



SCHOOL BOARD WORK SESSION

Central Office - 386 E. Black Street

Leader: **Helena Miller**

Team: **Board of Trustees**

Start Time : **4:00 p.m.**

Scribe: **Chris Gammons**

Date: **October 14, 2019**

Approximate Finish Time: **7:30 p.m. (not including executive session)**

ITEM	AGENDA TOPIC	DISCUSSION LEADER	TIME
1	Data Session - Accountability Model	Instructional Team	4:00-5:00
	Break for Dinner		5:00-5:30
2	Call to Order - Sullivan Middle School	Boyd Brackett	5 minutes
3	Recognitions:	Dr. Bill Cook	20 minutes
	*National Principal Recognition Month		
	*Introduction of School Security Officers (SSO's)		
	*Introduction of New SRO Supervisor - Sgt. Tony Ellis		
	*Introduction of New SRO at Sullivan Middle School - Officer Phillip Byers		
	*Recognition of District AdvancED Accreditation		
	*Recognition of Palmetto Gold & Silver Award Winners		
4	1st Set of Section "D" Policies - Fiscal Management - 2nd read (Policy BG/BGD)	Mrs. Terri Smith	5 minutes
	*Policy DA - Fiscal Management Goals / Priority Objectives		
	*Policy DB - Annual Budget		
	*Policy DBD - Determination of Budget Priorities		
	*Policy DBF - Budget Hearings and Reviews		
	*Policy DBG - Budget Adoption Process		
	*Policy DFAC - Fund Balance		
	*Policy ED/DID, ED/DID-R, ED/DID-E(1), ED/DID-E(2) - Materials & Equipment Inventories Mgmt		
	*Policy DJGA - Sales Calls and Demonstrations		
	*Policy DKA - Payroll Procedures/Schedules		
	*Policy DM - Cash in School Buildings		
	*Policy DN - School Properties Disposition		
5	2nd Set of Section "D" Policies - Fiscal Management - 1st read (Policy BG/BGD)	Mrs. Terri Smith	30 minutes
	*Policy DD - Funding Proposals, Grants, and Special Projects		
	*Policy DDA, DDA-R - Federal Fiscal Compliance		
	*Policy DDB, DDB-R - Online Fundraising Campaigns/Crowdfunding		
	*Policy DGA - Authorized Signature		
	*Policy DH - Bonded Employees and Officers		
	*Policy DJ - Purchasing		
	*Policy DK - Payment Procedures		
	*Policy DKB - Salary Deductions		
	*Policy DKC - Expense Authorization/Reimbursement		
6	Policy IMG - Service Animals - 1st read (Policy BG/BGD)	Mrs. Sadie Kirell	5 minutes
7	Policy JLCC - Communicable/Infectious Diseases - 1st read (Policy BG/BGD)	Mrs. Sadie Kirell	5 minutes
8	Field Study Requests - Out of Continental United States (SPHS & NHS)	Dr. Luanne Kokolis / Dr. John Jones	5 minutes
9	High School Course Proposals 2020-2021	Mrs. Jen Morrison	10 minutes
10	Locally Approved Course Codes	Mrs. Jen Morrison	5 minutes
	Break - if needed		

11	The Palmetto School at the Children's Attention Home - Update	Ms. Chantell Tarver	10 minutes
12	Multi Tiered Systems of Support (MTSS)	Dr. Nancy Turner / Ms. Shaqueena McLaughlin	10 minutes
13	Certification of Delegates for SCSBA Annual Meeting	Chairman Miller	5 minutes
14	Other and Future Business:	Chairman Miller	5 minutes
	*POW/MIA Chair Dedication at Varsity Football Games	Superintendent Cook	5 minutes
15	Executive Session(s): <i>(Policy BEC)</i>		
	*Contractual Matters:		
	<i>1. Facilities Agreement</i>		
	<i>2. Intergovernment Agreement</i>		
16	Action as Required from Executive Session <i>(Policy BEC)</i>		
17	Adjournment		



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Memo

TO: Dr. Bill Cook, Superintendent
FROM: Dr. John Jones, Chief of Academics and Accountability *JAJ*
DATE: October 10, 2019
SUBJECT: **Accountability Model Presentation**

As requested, I am providing a copy of the Accountability Model presentation that will be delivered to the Board of Trustees during the work session on October 14, 2019. The goal of the report is to present an overview and explanation of the key performance indicators of South Carolina's 2019 School Report Cards as well as highlight Rock Hill Schools' overall academic performance and growth. As we progress through the slides, information will be shared with the board regarding our next steps and strategies for improvement in the current school year.

Please let me know if you have any questions.



Accountability Model 2018-2019

Board of Trustees' Meeting
Monday, October 14, 2019
Rock Hill Schools Central Office

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PROFILE OF THE SOUTH CAROLINA GRADUATE

WORLD CLASS KNOWLEDGE

Rigorous standards
in language arts
and math
for career and
college readiness

Multiple languages,
science,
technology,
engineering,
mathematics
(STEM), arts and
social sciences

WORLD CLASS SKILLS

Creativity and
innovation
Critical thinking and
problem solving
Collaboration
and teamwork
Communication,
information, media
and technology
Knowing how
to learn

LIFE AND CAREER CHARACTERISTICS

Integrity
Self-direction
Global Perspective
Perseverance
Work Ethic
Interpersonal Skills

transformse

ROCK HILL SCHOOLS
TRANSFORMING EDUCATION

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What Do the Ratings Mean?

The overall rating is based on the performance of SC's students on the 2015 Nation's Report Card, and the total number of points needed to achieve the ratings shown below are based on the following percentages:

Excellent: 15%; Good: 20%; Average: 35%; Below Average: 20%; Unsatisfactory: 10%

The Education Oversight Committee plans for these target percentages to stay in place for at least five years to allow schools to improve within a consistent system.

RATING	DESCRIPTION	ELEM	MIDDLE	HIGH
Excellent	School performance substantially exceeds the criteria to ensure all students meet the Profile of the SC Graduate.	61-100	56-100	67-100
Good	School performance exceeds the criteria to ensure all students meet the Profile of the SC Graduate.	53-60	48-55	60-66
Average	School performance meets the criteria to ensure all students meet the Profile of the SC Graduate.	42-52	36-47	51-59
Below Average	School performance is in jeopardy of not meeting the criteria to ensure all students meet the Profile of the SC Graduate.	34-41	29-35	40-50
Unsatisfactory	School performance fails to meet the criteria to ensure all students meet the Profile of the SC Graduate.	33 & below	28 & below	39 & below

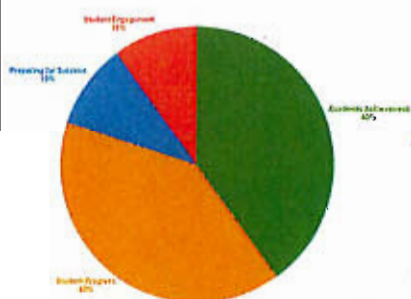
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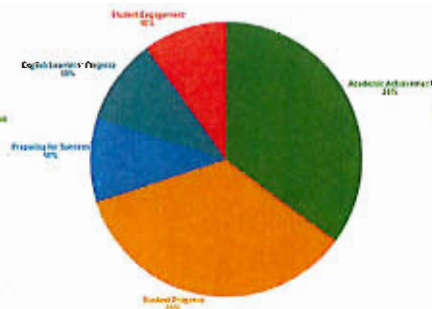
Understanding the 100 Point Scale

Each school's overall rating is comprised of the rated indicators as shown below.

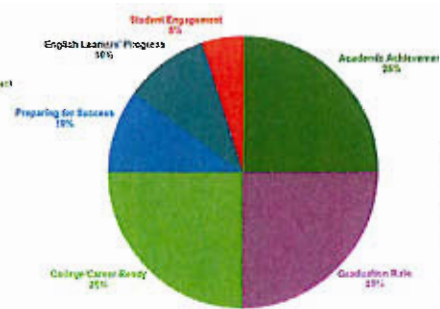
Elementary & Middle Schools with Fewer than 20 English Learners (ELs)



Elementary & Middle Schools with 20 or More ELs



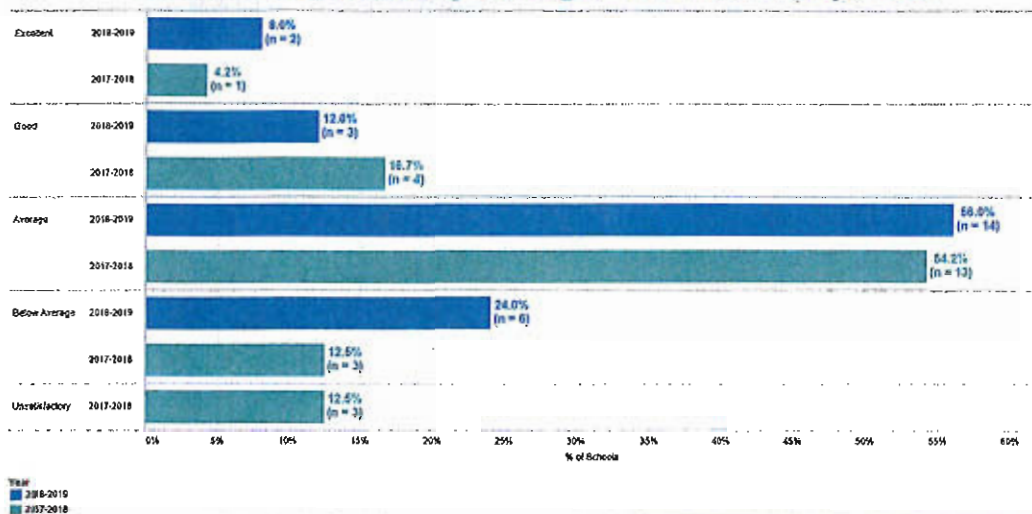
High Schools with 20 or More ELs



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Overall Accountability Ratings, Two-Year Comparison

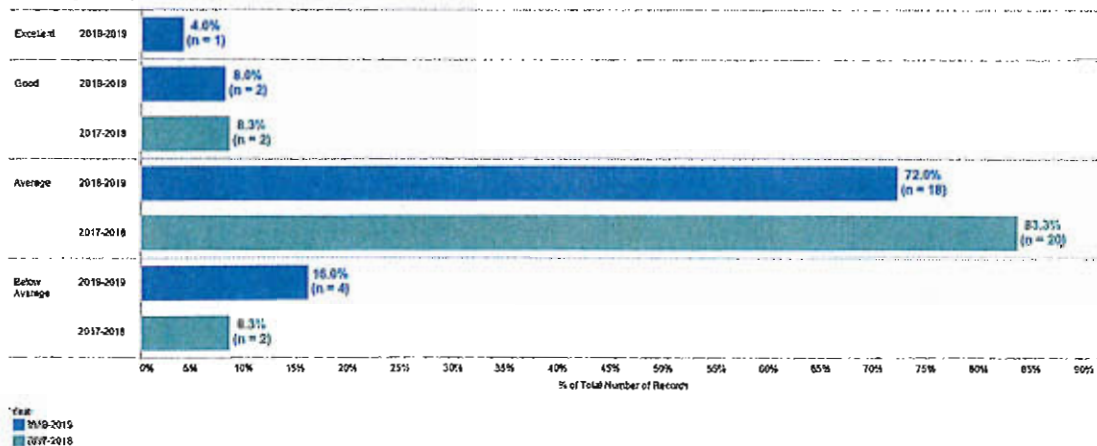


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Academic Achievement Ratings, Two-Year Comparison

Based on performance in English Language Arts (ELA) and Math on SC READY, End of Course Examination Program (EOCEP), or alternate assessment

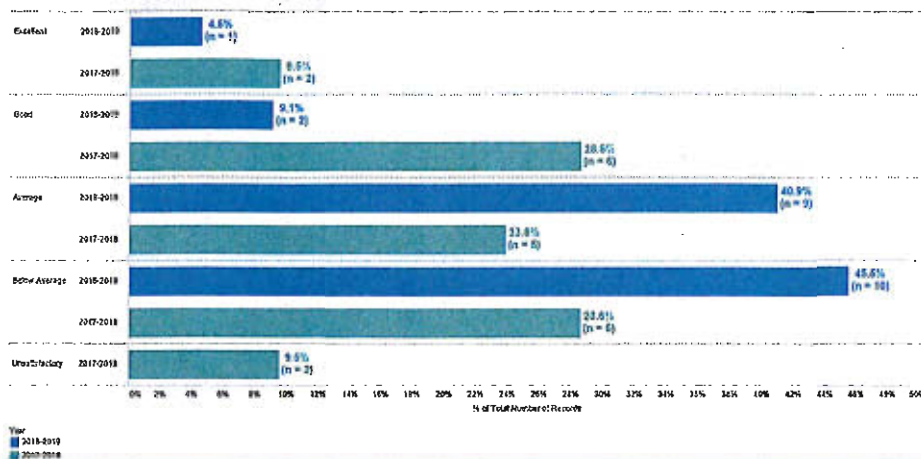


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Student Progress Ratings, Two-Year Comparison

Based on growth in English Language Arts (ELA) and Math on SC READY. Points are split evenly, rating the progress of all students and the progress of the lowest performing 20% of students.

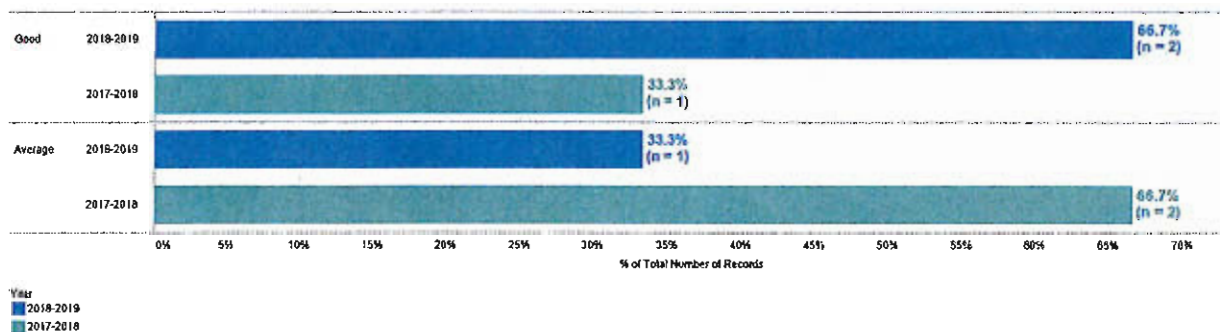


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Graduation Rate Ratings, Two-Year Comparison

Based on percentage of students who graduate within four years.

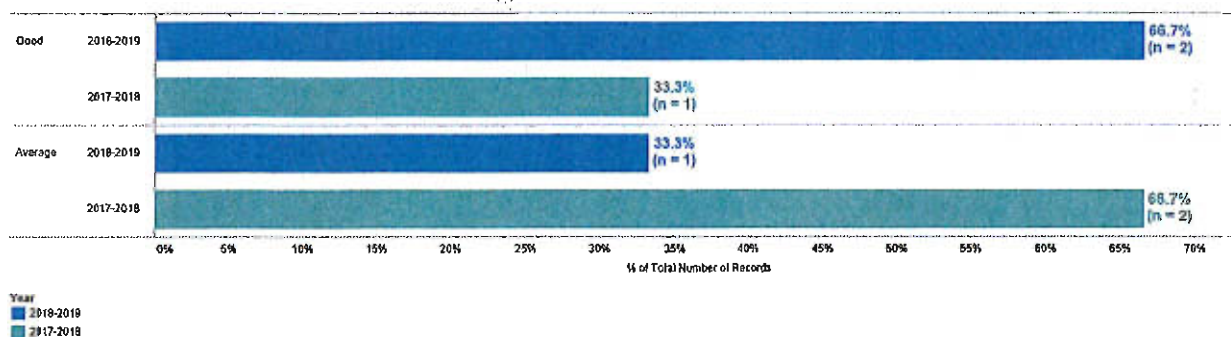


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College & Career Ready Ratings, Two-Year Comparison

- College Readiness is based on scores on the ACT, SAT, AP, IB, Advanced Level Cambridge International Exams, or dual enrollment hours successfully earned.
- Career Readiness is based on scores on the ASVAB, WorkKeys, WIN Ready to Work, or completion of CTE with passage of industry exam, or state-approved work-based learning.

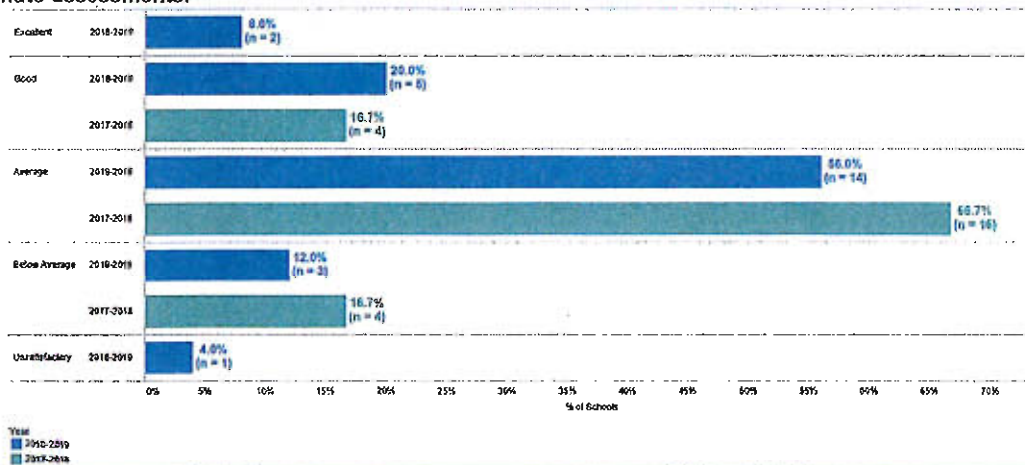


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Preparing for Success Ratings, Two-Year Comparison

Based on performance in science and social studies on SCPASS, End of Course Examination Program (EOCEP), or alternate assessments.

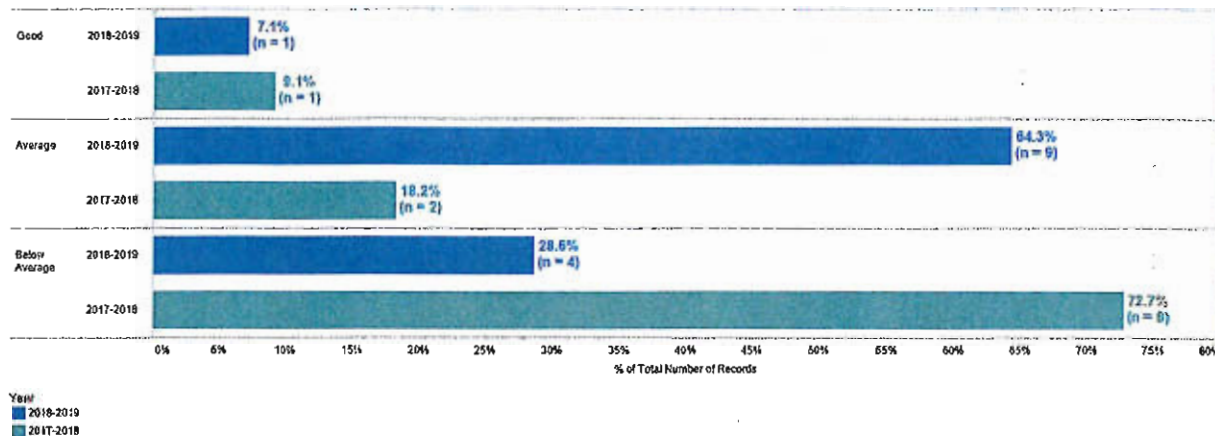


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English Learners' Progress Ratings, Two-Year Comparison

Based on WIDA ACCESS growth targets. Schools with fewer than 20 English Learners are not rated on this indicator.

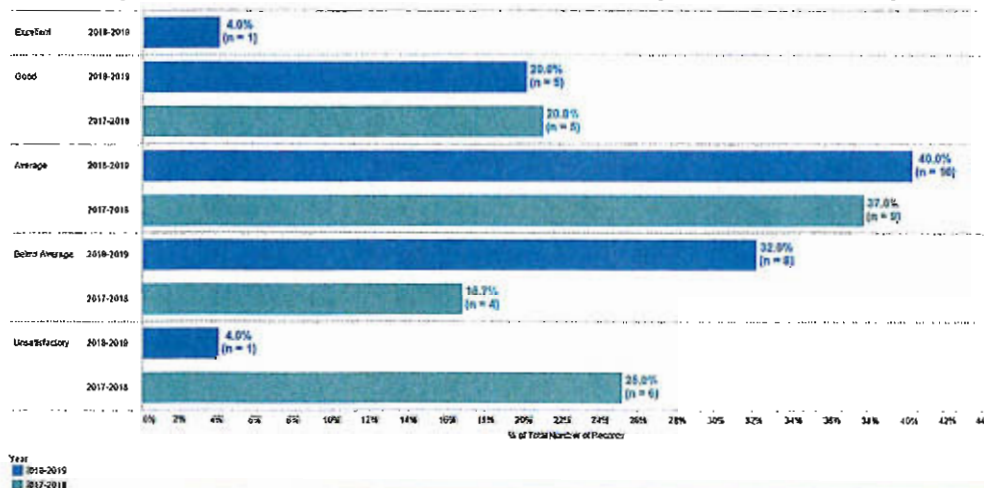


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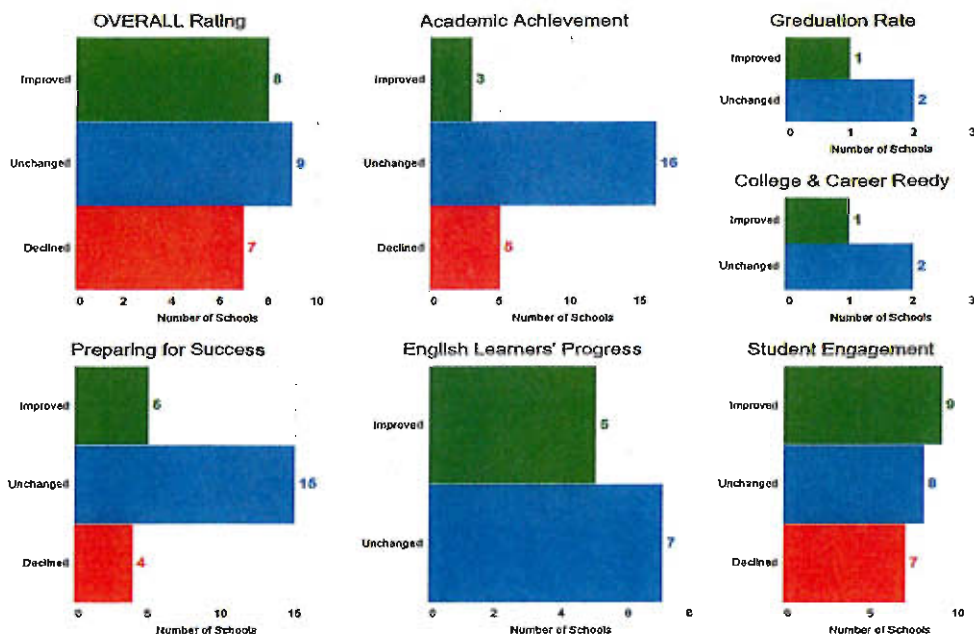
Student Engagement Ratings, Two-Year Comparison

Based on a survey administered to all students in grades 3-12. Formerly called "School Quality."



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Rock Hill Schools Ratings Changes from 2017-2018 to 2019-2019



Questions

STAY CONNECTED



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Call to Order

Boyd Brackett – Sullivan Middle School

Memorandum

TO: Dr. Bill Cook
FROM: Mychal Frost
DATE: October 9, 2019
SUBJECT: Recognitions for October 14th School Board Meeting

A. National Principals Month

Tonight, we honor and recognize each of our district's principals as part of National Principals Month, which is a month-long event that occurs each October where school leaders are put in the spotlight for their endless commitment to the principalship. Our incredible team truly demonstrates the power of working together as one team on one mission for one Rock Hill.

B. Introduction of School Security Officers

School Security Officers have begun work in 16 of 18 locations. Tonight, we would like to introduce those who are already on our team and working in our elementary schools. A photo directory has also been provided to Board of Trustees members. Each SSO provides additional security presence in our elementary schools, and are contracted through Allied Universal.



C. School Resource Officer Program

Rock Hill Schools partners with area law enforcement agencies to provide security and safety coverage at our district's campuses. Tonight, we'd like to introduce you to the new supervisor of the SRO program for Rock Hill Police Department officers. A South Carolina native, Sgt. Tony Ellis joined the Rock Hill Police Department in 2002 after a manufacturing and the US Army took him around the country and world. Sgt. Ellis has four children and eight grandchildren, including one daughter, one son and one granddaughter who are teachers in Georgia.

Additionally, we'd like to share with you the assignments of our School Resource Officers for the 2019-2020 school year (new school and/or officer denoted by *):

- Lt. Tim Ayers, RHPD – Community Services Supervisor
- *Jessica Maggio, RHPD – Rawlinson Road Middle School
- *Tony Slawson, RHPD – Northwestern High School
- TR Jones, RHPD – Flexible Learning Center
- Mic Kane, RHPD – Applied Technology Center
- Jonathan Moreno, RHPD – Saluda Trail Middle School
- Domonique Coleman, RHPD – Dutchman Creek Middle School
- Daniel Shealy, RHPD – South Pointe High School
- *Phillip Byers, RHPD – Sullivan Middle School
- Sgt. Tim Lee, YCSO – supervisor of York County Sherriff's Office SROs
- Dan Hoburg, YCSO – Rock Hill High School
- Tonya Bennett, YCSO – Castle Heights Middle School

D. Recognition of District AdvancED Accreditation

In April 2019, an evaluation team from AdvancED spent two days in our district to conduct an intensive review of our schools and district overall. While here, the team sought to find evidence to validate information submitted by our school and district leaders. Recently, we received our final report and I am pleased to share with you this evening that our district and each of our schools have received accreditation for another five year period. The full AdvancED Engagement Review Report outlines observations of the team, and provides a rating between "Needs Improvement", "Emerging," "Meets Expectations," and "Exceeds Expectations" in 31 areas. The work of our schools and district teams earned "Meets" or "Exceeds" expectations in 25 of the 31 areas, with no single standard scored as "Needs Improvement". I would like to thank Dr. Luanne Kokolis for her leadership in this area and for organizing a successful evaluation visit for our district.

E. Recognition of Palmetto Gold & Silver Award Winners

Memo

TO: Dr. Bill Cook
FROM: Terri Smith
DATE: October 9, 2019
SUBJECT: Revision of “D” Board Policies (Fiscal Management) Batch 1 for 2nd Read

A stakeholder team comprised of the following individuals has been developed to review and revise the “D” board policies – Fiscal Management.

Terri Smith, Central Office Finance
Bettina Feaster, Central Office Finance
Beth Lifsey, Central Office Finance
LaWana Robinson-Lee, Facilities Services Purchasing
Michael Johnson, Safety & Security
Gary Black, Food Service
Christopher Roorda, India Hook Elementary
Elissa Cox, Saluda Trail Middle
Hezekiah Massey, Northwestern High
Joanne Pafford, Oakdale Elementary Bookkeeper
Susan Fowler, Castle Heights Middle Bookkeeper
Melanie Cook, Rock Hill High Bookkeeper
Larry Finney, Greene Finney, LLC.
Mike Downing, Greene Finney, LLC.

Dr. Tiffany Richardson with S.C. School Boards Association is providing guidance and reviewing recommended revisions.

The policies listed below were presented at the September 9th board work session and approved for 1st read at the September 23rd business meeting. There have been no additional revisions since the September 23rd business meeting. These policies will be presented at the October 14th work session for 2nd read.

Policy	Recommendation
DA – Fiscal Management Goals/Priority Objectives	Remove purpose statement. Recommend adopting model policy.
DB – Annual Budget	Remove purpose statement. Recommend adopting model policy with a few minor changes for general fund balance and millage increase limitations. Added legal references. One change from 9/9/19 work session to reflect “prior year’s budget” instead of “last year’s budget”.
DBD – Determination of Budget Priorities	No individual model policy. Recommend eliminating policy as information is combined with model and proposed policy DB.
DBF – Budget Hearings and Reviews	No individual model policy. Recommend eliminating policy as information is combined with model and proposed policy DB.
DBG – Budget Adoption Process	No individual model policy. Recommend eliminating policy as information is combined with model and proposed policy DB.
DFAC – Fund Balance	Remove purpose statement. Revised the necessity for a sufficient fund balance. Revised general fund balance target and debt service sinking fund balance. Added legal references.
ED/DID – Materials and Equipment Inventories Management	Add ‘his/her designee’ after superintendent in each paragraph.
ED/DID-R – Materials and Equipment Inventories Management	No proposed changes.
ED/DID-E(1) – Rock Hill Schools Inventory Control Decision Tree	No proposed changes.
ED/DID-E(2) – Materials and Equipment Check Out Form	No proposed changes.
DJGA – Sales Calls and Demonstrations	Remove purpose statement. Recommend adopting model policy.
DKA – Payroll Procedures/Schedules	Remove purpose statement. No other proposed changes.
DM – Cash in School Buildings	Remove purpose statement. Few revisions to clarify locations, food service required bank deposits, and all money collected during the day must be given to school office. One change since 9/9/19 to add “classrooms, offices” and replace “shall” with “must”.
DN – School Properties Disposition	Remove purpose statement. No other proposed changes. One change since 9/9/19 to remove legal references within the body of the policy per Dr. Tiffany Richardson.

Policy DA Fiscal Management Goals/Priority Objectives

Issued 9/99

~~Purpose:~~ To establish the board's vision for the sound fiscal management of the district.

The quantity and quality of learning programs are ~~the district's educational program is~~ directly dependent on the funding levels provided and the effective, efficient management of these ~~the funds provided~~. Therefore, achievement of the district's purposes ~~can best be made through excellent fiscal management. the board will be diligent in fulfilling its responsibility to ensure public funds are used wisely for achievement of the purposes to which they are allocated.~~

~~As trustee of local, state and federal funds allocated for use in public education, the board will be vigilant in fulfilling its responsibility to see that these funds are used wisely.~~

Because of resource limitations, there is sometimes a temptation to operate so that fiscal concerns overshadow the educational program. Recognizing this, ~~the board will ensure the education of students remains the central focus of all of the district's financial decisions.~~ it is essential that the district take specific action to make sure education remains central. Fiscal matters are ancillary and contribute to the educational program. The district will incorporate this concept into board operations and all aspects of district management and operation.

To achieve this vision for the management of fiscal resources, the board ~~administration~~ will do the following.

- Engage in thorough advance planning in order to develop budgets and to guide expenditures in ways that achieve the greatest educational returns as well as the greatest contributions to the educational program.
- ~~Establish levels of funding~~ Explore all practical sources of revenue to establish levels of funding which will provide high-quality education for the students of the district.
- Use the best available techniques and processes for budget development and management.
- Provide timely and appropriate information to the board and all staff with fiscal management responsibilities.
- Establish and implement efficient procedures based on best practices for accounting, reporting, investing, purchasing and delivery, payroll, payment of vendors and contractors and all other areas of fiscal management.

Adopted 2/22/82; 10/24/88, 9/27/99

York 3/Rock Hill School District

FISCAL MANAGEMENT GOALS AND OBJECTIVES

Code **DA** Issued **MODEL**

The quantity and quality of the district's educational program is directly dependent on funding levels and the effective, efficient management of the funds provided. Therefore, the board will be diligent in fulfilling its responsibility to ensure public funds are used wisely for achievement of the purposes to which they are allocated.

Because of resource limitations, there is sometimes a temptation to operate so that fiscal concerns overshadow the educational program. Recognizing this, the board will ensure the education of students remains the central focus of all of the district's financial decisions.

To achieve this vision for the management of fiscal resources, the administration will do the following:

- Engage in thorough advance planning in order to develop budgets and to guide expenditures in ways that achieve the greatest educational returns for students as well as the greatest contributions to the educational program
- Explore all practical sources of revenue to establish levels of funding which will provide high-quality education for the students of the district
- Use the best available techniques and processes for budget development and management
- Provide timely and appropriate information to the board and all staff with fiscal management responsibilities
- Establish and implement efficient procedures based on best practices for accounting, reporting, investing, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management

Adopted ^

Policy DA Fiscal Management Goals/Priority Objectives

Issued 9/99

Purpose: To establish the board's vision for the sound fiscal management of the district.

The quantity and quality of learning programs are directly dependent on the funding provided and the effective, efficient management of those funds. Therefore, achievement of the district's purposes can best be made through excellent fiscal management.

As trustee of local, state and federal funds allocated for use in public education, the board will be vigilant in fulfilling its responsibility to see that these funds are used wisely.

Because of resource limitations, there is sometimes a temptation to operate so that fiscal concerns overshadow the educational program. Recognizing this, it is essential that the district take specific action to make sure education remains central. Fiscal matters are ancillary and contribute to the educational program. The district will incorporate this concept into board operations and all aspects of district management and operation.

To achieve this vision for the management of fiscal resources, the board will do the following.

- Engage in thorough advance planning in order to develop budgets and to guide expenditures in ways that achieve the greatest educational returns as well as the greatest contributions to the educational program.
- Establish levels of funding which will provide high quality education for the students of the district.
- Use the best available techniques and processes for budget development and management.
- Provide timely and appropriate information to the board and all staff with fiscal management responsibilities.
- Establish and implement efficient procedures for accounting, reporting, investing, purchasing and delivery, payroll, payment of vendors and contractors and all other areas of fiscal management.

Adopted 2/22/82;10/24/88, 9/27/99

York 3/Rock Hill School District

Policy DB Annual Budget

Issued 9/99

Purpose: To establish the board's vision for the annual operating budget.

The annual budget is the financial plan for the operation of the school system. The district will express those plans through two types of budgets:

- operating budget – a budget for the provision of annual resources
- capital budget – a budget for the provision of necessary sites, buildings and equipment

The budgets provide the framework for both expenditures and revenues for the year. They translate into financial terms the educational programs and priorities for the system.

Planning the budget document is a continuous process. Planning involves long-term thought, study, and deliberation by the superintendent, board, administrative staff, faculty and citizens of the district.

The superintendent will have overall responsibility for budget preparation. Based on the superintendent's recommendations, the board will approve an annual operating budget.

The annual general fund budget is the board's plan for allocating the district's available financial resources. Planning the budget document is a continuous process, involving long-term thought, study, and deliberation by the superintendent, board, administrative staff, faculty, and citizens of the district.

It provides the framework for both expenditures and revenues for the year and translates the educational programs and priorities for the district into financial terms.

The superintendent will establish budget priorities for each fiscal year (July 1st - June 30th). These priorities will be based upon the needs identified by the administration during the budget planning process as determined by the following:

- needs of the district, ensuring that all segments of the district's programs are treated equitably in allocating available resources
- state and/or federal legal requirements for funding of programs
- requirements and regulations of the regional accrediting agency
- availability of fiscal and other non-economic resources
- maintenance of an unassigned general fund balance for the year ending June 30th of a minimum 17% and a maximum of 25% of the subsequent year's total budgeted expenditures in the general fund

The superintendent has overall responsibility for budget preparation and will submit an annual budget to the board. Based on the superintendent's recommendation, the board will approve an annual budget.

In case the budget does not receive approval by June 30th, the board will adopt a continuing resolution based on last year's the prior year's budget until the budget can be approved.

Notice of Budget Adoption

Before adopting the general fund budget for each fiscal year, the district will advertise a public hearing on the budget in at least one South Carolina newspaper of general circulation in the area. The notice must appear not less than fifteen (15) days in advance of the public hearing. The notice must be a minimum of two columns wide with a bold heading.

The notice must include the following:

- governing entity's name
- time, date, and location of the public hearing on the budget
- total revenues and expenditures from the current fiscal year's budget
- proposed total projected revenue and expenditures for the next fiscal year as estimated in the next year's budget
- proposed or estimated percentage change in estimated budgets between the current fiscal year and the proposed budget
- millage for the current fiscal year
- estimated millage in dollars as necessary for the next fiscal year's proposed budget

Limitations on Millage Increases

In Rock Hill School District Three of York County, the district Board of Trustees is authorized by South Carolina law to levy school taxes. The district Board of Trustees can increase millage above the rate imposed for the prior tax year by one of the following:

- may increase up to six (6) mills in any year over that levied for the preceding year without the approval of the qualified voters of the district in a referendum per local legislation
- by the percentage increase in the consumer price index over the previous calendar year plus the percentage increase in the previous year in the population of the school district as determined by the State Fiscal Accountability Authority

The millage rate limitation may be suspended and the millage rate may be increased upon a two-thirds vote of the membership of the district Board of Trustees for any of the following statutory purposes:

- deficiency of the preceding year
- any catastrophic event outside the control of the board such as a natural disaster, severe weather event, act of terrorism, fire, war, or riot
- compliance with a court order or decree
- taxpayer closure due to circumstances outside the control of the board that decreases by 10 percent or more the amount of revenue payable to the taxing jurisdiction in the preceding year
- compliance with a regulation promulgated or statute enacted by the federal or state government after June 7, 2006, for which an appropriation or a method for obtaining an appropriation is not provided by the federal or state government

A millage rate increase imposed under any of the above reasons will appear separately on the tax bill as a separate surcharge with an explanation and not included in the millage subject to the CPI plus population growth factor or local legislation. The surcharge will only continue for the years necessary to pay for the reason imposed.

In addition, the millage limitation does not apply to millage levied to pay bonded indebtedness or real property lease-purchase payments.

Adopted 2/22/82; Revised 10/24/88, 9/27/99

Legal References:

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

1. Section 6-1-80 - Budget adoption.
2. Section 6-1-300, *et seq.* - Authority of local governments to assess taxes and fees.
3. Section 59-20-90 - Districts must maintain at least one (1) month of general fund operating expenditures of the previous two (2) completed fiscal years in order to avoid a declaration of fiscal watch.

B. S.C. Acts and Joint Resolutions:

1975 Act 449, p. 1169, Part III, Section 7 - The board of trustees of Rock Hill School District Three of York County will have the power to levy taxes to provide funds for school operating expenses; provided, such levy may not be increased more than six mills in any year over that levied for the preceding year without the approval of the qualified voters of the district in a referendum.

1990 Act 744, p. 3519 - Limitations for 1990 increased to eight mills and thereafter reverts in succeeding years to six mills.

York 3/Rock Hill School District

ANNUAL BUDGET

Code **DB** Issued **MODEL**

The annual budget is the board's plan for allocating the district's available financial resources. Planning the budget document is a continuous process, involving long-term thought, study, and deliberation by the superintendent, board, administrative staff, faculty, and citizens of the district.

It provides the framework for both expenditures and revenues for the year and translates the educational programs and priorities for the district into financial terms.

The board will establish budget priorities for each fiscal year (July 1st - June 30th). These priorities will be based upon the needs identified by the superintendent during the budget planning process as determined by the following:

- needs of the district, ensuring that all segments of the district's programs are treated equitably in allocating available resources
- state and/or federal legal requirements for funding of programs
- requirements and regulations of the regional accrediting agency
- availability of fiscal and other non-economic resources
- maintenance of one (1) month's expenses in the general fund balance

The superintendent has overall responsibility for budget preparation and will submit an annual budget to the board. Based on the superintendent's recommendation, the board will approve an annual budget.

In case the budget does not receive approval by June 30th, the board will adopt a continuing resolution based on last year's budget until the budget can be approved.

Notice of Budget Adoption

Before adopting this budget for each fiscal year, the district will advertise a public hearing on the budget in at least one South Carolina newspaper of general circulation in the area. The notice must appear not less than fifteen (15) days in advance of the public hearing. The notice must be a minimum of two columns wide with a bold heading.

The notice must include the following:

- governing entity's name
- time, date, and location of the public hearing on the budget
- total revenues and expenditures from the current fiscal year's budget
- proposed total projected revenue and expenditures for the next fiscal year as estimated in the next year's budget
- proposed or estimated percentage change in estimated budgets between the current fiscal year and the proposed budget
- millage for the current fiscal year
- estimated millage in dollars as necessary for the next fiscal year's proposed budget

Drafter's Note: The following section is for districts whose tax levy is NOT determined by legislative delegation.

Also, districts will need to determine annually if a local applicable millage cap will be more restrictive than the millage increase allowed under Act 388's cap and plan their budgets accordingly. This will not apply to all districts.

PAGE 2 - DB - ANNUAL BUDGET

Limitations on Millage Increases

In ***** School District, the (*select one: board, county board, county council*) is authorized by South Carolina law to levy school taxes. The (*board, county board, county council*) can only increase millage above the rate imposed for the prior tax year by the percentage increase in the consumer price index over the previous calendar year plus the percentage increase in the previous year in the population of the school district as determined by the State Fiscal Accountability Authority.

The millage rate limitation may be suspended and the millage rate may be increased upon a two-thirds vote of the membership of the (*board, county board, county council*) for any of the following statutory purposes:

- deficiency of the preceding year
- any catastrophic event outside the control of the board such as a natural disaster, severe weather event, act of terrorism, fire, war, or riot
- compliance with a court order or decree
- taxpayer closure due to circumstances outside the control of the board that decreases by 10 percent or more the amount of revenue payable to the taxing jurisdiction in the preceding year
- compliance with a regulation promulgated or statute enacted by the federal or state government after June 7, 2006, for which an appropriation or a method for obtaining an appropriation is not provided by the federal or state government

A millage rate increase imposed under any of the above reasons will appear separately on the tax bill as a separate surcharge with an explanation and not included in the millage subject to the CPI plus population growth factor. The surcharge will only continue for the years necessary to pay for the reason imposed.

In addition, the millage limitation does not apply to millage levied to pay bonded indebtedness or real property lease-purchase payments.

Adopted ^

Legal References:

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

1. Section 6-1-80 - Budget adoption.
2. Section 6-1-300, *et seq.* - Authority of local governments to assess taxes and fees.
3. Section 59-20-90 - Districts must maintain at least one (1) month of general fund operating expenditures of the previous two (2) completed fiscal years in order to avoid a declaration of fiscal watch.

B. S.C. Acts and Joint Resolutions:

(*Insert local law that sets out entity with tax levying authority.*)

Policy DB Annual Budget

Issued 9/99

Purpose: To establish the board's vision for the annual operating budget.

The annual budget is the financial plan for the operation of the school system. The district will express those plans through two types of budgets.

- operating budget - a budget for the provision of annual resources
- capital budget - a budget for the provision of necessary sites, buildings and equipment

The budgets provide the framework for both expenditures and revenues for the year. They translate into financial terms the educational programs and priorities for the system.

Planning the budget document is a continuous process. Planning involves long-term thought, study, and deliberation by the superintendent, board, administrative staff, faculty and citizens of the district.

The superintendent will have overall responsibility for budget preparation. Based on the superintendent's recommendations, the board will approve an annual operating budget.

Adopted 2/22/82; Revised 10/24/88, 9/27/99

York 3/Rock Hill School District

Policy DBD Determination of Budget Priorities

Issued 9/99

Purpose: To establish the board's vision for budget priorities and the basic structure to carry out those priorities.

The board will establish budget priorities for each fiscal year (July 1 - June 30). These priorities will be based upon the needs identified by the superintendent and the board during the budget planning process as determined by the following.

- the needs of the district so that all segments of the district programs are treated equitably within the available resources
- state and/or federal legal requirements for funding of programs
- requirements and regulations of the regional accrediting agency
- availability of fiscal and other non-economic resources

Adopted 10/25/93; Revised 9/27/99

York 3/Rock Hill School District

Policy DBF Budget Hearings and Reviews

Issued 11/06

Purpose: To establish the basic structure for public hearings prior to the adoption of the annual budget.

Notice of budget adoption

Before adopting this budget for the next fiscal year, the district will advertise the public hearing on the budget in at least one South Carolina newspaper of general circulation in the area. The notice must appear not less than 15 days in advance of the public hearing. The notice must be a minimum of two columns wide with a bold heading.

The notice must include the following.

- Governing entity's name
- Time, date and location of the public hearing on the budget
- Total revenues and expenditures from the current operating fiscal year's budget of the governing entity
- Proposed total projected revenue and operating expenditures for the next fiscal year as estimated in the next year's budget for the governing entity
- Proposed or estimated percentage change in estimated operating budgets between the current fiscal year and the proposed budget
- Millage for the current fiscal year
- Estimated millage in dollars as necessary for the next fiscal year's proposed budget

Limitations on millage increases

In Rock Hill School District Three of York County, the board of trustees is authorized by South Carolina law to levy school taxes. The board of trustees can only increase millage above the rate imposed for the prior tax year by the percentage increase in the consumer price index over the previous calendar year plus the percentage increase in the previous year in the population of the school district as determined by the state budget and control board.

The millage rate limitation may be suspended and the millage rate may be increased upon a two-thirds vote of the membership of the board of trustees for any of the following statutory purposes:

- deficiency of the preceding year
- any catastrophic event outside the control of the governing body such as a natural disaster, severe weather event, act of God, or act of terrorism, fire war or riot
- compliance with a court order or decree
- taxpayer closure due to circumstances outside the control of the governing body that decreases by 10 percent or more the amount of revenue payable to the taxing jurisdiction in the preceding year
- Compliance with a regulation promulgated or statute enacted by the federal or state government after June 7, 2006, for which an appropriation or a method for obtaining an appropriation is not provided by the federal or state government.

A millage rate increase imposed under any of the above reasons will appear separately on the tax bill as a separate surcharge with an explanation and not included in the millage subject to the CPI plus population growth factor. The surcharge will only continue for the years necessary to pay for the reason imposed.

In addition, the millage limitation does not apply to millage levied to pay bonded indebtedness or real property lease-purchase payments.

Adopted 10/25/93; Revised 9/27/99, 11/27/06

Legal references:

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

Section 6-1-80 - Budget adoption.

Section 6-1-300 et seq. - Authority of local governments to assess taxes and fees.

Acts and Joints Resolutions:

1975 Act 449, p. 1169, Part III, Section 7 - The board of trustees of Rock Hill School District Three of York County will have the power to levy taxes to provide funds for school operating expenses; provided, such levy may not be increased more than six mills in any year over that levied for the preceding year without the approval of the qualified voters of the district in a referendum.

1990 Act 744, p. 3519 - Limitations for 1990 increased to eight mills and thereafter reverts in succeeding years to six mills.

York 3/Rock Hill School District

Policy DBG Budget Adoption Process

Issued 9/99

Purpose: To establish the basic structure for the adoption of the annual budget.

The superintendent has the overall responsibility for budget planning.

Budget planning will be a year-round process, involving broad participation by administrators, supervisors, teachers, other personnel throughout the system, school improvement councils, the board and the general public.

Principals develop and submit budget requests for their schools after seeking the advice and suggestions of staff members. The budget request reflects the principal's judgment as to the most effective way to use resources to achieve the educational objectives of the school.

The board will give careful consideration to the budget requests as presented by the superintendent and will review the allocations for fairness and consistency with the educational priorities of the school system.

In case the budget does not receive approval by June 30, the board will adopt a continuing resolution based on last year's operating budget until the budget can be approved.

Adopted 10/25/93; Revised 9/27/99

Legal references:

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

Section 6-1-80 - Budget adoption.

Acts and Joints Resolutions:

1975 Act 449, p. 1169, Part III, Section 7 - The board of Rock Hill School District Three of York County will have the power to levy taxes to provide funds for school operating expenses; provided, such levy may not be increased more than six mills in any year over that levied for the preceding year without the approval of the qualified voters of the district in a referendum.

1990 Act 744, p. 3519 - Limitations for 1990 increased to eight mills and thereafter reverts in succeeding years to six mills.

York 3/Rock Hill School District

Policy DFAC Fund Balance

Issued 9/16

Purpose: To establish the basic structure for the board's position on a positive fund balance.

The board recognizes that a key component of a stable district financial environment is the appropriate identification and recording of all revenue streams and the maintenance of a sufficient fund balance. Not only does a sufficient fund balance preserve the financial integrity of the district, it helps the district mitigate current and future financial risks associated with unexpected expenditures and decreases in funding. It also helps the district in maintaining a high bond rating to reduce the cost of long term borrowing. The Chief Finance Officer will provide recommendations to the superintendent regarding the management of the general fund balance and any cash flow needs.

~~The board recognizes and acknowledges the need and good fiscal management of maintaining a positive fund balance with the general fund and the capital bond reserve fund. A positive fund balance allows the district to do the following.~~

- ~~• Protect the educational program in the face of unexpected interruptions in the flow of revenue.~~
- ~~• Provide funding for a major unbudgeted expenditure need.~~
- ~~• Reduce the amount of funds required to borrow for cash flow needs.~~
- ~~• Maintain a high bond rating to reduce the cost of long term borrowing.~~

~~These and other benefits of a positive fund balance will guide the board to maintain a positive balance to afford sufficient reserves in order to realize the benefits as listed in this policy.~~

General Fund Balance Target

The district will maintain an unassigned general fund balance for the year ending June 30th of a minimum of 17% and a maximum of 25% of the subsequent year's total budgeted expenditures in the general fund. Any amount above 25% will be transferred from the general fund to a special revenue fund or capital projects fund.

~~The annual general fund budget for the school district shall include an undesignated fund balance projected to be equal to at least 17 percent of the total expenditures included in that budget for the year ending June 30.~~

Debt Service Sinking Fund

The district will maintain a debt service sinking fund balance for the year ending June 30th, to include the subsequent year's total projected revenues in debt service, of a minimum of 18 months of debt service payments for the district.

~~The debt service sinking fund for the school district will have an undesignated fund balance to be equal to or at least 20 percent or 18 months of debt service payments for the district.~~

Adopted 11/25/96; Revised 9/27/99, 2/25/08, 1/25/10, 8/26/13, 9/26/16

Legal References:

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

1. Section 59-20-90 - Districts must maintain at least one month of general fund operating expenditures of the previous two completed fiscal years in order to avoid a declaration of fiscal watch.

B. Other References:

1. Statement No. 54 of the Governmental Accounting Standards Board (GASB), *Fund Balance Reporting and Governmental Fund Type Definitions*, No. 287-B (February 2009).

York 3/Rock Hill School District

FUND BALANCE

Code **DFAC** Issued **MODEL**

The board recognizes that a key component of a stable district financial environment is the appropriate identification and recording of all revenue streams and the maintenance of a fund balance. Not only does a fund balance preserve the financial integrity of the district, it helps the district mitigate current and future financial risks associated with unexpected expenses and decreases in funding and helps to ensure stable tax rates.

At least once per school year, the superintendent or his/her designee will provide the board with recommendations regarding the management of the district's general fund balance, including financial information detailing the district's cash-flow and reserve needs.

General Fund Balance Target

The district will maintain a general fund balance at a level sufficient enough to cover the cash-flow needs of the district. At minimum, the district will maintain at least one (1) month of general fund operating expenditures of the previous two (2) completed fiscal years. The district may also hold in reserve a portion of the district's general fund that may be necessary to address long-term district financial plans or unanticipated emergency expenditures.

(Option: Insert district-specific goals here.)

[DRAFTER'S NOTE: Note that the SCDE reviews unreserved fund balance as part of its audit of a district's financial stability. SCDE ratings for this category are as follows:

- *Low Risk - unreserved general fund balance is 10% or more of general fund operating expenditures*
- *Medium Risk - unreserved general fund balance is between 8.33% and 9.99% of general fund operating expenditures*
- *High Risk – unreserved general fund balance is less than 8.33% of general fund operating expenditures)]*

In the event that the fund balance falls above or below the desired target range, the superintendent will report such to the board as soon as practical along with a plan to restore the fund to the appropriate levels.

Adopted ^

Legal References:

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

1. Section 59-20-90 - Districts must maintain at least one month of general fund operating expenditures of the previous two completed fiscal years in order to avoid a declaration of fiscal watch.

B. Other References:

1. Statement No. 54 of the Governmental Accounting Standards Board (GASB), *Fund Balance Reporting and Governmental Fund Type Definitions*, No. 287-B (February 2009).

Policy DFAC Fund Balance

Issued 9/16

Purpose: To establish the basic structure for the board's position on a positive fund balance.

The board recognizes and acknowledges the need and good fiscal management of maintaining a positive fund balance with the general fund and the capital bond reserve fund. A positive fund balance allows the district to do the following.

- Protect the educational program in the face of unexpected interruptions in the flow of revenue.
- Provide funding for a major unbudgeted expenditure need.
- Reduce the amount of funds required to borrow for cash flow needs.
- Maintain a high bond rating to reduce the cost of long term borrowing.

These and other benefits of a positive fund balance will guide the board to maintain a positive balance to afford sufficient reserves in order to realize the benefits as listed in this policy.

General Fund Balance Target

The annual general fund budget for the school district shall include an undesignated fund balance projected to be equal to at least 17 percent of the total expenditures included in that budget for the year ending June 30.

Debt Service Sinking Fund

The debt service sinking fund for the school district will have an undesignated fund balance to be equal to or at least 20 percent or 18 months of debt service payments for the district.

Adopted 11/25/96; Revised 9/27/99, 2/25/08, 1/25/10, 8/26/13, 9/26/16

York 3/Rock Hill School District

Policy ED/DID Materials and Equipment Inventories Management

Issued 3/19

The superintendent, **or his/her designee**, 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.

The superintendent, **or his/her designee**, 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, 3/25/19

Legal References:

S.C. Code, 1976, as amended:

Section 59-19-130 - Acquisition of supplies and equipment.

Section 59-19-140 - Use of equipment.

Section 59-19-150 - Maintenance of equipment.

York 3/Rock Hill School District

INVENTORIES/FIXED ASSETS

Code **DID** Issued **MODEL**

The *(insert title here)* is responsible for setting up a system to maintain an accurate inventory of materials, equipment and real estate in the district.

Each year prior to the closing of school, the principal of each school will arrange for an inventory of textbooks and equipment including career and technology education equipment. The inventory will include the serial numbers of all equipment.

The principal will keep the inventory on file in his/her office. The principal will forward a copy of the furniture and equipment inventory to the district's property accounting agent for district accounting purposes.

Depreciation GASB 34

The district will establish and maintain on a current basis an inventory system to include a formal fixed assets system. Capitalization for fixed assets purposes and recording in the fixed assets accounts is set at the prevailing federal rate.

Option:

Property Management

The district will develop a property management tracking system for items according to the prevailing state rate.

The administration will develop administrative regulations to implement this policy. All regulations will be in accordance with accounting standards and all applicable state and federal laws.

Adopted ^

Policy ED/DID Materials and Equipment Inventories Management

Issued 3/19

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.

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, 3/25/19

Legal References:

S.C. Code, 1976, as amended:

Section 59-19-130 - Acquisition of supplies and equipment.

Section 59-19-140 - Use of equipment.

Section 59-19-150 - Maintenance of equipment.

York 3/Rock Hill School District

AR ED/DID-R Materials and Equipment Inventories Management

Issued 3/19

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

"Equipment" is defined as the instructional 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:

Types of Equipment and Examples	Typical Issue and Custody
TYPE 1. Instructional Media a. State-funded textbooks b. Other printed book sets c. Digital media (e-books, CD, DVD, etc.)	<ul style="list-style-type: none"> Assigned for use 24/7 for term applicable Turn in for inventory annually
TYPE 2. Mobile devices a. Laptop and tablet computers b. Cell phones	<ul style="list-style-type: none"> Assigned for use 24/7 for term applicable Submit/report for inventory annually Turn in when transferred from site/school/grade
TYPE 3. 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	<ul style="list-style-type: none"> Assigned as part of classroom/office inventory Remains in space for term applicable Turn in or report for inventory annually
TYPE 4. Other School/ Site equipment: 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	<ul style="list-style-type: none"> Assigned as part of classroom/office inventory Selected items may be assigned 24/7 for term applicable Turn in/report for inventory annually
TYPE 5. Specialty Support Equipment a. Facilities, Custodial and Technology Tools (other than single hand	<ul style="list-style-type: none"> Assigned as part of technician kit, department, support area or vehicle inventory Selected items may be assigned 24/7 for term

tools) and instruments b. Commercial Food Service Equipment (600 Fund) c. Medical (Nurse) Equipment and instruments.	applicable • Turn in/report for inventory annually
TYPE 6. Vehicles 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 will 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-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-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 will be kept on file at the school and will 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. Employees will 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
ED/DID-R

equipment from a building only after coordination with and securing the consent of the principal and the district EMT.

To the extent practical, and following industry best practices, the facilities services department will 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:

- For PTA, SIC, or other school affiliated meetings.
- 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 school groups composed of students with a faculty sponsor or professional education groups where the purposes are related to the instructional program.

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

Responsibility for Non-District Equipment

The district assumes no responsibility for any non-district equipment that is loaned or used 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 left in the buildings during the summer months or during the year.

Use and Care of Equipment

Whether loaned or assigned, no materials or equipment will be used by an employee for exclusively and expressly non-district purposes. All employee use of equipment will 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. 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, 3/25/19

York 3/Rock Hill School District

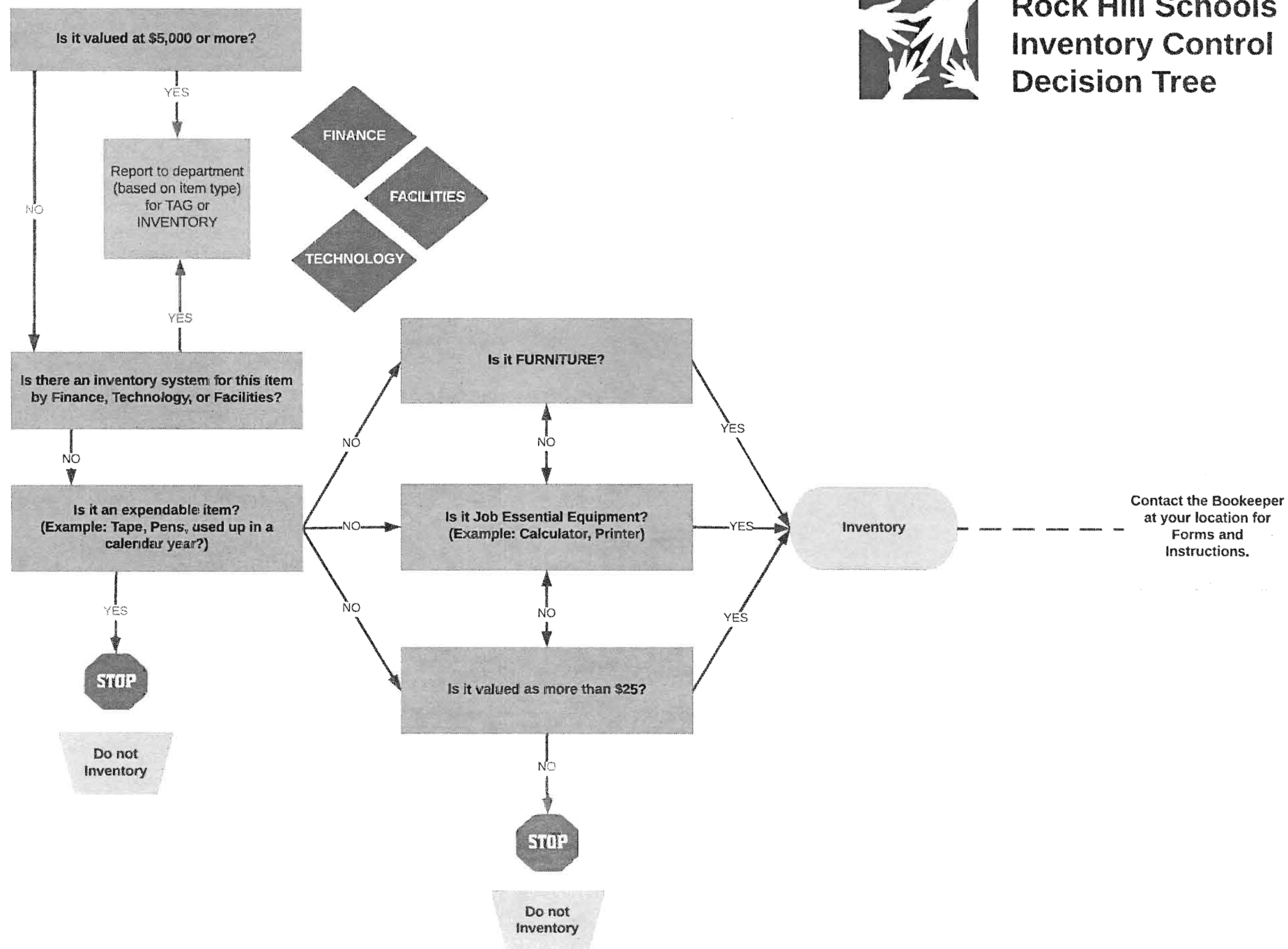
File ED/DID-E(1) Rock Hill Schools Inventory Control Decision Tree

View or print [ROCK HILL SCHOOLS INVENTORY CONTROL DECISION TREE.](#)

York 3/Rock Hill School District



Rock Hill Schools Inventory Control Decision Tree



File ED/DID-E(2) Materials and Equipment Check Out Form



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

Signature of Administrator _____
(sign)

Signature of Staff Member Checking Out Item _____
(sign)

Copy To: Building Administrator, Technology Director, Staff Person

York 3/Rock Hill School District

Policy DJGA Sales Calls and Demonstrations

Issued 9/99

~~Purpose: To establish the basic structure for sales calls on district staff.~~

The board does not permit sales representatives to call on teachers or other school staff members without authorization from the superintendent or his/her designee.

The superintendent or his/her designee may give permission to sales representatives of educational products to see members of the school staff at times that will not interfere with the educational program.

Upon entering a school or other district facility, all salespersons and agents will report directly to the school or district office and comply with all visitor procedures the school or district has in place.

Adopted 10/24/88; Revised 9/27/99

York 3/Rock Hill School District

SALES CALLS AND DEMONSTRATIONS

Code **DJGA** Issued **MODEL/16**

The board does not permit sales representatives to call on teachers or other school staff members without authorization from the superintendent.

The superintendent may give permission to sales representatives of educational products to see members of the staff at times that will not interfere with the educational program.

Upon entering a district school or other facility, all salespersons and agents will report directly to the school or district office and will comply with any visitor procedures the school or district has in place.

Adopted ^

Policy DJGA Sales Calls and Demonstrations

Issued 9/99

Purpose: To establish the basic structure for sales calls on district staff.

The board does not permit sales representatives to call on teachers or other school staff members without authorization from the superintendent or his/her designee.

The superintendent or his/her designee may give permission to sales representatives of educational products to see members of the school staff at times that will not interfere with the educational program.

Adopted 10/24/88; Revised 9/27/99

York 3/Rock Hill School District

Policy DKA Payroll Procedures/Schedules

Issued 4/17

~~Purpose: To establish the basic structure for payment of salary to district employees.~~

The business office issues all payments for compensation of regular and part-time staff employed by the district.

Payroll Procedures

All employee compensation will be paid in the form of direct deposit. No payroll checks will be issued except for the first payroll for a new employee in order for the payroll department to "prenote" for future direct deposits. The prenote allows the payroll department to send a test transaction to the financial institution to verify that the employee's account information is valid.

Employees may access their direct deposit notification for each payroll by logging into the Employee Self Service portal. Effective July 1, 2017, a "paper" direct deposit notification will not be distributed to employees.

Payroll Schedules

The district will pay all employees on or about the 25th day of each month. If the 25th falls on a weekend or holiday, the employee will be paid on the last business day prior to that weekend or holiday. Employees' base pay for their primary position will be prorated over 12 checks. All teachers, teaching assistants, bus drivers, and other support employees that are less than 12 months are paid beginning in August and ending in July. All 12-month employees are paid beginning in July and ending in June.

Any support personnel who works additional hours above his/her normal work hours from the 11th of the previous month to the 10th of the current month will be paid on or about the 25th of the current month. In order to provide payroll staff adequate preparation time, these dates may be adjusted slightly due to holidays. Activity bus drivers and Challenger personnel will be paid on or about the 25th of each month for hours worked from the 11th of the previous month to the 10th of the current month, and their pay will not be prorated over 12 months.

The payroll department distributes to all schools and departments a detailed payroll schedule at the beginning of each fiscal year with all pay days outlined.

Adopted 4/27/78; Revised 10/24/88, 9/27/99, 5/23/05, 4/24/17

York 3/Rock Hill School District

PAYROLL PROCEDURES/SCHEDULES

Code **DKA** Issued **MODEL**

The business office issues all paychecks for regular staff members and substitute or part-time workers.

Except as provided below, the district pays **all** employees on the *****.

Insert professional pay schedule here. Also include other district options for pay schedules for other staff members.

Adopted ^

Policy DKA Payroll Procedures/Schedules

Issued 4/17

Purpose: To establish the basic structure for payment of salary to district employees.

The business office issues all payments for compensation of regular and part-time staff employed by the district.

Payroll Procedures

All employee compensation will be paid in the form of direct deposit. No payroll checks will be issued except for the first payroll for a new employee in order for the payroll department to "prenote" for future direct deposits. The prenote allows the payroll department to send a test transaction to the financial institution to verify that the employee's account information is valid.

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Payroll Schedules

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Any support personnel who works additional hours above his/her normal work hours from the 11th of the previous month to the 10th of the current month will be paid on or about the 25th of the current month. In order to provide payroll staff adequate preparation time, these dates may be adjusted slightly due to holidays. Activity bus drivers and Challenger personnel will be paid on or about the 25th of each month for hours worked from the 11th of the previous month to the 10th of the current month, and their pay will not be prorated over 12 months.

The payroll department distributes to all schools and departments a detailed payroll schedule at the beginning of each fiscal year with all pay days outlined.

Adopted 4/27/78; Revised 10/24/88, 9/27/99, 5/23/05, 4/24/17

York 3/Rock Hill School District

Policy DM Cash in School Buildings

Issued 6/18

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

Elementary schools, **child development center, and elementary alternative learning centers** will not keep more than \$750 (including cash and checks) overnight, excluding startup cash for curricular activities and food service petty cash.

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

High schools, **career center, and secondary alternative learning centers** will not keep more than \$1,500 (including cash and checks) overnight, excluding startup cash for curricular and extracurricular activities and food service petty cash.

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

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

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

Support organizations must agree to follow all procedures as related to cash in school buildings and adhere to policy KBE and administrative rule KBE-R.

Support organizations should not leave money at school overnight. The support organization should use a fixed lock box in the school office or vault area for times when a support organization officer is unavailable to pick up money during the school day. Only the support organization officer will have access to this lock box. A master key to the lock box will be secured at the central office. The support organization should check the lock box for money on a regular basis. The support organization will be responsible for any loss incurred.

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

Food service managers may keep petty cash for the duration of the school year for use of operating the food service cash registers. The maximum amount of petty cash is \$50 for elementary schools, \$420 **\$150** for middle schools, and \$300 for high schools. Petty cash must be verified, evidenced by at least two signatures and dates, at the beginning and end of each day. All petty cash must be kept in a locked, secure place with limited access until deposited at the end of the school year. **Food service must make daily deposits, excluding petty cash, for monies received from food service operations.**

District employees who come into possession of money in connection with school activities will not leave the money unattended. As soon as is possible, and no later than the end of the school day, employees in possession of money shall must turn it over to the principal or his/her designee for safe-keeping and proper accounting. District employees are prohibited from keeping school monies in their **classrooms, offices**, homes or automobiles overnight.

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

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

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

Adopted 9/27/99; Revised 11/26/12, 3/27/17, 6/25/18

York 3/Rock Hill School District

CASH IN SCHOOL BUILDINGS

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

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

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

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

Adopted ^

Policy DM Cash in School Buildings

Issued 6/18

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

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

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

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

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

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

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

Support organizations must agree to follow all procedures as related to cash in school buildings and adhere to policy KBE and administrative rule KBE-R.

Support organizations should not leave money at school overnight. The support organization should use a fixed lock box in the school office or vault area for times when a support organization officer is unavailable to pick up money during the school day. Only the support organization officer will have access to this lock box. A master key to the lock box will be secured at the central office. The support organization should check the lock box for money on a regular basis. The support organization will be responsible for any loss incurred.

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

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

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

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

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

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

Adopted 9/27/99; Revised 11/26/12, 3/27/17, 6/25/18

York 3/Rock Hill School District

Policy DN School Properties Disposition

Issued 10/17

~~Purpose: To establish the basic structure for disposition or reassignment of district real property that is no longer needed for school or district support purposes.~~

As authorized by state law the board may acquire real property including lands and buildings or other improvements for use as a schoolhouse or facility in support of the district's mission. As a governing body the board may purchase, have and hold such real property in fee simple title as necessary for accomplishment of the school district's mission (~~59-19-180~~). As further authorized, the board may sell any real property it no longer needs for school purposes, or may lease any real property it considers unnecessary for the district's needs at the present time.

As required by state law, unless exempted by state proviso in the year of sale or the execution of the lease, the board will obtain consent of the York County Council before making such sale or lease (~~59-19-250~~).

In addition, the sale, lease, or reassignment of any land parcels or other real property purchased after 1952 with state funds will be approved in advance and in writing by the State Board of Education via the South Carolina Department of Education Office of School Facilities (OSF) (~~59-19-190~~). For the sale, lease, or donation of all other real property, the district will report the transaction to OSF for the purpose of maintaining an accurate inventory of facilities and sites (State Board Policy DO).

This policy does not apply to situations in which property is leased for rental for civic or public purposes or for a school-age child care program as authorized by [state law Section 59-19-125 of the South Carolina Code of Laws](#). It also does not apply to facility use agreements issued under Policy KF, where the district allows use of school facilities on a short-term or recurring basis, but retains ultimate control of the facility.

Terms and conditions of property sales or leases will be as negotiated and agreed, consistent with applicable federal, state, and local laws and regulations. The board authorizes the superintendent or designee to negotiate all such terms and conditions and/or to procure or appoint legal and realtor representation as required. All real estate sales contracts and lease instruments will be presented to the board for approval, unless a written resolution is approved in advance by the board authorizing superintendent or designee execution.

Adopted 10/23/2017

Legal References:

S. C. Code, 1976, as amended:

[Section 59-19-120](#)-Rules and regulations governing use of school buildings.

[Section 59-19-125](#) - Leasing school property for particular purposes.

[Section 59-19-180](#) Purchase of lands by trustees.

[Section 59-19-190](#) - Purchase of land by trustees; reassignment or disposal of land purchased with state funds.

[Section 59-19-250](#) - Sale or lease of school property by trustees.

York 3/Rock Hill School District

SCHOOL PROPERTIES DISPOSITION

Code **DN** Issued **MODEL**

The superintendent will advise the board that certain property is no longer needed for public school purposes. The board may sell or lease school property, real or personal, whenever such property is no longer needed for school purposes.

Under certain circumstances, the board will obtain the consent of the county council (*or county board*) before making such sale or lease.

The State Board of Education must approve, in advance and in writing, the reassignment or disposal of parcels of land purchased after 1952 with any state funds.

The district must follow any other South Carolina Department of Education Office of District Facilities Management regulations regarding disposal of property.

Cf. DID

Adopted ^

Legal References:

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

1. Section 59-19-125 - Leasing school property for particular purposes.
2. Section 59-19-190 - Purchase of land by trustees; reassignment or disposal of land purchased with State funds.
3. Section 59-19-250 - Sale or lease of school property by trustees.

Policy DN School Properties Disposition

Issued 10/17

Purpose: To establish the basic structure for disposition or reassignment of district real property that is no longer needed for school or district support purposes.

As authorized by state law the board may acquire real property including lands and buildings or other improvements for use as a schoolhouse or facility in support of the district's mission. As a governing body the board may purchase, have and hold such real property in fee simple title as necessary for accomplishment of the school district's mission (59-19-180). As further authorized, the board may sell any real property it no longer needs for school purposes, or may lease any real property it considers unnecessary for the district's needs at the present time.

As required by state law, unless exempted by state proviso in the year of sale or the execution of the lease, the board will obtain consent of the York County Council before making such sale or lease (59-19-250).

In addition, the sale, lease, or reassignment of any land parcels or other real property purchased after 1952 with state funds will be approved in advance and in writing by the State Board of Education via the South Carolina Department of Education Office of School Facilities (OSF) (59-19-190). For the sale, lease, or donation of all other real property, the district will report the transaction to OSF for the purpose of maintaining an accurate inventory of facilities and sites (State Board Policy DO).

This policy does not apply to situations in which property is leased for rental for civic or public purposes or for a school-age child care program as authorized by Section 59-19-125 of the South Carolina Code of Laws. It also does not apply to facility use agreements issued under Policy KF, where the district allows use of school facilities on a short-term or recurring basis, but retains ultimate control of the facility.

Terms and conditions of property sales or leases will be as negotiated and agreed, consistent with applicable federal, state, and local laws and regulations. The board authorizes the superintendent or designee to negotiate all such terms and conditions and/or to procure or appoint legal and realtor representation as required. All real estate sales contracts and lease instruments will be presented to the board for approval, unless a written resolution is approved in advance by the board authorizing superintendent or designee execution.

Adopted 10/23/2017

Legal References:

S. C. Code, 1976, as amended:

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

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

Section 59-19-180 Purchase of lands by trustees.

Section 59-19-190 - Purchase of land by trustees; reassignment or disposal of land purchased with state funds.

Section 59-19-250 - Sale or lease of school property by trustees.

York 3/Rock Hill School District

Memo

TO: Dr. Bill Cook
FROM: Terri Smith
DATE: October 9, 2019
SUBJECT: Revision of “D” Board Policies (Fiscal Management) Batch 2 for 1st Read

A stakeholder team comprised of the following individuals has been developed to review and revise the “D” board policies – Fiscal Management.

Terri Smith, Central Office Finance
Bettina Feaster, Central Office Finance
Beth Lifsey, Central Office Finance
LaWana Robinson-Lee, Facilities Services Purchasing
Michael Johnson, Safety & Security
Gary Black, Food Service
Christopher Roorda, India Hook Elementary
Elissa Cox, Saluda Trail Middle
Hezekiah Massey, Northwestern High
Joanne Pafford, Oakdale Elementary Bookkeeper
Susan Fowler, Castle Heights Middle Bookkeeper
Melanie Cook, Rock Hill High Bookkeeper
Larry Finney, Greene Finney, LLC.
Mike Downing, Greene Finney, LLC.

Dr. Tiffany Richardson and Mr. Steve Mann with S.C. School Boards Association are providing guidance and reviewing recommended revisions for batch 2 policies.

The policies listed below will be presented at the October 14th board work session for 1st read. A copy of the proposed, model and current policies are attached. Recommendations are shown in red text with deletions noted by strikethrough of text.

Policy	Recommendation
DD, Funding Proposals, Grants, and Special Projects	No current policy; recommend adopting the model policy with minor changes.
DDA, Federal Fiscal Compliance	No current policy; recommend adopting the model policy with minor changes.
DDA-R, Federal Fiscal Compliance	No current administrative rule; recommend adopting the model rule with minor changes.
DDB, Online Fundraising Campaigns / Crowdfunding	No current policy; recommend adopting the model policy with minor changes.
DDB-R, Online Fundraising Campaigns / Crowdfunding	No current administrative rule; recommend adopting the model rule with minor changes.
DGA, Authorized Signatures	Recommend removing purpose statement and updating authorized signers and claim process.
DH, Bonded Employees and Officers	No model policy; recommend removing purpose statement and bonded information as it no longer applies. Recommend adding crime insurance coverage to protect district against employee theft, embezzlement, etc. as this now applies to employees. Seeking guidance from SCSBA regarding title change of policy.
DJ, Purchasing	Recommend removing purpose statement, adding district's procurement code will be adopted by the board and will be comparable with the requirements of S.C. Procurement Code, and adding legal reference.
DK, Payment Procedures	Recommend removing purpose statement, adding payments made by district procurement card, updating information regarding county treasury, and signature authority of district checks.
DKB, Salary Deductions	Recommend removing purpose statement and adopting the model policy.
DKC, Expense Authorization / Reimbursement	No current policy; recommend adopting the proposed policy.

FUNDING PROPOSALS, GRANTS, AND SPECIAL PROJECTS

Code **DD** Issued **xx/2019**

In order to offer the best educational opportunities possible for students of the district, the board will seek as many sources of revenue as possible to supplement the funds provided through local taxation and the basic aid offered by the state.

Donations from Private Sources

The district accepts donations of money, securities, property, etc. from private sources for scholarships, staff development, and other educational improvement purposes.

Such gifts will be used as instructed in the terms of the gift or bequest. If no terms are specified, funds will be used at the discretion of the superintendent or his/her designee.

The board will not accept bequests, endowments, or other gifts if the conditions of the gift remove any portion of the public schools from control of the board.

School and District Grant Awards

The district will request and accept grants from state, federal, corporate, and private sources. All grants sought by the district will be coordinated through the fund manager, reviewed by the chief finance officer, and approved by the superintendent.

Adopted ^

Legal References:

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

1. Section 59-19-170 - Acceptance and holding of property by trustees.
2. Section 59-69-30 - Investment of funds held for an educational purpose.

FUNDING PROPOSALS, GRANTS, AND SPECIAL PROJECTS

Code **DD** Issued **MODEL**

In order to offer the best educational opportunities possible for students of the district, the board will seek as many sources of revenue as possible to supplement the funds provided through local taxation and the basic aid offered by the state.

The superintendent will notify the board of all funding proposals that are accepted.

Donations from Private Sources

The district accepts donations of money, securities, property, etc. from private sources for scholarships, staff development, and other educational improvement purposes.

Such gifts will be approved by the board, administered by the superintendent, and used as instructed in the terms of the gift or bequest.

The board will not accept bequests, endowments, or other gifts if the conditions of the gift remove any portion of the public schools from control of the board.

School and District Grant Awards

The district will request and accept grants from state, federal, corporate, and private sources. All grants sought by the district will be coordinated through *(insert title here)*, reviewed by the chief operations officer, and approved by the superintendent.

Adopted ^

Legal References:

- A. S.C. Code of Laws, 1976, as amended:
 - 1. Section 59-19-170 - Acceptance and holding of property by trustees.
 - 2. Section 59-69-30 - Investment of funds held for an educational purpose.

FEDERAL FISCAL COMPLIANCE

Code **DDA** Issued **xx/2019**

The district intends to comply with all requirements for state and federal grants and awards imposed by law, the awarding agency, or an applicable pass-through entity (e.g., the South Carolina Department of Education). To the extent that any provision of a board policy is contrary to federal law, regulation, term, or condition applicable to a federal award, employees must follow the applicable federal requirement.

Delegation of Responsibility

The finance office and federal programs director will develop, monitor, and enforce effective financial management systems, internal control procedures, procurement procedures, and other administrative procedures as needed to provide reasonable assurance that the district is in compliance with all requirements of state and federal grants and awards. At minimum, these procedures will include methods for the following:

- identification of all federal funds received and expended and the federal programs under which they were received
- accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with federal requirements
- identification of the source and application of funds for federally-assisted activities
- effective control and accountability for all funds, property, and other assets to ensure that they are used solely for authorized purposes
- comparison of actual expenditures versus budgeted amounts for each federal award
- implementation of the cash management requirements established by the Education Department Administrative Regulations (EDGAR), the Uniform Grant Guidance (UGG), or any other applicable binding authority
- determination and documentation of allowability of all costs charged to each federal award

These systems and procedures will be approved by the chief finance officer.

Conflicts of Interest

No employee, board member, or agent of the district may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A conflict of interest would arise when the employee, board member, or agent; any member of his or her immediate family; his or her partner; or an organization which employs or is about to employ any of these parties has a financial interest in or a tangible personal benefit from a firm considered for a contract.

No employee, board member, or agent of the district may solicit or accept any gratuities, favors, or items from a contractor or party to a subcontract for a federal grant or award; however, they may accept one single unsolicited item with a value of \$10 or less or multiple unsolicited items from a single contractor or subcontractor having an aggregate monetary value of \$10 or less in a 12-month period.

Any person who has a potential conflict of interest will disclose that contact immediately in writing to the superintendent, or his/her designee, and will not participate in the selection, award, or administration of a contract supported by a federal grant or award. The superintendent, or his/her designee, will disclose any potential conflict of interest in writing to the federal awarding agency or pass-through entity in accordance with applicable federal awarding agency policy.

(see next page)

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Violations of conflict of interest policy

Any person who suspects an individual has violated the conflict of interest policy will report their suspicions immediately to the superintendent or chief finance officer. These reports will be treated as confidential to the extent permitted by law, however, limited disclosure may be necessary for purposes of investigation. Neither an employee nor a member of the board will unlawfully retaliate against a person who in good faith reports such information.

Upon receipt of such information, the superintendent, in coordination with legal counsel and other individuals as appropriate, will promptly investigate the claim. If a real or apparent conflict of interest is found, the superintendent will report such information to the board and make a recommendation for appropriate disciplinary action, which may include termination of the employee, cancellation of the district's relationship with the contractor or vendor, and referral to law enforcement, where appropriate. The board will determine the final disposition of the matter. The district will promptly disclose all violations in writing to the federal awarding agency and pass-through entity.

Disclosure Requirements

The superintendent will disclose in writing to the federal awarding agency in a timely manner all violations of federal criminal law involving fraud, bribery, or gratuities potentially affecting any federal award. The superintendent will fully address any such violations promptly and will notify the board accordingly. The board may request the superintendent to develop a plan of correction for board approval in appropriate situations as determined by the board.

Cash Management Procedure

Generally, the district receives federal grant funds from the South Carolina Department of Education (SCDE) or awarding agency on a reimbursement basis.

Reimbursements

The finance office will request reimbursement for actual expenditures incurred under the federal grants monthly. Such requests will be submitted with appropriate documentation and signed by the requestor. Requests for reimbursements will be approved by the chief finance officer.

Reimbursements will be submitted appropriately to the SCDE or awarding agency. All reimbursement requests will be based on actual disbursements and not on obligations. Consistent with state and federal requirements, the district will retain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available to the SCDE or awarding agency to review upon request.

Procurement Procedures

All purchases for property and services made using federal funds must be conducted in accordance with all applicable federal, state, and local laws and regulations; the UGG; and the district's written policies and procedures. The district will generally follow the South Carolina Procurement Code (policy DJ, *Purchasing*), however, it will modify these procedures when making purchases for federally funded purposes to which the UGG or United States Department of Agriculture (USDA) regulations apply so as to comply with both state and federal requirements.

In its procurement practices, the district will:

(see next page)

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- Prepare written procedures for all procurement transactions to ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured and identify all requirements that the vendor must fulfill and all other factors to be used in evaluating bids or proposals
- Ensure that lists of prequalified vendors remain current and include enough qualified sources to ensure maximum open and free competition
- Maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders
- Avoid acquisition of unnecessary or duplicative items, giving consideration to consolidating or breaking out procurements to obtain a more economical purchase and, where appropriate, conducting an analysis of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach
- Enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services
- Use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions when possible
- Award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement, giving consideration to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources
- Consult the awardee integrity and performance portal [currently the Contractor Performance Assessment Reporting System (CPARS)] accessible through the federal System for Award Management (SAM) [currently the Past Performance Information Retrieval System (PPIRS)] to ensure that no contract is awarded to a contractor who is suspended or disbarred from eligibility for participation in federal assistance programs or activities
- Maintain records sufficient to detail the history of procurement, including, but not limited to, rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price, and verification that the contractor is not suspended or disbarred
- Use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk and assert a high degree of oversight in order to obtain reasonable assurance that contractor is using efficient methods and effective cost controls
- Be responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurements, including, but not limited to, source evaluation, protests, disputes, and claims
- Avoid situations that unnecessarily restrict competition, including, but not limited to, unreasonable qualification requirements for receiving school system business, unnecessary experience or excessive bonding requirements, noncompetitive pricing practices between firms or companies, noncompetitive contracts to consultants that are on retainer contracts, brand name specifications in lieu of allowing equivalent products that meet performance or other relevant requirements, or any arbitrary procurement actions
- Use noncompetitive procurement only in the circumstances allowed by the UGG

(see next page)

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- Exclude individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate from competing for such purchases

Travel Reimbursement

The district will reimburse administrative, professional, and support employees and school officials for travel costs incurred in the course of performing services related to official business as a federal grant recipient. For purposes of this policy, travel costs are defined as the expenses for transportation, lodging, subsistence, and related items incurred by employees while on official business of the district as related to the federal grant.

Costs incurred by district employees for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable. If these costs are charged directly to the federal award, documentation must be maintained that justifies that participation of the individual is necessary to the federal award and the costs are reasonable and consistent with the district's established travel policy (policies BID, *Board Member Compensation and Expenses*, and DKC, *Expense Authorization/Reimbursement*).

All travel costs, excluding meal per diems, must be presented with an itemized, verified statement prior to reimbursement. The validity of payments for travel costs for all district employees will be determined by the finance office.

Allowability Procedures

District expenditures for a federal grant must be allowed under the individual program, aligned with approved budgeted items, and be in accordance with the cost principles established in the UGG, including how charges made to the grant for personnel are to be determined. When determining how the district will spend its grant funds, the fund manager and finance office will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service.

The district will consider the general cost guidelines in the UGG, as well as the UGG rules for specific types of items, when determining whether a cost is an allowable expenditure of federal funds. The district will also ensure that any proposed costs are allowable under the applicable program statute along with the accompanying program regulations, nonregulatory guidance, and grant award notifications. When there is a conflict between guidelines, whichever allowability requirements are stricter will govern whether a cost is allowable.

The district will only charge costs to a federal grant when the cost is:

- reasonable and necessary for the program
- in compliance with applicable laws, regulations, and grant terms
- allocable to the grant
- adequately documented
- consistent with school system policies and administrative regulations

Prior written approval for certain cost charges must be obtained as required by the awarding agency in order to avoid subsequent disallowances.

Cf. BCB, BID, DJ, DKC, GBEA

Adopted ^

(see next page)

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Legal References:

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

1. Section 11-35-10, *et seq.* - South Carolina Consolidated Procurement Code.

B. Code of Federal Regulations, as amended:

1. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. § 200, *et seq.*

FEDERAL FISCAL COMPLIANCE

Code **DDA** Issued **MODEL**

[NOTE: As explained by the South Carolina Department of Education during its Summer 2016 Webinar Series covering the Uniform Grant Guidance (UGG), each district's policies for federal fiscal compliance must reflect the processes and procedures the district actually uses. This model policy is intended to be a generic shell to which the board should add district-specific information in order to ensure that all requirements of the UGG are met.]

The district intends to comply with all requirements for state and federal grants and awards imposed by law, the awarding agency, or an applicable pass-through entity (e.g., the South Carolina Department of Education). To the extent that any provision of a board policy is contrary to federal law, regulation, term, or condition applicable to a federal award, staff must follow the applicable federal requirement.

Delegation of Responsibility

The [option: superintendent, finance officer, federal programs coordinator (DRAFTER'S NOTE: General terms such as "designee" are insufficient. One specific position must be named.)] will develop, monitor, and enforce effective financial management systems, internal control procedures, procurement procedures, and other administrative procedures as needed to provide reasonable assurance that the district is in compliance with all requirements of state and federal grants and awards. At minimum, these procedures will include methods for the following:

- identification of all federal funds received and expended and the federal programs under which they were received
- accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with federal requirements
- identification of the source and application of funds for federally-assisted activities
- effective control and accountability for all funds, property, and other assets to ensure that they are used solely for authorized purposes
- comparison of actual expenditures versus budgeted amounts for each federal award
- implementation of the cash management requirements established by the Education Department Administrative Regulations (EDGAR), the Uniform Grant Guidance (UGG), or any other applicable binding authority
- determination and documentation of allowability of all costs charged to each federal award

These systems and procedures will be approved by the superintendent.

Conflicts of Interest

No staff member, board member, or agent of the district may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A conflict of interest would arise when the staff member, board member, or agent; any member of his or her immediate family; his or her partner; or an organization which employs or is about to employ any of these parties has a financial interest in or a tangible personal benefit from a firm considered for a contract.

No staff member, board member, or agent of the district may solicit or accept any gratuities, favors, or items from a contractor or party to a subcontract for a federal grant or award; however, they may accept one single unsolicited item with a value of \$10 or less or multiple unsolicited items from a single contractor or subcontractor having an aggregate monetary value of \$10 or less in a 12-month period.

SCSBA

(see next page)

PAGE 2 - DDA - FEDERAL FISCAL COMPLIANCE

Any person who has a potential conflict of interest will disclose that contact immediately in writing to the superintendent and will not participate in the selection, award, or administration of a contract supported by a federal grant or award. The superintendent will disclose any potential conflict of interest in writing to the federal awarding agency or pass-through entity in accordance with applicable federal awarding agency policy.

Violations of conflict of interest policy

Any person who suspects an individual has violated the conflict of interest policy will report their suspicions immediately to [option: superintendent, finance officer, federal programs coordinator]. These reports will be treated as confidential to the extent permitted by law, however, limited disclosure may be necessary for purposes of investigation. Neither a staff member nor a member of the board will unlawfully retaliate against a person who in good faith reports such information.

Upon receipt of such information, the superintendent, in coordination with legal counsel and other individuals as appropriate, will promptly investigate the claim. If a real or apparent conflict of interest is found, the superintendent will report such information to the board and make a recommendation for appropriate disciplinary action, which may include termination of the staff member, cancellation of the district's relationship with the contractor or vendor, and referral to law enforcement, where appropriate. The board will determine the final disposition of the matter. The district will promptly disclose all violations in writing to the federal awarding agency and pass-through entity.

Disclosure Requirements

The superintendent will disclose in writing to the federal awarding agency in a timely manner all violations of federal criminal law involving fraud, bribery, or gratuities potentially affecting any federal award. The superintendent will fully address any such violations promptly and will notify the board accordingly. The board may request the superintendent to develop a plan of correction for board approval in appropriate situations as determined by the board.

Cash Management Procedure

Generally, the district receives federal grant funds from the South Carolina Department of Education (SCDE) on a reimbursement basis. However, under some circumstances, the district may receive an advance of federal grant funds.

Reimbursements

The district will initially charge federal grant expenditures to nonfederal funds. The [option: finance officer, federal programs coordinator, etc.] will request reimbursement for actual expenditures incurred under the federal grants [option: weekly, monthly, quarterly]. Such requests will be submitted with appropriate documentation and signed by the requestor. Requests for reimbursements will be approved by the [option: finance officer, federal programs coordinator, etc.].

Reimbursements will be submitted on the appropriate form to the SCDE. All reimbursement requests will be based on actual disbursements and not on obligations. Consistent with state and federal requirements, the district will retain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available to the SCDE to review upon request.

PAGE 3 - DDA - FEDERAL FISCAL COMPLIANCE

Advances

The district will plan for cash flow in the grant project during the budget period and review project cash requirements before each drawdown and will draw down only the amount of funds necessary to meet the immediate needs of the program/project (including the proportionate share of any allowable indirect costs). When applicable, the district will use existing resources available within a program before requesting additional advances. Such resources include program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds.

When the district receives advance payments of federal grant funds, it must minimize the time elapsing between the transfer of the funds to the district and the expenditure of those funds on allowable costs of the applicable federal program. The district will attempt to expend all advances of federal funds for expenditures that comply with all applicable grant requirements as soon as administratively feasible but within no more than seventy-two (72) business hours of receipt absent exceptional, documented circumstances.

The district will hold federal advance payments in insured, interest-bearing accounts. The district is permitted to retain for administrative expenses up to \$500 per year of interest earned on federal grant cash balances. Regardless of the federal awarding agency, interest earnings exceeding \$500 per year will be remitted annually to the Department of Health and Human Services Payment Management System (PMS). Pursuant to federal guidelines, interest earnings will be calculated from the date that the federal funds are drawn down from the G5 Grants Administration System until the date on which those funds are disbursed by the district. Remittance of interest will be the responsibility of the [*option: finance officer, federal programs coordinator, etc.*].

Procurement Procedures

All purchases for property and services made using federal funds must be conducted in accordance with all applicable federal, state, and local laws and regulations; the UGG; and the district's written policies and procedures. The district will generally follow the South Carolina Procurement Code (policy DJ, *Purchasing*), however, it will modify these procedures when making purchases for federally funded purposes to which the UGG or United States Department of Agriculture (USDA) regulations apply so as to comply with both state and federal requirements.

In its procurement practices, the district will:

- Prepare written procedures for all procurement transactions to ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured and identify all requirements that the vendor must fulfill and all other factors to be used in evaluating bids or proposals
- Ensure that lists of prequalified vendors remain current and include enough qualified sources to ensure maximum open and free competition
- Maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders
- Avoid acquisition of unnecessary or duplicative items, giving consideration to consolidating or breaking out procurements to obtain a more economical purchase and, where appropriate, conducting an analysis of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach

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- Enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services
- Use federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs
- Use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions when possible
- Award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement, giving consideration to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources
- Consult the awardee integrity and performance portal [currently the Contractor Performance Assessment Reporting System (CPARS)] accessible through the federal System for Award Management (SAM) [currently the Past Performance Information Retrieval System (PPIRS)] to ensure that no contract is awarded to a contractor who is suspended or disbarred from eligibility for participation in federal assistance programs or activities
- Maintain records sufficient to detail the history of procurement, including, but not limited to, rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price, and verification that the contractor is not suspended or disbarred
- Use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk and assert a high degree of oversight in order to obtain reasonable assurance that contractor is using efficient methods and effective cost controls
- Be responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurements, including, but not limited to, source evaluation, protests, disputes, and claims
- Avoid situations that unnecessarily restrict competition, including, but not limited to, unreasonable qualification requirements for receiving school system business, unnecessary experience or excessive bonding requirements, noncompetitive pricing practices between firms or companies, noncompetitive contracts to consultants that are on retainer contracts, brand name specifications in lieu of allowing equivalent products that meet performance or other relevant requirements, or any arbitrary procurement actions
- Use noncompetitive procurement only in the circumstances allowed by the UGG
- Exclude individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate from competing for such purchases

Travel Reimbursement

The district will reimburse administrative, professional, and support staff members and school officials for travel costs incurred in the course of performing services related to official business as a federal grant recipient. For purposes of this policy, travel costs are defined as the expenses for transportation, lodging, subsistence, and related items incurred by employees while on official business of the district as related to the federal grant.

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Costs incurred by district staff members for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable. If these costs are charged directly to the federal award, documentation must be maintained that justifies that participation of the individual is necessary to the federal award and the costs are reasonable and consistent with the district's established travel policy (policies BID, *Board Member Compensation and Expenses*, and DKC, *Expense Authorization/Reimbursement*). [DRAFTER'S NOTE: Include specific information regarding reimbursement rates and submission/payment procedures as detailed in district policy.]

All travel costs must be presented with an itemized, verified statement prior to reimbursement. The validity of payments for travel costs for all district staff members will be determined by the [option: superintendent or his/her designee, finance officer, federal programs coordinator, etc.].

Allowability Procedures

District expenditures for a federal grant must be allowed under the individual program, aligned with approved budgeted items, and be in accordance with the cost principles established in the UGG, including how charges made to the grant for personnel are to be determined. When determining how the district will spend its grant funds, the [option: finance officer, federal programs coordinator, etc.] will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service.

The district will consider the general cost guidelines in the UGG, as well as the UGG rules for specific types of items, when determining whether a cost is an allowable expenditure of federal funds. The district will also ensure that any proposed costs are allowable under the applicable program statute along with the accompanying program regulations, nonregulatory guidance, and grant award notifications. When there is a conflict between guidelines, whichever allowability requirements are stricter will govern whether a cost is allowable.

The district will only charge costs to a federal grant when the cost is:

- reasonable and necessary for the program
- in compliance with applicable laws, regulations, and grant terms
- allocable to the grant
- adequately documented
- consistent with school system policies and administrative regulations

Prior written approval for certain cost charges must be obtained as required by the awarding agency in order to avoid subsequent disallowances.

Cf. BCB, BID, DJ, DKC, GBEA

Adopted ^

Legal References:

- A. S.C. Code of Laws, 1976, as amended:
 - 1. Section 11-35-10, *et seq.* - South Carolina Consolidated Procurement Code.
- B. Code of Federal Regulations, as amended:
 - 1. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. § 200, *et seq.*

FEDERAL FISCAL COMPLIANCE

Code **DDA-R** Issued **xx/2019**

To ensure compliance with all federal requirements and state and local laws, the chief finance officer is authorized to establish administrative procedures that district employees should follow in administering federal grant awards.

Administrative Procedures

Administrative procedures should be maintained so that they are available to employees at all times and should be structured by subject to aid employees in locating information relevant to their inquiry.

Format

Each procedure should include step-by-step instructions to complete a task within a process. An effective procedure will likely include who performs the procedure, what steps are performed, when the steps are performed, and how the steps are performed. A typical procedure may include the following subsections:

- purpose
- authority
- staff responsibilities
- definitions
- procedures
- reports
- maintain and update procedures
- approval

Adoption

To ensure all procedures reflect the most up-to-date information available, each procedure should be labeled with any modification dates.

Issued ^

FEDERAL FISCAL COMPLIANCE

Code **DDA-R** Issued **MODEL**

To ensure compliance with all federal requirements and state and local laws, the superintendent is authorized to establish administrative procedures that district staff should follow in administering federal grant awards.

Administrative Procedures

Administrative procedures should be maintained so that they are available to staff at all times and should be structured by subject to aid employees in locating information relevant to their inquiry.

Format

Each procedure should include step-by-step instructions to complete a task within a process. An effective procedure will likely include who performs the procedure, what steps are performed, when the steps are performed, and how the steps are performed. A typical procedure may include the following subsections:

- purpose
- authority
- staff responsibilities
- definitions
- procedures
- reports
- maintain and update procedures
- approval

Adoption

To ensure all procedures reflect the most up-to-date information available, each procedure should be labeled with an implementation date, any modification dates, and be signed by the superintendent or his or her designee.

Issued ^

ONLINE FUNDRAISING CAMPAIGNS/ CROWDFUNDING

Code **DDB** Issued **xx/2019**

Any district employee may submit an online fundraising campaign proposal to his/her principal or direct supervisor to seek permission to raise funds or acquire donations of materials for the students of the district via a crowdfunding platform that has been approved by the superintendent and chief finance officer. Approved crowdfunding platforms must meet the following requirements:

- All funds or materials donated through the platform must go directly to the district or school administration and not to the individual employee who initiated the donation request.
- The platform must have safeguards in place to prevent misuse of funds and/or misappropriation of materials.
- Administrative fees, if any, collected by the platform must be reasonable and appropriate.
- District banking information will not be disclosed, and its release should not be required as a condition to receive donations to the platform.

Any individual who has not obtained the express written permission of an authorized district representative may not solicit donations of funds or materials on behalf of the district on any crowdfunding platform; may not use any trademarks or copyrights owned by the district, including, but not limited to, the district logo, school logos, school mascots, etc.; and may not otherwise give the appearance that any donations being solicited will be used by the district, will be used by a district employee or program, or will in any way benefit the district.

The district retains the right to refuse any donation of funds or items collected in violation of law, this policy, or the crowdfunding platform's requirements.

Ownership of Materials

Any materials purchased or donated as the result of a district-approved crowdfunding campaign are the property of the district. The materials will remain available for the use of the requestor of the crowdfunding campaign until the requestor is no longer employed with the district or the requestor is placed in another position in which they are unable to utilize the materials as they were intended in the original crowdfunding campaign. At that time, the materials will remain the property of the school to be transferred to another classroom and/or teacher as appropriate.

Employees who fail to comply with this policy will be subject to disciplinary action, as appropriate.

Adopted ^

ONLINE FUNDRAISING CAMPAIGNS/ CROWDFUNDING

Code **DDB** Issued **MODEL**

Any certificated district staff member may submit an online fundraising campaign proposal to [option: his or her principal, direct supervisor, the superintendent, etc.] to seek permission to raise funds or acquire donations of materials for the students of the district via a crowdfunding platform that has been approved by the superintendent. Approved crowdfunding platforms must meet the following requirements:

- All funds or materials donated through the platform must go directly to the district or school administration and not to the individual staff member who initiated the donation request.
- The platform must have safeguards in place to prevent misuse of funds and/or misappropriation of materials.
- Administrative fees, if any, collected by the platform must be reasonable and appropriate.
- District banking information will not be disclosed, and its release should not be required as a condition to receive donations to the platform.

[Drafter's Note: Please ensure that any approved platform has proper financial controls in place.]

Any individual who has not obtained the express written permission of an authorized district representative may not solicit donations of funds or materials on behalf of the district on any crowdfunding platform; may not use any trademarks or copyrights owned by the district, including, but not limited to, the district logo, school logos, school mascots, etc.; and may not otherwise give the appearance that any donations being solicited will be used by the district, will be used by district staff members or program, or will in any way benefit the district.

The district retains the right to refuse any donation of funds or items collected in violation of law, this policy, or the crowdfunding platform's requirements.

Ownership of Materials

Any materials purchased or donated as the result of a district-approved crowdfunding campaign are the property of the district. The materials will remain available for the use of the requestor of the crowdfunding campaign until the requestor is no longer employed with the district or the requestor is placed in another position in which they are unable to utilize the materials as they were intended in the original crowdfunding campaign. At that time, the materials will remain the property of the school to be transferred to another classroom and/or teacher as appropriate.

Staff members who fail to comply with this policy will be subject to disciplinary action, as appropriate.

Adopted ^

ONLINE FUNDRAISING CAMPAIGNS/ CROWDFUNDING

Code **DDB-R** Issued **xx/2019**

Crowdfunding Campaign Approval Process

Prior to initiating a crowdfunding campaign, an online fundraising approval form must be submitted to the principal or immediate supervisor for approval. The form must include:

- the name and job title of the staff member submitting the request
- the proposed crowdfunding platform
- the exact text that will be posted regarding the campaign, including the specific items requested or the amount of funds requested
- the students or program that will benefit from any donations
- the instructional initiative or athletic/extracurricular program that will be enhanced by donations to the campaign, including the academic standards that will be addressed if the campaign is fully funded, when applicable
- the proposed end date of the campaign

The approval process will ensure that campaigns do not:

- request the purchase or use of technology that is not compatible with the district's current or future plans for the purchase and/or use of technology (the principal must seek input from the technology department). Laptops and iPads are not allowed items for online fundraising.
- request materials that could be substituted by similar materials that are already supplied by the district or will be supplied by the district
- request of any facility enhancement items without preapproval from Facilities Services.
- seek to start a program that would require the continued use of materials or funding beyond what is sought to be obtained through the proposal
- result in demands on staff not involved in the proposal or otherwise conflict with or take away from instructional time in an inappropriate manner
- seek funds or materials for projects that violate federal, state, or local law or otherwise conflict with board policy
- seek funds that require a matching funds contribution from the district
- seek funds for food items that do not comport with district wellness objectives and USDA regulations for school nutrition
- violate student privacy by including information such as student names; pictures of students' faces; descriptions of the school's student population as disabled, in poverty, as English Learners, etc.; or statements that infer the district is unable to meet the needs of the students it serves
- disparage the district or its programs, employees, or facilities

The principal may withhold approval for any crowdfunding proposal at his or her discretion for any reason.

Approval of requests will depend on factors including, but not limited to:

- compatibility with the district's educational program, mission, vision, core values, and beliefs
- congruence with the district and school goals
- the district's instructional priorities
- equity in funding

(see next page)

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- other factors deemed relevant or appropriate by the administration

If the proposal is approved, the requestor is required to work closely with school administration to ensure all donations are properly documented and/or cataloged and subject to the same financial and inventory controls as other district property. Additionally, the requestor is required to ensure compliance with all federal, state, and local laws, district policies, and crowdfunding platform requirements. The principal will maintain a record of all crowdfunding proposals, including those that are denied.

The district approved online fundraising platforms will be listed in the Business Procedures Manual.

The superintendent or chief finance officer may terminate any crowdfunding project at any time for any reason.

Issued ^

ONLINE FUNDRAISING CAMPAIGNS/ CROWDFUNDING

Code **DDB-R** Issued **MODEL**

Crowdfunding Campaign Approval Process

Prior to initiating a crowdfunding campaign, a proposal for the campaign must be submitted to the principal for approval. If the requesting staff member works at the district level or at multiple sites, the proposal should be submitted to *(insert job title here)*. The proposal must include:

- the name and job title of the staff member submitting the request
- the proposed crowdfunding platform
- the exact text that will be posted regarding the campaign, including the specific items requested or the amount of funds requested
- the students or program that will benefit from any donations
- the instructional initiative or athletic/extracurricular program that will be enhanced by donations to the campaign, including the academic standards that will be addressed if the campaign is fully funded, when applicable
- any photographs that will be used in the campaign posting
- the proposed end date of the campaign

The approval process will ensure that campaigns do not:

- request the purchase or use of technology that is not compatible with the district's current or future plans for the purchase and/or use of technology (the principal may seek input from the technology department, as needed)
- request materials that could be substituted by similar materials that are already supplied by the district or will be supplied by the district
- seek to start a program that would require the continued use of materials or funding beyond what is sought to be obtained through the proposal
- result in demands on staff not involved in the proposal or otherwise conflict with or take away from instructional time in an inappropriate manner
- seek funds or materials for projects that violate federal, state, or local law or otherwise conflict with board policy
- seek funds that require a matching funds contribution from the district
- seek funds for food items that do not comport with district wellness objectives and USDA regulations for school nutrition
- violate student privacy by including information such as student names; pictures of students' faces; descriptions of the school's student population as disabled, in poverty, as English Learners, etc.; or statements that infer the district is unable to meet the needs of the students it serves
- disparage the district or its programs, staff members, or facilities

The principal may withhold approval for any crowdfunding proposal at his or her discretion for any reason.

[Option: Once approved by the principal, the superintendent or her/his designee will then review the proposal and provide final approval before the campaign is initiated.] The superintendent may terminate any crowdfunding project at any time for any reason.

Policy DGA Authorized Signatures

Issued 9/99

~~Purpose: To establish the basic structure for the signing of checks drawn on district and school accounts.~~

The superintendent and ~~associate superintendent for administrative services~~ **chief finance officer** are authorized to sign all checks for the district. ~~However, the superintendent and associate superintendent for administrative services must co-sign checks of more than \$4,999.99.~~ **All district checks require the signature of the superintendent. District checks of \$5,000 or more require the signature of the superintendent and the chief finance officer.**

~~In cases of emergency (when the associate superintendent for administrative services and/or the superintendent is incapacitated), the chairman of the board is authorized to sign checks.~~

The chief finance officer is authorized to draw funds on the district's behalf from the county treasury and the South Carolina Office of State Treasurer Local Government Investment Pool to be deposited into the district's bank account. A claim form along with appropriate supporting documentation will be used to draw funds. The claim form will require two manual signatures.

Adopted 10/25/93; Revised 9/27/99

York 3/Rock Hill School District

AUTHORIZED SIGNATURES

Code **DGA** Issued **MODEL**

The superintendent [*option: and his/her designee or specific job title*] are authorized to sign checks. In cases of emergency (i.e. when the superintendent is incapacitated), the chair of the board is authorized to sign checks.

School Accounts

The principal and his/her designee of the respective school will sign checks drawn on the school's account. Two (2) signatures are required on all checks. A current list of approved signatures must be filed with the chief financial officer.

Adopted ^

Policy DGA Authorized Signatures

Issued 9/99

Purpose: To establish the basic structure for the signing of checks drawn on district and school accounts.

The superintendent and associate superintendent for administrative services are authorized to sign all checks for the district. However, the superintendent and associate superintendent for administrative services must co-sign checks of more than \$4,999.99.

In cases of emergency (when the associate superintendent for administrative services and/or the superintendent is incapacitated), the chairman of the board is authorized to sign checks.

Adopted 10/25/93; Revised 9/27/99

York 3/Rock Hill School District

Policy DH Bonded Employees and Officers

Issued 9/99

~~Purpose: To establish the basic structure for bonding of employees who handle certain funds.~~

~~The superintendent is responsible for obtaining an adequate bond for school personnel handling school and public funds, equipment and supplies. The bond will be sufficient to cover any loss incurred by the school.~~

The superintendent and the chief finance officer are responsible for maintaining crime insurance coverage for all employees. The insurance coverage will protect the district against employee theft, embezzlement, forgery, and fraud.

Adopted 4/27/78; Revised 10/24/88, 9/27/99

York 3/Rock Hill School District

Policy DH Bonded Employees and Officers

Issued 9/99

Purpose: To establish the basic structure for bonding of employees who handle certain funds.

The superintendent is responsible for obtaining an adequate bond for school personnel handling school and public funds, equipment and supplies. The bond will be sufficient to cover any loss incurred by the school.

Adopted 4/27/78; Revised 10/24/88, 9/27/99

York 3/Rock Hill School District

Policy DJ Purchasing

Issued 9/99

~~Purpose: To establish the basic structure for the expenditure of district funds.~~

It is the policy of the district to conduct all matters involving purchasing in accordance with the district's procurement code, ~~which will be adopted by the board and will be comparable in requirements and content to the State of South Carolina Procurement Code. as adopted by the board. The district's procurement code will be reviewed and approved by the State of South Carolina.~~

~~The district's procurement code is published as a separate document and not included in this policy manual. A copy of this code can be found in the district administrative offices procurement office and on the district website.~~

Adopted 7/22/85; Revised 10/24/88, 9/27/99

Legal References:

- A. S.C. Code of Laws, 1976, as amended:
 - 1. Section 11-35-75, *et seq.* – School districts subject to South Carolina Consolidated Procurement Code; exceptions.

York 3/Rock Hill School District

PURCHASING

Code **DJ** Issued **MODEL**

It is the policy of the district to conduct all matters involving purchasing in accordance with the district's procurement code adopted ***** and revised *****. A copy of this code can be found (*option: on the district website and/or in the district administrative offices*).

Adopted ^

Legal References:

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

1. Section 11-35-75, *et seq.* - School districts subject to South Carolina Consolidated Procurement Code; exceptions.

Policy DJ Purchasing

Issued 9/99

Purpose: To establish the basic structure for the expenditure of district funds.

It is the policy of the district to conduct all matters involving purchasing in accordance with the district's procurement code as adopted by the board. A copy of this code can be found in the district administrative offices.

Adopted 7/22/85; Revised 10/24/88, 9/27/99

York 3/Rock Hill School District

Policy DK Payment Procedures

Issued 9/99

Purpose: To establish the basic structure for payment of district obligations.

The superintendent **or his/her designee** will receive, hold in custody and expend all funds as directed by the board of trustees. The district will make all payment for goods and services **only** under these conditions.

- against invoices, properly supported by authorized purchase orders, **or purchased using an authorized district procurement card**
- against properly submitted vouchers covering authorized expenses
- in accordance with salary schedules or salaries ~~set by the board~~ **determined based on the board approved budget**

Expenditures of funds and budget amendment

Under state law, the county treasury serves as depository for district state funds and bond proceeds. The chief finance officer is authorized to draw funds on the district's behalf from the county treasury to be deposited into the district's accounts supported with appropriate documentation.

~~District funds that are held by the county treasurer are paid out on the receipt of special warrants that are signed by the superintendent or his/her designee.~~

~~All other funds, not deposited in the county treasury, are expended by the superintendent, or his/ her designee, as provided by the board through the adoption of the annual budget.~~ **as approved by the annual general fund budget, state or federal regulations, or grantor guidelines.**

District checks require the signature of the superintendent. District checks of \$5,000 or more require the signature of the superintendent and the chief finance officer.

The chief finance officer will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount of funds available during any fiscal year. The chief finance officer will notify the superintendent in the event total expenditures exceed the amount of funds available during any fiscal year. The school principal will be responsible for the activity accounts for his/her individual school and for their proper handling and expenditures.

~~After budgets are approved by the governing board of trustees, the administration is responsible for ensuring that spending is maintained within the authorized limits. The budget, however, is recognized to be a management tool and is based upon estimates.~~

~~In the event of changes in estimates and/or planned utilization of budgeted monies, the board may amend the budget by reallocating monies. The superintendent, or his/her designee, is authorized to approve reallocations as long as the total budget allocation is not exceeded. Reasonable notice of reallocations will be forwarded to the board.~~

~~In an emergency situation when immediate action is necessary, the superintendent may authorize an expenditure exceeding the budget allocation. The request will be brought before the full board for review and final approval.~~

~~Records will be maintained which will adequately reflect all budget amendments for comparison with the original budget.~~

Adopted 4/27/78; Revised 2/22/82, 9/23/91, 10/25/93, 9/27/99

Legal references:

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

Section 11-1-40 - Unlawful to contract in excess of appropriate amount and to divert current funds for payment of prior obligations.

Section 59-10-80 - All employment and purchase contracts require board approval.

Section 59-19-290 - All contracts in excess of apportioned funds are void.

PAYMENT PROCEDURES

Code **DK** Issued **MODEL**

The superintendent will receive, hold in custody, and expend all funds as directed by the board.

The district will make all payment for goods and services only under these conditions:

- against invoices, properly supported by authorized purchase orders
- against properly submitted vouchers covering authorized expenses
- in accordance with salary schedules or salaries set by the board

Adopted ^

Legal References:

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

1. Section 11-1-40 - Unlawful to contract in excess of appropriate amount and to divert current funds for payment of prior obligations.
2. Section 59-19-290 - Contracts in excess of apportioned funds are void.

Policy DK Payment Procedures

Issued 9/99

Purpose: To establish the basic structure for payment of district obligations.

The superintendent will receive, hold in custody and expend all funds as directed by the board of trustees.

The district will make all payment for goods and services **only** under these conditions.

- against invoices, properly supported by authorized purchase orders
- against properly submitted vouchers covering authorized expenses
- in accordance with salary schedules or salaries set by the board

Expenditures of funds and budget amendment

District funds that are held by the county treasurer are paid out on the receipt of special warrants that are signed by the superintendent or his/her designee.

All other funds, not deposited in the county treasury, are expended by the superintendent, or his/ her designee, as provided by the board through the adoption of the annual budget.

After budgets are approved by the governing board of trustees, the administration is responsible for ensuring that spending is maintained within the authorized limits. The budget, however, is recognized to be a management tool and is based upon estimates.

In the event of changes in estimates and/or planned utilization of budgeted monies, the board may amend the budget by reallocating monies. The superintendent, or his/her designee, is authorized to approve reallocations as long as the total budget allocation is not exceeded. Reasonable notice of reallocations will be forwarded to the board.

In an emergency situation when immediate action is necessary, the superintendent may authorize an expenditure exceeding the budget allocation. The request will be brought before the full board for review and final approval.

Records will be maintained which will adequately reflect all budget amendments for comparison with the original budget.

Adopted 4/27/78; Revised 2/22/82, 9/23/91, 10/25/93, 9/27/99

Legal references:

S. C. Code, 1976, as amended:

Section 11-1-40 - Unlawful to contract in excess of appropriate amount and to divert current funds for payment of prior obligations.

Section 59-10-80 - All employment and purchase contracts require board approval.

Section 59-19-290 - All contracts in excess of apportioned funds are void.

York 3/Rock Hill School District

Policy DKB Salary Deductions

Issued 11/08

~~Purpose: To establish the basic structure for deductions from salaries of employees.~~

All deductions from salary, except for deductions required by law, are subject to board approval and are voluntary on the part of the individual employee. The district requires that voluntary deductions be authorized in writing by the employee on a form supplied by the district.

~~The following payroll deductions are required by law.~~ Payroll deductions required by law include, but are not limited to, the following:

- Social Security
- state and federal income tax
- state retirement
- government or court-ordered deductions

The following additional payroll deductions are allowed by law and are approved by the school board.

- extended family benefits for health insurance
- 401(k) and 457 tax sheltered annuity plans which meet board established criteria
- ~~employee~~ Staff member credit unions
- deductions for state-authorized group survivor monthly income insurance programs and term life insurance
- 403(b) tax sheltered annuity plans

Permanent part-time teachers working 15-30 hours per week qualify for state health, vision, and dental insurance, but are not eligible for other benefits (i.e., life insurance, disability insurance, etc.)

The district will maintain and operate any 403(b) programs pursuant to a written plan. The written plan will contain all the material terms and conditions for eligibility, benefits, applicable limitations, the contracts available under the plan, the time and form under which distributions may be made, and other optional features as appropriate. The district will generally open these programs to all employees and provide notification on an annual basis.

~~Part time teachers working 15-30 hours per week qualify for state health and dental insurance.~~

The district will consider deductions for approved charitable organizations only after each organization submits evidence that it has a current 501(c)(3) classification with the Internal Revenue Service.

The district will not make deductions for any organization that is chartered by Section 501(c)(4)(5) or (6) of Title 26 U.S. Code of Laws, or an organization that is primarily engaged in lobbying, political activity, or engaged primarily in promoting a religious faith or belief.

The district will not make deductions for any organization that has a parent or subsidiary organization which fails to meet the requirements herein.

The district will not make any deductions if the proceeds of the deduction would be for the benefit of a labor organization.

Adopted 11/24/08

Legal references:

Federal Regulations

~~26 CFR 601.201 - Rulings and determination letters.~~

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

Section 8-11-83 – Payroll deduction for dues of State Employees' Association

Section 8-11-91 - Deductions for charitable contributions.

Section 8-11-92 - Qualifying criteria for charitable organizations.

Section 8-11-93 - Minimum level of staff employee participation required (lesser of 10% or 200

SALARY DEDUCTIONS

Code **DKB** Issued **MODEL/12**

All deductions from salary, except for deductions required by law, are subject to board approval and are voluntary on the part of the individual staff member. The district requires that voluntary deductions be authorized in writing by the staff member on a form supplied by the district.

Payroll deductions required by law include, but are not limited to, the following:

- Social Security
- state and federal income tax
- state retirement
- government or court-ordered deductions

The following additional payroll deductions are allowed by law and are approved by the school board:

- extended family benefits for health insurance
- 401(k) and 457 tax sheltered annuity plans which meet board established criteria
- Staff member credit unions
- deductions for state-authorized group survivor monthly income insurance programs and term life insurance
- 403(b) tax sheltered annuity plans

Permanent part-time teachers working 15-30 hours per week qualify for state health, vision, and dental insurance, but are not eligible for other benefits (i.e., life insurance, disability insurance, etc.).

The district will maintain and operate any 403(b) programs pursuant to a written plan. The written plan will contain all the material terms and conditions for eligibility, benefits, applicable limitations, the contracts available under the plan, the time and form under which distributions may be made, and other optional features as appropriate. The district will generally open these programs to all staff member and provide notification on an annual basis.

The district will consider deductions for approved charitable organizations only after each organization submits evidence that it has a current 501(c)(3) classification with the Internal Revenue Service.

The district will not make deductions for any organization which is chartered by Section 501(c)(4), (5), or (6) of Title 26 of the U.S. Code of Laws or an organization that is primarily engaged in lobbying, political activity, or engaged primarily in promoting a religious faith or belief.

The district will not make deductions for any organization that has a parent or subsidiary organization which fails to meet the requirements herein.

The district will not make any deductions if the proceeds of the deduction would be for the benefit of a labor organization.

Adopted ^

PAGE 2 - DKB - SALARY DEDUCTIONS

Legal References:

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

1. Section 8-11-83 - Payroll deduction for dues of State Employees' Association.
2. Section 8-11-91 - Deductions for charitable contributions.
3. Section 8-11-92 - Qualifying criteria for charitable organizations.
4. Section 8-11-93 - Minimum level of staff member participation required (lesser of 10 percent or 200 employees).
5. Section 8-11-98 - Deductions for payment to credit union.
6. Section 59-25-45 - Health and dental insurance.

Policy DKB Salary Deductions

Issued 11/08

Purpose: To establish the basic structure for deductions from salaries of employees.

All deductions from salary, except for deductions required by law, are subject to board approval and are voluntary on the part of the individual employee. The district requires that voluntary deductions be authorized in writing by the employee on a form supplied by the district.

The following payroll deductions are required by law.

- Social Security
- state and federal income tax
- state retirement

The following additional payroll deductions are allowed by law and are approved by the school board.

- extended family benefits for health insurance
- tax sheltered annuity plans which meet board established criteria
- employee credit unions
- deductions for state-authorized group survivor monthly income insurance programs and term life insurance

The district will maintain and operate any 403(b) programs pursuant to a written plan. The written plan will contain all the material terms and conditions for eligibility, benefits, applicable limitations, the contracts available under the plan, the time and form under which distributions may be made, and other optional features as appropriate. The district will generally open these programs to all employees and provide notification on an annual basis.

Part-time teachers working 15-30 hours per week qualify for state health and dental insurance.

The district will consider deductions for charitable organizations only after each organization submits evidence that it has a current 501(c)(3) classification with the Internal Revenue Service.

The district will not make deductions for any organization that is chartered by Section 501(c)(4)(5) or (6) of Title 26 U.S. Code.

The district will not make deductions for any organization that has a parent or subsidiary organization which fails to meet the requirements herein.

The district will not make any deductions if the proceeds of the deduction would be for the benefit of a labor organization.

Adopted 11/24/08

Legal references:

Federal Regulations

26 CFR 601.201 - Rulings and determination letters.

S. C. Code, 1976, as amended:

Section 8-11-91 - Deductions for charitable contributions.

Section 8-11-92 - Qualifying criteria for charitable organizations.

Section 8-11-93 - Minimum level of employee participation required (lesser of 10% or 200 employees).

Section 8-11-98 - Deductions for payment to credit union.

Section 59-25-45 - Health and dental insurance.

York 3/Rock Hill School District

EXPENSE AUTHORIZATION/REIMBURSEMENT

Code **DKC** Issued **XX/2019**

The district will reimburse board members and employees for expenses incurred in approved travel for the district, such as approved attendance at conferences and other authorized expenses necessary in performing their duties. The supervisor must pre-approve the employee's travel. The superintendent or his/her designee must pre-approve all overnight and out of state travel (excluding Charlotte). Travel out-of-district must be performed in the most cost-effective manner which includes ride sharing.

The district will pay hotel reservations, plane or train reservations, and registration fees via district procurement card or purchase order. The district will not pay for upgrades.

The district will not provide advanced reimbursement to the employee prior to the travel.

If cancellations are necessary, the employee or board member may be responsible for reimbursing the district for monies not refundable.

Mileage

Authorized official travel for school district purposes will be reimbursed at the mileage rates established by the Internal Revenue Service.

Meals and Lodging

Meal expenses associated with authorized official overnight travel will be reimbursed at the U.S. General Services Administration (GSA) per diem rates established by the federal government. Any amount of the GSA per diem rates in excess of the State of South Carolina per diem meal allowance must be charged to the general fund or pupil activity funds, not to federal grants and awards. Receipts for meals will not be required since per diem reimbursement is the only means of reimbursement for food-related travel expenses. Meal per diem reimbursement will not be provided for local and/or single-day travel.

Lodging will be limited to the lesser of the single rate established by the hotel, lowest conference rate, or the lodging rate established by the U.S. General Services Administration (GSA).

Other Travel Expenses

The district will pay for other expenses for approved official travel at the following rates:

- plane or train - coach rate
- taxi, bus or ride sharing services - actual fare, including tip, reimbursed upon return when accompanied by travel reimbursement request form and receipt
- parking or tolls - actual rate, reimbursed upon return when accompanied by travel reimbursement request form and receipt

Adopted ^

EXPENSE AUTHORIZATION/REIMBURSEMENT

Code **DKC** Issued **MODEL**

The district will reimburse board members and employees for expenses incurred in approved travel for the district, such as approved attendance at conferences and other authorized expenses necessary in performing their duties. The superintendent must approve employee travel. The reimbursement rate is approved by the board and based on reimbursement rates for state employees.

Board members and employees must submit their expenses on official vouchers. They must document major items.

OPTION (based on state employee reimbursement schedules)

The district will pay expenses for travel at the following rates:

- *automobile mileage - state rate*
- *plane or train - coach rate*
- *taxi or bus - actual fare, including tip, payable upon return when accompanied by receipt*
- *hotel - actual rate for single accommodations; employees and board members will be responsible for paying charges above single rate*
- *meals - \$35 per day, in-state; \$50 per day, out-of-state*

The district will prepay hotel reservations, at the single rate, plane or train reservations, and registration fees, if requested, ten (10) working days in advance. The district will not provide additional advanced funding.

If cancellations are necessary, the employee or board member may be responsible for reimbursing the district for monies not refundable.

Adopted ^

Memo

TO: Dr. Luanne Kokolis and Dr. William Cook

FROM: Sadie Kirell

CC: Board Members

DATE: October 9, 2019

SUBJECT: Policy IMG – Service Animals

Please see the attached proposed policy IMG and service animal request/procedure forms. This policy has been revised to reflect the current process for requesting use of a service animal on campus by students or staff members.

Policy IMG Service Animals

Issued 8/15

Purpose: To establish the basic structure for the presence and accommodation of service animals on district property **for students and staff.**

To ensure that individuals with disabilities, **under the American Disabilities Act(ADA),** ~~(students, staff, and visitors)~~ are permitted to participate in and benefit from district programs, activities, and services, and to ensure that the district does not discriminate on the basis of disability, the board will permit individuals with disabilities to use service animals in district buildings, on district property, and on vehicles that are owned, leased, or controlled by the district in accordance with this policy and procedures and applicable state and federal laws and regulations.

~~Service animal means any dog (or miniature horse that is housebroken and under the owner's control)~~ **As defined by ADA, a service animal that** is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

The work or tasks performed by a service animal will be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, the following:

- assisting an individual who is visually impaired with navigation and other tasks
- alerting an individual who is deaf or hard of hearing to the presence of people or sounds
- pulling a wheelchair
- assisting an individual during a seizure
- alerting an individual to the presence of allergens
- retrieving items such as medicine or the telephone
- providing physical support and assistance with balance and stability to an individual with mobility disabilities
- helping a person with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors

The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes ~~of this definition~~ **defining a "service animal."**

Requests to permit service animals will be handled on a case-by-case basis.

~~School administrators may inquire of the owner or handler of a service animal whether the animal is required because of a disability and the specific tasks that the animal has been trained to perform, but will not ask questions about the nature or extent of an individual's disability or require medical documentation, a special ID card or training documentation for the animal or ask that the animal demonstrate its ability to perform the work or task.~~

~~The service animal must be under the control of its handler at all times. The district may ask the individual to remove his/her animal from the premises if the animal is out of control and the handler does not take effective action to control it or if the animal is not housebroken. Additionally, if the presence of the animal poses a direct threat to the health or safety of others or would require a fundamental alteration to the service, program, or activity of the district, the district may be able to exclude the service animal. The district is not responsible for the care and/or supervision of the service animal.~~

~~The superintendent or his/her designee will develop and disseminate procedures to implement this policy and accommodate individuals with disabilities requesting use of a service animal in district buildings and on district property and vehicles. A designated administrator will ensure that all individuals involved in a situation where a service animal will regularly accompany an individual with disabilities are informed of this policy and the procedures governing this issue.~~

District personnel may inquire of the individual with a disability, his/her parents/legal guardian, or the owner or handler of the animal, the following to determine whether an animal qualifies as a service animal:

- whether the animal is required because of a disability; and
- what specific work or task that the animal has been trained to perform

Individuals with disabilities will be permitted to be accompanied by their service animals in the areas of the district's facilities where they would normally be allowed to go.

Users/Owners of service animals are liable for any harm or injury caused by the service animal to others, including students, staff, and visitors, and may be charged for any damage to school property caused by the animal in accordance with district practice. Individuals with service animals may be charged for damage caused by their service animal.

Individuals with a disability will not be required to pay an administrative fee or surcharge for service animals to attend events for which a fee is charged; however, individuals may be charged for their own admission for such events.

A service animal must have a harness, leash, or other tether, unless the student is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the student's or handler's control.

The district is not responsible for the care or supervision of a service animal, including walking the animal or responding to the animal's need to relieve itself. The district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.

Students with service animals or their handlers are expected to care for and supervise their animal. In the case of a young child or a student with disabilities who is unable to care for or supervise his/her service animal, the parents/legal guardians are responsible for providing care and supervision of the animal themselves or through an appropriate handler. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis in the discretion of the building administrator.

The service animal must be under the control of the student or its handler at all times. The district may exclude or ask the individual to remove his/her animal from the premises if the animal is out of control and the handler does not take effective action to control it; if the animal is not housebroken; if the presence of the animal poses a direct threat to the health or safety of others; or its presence would require a fundamental alteration to the service, program, or activity of the district.

The superintendent or his/her designee will develop and disseminate procedures to implement this policy and accommodate individuals with disabilities requesting use of a service animal in district buildings and on district property and vehicles. Please see the following documents for service animal request and procedure information. IMG(1) 1 Service Animal Request, File IMG(2) Service Animal Procedures

Adopted 8/24/15

Legal references:

Federal Law:

American with Disabilities Act of 1990, [42 U.S.C.A. Section 12101](#), *et seq.* - Prohibits discrimination on the basis of disability by public entities.

Individuals with Disabilities Education Act of 1975, [20 U.S.C.A. Section 1400](#).

Rehabilitation Act of 1973, Section 504, [29 U.S.C.A. Section 794](#).

York 3/Rock Hill School District

Policy IMG Service Animals

Issued 8/15

Purpose: To establish the basic structure for the presence and accommodation of service animals on district property.

To ensure that individuals with disabilities (students, staff, and visitors) are permitted to participate in and benefit from district programs, activities, and services, and to ensure that the district does not discriminate on the basis of disability, the board will permit individuals with disabilities to use service animals in district buildings, on district property, and on vehicles that are owned, leased, or controlled by the district in accordance with this policy and procedures and applicable state and federal laws and regulations.

Service animal means any dog (or miniature horse that is housebroken and under the owner's control) individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

The work or tasks performed by a service animal will be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, the following:

- assisting an individual who is visually impaired with navigation and other tasks
- alerting an individual who is deaf or hard of hearing to the presence of people or sounds
- pulling a wheelchair
- assisting an individual during a seizure
- alerting an individual to the presence of allergens
- retrieving items such as medicine or the telephone
- providing physical support and assistance with balance and stability to an individual with mobility disabilities
- helping a person with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors

The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition.

School administrators may inquire of the owner or handler of a service animal whether the animal is required because of a disability and the specific tasks that the animal has been trained to perform, but will not ask questions about the nature or extent of an individual's disability or require medical documentation, a special ID card or training documentation for the animal or ask that the animal demonstrate its ability to perform the work or task.

The service animal must be under the control of its handler at all times. The district may ask the individual to remove his/her animal from the premises if the animal is out of control and the handler does not take effective action to control it or if the animal is not housebroken. Additionally, if the presence of the animal poses a direct threat to the health or safety of others or would require a fundamental alteration to the service, program, or activity of the district, the district may be able to exclude the service animal. The district is not responsible for the care and/or supervision of the service animal.

The superintendent or his/her designee will develop and disseminate procedures to implement this policy and accommodate individuals with disabilities requesting use of a service animal in district buildings and on district property and vehicles. A designated administrator will ensure that all individuals involved in a situation where a service animal will regularly accompany an individual with disabilities are informed of this policy and the procedures governing this issue.

Adopted 8/24/15

Legal references:

Federal Law:

American with Disabilities Act of 1990, [42 U.S.C.A. Section 12101](#), *et seq.* - Prohibits discrimination on the basis of disability by public entities.

Individuals with Disabilities Education Act of 1975, [20 U.S.C.A. Section 1400](#).

Rehabilitation Act of 1973, Section 504, [29 U.S.C.A. Section 794](#).

Current

SERVICE ANIMALS

Code **IMG** Issued **MODEL**

To ensure that individuals with disabilities (students, staff, and visitors) are permitted to participate in and benefit from district programs, activities and services, and to ensure that the district does not discriminate on the basis of disability, the board will permit individuals with disabilities to use service animals in district buildings, on district property, and on vehicles that are owned, leased, or controlled by the district in accordance with this policy and procedures and applicable state and federal laws and regulations.

Service animal means any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

The work or tasks performed by a service animal will be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, the following:

- assisting an individual who is visually impaired with navigation and other tasks
- alerting an individual who is deaf or hard of hearing to the presence of people or sounds
- pulling a wheelchair
- assisting an individual during a seizure
- alerting an individual to the presence of allergens
- retrieving items such as medicine or the telephone
- providing physical support and assistance with balance and stability to an individual with mobility disabilities
- helping a person with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors

The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition.

School administrators may inquire of the owner or handler of a service animal whether the animal is required because of a disability and the specific tasks that the animal has been trained to perform, but will not ask questions about the nature or extent of an individual's disability or require medical documentation, a special ID card, or training documentation for the animal or ask that the animal demonstrate its ability to perform the work or task.

The service animal must be under the control of its handler at all times. The district may ask the individual to remove his/her animal from the premises if the animal is out of control and the handler does not take effective action to control it or if the animal is not housebroken. Additionally, if the presence of the animal poses a direct threat to the health or safety of others or would require a fundamental alteration to the service, program, or activity of the district, the district may be able to exclude the service animal. The district is not responsible for the care and/or supervision of the service animal.

The superintendent or his/her designee will develop and disseminate procedures to implement this policy and accommodate individuals with disabilities requesting use of a service animal in district buildings and on district property and vehicles. A designated administrator will ensure that all individuals involved in a situation where a service animal will regularly accompany an individual with disabilities are informed of this policy and the procedures governing this issue.

Adopted ^

PAGE 2 - IMG - SERVICE ANIMALS

Legal References:

- A. United States Code of Laws, as amended:
 - 1. American with Disabilities Act, 42 U.S.C.A. Section 12101, *et seq.*
 - 2. Individuals with Disabilities Education Act, 20 U.S.C.A. Section 1400, *et seq.*
 - 3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C.A. Section 701, *et seq.*

PROCEDURES FOR SERVICE ANIMALS IN SCHOOLS

Rock Hill School District does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. The district will comply with all federal laws regarding the use of service animals under appropriate circumstances.

Definition of Service Animal

2010 Title II regulations at 28 CFR 35.104 define a service animal to mean the following:

Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. Miniature horses may also be considered a service animal if individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing them or interrupting impulsive or destructive behaviors. Animals whose sole function is to provide emotional support, comfort, companionship, therapeutic benefit, or to provide well-being are not service animals.

Title II regulations at 28 CFR 35.136 also require public entities to permit the use of a miniature horse to serve as a service animal to accompany the student or staff member with a disability. Such requests will be handled on a case-by-case basis, considering the following:

- the type, size, and weight of the miniature horse and whether the facility can accommodate these features
- whether the handler has sufficient control of the miniature horse
- whether the miniature horse is housebroken
- whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation

Process

An individual with a disability may submit a written request to the building level principal to bring a service animal to school on a regular basis for use throughout the school day (see attached Request for Use of Service Animal and Service Animal Agreement forms). The completed request must include the following:

- information regarding whether the animal is required because of a disability
- a statement explaining what specific work or task the animal has been individually trained to perform
- certification from the individual with a disability or his/her parents/legal guardians that the information provided with the request is true and accurate
- documentation of the service animal's required vaccinations (see below)
- a signed service animal agreement form

- name and information regarding the handler, if different from the student

Requests for the use of a service animal for students must, whenever practical, be made at least 15 business days prior to the proposed date for bringing the service animal to school.

A referral to a student's IEP or Section 504 team may be appropriate in some instances.

Individuals with disabilities will be permitted to be accompanied by their service animals in the areas of the district's facilities where they would normally be allowed to go.

The district will provide notification regarding approval of the service animal, in writing, to the individual with a disability or his/her parent/legal guardian making the request, as well as to the building administrator within 10 business days of receipt of request, in most cases.

Upon approval, the director of special services will contact the building administrator to address the use of the service animal for the student and may also determine that a plan be developed which introduces the service animal to the school environment, outlines any appropriate training for staff/students regarding interaction with the service animal, and identifies other activities or conditions deemed reasonably necessary.

The school district's approval of the use of a service animal on district property is subject to periodic review of the circumstances under which the service animal is being used and should be reviewed at least annually.

It is the responsibility of the student who uses a service animal, or the animal's handler if different from the student, to properly handle and maintain control of the animal. Any cost incurred to handle the service animal will be the responsibility of the parent of the student who uses the service animal (or the student, if the student has reached 18 years).

The owner of a service animal must provide annual proof of the following vaccinations: DHLPPC (distemper, hepatitis, leptospirosis, parainfluenza, parvovirus, and coronavirus), bordetella, and rabies. Owners of a service horse must provide documentation, upon submission of the request and annually thereafter, that the animal is current on all appropriate vaccinations, including equine infectious anemia (Coggins test), rabies, tetanus, encephalomyelitis, rhinoneumonitis, influenza, and strangles. The district may require additional vaccinations as circumstances warrant. Annual documentation of vaccinations will be provided to the director of special services.

All service animals must be treated for and kept free of fleas and ticks.

All service animals must be kept clean and groomed to avoid shedding and dander.

All service animals must be spayed or neutered.

The district is not responsible for providing/training a handler or for the care or supervision of a service animal, including walking the animal or responding to the animal's need to relieve itself. All service animals must have a harness, leash, or tether, unless the use of a harness, leash, or tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control. The district is not responsible for providing a staff member to feed, exercise, or clean up after the service animal, or to provide any other care or assistance to the animal. Students with service animals are expected to care and supervise their animals. In the case where a student is unable to care for or supervise his/her service animal due to age or disability, the parents are responsible, themselves or through a handler, for ensuring the service animal receives the appropriate care and supervision. Issues related to the care and supervision of the service animal (i.e., presence of third-party handlers,

designated area for exercise, and responsibilities for waste removal) will be addressed on a case-by-case basis at the discretion of the building administrator.

The school district retains discretion to exclude or remove a service animal from its property if:

- the animal is out of control and/or the animal's handler does not effectively control the animal's behavior
- the animal is not housebroken
- the animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications
- the animal's presence or behavior fundamentally alters a service, program, or activity of the district

Liability

Users/Owners of service animals are liable for any harm or injury caused by the service animal to others, including students, staff, and visitors and may be charged for any damage to school property caused by the animal in accordance with district practice.

Source: Federal regulations under the Americans with Disabilities Act: 28 CFR Part 35

REQUEST FOR USE OF SERVICE ANIMAL

Submit completed request to Principal

Date: _____

Student name: _____

School: _____

Is the service animal required because of a disability? ☐ YES ☐ NO

Describe the specific work or tasks that the service animal has been individually trained to perform.

Type of animal: ☐ Dog ☐ Miniature horse*

*Additional information is required under policy IKG for miniature horses.

Name of animal: _____

Name of handler** (if different from student): _____

**Handlers must complete a volunteer application and will be subject to background checks.

Please attach documentation that the service animal is properly and currently vaccinated.

I certify the information above is true and accurate, and that the student and/or handler is properly trained to control and handle the service animal.

Parent/Legal guardian (or student if 18 years or older)

SERVICE ANIMAL AGREEMENT

I have received a copy of the district's "Procedures for Service Animals in Schools," and I have read and understand the following:

- Users/Owners of service animals are liable for any harm or injury caused by the service animal to others, including students, staff, and visitors and also may be charged for any damage to school property caused by the animal in accordance with district policies.
- The district is not responsible for providing/training a handler or for the care or supervision of a service animal, including walking the animal or responding to the animals need to relieve itself.
- The district is not responsible for providing a staff member to feed, exercise, or clean up after the service animal or to provide any other care or assistance to the animal. Students with service animals are expected to care and supervise their animals. In the case where a student is unable to care for or supervise his/her service animal due to age or disability, the parent/legal guardian is responsible for ensuring the service animal receives the appropriate care and supervision either themselves or through a handler they provide.
- Issues related to the care and supervision of the service animal (i.e., presence of third-party handlers, designated area for exercise, and responsibilities for waste removal) will be addressed on a case-by-case basis at the discretion of the building administrator; however, any third-party handlers must complete a background check and other requirements per district procedures.
- An administrator can remove or exclude a service animal from school property or function if any one of the following circumstances occur:
 - the animal is out of control and the animal's handler does not take effective action to control it;
 - the animal is not housebroken
 - the animal's presence would fundamentally alter the nature of the service, program, or activity
 - the animal's presence poses a direct threat to the health or safety of others
- If the service animal is excluded or removed, the student will be provided an opportunity to participate in the service, program, or activity without having the service animal on the premises.
- The district is not responsible for any damage to district property, personal property, and any injuries to individuals caused by my service animal, and I agree to indemnify, defend, and hold harmless Rock Hill School District from and against any and all claims, actions, suits, judgments, and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my service animal.
- I am representing that the dog is trained and the child or handler is capable of controlling and handling the dog.
- This agreement is valid until the end of the current school year and will be subject to renewal prior to the start of each subsequent school year or whenever a different service animal will be used.

Signature of parent/legal guardian (or student if 18 years of age or older)

Date

Memo

TO: Dr. Luanne Kokolis and Dr. William Cook

FROM: Sadie Kirell

CC: Board Members

DATE: October 9, 2019

SUBJECT: Policy JLCC - Communicable/Infectious Disease

Please see the attached proposed policy JLCC. This policy has been revised to align with policy EBBA/EBBA-R that was updated in December 2018.

Policy JLCC Communicable/Infectious Diseases

Issued 2/17

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

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

When the district takes action with respect to students or employees found to have a communicable disease, such action will be consistent with rights afforded individuals under state and federal statutory, regulatory, and Constitutional provisions. The district will treat each case on an individual basis.

Exclusion from School

In accordance with statutory authority, specifically S.C. Code Sections 44-1-110, 44-1-140, and 44-29-10, students will be excluded from attendance if they have one or more of the conditions found on the official list of conditions requiring exclusion from schools from the S.C. Department of Health and Environmental Control (DHEC). This Exclusion List includes specific conditions for duration of school or childcare exclusion as well as criteria for return, and it applies to both students and staff. Schools should maintain a record of children excluded under this regulation. All schools should report confirmed cases of communicable diseases and outbreaks or clusters of symptoms to the local county health department as recommended by the School Exclusion List. The principal in consultation with the school nurse and attendance personnel will be responsible for these records.

HIV infection

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

School attendance

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

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

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

Cleaning Procedures

In order to inhibit the spread of any communicable disease, all schools will develop routine procedures for cleaning up spilled blood or body fluids. Mops, rags, and other cleaning equipment will be laundered prior to reuse. Cleaning equipment will be disinfected with specified disinfectant prior to reuse. In addition, cleaning personnel should wear gloves and wash hands when cleaning contaminated surfaces. Disposable towels are strongly recommended for the classroom and bathroom. Disposable gloves are available to teachers and other district personnel who are expected to use these when dealing with blood and body fluids.

Immunizations

All students must provide documentation of immunizations as listed on the Recommended Childhood and Adolescent Immunization Schedule provided by the Centers for Disease Control and Prevention in accordance with the schedule set by DHEC for each school year. Record of immunizations on a SC DHEC approved certificate will be documented by the school nurse and placed in the student's permanent record.

Recording of Student Health Information

In accordance with Health Insurance Portability and Accountability Act (HIPAA) regulations, each visit to the health room by a student will be recorded on the student's secure individual health record by the school nurse.

Student athletics

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

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

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

Related services

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

Privacy

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

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

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

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

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

Head Lice (Pediculosis)

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

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

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

Readmission to school

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

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

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

Cf. EBBA, GBGA, IHAM, JRA

Adopted 3/24/86; 5/28/90, 11/28/11, 2/27/17

Legal references:

S.C. Code, 1976, as amended:

[Section 44-29-135\(f\)](#) - Confidentiality of sexually transmitted disease records.

[Section 44-29-195](#) - Requirements for returning to school after having head lice; department to provide treatment vouchers.

[Section 44-29-200](#) - Attendance of teachers or pupils with contagious or infectious disease may be prohibited.

[Section 59-10-220](#) - Adoption and notification of Centers for Disease Control and Prevention (CDC) recommendations on universal precautions for bloodborne disease exposure.

Federal Regulations:

U. S. Occupational Safety and Health Administration, [CFR 1910.134](#) - Respiratory protection.

U. S. Occupational Safety and Health Administration, [CFR 1910.1030](#) - Bloodborne pathogens.

South Carolina Department of Health and Environmental Control Regulations:

[R61-20](#) - Communicable diseases. [R61-](#)

[21](#) - Sexually transmitted diseases.

York 3/Rock Hill School District

COMMUNICABLE/INFECTIOUS DISEASES AND CONDITIONS

Code **JLCC** Issued **MODEL/19**

The board is committed to implementing the provisions of South Carolina law and regulation regarding communicable and infectious diseases and conditions. Teachers and other staff members will be alert to signs of illness and communicable diseases/conditions and refer students who show such symptoms to the school nurse.

The district will utilize the most recent South Carolina Department of Health and Environmental Control's *Official School and Childcare Exclusion List of Contagious and Communicable Diseases* to determine when exclusion from school is appropriate. Students excluded pursuant to these guidelines will also be excluded from school activities.

Confidentiality

Information will not be revealed to the public about a student who may have a communicable or infectious disease or condition. Appropriate information will be provided to staff and/or the public if the potential for communicability is a factor.

HIV Infection

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

School attendance

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

School authorities will determine the educational placement of a student known to be infected with HIV on a case-by-case basis by following established policies and procedures for students with chronic health problems or students with disabilities. Decision makers must consult with the student's physician and parent/legal guardian; respect the student and family's privacy rights; and reassess the placement if there is a change in the student's need for accommodations or services. School staff members will always strive to maintain a respectful school climate and not allow physical or verbal harassment of any individual or group by another individual or group. This includes taunts directed against a person living with HIV infection, a person perceived as having HIV infection, or a person associated with someone with HIV infection.

Student athletics

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

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

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

Related services

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

Privacy

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

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

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

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

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

Head Lice (Pediculosis)

If a staff member suspects a child of having head lice, he/she will notify the school nurse or principal's designee. If the student has an active infestation, school personnel will notify the parent/legal guardian by telephone or in writing with recommendations for treatment procedures.

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

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

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Readmission to school

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

- The student shows evidence of treatment as determined by the school.
- The student passes a physical screening by the school nurse or principal's designee that shows the absence of head lice.

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

Bed Bugs

While a bed bug infestation is highly unlikely to occur in a school environment, the board desires to remain proactive to prevent such infestation and to stop bed bugs from being transmitted into the schools of the district.

If a staff member suspects a child may have bed bug bites or otherwise observes the presence of bed bugs on a student or his/her belongings, the staff member will notify the school nurse or principal's designee. Upon inspection, if the school nurse or principal's designee observes a bed bug on the student or student's possessions, he/she will inform the principal who will arrange for a licensed pest management professional to complete an inspection of the student's classroom(s) to determine if bed bugs are present in the classroom area.

If a pest control inspection is unable to be conducted within twenty-four (24) hours, district custodial staff will vacuum the student's classroom(s) using a new vacuum cleaner bag and dispose of it in an outdoor receptacle immediately upon completion. If the vacuum does not have a bag, the contents of the vacuum should be placed in a sealed plastic bag and placed in an outdoor receptacle immediately upon completion. The vacuum will then be thoroughly cleaned.

The principal will determine if the classroom(s) should be occupied by students and/or staff until the licensed pest management inspection is conducted. In the event the inspection determines bed bugs are present in the school, the affected areas will be treated by a licensed pest management professional.

The school nurse or principal's designee will contact the parent/legal guardian of any student who is found to have a live bed bug on their person or their belongings to arrange for the child to be brought a change of clothes. Any personal belongings will be sent home with the parent/legal guardian, and the parent/legal guardian will be asked to inspect any items the student brings in the future. Subsequent checks for signs of bed bugs may be conducted as determined to be necessary by the school nurse or the principal's designee.

Any student suspected of having a bed bug infestation will be treated with discretion and dignity and will not be excluded or stigmatized in any way. The principal or his/her designee will work sensitively with parents/legal guardians of any student living in an infested home to identify the strategies necessary for preventing the further spread of bed bugs.

Notification of other parents

The principal, in consultation with the school nurse, will determine if parents/legal guardians of other students should be informed of the presence of bed bugs in an area where these students may have been during the day while in the school environment. Parents/Legal guardians will not

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be notified if bed bugs are merely found on an individual student or on an individual student's belongings.

Cf. EBBA, GBGA, IHAM, JRA

Adopted ^

Legal References:

A. Code of Federal Regulations, as amended:

1. U.S. Occupational Safety and Health Administration, CFR 1910.134 - Respiratory protection.
2. U.S. Occupational Safety and Health Administration, CFR 1910.1030 - Bloodborne pathogens.

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

1. Section 44-29-135 - Confidentiality of sexually transmitted disease records.
2. Section 44-29-195 - Requirements for returning to school after having head lice.
3. Section 44-29-200 - Attendance of teachers or students with contagious or infectious disease may be prohibited.
4. Section 59-10-220 - Adoption and notification of Centers for Disease Control and Prevention (CDC) recommendations on universal precautions for bloodborne disease exposure.

C. S.C. Department of Health and Environmental Control Regulations:

1. R61-20 - Communicable diseases.
2. R61-21 - Sexually transmitted diseases.

D. Other:

1. South Carolina Department of Health and Environmental Control, *Official School and Childcare Exclusion List of Contagious and Communicable Diseases*.

HEAD LICE TREATMENT PLAN

Treating Hair

- Wash your child's hair with a shampoo that does **not** contain conditioners.
- Apply a lice-killing shampoo to your child's head. Use enough shampoo to soak the hair and cover the scalp.
- Towel off excess water.
- Leave the lice-killing shampoo on for the specified time, e.g. NIX for ten (10) minutes, RID for ten (10) minutes, or Lindane for four (4) minutes. Lice killing shampoos are effective for live lice only. Once the child has been treated with lice shampoo and live lice are no longer present, the nits (eggs) can be more easily removed with a treatment of Dawn dish detergent which should be lathered and kept on the hair for ten (10) minutes, rinsed thoroughly, and combed with the special nit comb.
- Rinse your child's head with warm water until the water runs clear.
- Comb your child's hair with the nit comb provided in the shampoo kit in order to remove nits from the hair shaft. Part your child's hair into sections, and comb through one-inch sections using the nit comb to remove all the nits.
- Recheck your child's entire head for nits and repeat the combing process, if necessary, until all nits are removed.

Cleansing Personal Items

- Machine-wash in **warm or hot** water all clothes worn by your child in the past forty-eight (48) hours, including all hats, scarves, and coats. Also wash in warm or hot water all towels and bed linens used by your child in the past forty-eight (48) hours.
- Dry the above referenced items on the **hot** cycle of a dryer for a minimum of twenty (20) minutes.
- Wash all combs, brushes, headbands, barrettes, etc., used by your child in the past forty-eight (48) hours in hot soapy water for five (5) to ten (10) minutes.
- Vacuum rooms used by your child and others who have been treated for lice.
- Stuffed animals and similar non-washable items need to be sealed in plastic bags for a minimum of one week.

Checking all Family Members

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

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Adopted 3/24/86; 5/28/90, 11/28/11, 2/27/17

Legal references:

S.C. Code, 1976, as amended:

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[Section 44-29-195](#) - Requirements for returning to school after having head lice; department to provide treatment vouchers.

[Section 44-29-200](#) - Attendance of teachers or pupils with contagious or infectious disease may be prohibited.

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Federal Regulations:

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U. S. Occupational Safety and Health Administration, [CFR 1910.1030](#) - Bloodborne pathogens.

South Carolina Department of Health and Environmental Control Regulations:

[R61-20](#) - Communicable diseases. [R61-](#)

[21](#) - Sexually transmitted diseases.



TO: Dr. Bill Cook, Superintendent

FROM: Luanne Kokolis

CC: Board Members

DATE: October 9, 2019

SUBJECT: Field Study Request

Attached is a Field Study Request for the South Pointe band to travel to Hawaii over spring break of 2021. South Pointe will travel with the RHH band. The RHH trip was approved in April of 2019.

FIELD STUDY REQUEST

Field Trip System Data Entry Completed:

Revised
9/27/2012

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

Check all that apply: <input type="checkbox"/> In-State <input checked="" type="checkbox"/> Out-of-State <input type="checkbox"/> Day <input checked="" type="checkbox"/> Overnight <input type="checkbox"/> Competition? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Person in Charge of Group James Turner		Class Requesting Trip: Band	School: SPHS
Destination (attach itinerary): Honolulu, Hawaii		Destination City/State: Honolulu, Hawaii	Dates of Trip: March 31- April 7 2021
Destination contact phone number: 704-473-4424		Number of Student Attending: 40	
Teacher Chaperones Attending: Adult/Parent Chaperones Attending: (1 chaperone per 10 students): James Turner Teacher Background Check Completed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Heather Turner Teacher Background Check Completed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Jonathan Rudd Teacher Background Check Completed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Michele Sarver, Sharon Chappell <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Please attach a list of additional names with background check information on separate sheet of paper if needed)		Will students be eating lunch in cafeteria? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Classroom Time Lost: 3 Days Will a substitute teacher be required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, list dates: Full Day March 31, April 1 and 2 Half Day (a.m.) Half Day (p.m.)	
Topic being studied: Performing at Pearl Harbor and understanding the history of Pearl Harbor and the impact music had at Pearl Harbor before and after the attack.		Cost per student: \$2500	
Objectives of this trip in relation to topic: To perform patriotic selections to honor our country at one of the most historic sites in the world.		Payment Plan Available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Educational preparations for this trip: Rehearsals for the performance and also educating the students about the meaning of where they will be performing.		Funding Source (fundraiser, school activity fund, student): Fundraisers and student payment	
Follow-up plans and activities: Talk about the impact this performance had on the students and evaluate the overall performance.		Scholarship Available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Transportation Information: <input checked="" type="checkbox"/> No Transportation Needed <input type="checkbox"/> Activity Bus # needed: <input type="checkbox"/> Van/Mini Bus # needed: <input type="checkbox"/> Charter Bus			
Driver furnished by Transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No, If no, list driver name:			
Pick up time: Return time: Number of Students: Number of Adults: Wheelchair: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Plan of Payment – TRANSPORTATION ONLY: (Does not include admission, meals, etc.) <input type="checkbox"/> School District <input type="checkbox"/> School Activity Fund <input type="checkbox"/> Students <input type="checkbox"/> Other, specify:			
Account Number to Charge:			
Building Principal Approval (Required for all requests) M. S. 9-219 Date 9/18/19		Board of Trustees Approval (Required for out-of-country requests) _____ Date _____	
Superintendent Approval (Required for all overnight and out of state day requests and in state requests that are more than 50 miles from Rock Hill.) B. Cook _____ Date _____			

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

South Pointe High School Band

Mr. James Turner, Director

801 Neely Rd. Rock Hill, SC 28730 (803) 980-2171, Fax (803) 980-2105 jturner@rhmail.org

Sept. 4, 2019

Dr. Bill Cook, Superintendent
Rock Hill School District Three
386 E. Black Street
Rock Hill, SC 29730

Dear Dr. Cook,

I wanted to request that the South Pointe High School Band of Thunder be allowed to accept an invitation to perform at the Pearl Harbor Memorial in Honolulu, Hawaii March 31st – April 7th in 2021. This represents a great opportunity for the "Band of Thunder" to represent our school, district and the city of Rock Hill and perform at one of the most historical places in the United States. The Band of Thunder has never been able to accept this invitation due to our size and the amount it would cost for the number of travelers we would have but by ** combining with Rock Hill* this will give our students the chance at this "trip of a lifetime." In addition to the performance opportunity, this trip offers the students the chance to see and experience the historical significance of Pearl Harbor, learn about the many cultures that make-up Hawaii, and learn about how to navigate airports and travel appropriately. The bulk of this trip is scheduled over what will be the district spring break for 2021, but due to the expense of traveling over Easter weekend we are requesting to miss Wednesday, Thursday & Friday, March 31st, April 1st, and 2nd.

This invitation represents a great opportunity for the Band of Thunder and we would greatly appreciate your approval and the board approval of this request. If you have any questions or concerns please feel free to contact me at 980-2171.

Sincerely,

James Turner
Director of Bands
South Pointe High School

**Will be traveling with
RTHS Band.
RTHS' trip was approved
in April 2019.**

Stamm Travel



AMERICAN MUSICAL SALUTE - HAWAII **COMMEMORATING THE 75TH ANNIVERSARY OF THE END OF WWII**

DAY 1 - ARRIVAL

- Depart US Mainland - Arrive in **Honolulu**
- Meet your Local tour escort at the airport baggage claim
- Transfer via private motor coach to the hotel in Waikiki
- Check in Spend a relaxing evening on **Waikiki Beach**
- Dinner provided - Pizza and soft drinks



DAY 2 - ISLAND TOUR

- Breakfast provided
- Depart on a circle Island tour where you will see **Diamond Head, Pali Lookout, Dole Plantation, North Shore Beaches** and the World famous **Banzai Pipeline, Waimea Bay** and **Sunset Beach**
- Island cooking demonstration with Chief Seifu
- Return to Waikiki in the afternoon
- Dinner provided and evening to enjoy Waikiki and the Waikiki Beach Walk

DAY 3 - FREE DAY TO ENJOY HAWAII

- Breakfast provided
- Morning to enjoy a **Catamaran** ride at Waikiki
- Day to enjoy optional activities at the discretion of your leaders
- Lunch and dinner in Waikiki on own

DAY 4 - PEARL HARBOR VISIT

- Breakfast provided
- Depart to **Pearl Harbor**. Visit Museum, documentary, board Navy Launch to **USS Arizona Memorial**
- After tour of Pearl Harbor, depart for Ford Island
- Lunch provided
- Visit the **USS Missouri**
- **Optional American Musical Salute Tribute Performance at the USS Missouri**
- Dinner provided and to explore the famous **International Market Place**



DAY 5 - SECRET ISLAND

- Breakfast provided
- Morning departure for "**Secret Island**" at Kualoa Ranch to enjoy beach activities including kayaking, canoe riding, stand-up paddle boarding, beach volleyball, table tennis, or horseshoes
- Beach BBQ for lunch provided
- Return to Waikiki
- Dinner provided



DAY 6 - PCC

- Breakfast provided
- Morning to hike **Diamondhead Crater**
- Transfer to **Polynesian Cultural Center** - Lunch en route at **Haleiwa** (on own)
- Enjoy the seven Polynesian villages
- **Pageant of the Long Canoes**
- Polynesian Cultural Center with Island Luau
- Spectacular **HA: The Breath of Life** evening show



DAY 7

- Breakfast provided
- Morning to spend in Waikiki for optional activities
- Check out of your hotel
- Meet bus for transfer to the airport
- Depart for the Mainland
- Late night arrival (or possible arrival the following morning)

Stamm Travel is an official
travel partner of

Sound
celebrating 100 years

FIELD STUDY REQUEST

Field Trip System Data Entry Completed:

Revised
9/27/2012

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

Check all that apply:		<input type="checkbox"/> In-State	<input checked="" type="checkbox"/> Out-of-State	<input type="checkbox"/> Day	<input checked="" type="checkbox"/> Overnight	Competition?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Person in Charge of Group <u>Ben Hinkle</u>	Class Requesting Trip: <u>Band</u>	School: <u>RHS</u>	Dates of Trip: <u>3/31/21 - 4/6/21</u>					
Destination (attach itinerary): <u>Honolulu, HI</u>	Destination City/State: <u>Honolulu, HI</u>	Destination contact phone number:						
Number of Student Attending: <u>10</u>	Adult/Parent Chaperones Attending: <u>1</u>	Will students be eating lunch in cafeteria? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
Teacher Chaperones Attending: <u>Ben Hinkle</u>	<u>Chad Byles</u>	Background Check Completed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Classroom Time Lost: <u>3 days</u>					
<u>Swift Fleishman</u>		Background Check Completed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Will a substitute teacher be required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
<u>Paul Greenstein</u>		Background Check Completed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list dates: Full Day: <u>3/31 - 4/2</u>					
<u>Tanisha Jordan</u>		Background Check Completed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Half Day (a.m.): _____ Half Day (p.m.): _____					
(Please attach a list of additional names with background check information on separate sheet of paper if needed)		Cost per student: <u>See Attachment</u>						
Topic being studied: <u>USS Arizona Performance in addition to Cultural Experiences</u>		Payment Plan Available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
Objectives of this trip in relation to topic: <u>Expose students to a different musical culture + historic events</u>		Funding Source (fundraiser, school activity fund, student): <u>Fundraising</u>						
Educational preparations for this trip: <u>Research on performance music</u>		Scholarship Available? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Follow-up plans and activities: <u>Share the experiences with those who couldn't attend.</u>								
Transportation Information: <input checked="" type="checkbox"/> No Transportation Needed <input type="checkbox"/> Activity Bus # needed: _____ <input type="checkbox"/> Van/Mini Bus # needed: _____ <input type="checkbox"/> Charter Bus								
Driver furnished by Transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No, If no, list driver name: _____								
Pick up time: _____ Return time: _____ Number of Students: _____ Number of Adults: _____ Wheelchair: <input type="checkbox"/> Yes <input type="checkbox"/> No								
Plan of Payment - TRANSPORTATION ONLY: (Does not include admission, meals, etc.) <input type="checkbox"/> School District <input type="checkbox"/> School Activity Fund <input type="checkbox"/> Students <input type="checkbox"/> Other, specify: _____								
Account Number to Charge: _____								
Building Principal Approval (Required for all requests) <u>Ben Hinkle</u> 3/15/19 Date		Board of Trustees Approval (Required for out-of-country requests) <u>4-22-19</u> Date						
Superintendent Approval (Required for all overnight and out of state day requests) <u>Ben Hinkle</u> 3/12/19 Date		Copies to: Building Principal's Office, Requesting Staff Member, Planning Dept., Transportation, Building Cafeteria Manager (if needed)						



Hawai'i State Tours
Specializing in Custom Travel to the Islands

We thank you for the opportunity to offer a proposal to assist you with your group travel to Hawaii. Below is an "Agreement for Services" covering the requirements for your group's Hawaii trip. Once again, please keep in mind that all is subject to modifications.

AGREEMENT for SERVICES
between
Hawai'i State Tours
and
Rock Hill High School Band
2021 "Trip of a Lifetime"

This Agreement dated April 7, 2019 between **Hawai'i State Tours** (hereinafter HST), and the **Rock Hill High School Band** includes the following terms and conditions:

1) HST will provide the following:

- **Round-trip Airfare from Charlotte, NC to Honolulu, HI (luggage fees not included)**
- **In xx/xx/21 Out xx/xx/21 Arrive Home xx/xx/21**
- **Six (6) Nights in the Queen Kapiolani Hotel or similar**
 - **In xx/xx/21 Out xx/xx/21**
- **Daily Breakfast at Hotel or Nearby Location**
- **Traditional Fresh Flower Lei Greeting**
- **Aloha Welcome Orientation Briefing and Dinner**
- **Local Entertainment and Hula Lessons**
- **Grand Ali'i Polynesian Tour with Secret Island – Buffet Lunch Included**
- **Nu'uuanu Pali Lookout and Rainforest Drive**
- **Pearl Harbor Visitor's Center – USS Bowfin Submarine and USS Arizona Memorial subject to ticket availability**
- **Pearl Harbor "Remember the Heroes" Concert Performance**
 - **Fresh Flower Wreath and Trophy Presentation**
 - **Sack Lunch Included**
- **Honolulu Highlight's City Tour**
- **Local Style Picnic Dinner at Queen Surf Beach**
- **North Shore / Central Oahu Tour – Stop in Haleiwa Town**
- **Waimea Bay Beach Day with Catered Dinner**
- **Barefoot Beach Catamaran Sail**
- **Dinner at Hard Rock Café Waikiki**
- **Diamond Head Crater Hike**
- **Authentic Hawaiian Luau – Germaine's Luau**
- **Matching Group Aloha Shirt delivered in Hawaii**
- **Total Meals: Six (6) Breakfasts, Two (2) Lunches and Five (5) Dinners**
- **All Transportation provided by Deluxe Air-Conditioned Vehicle(s)**
- **Full-Time Local Tour Director(s)**
- **24/7 Local Emergency Support**
- **Hotel Portage & Baggage Handling / All Applicable Taxes**
- **\$1,000,000 Liability Insurance Coverage**
- **Itinerary subject to change**

2) Complete Air, Hotel and Ground Package Prices are per person as follows:

***Quad \$2500 *Triple \$2600 Double \$2872 Single \$3608**

3) The above prices are based on minimum of 100 persons traveling. This participation may decrease by as much as 10% without Agreement revisions. The prices will be guaranteed upon receipt of signed Agreement and deposit - based on airfare not to exceed \$1200. Prices based on travel in 2021.

Approved: _____
Signature Date

4) Payment Schedule:

Date:

Initial Deposit with Signed Agreement

120 Days Prior to Arrival

60 Days Prior to Travel

Deposit Amount:

\$250 per person

Additional \$500 per person

Complete Balance Due

5) Cancellation and Change Policy: All cancellations will be responsible for any charges imposed by airline or suppliers at time of cancellation. After initial deposit, any cancellation will be charged a minimum of \$50.00 per person administrative fee plus any charges imposed by hotels and other suppliers at time of cancellation. Any changes to the rooming list within 60 days of travel will be \$25 per person.

6) Concessions: One (1) complete air, hotel, and ground package (based on double occupancy) for every 40 fully paid air, hotel, and ground packages.

7) Baggage Allowance: Each group is responsible for any/all charges imposed directly from airlines. Currently, most airlines charge \$30 for the 1st standard sized bag and \$35 for the 2nd standard sized bag. During the Hawaii ground portion of your tour, one standard sized suitcase and one carry-on is allowed per person. Travelers may be responsible for expenses for ground transportation and/or storage of oversize luggage/equipment. *Note: If needed, larger instruments may be rented for your use in Hawai'i.*

8) Air Manifest and Rooming Lists: Once agreement and deposit is received, a detailed schedule will be sent to your attention outlining specific requirements regarding air manifest and rooming list. Any changes to name or room list within 45 days of departure may incur a \$75.00 fee per change. A final rooming list is due with final payment.

9) HST reserves the right to alter any portion of the tour itinerary if necessary or advisable.

10) This group have been designated as a student/youth group.

11) Hawai'i State Tours and Cooperating Agents are the principles and are responsible to the **Rock Hill High School Band** in making arrangements for the services and accommodations offered in connection with this tour as outlined in this Agreement, except that Hawai'i State Tours and Cooperating Agents shall not be responsible in the absence of negligence on their part, for personal injury, loss, inconvenience, accidents, delay, irregularity, or property damage arising out of the act of negligence of direct air carriers, hotels, sightseeing or transfer companies, or other persons rendering any of the services or furnishings, any of the accommodations or facilities in connection with this agreement.

NAME OF GROUP _____

MAILING ADDRESS _____

PRIMARY PHONE _____ OTHER _____

AGREED TO AND ACCEPTED BY: _____
(PRINT) Name of Director

Signature _____ Date _____

RECEIVED BY _____
Hawaii State Tours Date _____

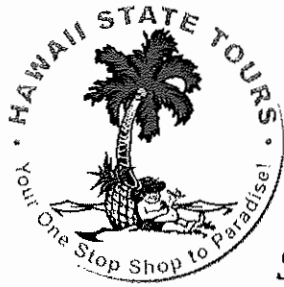
Please sign and mail both pages of this agreement with initial deposit to:

Hawai'i State Tours
Corporate Office
3280 Round Top Drive
Honolulu, HI 96822

3280 Round Top Drive
Honolulu, HI 96822

Phone: (808) 531-5050
Toll Free: 1(800) 859-5969

info@go-holoholo.com
Fax: (808) 589-0055



Revision 4.7.19 dlm
Total Participant Count: 100
Adults: XX Students: XX
Notes:

Hawai'i State Tours
Specializing in Custom Travel to the Islands

Rock Hill High School Band
2021 Hawaii Tour
"The Trip of a Lifetime!!"

Travel Dates: Spring 2021

DAY ONE

ARRIVAL FLIGHT SCHEDULE

TBD

All depart for Honolulu, Hawaii. Upon arrival, get the first experience of the Aloha Spirit with a traditional fresh flower lei greeting. After identification of luggage, board buses for transfer to the **Queen Kapiolani Hotel** or similar (*Luggage may be delivered to rooms by hotel porters if you choose*)

TBD

Meet in the lobby for a short walk to Queen Kapiolani Bandstand for the **Aloha Orientation Dinner and Briefing** with local entertainment and hula lessons.

DAY TWO

*Good morning! No, you're not dreaming...we're still in paradise! The biggest decision we'll have to make is what to eat for breakfast. **Daily breakfast***

800AM

Board buses to start our adventure with the **Grand Alii Tour**, a narrated drive across the Koolau Mountains to the tropical Windward side of O'ahu.

900AM

We are met by our guide, a Polynesian Chief, who will share some of the customs and cultures of the native islanders. We'll enjoy an educational stroll through botanical gardens and learn to make fire from sticks, husk and open a coconut and much, much more.

It's not over.... Imagine boarding a raft to access our secluded getaway to **Secret Island**. Watch out for the live barracuda! The tour includes "fun in the sun" at a private island for the day to include volleyball, canoeing, kayaking, stand-up paddle board, badminton, sunbathing, lazin' in the hammock and more! Don't forget to lather up that sunscreen! Also included is a **delicious catered lunch!**

200PM Depart for the hotel. On our way back to Waikiki, we will make a visit to the **Nuuanu Pali**. This is the site of the Battle of Nuuanu, one of the bloodiest battles in Hawaiian history, in which Kamehameha I conquered the island of Oahu, bringing it under his rule. The Nuuanu Pali State Wayside is a lookout above the tunnels where visitors are treated to a panoramic view of Oahu's windward side of the island. It is also well known for strong trade winds that blow through the pass forming a sort of natural wind tunnel. *Return to hotel approximately 3:30PM.*

Dinner on your own in Waikiki

DAY THREE

Daily breakfast

730AM Depart hotel for transfer to **Pearl Harbor** to see where history was made. **Due to increased security measures, all purses, handbags, backpacks, fanny packs, camera bags, diaper bags, luggage and/or any other type of bag that can conceal an object are not permitted inside Pearl Harbor, the Visitor's Center, or to any of the attractions.*

900AM **Pearl Harbor – Remember the Heroes Performance Time:** You are now officially a part of history! Your spotlight performance is followed by a Wreath Ceremony, and a Flag and Trophy presentation.

At the **Pearl Harbor's U.S.S. Bowfin**, we'll go below deck to wind our way through the narrow compartments where the Bowfin's crew worked, ate and slept through nine harrowing war patrols. You will learn about the Bowfin, which served with great distinction in WWII and earned her nickname "**The Pearl Avenger.**"

We head over to the **U.S.S. Arizona Memorial Visitor Center** and experience the film "Pearl Harbor Story", the visitor center museum, boarding a Navy launch and entering the memorial. We will witness the actual sunken hull where over 1000 servicemen were entombed during the December 7, 1941 sneak attack on Pearl Harbor. Tour times will be as follows: (Length of tour: 75 minutes)

****Please fill out the Arizona Memorial Ticket Request as soon as you confirm your trip. We will provide the instructions through email.**

1115AM **ALL** Enter theater for start of **Arizona Tour**

After our tour, we will have boxed **lunch**.

130PM We'll board our bus to take the **Honolulu City Tour**. We'll drive pass the **Iolani Palace**—the only royal palace on American soil, the **King**

Kamehameha Statue, Hawaii State Capitol, and through China Town.
Return to the hotel approximately 3:00pm.

530PM *Meet in the lobby for a short walk to enjoy a catered local-style picnic dinner at Queen's Surf Beach as we watch the sunset.*

DAY FOUR

Daily breakfast

1030AM We'll begin our drive to the North Shore of Oahu where surfing daredevils gather from around the world to complete in riding the monster waves that are often taller than most buildings. **Sunset Beach** is the local favorite and is legendary for its 20 foot waves. The North Shore is also the home of the famous **Banzai Pipeline**. "Banzai" is used as toast or a battle cry meaning "go for it". In the 1950's a surfer yelled, "Banzai" as he rode a massive wave and the word lives on. When the ocean hits the shallow coral shelf offshore, a wave forms that is so steep that it rolls and makes a nearly perfect tube or pipeline. It is the holy grail of surf challenges.

1200PM In route stop at the local surfer village **Haleiwa Town** - this historical place retains much of the old style of Hawaii and offers a variety of restaurants, surf shops, clothing stores, and the famous "shaved ice" stands.

130PM Depart for beautiful **Waimea Bay**. You will have time to relax in the sun or swim in the waves. *(Swimming subject to surf conditions)*

500PM Enjoy a **Catered Beach BBQ at Waimea Bay**

600PM Depart for the hotel

DAY FIVE

Daily breakfast

900AM Come aboard the **Kepoikai Catamaran** for "A three hour tour, a three hour tour". Actually, it's a beautiful 60-minute sail from Waikiki Beach to the base of Diamond Head and back. Be ready to get splashed! (Dry area on board available)
(small groups of 30 max)

Lunch on your own in Waikiki

500PM *Meet in the lobby to walk to dinner at **Hard Rock Café Waikiki**- On the way there we will have a walking tour of Waikiki. Enjoy some live music and explore the gift shop with your groups' special discount.*

DAY SIX

Daily breakfast

730AM Start stretching as we prepare to hike about 3/4 of a mile to the 760-foot summit of the most recognized mountain in the world - **Diamond Head Crater!** Bring your camera for a fantastic 360-degree view of the southeast coast! Below, we'll see the lighthouse, coral reefs, sailboats, and even surfers on the waves at Diamond Head Beach! *Return to hotel approximately 10:00am.*

Lunch on your own in Waikiki

430PM *Meet in the lobby: Go Native! Become a part of "America's Best Luau" as filmed by ABC's Good Morning America. Feel like "one of the family" at **Germaine's Luau** as you learn to dance the popular Hukilau hula. Help yourself to a 16-course, ALL YOU CAN EAT buffet of traditional Island dishes and continental cuisine (for you less adventurous eaters) *Return to hotel approximately 10:30PM.**

DAY SEVEN

Daily breakfast

1100AM Then, comes the complete check out procedure. Bring all carry-on items to designated area for storage and turn in keys at front desk.

Say aloha to Oahu!

Board motor coaches for Honolulu International Airport

DEPARTURE SCHEDULE

TBD

DAY EIGHT

This concludes the trip, but we're sure that you'll have some new friendships, have been touched by the many diverse customs and cultures, and have experiences and fond memories to last a lifetime!!!

ALOHA!!



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

386 E. Black Street
P.O. Drawer 10072
Rock Hill, SC 29731

T: (803) 981-1000
F: (803) 981-1094
www.rock-hill.k12.sc.us

Memorandum

To: Dr. Bill Cook

From: John Jones, Jr.

RE: **REQUEST FOR INTERNATIONAL FIELD STUDY**

Date: September 25, 2019

The purpose of this letter is to provide you with a formal application for international field study from Northwestern High School. The trip is requested during summer vacation, June 25-2020. The goal of the study is to provide students who have participated in French classes to visit Quebec, Canada, and participate in touring and using their acquired French language.

So that the field study can meet Rock Hill Schools' guidelines for chaperones, Principal Hezekiah Massey has agreed to attend the trip with the group. Additionally, Mr. Massey has verified that current Seniors will not be a part of the field study experience as they would have already graduated from Rock Hill Schools in early June.

Mr. Massey is working to arrange all school group requests for international field trips on a "rotation", which would allow various school organizations to access this type of field study every 3 to 4 years.

Please let me know if you have any questions.

FIELD STUDY REQUEST

Field Trip System Data Entry Completed:

Revised
9/27/2012

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

Check all that apply: <input type="checkbox"/> In-State <input checked="" type="checkbox"/> Out-of-State <input type="checkbox"/> Day <input checked="" type="checkbox"/> Overnight		Competition? <input type="checkbox"/> Yes <input type="checkbox"/> No
Person in Charge of Group Denise S. Ciobanu	Class Requesting Trip: <u>Foreign Language</u> <u>NHS Students Dept</u>	Dates of Trip: June 25th-July 2nd 2020
Destination (attach itinerary): Canada-Quebec	Destination City/State: Quebec City & Montreal	Destination contact phone number: 803-367-2825
Number of Student Attending: <u>10-14</u>		Will students be eating lunch in cafeteria? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Classroom Time Lost: _____ Will a substitute teacher be required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, list dates: Full Day _____ Half Day (a.m.) _____ Half Day (p.m.) _____
Teacher Chaperones Attending: <u>Denise Ciobanu</u> Adult/Parent Chaperones Attending: (1 chaperone per 10 students):		
Background Check Completed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Background Check Completed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Background Check Completed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(Please attach a list of additional names with background check information on separate sheet of paper if needed)		
Topic being studied: Language, Culture and Civilization; Full immersion in the target language		Cost per student: <u>2889</u>
Objectives of this trip in relation to topic: Get first hand information, practice what we learned, awareness to culture and civilization, meet and interact with native speakers, participate in cultural events.		Payment Plan Available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Educational preparations for this trip: Every day lessons		Funding Source (fundraiser, school activity fund, student): <u>Fundraising & Student</u>
Follow-up plans and activities: Every day lessons		Scholarship Available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Transportation Information: <input checked="" type="checkbox"/> No Transportation Needed <input type="checkbox"/> Activity Bus # needed: _____ <input type="checkbox"/> Van/Mini Bus # needed: _____ <input type="checkbox"/> Charter Bus <u>Fly/Air & Bus</u> Driver furnished by Transportation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, If no, list driver name: _____ Pick up time: _____ Return time: _____ Number of Students: _____ Number of Adults: _____ Wheelchair: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <u>1 while in Quebec</u> Plan of Payment – TRANSPORTATION ONLY: (Does not include admission, meals, etc.) <input type="checkbox"/> School District <input type="checkbox"/> School Activity Fund <input checked="" type="checkbox"/> Students <input type="checkbox"/> Other, specify: _____ Account Number to Charge: <u>Foreign Language Department Activity Account</u>		
Building Principal Approval (Required for all requests) <u>[Signature]</u> <u>5/14/19</u> Date <u>9/27/19</u>		Board of Trustees Approval (Required for out-of-country requests) _____ Date _____
Superintendent Approval (Required for all overnight and out of state day requests and in state requests that are more than 50 miles from Rock Hill.) _____ Date _____		

** See memo from Mr. Jones*

#PROMETOUR

YOUR ITINERARY

Prométour

EDUCATIONAL TOURS



USA: 1-800-304-9446

CAN: 1-800-657-7754

INFO@PROMETOUR.COM

Montreal, Canada

US Home stay & Montreal

June 2020

Northwestern

DATES: June 25 - July 2,
2020

8 DAYS

DAY 1: CHARLOTTE, NC - QUEBEC
CITY

Thursday 25-Jun-2020



- Board your flight from Charlotte and fly to Canada.
Welcome to Quebec City! Your Prométour Tour Director will be waiting for you at the airport and will stay with you the entire time while in Canada
Meet your Prométour Tour Director upon arrival at the Quebec City
- airport
- Board your bus and head to the city
Stretch your legs exploring this 400 year old fortified city on a guided walking tour; share the secrets of Old Quebec as you journey along St-Louis and St-Jean Streets, see the breathtaking Chateau Frontenac, Parliament, Rue du Tresor, Terrasse Dufferin, Place Royale, and much more!
- Take a moment to take a picture with your group in front of the Chateau Frontenac by a professional photographer!
- Wander through the enchanting Quartier Petit Champlain, the oldest shopping district in North America; don't miss the famous "Escalier Casse-cou" and "Wall of History"
- Meet your host families as they will welcome you and take you to their home to settle in. Then get to know them over dinner followed by overnight accommodation

DAY 2: QUEBEC CITY

Friday 26-Jun-2020



- Enjoy breakfast with your host families (students)
- Your host families will drive you to the pre-established meeting point, where you'll meet your Prométour Tour Director and teachers
Start at the plains of Abraham, take the promenade du Gouverneur and end at the Dufferin
- Terrace
At the Plains of Abraham Museum partake in The Soldiers of the Martello Tower; learn about daily life of a soldier of the 1812 Battle in Quebec
- Stroll the Terrasse Dufferin and listen to the buskers!
- Have lunch on your own
At the Musée de la Civilisation, follow a guide of guided visit of the exhibit *People of Quebec... Then and Now*. It's a journey into the heart of Québec's history and rich culture
- Return to your host family, have dinner followed by overnight accommodation (students)

DAY 3: QUEBEC CITY

Saturday 27-Jun-2020

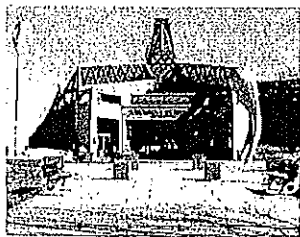


- Enjoy breakfast with your host families (students)
- Your host families will drive you to the pre-established meeting point, where you'll meet your Prométour Tour Director and teachers
The First Nations Community plays an important role in Quebec's history and still thrives today. At the "Onhoua Chetek8e" Huron Village learn about Huron-Wendat history and customs by making your own medicine wheel & hear the legend of how the world was created
- Enjoy a hearty Huron lunch with your group on site
- Enjoy some leisure time to explore St-Jean Street, in the heart of Old Quebec, to do some shopping
At Immersion Quebec, with the help of a virtual reality headset, Quebec's history will be revealed thanks to 3D animation techniques. Installed in front of a giant screen and an electronic tablet in hand, you are invited to choose a team and take part in a friendly competition of knowledge, skills and speed. Then, create a personalized historical avatar and interact with the terminals scattered throughout the room
- Have dinner with your group in a local restaurant
- Enjoy a local theatrical or musical performance *Subject to availability*
- Return to your host families for overnight accommodation (students)

DAY 4: QUEBEC CITY

Sunday 28-Jun-2020

- Enjoy breakfast with your host families (students)
- Your host family will drive you to the pre-established meeting point, where you'll meet your



Prométour Tour Director and teachers

- Hunt for clues in the four galleries devoted to figures of modern art at the Musée des Beaux Arts du Québec
- On your own, visit the Observatoire de la Capitale. Located on the 31st floor of the Édifice Marie-Guyart, it is the highest observation point in the city
- Stop at the always exciting Vieux Port Farmer's Market; use your French to pick up your lunch food!
- At the Morrin Cultural Center, the city's first English-language institute of higher education and jail, see the "Doing Time, the Quebec City Common Gaol" exhibit, its Victorian library
- and enjoy English Tea with your group
- Return to your host family, have dinner followed by overnight accommodation (students)

DAY 5: QUEBEC CITY - BEAUPRE COAST - QUEBEC CITY

Monday 29-Jun-2020



- Enjoy breakfast with your host families (students)
- Your host families will drive you to the pre-established meeting point, where you'll meet your Prométour Tour Director and teachers
- At Manoir Montmorency enter its small exhibit explaining the history of the Manoir and the business that flourished around it, followed by time to walk over the suspended bridge, and take the 487 steps for a different view of the falls which are higher than those of Niagara
- Falls
- Visit the Copper Museum, watch a demonstration of "Repoussé" work and then live the experience of an artisan by working on your own copper piece that you can bring home
- Have lunch on your own
- See the fabulous display of nature that the glaciers left at the spectacular Canyon Sainte-Anne by crossing 3 suspended bridges and numerous steps where you can descend 55 metres into the canyon.
- The jubilee year, rooted in the Old Testament, is a special year called by the Holy Father for remission of sins and to receive blessing and universal pardon. In the event of this special year, the Sainte-Anne Basilica will have a holy door, where you will be able to ask for grace
- Experience the Quebecois tradition of "sugaring off" at the cabane a sucre L'En-Tailleur, nestled in the heart of the village of St-Pierre, between river and countryside. Tour the sugar shack, enjoy a lumberjack meal & learn traditional dances and folk songs
- Return to your host families for overnight accommodation (students)

DAY 6: QUEBEC CITY - MONTREAL

Tuesday 30-Jun-2020



- Enjoy breakfast with your host families (students)
- Your host families will drive you to the pre-established meeting point, where you'll meet your Prométour Tour Director and teachers, then take time to say a fond *Au Revoir* to your host families
- Board your bus and continue on to Montreal
- Enjoy a smoked meat lunch with your group in a local restaurant
- Enjoy a guided tour of the Old Montreal and discover the picturesque charm of the Old Port
- Visit the Science Center of Montreal, located in the Old Port
- Port
- Enjoy a delicious crepe dinner at Creperie Chez Suzette, situated in the heart of Old Montreal
- Experience AURA; where light, orchestral music and grandiose architecture combine to create a unique, a multimedia spectacle, presented upon one of the most amazing canvases
- Imaginable: Notre-Dame Basilica
- Overnight accommodation at Best Western Ville Marie Hotel & Suites

DAY 7: MONTREAL

Wednesday 01-Jul-
2020

- Enjoy breakfast at the hotel with your group
- On a guided walking tour of Downtown Montreal discover some of the city's main sites including: Central Station, Ste-Catherine Street, Place des Arts, Quartier International, the World Trade Center, and Mary Queen of the World Cathedral



- Enjoy a self-guided visit of Grévin Montréal, where you will see incredible wax works
- Enjoy a Poutine at La Banquise; a Quebec specialty, it's more than just French fries & saucel
- Visit the Biodome, then take a Funicular-ride to the top of the Olympic Tower overlooking the city skyline
- Dinner in a quaint local restaurant
- Overnight accommodation at **Best Western Ville Marie Hotel & Suites**

DAY 8: MONTREAL - CHARLOTTE, NC Thursday 02-Jul-2020



- Enjoy breakfast at the hotel with your group
- Take in the view of Montreal from the Kondiaronk Belvedere Lookout on Mount Royal, named after a great First Nation's Chief who contributed to the signing of the Peace Treaty in 1701
- After a fun-filled trip, board your bus and transfer to the airport
- Say a fond *Au Revolt* to your Quebecois Promotour Tour Director
- Board your flight from Montreal and fly back to Charlotte

PRICE PER PERSON SHEET

This is a privately operated tour - you will not be combined with another group

40 to 44 participants: 2 120 USD

35 to 39 participants: 2 176 USD

30 to 34 participants: 2 211 USD

25 to 29 participants: 2 304 USD

20 to 24 participants: 2 443 USD

15 to 19 participants: 2 501 USD

10 to 14 participants: 2 889 USD

PRICE PER PERSON

SUPPLEMENTS

Adult Insurance Premium \$10 per day, per person
Adult Activity Supplement \$10 per day, per person
Twin Room Supplement \$40 per night, per person
Single Room Supplement \$80 per night, per person

This trip is quoted as a student tour, prices are subject to increase if number of adults exceeds 30% of group size.

PAYMENT SCHEDULE

Based on Dates of Travel

To Be Determined

Monthly installments available at time of online registration

PRICE INCLUDES

- PROMETOUR PEACE OF MIND PROGRAM
Student Group Insurance Program covering group dates of travel
Coverage Includes:
Trip Cancellation, Interruption and Delay
Cancel for Any Reason up to 75% of prepaid, forfeited, non-refundable payments or deposits
Baggage & Personal Effects; Damage Loss & Delay
Emergency Medical & Dental Expenses
Emergency Evacuation/Repatriation
24 hour Accidental Death & Dismemberment
Travel Assistance & Concierge
- Roundtrip airfare* CHARLOTTE, NC - QUEBEC CITY - MONTREAL - CHARLOTTE, NC
- Associated ground transportation costs while in destination
- 2 nights multiple occupancy in quality hotels (4-star standard, 3 & 4 per room, single beds not guaranteed)
- 5 nights with carefully selected Host Families (2 & 3 students per family)
- 7 Breakfasts / 3 Lunches / 7 Dinners (group menu with 1 non-alcoholic beverage + vegetarian option)
- Service of a dynamic Bilingual Prometour Tour Director
- All aforementioned visits, activities, tours and admissions
- 1 complimentary trip ratio based on full paying participants (twin accommodation according to gender)
- Complimentary Prometour Travel Pack
- Applicable service fees, taxes and FICAV** contribution

PRICE DOES NOT INCLUDE:

- Airline baggage charges according to their policies
- Meals that are not indicated in the daily program

- Tips are at your discretion – these are standard guidelines
Prometour Tour Director: \$3 USD per day, per person
Bus Drivers: \$2 USD per day, per person
- Personal spending money
- Any applicable processing fees

Useful Information

- ➔ Going Green - Prometour's Carbon Offset program with TAKING ROOT
- ➔ CHILD PROTECTION POLICY
- ➔ Your Role as a Group Leader
- ➔ SAFETY PROTOCOL
- ➔ TERMS & CONDITIONS

EXCHANGE RATE Prometour has quoted this package at an exchange of 1 CAD = 0.80 USD

ⓘ Some items such as particular hotels, restaurants, and popular activities are subject to availability. When an item is not possible to book it will be replaced by a similar item of equal standard and value.

These prices are valid until: 02-May-2019

Your Prometour Tour Consultant: Megan Ferla

339 rue Saint-Paul East, Montreal, Quebec, H2Y 1H3, Canada

www.prometour.com

✉ megan@prometour.com

📞 USA: 1-800-304-9446 / CAN: 1-800-657-7754

Prométour
EDUCATIONAL TOURS 

Memo

TO: Dr. Bill Cook, Superintendent

FROM: Jennifer Morrison
Executive Director of Secondary Education

DATE: October 9, 2019

SUBJECT: **High School Course Proposals for 2020-21**

Over forty course proposals for additions, deletions, or modifications were submitted for the 2020-21 Rock Hill Schools High School Course Catalog. Summary charts for each type of proposal are attached as follows:

- Course additions (24 proposals),
- Course deletions (5 proposals), and
- Course modifications (1 proposal).

In addition, per South Carolina Department of Education (SCDE) Uniform Grading Policy, a list of dual credit courses for the 2020-21 school year are included for Board approval.

Recommendations from the district Catalog Committee are provided for each course proposal, along with potential costs to the district. Proposed dual credit courses were discussed as a whole and all courses listed were recommended by the Committee. The district Catalog Committee is made up of principals, designated assistant principals, program coordinators, and lead counselors who worked with department chairs and teachers in each school to develop the proposals, as well as district instructional coaches and our school information systems coordinator.

As required by the *South Carolina Honors Framework Implementation Guide* (April 17, 2017), documentation for all approved courses with an honors weighting will be kept on file in the district.

Course ADDITIONS for 2020-21 Rock Hill Schools High School Course Catalog

Updated 10/9/2019 JM

Course Name	Course Code(s)	Course Description	Pre-requisite(s)	Rationale for Change	Potential Cost(s)	Recommendation of Catalog Committee
Discovering Computer Science (Grades 7-8)	506200CW – Grade 7 506300CW – Grade 8	Introductory computer science topics with an emphasis on computational thinking and problem solving	None	Provides computer science credit for graduation; will cut down on number of students needing course for credit in high schools	No additional FTE – a wide range of teachers with current certifications can teach this course; student textbooks	Recommended
Discovering Computer Science (Grades 9-12)	506100CW	Introductory computer science topics with an emphasis on computational thinking and problem solving	None	Provides computer science credit for graduation; needed for student retake if offered at middle schools	No additional FTE – a wide range of teachers with current certifications can teach this course; student textbooks	Recommended
College and Career Readiness (Grade 9, 10, 11, and 12)	3799 379904CW – Grade 9 379905CW – Grade 10 379906CW – Grade 11 379907CW – Grade 12	Grade-level courses designed to offer study, test-taking, intrapersonal, and career skills development needed to support college and career readiness at each level	None	Replacing readiness courses offered in the past which had a more narrow focus; Addresses state focus on college and career readiness and development of the South Carolina Graduate	None	Recommended
AP Physics I	328200AW	Introductory college-level physics course	Algebra 2 and Geometry	Complements AP science options, which currently include AP Biology and AP Chemistry	AP teacher training/travel (\$5,000), student textbooks	Recommended
PLTW Engineering Essentials	688600CW	First exposure to the PLTW engineering program; exploration of work of engineers and their role in the design and development of solutions to real-world problems	None	Piloted in 2019-20; fills an existing gap in engineering offerings needed at the ninth and tenth grade levels	PLTW teacher training/travel (\$5,000), student textbooks	Recommended
World History	336000CW	Study of the history of the modern world with the time period beginning in 1300	None	Additional Social Studies graduation credit; provides bridge from ninth grade geography to eleventh grade US History; supports new Social	Student textbooks	Recommended

Course Name	Course Code(s)	Course Description	Pre-requisite(s)	Rationale for Change	Potential Cost(s)	Recommendation of Catalog Committee
				Studies standards; can be offered in ninth and tenth grades		
American Sign Language 1	368100CW	Introduction to the study of American Sign Language, the language used by Deaf Americans, and the culture of the Deaf World	None	Additional opportunity for language graduation credit; interest expressed by students and district staff	FTE; student textbooks and workbooks; virtual option is available	Recommended
American Sign Language 2	368200CW	Continuation to the study of American Sign Language, the language used by Deaf Americans, and the culture of the Deaf World	American Sign Language 1	Opportunity to continue study similar to Chinese, French, and Spanish; additional opportunity for language graduation credit; interest expressed by students and district staff	FTE; student textbooks and workbooks; virtual option is available	Recommended
Chinese 4 Honors	461400HW	Focus on aural/oral skills, reading comprehension, grammar, and composition as well as the first three themes of the AP course; recommended for non-dual language immersion students taking AP Chinese in the second semester	Chinese 3 Honors	Increase success rate on AP Chinese exam; provide additional AP exam preparation for students outside dual immersion program	Student textbooks and workbooks	Recommended
French 4 Honors	361490HW	Focus on aural/oral skills, reading comprehension, grammar, and composition as well as the first three themes of the AP course; recommended for non-dual language immersion students taking AP Chinese in the second semester	French 3 Honors	Increase success rate on AP French exam; provide additional AP exam preparation for students outside dual immersion program	Student textbooks and workbooks	Recommended
Spanish 4 Honors	365490HW	Focus on aural/oral skills, reading comprehension, grammar, and composition as well as the first three themes of the AP course; recommended for non-dual language immersion students taking AP Chinese in the second semester	Chinese 3 Honors	Increase success rate on AP Spanish exam; provide additional AP exam preparation for students outside dual immersion program	Student textbooks and workbooks	Recommended

Course Name	Course Code(s)	Course Description	Pre-requisite(s)	Rationale for Change	Potential Cost(s)	Recommendation of Catalog Committee
Dance 2	450200CW	Course building on knowledge and skills learned in Dance 1, to further learn about kinesiology, dance techniques, history, careers, and choreographic tools	Dance 1	Provide opportunity for students to continue dance education similar to other performing arts	None	Recommended
ATC: Agribusiness and Marketing	560000CW	Course designed for student who plans to seek employment on, manage, or own a farm	Agriculture Science and Technology	Increase number of dual CATE completers in Agriculture Mechanics and Horticulture; Provide one of two additional Agricultural Mechanics courses needed for completer status; phasing out Power Equipment sequence	None	Recommended
ATC: Agricultural Power Mechanics	561000CW	Course designed to qualify student for job entry into farm, business, or industrial phases of agricultural mechanics	Agriculture Science and Technology	Increase number of dual CATE completers in Agriculture Mechanics and Horticulture; Provide one of two additional Agricultural Mechanics courses needed for completer status; phasing out Power Equipment sequence	None	Recommended
ATC: Equipment Operation and Maintenance	562100CW	Course designed to teach students how to operate and maintain equipment commonly used in the agricultural industry	Agriculture Science and Technology	Increase number of dual CATE completers in Agriculture Mechanics and Horticulture; Provide one of two additional Agricultural Mechanics courses needed for completer status; phasing out Power Equipment sequence	None	Recommended
ATC: Drone Innovation Technologies 1	329910CW	Course designed to provide students with an overall perspective of drone history, science, and certification, as well as applicability to their individual interests and/or fields of study; By the end of the course, students will be prepared to take the FAA Part	None	Address interest expressed by students and staff; applicability to multiple CATE, computer science, and STEAM pathways; valuable industrial certification	\$25,000 for one section of course which includes contracted instructor, equipment, and insurance; 25 students maximum	Recommended

Course Name	Course Code(s)	Course Description	Pre-requisite(s)	Rationale for Change	Potential Cost(s)	Recommendation of Catalog Committee
		107 Certification Exam with Remote Pilot rating				
SPHS Biomedical Pathway: PLTW Medical Interventions	558200CW	Course allows student to investigate the variety of interventions involved in the prevention, diagnosis, and treatment of disease	Principles of Biomedical and Human Body Systems	Capstone course in Biomedical STEAM pathway; SPHS STEAM pathways established in 2019-20 Catalog	Equipment and supplies (\$34,000); PLTW teacher training/travel (\$5,000)	Recommended
SPHS Clean Energy Pathway: Clean Energy Applications	638100CW	Course builds on Clean Energy Systems (CES) and introduces nuclear power, geothermal energy, steam generation, fuel cells, water power, alternating and direct current, power generation, heat transfer, and the laws of thermodynamics	Clean Energy Systems	Continuing course in Clean Energy STEAM pathway; SPHS STEAM pathways established in 2019-20 Catalog	Equipment and supplies (\$29,000); SREB teacher training/travel (\$5,000)	Recommended
SPHS Clean Energy Pathway : Clean Energy Strategies	638200CW	Course allows students to utilize applicable skills from the foundational courses to tackle challenges associated with the implementation of clean energy technology	Clean Energy Applications	Capstone course in Clean Energy STEAM pathway; SPHS STEAM pathways established in 2019-20 Catalog	Equipment and supplies (\$20,000); SREB teacher training/travel (\$5,000)	Recommended
SPHS Engineering Pathway: PLTW Engineering Design and Development	605400CW	Capstone course in the PLTW Engineering program; Students identify an issue, then research, design, and test a solution, ultimately presenting the solution to a panel of engineers	Principles of Engineering	Continuing course in Engineering STEAM pathway; SPHS STEAM pathways established in 2019-20 Catalog	Equipment and supplies (\$5,600); PLTW teacher training/travel (\$5,000)	Recommended
Essentials of English III	392000CW	Course emphasizes the English III course of study aligned to the South Carolina College-and Career-Ready Standards and the Profile of the South Carolina Graduate	None	Implementation of Grade 11 SC High School Credential required by law	None	Recommended
Essentials of Math III	392100CW	Course emphasizes the mathematical concepts needed to compute real world algebraic and	None	Implementation of Grade 11 SC High School Credential required by law	None	Recommended

Course Name	Course Code(s)	Course Description	Pre-requisite(s)	Rationale for Change	Potential Cost(s)	Recommendation of Catalog Committee
		geometric problems that are aligned to the South Carolina College and Career-Ready Standards and the Profile of the South Carolina Graduate				
Employability Education III – Career Development	392800CW	Course is designed to continue the development and begin the application of employability skills	None	Implementation of Grade 11 SC High School Credential required by law	None	Recommended
Essentials of Technology	Code to be finalized with state	Course emphasizes the Computer Science course of study aligned to the South Carolina Computer Science High School Standards	None	Implementation of Grade 11 SC High School Credential required by law	None	Recommended

Course DELETIONS for 2020-21 Rock Hill Schools High School Course Catalog

Updated 10/8/2019 JM

Course Name	Course Code(s)	Course Description	Pre-requisite(s)	Rationale for Change	Potential Cost(s)	Recommendation of Catalog Committee
Power Equipment Technology 1	630000CW	Introduction to basic small engines	Algebra 1 and English 1	Replace power equipment course sequence with Agriculture Mechanics pathway that pairs with Horticulture and can increase number of dual CATE completers	None	Recommended
Power Equipment Technology 2	630100CW	Course covers both two- and four-cycle theory in the lab	Power Equipment 1	Replace power equipment course sequence with Agriculture Mechanics pathway that pairs with Horticulture and can increase number of dual CATE completers	None	Recommended
Power Equipment Technology 3 and 4	630200CW 630300HW	Course covers more complex equipment and engines in the lab.	Power Equipment 2	Replace power equipment course sequence with Agriculture Mechanics pathway that pairs with Horticulture and can increase number of dual CATE completers	None	Recommended
Landscape Technology (Grades 11-12)	567000CW	Course designed to qualify the student for job entry into landscaping fields or to continue advanced training in post high school education	None	Replace with course options leading to dual CATE completers in Agriculture Mechanics and Horticulture	None	Recommended

Course MODIFICATIONS for 2020-21 Rock Hill Schools High School Course Catalog

Updated 10/9/2019 JM

Course Name	Course Code(s)	Course Description	Pre-requisite(s)	Rationale for Change	Potential Cost(s)	Recommendation of Catalog Committee
Fundamentals of Computing	502300CW	Course designed to introduce students to the field of computer science through an exploration of engaging and accessible topics.	None	Changing course name and description to address new state computer science standards and meet SCDE requirements; Previously Exploring Computer Science; This course fulfils computer science requirement for SC Diploma	None	Recommended

PROPOSED DUAL CREDIT COURSE LIST FOR 2020-21 | Updated 10/9/2019 JM

The College Credit Contract and approval process does not need to be completed for enrollment in on-campus dual credit courses. RHS codes are provided in parentheses. Offering of on-campus dual credit courses is subject to teacher availability, student enrollment, and district agreements with colleges.

The district's College Credit Contract and approval process needs to be completed for enrollment in off-campus dual credit courses. Availability of off-campus courses is determined by colleges. While any college course can potentially be taken as dual enrollment, courses in the following list are approved for RHS dual credit.

Dual credit courses approved and offered by the Governor's School for Math and Science ACCELERATE program are not included here.

Course DC = Dual Credit	SCDE Code	USC-L Name/Code	YTC Name/Code	Winthrop Name/Code
DC Anatomy and Physiology 1	3266	BIOL 243 Human Anatomy and Physiology I (3266CLEW)	BIO 210 Anatomy & Physiology I (3266YTEW)	
DC Anatomy and Physiology 2	3267	BIOL 244 Human Anatomy and Physiology II (3267CLEW)	BIO 211 Anatomy & Physiology II (3267YTEW)	
DC Analytical Geometry and Calculus	4136	NOT AVAILABLE	MAT 140 Analytical Geometry and Calculus (4136YTEW)	
DC English Comp 1	3015	ENGL 101 Critical Reading and Composition (3015CLEW)	ENG 101 English Composition I (3015YTEW)	
DC English Comp 2	3016	ENGL 102 Rhetoric and Composition (3016CLEW)	ENG 102 English Composition II (3016YTEW)	
DC Intro to Psychology	3342	PSYC 101 Introduction to Psychology (3342CLEW)	PSY 201 General Psychology (3342YTEW)	

Course DC = Dual Credit	SCDE Code	USC-L Name/Code	YTC Name/Code	Winthrop Name/Code
DC Intro to Sociology	3347	SOCY 101 Introductory Sociology (3347CLEW)	SOC 101 Introduction to Sociology (3347YTEW)	
DC Intro to Criminal Justice	6520	CRJU 101 The American Criminal Justice System (6520CLEW)	CRJ 101 Introduction to Criminal Justice (6520YTEW)	
DC European History 1	3366	HIST 101 European Civilization from Ancient Times to the Mid-17th Century (3366CLEW)	HIS 101 Western Civilization to 1689 (3366YTEW)	
DC European History 2	3367	HIS 102 European Civilization from the Mid-17th Century (3367CLEW)	HIS 102 Western Civilization Post-1689 (3367YTEW)	
DC Teacher Cadets	3735			Winthrop EDUC 175 Professional Field Experience Teacher (373500EW)
DC Clinical Studies 1	8540		YTC AHS 117 The Care of Patients (8540YTEW)	
DC Clinical Studies 2 (half credit for RHS)	8541		YTC AHS 120 Responding to Emergencies (8541YTEW)	
DC Welding Tech 3	6351		WLD 111 Arc Welding I (6351YTEW)	
DC Welding Tech 4	6352		WLD 113 Arc Welding II (6352YTEW)	
DC Digital Art and Design 3	6122		ARV 205 Graphic Illustration (6122YTEW) Note: YTC may also give credit for ARV 123 Composition & Color.	
DC Digital Art and Design 4	6123		ARV 212 Digital Photography (6123YTEW)	

Course DC = Dual Credit	SCDE Code	USC-L Name/Code	YTC Name/Code	Winthrop Name/Code
			Note: YTC may also give credit for ARV 110 Computer Graphics.	

Memo

TO: Dr. Bill Cook, Superintendent

FROM: Jennifer Morrison
Executive Director of Secondary Education

DATE: October 9, 2019

SUBJECT: Annual Approval of Local Board Approved Courses and Codes

Per South Carolina Department of Education (SCDE) guidelines in the *Activity Coding System for the Student Information System* (July 19, 2018), all local board approved courses must be approved by the district's board of trustees each year and evidenced in the board's minutes. The SCDE Office of Federal and State Accountability may ask for Board minutes during a desk audit.

The following are previously approved local courses and codes. If a code was provided by the SCDE to the district for a state-approved locally designed course (i.e., Band with PE 1), it is not listed.

High School Local Board Approved Courses

Course Name	Course Number
*Survey of Young Adult Literature	309920CW
Journalism 3 Honors	309903HW
Journalism 4 Honors	309904HW
ENG 1 ESSENTIALS	309941CW
ENG 2 ESSENTIALS	309942CW
JOURNALISM 3	309960CW
*GS Honors Foundations of Engineering	3199GSCW
Natural Science	329900CW
FORENSIC SCI	329951CW
Renaissance 101	339980CW
Renaissance 102	339982CW
FUND. OF COACHING	349950CW
*Peer Tutoring and Support	379922CW
*Service Learning	379923CW
JAG	379929CW
Test Prep A	379930CH
TEST PREP	379930CW

Course Name	Course Number
Test Prep B	379931CH
SUCCESS AFTER HS	379940CH
ESL A	379950CW
ESL B	379951CW
Leadership Development	379960CW
LEARNING LAB .5	379965CW
LEARNING LAB	379970CW
INTRO TO THEATRE	459901CW
Survey of Early Amer Hist	339915CW
Historical World Religions	339904CW

* = Added in 2019-20 Catalog approvals

ATC's Drone Innovation Technologies 1 course is proposed for addition to the 2020-21 Catalog with local board approved code 329910CW. Grade-level College and Career Readiness courses are proposed for addition to the 2020-21 Catalog with approved codes 379904CW (grade 9), 379905CW (grade 10), 379906CW (grade 11), and 379907CW (grade 12).



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

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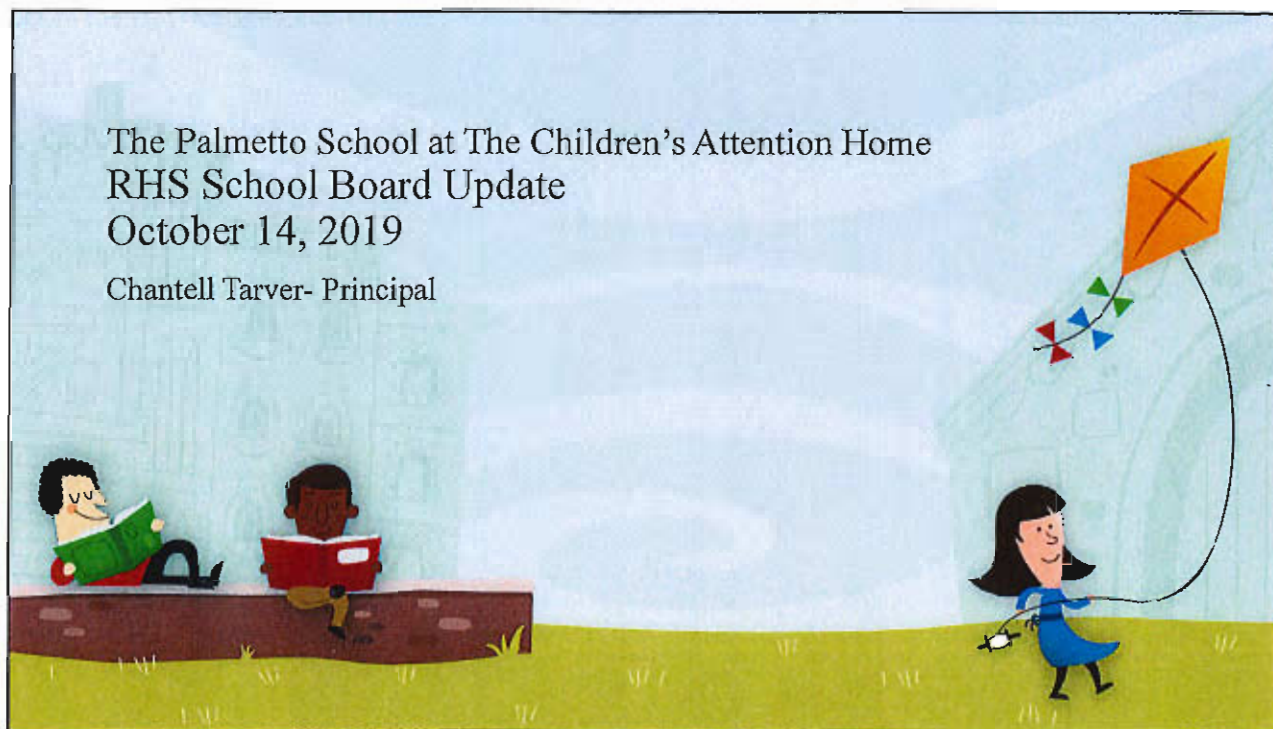
Memo

TO: Dr. Bill Cook, Superintendent
FROM: Dr. John Jones, Chief of Academics and Accountability
DATE: October 10, 2019
SUBJECT: Palmetto School Presentation

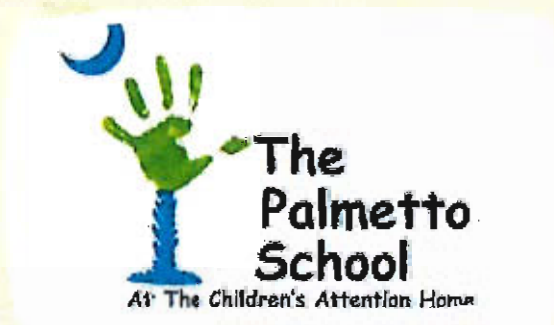
We are very pleased to welcome Ms. Chantell Tarver, Director of the Palmetto School at the Children's Attention Home, to the Board of Trustees work session on October 14, 2019. Ms. Tarver will provide the board with the annual update of the charter school, and her presentation is attached. Please let me know if you have any questions.

The Palmetto School at The Children's Attention Home RHS School Board Update October 14, 2019

Chantell Tarver- Principal



Our Staff Members



Meet Our Staff!

Ms. Tarver: Principal
 Mr. B: Assistant Principal
 Ms. Chris: Executive Assistant
 Ms. Rose: K-2
 Mrs. Downs: 3-5
 Mr. Carraway: 6-8
 Mrs. Hopper: Art/Music
 Mrs. George: Special Education
 Ms. Nakia: Behavior Interventionist
 Mrs. Shope: Reading Coach
 Coach Matt: Physical Education Volunteer
 Mr. Quay: Drama/Theater Volunteer



History of The Palmetto School

- The Palmetto School Mission is to provide individualized education in a safe and nurturing environment that promotes academic and personal growth as well as career and college readiness for at-risk youth who are facing adverse challenges
- Established in 2004
- This is our 15th year!! ☺



Title I School Funding

- Purpose of Title I (of the federal Every Student Succeeds Act legislation) is a federal program that provides opportunities for the children served to acquire the knowledge and skills necessary to meet challenging state content standards.
- Title I resources are distributed to schools where needs are the greatest, in amounts sufficient to make a difference in the improvement of instruction.
- Title I coordinates services with other educational services and, to the degree possible, with health and social services programs.
- Title I provides greater decision-making authority and flexibility within the schools and for teachers.



Our Programs and Support Services for Students

- STEAM school focused (Partnership with Trinity Church)
- School Garden Project (Master Gardeners of York County)
- Afterschool Tutoring Program
- Therapy Support (Partnership with Catawba Mental Health Services)
- T.E.R.R.I.F.I.C. Kid Award and Recognition (Partnership with Kiwanis Club)
- 1:1 Student Technology Plan (K-2: iPads, 3-8: Laptops)
- Family Style Breakfast and Lunch Cafeteria Setting
- Personalized learning opportunities with small group classroom settings



Tiger Pride!



Thank you!





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Memo

TO: Dr. Bill Cook, Superintendent
FROM: Dr. John Jones, Chief of Academics and Accountability
DATE: October 8, 2019
SUBJECT: **Presentation on MTSS for Board of Trustees Meeting**

We are pleased to offer a presentation on our school district's implementation of Multi-Tiered Systems of Support (MTSS) for the Board of Trustees meeting on October 14, 2019. This brief report from Dr. Nancy Turner and Ms. ShaQuenna McLaughlin will explain what the MTSS framework is, current efforts in this state-mandated framework, and our next steps in supporting schools, students, and families with this model. The presentation attached can provide an overview. Please do not hesitate to let me know if you have any questions.

Thank you very much.



Multi-Tiered Systems of Support

Connecting the Systems of Support

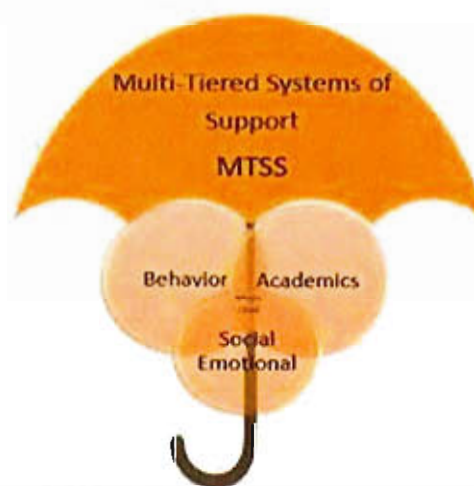
Rock Hill Schools Board of Trustees Meeting
Monday, October 14, 2019

One Team. One Mission. One Rock Hill.



MTSS

Multi-Tiered Systems of Supports (MTSS) is a framework and proactive approach to ensure successful educational outcomes for ALL students.



One Team. One Mission. One Rock Hill.



Interconnected Systems of Support

Academics (RTI)

- Teachers
- Instructional Coaches
- Interventionists
- Administrators
- Central Office Instructional Team
- Counselors

Behavior (PBIS)

- Teachers
- Counselors
- Psychologists
- Behavior Management Assistants
- Administrators

Social Emotional (Mental Health Services/ACE's/SELF Curriculum)

- Teachers
- Administrators
- Psychologists
- Counselors
- RHS/Catawba Mental Health Counselors
- SSO/SRO

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Universal Screener

Universal Screening is the process of assessing all students to identify those who are at risk or in need of more individualized support.

- Universal screeners will be administered for students in K-1 this year in the area of reading.
- Universal screening assessments are brief and conducted with all students in a grade level.
- FASTBridge Learning will provide us the ability to assess each of the required reading skills in one platform.

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Rock Hill Schools Implementation Timeline

2019-2020

- Establishing a common understanding of MTSS
- PD for district and school leaders
- Setting up necessary infrastructure (procedures & processes)
- Understanding the referral process
- Engaging in an effective data-driven instructional cycle (core instruction-Tier 1)
- Delivering evidence based Tier 1 behavior interventions
- Select and administer an universal screener

2020-2021

- PD for school level staff
- Embedding school climate data into the data driven instructional cycles established in previous year
- Delivering evidence-based Tier 2 academic interventions aligned to core instruction with fidelity and engaging in appropriate progress monitoring of those interventions
- Mental Health training and interventions

2021-2022

- Delivering evidence-based Tier 3 academic interventions aligned to Tier 1 and 2 instruction with fidelity and engaging in appropriate progress monitoring of those interventions
- Delivering evidence-based Tier 2 (PBIS) behavior interventions aligned to core instruction with fidelity and engaging in appropriate progress monitoring of those interventions
- Continue Mental Health training and interventions

One Team. One Mission. One Rock Hill.

TO: Board Chairmen and District Superintendents
FROM: Scott T. Price, Executive Director
RE: **Certification of Delegates for the 2019 Delegate Assembly**
DATE: September 9, 2019

Enclosed is the official form to list your school board's designated member(s) who will serve as voting delegate(s) and alternate(s) at SCSBA's annual business meeting or Delegate Assembly set for December 7, 2019. **Please note that the delegate(s) and alternate(s) your board chooses represents the board and his/her votes during the meeting should reflect the vote of the board and not as an individual board member.**

SCSBA is working to post on our website the Delegate Assembly Handbook, which includes the meeting agenda, information on candidates for the board of directors, proposed changes to the association's constitution, the proposed legislative priorities and statements of belief, etc., in **late September or early October**. A link will be emailed to all members and I encourage you to schedule time during your board meetings in October or November to review and discuss the board's position for each action items to help direct your voting delegate(s).

Please complete and sign the attached form by providing the name(s) of your board's delegate(s) and alternate(s) and the number of votes each delegate will represent (note your board's allotted number of votes on the form) and send no later than **Monday, November 18, 2019** to Judy LeGrand as follows:

- email to jlegrand@scsba.org
- mail to 111 Research Drive, Columbia, S.C., 201201; OR,
- fax to 1.877.859.6439

Please note that anyone who is not a certified voting delegate, or a certified alternate delegate will **not** be allowed to vote during the Delegate Assembly. **There will be strict adherence to this rule.**

SCSBA's annual business meeting will be held on **Saturday, December 7, 2019**, at 2 p.m., at the Charleston Marriott in Charleston, South Carolina in conjunction with the SCSBA Legislative and Advocacy Conference.

Thank you for your attention to this important matter. I look forward to hearing from you soon.

STP/jjl

cc: Board Secretaries

Enclosure

2019 SCSBA Delegate Assembly

Official Voting Delegates Certification Form

York 03
Your district is allowed **6 Votes**

Certification deadline: Monday, November 18, 2019

Certification of Delegates from SCSBA's Constitution:

Article V, Section 4. Each active member board will certify its voting delegate to SCSBA before the deadline date for such certification. An alternate delegate for each voting delegate will also be named and certified. **In no case will a member of a member board be allowed to serve as an official delegate unless certified by the member board as a delegate or alternate prior to the designated deadline for certification.**

Official Voting Delegates

The following board members have been designated as official voting delegates at the annual business meeting on Saturday, December 7, 2019. Please list each delegate attending along with an alternate. Include name and number of votes assigned to each delegate.

Check one (if a delegate is also serving as an alternate, check both boxes)

	Name	Number of votes
<input type="checkbox"/> delegate <input type="checkbox"/> alternate		
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This form is not official until we have the appropriate signatures listed below.

Superintendent

Board Chairman

For delegates to be certified, this form must be returned by November 18, 2019 to:
Judy LeGrand, SCSBA, 111 Research Drive, Columbia, SC 29203; email: jlegrand@scsba.org
Or fax: 1-877-859-6439. Thank you.

Other and Future Business

*POW/MIA Seat Dedication

Chairman Miller

Superintendent Cook



TO: Dr. Bill Cook, Superintendent

FROM: Luanne Kokolis

CC: Board Members

DATE: October 9, 2019

SUBJECT: You Are Not Forgotten

We will be installing a stadium chair at District 3 Stadium South and District 3 Stadium in honor of all missing in action servicemen and women and in honor of prisoners of war. The dedication of the chair will take place prior to the start of the NHS vs. RHHS football game Nov. 1 and at halftime during the South Pointe vs. York football game on Nov. 1.

A Chair of Honor is a very simple yet powerful honor, it is a single back chair with the POW/MIA Logo on it which is then flanked by the American Flag and the POW/MIA Flag. Along with the chair is a plaque that states since WWI over 91 thousand servicemen remain unaccounted for. This chair is in their honor until they come home. The chair will always remain empty as a symbolic tribute to our MIA's and POW's.

The Rolling Thunder military honor motorcycle group will be at both ceremonies.

Executive Session

- Contractual Matters:
 1. *Facilities Agreement*
 2. *Intergovernmental Agreement*

Action as Required from Executive Session

Adjournment