policy KF for Category B and C user groups shall be documented by a Facility Use Agreement providing for use by a single user group for a single event or a recurring event for a period of less than one year. one of the following instruments:~~

~~B. \_\_\_\_\_~~

~~B. **Rental Agreement:** An agreement for a specific event. Such use may occur during a single day or over a period of several days within a given month. All charges will be due and payable 10 days prior to the event.~~

~~C. \_\_\_\_\_~~

~~C.A. **Facility Use Agreement:** An agreement with a single user group for recurring use over a period of longer than one month but less than one year. Such use is generally expected to be the same number of hours each month and to occur over more than two consecutive months within a year. All charges for hours used will be due and payable by the fourth day of each month for that month of use. Failure to remit payment by the 15th day of the month for that month's use shall be grounds to terminate the Facility Use Agreement in whole.~~

~~2. **Facility Long Term License:** An agreement for one calendar year or more shall be deemed a license and must be approved in advance by the Board of Trustees at terms and conditions stated.~~

~~D.B. **Fee Schedule for Facility Use.** Category B and C users granted rental and facility use agreements up to one calendar year will be charged fees according to the KF-E2, Fee Schedule for Facility Use. Charges for each of these agreements will be based on:~~

1. A Rental Fee per hour of use for the area(s) of the school facility to be used.
2. A Personnel Fee for the assigned school administrator. Additional personnel charges for custodial worker(s) and event technician(s) will be added on an individual agreement basis, as determined through the process for requesting use, described below. Personnel fees are per person per hour, as described in the Fee Schedule for Facility Use.
3. Equipment Rental Fees for District-owned items desired by the user group, requiring set-up and/or support by the district. Certain items of school furniture and specialized portable school equipment may be used only with the approval of the ~~principal, and principal and~~ specified on the Facility User Agreement.
4. An Application Fee of \$50 shall be collected and credited to the school or site granting use. The

application fee shall be collected at the time of the application and is required for the application to be approved.

If an event and/or its permitting agreement is canceled by the requesting user group more than 72 hours before the start of the event, or by the ~~D~~istrict at any time prior to the start of the event, a refund of any fees above which have been collected shall be made.

**In Kind:** Only government and not-profit community organizations may use the following in-kind credit process: The in-kind credit proposal will identify the service(s), material(s) or combination thereof that will be donated to the school.

1. Proof of value, invoices or receipts, where possible should be attached to the proposal. If it is not possible to provide invoices or receipts as proof of value, then an estimated value should be placed on the contribution and the basis for calculating such an estimated value.
2. The administration will confirm the accuracy of the identified value and establish a Community Use credit balance which the government or non-profit agency may draw against to offset the established facility use fees at the school of donation.

~~Long term licenses shall be granted and approved at specific terms, conditions and fees as negotiated. Fees collected may reflect in-kind services or benefits received by the district but shall otherwise recover costs for support provided consistent with Board policy.~~

#### **IV. Process for Requesting Use (Category B and C User Groups).**

##### **A. Process Description / Steps Required.**

1. Groups or persons interested in using ~~school~~SCHOOL DISTRICT facilities must submit form KF-E1, Request for Use of ~~School~~SCHOOL DISTRICT Facilities (the "~~F~~form") with the Executive Director of Facilities~~Facilities Use Coordinator~~.
2. All sections of the ~~F~~form shall be filled in as completely and legibly as possible and according to the instructions listed on the form.
3. The principal or designee shall determine if the area of the ~~school~~SCHOOL DISTRICT facility requested for use is available, and that the time and area requested will not interfere with normal school functions and curricula and is in the best interest of the ~~school~~SCHOOL DISTRICT and community. The principal shall approve the area of the ~~school~~SCHOOL DISTRICT facility requested for use or designate an alternative area as ~~required, and required and~~ shall note the area assigned on the ~~F~~form. To the maximum extent possible, the principal or designee should ensure all questions have been resolved and noted on the contract concerning the use of the ~~school~~SCHOOL DISTRICT facility.
4. The principal or designee shall provide written verification to the Executive Director of Facilities~~Facilities Use Coordinator~~ that the event has been approved and will not conflict with any other use at the ~~school~~ facility.
5. The Executive Director of Facilities ~~Facilities Use Coordinator~~ shall receive the ~~F~~form and ensure

a Certificate of Insurance for liability coverage is provided. Applicable fee charges shall be calculated and noted on the ~~F~~form. All arrangements, terms of use and schedules shall be confirmed with the principal or designee and the requesting group.

6. The ~~Executive Director of Facilities~~Facilities Use Coordinator shall issue the approved and signed agreement and an invoice for any applicable fees. Payment must be received 10 days prior to the day of the event.
7. Prior to the event or first use of the area, the assigned ~~administrator-principal~~ or designee is responsible for inspecting the facility to ensure that the area is clean and ready for use. The assigned ~~administrator-principal or designee~~ should welcome and support the user group in a professional manner. Following the ~~event~~event, the assigned ~~administrator-principal~~ or designee shall examine the area to ensure it has been left in the condition found. Any discrepancies must be documented and reported to the principal or designee. The principal or designee shall report the damage to the ~~Executive Director of Facilities~~ Facilities Use Coordinator immediately. The ~~Executive Director of Facilities~~ Facilities Use Coordinator is responsible for collecting damages assessed from the user group.

**B. Special Rules Concerning the Process for Requesting Use.**

1. Should a conflict occur over the use of a ~~school~~District facility, ~~school~~District programs shall always have first priority up to 6 days prior to the day of the event. For ~~D~~istrict stadiums, ~~school~~District programs shall always have first priority. In general, priority for use of ~~school~~District facilities, including athletic facilities, shall be as prescribed in policy KF, Section C. Eligible Users, Priority of Use and Fees Required.
2. Rock Hill Schools shall not be liable for damages, in the event the facility is not able to be used pursuant to the facility use agreement except for the refund of any facility use fee which may have been paid in advance.
3. The assigned administrator is to provide responsible, courteous service to the group using the facility and has the authority to close the facility, if there is evidence of misuse or misconduct present.

**V. Special Rules for Certain Facilities and Equipment.**

- A. **Use of Food Service Facilities.** Use of school kitchens is not permitted.
- B. **Use of Technology Facilities.** Use of Rock Hill Schools technology equipment (computerized and telecommunication systems, Wi-Fi and other networks) by user groups is not permitted unless otherwise specified in selected facility use agreement.
- C. **Use of School Furniture.** Only school furniture provided for a particular facility may be used. Any rearrangement of the furniture must be done by the user group and with the specific permission of the principal beforehand. The user group must return the furniture to the original configuration before leaving the facility.

- D. **Use of School District Specialized Equipment.** In the event certain specialized lighting, sound or other electronics equipment is needed, such use must be approved in advance by the as determined by the Executive Director of Facilities, principal or designee, and a District event technician must be hired for the event and paid for by the user group.~~a school district event technician must be hired, as determined by the Deputy Superintendent or designee.~~
- E. **Use of District Stadiums.** Due to specialized playing surfaces, lighting and other electrical and electronic equipment for mass assembly, at least one qualified event technician from the Facilities Services Department will be required to be on site at district stadiums throughout the rental period of use. Concession Stands and equipment shall not be available for rental or use by any group except as expressly authorized by the Executive Director of Facilities ~~and Fleet Services,~~ or designee.
- F. **Use of Playgrounds.** School playgrounds are used informally by the children and families of the community and by organized community groups during non-school hours. There is no charge for the use of these facilities on an informal (non-event) basis. Although the playgrounds are open and accessible, Rock Hill Schools assumes no liability in connection with their use by these groups or individuals during non-school hours, and any unauthorized person(s) causing damage to these school facilities is subject to prosecution.
- G. **Use of Equipment Restricted on Grounds.** Motorized devices, skateboards, and similar conveyances are not to be operated on school District property at any time.
- H. **Flying of Flags.** Flag poles on school District campuses-facilities will be used solely to display the American flag, the South Carolina state flag, and optionally a school-related or school-designed flag. Commemorative flags, celebratory flags, flags of other nations, entities or organizations and other flags will not be displayed on school District flagpoles.
- I. **Signage and Promotional Materials.** The use of promotional materials and signage on the day of or during the event shall be coordinated with and approved by the principal or assigned administrator.

## **VI. Fees Assignment and Collection.**

- A. The assignment of fees shall be the responsibility of the Facility Use Coordinator and shall be in accordance with Policy KF.
- B. Other modifications, waivers or exceptions to these administrative procedures not otherwise contained in the Board Policy may be entered into between the user group and the Superintendent or designee.
- C. Fees collected from user groups shall be deposited with specific credit applied to the Operation of Plant (254) function to assure recovery of costs expended. Portions of fee amounts collected, including the Application Fee may be credited to the particular school/department account or other functions of the general fund as approved by the ~~Deputy~~ Superintendent.

Current

## AR KF-R Community Use of School Facilities

Issued 9/17

Under Policy KF, the board authorizes the superintendent to prescribe and publish these separate administrative procedures required for the Community Use of School Facilities in an orderly and equitable manner.

As a service to the community, the board may allow the use of public school property by individuals, organizations, institutions, and businesses for such educational, recreational, social, civic, philanthropic, and like purposes as the board deems in the best interest of the community.

### Authorized Users

Designation of groups authorized to use school facilities and applicability of fees to be charged to these groups will be in accordance with Policy KF Section C, Eligible Users, Priority of Use and Fees Required.

Unless otherwise specified by policy or elsewhere in these administrative procedures, all general and special rules, terms, and processes described below will be applicable to all categories of user groups (A, B, and C) defined in Policy KF.

Category B and C user groups executing a Facility Use Agreement are responsible for all damages to school facilities, property, or equipment that occurs while the facility is being used by the group, and must furnish a Certificate of Insurance for general liability coverage of \$1,000,000 (per occurrence) at the time a request is made for use of the facility. The Certificate of Insurance must show that coverage is current during the requested date(s) of use. Alternatively, the superintendent or designee may require the group to execute a Waiver of Liability that states that no liability will attach to the Rock Hill School board of trustees, individually or collectively, for personal injury or personal property damage by reason of use of the school property.

The Rock Hill School District reserves the right to prohibit use of its facilities by any individual, group, or organization not in good standing with the district or its divisions (schools, departments, or programs). An individual, group, or organization which has acted with negligence, disrespect, or disregard for federal, state, or local statutes or regulations, school board policies and procedures, or the rules and bylaws of the leagues, consortia, groups, or other organizations to which the district or its divisions subscribes, which has resulted in adverse impact to the district's resources, risk management, or reputation will be considered not in good standing. As described in policy, a party not in good standing will be considered or perceived as in conflict with the best interests of the district.

### General Rules on Use of School Facilities

The deputy superintendent is responsible to the superintendent and the board for administration of the Community Use of School Facilities policy and procedures.

Permission to use school facilities can be granted by the school principal or designee and the deputy superintendent or designee when such use will not interfere in any way with the regular programs and activities of the schools. Such permission will be documented by a written facility use agreement, as further outlined in Section III.

The designee for the deputy superintendent is the facilities use coordinator.

The principal or the designated administrator assigned by the principal to be in charge of the building will be present and visible at the event whenever buildings are assigned or scheduled for public use and will be responsible to the board of trustees.

All activities must be conducted under appropriate adult supervision by the user group (organization granted the agreement for use) which is using the facility. An adult is defined as being 21 years of age or older. The adult supervisor(s) must be in attendance at all times and accept the responsibility for the care of the school facility and equipment, the conduct of their group while using the facility, confining the activities of the group only to the area specified in the written agreement, using only equipment listed in the agreement, and leaving the premises at the time specified in the agreement.

For Category B and C user group events, adequate custodial employee(s) will be provided by the district, and charged to the user group. The number of custodians for each event will be jointly determined by the principal and the coordinator of custodial services.

For all user group events, the group assigned use of the facility is responsible for adequate security, defined as uniformed police or security service presence. The assigned administrator will assure and report presence to the facility use coordinator, but will have neither the responsibility nor authority to provide security to the user group or to any person who will be on school premises with regard to such use. Additionally,

- Certain events may be deemed "extraordinary" by the deputy superintendent or designee due to forecast attendance, the nature of the event and other variables. For such events police protection will be required, and the school principal and an authorized official of the police force having jurisdiction over the site, will determine the number of officers necessary. A copy of the Extra-Duty Police Agreement between the user group and the applicable policy force will be provided with the Certificate of Insurance prior to execution of the Facility Use Agreement.
- Failure to provide security for any event, may result in cancellation of the event, as reserved in board policy. Whether or not an event is canceled, the superintendent or designee may assess a \$500 security deposit as a requirement for future rentals by the user group, or may suspend the user group of eligibility for future rentals.
- The Facility Use Agreement will have a provision wherein the user group will indemnify and hold harmless the school district against any claim for failure to provide security.

### **Terms, Conditions, and Acceptance of Agreements**

The superintendent or designee is authorized to enter into agreements with groups for the use of school property for terms and conditions as follows.

#### *Types of agreements*

Unless specifically granted as part of the Terms and Conditions of a Purchase Order or Contract under the district Procurement Code or other policy, all Community Use of School Facilities granted under Policy KF for Category B and C user groups will be documented by one of the following instruments:

- Rental Agreement: An agreement for a specific event. Such use may occur during a single day or over a period of several days within a given month. All charges will be due and payable 10 days

prior to the event.

- **Facility Use Agreement:** An agreement with a single user group for recurring use over a period of longer than one month but less than one year. Such use is generally expected to be the same number of hours each month and to occur over more than two consecutive months within a year. All charges for hours used will be due and payable by the fourth day of each month for that month of use. Failure to remit payment by the 15th day of the month for that month's use will be grounds to terminate the Facility Use Agreement in whole.
- **Facility Long-Term License:** An agreement for one calendar year or more will be deemed a license and must be approved in advance by the board of trustees at terms and conditions stated.

#### Fee schedule for facility use

Category B and C users granted rental and facility use agreements up to one calendar year will be charged fees according to the KF-E2, Fee Schedule for Facility Use. Charges for each of these agreements will be based on:

- A Rental Fee per hour of use for the area(s) of the school to be used.
- A Personnel Fee for the assigned school administrator. Additional personnel charges for custodial worker(s) and event technician(s) will be added on an individual agreement basis, as determined through the process for requesting use, described below. Personnel fees are per person per hour, as described in the Fee Schedule for Facility Use.
- Equipment Rental Fees for district-owned items desired by the user group, requiring set-up and/or support by the district. Certain items of school furniture and specialized portable school equipment may be used only with the approval of the principal, and specified on the facility user agreement.
- An Application Fee of \$50 will be collected and credited to the school or site granting use. The application fee will be collected at the time of the application and is required for the application to be approved.

If an event and/or its permitting agreement is canceled by the requesting user group more than 72 hours before the start of the event, or by the district at any time prior to the start of the event, a refund of any fees above which have been collected will be made.

Long-term licenses will be granted and approved at specific terms, conditions, and fees as negotiated. Fees collected may reflect in-kind services or benefits received by the district but will otherwise recover costs for support provided consistent with board policy.

#### **Process for Requesting Use (Category B and C User Groups)**

##### Process description / steps required

Groups or persons interested in using school facilities must submit form KF-E1, Request for Use of School Facilities (the "form") with the facilities use coordinator.

All sections of the form will be filled in as completely and legibly as possible and according to the instructions listed on the form.

The principal or designee will determine if the area of the school requested for use is available, and that the time and area requested will not interfere with normal school functions and curricula and is in the best interest of the school and community. The principal will approve the area of the school requested for use or designate an alternative area as required, and will note the area assigned on the form. To the maximum extent possible, the principal or designee should ensure all questions have been resolved and noted on the contract concerning the use of the school facility.

The principal will provide written verification to the facilities use coordinator that the event has been approved and will not conflict with any other use at the school facility.

The facilities use coordinator will receive the form and ensure a Certificate of Insurance for liability coverage is provided. Applicable fee charges will be calculated and noted on the form. All arrangements, terms of use, and schedules will be confirmed with the principal and the requesting group.

The facilities use coordinator will issue the approved and signed agreement and an invoice for any applicable fees. Payment must be received 10 days prior to the day of the event.

Prior to the event or first use of the area, the assigned administrator or designee is responsible for inspecting the facility to ensure that the area is clean and ready for use. The assigned administrator should welcome and support the user group in a professional manner. Following the event the assigned administrator or designee will examine the area to ensure it has been left in the condition found. Any discrepancies must be documented and reported to the principal. The principal will report the damage to the facilities use coordinator immediately. The facilities use coordinator is responsible for collecting damages assessed from the user group.

#### Special rules concerning the process for requesting use

Should a conflict occur over the use of a school facility, school programs will always have first priority up to six days prior to the day of the event. For district stadiums, school programs will always have first priority. In general, priority for use of school facilities, including athletic facilities, will be as prescribed in policy KF, Section C. Eligible Users, Priority of Use and Fees Required.

Rock Hill Schools will not be liable for damages, in the event the facility is not able to be used pursuant to the facility use agreement except for the refund of any facility use fee which may have been paid in advance.

The assigned administrator is to provide responsible, courteous service to the group using the facility and has the authority to close the facility, if there is evidence of misuse or misconduct present.

#### **Special Rules for Certain Facilities and Equipment**

##### Use of food service facilities

Use of school kitchens is not permitted.

##### Use of technology facilities

Use of Rock Hill Schools technology equipment (computerized and telecommunication systems, Wi-Fi, and other networks) by user groups is not permitted unless otherwise specified in selected facility use agreement.

### Use of school furniture

Only school furniture provided for a particular facility may be used. Any rearrangement of the furniture must be done by the user group and with the specific permission of the principal beforehand. The user group must return the furniture to the original configuration before leaving the facility.

### Use of school specialized equipment

In the event certain specialized lighting, sound or other electronics equipment is needed, a school district event technician must be hired, as determined by the deputy superintendent or designee.

### Use of district stadiums

Due to specialized playing surfaces, lighting, and other electrical and electronic equipment for mass assembly, at least one qualified event technician from the facilities services department will be required to be on site at district stadiums throughout the rental period of use. Concession stands and equipment will not be available for rental or use by any group except as expressly authorized by the executive director of facilities and fleet services, or designee.

### Use of playgrounds

School playgrounds are used informally by the children and families of the community and by organized community groups during non-school hours. There is no charge for the use of these facilities on an informal (non-event) basis. Although the playgrounds are open and accessible, Rock Hill Schools assumes no liability in connection with their use by these groups or individuals during non-school hours, and any unauthorized person(s) causing damage to these school facilities is subject to prosecution.

### Use of Equipment Restricted on Grounds

Motorized devices, skateboards, and similar conveyances are not to be operated on school property at any time.

### Flying of flags

Flag poles on school campuses will be used solely to display the American flag, the South Carolina state flag, and optionally a school-related or school-designed flag. Commemorative flags, celebratory flags, flags of other nations, and other flags will not be displayed on school flagpoles.

### Signage and promotional materials

The use of promotional materials and signage on the day of or during the event will be coordinated with and approved by the principal or assigned administrator.

### **Fees Assignment and Collection**

The assignment of fees will be the responsibility of the facility use coordinator and will be in accordance with Policy KF.

Other modifications, waivers, or exceptions to these administrative procedures not otherwise contained in the board policy may be entered into between the user group and the superintendent or designee.

Fees collected from user groups will be deposited with specific credit applied to the Operation of Plant

(254) function to assure recovery of costs expended. Portions of fee amounts collected, including the Application Fee may be credited to the particular school/department account or other functions of the general fund as approved by the deputy superintendent.

Issued 11/27/89; Revised 2/24/92, 04/25/05, 5/22/06, 1/26/09, 4/22/13, 9/25/2017

York 3/Rock Hill School District



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

## Memorandum

**TO:** Dr. Bill Cook  
**FROM:** Mychal Frost  
**DATE:** March 20, 2019  
**SUBJECT:** Announcements for March 25<sup>th</sup> School Board Meeting

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### Safety & Security

As you know, safety & security is the number one priority for our students, staff, and families. As a follow-up and continuation of our School Safety Summits held in November and January, we look forward to hosting our third summit, tomorrow evening, Tuesday, March 26 from 6:30-8:00 p.m. at the Central Office with our law enforcement partners Rock Hill Police Department and York County Sheriff's Office. We look forward to sharing our plan moving forward for the 2019-2020 school year.

### District Accreditation Visit

From March 31 through April 3, we will have visitors in our schools as part of the AdvancED accreditation renewal process for our district. In preparation for the visit, each of our schools and district teams have compiled resources and artifacts to demonstrate continuous improvement in areas of leadership capacity, learning capacity, and resource capacity.

### Teacher Listen & Learn

District leaders hosted the seventh Teacher Listen and Learn informational session for teachers from across the district on Friday, March 22. This series of meetings continues to provide a rich opportunity to engage in dialogue with teachers about celebrations, issues and concerns for our school district. To view detailed responses to questions and concerns from past Teacher Listen and Learn sessions, you are invited to visit [www.rock-hill.k12.sc.us/tll](http://www.rock-hill.k12.sc.us/tll).

### First-ever District Career Signing Day

On Wednesday, May 8 at 6:00 p.m. at the Central Office, our district will host the first-ever district-wide Career Signing Day. This event will recognize our graduating seniors who are entering into the workforce in a position they prepared for during their high school pathway of study. Similar to an athletic signing day, we will invite the student and their future employer for a ceremony recognizing the commitment made between the student and the employer. We look forward to you sharing in this exciting event with us.

### Spring Break

As a reminder, the district will be closed April 15-19, 2019, for Spring Break.

### Make-Up Day

As a reminder, the district will be in session on Monday, April 22. This is the third inclement weather make-up day on our schedule.

### **Follow Capital Program Updates**

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 on capital projects. The 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, April 8<sup>th</sup> for a work session. The meeting will begin at 4 p.m. Our next business meeting will be Monday, April 22<sup>nd</sup> at 6 p.m. in the Central Office. Meetings are streamed on our website and available for viewing on-demand immediately following each broadcast. We invite our community to watch meetings live on our Facebook broadcasts at [Facebook.com/RockHillSchools](https://Facebook.com/RockHillSchools).

At its work session on March 11, 2019, held at the Central Office, the board:

- held a Board Professional Development session;
- heard from the Cherry Park Elementary School of Language Immersion School Improvement Council;
- reviewed the 4<sup>th</sup> Section of “E” Policies for 2<sup>nd</sup> and final read;
- reviewed Policy **FB** – *Facilities Planning* for 1<sup>st</sup> read;
- reviewed Policy **BE** – *School Board Meetings* for 1<sup>st</sup> read;
- heard a presentation on Interconnected Systems of Support;
- received a Safety & Security interim report;
- received a General Fund Budget update;
- received a Food Services update;
- received a Demographic Study and Master Planning Timeline & Process update;
- discussed other and future business; and,
- held an executive session for contractual matters.

Other and Future Business

Helena Miller

## Executive Session

- **Personnel Matters**
  - *Contract Recommendations*
  
- **Contractual Matters**
  - *Custodial Services Agreement*
  - *YMCA Agreement*
  - *Intergovernmental Agreement*

## Action as Required from Executive Session

## Adjournment