



SCHOOL BOARD WORK SESSION

LOC. **Central Office - 386 E. Black Street**

LEADER: Bill Cook

TEAM: Board of Trustees

START: 5:30 p.m.

SCRIBE: Chris Gammons

DATE: November 12, 2018

FINISH: 8:30 p.m. approximately

ITEM#	AGENDA TOPIC	DISCUSSION LEADER	TIME
	<i>Dinner</i>		<i>5:00 p.m.</i>
1	<i>Call to Order - Castle Heights Middle School</i>	<i>Riley Woods</i>	<i>5 minutes</i>
2	Swearing in of Board Members (<i>Policy BD</i>)	Judge David Guyton	5 minutes
3	Election of Officers (<i>Policy BD</i>)	Bill Cook	10 minutes
4	Ebinport Elementary School Improvement Council	Rhonda Kelsey	20 minutes
5	<i>Data Session - EOC, WIN, ACT</i>	Instructional Staff	60 minutes
	<i>Break</i>		
6	2nd Set Section "E" Policies - 1st read (<i>Policy BG/BGD</i>)	Brian Vaughan / Kevin Wren	30 minutes
	*Policy EBAB - <i>Hazardous Materials</i>		
	*Policy EBBA, EBBA-R - <i>Prevention of Disease/Infection Transmission</i>		
	*Policy EBC - <i>Emergencies</i>		
	*Policy ECA, ECA-R, ECA-E(1), ECA-E(2) - <i>Security</i>		
	*Policy ECAF, ECAF-R - <i>Video Cameras on District Property</i> (new SCSBA codification replacing ECAA, same subject)		
	*Policy EEAE, EEAE-R, EEAE-E - <i>Bus Safety Program</i>		
	*Policy EEAEC, EEAEC-R, - <i>Student Conduct on Buses</i>		
	*Policy EGAD, EGAD-R - <i>Copyright Compliance</i> (new policy from SCSBA)		
7	Out of Country Field Study Request (NHS)	Luanne Kokolis	5 minutes
8	Combined Work Session/Business Meeting - December 10	Bill Cook	5 minutes
9	Possible Board Retreat Dates - January 14-17 or January 22	Bill Cook	5 minutes
10	Strategic Planning Process	Luanne Kokolis	10 minutes
11	Additional Delegate Certification (<i>if needed</i>)	Board Chair	5 minutes
12	Other and Future Business	Board Chair	5 minutes
13	Adjourn Work Session / Enter Business Meeting		
	Business Meeting		
1	Action Item - Additional Delegate Certification	Board Chair	5 minutes
2	Adjournment		

Memorandum

TO: Dr. Bill Cook
FROM: Mychal Frost
DATE: November 7, 2018
SUBJECT: Call to Order at November 12th School Board Meeting

Riley Woods, an 8th grader at Castle Heights Middle School, will provide the “Call to Order” at the November 10th school board meeting.

Riley:

- As an 8th grader, Riley is a member of the Rock Hill High School competitive cheer team.
- She was named Castle Heights Middle School’s Student of the Month for October.
- A teacher has said, “We love Riley. She is a leader in and out of the classroom. Riley is motivated to succeed and will do what it takes to excel. She is kind to everyone and always dependable. Riley is a phenomenal student-athlete who sets a great example for her peers. It is an honor to know and teach Riley.”

Parents: Edward and Jennifer Woods

Siblings in Rock Hill Schools: Addison, 2nd grade, Belleview Elementary

Principal: Cynthia Robinson

Mailing Address:

911 Pinebranch Road
Rock Hill, SC 29730

*Swearing in of Board Members

Judge David Guyton

*Election of Officers



TO: Dr. Bill Cook

FROM: Luanne Kokolis

CC: Board Members

DATE: November 8, 2018

SUBJECT: Ebinport SIC Presentation

Ms. Rhonda Kelsey, principal of Ebinport Elementary School, and the Ebinport School Improvement Council (SIC) members will present their goals and the work of the SIC for the 2018-19 school year.



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

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Memorandum

To: Dr. Bill Cook

From: Dr. John Jones, Jr.

RE: DATA PRESENTATION FOR NOVEMBER

Date: November 7, 2018

Attached, you will find the data presentation for the Board of Trustees Meeting for November 12, 2018. This data reflects our district's performance on 2017-2018 EOC, ACT, and WIN secondary assessments. The WIN examination replaces the former Work Keys skills assessment test during the past year. The presentation does reflect both our current state in assessment results and next steps provided for targeted improvement at the high school level in Rock Hill Schools.

Please let me know if you have any questions.



November Data Presentation

Board of Trustees Work Session

Monday, November 12th, 2018

Rock Hill Schools Central Office

One Team. One Mission. One Rock Hill.

Focused Five


- 1. Safe and Secure Environments**
- 2. Recruitment and Retention**
- 3. Student Achievement**
- 4. Organizational Culture and Effectiveness**
- 5. Communication with All Stakeholders**

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

© ECASA Superintendents' Roundtable

Adopted by: SC Arts in Basic Curriculum Steering Committee, SCASCD, SC Chamber of Commerce, SC Council on Competitiveness, SC Education Oversight Committee, SC State Board of Education, SC State Department of Education, TransformSC Schools and Districts.



AN INITIATIVE OF



SOUTH CAROLINA COUNCIL ON
COMPETITIVENESS

End-of-Course Examination Program (EOCEP)

- Students in the 8th through 11th grade take the EOCEP in Algebra I, English I, Biology I, and U.S. History and the Constitution; they must be administered by a student's third year of high school
- EOCEP scores count for 20% of a student's final grade in their respective course.
- Students with disabilities must participate in the EOCEP in accordance with their IEP or 504 Accommodation Plan.
- The state completed a standard setting process for the Biology I EOC between 2016-17 and 2017-18; the standard setting aligned an EOCEP score of an 80 (B) with the ACT Science score of 23.
- The assessments must be started and completed on the same day, unless otherwise specified for an individual student.

EOCEP Data Highlights

District Compared to State

- Rock Hill Schools had a higher percentage of students passing the Algebra I and English I EOCEP assessment compared to the state of South Carolina in 2018.
- In 2018, the state had a higher average score than the district on all EOCEPs except English I, though the differences between the averages were overall very small. The highest difference was seen in Biology I (69.5 compared to 66.8).

Two-Year District Comparison

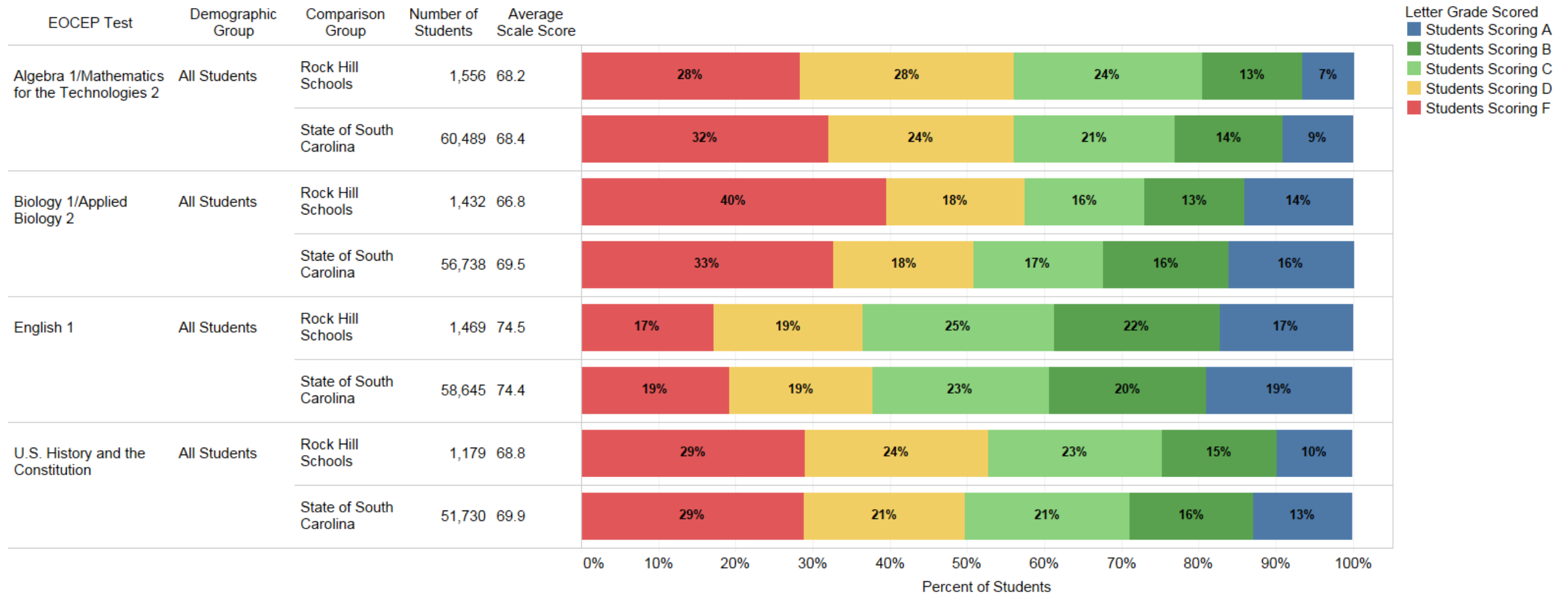
- In 2018, the average scale score and percentage of students scoring an A in English I was higher than in 2017.
- The percentage of students passing was higher in 2016-17 in all subjects except English I.
- Biology I was excluded from this comparison due to a standard setting that occurred between 2016-17 and 2017-18; the process aligned an EOCEP score of an 80 (B) with the ACT Science score of 23.

EOCEP Data Highlights

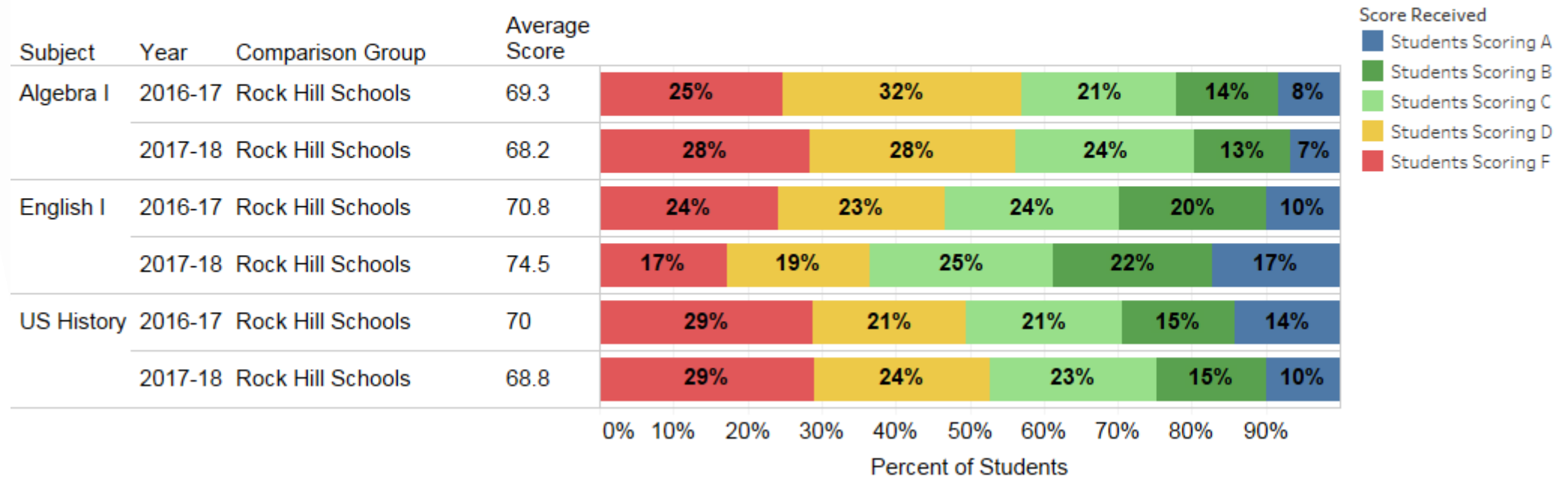
Subgroups

- In Algebra I, our pass rate was higher than or nearly identical to the state in almost all subgroups. Our Asian students had 6% more students receive an F than the state.
- In Biology I, we see larger gaps in performance between the district and the state in most subgroups, though our Limited English Proficiency students, Hispanic or Latino, and Black or African American students showed more students scoring an A than the state.
- In English I, the district outperformed or matched the state among the percentage of students passing in nearly all subgroups.
- In U.S. History and the Constitution, the performance of Rock Hill Schools was not markedly different from that of the state, with similar results on both ends of the grading scale. Nearly every subgroup either outperformed or was narrowly outperformed by the state on this assessment.

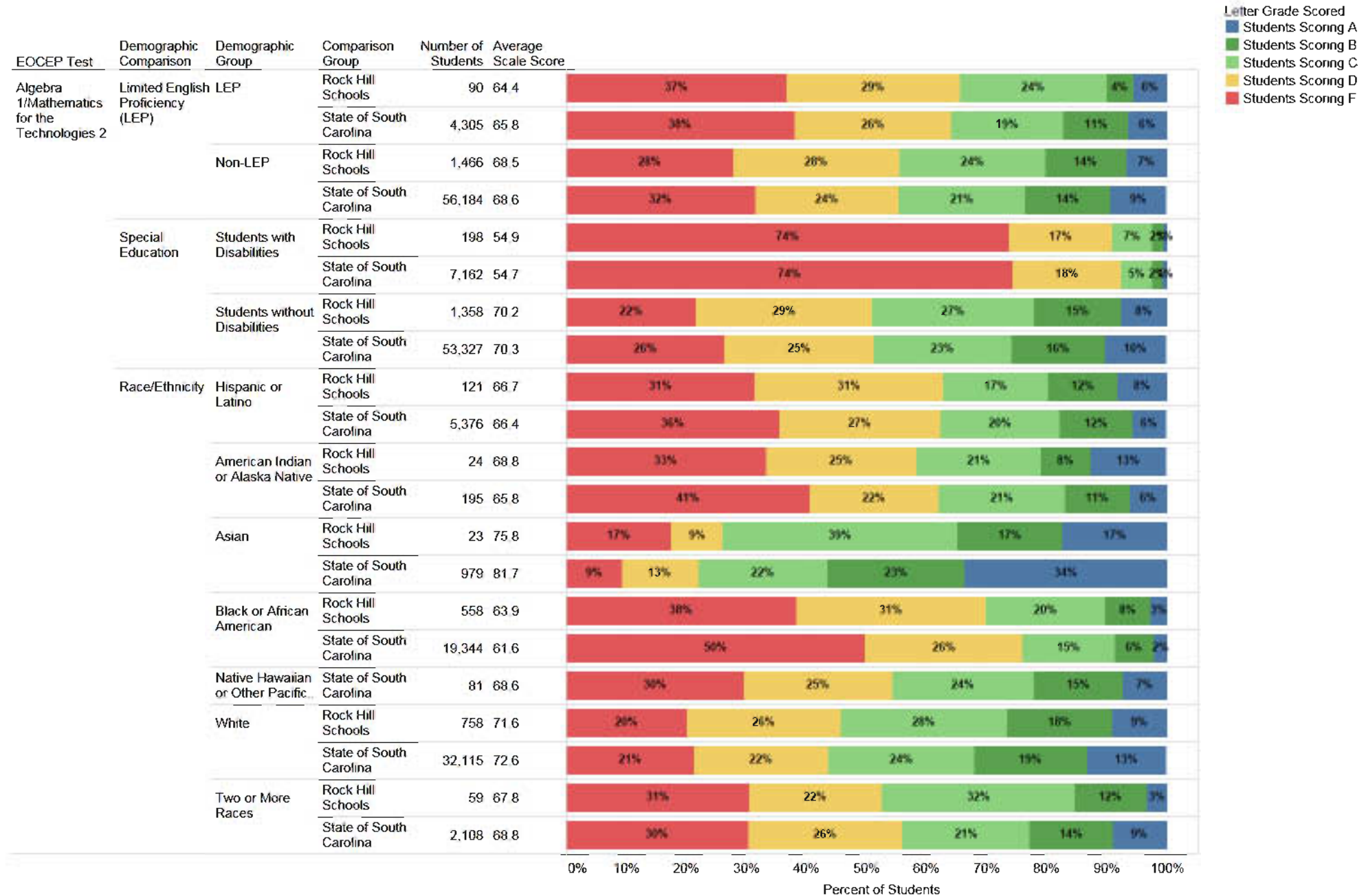
EOCEP 2017-18
Rock Hill School District Compared to State of South Carolina
All Students



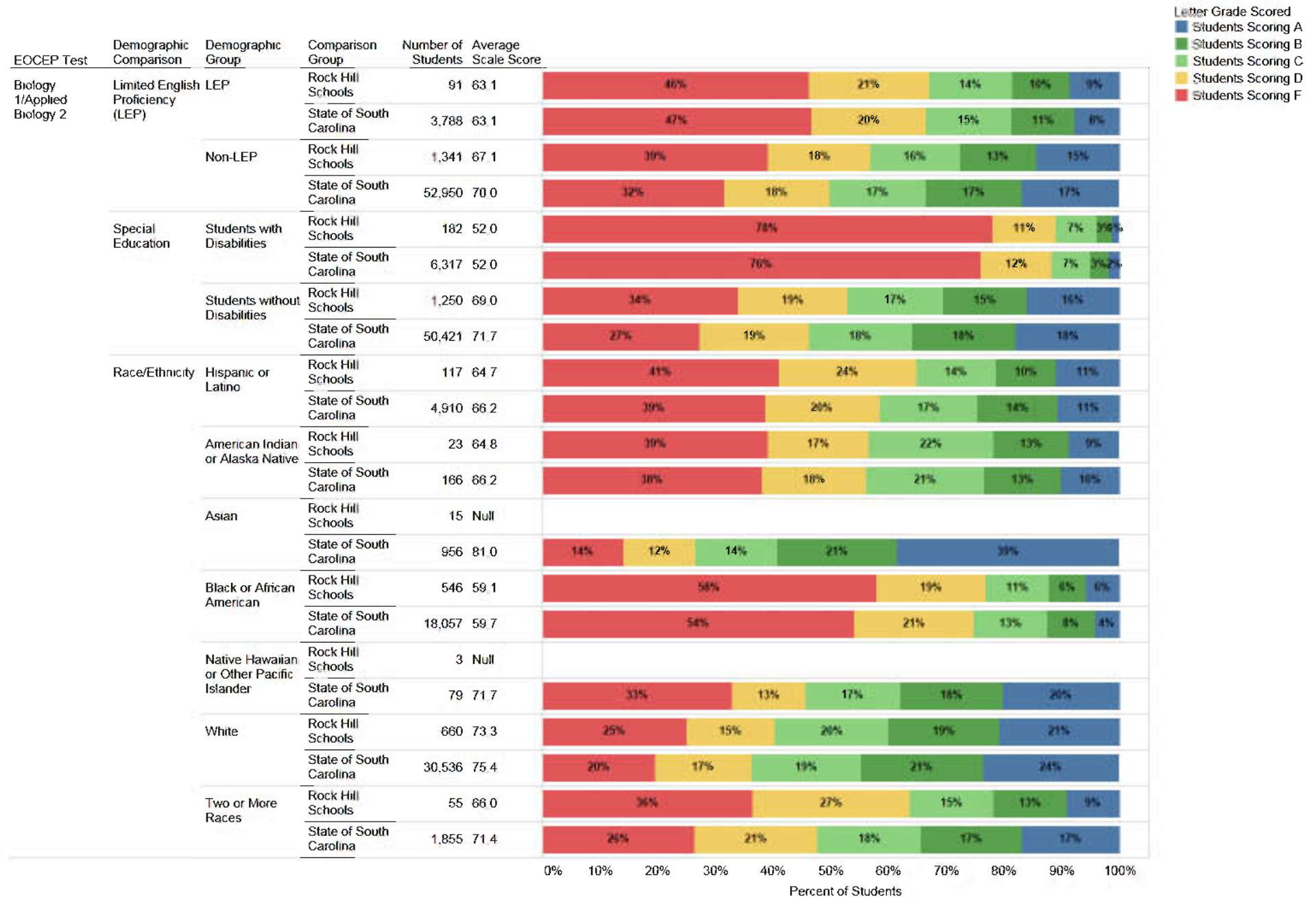
EOCEP 2016-17 and 2017-18 Rock Hill Schools Two-Year Comparison All Students



EOCEP 2017-2018
Algebra 1/Mathematics for the Technologies 2
Rock Hill Schools Compared to State of South Carolina by Subgroup
**If the number tested for any subgroup is less than 10, no data will be shown*



EOCEP 2017-2018
Biology 1/Applied Biology 2
Rock Hill Schools Compared to State of South Carolina by Subgroup
**If the number tested for any subgroup is less than 10, no data will be shown*

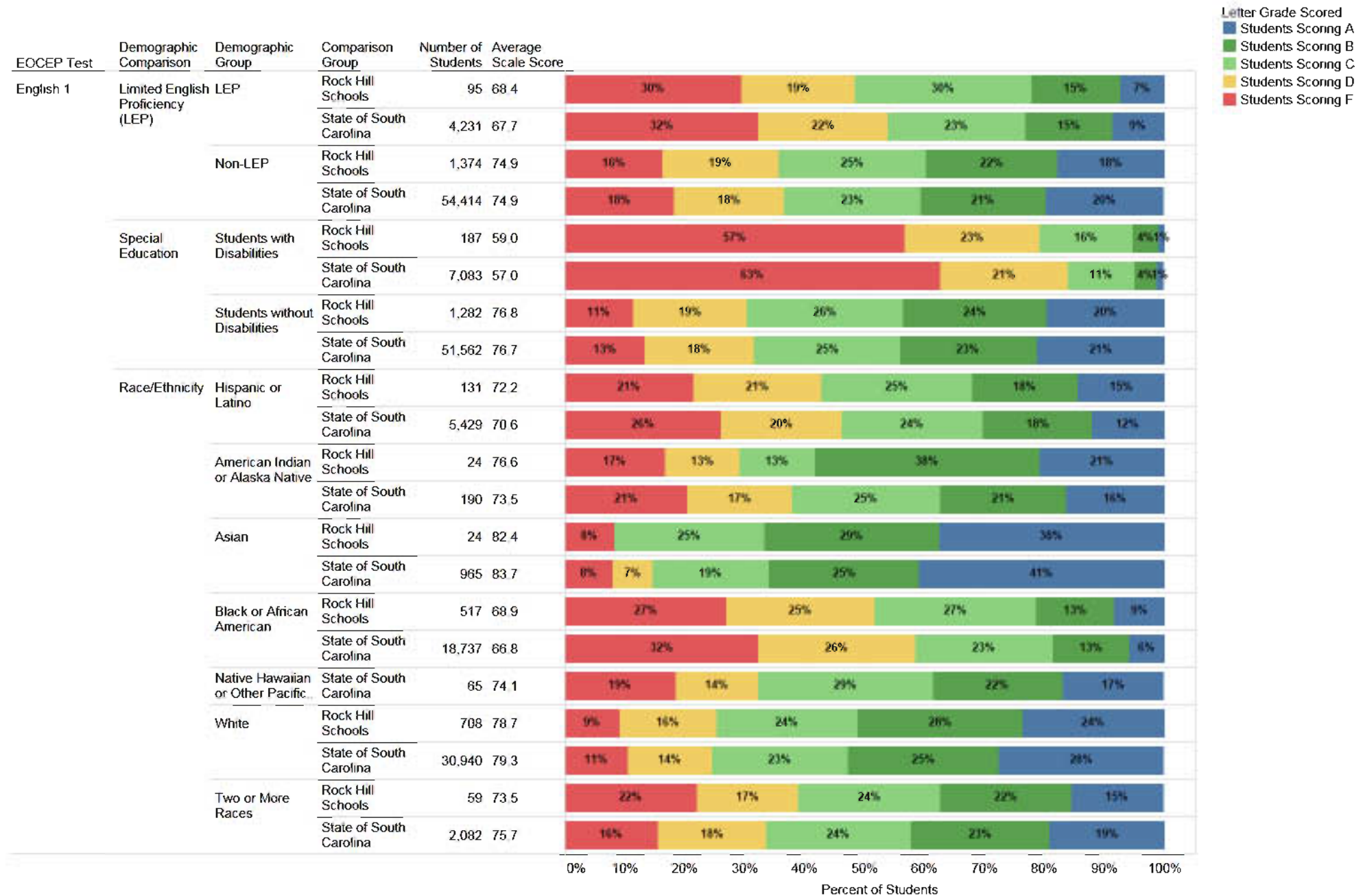


EOCEP 2017-2018

English 1

Rock Hill Schools Compared to State of South Carolina by Subgroup

**If the number tested for any subgroup is less than 10, no data will be shown*



EOCEP 2017-2018
U.S. History and the Constitution
Rock Hill Schools Compared to State of South Carolina by Subgroup
**If the number tested for any subgroup is less than 10, no data will be shown*



EOCEP Next Steps

- Reorganize assignment of teachers to maximize student performance based on 2018-19 EOCs results.
- Provide programmatic and material supports to teachers of EOC courses.
- Continue to utilize English Essentials and other student supports for students who are not ready for EOC coursework.
- Institute comprehensive interim assessments in Algebra 1 and English 1 with school input as well as support for use of data for instructional decisions.

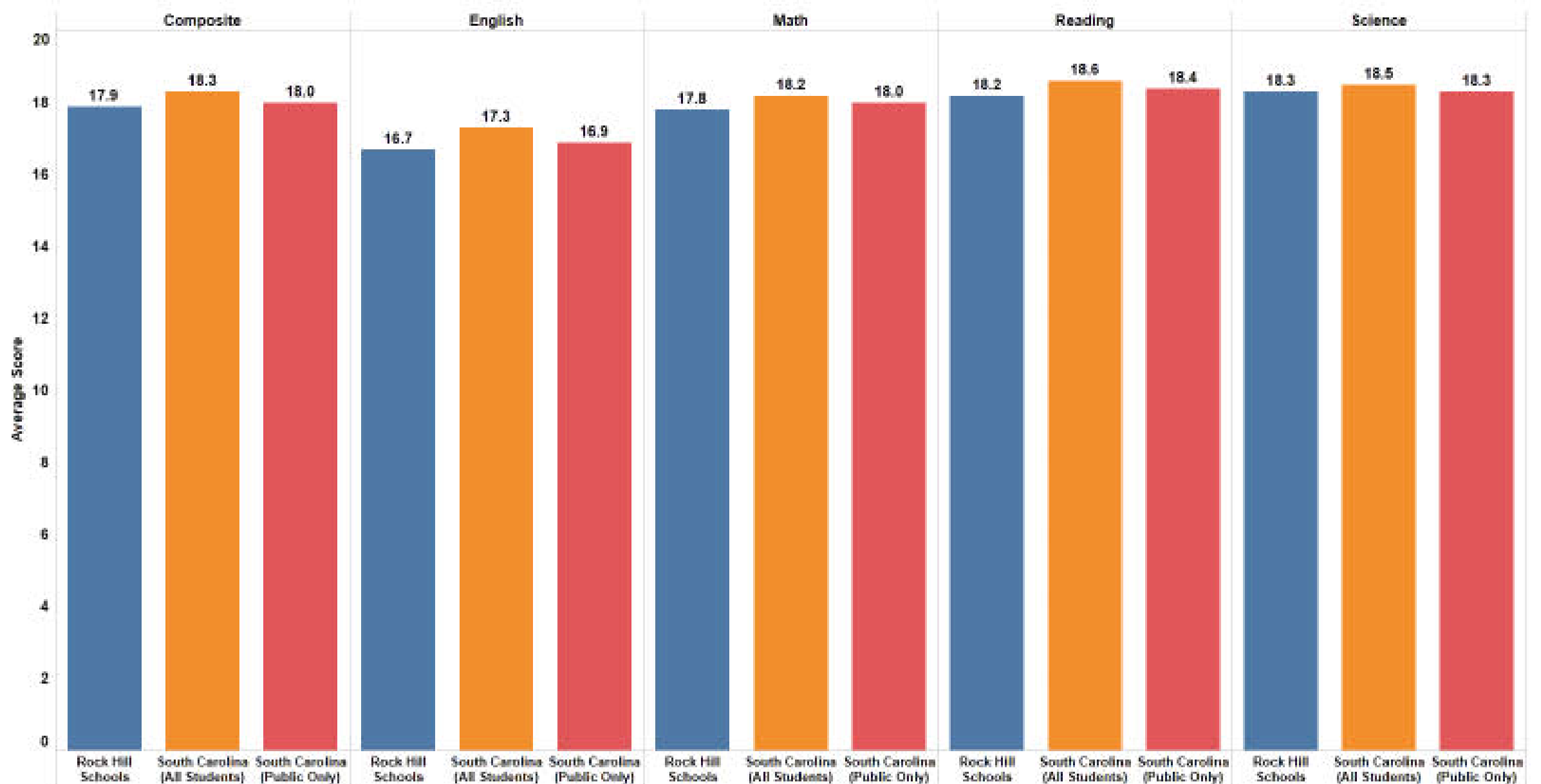
ACT

- The ACT is a national college admissions exam that consists of subject-area tests in math, reading, English, and science.
- There are 215 multiple choice questions, with 36 as the highest possible score.
- The Composite score is an average of a student's score on each test.
- For the state's accountability model, a Composite score of 20 or higher is considered College Ready.
- The data reported are for the 2018 graduating cohort who took the ACT as sophomores, juniors or seniors. Data are based on information from a student's most recent test within September 2015 and July 2018.
- The 2018 graduating cohort includes the 11th grade testing cohort, in which all juniors took the ACT.
- Academic year 2016 was the first year the Graduating Class report included the 11th grade testing cohort.

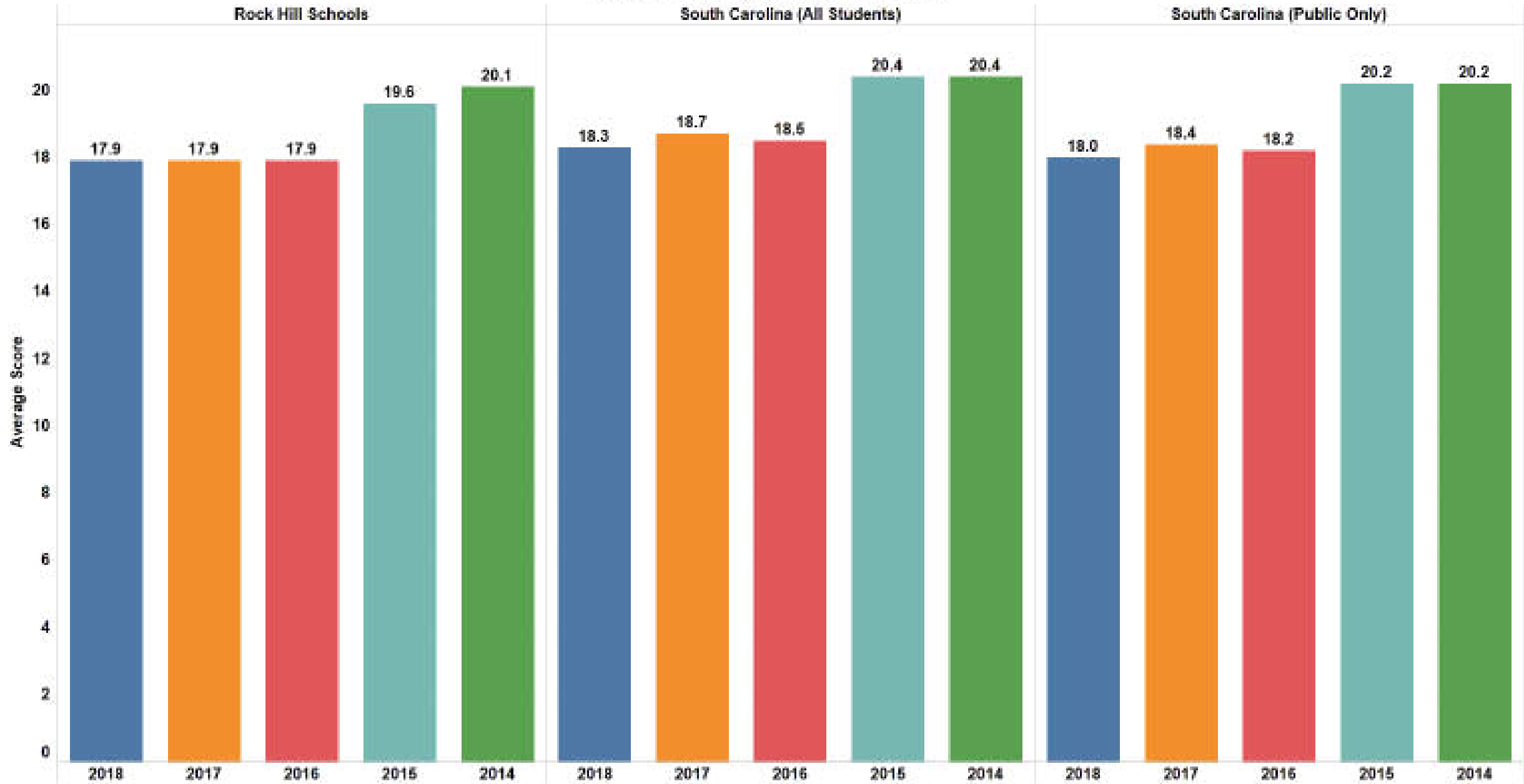
ACT Data Highlights

- Rock Hill Schools maintained its average Composite score of 17.9 from 2017 to 2018; the state of South Carolina saw a decrease.
- Compared to the state in 2018, Rock Hill's performance was nearly identical, with the biggest difference seen in English.
- Rock Hill Schools increased its average English score and maintained its Science score from 2017 to 2018.
- Math and Reading decreased in the district from 2017 to 2018, but by no more than a third of a point.

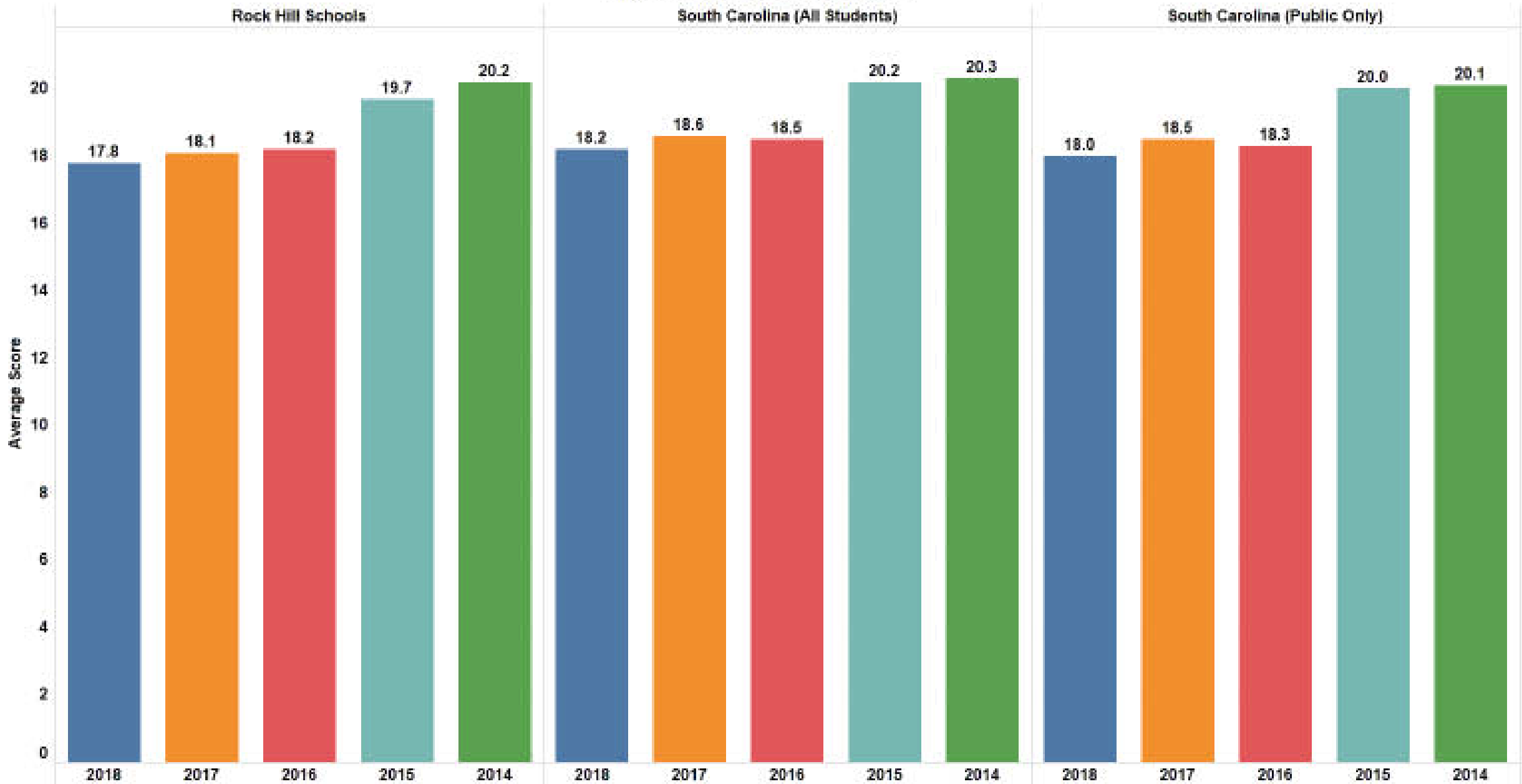
ACT Graduating Class Comparison
Rock Hill Schools Compared to State of South Carolina
2018



ACT Graduating Class Comparison
Rock Hill Schools Compared to State of South Carolina
Composite Average Scores 2014-2018

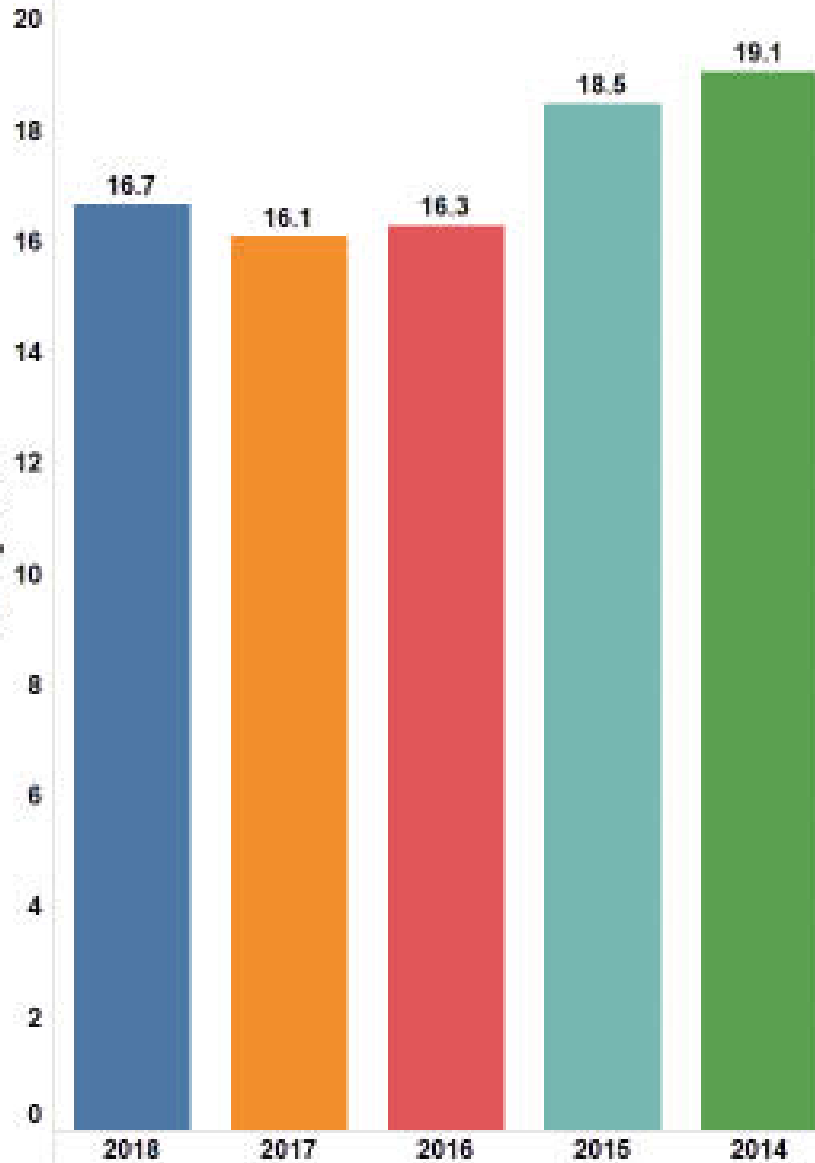


**ACT Graduating Class Comparison
Rock Hill Schools Compared to State of South Carolina
Math Average Scores 2014-2018**



**ACT Graduating Class Comparison
Rock Hill Schools Compared to State of South Carolina
English Average Scores 2014-2018**

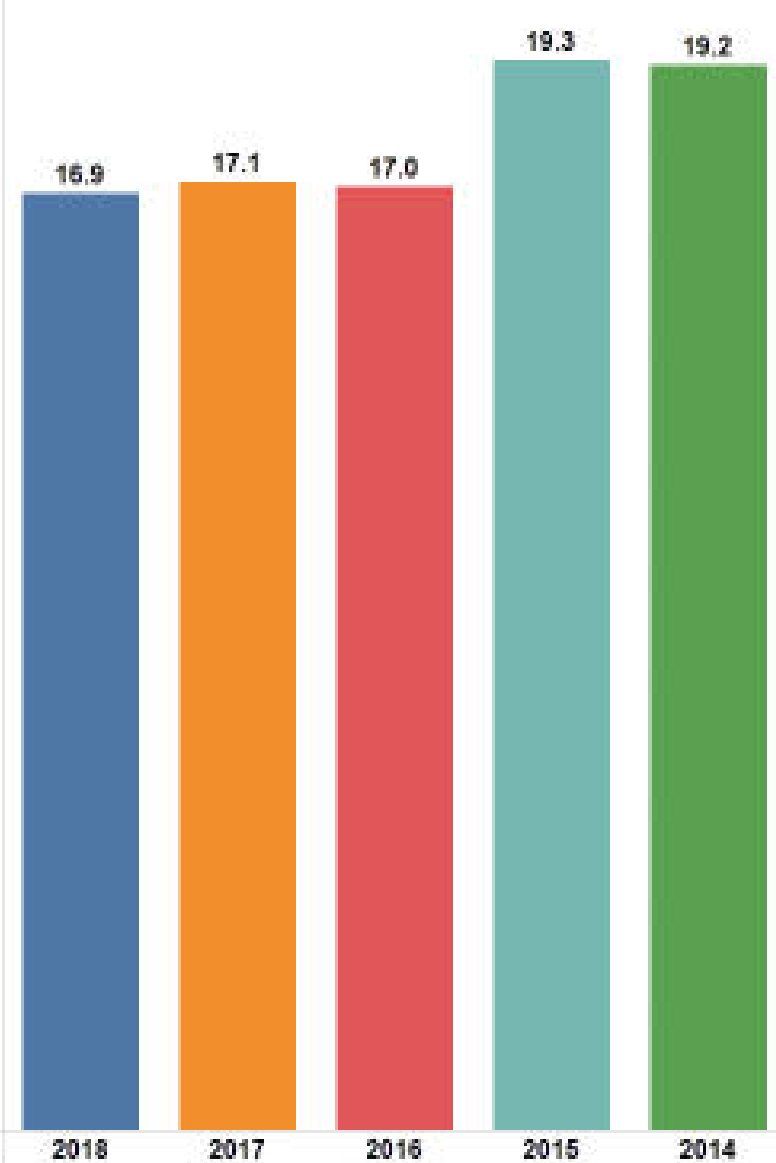
Rock Hill Schools



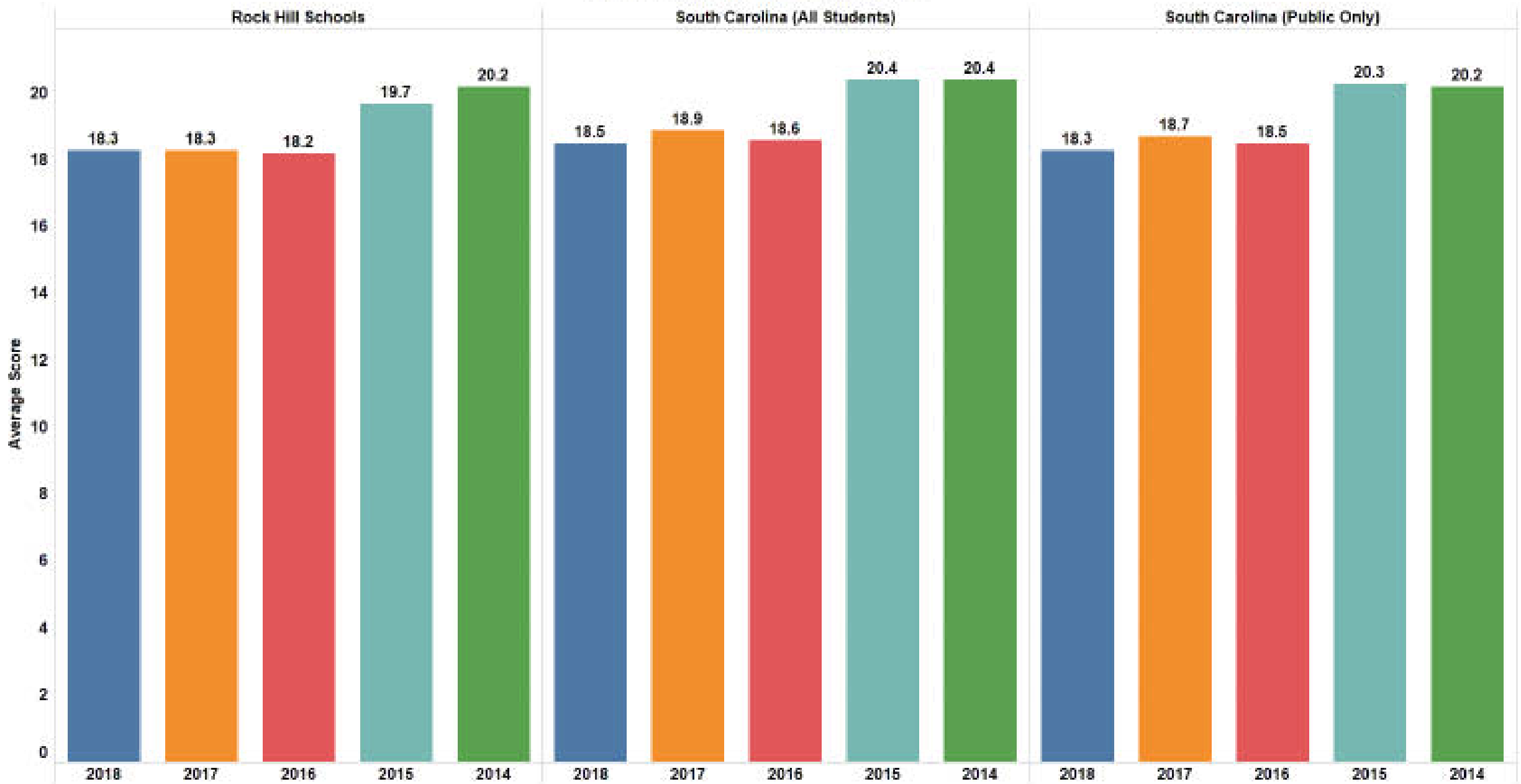
South Carolina (All Students)



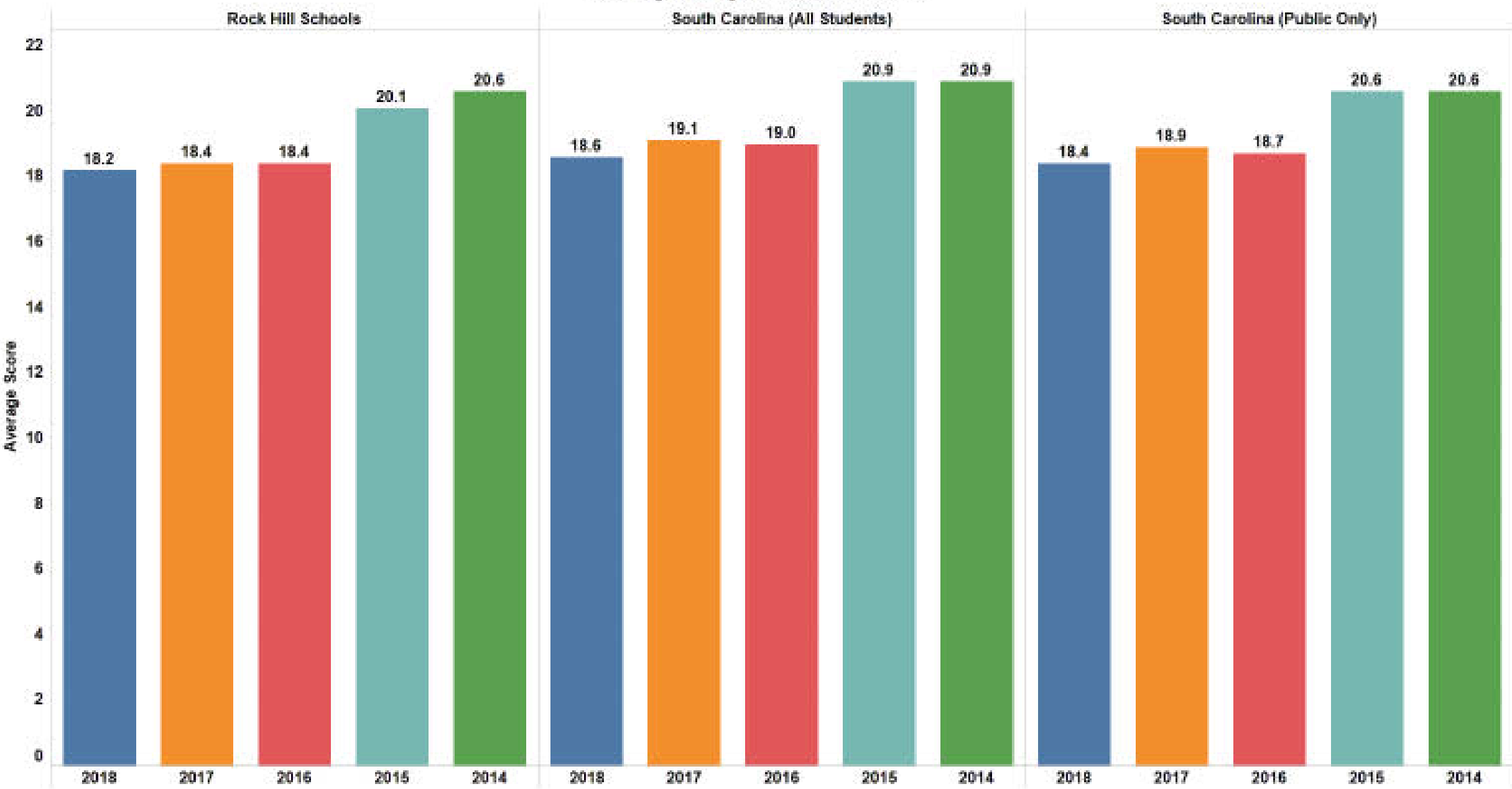
South Carolina (Public Only)



ACT Graduating Class Comparison
Rock Hill Schools Compared to State of South Carolina
Science Average Scores 2014-2018



ACT Graduating Class Comparison
Rock Hill Schools Compared to State of South Carolina
Reading Average Scores 2014-2018



ACT Next Steps

- Provide strong guidance to students in making a choice between taking the ACT or the SAT.
- Provide SAT and ACT prep courses and materials.
- Integrate SAT and ACT content and expectations in English and Mathematics coursework.

WIN Ready to Work

- The WIN Ready to Work assessment is a workforce and education development tool; it replaced ACT WorkKeys in 2018. It is administered to all eleventh grade students.
- Three assessments contribute to the Ready to Work Credential: Applied Mathematics, Reading for Information, Locating Information.
- Assessments are generally scored on a scale from 2-7 and result in four credential levels: Bronze, Silver, Gold, & Platinum.
- To earn a Bronze, the student must score a minimum of 3 on all assessments; for silver, a minimum of 4; gold, a minimum of 5; and platinum, a minimum of 6.
- The credential level is determined by the lowest score across all three tests; e.g., a student who scores a 4 in Math, a 4 in Reading, and a 3 in Locating Information will earn a Bronze.
- Students can earn an Essential Soft Skills Credential by passing the Soft Skills Assessment.

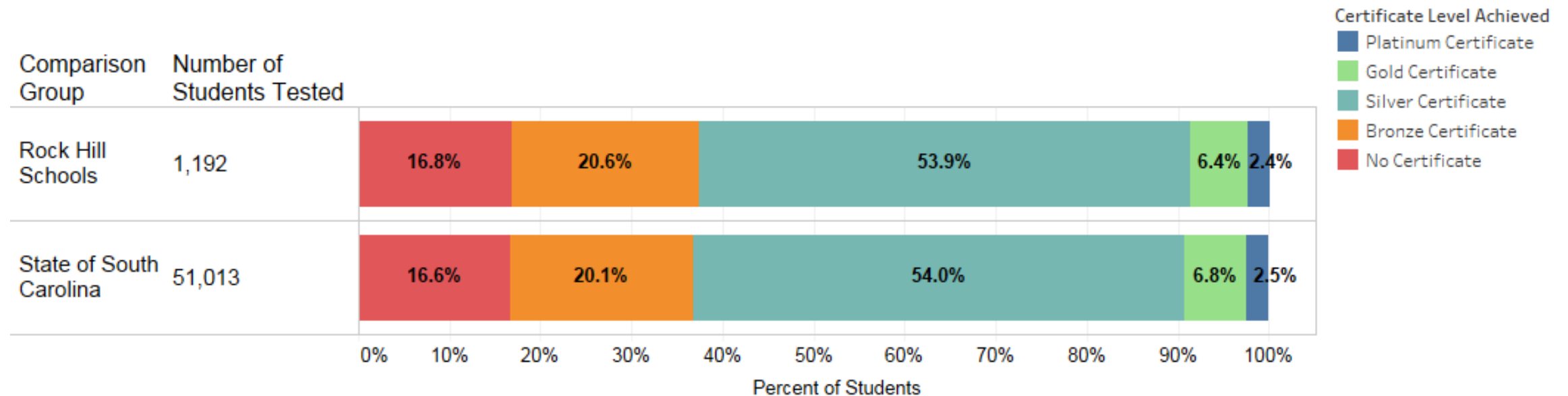
WIN Ready to Work Data Highlights

- Rock Hill Schools' district performance on the Ready to Work assessment nearly mirrored performance seen across the state.
- The district had 8.8% of its students earn a Gold or Platinum certificate, compared to 9.3% of students across the state.
- Achievement on the individual tests was also nearly identical between the district and the state.
- On the Soft Skills Assessment, 77.3% of students earned the credential, compared to 76.9% of students in South Carolina.

WIN Ready to Work

Percentage of Students by National Career Readiness Certificate Achievement

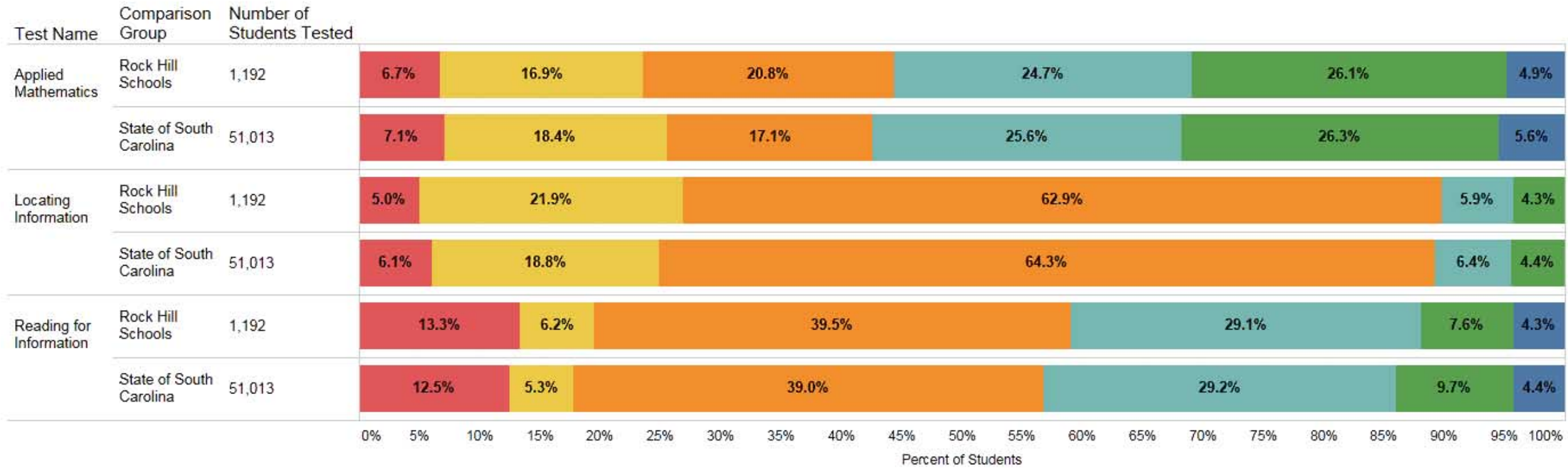
Rock Hill Schools Compared to South Carolina



WIN Ready to Work

Percentage of Students by Ready to Work Test Achievement Level

Rock Hill Schools Compared to South Carolina



Performance Levels

- % at Level 7 (N/A for Locating Information)
- % at Level 6
- % at Level 5
- % at Level 4
- % at Level 3
- % less than Level 3

WIN Ready to Work Next Steps

- Utilize “Literacy Across the Curriculum” and “Integrating Math” materials within the CTE pathways.
- Seek out statewide preparation software for WIN, which may be available through the SC Department of Education.
- Incorporate the types of items and assessment components provided in the 2018 Ready to Work (R2W) Sample Tests.

Memo

TO: Dr. Bill Cook
FROM: Anthony Cox, P.E.
DATE: November 8, 2018
SUBJECT: Revision of "E" Policies (Support Services / Business Management)
CC: E Policy Revision Team / Luanne Kokolis / John Jones

A stakeholder team has been chartered to update and revise the subject set of 21 board policies. The revision plan and list of policies and administrative rules to be revised is attached.

The team's second "batch" of eight revised policies and administrative rules is also attached. For the convenience of the Board a summary table of revisions made is included as well. The team as a whole group has been advised by Dr. Tiffany Richardson, of the SCSBA Policy Services Division.

The team presents the attached revised policies to the Board of Trustees' for consideration at its upcoming Work Session on November 12, 2018.

Section E (Part Two)
SUPPORT SERVICES

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

Code	Heading	Notes
EBAB	Hazardous Materials	Updated current policy to the model, including a list of hazardous materials and emphasis on the delegation of authority to the superintendent to develop procedures for the appropriate handling of these materials. Proposed policy contains minor revisions to the model.
EBBA, -R	Prevention of Disease/ Infection Transmission	Policy based on new model has minor editorial revisions including updated legal references and more general reference to federal and state regulations. The model Admin Rule is based on our district current version, and proposed Rule is streamlined from current and model to broaden an over-emphasis on AIDS/ HIV and reference existing federal and state regulations. Minor editorial revisions include changing "SASI" to "PowerSchool" and updating exclusion statutes cited in the rule. Removed "Head Lice" which is a parasite infestation, not a communicable/infectious disease.
EBC	Emergencies	Proposed has minor revisions from new model policy. Expanded language on need for emergency preparedness planning and the importance of establishing a district response team. Revised legal references.
ECA, -R, -E(1), (2)	Security	Minor editorial revisions throughout. Added statement regarding immediate reporting of theft, vandalism, or destruction of school property. Included "disruption of a school event" as a reason for which law enforcement may be contacted. Revised legal references. Admin Rule is our Access Control System information with minor editorial changes. Appendixes have been relabeled as Exhibits.
ECAF, -R	Video and Audio Surveillance on District Property	Formerly coded as ECAA but now aligned to the national coding system. Model is based on our information. Minor editorial revisions including the use of audio surveillance in addition to video cameras..
EEAE, -R, -E	Bus Safety Program	Model policy has been updated to include new introductory paragraphs, language on the legal requirement for a physical examination of a bus driver candidate, and option for pre-employment alcohol testing. Revised bullet list and minor editorial revisions throughout. Proposed policy changes the threshold for blood alcohol level to report for or remain on duty to 0.00 (i.e., zero tolerance). Admin Rule has been updated to include new requirements/options based on federal law (pre-employment alcohol testing, definitions, stand-down, and voluntary self-identification program). Random drug and alcohol testing minimums changed to 25% and 10%, respectively to match Department of Transportation regulations. The district may elect to increase these percentage. Form is your information. Updated legal references.
EEAEC, -R	Student Conduct on Buses	Minor editorial revisions. Added option regarding use of video cameras on buses. Updated legal references. Admin Rule is the model for your consideration.

Code	Heading	Notes
EGAD, - R	Copyright Compliance	This is the model. District does not currently have this policy and wishes to consider adoption.

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

Call Letter	Title	Adopted	Last Issued/ Revised	Policy "Owner"	Relative Priority	"Batch"
	Update Action Team Leaders:	Batch 1	Batch 2	Batch 3	TABLED:	
Team 1	Kevin Wren	ECAC	EBC, ECA, ECAF, EBBA	EEAG, EI	EBCB	
Team 2	Brian Vaughan	EEA, EEAC	EBAB, EEAE, EEAEC	EC, ECB, ECF		
Team 3	Anthony Cox	EA, EBCE, EHB	EGAD	ED, EDE, EF, EFE, EZ		

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

HAZARDOUS MATERIALS

Code **EBAB** Issued **DRAFT/18 PROPOSED**

The board is committed to creating and maintaining a safe and healthy environment for students, staff, and community members who use district facilities. The board, superintendent, and district employees share the responsibility of maintaining healthful and safe conditions in the district buildings.

The board also recognizes that the daily operations of our schools entail the use of many potentially hazardous substances. Hazardous materials are defined as any substance or mixture of substances that **may react resulting in a fire, explosion, dangerous fumes, or other health hazard.** ~~constitutes a fire, explosive, reactive, or health hazard.~~

Such substances may include, but are not limited to, the following:

- art supplies (e.g., rubber cement, spray paints, chemical-based marking pens)
- ~~paint thinners~~
- solvents (e.g., gasoline, turpentine, mineral spirits, **paint thinners**)
- pesticides
- underground storage tank hazardous materials
- compressed gases and other liquids, compounds, solids, or hazardous chemicals which might be toxic, poisonous, or cause serious bodily injury
- **custodial chemicals**

Insofar as possible, the superintendent or his/her designee will minimize the quantities of hazardous substances stored on district property. Hazardous materials on district property must be inventoried, used, stored, and regularly disposed of in a safe and legal manner.

The board encourages staff to substitute less dangerous materials for hazardous ones whenever possible.

The board directs the superintendent or his/her designee to provide district personnel with procedures that address the **handling**, purchase, storage, use, transportation, and disposal of hazardous materials. ~~The procedures will stress instruction in the importance of proper handling, storage, disposal, and protection of all potentially hazardous substances.~~ The procedures will also include emergency response and evacuation plans.

Adopted 2/28/00; Revised ^

HAZARDOUS MATERIALS

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Such substances may include, but are not limited to, the following:

- art supplies (e.g., rubber cement, spray paints, chemical-based marking pens)
- paint thinners
- solvents (e.g., gasoline, turpentine, mineral spirits)
- pesticides
- underground storage tank hazardous materials
- compressed gases and other liquids, compounds, solids, or hazardous chemicals which might be toxic, poisonous, or cause serious bodily injury

Insofar as possible, the superintendent or his/her designee will minimize the quantities of hazardous substances stored on district property. Hazardous materials on district property must be inventoried, used, stored, and regularly disposed of in a safe and legal manner.

The board encourages staff to substitute less dangerous materials for hazardous ones whenever possible.

The board directs the superintendent or his/her designee to provide district personnel with procedures that address the purchase, storage, use, transportation, and disposal of hazardous materials. The procedures will stress instruction in the importance of proper handling, storage, disposal, and protection of all potentially hazardous substances. The procedures will also include emergency response and evacuation plans.

Adopted 2/28/00; Revised ^

Policy EBAB Hazardous Materials

CURRENT

Issued 2/00

Purpose: To establish the basic structure for dealing with hazardous substances.

The board is concerned about creating and maintaining a safe and healthy environment for students, staff and community persons who use district facilities. The board, the superintendent and the district employees share the responsibility of maintaining healthful and safe conditions in the school buildings.

The board also recognizes that the daily operations of our schools entail the use of many potentially hazardous substances. The principal, with assistance from operational staff, is responsible for seeing that all EPA/OSHA Hazmot regulations are followed.

Adopted 2/28/00

York 3/Rock Hill School District

PREVENTION OF DISEASE/INFECTION TRANSMISSION

Code **EBBA** Issued **DRAFT/18**

The board is committed to providing a healthful environment for all students and employees. To prevent disease transmission and promote a healthy educational/social environment in the district, the board has adopted, and the district has implemented, an exposure-control plan for all employees based on recommendations from the U.S. Centers for Disease Control and Prevention (CDC) **applicable state and federal regulations** for all employees. This plan includes appropriate training for all employees as well as standard (universal) precautions that all employees must take when dealing with blood and other bodily fluids. A copy of the plan is on file in the superintendent's office and each school.

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.

The district will continue to revise and update its policy and procedures in accordance with policy changes through **applicable state and federal regulations** the CDC, the U.S. Occupational Safety and Health Administration, and the S.C. Department of Health and Environmental Control.

Cf. GBGA, IHAM, JLCC, JRA

Adopted 3/24/86; Revised 5/20/90, 1/25/93, 4/24/00, 11/28/11, ^

Legal References:

- A. South Carolina Code, 1976, as amended:
 - 1. Section 44-29-135(f) - Confidentiality of sexually transmitted disease records.
 - 2. Section 44-29-200 - Attendance of teachers or pupils with contagious or infectious disease may be prohibited.
 - 3. Section 59-10-220 - Adoption and notification of Centers for Disease Control and Prevention (CDC) recommendations on universal precautions for bloodborne disease exposure.
- B. Federal regulations:
 - 1. U.S. Occupational Safety and Health Administration, CFR 1910.134 - Respiratory protection.
 - 2. U.S. Occupational Safety and Health Administration, CFR 1910.1030 - Bloodborne pathogens.
- C. South Carolina Department of Health and Environmental Control Regulations:
 - 1. R61-20 - Communicable diseases.
 - 2. R61-22 - Evaluation of school employees for tuberculosis.

PREVENTION OF DISEASE/INFECTION TRANSMISSION

Code **EBBA** Issued **DRAFT/18**

The board is committed to providing a healthful environment for all students and employees. To prevent disease transmission and promote a healthy educational/social environment in the district, the board has adopted, and the district has implemented, an exposure-control plan based on recommendations from the U.S. Centers for Disease Control and Prevention (CDC) for all employees. This plan includes appropriate training for all employees as well as standard (universal) precautions that all employees must take when dealing with blood and other bodily fluids. A copy of the plan is on file in the superintendent's office and each school.

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.

The district will continue to revise and update its policy and procedures in accordance with policy changes through the CDC, the U.S. Occupational Safety and Health Administration, and the S.C. Department of Health and Environmental Control.

Cf. GBGA, IHAM, JLCC, JRA

Adopted 3/24/86; Revised 5/20/90, 1/25/93, 4/24/00, 11/28/11, ^

Legal References:

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 - 1. Section 44-29-135(f) - Confidentiality of sexually transmitted disease records.
 - 2. Section 44-29-200 - Attendance of teachers or pupils with contagious or infectious disease may be prohibited.
 - 3. Section 59-10-220 - Adoption and notification of Centers for Disease Control and Prevention (CDC) recommendations on universal precautions for bloodborne disease exposure.
- B. Federal regulations:
 - 1. U.S. Occupational Safety and Health Administration, CFR 1910.134 - Respiratory protection.
 - 2. U.S. Occupational Safety and Health Administration, CFR 1910.1030 - Bloodborne pathogens.
- C. South Carolina Department of Health and Environmental Control Regulations:
 - 1. R61-20 - Communicable diseases.
 - 2. R61-22 - Evaluation of school employees for tuberculosis.

Policy EBBA Prevention of Disease/Infection Transmission

CURRENT

11/11

Purpose: To establish the basic structure for a healthful school environment.

The board is committed to providing a healthful environment for all students and employees. To prevent disease transmission and promote a healthy educational/social environment in the district, the board has adopted and the district has implemented a model exposure-control plan based on recommendations from the Center for Disease Control and Prevention (CDC) for all employees. This plan includes appropriate training for all employees as well as standard (universal) precautions that all employees must take when dealing with blood and other bodily fluids. A copy of the plan is on file in the office of the superintendent and in the office of the principal.

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.

The district will continue to revise and update its policy and procedures in accordance with policy changes through the U.S. Centers for Disease Control and Prevention, the U.S. Occupational Safety and Health Administration and the S.C. Department of Health and Environmental Control.

Cf. GBGA, IHAM, JLCC, JRA

Adopted 3/24/86; Revised 5/20/90, 1/25/93, 4/24/00, 11/28/11

Legal references:

South Carolina Code, 1976, as amended:

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

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

[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 Environment Control Regulations:

[R-61-20](#) - Communicable disease

York 3/Rock Hill School District

PREVENTION OF DISEASE/INFECTION TRANSMISSION

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

HIV infections

Students with AIDS or HIV (human immunodeficiency virus) infection will be allowed to attend school without restrictions unless medical or behavioral impairments exist which are severe enough to be a hazard to the infected child or to his/her classmates or staff.

Decisions will be made regarding the educational setting for any such student on a case by case basis. The decision will be made by a case committee appointed by the superintendent. The case committee will consist of the superintendent, the student's physician, the student's parent/legal guardian, personnel from the local health department, the district's attorney, and others as deemed appropriate by the superintendent.

The decision will be based on the behavior, neurological development, and physical condition of the child, the expected type of interaction with others in the school, and the modes of transmission of HIV. In each case, risks and benefits to both the infected child and others must be weighed.

As needed, the case committee will evaluate students with HIV infection to assess whether they are in the proper environment. A child may be so immune suppressed (lacking in natural protection against disease) at one time that he/she does not belong in class due to his/her own disease susceptibility, and at another time it is quite appropriate for him/her to be in class. In evaluating a child, the case committee must consider his/her mental health along with his/her physical condition. In the event nonattendance is required, then the district will provide a homebound instructional program.

The number of personnel who are made aware of the child's condition must be limited to those with a "need to know." Those "needing to know" will be determined by the case committee. The members of the case committee and any others involved in the care and education of the student must respect the child's right to privacy and maintain confidential records.

Staff

HIV infections

Employees with AIDS or HIV (human immunodeficiency virus) infection should be under no automatic work restrictions in the district, unless medical impairments exist which are so severe as to be a hazard for the employee, students, or other employees. Such employees present no appreciable infection risk to others under normal school conditions.

The district will make decisions regarding appropriate placement of employees known to school officials to have AIDS or HIV infection (upon adequate documentation from the employee's physician) on a case by case basis. The decision will be made by a case committee appointed by the superintendent. The case committee will consist of the superintendent, the employee's physician, personnel from the local health department, the district's attorney, and others as deemed appropriate by the superintendent.

PAGE 2 - EBBA-R - PREVENTION OF DISEASE/INFECTION TRANSMISSION

~~The district will not screen employees for AIDS or HIV infection as a condition for school employment. The identity of any employee with AIDS or HIV infection and any medical record for such an employee will be confidential.~~

~~The number of personnel who are made aware of the employee's condition must be limited to those with a "need to know." Those "needing to know" will be determined by the case committee. The members of the case committee and any others involved must respect the employee's right to privacy and maintain confidential records.~~

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. Surfaces contaminated with body fluids should be washed and disinfected with a solution of bleach and water. Mops used in cleaning should be rinsed in a bleach solution. 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.~~

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). Schools should maintain a record of children excluded under this regulation. Students may return to school **based on return to school criteria set by DHEC specified on the exclusion list.** ~~as soon as the symptoms are resolved.~~ 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.

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. Surfaces contaminated with body fluids should be washed and disinfected with a solution of bleach and water. Mops, rags and other cleaning equipment will be laundered prior to reuse. Cleaning equipment will be disinfected with specified disinfectant prior to reuse. used in cleaning should be rinsed in a bleach solution. 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 will be documented by the school nurse.

PAGE 3 - EBBA-R - PREVENTION OF DISEASE/INFECTION TRANSMISSION

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~~ ~~screen on the PowerSchool database~~ by the school nurse.

Head Lice

~~Standardized recommended management of students with head lice are as follows:~~

- ~~• When a student is suspected of having head lice, he/she should be checked by the school nurse or principal designated school personnel.~~
- ~~• If live lice are found, the parent will be called to pick the student up from school either immediately or at the end of the school day dependent on the severity of the infestation.~~
- ~~• Information concerning the transmission of head lice and treatment will be provided to the parent when the child is picked up.~~
- ~~• It is expected that the child will return to school the following day with evidence of recommended treatment.~~
- ~~• When the student returns to school, the school nurse or principal designated school personnel will examine the student's head before allowing the child to return to class.~~
- ~~• The student may return to class if no live lice or viable nits are found. If live bugs and/or viable nits are found, the student will be sent home immediately for additional treatment.~~
- ~~• Documentation of a head lice infestation will be documented on the student's health record.~~

Adopted 10/22/90; Revised 4/24/00, 1/23/07, ^

PREVENTION OF DISEASE/INFECTION TRANSMISSION

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

Students

HIV infections

Students with AIDS or HIV (human immunodeficiency virus) infection will be allowed to attend school without restrictions unless medical or behavioral impairments exist which are severe enough to be a hazard to the infected child or to his/her classmates or staff.

Decisions will be made regarding the educational setting for any such student on a case-by-case basis. The decision will be made by a case committee appointed by the superintendent. The case committee will consist of the superintendent, the student's physician, the student's parent/legal guardian, personnel from the local health department, the district's attorney, and others as deemed appropriate by the superintendent.

The decision will be based on the behavior, neurological development, and physical condition of the child, the expected type of interaction with others in the school, and the modes of transmission of HIV. In each case, risks and benefits to both the infected child and others must be weighed.

As needed, the case committee will evaluate students with HIV infection to assess whether they are in the proper environment. A child may be so immune-suppressed (lacking in natural protection against disease) at one time that he/she does not belong in class due to his/her own disease susceptibility, and at another time it is quite appropriate for him/her to be in class. In evaluating a child, the case committee must consider his/her mental health along with his/her physical condition. In the event nonattendance is required, then the district will provide a homebound instructional program.

The number of personnel who are made aware of the child's condition must be limited to those with a "need to know." Those "needing to know" will be determined by the case committee. The members of the case committee and any others involved in the care and education of the student must respect the child's right to privacy and maintain confidential records.

Staff

HIV infections

Employees with AIDS or HIV (human immunodeficiency virus) infection should be under no automatic work restrictions in the district, unless medical impairments exist which are so severe as to be a hazard for the employee, students, or other employees. Such employees present no appreciable infection risk to others under normal school conditions.

The district will make decisions regarding appropriate placement of employees known to school officials to have AIDS or HIV infection (upon adequate documentation from the employee's physician) on a case-by-case basis. The decision will be made by a case committee appointed by the superintendent. The case committee will consist of the superintendent, the employee's physician, personnel from the local health department, the district's attorney, and others as deemed appropriate by the superintendent.

PAGE 2 - EBBA-R - PREVENTION OF DISEASE/INFECTION TRANSMISSION

The district will not screen employees for AIDS or HIV infection as a condition for school employment. The identity of any employee with AIDS or HIV infection and any medical record for such an employee will be **confidential**.

The number of personnel who are made aware of the employee's condition must be limited to those with a "need to know." Those "needing to know" will be determined by the case committee. The members of the case committee and any others involved must respect the employee's right to privacy and maintain confidential records.

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. Surfaces contaminated with body fluids should be washed and disinfected with a solution of bleach and water. Mops used in cleaning should be rinsed in a bleach solution. 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.

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). Schools should maintain a record of children excluded under this regulation. Students may return to school as soon as the symptoms are resolved. 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.

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 will be documented by the school nurse.

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 screen on the PowerSchool database by the school nurse.

Head Lice

Standardized recommended management of students with head lice are as follows:

- When a student is suspected of having head lice, he/she should be checked by the school nurse or principal designated school personnel.
- If live lice are found, the parent will be called to pick the student up from school either immediately or at the end of the school day dependent on the severity of the infestation.

PAGE 3 - EBBA-R - PREVENTION OF DISEASE/INFECTION TRANSMISSION

- Information concerning the transmission of head lice and treatment will be provided to the parent when the child is picked up.
- It is expected that the child will return to school the following day with evidence of recommended treatment.
- When the student returns to school, the school nurse or principal designated school personnel will examine the student's head before allowing the child to return to class.
- The student may return to class if no live lice or viable nits are found. If live bugs and/or viable nits are found, the student will be sent home immediately for additional treatment.
- Documentation of a head lice infestation will be documented on the student's health record.

Adopted 10/22/90; Revised 4/24/00, 1/23/07, ^

AR EBBA-R Prevention of Disease/Infection Transmission

Issued 1/07

Students

HIV infections

CURRENT

Students with AIDS or HIV (human immunodeficiency virus) infection will be allowed to attend school without restrictions unless medical or behavioral impairments exist which are severe enough to be a hazard to the infected child or to his/her classmates or staff.

Decisions will be made regarding the educational setting for any such student on a case-by-case basis. The decision will be made by a case committee appointed by the superintendent. The case committee will consist of the superintendent, the student's physician, the student's parent/guardian, personnel from the local health department, the district's attorney and others as deemed appropriate by the superintendent.

The decision will be based on the behavior, neurological development and physical condition of the child, the expected type of interaction with others in the school and the modes of transmission of HIV. In each case, risks and benefits to both the infected child and others must be weighed.

As needed, the case committee will evaluate students with HIV infection to assess whether they are in the proper environment. A child may be so immune-suppressed (lacking in natural protection against disease) at one time that he/she does not belong in class due to his/her own disease susceptibility, and at another time it is quite appropriate for him/her to be in class. In evaluating a child, the case committee must consider his/her mental health along with his/her physical condition. In the event nonattendance is required, then the district will provide a homebound instructional program.

The number of personnel who are made aware of the child's condition must be limited to those with a "need to know." Those "needing to know" will be determined by the case committee. The members of the case committee and any others involved in the care and education of the student must respect the child's right to privacy and maintain confidential records.

Staff

HIV infections

Employees with AIDS or HIV (human immunodeficiency virus) infection should be under no automatic work restrictions in the district, unless medical impairments exist which are so severe as to be a hazard for the employee, students or other employees. Such employees present no appreciable infection risk to others under normal school conditions.

The district will make decisions regarding appropriate placement of employees known to school officials to have AIDS or HIV infection (upon adequate documentation from the employee's physician) on a case-by-case basis. The decision will be made by a case committee appointed by the superintendent. The case committee will consist of the superintendent, the employee's physician, personnel from the local health department, the district's attorney and others as deemed appropriate by the superintendent.

The district will not screen employees for AIDS or HIV infection as a condition for school employment. The identity of any employee with AIDS or HIV infection and any medical record for such an employee will be **confidential**.

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Cleaning procedures

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Exclusion from school

In accordance with statutory authority: SC Code [Sections 20-7-2980](#), [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 SC Department of Health and Environmental Control. Schools should maintain a record of children excluded under this regulation. Students may return to school as soon as the symptoms are resolved. All schools should report confirmed cases of communicable diseases and outbreaks or clusters of symptom to the local county health department as EBBA-R

recommended by the School Exclusion List. The principal in consultation with the school nurse and attendance personnel will be responsible for these records.

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 will be documented by the school nurse.

Recording of Student Health Information

In accordance with HIPPA regulations, each visit to the health room by a student will be recorded on the students secure individual health screen on the SASI database by the school nurse.

Head Lice

Standardized recommended management of students with head lice are as follows:

- When a student is suspected of having head lice, he/she should be checked by the school nurse or principal designated school personnel.
- If live lice are found, the parent will be called to pick the student up from school either immediately or at the end of the school day dependent on the severity of the infestation.
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- Documentation of a head lice infestation will be documented on the student's health record.

Adopted 10/22/90; Revised 4/24/00, 1/23/07

York 3/Rock Hill School District

EMERGENCIES

Code **EBC** Issued **/18**

The board recognizes that appropriate crisis response to certain events is essential for the physical, emotional, and mental welfare of its students, employees, and the community. Those events may include, but are not limited to, suicide, death of employee or student, natural disaster, and threat of harm. The board, therefore, directs the superintendent to establish and implement an emergency preparedness planning and management guide system to deal with crisis situations at the district and school level.

The superintendent will establish a district response emergency management team and ensure the establishment of such teams at the school level. The involvement of other municipal, county, state, or federal agencies should be encouraged and incorporated into the plan as needed. By utilizing all appropriate agencies and groups, the district will make every effort to minimize the effects of the crisis and maximize its resources while providing for the welfare of students, employees, and the community.

The district will not disclose any information related to security plans or devices proposed, adopted, installed, or utilized by the schools to the public which is deemed sensitive in nature.

Adopted 2/28/00; Revised ^

Legal References:

- A. S. C. Code, 1976, as amended:
 - 1. Section 30-4-20(c) - Security plans and devices are required to be closed to the public.
 - 2. Section 59-63-310 *et seq.* - School Crime Report Act.
 - 3. Section 59-63-910, *et seq.* - Required public school drills.
- B. State Board of Education Regulations:
 - 1. R43-166 - Student and school safety; emergency and disaster plans.

EMERGENCIES

Code **EBC** Issued **DRAFT/18**

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The superintendent will establish a district response team and ensure the establishment of such teams at the school level. The involvement of other municipal, county, state, or federal agencies should be encouraged and incorporated into the plan as needed. By utilizing all appropriate agencies and groups, the district will make every effort to minimize the effects of the crisis and maximize its resources while providing for the welfare of students, employees, and the community.

The district will not disclose any information related to security plans or devices proposed, adopted, installed, or utilized by the schools to the public.

Adopted 2/28/00; Revised ^

Legal References:

- A. S. C. Code, 1976, as amended:
 - 1. Section 30-4-20(c) - Security plans and devices are required to be closed to the public.
 - 2. Section 59-63-310 *et seq.* - School Crime Report Act.
 - 3. Section 59-63-910, *et seq.* - Required public school drills.
- B. State Board of Education Regulations:
 - 1. R43-166 - Student and school safety; emergency and disaster plans.

Policy EBC Emergencies

CURRENT

Issued 2/00

Purpose: To establish the district's basic structure for preparation for, and reaction to, emergencies.

Each school in the district has an emergency preparedness plan which has been developed in cooperation with local law enforcement and other emergency response agencies. The principal will be responsible for implementing the emergency preparedness plan.

Adopted 2/28/00

Legal references:

S. C. Code, 1976, as amended:

[Section 59-5-65](#) - Powers and responsibilities of state board of education.

[Section 59-63-310 et seq.](#) - Safe Schools Act of 1990.

[Section 59-23-10](#) - School required to provide ample means of escape from fire or stampedes from other causes.

[Section 59-23-40](#) - School buildings . . . shall conform to building code.

[Sections 59-63-910 through 59-63-930](#) - Fire drills.

State Board of Education Regulations:

[R-43-166](#) - Student and school safety.

[R-43-181](#) - Building and grounds management - fire prevention.

York 3/Rock Hill School District

SECURITY

Code **ECA** Issued **DRAFT/18**

The district maintains school buildings and grounds for the education and recreation of the school children in the district. No one may use the buildings or grounds in a way that would interfere with their primary uses.

The principal/director has overall responsibility for security and safety of the occupants of the building. He/she may delegate specific responsibilities such as ensuring that:

- classroom doors are shut and locked while class is being taught or when rooms are vacant
- employees, visitors, vendors, volunteers, and high school students are visible wearing an identification badge at all times on campus
- all visitors, vendors district employee(s) not assigned to the building, and volunteers are entered into the district's visitor management system by a school district employee
- the number of exterior doors that are unlocked during the school day is minimized

Faculty, staff, and other occupants will ensure doors and windows to their assigned spaces are closed and locked, and designated equipment is turned off at the close of the school day. Custodians are responsible for checking behind occupants for these actions and for ensuring that all doors and windows in common areas are closed and locked, and remaining designated equipment is turned off as the building is closed for the day.

The board requires and encourages close cooperation with the local police and sheriff's departments, the fire department and with insurance inspectors. **The principal must immediately report all theft, vandalism, or destruction of school property to law enforcement authorities.**

Contacting Law Enforcement

The principal is empowered to take appropriate action (including calling the police and swearing out warrants) against any person(s) who willfully and unnecessarily interferes with the operation of the school, loiters without permission, or acts in an **obnoxious unacceptable** manner.

The principal is required to contact law enforcement authorities immediately upon notice that a person is engaging in or has engaged in certain activities on school property or at a school sanctioned or sponsored activity. Those activities are ones which may result, or do in fact result, in injury or serious threat of injury to the person or to another person, or his/her property, **or disruption of a school event.**

Specifically, the actions which will result in immediate contact of law enforcement include, but are not limited to, possession of a weapon, illegal use or possession of drugs or alcohol and aggravated assault.

Any employee that has received information which gives reason to believe that a child's physical or mental health or welfare has been or may be adversely affected by acts or omissions that would be child abuse or neglect must notify Law Enforcement, Department of Social Services, and Administration.

PAGE 2 - ECA - SECURITY

Access Control System

The district and school administration will establish a system of access control for the protection of students, faculty/staff, and property and will publish system procedures in an administrative rule under this policy.

Adopted 4/27/78; Revised 10/24/88, 5/22/00, 02/24/14, ^

Legal References:

- A. S. C. Code, 1976, as amended:
 - 1. Section 16-17-420 - School disturbances by nonstudents.
 - 2. Section 59-24-60 - Requires administration to contact law enforcement when crimes occur.

SECURITY

Code **ECA** Issued **DRAFT/18**

The district maintains school buildings and grounds for the education and recreation of the school children in the district. No one may use the buildings or grounds in a way that would interfere with their primary uses.

The principal/director has overall responsibility for security and safety of the occupants of the building. He/she may delegate specific responsibilities such as ensuring that:

- classroom doors are shut and locked while class is being taught or when rooms are vacant
- employees, visitors, vendors, volunteers, and high school students are visible wearing an identification badge at all times on campus
- all visitors, vendors district employee(s) not assigned to the building, and volunteers are entered into the district's visitor management system by a school district employee
- the number of exterior doors that are unlocked during the school day is minimized

Faculty, staff, and other occupants will ensure doors and windows to their assigned spaces are closed and locked, and designated equipment is turned off at the close of the school day. Custodians are responsible for checking behind occupants for these actions and for ensuring that all doors and windows in common areas are closed and locked, and remaining designated equipment is turned off as the building is closed for the day.

The board requires and encourages close cooperation with the local police and sheriff's departments, the fire department and with insurance inspectors. The principal must immediately report all theft, vandalism, or destruction of school property to law enforcement authorities.

Contacting Law Enforcement

The principal is empowered to take appropriate action (including calling the police and swearing out warrants) against any person(s) who willfully and unnecessarily interferes with the operation of the school, loiters without permission, or acts in an unacceptable manner.

The principal is required to contact law enforcement authorities immediately upon notice that a person is engaging in or has engaged in certain activities on school property or at a school sanctioned or sponsored activity. Those activities are ones which may result, or do in fact result, in injury or serious threat of injury to the person or to another person, or his/her property, or disruption of a school event.

Specifically, the actions which will result in immediate contact of law enforcement include, but are not limited to, possession of a weapon, illegal use or possession of drugs or alcohol and aggravated assault.

Any employee that has received information which gives reason to believe that a child's physical or mental health or welfare has been or may be adversely affected by acts or omissions that would be child abuse or neglect must notify Law Enforcement, Department of Social Services, and Administration.

PAGE 2 - ECA - SECURITY

Access Control System

The district and school administration will establish a system of access control for the protection of students, faculty/staff, and property and will publish system procedures in an administrative rule under this policy.

Adopted 4/27/78; Revised 10/24/88, 5/22/00, 02/24/14, ^

Legal References:

- A. S. C. Code, 1976, as amended:
 - 1. Section 16-17-420 - School disturbances by nonstudents.
 - 2. Section 59-24-60 - Requires administration to contact law enforcement when crimes occur.

Policy ECA Security

CURRENT

Issued 02/14

Purpose: To enhance the security of the district's occupants and property.

The district maintains school buildings and grounds for the education and recreation of the school children in the district. No one may use the buildings or grounds in a way that would interfere with their most effective use for the benefit of the school children.

The principal/director has overall responsibility for security and safety of the occupants of the building. He/she may delegate specific responsibilities such as ensuring that:

1. classroom doors are shut and locked while class is being taught or when rooms are vacant,
2. employees, visitors, vendors, volunteers, and high school students are visible wearing an identification badge at all times on campus,
3. all visitors, vendors district employee(s) not assigned to the building, and volunteers are entered into the district's visitor management system by a school district employee, and
4. the number of exterior doors that are unlocked during the school day is minimized.

Faculty, Staff and other occupants shall ensure doors and windows to their assigned spaces are closed and locked, and designated equipment is turned off at the close of the school day. Custodians are responsible for checking behind occupants for these actions and for ensuring that all doors and windows in common areas are closed and locked, and remaining designated equipment is turned off as the building is closed for the day.

Cooperation with law enforcement

The board requires close cooperation with the local police and sheriffs departments, the fire department and with insurance inspectors.

The principal is empowered to take appropriate action (including calling the police and swearing out warrants) against any person who willfully and unnecessarily interferes with the operation of the school, loiters without permission or acts in an obnoxious manner.

The principal is required to contact law enforcement authorities immediately upon notice that a person is engaging in or has engaged in certain activities on school property or at a school sanctioned or sponsored activity. Those activities are ones that may result, or do in fact result, in injury or serious threat of injury to the person or to another person, or his/her property.

Specifically, the actions which will result in immediate contact of law enforcement include, but are not limited to, possession of a weapon, illegal use or possession of drugs or alcohol and aggravated assault.

Any employee that has received information which gives reason to believe that a child's physical or mental health or welfare has been or may be adversely affected by acts or omissions that would be child abuse or neglect must notify Law Enforcement, Department of Social Services, and Administration.

Access Control System

The district and school administration shall establish a system of access control for the protection of students, faculty/staff, and property and shall publish system procedures in an administrative rule under this policy.

Adopted 4/27/78; Revised 10/24/88, 5/22/00, 02/24/14

Legal references:

S. C. Code, 1976, as amended:

[Section 16-17](#)-420 - Authority to take appropriate action.

[Section 59-19](#)-90(5) - General authority to manage and control property of district.

[Section 59-19](#)-120 and [59-19](#)-140 - Specific rule-making powers regarding district property.

[Section 59-24](#)-60 - Requires administration to contact law enforcement.

Section repealed [63-7](#)-310, [63-7](#)-410, *et seq.* - Regarding duty of school authorities to report suspected cases of abuse and neglect.

SECURITY - ACCESS CONTROL SYSTEM

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

The purpose of access control is to enhance the protection of personnel and district property through the control of entrance to and transit through the school building and routinely occupied grounds. Essential to access control is the control of doors, windows, and their associated locking devices, including keys, combinations, and electronic lock cards.

The responsibility for implementing access control is with the ~~associate superintendent of administrative services~~ **Chief of Operations**, with delegation of specific roles and responsibilities to:

- **Principal and site directors.** Issuance of keys, combinations, or cards to all personnel who are based at a single site will be authorized by the respective principal or site director, or his/her designee as needed. The principal or site director may only issue keys, combinations or cards to established areas under their responsibility.
- **Department directors and supporting administrators.** Issuance of keys, combinations, or cards to all personnel who are assigned to support multiple sites will be authorized by the supervising department director, or his/her designee as needed. The department director may only issue keys, combinations, or cards to established areas under their responsibility and issuance will be limited to the areas or sites required to be supported.
- **The ~~director of facilities~~ Executive Director of Fleet and Facilities Services.** The director of facilities is responsible for the maintenance of all district locking devices, including mechanical keys, combinations, electronic locks, and door hardware. Facilities services staff, including the district locksmith are responsible for the issuance and control of all keys, and for the control and maintenance of lock cylinders.

Rules Regarding Issuance and Control of Keys, Combinations, and Electronic Lock Cards

Eligibility for issuance

Keys will generally be issued to employees of the Rock Hill School District only. Commercial Service Vendors, Volunteers, and other non-employees shall be issued keys, combinations, or cards only as specifically authorized by the principal, site director, or program director. Persons eligible under this paragraph will only be issued keys consistent with the job responsibility, actual need, and the approval of the principal, site director, or program director or his/her designee. The basic issue/control document will be the key assignment agreement (See ~~Appendix~~ **Exhibit 1**).

Numbering system for keys and cards

An identifying serial number will be stamped on each key/card. The serial number for each key/card will not identify a building, location, or lock. Only one key or combination for a specific door will be issued to any one person.

Installation, alteration, and repairs to locking devices

The basic issue/control document will be a numbered work order. A copy of this work

PAGE 2 - ECA-R - SECURITY - ACCESS CONTROL SYSTEM

order will be forwarded to the district locksmith upon completion of the repair. If a change to a locking device is made rendering the old key, combination, or electronic card as useless, the change must be noted and the district records changed to reflect the new access code. No district area may be secured except by a locking device authorized for that area and with an operating code compatible with the district access control system.

Duplication of keys and electronic lock cards

No key/card will be duplicated except by approval of facility services and/or personnel **department** respectively. The unauthorized duplication of district keys so adversely affects the security of persons and property that violations of this rule are considered serious and grounds for termination.

Lost/Stolen keys or electronic lock cards

Lost or stolen keys/cards must be reported to the district's ~~safety, security, and environmental manager (SSEM)~~ **Director of Safety and Security** by the quickest means available. A work order will be completed by the ~~SSEM~~ **Director of Safety and Security** and forwarded to the district locksmith when a key is needed. The personnel department will be notified when a replacement card is needed. When a key is lost, the locks will be modified to render the current key inoperative. The lock core/cylinder will be replaced in the existing lock and the new key will be issued to the owner. Exceptions must be approved by the ~~SSEM~~ **Director of Safety and Security**.

A fee will be charged to any employee, vendor, or volunteer for replacement of any lost or stolen keys or cards. The fee for an individual room key or card will be \$25.00. The fee for a replacement master key will be \$250.00.

Storage of keys

All keys cut which are ready for issue will be stored in the vault at each school/site. The bulk of uncut key blanks will be secured with the locksmith. The supply will be audited and compared to the keys ordered to ensure no unauthorized keys are issued or no blank keys are missing by the director of facilities or his/her designee.

Control of key cores or cylinders

The key core (cylinder) must be replaced on occasions of lost, stolen, or damaged keys or locks. The Master Key System will include adequate additional codes for each floor of a building to maintain system integrity.

Key control database

The district locksmith will maintain a Key Control Database. The Key Control Database should be a centralized, protected, efficient system for recording, storing, and accessing key control data. Key Control Data is all data relevant to: key issuance, key replacement/collection, specific locations, specific key holders, authorization of work, key filing, hardware maintenance, etc. The Key Control Database should consist of two distinct components:

- School/Program Key Control Form. The School/Program form is to provide a written record of keys issued and an acknowledgement of receipt (See ~~Appendix~~ **Exhibit 1**).

PAGE 3 - ECA-R - SECURITY - ACCESS CONTROL SYSTEM

- District Key Control Database. This database is a system which makes a data storage and retrieval more compact and efficient. The database allows for rapid generation of reports such as the following: location report by key, key holder report by key, key report by locations, key report by key holder, overdue key report, name check report, key holder list, location list, and key list key authorization.

Custodial services keys

Permanent assignment of keys to custodial staff at each campus building will be made only in cases of real need as determined by the Coordinator of Custodial Services. (In most cases, only supervisors will be permanently assigned keys). Custodians without permanent keys will be assigned keys daily on a temporary basis to allow access to the work area assigned. The keys are returned at the end of each work shift and verified by the supervisor. Custodial services will maintain a daily sign in/sign out sheet for keys issued (See Appendix Exhibit 2).

Key issuance to specific repair or construction contractors

Repairs of district facilities which require a contractor to be issued a key to any campus area must be approved by the director of facilities. The contractor will be issued and will return the key per established department procedures. A release must be signed by the contractor to deduct funds from his fee if the key is lost and the area must be re-keyed (See Exhibit 1).

Padlocks, peripheral, and personal locks

All keys to these locks will be controlled per policy. Keys to the file cabinets, desk drawers, and personal lockers will remain the responsibility of the person in charge of the area unless specifically restricted because of a special need. The district retains the right to access these areas and to examine the contents upon request.

Completion of service to the district

The district requires all employees terminated, retiring, or otherwise separated from the district to return all keys or cards issued to the personnel department. Commercial service vendors and volunteers must return all keys or cards to the issuing authority at the completion of their service to the district.

Other access control procedures.

Procedures controlling the operation of doors and windows and controlling the entrance and transit of personnel through the school building are found in separate policy statements and are incorporated into this administrative rule by reference.

Issued 02/24/2014; Revised ^

SECURITY - ACCESS CONTROL SYSTEM

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

The purpose of access control is to enhance the protection of personnel and district property through the control of entrance to and transit through the school building and routinely occupied grounds. Essential to access control is the control of doors, windows, and their associated locking devices, including keys, combinations, and electronic lock cards.

The responsibility for implementing access control is with the associate superintendent of administrative services, with delegation of specific roles and responsibilities to:

- **Principal and site directors.** Issuance of keys, combinations, or cards to all personnel who are based at a single site will be authorized by the respective principal or site director, or his/her designee as needed. The principal or site director may only issue keys, combinations or cards to established areas under their responsibility.
- **Department directors and supporting administrators.** Issuance of keys, combinations, or cards to all personnel who are assigned to support multiple sites will be authorized by the supervising department director, or his/her designee as needed. The department director may only issue keys, combinations, or cards to established areas under their responsibility and issuance will be limited to the areas or sites required to be supported.
- **The director of facilities.** The director of facilities is responsible for the maintenance of all district locking devices, including mechanical keys, combinations, electronic locks, and door hardware. Facilities services staff, including the district locksmith are responsible for the issuance and control of all keys, and for the control and maintenance of lock cylinders.

Rules Regarding Issuance and Control of Keys, Combinations, and Electronic Lock Cards

Eligibility for issuance

Keys will generally be issued to employees of the Rock Hill School District only. Commercial Service Vendors, Volunteers, and other non-employees shall be issued keys, combinations, or cards only as specifically authorized by the principal, site director, or program director. Persons eligible under this paragraph will only be issued keys consistent with the job responsibility, actual need, and the approval of the principal, site director, or program director or his/her designee. The basic issue/control document will be the key assignment agreement (See Exhibit 1).

Numbering system for keys and cards

An identifying serial number will be stamped on each key/card. The serial number for each key/card will not identify a building, location, or lock. Only one key or combination for a specific door will be issued to any one person.

Installation, alteration, and repairs to locking devices

The basic issue/control document will be a numbered work order. A copy of this work order will be forwarded to the district locksmith upon completion of the repair. If a

Rock Hill School District Three

(see next page)

PAGE 2 - ECA-R - SECURITY - ACCESS CONTROL SYSTEM

change to a locking device is made rendering the old key, combination, or electronic card as useless, the change must be noted and the district records changed to reflect the new access code. No district area may be secured except by a locking device authorized for that area and with an operating code compatible with the district access control system.

Duplication of keys and electronic lock cards

No key/card will be duplicated except by approval of facility services and/or personnel department respectively. The unauthorized duplication of district keys so adversely affects the security of persons and property that violations of this rule are considered serious and grounds for termination.

Commented [TR1]: Something needs to go here. I am not sure whether department is the correct term.

Lost/Stolen keys or electronic lock cards

Lost or stolen keys/cards must be reported to the district's safety, security, and environmental manager (SSEM) by the quickest means available. A work order will be completed by the SSEM and forwarded to the district locksmith when a key is needed. The personnel department will be notified when a replacement card is needed. When a key is lost, the locks will be modified to render the current key inoperative. The lock core/cylinder will be replaced in the existing lock and the new key will be issued to the owner. Exceptions must be approved by the SSEM.

A fee will be charged to any employee, vendor, or volunteer for replacement of any lost or stolen keys or cards. The fee for an individual room key or card will be \$25.00. The fee for a replacement master key will be \$250.00.

Storage of keys

All keys cut which are ready for issue will be stored in the vault at each school/site. The bulk of uncut key blanks will be secured with the locksmith. The supply will be audited and compared to the keys ordered to ensure no unauthorized keys are issued or no blank keys are missing by the director of facilities or his/her designee.

Control of key cores or cylinders

The key core (cylinder) must be replaced on occasions of lost, stolen, or damaged keys or locks. The Master Key System will include adequate additional codes for each floor of a building to maintain system integrity.

Key control database

The district locksmith will maintain a Key Control Database. The Key Control Database should be a centralized, protected, efficient system for recording, storing, and accessing key control data. Key Control Data is all data relevant to: key issuance, key replacement/collection, specific locations, specific key holders, authorization of work, key filing, hardware maintenance, etc. The Key Control Database should consist of two distinct components:

- School/Program Key Control Form. The School/Program form is to provide a written record of keys issued and an acknowledgement of receipt (See Exhibit 1).

PAGE 3 - ECA-R - SECURITY - ACCESS CONTROL SYSTEM

- District Key Control Database. This database is a system which makes a data storage and retrieval more compact and efficient. The database allows for rapid generation of reports such as the following: location report by key, key holder report by key, key report by locations, key report by key holder, overdue key report, name check report, key holder list, location list, and key list key authorization.

Custodial services keys

Permanent assignment of keys to custodial staff at each campus building will be made only in cases of real need as determined by the Coordinator of Custodial Services. (In most cases, only supervisors will be permanently assigned keys). Custodians without permanent keys will be assigned keys daily on a temporary basis to allow access to the work area assigned. The keys are returned at the end of each work shift and verified by the supervisor. Custodial services will maintain a daily sign in/sign out sheet for keys issued (See Exhibit 2).

Key issuance to specific repair or construction contractors

Repairs of district facilities which require a contractor to be issued a key to any campus area must be approved by the director of facilities. The contractor will be issued and will return the key per established department procedures. A release must be signed by the contractor to deduct funds from his fee if the key is lost and the area must be re-keyed (See Exhibit 1).

Padlocks, peripheral, and personal locks

All keys to these locks will be controlled per policy. Keys to the file cabinets, desk drawers, and personal lockers will remain the responsibility of the person in charge of the area unless specifically restricted because of a special need. The district retains the right to access these areas and to examine the contents upon request.

Completion of service to the district

The district requires all employees terminated, retiring, or otherwise separated from the district to return all keys or cards issued to the personnel department. Commercial service vendors and volunteers must return all keys or cards to the issuing authority at the completion of their service to the district.

Other access control procedures.

Procedures controlling the operation of doors and windows and controlling the entrance and transit of personnel through the school building are found in separate policy statements and are incorporated into this administrative rule by reference.

Issued 02/24/2014; Revised ^

Issued 02/14

The purpose of access control is to enhance the protection of personnel and district property through the control of entrance to and transit through the school building and routinely occupied grounds. Essential to access control is the control of doors, windows and their associated locking devices, including keys, combinations and electronic lock cards.

The responsibility for implementing access control is with the Associate Superintendent of Administrative Services, with delegation of specific roles and responsibilities to:

- 1. Principal and Site Directors.** Issuance of keys, combination, or cards to all personnel who are based at a single site will be authorized by the respective principal or site director, or his/her designee as needed. The Principal or Site Director may only issue keys, combinations or cards to established areas under their responsibility.
- 2. Department Directors and supporting administrators.** Issuance of keys, combination, or cards to all personnel who are assigned to support multiple sites will be authorized by the supervising Department Director, or his/her designee as needed. The Department Director may only issue keys, combinations or cards to established areas under their responsibility and issuance will be limited to the areas or sites required to be supported.
- 3. The Director of Facilities** is responsible for the maintenance of all district locking devices, including mechanical key, combination,- electronic locks, and door hardware. Facilities services staff, including the district locksmith are responsible for the issuance and control of all keys, and for the control and maintenance of lock cylinders.

Rules Regarding Issuance and Control of Keys, Combinations and Electronic Lock Cards.

1. Eligibility for Issuance.

Keys will generally be issued to employees of the Rock Hill School District only. Commercial Service Vendors, Volunteers, and other non-employees shall be issued keys, combinations, or cards only as specifically authorized by the principal, site director, or program director. Persons eligible under this paragraph will only be issued keys consistent with the job responsibility, actual need, and the approval of the principal, site director, or program director or his/her designee. The basic issue/control document will be the key assignment agreement (See Appendix 1).

2. Numbering System for Keys and Cards

An identifying serial number will be stamped on each key/card. The serial number for each key/card will not identify a building, location or lock. Only one key or combination for a specific door will be issued to any one person.

3. Installation, Alteration and Repairs to Locking Devices

The basic issue/control document will be a numbered work order. A copy of this Work order will be forwarded to the district locksmith upon completion of the repair. If a change to a locking device is made rendering the old key, combination or electronic card as useless, the change must be noted and the district records changed to reflect the new access code. No District area may be secured except by a locking device authorized for that area and with an operating code compatible with the District access control system.

4. Duplication of Keys and Electronic Lock Cards

No key/card will be duplicated except by approval of Facility Services and/or Personnel respectively. The unauthorized duplication of District keys so adversely affects the security of persons and property that violations of this rule are considered serious and grounds for termination.

5. Lost/Stolen Keys or Electronic Lock Cards

Lost or stolen keys/cards must be reported to the District's Safety, Security, and Environmental Manager (SSEM) by the quickest means available. A work order will be completed by the SSEM and forwarded to the district locksmith when a key is needed. The personnel department will be notified when a replacement card is needed. When a key is lost, the locks will be modified to render the current key inoperative. The lock core/cylinder will be replaced in the existing lock and the new key will be issued to the owner. Exceptions must be approved by the SSEM.

A fee will be charged to any employee, vendor, or volunteer for replacement of any lost or stolen keys or cards. The fee for an individual room key or card will be \$25.00. The fee for a replacement master key will be \$250.00.

6. Storage of Keys

All keys cut which are ready for issue will be stored in the vault at each school/site. The bulk of uncut key blanks will be secured with the Locksmith. The supply will be audited and compared to the keys ordered **to** ensure no unauthorized keys

are issued or no blank keys are missing by the Director of Facilities or his/her designee.

7. Control of Key Cores or Cylinders

The key core (cylinder) must be replaced on occasions of lost, stolen or damaged keys or locks. The Master Key System will include adequate additional codes for each floor of a building to maintain system integrity.

8. Key Control Database

The District Locksmith will maintain a Key Control Database. The Key Control Database should be a centralized, protected, efficient system for recording, storing, and accessing key control data. Key Control Data is all data relevant to: key issuance, key replacement/collection, specific locations, specific key holders, authorization of work, key filing, hardware maintenance, etc. The Key Control Database should consist of two distinct components:

a. **SchoolUProgram Key Control Form.** The School/Program form is to provide a written record of keys issued and an acknowledgement of receipt (See Appendix 1).

b. **District Key Control Database.** This database is a system which makes a data storage and retrieval more compact and efficient. The database allows for rapid generation of reports such as the following: location report by key, key holder report by key, key report by locations, key report by Key holder, overdue key report, name check report, key holder list, location list, and key list key authorization.

9. Custodial Services Keys

Permanent assignment of keys to custodial staff at each campus building will be made only in cases of real need as determined by the Coordinator of Custodial Services. (In most cases, only supervisors will be permanently assigned keys). Custodians without permanent keys will be assigned keys daily on a temporary basis to allow access to the work area assigned. The keys are returned at the end of each work shift and verified by the supervisor. Custodial services will maintain a daily sign in/sign out sheet for keys issued (See Appendix 2).

10. Key Issuance to Specific Repair or Construction Contractors

Repairs of District facilities which require a contractor to be issued a key to any campus area must be approved by the Director of Facilities. The contractor will be issued and will return the key per established department procedures. A release must be signed by the contractor to deduct funds from his fee if the key is lost and the area must be re-keyed (See Appendix 1).

11. Padlocks, Peripheral and Personal Locks

All keys to these locks will be controlled per policy. Keys to the file cabinets, desk drawers, and personal lockers will remain the responsibility of the person in charge of the area unless specifically restricted because of a special need. The District retains the right to access these areas and to examine the contents upon request.

12. Completion of Service to the District

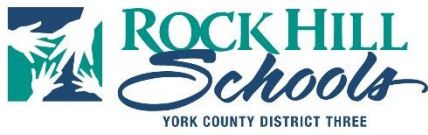
The District requires all employees terminated, retiring or otherwise separated from the District to return all keys or cards issued to the Personnel Department. Commercial service vendors and volunteers must return all keys or cards to the issuing authority at the completion of their service to the district.

13. Other Access Control Procedures.

Procedures controlling the operation of doors and windows and controlling the entrance and transit of personnel through the school building are found in separate policy statements and are incorporated into this administrative rule by reference.

Adopted 02/24/2014

York 3/Rock Hill School District



Key Assignment/Agreement School: _____ Exhibit 1

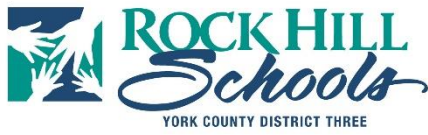
Last Name	First Name	Room/Area	Key #	Date Issued	Admin	Date Returned	Admin
Phone Number	Employer						

I have received the above keys and fully understand that I am totally responsible for them

If I lose or damage a key, I will immediately report this to the appropriate administrator. If I damage or lose a key, I understand that I am responsible for reimbursing the district \$25 for any individual room key and \$250 for any master key.

I agree that I will not duplicate any school keys assigned to me or loan them to anyone. I agree to return any District keys to the appropriate administrator upon my termination, separation, or retirement from the District. If these keys are not returned, I agree to a charge of \$25 for any individual room key and \$250 for any master key to be deducted from my final pay check.

Signature _____ Date _____



Key Assignment/Agreement School: _____ Exhibit 1

Last Name	First Name	Room/Area	Key #	Date Issued	Admin	Date Returned	Admin
Phone Number	Employer						

I have received the above keys and fully understand that I am totally responsible for them

If I lose or damage a key, I will immediately report this to the appropriate administrator. If I damage or lose a key, I understand that I am responsible for reimbursing the district \$25 for any individual room key and \$250 for any master key.

I agree that I will not duplicate any school keys assigned to me or loan them to anyone. I agree to return any District keys to the appropriate administrator upon my termination, separation, or retirement from the District. If these keys are not returned, I agree to a charge of \$25 for any individual room key and \$250 for any master key to be deducted from my final pay check.

Signature _____ Date _____



CURRENT

Key Assignment/Agreement School: _____ Appendix 1

Last Name	First Name	Room/Area	Key #	Date Issued	Admin	Date Returned	Admin
Phone Number	Employer						

I have received the above keys and fully understand that I am totally responsible for them

If I lose or damage a key, I will immediately report this to the appropriate administrator. If I damage or lose a key, I understand that I am responsible for reimbursing the district \$25 for any individual room key and \$250 for any master key.

I agree that I will not duplicate any school keys assigned to me or loan them to anyone. I agree to return any District keys to the appropriate administrator upon my termination, separation, or retirement from the District. If these keys are not returned, I agree to a charge of \$25 for any individual room key and \$250 for any master key to be deducted from my final pay check.

Signature _____ Date _____

Custodial Key Log

[illegible]

Custodial Key Log

[illegible]

CURRENT

VIDEO CAMERAS **AND AUDIO SURVEILLANCE** ON DISTRICT PROPERTY

Code **ECAF** Issued **DRAFT/18**

Video **and audio surveillance** cameras may be used to record and monitor activity on campus for security, conduct, or educational purposes.

The administration may place a video **and audio surveillance** camera in a visible place to view or record any common area located in the district. Common areas will include but not be limited to any interior room or space typically occupied by more than one person for more than one hour per day, corridors, stairwells, and other transit spaces, internal atriums and courtyards, parking lots, entrances and other exterior locations, and school buses.

The operation of video camera **and/or audio** systems for monitoring and recording will comply with all aspects of the Family Educational Rights and Privacy Act (FERPA) and other applicable federal and state statutes and regulations.

Adopted 9/23/2013; Revised ^

Legal References:

A. Federal Law:

1. Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C.A. Section 1232g

VIDEO CAMERAS ON DISTRICT PROPERTY

Code **ECAF** Issued **DRAFT/18**

Video cameras may be used to record and monitor activity on campus for security, conduct, or educational purposes.

The administration may place a video camera in a visible place to view or record any common area located in the district. Common areas will include but not be limited to any interior room or space typically occupied by more than one person for more than one hour per day, corridors, stairwells, and other transit spaces, internal atriums and courtyards, parking lots, entrances and other exterior locations, and school buses.

The operation of video camera systems for monitoring and recording will comply with all aspects of the Family Educational Rights and Privacy Act (FERPA) and other applicable federal and state statutes and regulations.

Adopted 9/23/2013; Revised ^

Legal References:

A. Federal Law:

1. Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C.A. Section 1232g

Policy ECAA Video Cameras on District Property

CURRENT

Issued 9/13

Purpose: To establish the basic structure for video cameras in district schools, school buses and other district properties.

Video cameras may be used to record and monitor activity on campus for security, conduct or educational purposes.

The administration may place a video camera in a visible place to view or record any common area located in the district. Common areas shall include but not be limited to any interior room or space typically occupied by more than one person for more than one hour per day, corridors, stairwells and other transit spaces, internal atriums and and courtyards, parking lots, entrances and other exterior locations, and school buses.

The operation of video camera systems for monitoring and recording shall comply with all aspects of the Family Educational Rights and Privacy Act (FERPA) and other applicable federal and state statutes and regulations.

Adopted: 9/23/2013

Legal References:

Federal:

[20 USC Section 1232g](#) - Family Educational Rights and Privacy Act

York 3/Rock Hill School District

VIDEO CAMERAS AND AUDIO SURVEILLANCE ON DISTRICT PROPERTY

Code **ECAAF-R** Issued **09/13**

In compliance with applicable statutes and regulations and Board policy, Rock Hill Schools may employ video cameras and video **and audio surveillance** ~~camera-recording~~ systems on district property. Video cameras may be placed in a visible location to view or record any common area located in the district. Common areas shall include but not be limited to any interior room or space typically occupied by more than one person for more than one hour per day, corridors, stairwells and other transit spaces, internal atriums and courtyards, parking lots, entrances and other exterior locations and school buses.

Use of video cameras ~~and audio surveillance~~

Video cameras **and microphones** may be used to record and monitor activity on campus for security, conduct or for educational purposes such as documenting student progress or recording student presentations and activities for later review.

The principal or site director or his/her designee shall determine when it is appropriate to activate cameras in common areas. Students may not activate video **or audio recording** ~~cameras~~ at any time unless they are acting pursuant to the express instructions of a teacher or administrator.

Custody of video ~~records~~

The principal or his/her designee shall have custody of and maintain video **and/or audio** recorded in the common areas. All video **and/or audio** recordings must be maintained in a secure location to which students do not have access. If **video records** cannot be securely stored in the classroom for any reason, the school principal or site director shall assist the teacher in identifying a secure method of storage.

Videos **and/or audio** recorded in common areas may be routinely copied over or automatically deleted, according to the storage capacity of the ~~video~~ system installed. However, if an incident is reported or a request is made to view or preserve a video **and/or audio recording**, a ~~video~~ copy, if available, will be maintained and preserved as long as needed, including time for any appeals resulting from disciplinary or other actions.

Confidentiality

The district shall treat all video **and/or audio** recorded as student records entitled to confidentiality pursuant to the Family Educational Rights and Privacy Act and other applicable

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federal and state laws. Accordingly, the district shall release or allow viewing/~~listening~~ of video ~~and/or audio recordings~~ only in certain defined situations, consistent with federal and state law.

Discipline proceedings

The district may use video ~~and/or audio~~ as evidence in student disciplinary proceedings. The parents/legal guardians shall be notified that the district intends to introduce a video ~~and/or audio~~ in advance of a disciplinary proceeding and shall provide the parent/legal guardian a reasonable opportunity to view ~~or hear~~ the video ~~and/or audio recording~~ prior to the proceeding.

Reporting violations

Any person who has reason to believe that ~~a video camera~~ ~~and/or audio~~ is being used in violation of this rule, or in an otherwise improper manner, should immediately notify the principal of the school or site director. They shall investigate the allegations and take appropriate remedial or disciplinary actions as necessary.

Penalties for improper use

Any employee who violates the terms of this policy or otherwise misuses ~~a video~~ ~~and/or audio~~ ~~camera~~ shall be subject to disciplinary action, up to and including discharge. Students who violate the terms of this policy or otherwise misuse ~~a video~~ ~~and/or audio surveillance~~ ~~camera~~ shall be subject to disciplinary action in accordance with the district's student behavior code. Violations of the laws of the United States or the state of South Carolina may also subject a person to criminal prosecution.

Notice requirements

Students, parents/legal guardians and employees must be notified annually that students, employees and visitors are subject to ~~being videotaped~~ ~~video and/or audio surveillance~~ in common areas at any time. Additionally, notices must be conspicuously posted on school property at all regular entrances and all other access points on school grounds. These notices should advise individuals that they are subject to ~~being videotaped~~ ~~video and/or audio surveillance~~.

AR ECAA-R Video Cameras on District Property

CURRENT

Issued 09/13

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Videos recorded in common areas may be routinely copied over or automatically deleted, according to the storage capacity of the video system installed. However, if an incident is reported or a request is made to view or preserve a video, a video copy, if available, will be maintained and preserved as long as needed, including time for any appeals resulting from disciplinary or other actions.

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York 3/Rock Hill School District

BUS SAFETY PROGRAM

Code **EEAE** Issued **DRAFT/18-PROPOSED**

The safety and welfare of students is the first consideration in all matters pertaining to transportation. To that end, all district transportation employees will comply with district policies as well as with federal and state law. All employees will immediately report to supervisors any violation that threatens the safety of a student.

All vehicles used to transport students will be maintained in such condition as to provide safe and efficient transportation service with a minimum of delays and disruption of such service due to mechanical or equipment failure.

In addition to the regular state inspections, each school bus will be inspected by the driver regularly to ascertain that it is in safe condition and that all equipment is in good working order.

Physical Exam

Before operating a school bus, a driver candidate will have a physical examination, certified by a medical examiner (i.e., medical physician, osteopathic physician, physician assistant, advanced practice nurse, or chiropractor). The certification must be made on forms provided by the South Carolina Department of Education or the United States Department of Transportation. The bus driver candidate will provide the testing administrator with the certified physical examination before taking the school bus driver physical performance test and the commercial driver's license skills test. The bus driver candidate will provide a copy of the certification to the district.

Bus drivers are expected to have a physical examination every two years as required by state law. The district may require additional physical examinations as necessary.

Alcohol and Drug Testing

All employees required to have a commercial driver's license (CDL) must be tested for alcohol and drug use. The superintendent or his/her designee will implement this program.

The term "drugs," as used in this policy, refers to controlled substances including marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP).

The district prohibits all employees subject to CDL requirements from the following:

- the use of drugs, unless a written prescription from a licensed doctor or osteopath is provided along with a written statement from said individual that the substance does not adversely affect the employee's ability to safely operate a motor vehicle or perform other safety-sensitive functions
- reporting for or remaining on duty when the driver uses any controlled substances
- the use of alcohol under these conditions:
 - reporting for or remaining on duty while having a blood-alcohol concentration of **greater than .00** ~~or greater~~ ~~or .04~~
 - possessing alcohol while driving
 - using alcohol while driving
 - driving within four hours after using alcohol

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- using alcohol for eight hours following an accident, if the driver is required to take a post-accident alcohol test

Under the testing program, the district will do the following:

- Test drivers for controlled substances **and alcohol** before employment. The district will also test drivers for alcohol and controlled substances after certain accidents; any time a supervisor has reasonable suspicion that a driver has violated federal rules; on a random, unannounced basis; and as part of a follow-up or return to duty program.

Procedures for this testing will include an evidential breath-testing device for alcohol testing. Controlled substance testing will require urine specimen collection and testing by a laboratory certified by the U.S. Department of Health and Human Services.

- Notify the driver orally or in writing before performing an alcohol or drug test that federal regulations require the test.
- Maintain records of district alcohol misuse and drug use prevention programs.
- Prohibit a driver from working if the driver violates this policy.
- Provide employees with detailed information about drug and alcohol misuse, information concerning testing requirements, and information on how and where drivers can get help for substance abuse.
- Provide employees with a copy of this policy.
- Maintain testing results and records under strict confidentiality and release them only in accordance with law.
- Furnish supervisors with at least one hour of training on alcohol misuse and another hour of training on drug misuse.

The district will pay for all pre-employment drug **and alcohol** testing costs. The district will pay for all current employee drug and alcohol testing including reasonable suspicion, random, and post-accident testing.

The district will make all offers of employment or transfer to covered positions with the district contingent upon drug testing results. The district will not hire or transfer an individual who tests positive nor will the district consider individuals who refuse drug testing.

The district will regard current employees refusing to comply with testing requirements as testing positive. In accordance with board policy, the district will immediately discipline and may dismiss current employees who fall into this category.

Adopted 2/28/00; Revised ^

Legal References:

A. Federal Law:

1. Commercial Motor Vehicle Safety Act of 1986, Pub. L. No. 99-570, 100 Stat. 3207.
2. Omnibus Employee Testing Act of 1991, Pub. L. No. 102-143, 105 Stat. 952.

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

1. Section 59-67-160 - Physical examination of school bus driver.

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C. Federal Regulations:

1. Federal Motor Carrier Safety Regulations (FMCSR), 49 C.F.R. Section 300, *et seq.*

D. State Board of Education Regulation:

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

BUS SAFETY PROGRAM

Code **EEAE** Issued **DRAFT/18**

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In addition to the regular state inspections, each school bus will be inspected by the driver regularly to ascertain that it is in safe condition and that all equipment is in good working order.

Physical Exam

Before operating a school bus, a driver candidate will have a physical examination, certified by a medical examiner (i.e., medical physician, osteopathic physician, physician assistant, advanced practice nurse, or chiropractor). The certification must be made on forms provided by the South Carolina Department of Education or the United States Department of Transportation. The bus driver candidate will provide the testing administrator with the certified physical examination before taking the school bus driver physical performance test and the commercial driver's license skills test. The bus driver candidate will provide a copy of the certification to the district.

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- reporting for or remaining on duty when the driver uses any controlled substances
- the use of alcohol under these conditions:
 - reporting for or remaining on duty while having a blood-alcohol concentration of .04 or greater
 - possessing alcohol while driving
 - using alcohol while driving
 - driving within four hours after using alcohol

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- using alcohol for eight hours following an accident, if the driver is required to take a post-accident alcohol test

Under the testing program, the district will do the following:

- Test drivers for controlled substances before employment. (*Option: The district will also require pre-employment alcohol testing.*) The district will also test drivers for alcohol and controlled substances after certain accidents; any time a supervisor has reasonable suspicion that a driver has violated federal rules; on a random, unannounced basis; and as part of a follow-up or return to duty program.

Procedures for this testing will include an evidential breath-testing device for alcohol testing. Controlled substance testing will require urine specimen collection and testing by a laboratory certified by the U.S. Department of Health and Human Services.

- Notify the driver orally or in writing before performing an alcohol or drug test that federal regulations require the test.
- Maintain records of district alcohol misuse and drug use prevention programs.
- Prohibit a driver from working if the driver violates this policy.
- Provide employees with detailed information about drug and alcohol misuse, information concerning testing requirements, and information on how and where drivers can get help for substance abuse.
- Provide employees with a copy of this policy.
- Maintain testing results and records under strict confidentiality and release them only in accordance with law.
- Furnish supervisors with at least one hour of training on alcohol misuse and another hour of training on drug misuse.

The district (*option: applicant*) will pay for all pre-employment drug (*option: and alcohol*) testing costs. The district (*option: employee*) will pay for all current employee drug and alcohol testing including reasonable suspicion, random, and post-accident testing.

The district will make all offers of employment or transfer to covered positions with the district contingent upon drug testing results. The district will not hire or transfer an individual who tests positive nor will the district consider individuals who refuse drug testing.

The district will regard current employees refusing to comply with testing requirements as testing positive. In accordance with board policy, the district will immediately discipline and may dismiss current employees who fall into this category.

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D. State Board of Education Regulation:

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

Policy EEAE Bus Safety Program

CURRENT

Issued 2/00

Purpose: To establish a basic structure for a bus driver drug and alcohol misuse prevention program.

The Omnibus Transportation Employee Testing Act of 1991 requires alcohol and drug testing for persons required to have a commercial driver's license (CDL).

The term "drugs" as used in this policy refers to controlled substances as covered by the Omnibus Act including marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP).

The district prohibits all employees subject to CDL requirements from the following.

- The use of drugs, unless a written prescription from a licensed doctor or osteopath is provided along with a written statement from said individual that the substance does not adversely affect the employee's ability to safely operate a motor vehicle or perform other safety-sensitive functions.
 - reporting for or remaining on duty when the driver uses any controlled substances
- The use of alcohol under these conditions.
 - reporting for or remaining on duty while having a blood-alcohol concentration of .04 or greater
 - possessing alcohol while driving
 - using alcohol while driving
 - driving within four hours after using alcohol
 - using alcohol for eight hours following an accident, if the driver is required to take
 - a post-accident alcohol test

Under the testing program, the district will do the following.

- Test drivers for controlled substances before employment. Test drivers for alcohol and controlled substances after certain accidents; any time a supervisor has reasonable suspicion that a driver has violated federal rules; on a random, unannounced basis; and as part of a follow-up or return to duty program.

Procedures for this testing will include an evidential breath testing device for alcohol testing. Controlled substance testing will require urine specimen collection and testing by a laboratory certified by the U.S. Department of Health and Human Services.

- Notify the driver orally or in writing before performing an alcohol or drug test that federal regulations require this test.
- Maintain records of district alcohol misuse and drug use prevention programs.
- Prohibit a driver from working if the driver violates these rules.
- Provide detailed information about drug and alcohol misuse to employees, as well as copies of the district policy, testing requirements, and how and where drivers can get help for substance abuse. The district will maintain testing results and records under strict confidentiality and release them only in accordance with law.
- Furnish supervisors with at least one hour of training on alcohol misuse and another hour of training on drug misuse.

The district will pay for all pre-employment drug testing costs. The district will pay for all current employee drug and alcohol testing including reasonable suspicion, random and post-accident testing.

The district will make all offers of employment contingent upon drug testing results. The district will not hire an applicant who tests positive nor will the district consider applicants who refuse drug testing.

The district will regard current employees refusing to comply with testing requirements as testing positive. In accordance with board policy, the district will immediately discipline and may dismiss current employees who fall into this category.

Adopted 2/28/00

Legal references:

Federal legislation:

Omnibus Employee Testing Act of 1991, [Public Law 102-143](#), Title V.

[49 CFR Part 40](#) - Procedures for Transportation and Workplace Drug and Alcohol Testing Programs; [Part 382](#) - Controlled Substance and Alcohol Use and Testing; [Part 391](#) - Qualification of Drivers.

State Board of Education Regulation:

[R-43-80](#) - Transportation regulation governing public pupil transportation services.

York 3/Rock Hill School District

BUS SAFETY PROGRAM

Code **EEAE-R** Issued **~~DRAFT/18~~ PROPOSED**

School bus drivers who operate a motor vehicle requiring a commercial driver's license (CDL) and other drivers who perform safety-sensitive functions are subject to a drug and alcohol testing program.

The superintendent or his/her designee will answer all questions regarding the board policy or regulation or the drug and alcohol testing program.

Definitions

Covered driver. Those individuals driving a vehicle weighing in excess of 26,001 pounds or a vehicle transporting 16 or more persons, including the driver, and requiring a CDL to hold the driver position. Covered drivers include coaches, teachers, administrators, and others who drive a school vehicle meeting these requirements.

Safety-sensitive function. The on-duty functions of 1) waiting to be dispatched; 2) inspecting, servicing, or conditioning vehicles or equipment; 3) driving; 4) duties other than driving performed in a vehicle; 5) unloading or supervising vehicles; 6) duties required after an accident; and 7) repairing, obtaining assistance, or supervising disabled vehicles.

Testing company. An independent private company selected by the district (*option: South Carolina Department of Education*) to provide assistance to individual school districts.

Medical review officer (MRO). Physician employed by the testing company to perform certain services related to all covered employees.

Substance abuse professional. A licensed physician or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.

Required hours of compliance. Drivers covered by this policy must not consume alcohol 1) while performing a safety-sensitive function, 2) four hours prior to performing a safety-sensitive function, and 3) up to eight hours following a motor vehicle accident or until the driver undergoes a post-accident test, whichever occurs first.

The law prohibits the use and ingestion of prohibited drugs at all times.

- *On-duty time.* All time spent providing a breath sample or urine specimen, including travel time to and from the collection site, in order to comply with the random, reasonable suspicion, post-accident, or follow-up testing as required by this law.
- *Stand down.* The practice of temporarily removing an employee from the performance of safety sensitive functions based on a report from a laboratory to the MRO of a confirmed positive test for a drug or a drug metabolite, an adulterated or a substituted test, before the MRO has completed verification of the test results.

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Required Tests

Pre-employment drug testing

- A driver applicant must take a drug test before being hired for a safety-sensitive position. Before any existing worker in a department of transportation driver position will be assigned, transferred, or otherwise permitted to operate a commercial motor vehicle on behalf of the district for the first time, he/she must also submit to testing. Employment with the district is contingent upon the employee receiving negative drug test results.
- The applicant will receive written notification of the drug tests prior to taking the tests. The applicant will be asked to sign a general consent and release to be tested for drugs.
- ~~An employee may be exempt from the pre-employment drug test if he/she participated in a drug testing program within 30 days prior to the application for employment and while participating in that program was tested for drugs within the last six months (from the date of application) or participated in a random drug testing program in the previous 12 months, provided that the district has been able to make all verifications required by law.~~
- ~~If a district contracts with a private company to provide drivers more than once a year, the district will assure itself once every six months that the drivers participate in an alcohol and controlled substances testing program that meets the rules.~~

Pre-employment alcohol testing

The district will require pre-employment alcohol testing in accordance with the following.

All individuals considered for employment or transfer with the district and subject to federal regulations will be tested.

All tests will be conducted using the alcohol testing procedures of the federal regulation.

Such test must be conducted prior to the new or transferred employee's performance of safety sensitive functions.

Post-accident drug testing

- Prior to performing safety-sensitive duties, drivers will receive instruction on post-accident procedures.
- Districts will conduct alcohol and controlled substance tests as soon after a motor vehicle accident as is ~~practicable~~ **practical** on any driver under these conditions:
 - who was performing safety-sensitive functions with respect to the vehicle, if the accident involved loss of human life
 - who receives a citation under state or local law for a moving traffic violation arising from the accident
 - **who was involved in any accident/situation and required to be tested as outlined in the Federal Motor Carrier Safety Administration Post-Accident Testing Criteria.**
- No such driver will use alcohol for eight hours after the accident or until he/she undergoes a post-alcohol test, whichever comes first.

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- If an alcohol test is not administered within two hours or if a drug test is not administered within 32 hours, the district will prepare and maintain records explaining why the tests were not conducted. There is no need to test for alcohol if the test is not administered within eight hours after the accident or within 32 hours for drugs.
- Tests conducted by authorized federal, state, or local officials will fulfill post-accident testing requirements provided they conform to applicable legal requirements and are obtained by the district. Breath tests will validate only the alcohol test and cannot be used to fulfill drug testing obligations.
- Districts will deem drivers who do not remain readily available for testing as refusing to submit to testing.

Random Tests

- Tests will be conducted on a random basis at unannounced times throughout the year.
- The selection of drivers will be by a scientifically valid random process and each driver will have an equal chance of being tested each time selections are made.
- The testing company will determine the number of drivers to be randomly tested. The minimum annual percentage rate for random alcohol testing will be 10 percent of the average number of driver positions. For controlled substance testing, the rate will be 25 percent.
- Tests for alcohol will be conducted just before, during, or just after the performance of safety-sensitive functions. "During" is to enable detection of drivers who use alcohol on the job. The purpose of testing "just before" and "just after" is to avoid the problem of interrupting some safety-sensitive functions for the performance of a test (e.g., driving a school bus).
- Random tests for drugs do not have to be conducted in immediate time proximity to performing safety-sensitive functions. Once notified of selection for drug testing, an employee must proceed to a collection site.

Reasonable Suspicion Testing

- Reasonable suspicion observations will be based on specific, contemporaneous, and articulable observations concerning the appearance, behavior, speech, or body odor of a driver.
- ~~• Reasonable suspicion observations will be made only by a district supervisor or official who has received at least 60 minutes of training on the physical, behavioral, speech, and performance indicators of alcohol misuse and an additional 60 minutes of training that covers these indicators of controlled substance use.~~
- The person making the determination that reasonable suspicion exists will not conduct the test.
- Alcohol tests will be authorized for reasonable suspicion only if the required observations are made during, just before, or just after the period of the workday when the employee must comply with alcohol prohibitions. If an alcohol test is not administered within two hours of a determination of reasonable suspicion, the district will prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests will cease after eight hours.

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- A supervisor or district official who makes a finding of reasonable suspicion must also make a written record of the observations leading to a reasonable suspicion drug test within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

Return to Duty Tests

- A drug or alcohol test will be conducted when a driver who has violated the district's drug or alcohol prohibition returns to performing safety-sensitive duties.
- A driver whose conduct involved misuse of drugs may not return to duty in a safety-sensitive function until the return to duty drug test produces a verified negative result.
- A driver whose conduct involved alcohol may not return to duty in a safety-sensitive position until the return to duty alcohol test produces a verified result that meets federal and district standards.

Follow-Up Tests

- After returning to duty, a driver is subject to six unannounced follow-up tests within 12 months for alcohol, drugs, or both if the substance abuse professional determines both are necessary.
- The substance abuse professional can terminate the follow-up testing requirement after the first six tests have been completed or continue the follow-up testing for up to 60 months from the date of the driver's return to duty.
- Alcohol follow-up testing is done just before, during, or just after performing a safety-sensitive function.

Stand-Down

A covered employee will be subject to stand-down only with respect to the actual performance of safety-sensitive duties.

No adverse action affecting the employee's pay and benefits will be taken pending the completion of the MRO verification process. This includes continuing to pay the employee during the period of the stand-down in the same way the district would have paid him/her had the employee not been stood down.

The verification process will begin no later than the time an employee is temporarily removed from the performance of safety-sensitive functions. The period of stand-down for any employee will not exceed five days, unless the district is informed in writing by the MRO that a longer period is needed to complete the verification process.

In the event the MRO verifies the test negative or cancels it, the following will occur:

- The district will return the employee immediately to the performance of safety-sensitive functions.
- The employee will suffer no adverse personnel or financial consequences as a result.
- No individually identifiable record that the employee had a confirmed laboratory positive, adulterated, or substituted test result is maintained. The district will maintain a record of the test only as a negative or cancelled test.

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The district may, in its continuing efforts to enhance safety, request a waiver of federal prohibitions against standing down an employee before the MRO has completed the verification process. The written waiver request will be directed to the appropriate federal administrator.

The district will not stand down an employee in the absence of a waiver or inconsistent with the terms of the waiver.

Testing Procedures

Alcohol and split sample controlled substances testing will be conducted by the testing company.

Retention of Records

An employer must maintain certain records pertaining to its alcohol misuse and controlled substance use prevention program for a specified period in a secure location with controlled access. The MRO/testing company will maintain copies of test results as a back-up.

There is a five-year record-keeping requirement for positive test results, refusals to take tests, and other areas. The employer must maintain records related to the collection process for testing for two years. The employer will keep records of negative and canceled controlled substances test results and alcohol test results of less than 0.02 for a minimum of one year.

The employer will maintain driver drug and alcohol test results and records under strict confidentiality and release them only in accordance with law. Upon written request, a driver may receive copies of any records pertaining to his/her drug or alcohol tests. The employer will make records available to a subsequent employer or other identified persons only as expressly requested in writing by the driver.

The information an employer may release is limited to a positive controlled substances test result, alcohol test results of 0.04 or greater, and refusals to be tested for the two years preceding the date of inquiry. The employer will obtain and review driver drug and alcohol test results and records no later than 14 days after the first time a driver performs safety-sensitive functions if it is not feasible to obtain the information beforehand. An employer may not permit a driver to perform safety-sensitive functions without obtaining the information.

Reporting

Each employer must generate and retain, at a minimum, an annual calendar year summary of the results of its alcohol and controlled substance prevention program. The federal government will randomly select a sample of employers to report data. The government will notify this group in January of the year in which the data are due. The report is due by the following March 15th in the format prescribed and provided by the Federal Highway Administration.

Notifications

Each driver will receive educational materials that explain the requirements, together with a copy of the district's policy and regulations for meeting these requirements. The information will identify the following:

- the person(s) designated by the district to answer driver questions about the materials
- the categories of drivers who are subject to drug and alcohol testing requirements

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- sufficient information about the safety-sensitive functions performed by employees to make clear for what period of the work day driver compliance is required
- specific information concerning employee conduct that is prohibited
- circumstances under which a driver will be tested for drugs and/or alcohol
- procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results, and ensure that test results are attributed to the correct employee
- the requirement that a driver submit to drug and alcohol tests administered in accordance with federal regulations
- an explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences
- consequences for employees found to have violated the drug and alcohol prohibitions including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation, and treatment
- consequences for drivers found to have an alcohol concentration **greater than 0.00.** ~~of 0.02 or greater but less than 0.04~~
- information concerning the effects of drugs and alcohol on an individual's health, work, and personal life; external and internal signs and symptoms of a drug or alcohol problem; and available methods of intervening when a drug or alcohol problem is suspected including confrontation, referral to an employee assistance program, and/or referral to administrative officials

Each driver will sign a statement certifying that he/she has received a copy of the above materials.

The district will notify an applicant of the results of a pre-employment drug test **alcohol test** if the applicant requests such results within 60 calendar days of being notified of the disposition of the employment application.

The district will notify a driver of the results of random, reasonable suspicion, and post-accident drug tests if the test results are verified positive. The district will also tell the driver which controlled substances were verified as positive.

No employer having actual knowledge that a driver has used a controlled substance or tested positive for controlled substances will permit the driver to perform or continue to perform a safety-sensitive function.

Drivers will inform the district if at any time they are using a controlled substance prescribed by their physician for therapeutic purposes. Such a substance may be used only if the physician has advised the employee that it will not adversely affect the ability to safely perform safety-sensitive functions.

Voluntary Self-Identification Program

The district will establish a voluntary self-identification program consistent with federal requirements. Accordingly, an employee who admits to alcohol misuse or drug use will not be subject to certain referral, evaluation, and treatment requirements provided the following occurs:

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- The admission is in accordance with the policy and administrative rule.
- The driver does not self-identify in order to avoid required testing.
- The driver makes the admission prior to performing a safety-sensitive function (i.e., prior to reporting to duty).

The driver does not perform a safety-sensitive function until the district is satisfied that the employee has been evaluated and has successfully completed education or treatment in accordance with the district's self-identification program guidelines.

Adverse action on the part of the district against any employee making a voluntary admission of alcohol misuse or drug use consistent with this policy and administrative rule is prohibited. The district is committed to providing sufficient opportunity for the employee to seek evaluation, education, or treatment to establish control over his/her drug or alcohol problem.

Following successful completion of an educational or treatment program, as determined by a drug and alcohol abuse evaluation expert (i.e., employee assistance professional, substance abuse professional, or qualified drug and alcohol counselor), the employee will be permitted to return to duty. The district will ensure that prior to the employee participating in a safety-sensitive function, the employee will be required to undergo a return to duty testing with a result indicating a breath alcohol content of less than 0.02 and/or a verified negative test result for drug use, as appropriate. The district may incorporate employee monitoring and include other follow-up testing as a part of its return to duty procedures under this program.

Enforcement

- If the district determines a driver has an alcohol concentration **greater than 0.00** ~~of 0.02 or greater but less than 0.04~~, the driver will not perform safety-sensitive functions until the start of his/her regularly scheduled duty period, but not less than 24 hours after the administration of the test.
- Any driver who refuses to submit to a post-accident, random, reasonable suspicion, or follow-up test will not perform or continue to perform safety-sensitive functions.
- A driver who in any way violates district prohibitions related to drugs and alcohol will receive from the district the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol-related problems. The employee will be evaluated by a substance abuse professional who will determine what help, if any, the driver needs in resolving such a problem.

~~The district may assign a driver prohibited from performing safety sensitive functions to non-safety sensitive functions until such time as the driver complies with the requirement for returning to duty.~~

Any substance abuse professional who determines that a driver needs assistance will not refer the driver to a private practice, person, or organization in which he/she has a financial interest, except under circumstances allowed by law.

- The district may pay for or provide rehabilitation for drivers affected by this policy.
- The district may hold a job open for a driver affected by the requirements for drug and alcohol testing.

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Termination Disclosure

Nothing in this policy, its supporting regulations, or the law relating to drug and alcohol testing limits or restricts the right of the superintendent to discipline a driver, up to and including termination, for conduct which violates the school district's policies and procedures.

Issued 2/28/00; Revised ^

BUS SAFETY PROGRAM

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

School bus drivers who operate a motor vehicle requiring a commercial driver's license (CDL) and other drivers who perform safety-sensitive functions are subject to a drug and alcohol testing program.

The superintendent or his/her designee will answer all questions regarding the board policy or regulation or the drug and alcohol testing program.

Definitions

Covered driver. Those individuals driving a vehicle weighing in excess of 26,001 pounds or a vehicle transporting 16 or more persons, including the driver, and requiring a CDL to hold the driver position. Covered drivers include coaches, teachers, administrators, and others who drive a school vehicle meeting these requirements.

Safety-sensitive function. The on-duty functions of 1) waiting to be dispatched; 2) inspecting, servicing, or conditioning vehicles or equipment; 3) driving; 4) duties other than driving performed in a vehicle; 5) unloading or supervising vehicles; 6) duties required after an accident; and 7) repairing, obtaining assistance, or supervising disabled vehicles.

Testing company. An independent private company selected by the district (*option: South Carolina Department of Education*) to provide assistance to individual school districts.

Medical review officer (MRO). Physician employed by the testing company to perform certain services related to all covered employees.

Substance abuse professional. A licensed physician or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.

Required hours of compliance. Drivers covered by this policy must not consume alcohol 1) while performing a safety-sensitive function, 2) four hours prior to performing a safety-sensitive function, and 3) up to eight hours following a motor vehicle accident or until the driver undergoes a post-accident test, whichever occurs first.

The law prohibits the use and ingestion of prohibited drugs at all times.

- *On-duty time.* All time spent providing a breath sample or urine specimen, including travel time to and from the collection site, in order to comply with the random, reasonable suspicion, post-accident, or follow-up testing as required by this law.
- *Stand down.* The practice of temporarily removing an employee from the performance of safety sensitive functions based on a report from a laboratory to the MRO of a confirmed positive test for a drug or a drug metabolite, an adulterated or a substituted test, before the MRO has completed verification of the test results.

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Required Tests

Pre-employment drug testing

- A driver applicant must take a drug test before being hired for a safety-sensitive position. Before any existing worker in a department of transportation driver position will be assigned, transferred, or otherwise permitted to operate a commercial motor vehicle on behalf of the district for the first time, he/she must also submit to testing. Employment with the district is contingent upon the employee receiving negative drug test results.
- The applicant will receive written notification of the drug tests prior to taking the tests. The applicant will be asked to sign a general consent and release to be tested for drugs.
- An employee may be exempt from the pre-employment drug test if he/she participated in a drug testing program within 30 days prior to the application for employment and while participating in that program was tested for drugs within the last six months (from the date of application) or participated in a random drug testing program in the previous 12 months, provided that the district has been able to make all verifications required by law.
- If a district contracts with a private company to provide drivers more than once a year, the district will assure itself once every six months that the drivers participate in an alcohol and controlled substances testing program that meets the rules.

Option: Pre-employment alcohol testing

The district will require pre-employment alcohol testing in accordance with the following.

All individuals considered for employment or transfer with the district and subject to federal regulations will be tested.

All tests will be conducted using the alcohol testing procedures of the federal regulation.

Such test must be conducted prior to the new or transferred employee's performance of safety sensitive functions.

Post-accident drug testing

- Prior to performing safety-sensitive duties, drivers will receive instruction on post-accident procedures.
- Districts will conduct alcohol and controlled substance tests as soon after a motor vehicle accident as is practicable on any driver under these conditions:
 - who was performing safety-sensitive functions with respect to the vehicle, if the accident involved loss of human life
 - who receives a citation under state or local law for a moving traffic violation arising from the accident
- No such driver will use alcohol for eight hours after the accident or until he/she undergoes a post-alcohol test, whichever comes first.
- If an alcohol test is not administered within two hours or if a drug test is not administered within 32 hours, the district will prepare and maintain records explaining why the tests were

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not conducted. There is no need to test for alcohol if the test is not administered within eight hours after the accident or within 32 hours for drugs.

- Tests conducted by authorized federal, state, or local officials will fulfill post-accident testing requirements provided they conform to applicable legal requirements and are obtained by the district. Breath tests will validate only the alcohol test and cannot be used to fulfill drug testing obligations.
- Districts will deem drivers who do not remain readily available for testing as refusing to submit to testing.

Random Tests

- Tests will be conducted on a random basis at unannounced times throughout the year.
- The selection of drivers will be by a scientifically valid random process and each driver will have an equal chance of being tested each time selections are made.
- The testing company will determine the number of drivers to be randomly tested. The minimum annual percentage rate for random alcohol testing will be 10 percent of the average number of driver positions. For controlled substance testing, the rate will be 25 percent.
- Tests for alcohol will be conducted just before, during, or just after the performance of safety-sensitive functions. "During" is to enable detection of drivers who use alcohol on the job. The purpose of testing "just before" and "just after" is to avoid the problem of interrupting some safety-sensitive functions for the performance of a test (e.g., driving a school bus).
- Random tests for drugs do not have to be conducted in immediate time proximity to performing safety-sensitive functions. Once notified of selection for drug testing, an employee must proceed to a collection site.

Reasonable Suspicion Testing

- Reasonable suspicion observations will be based on specific, contemporaneous, and articulable observations concerning the appearance, behavior, speech, or body odor of a driver.
- Reasonable suspicion observations will be made only by a district supervisor or official who has received at least 60 minutes of training on the physical, behavioral, speech, and performance indicators of alcohol misuse and an additional 60 minutes of training that covers these indicators of controlled substance use.
- The person making the determination that reasonable suspicion exists will not conduct the test.
- Alcohol tests will be authorized for reasonable suspicion only if the required observations are made during, just before, or just after the period of the workday when the employee must comply with alcohol prohibitions. If an alcohol test is not administered within two hours of a determination of reasonable suspicion, the district will prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests will cease after eight hours.
- A supervisor or district official who makes a finding of reasonable suspicion must also make a written record of the observations leading to a reasonable suspicion drug test within 24

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hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

Return to Duty Tests

- A drug or alcohol test will be conducted when a driver who has violated the district's drug or alcohol prohibition returns to performing safety-sensitive duties.
- A driver whose conduct involved misuse of drugs may not return to duty in a safety-sensitive function until the return to duty drug test produces a verified negative result.
- A driver whose conduct involved alcohol may not return to duty in a safety-sensitive position until the return to duty alcohol test produces a verified result that meets federal and district standards.

Follow-Up Tests

- After returning to duty, a driver is subject to six unannounced follow-up tests within 12 months for alcohol, drugs, or both if the substance abuse professional determines both are necessary.
- The substance abuse professional can terminate the follow-up testing requirement after the first six tests have been completed or continue the follow-up testing for up to 60 months from the date of the driver's return to duty.
- Alcohol follow-up testing is done just before, during, or just after performing a safety-sensitive function.

Stand-Down

A covered employee will be subject to stand-down only with respect to the actual performance of safety-sensitive duties.

No adverse action affecting the employee's pay and benefits will be taken pending the completion of the MRO verification process. This includes continuing to pay the employee during the period of the stand-down in the same way the district would have paid him/her had the employee not been stood down.

The verification process will begin no later than the time an employee is temporarily removed from the performance of safety-sensitive functions. The period of stand-down for any employee will not exceed five days, unless the district is informed in writing by the MRO that a longer period is needed to complete the verification process.

In the event the MRO verifies the test negative or cancels it, the following will occur:

- The district will return the employee immediately to the performance of safety-sensitive functions.
- The employee will suffer no adverse personnel or financial consequences as a result.
- No individually identifiable record that the employee had a confirmed laboratory positive, adulterated, or substituted test result is maintained. The district will maintain a record of the test only as a negative or cancelled test.

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The district may, in its continuing efforts to enhance safety, request a waiver of federal prohibitions against standing down an employee before the MRO has completed the verification process. The written waiver request will be directed to the appropriate federal administrator.

The district will not stand down an employee in the absence of a waiver or inconsistent with the terms of the waiver.

Testing Procedures

Alcohol and split sample controlled substances testing will be conducted by the testing company.

Retention of Records

An employer must maintain certain records pertaining to its alcohol misuse and controlled substance use prevention program for a specified period in a secure location with controlled access. The MRO/testing company will maintain copies of test results as a back-up.

There is a five-year record-keeping requirement for positive test results, refusals to take tests, and other areas. The employer must maintain records related to the collection process for testing for two years. The employer will keep records of negative and canceled controlled substances test results and alcohol test results of less than 0.02 for a minimum of one year.

The employer will maintain driver drug and alcohol test results and records under strict confidentiality and release them only in accordance with law. Upon written request, a driver may receive copies of any records pertaining to his/her drug or alcohol tests. The employer will make records available to a subsequent employer or other identified persons only as expressly requested in writing by the driver.

The information an employer may release is limited to a positive controlled substances test result, alcohol test results of 0.04 or greater, and refusals to be tested for the two years preceding the date of inquiry. The employer will obtain and review driver drug and alcohol test results and records no later than 14 days after the first time a driver performs safety-sensitive functions if it is not feasible to obtain the information beforehand. An employer may not permit a driver to perform safety-sensitive functions without obtaining the information.

Reporting

Each employer must generate and retain, at a minimum, an annual calendar year summary of the results of its alcohol and controlled substance prevention program. The federal government will randomly select a sample of employers to report data. The government will notify this group in January of the year in which the data are due. The report is due by the following March 15th in the format prescribed and provided by the Federal Highway Administration.

Notifications

Each driver will receive educational materials that explain the requirements, together with a copy of the district's policy and regulations for meeting these requirements. The information will identify the following:

- the person(s) designated by the district to answer driver questions about the materials
- the categories of drivers who are subject to drug and alcohol testing requirements
- sufficient information about the safety-sensitive functions performed by employees to make clear for what period of the work day driver compliance is required

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- specific information concerning employee conduct that is prohibited
- circumstances under which a driver will be tested for drugs and/or alcohol
- procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results, and ensure that test results are attributed to the correct employee
- the requirement that a driver submit to drug and alcohol tests administered in accordance with federal regulations
- an explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences
- consequences for employees found to have violated the drug and alcohol prohibitions including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation, and treatment
- consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04
- information concerning the effects of drugs and alcohol on an individual's health, work, and personal life; external and internal signs and symptoms of a drug or alcohol problem; and available methods of intervening when a drug or alcohol problem is suspected including confrontation, referral to an employee assistance program, and/or referral to administrative officials

Each driver will sign a statement certifying that he/she has received a copy of the above materials.

The district will notify an applicant of the results of a pre-employment drug test (*option: alcohol test*) if the applicant requests such results within 60 calendar days of being notified of the disposition of the employment application.

The district will notify a driver of the results of random, reasonable suspicion, and post-accident drug tests if the test results are verified positive. The district will also tell the driver which controlled substances were verified as positive.

No employer having actual knowledge that a driver has used a controlled substance or tested positive for controlled substances will permit the driver to perform or continue to perform a safety-sensitive function.

Drivers will inform the district if at any time they are using a controlled substance prescribed by their physician for therapeutic purposes. Such a substance may be used only if the physician has advised the employee that it will not adversely affect the ability to safely perform safety-sensitive functions.

Voluntary Self-Identification Program

The district will establish a voluntary self-identification program consistent with federal requirements. Accordingly, an employee who admits to alcohol misuse or drug use will not be subject to certain referral, evaluation, and treatment requirements provided the following occurs:

- The admission is in accordance with the policy and administrative rule.

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- The driver does not self-identify in order to avoid required testing.
- The driver makes the admission prior to performing a safety-sensitive function (i.e., prior to reporting to duty).

The driver does not perform a safety-sensitive function until the district is satisfied that the employee has been evaluated and has successfully completed education or treatment in accordance with the district's self-identification program guidelines.

Adverse action on the part of the district against any employee making a voluntary admission of alcohol misuse or drug use consistent with this policy and administrative rule is prohibited. The district is committed to providing sufficient opportunity for the employee to seek evaluation, education, or treatment to establish control over his/her drug or alcohol problem.

Following successful completion of an educational or treatment program, as determined by a drug and alcohol abuse evaluation expert (i.e., employee assistance professional, substance abuse professional, or qualified drug and alcohol counselor), the employee will be permitted to return to duty. The district will ensure that prior to the employee participating in a safety-sensitive function, the employee will be required to undergo a return to duty testing with a result indicating a breath alcohol content of less than 0.02 and/or a verified negative test result for drug use, as appropriate. The district may incorporate employee monitoring and include other follow-up testing as a part of its return to duty procedures under this program.

Enforcement

- If the district determines a driver has an alcohol concentration of 0.02 or greater but less than 0.04, the driver will not perform safety-sensitive functions until the start of his/her regularly scheduled duty period, but not less than 24 hours after the administration of the test.
- Any driver who refuses to submit to a post-accident, random, reasonable suspicion, or follow-up test will not perform or continue to perform safety-sensitive functions.
- A driver who in any way violates district prohibitions related to drugs and alcohol will receive from the district the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol-related problems. The employee will be evaluated by a substance abuse professional who will determine what help, if any, the driver needs in resolving such a problem.

The district may assign a driver prohibited from performing safety-sensitive functions to non-safety-sensitive functions until such time as the driver complies with the requirement for returning to duty.

Any substance abuse professional who determines that a driver needs assistance will not refer the driver to a private practice, person, or organization in which he/she has a financial interest, except under circumstances allowed by law.

Option

- *The district may/will pay for or provide rehabilitation for drivers affected by this policy.*
- *The district may/will hold a job open for a driver affected by the requirements for drug and alcohol testing.*

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Nothing in this policy, its supporting regulations, or the law relating to drug and alcohol testing limits or restricts the right of the superintendent to discipline a driver, up to and including termination, for conduct which violates the school district's policies and procedures.

Issued 2/28/00; Revised ^

Issued 2/00

School bus drivers who operate a motor vehicle requiring a commercial driver's license and other drivers who perform safety-sensitive functions are subject to a drug and alcohol testing program that fulfills the requirements of the [Code of Federal Regulations, Title 49, Section 382](#).

The superintendent or his/her designee will answer all questions regarding the board policy or regulation or the drug and alcohol testing program.

Definitions

Covered driver. Those individuals driving a vehicle weighing in excess of 26,001 pounds or a vehicle transporting 16 or more persons, including the driver, and requiring a commercial driver's license to hold the driver position. (49 CFR 382.107) Covered drivers include coaches, teachers, administrators and others who drive a school vehicle meeting these requirements.

Safety-sensitive function. The on-duty functions of 1) waiting to be dispatched; 2) inspecting, servicing or conditioning vehicles or equipment; 3) driving; 4) duties other than driving performed in a vehicle; 5) unloading or supervising vehicles; 6) duties required after an accident; and 7) repairing, obtaining assistance or supervising disabled vehicles.

Testing company. An independent private company selected by the district (**Option: South Carolina Department of Education**) to provide assistance to individual school districts in complying with the Omnibus Transportation Employee Testing Act of 1991.

Substance abuse professional. A licensed physician or a licensed or certified psychologist, social worker, employee assistance professional or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.

Required hours of compliance. Drivers covered by this policy must not consume alcohol 1) while performing a safety-sensitive function, 2) four hours prior to performing a safety-sensitive function, and 3) up to eight hours following an accident or until the driver undergoes a post-accident test, whichever occurs first. The law prohibits the use and ingestion of prohibited drugs at all times.

On-duty time. All time spent providing a breath sample or urine specimen, including travel time to and from the collection site, in order to comply with the random, reasonable suspicion, post-accident or follow-up testing as required by this law.

Required tests

Preemployment testing

- A driver applicant must take a drug test before being hired for a safety-sensitive position. Before any existing worker in a department of transportation driver position will be assigned, transferred or otherwise permitted to operate a commercial motor vehicle on behalf of the district for the first time, he/she must also submit to testing. Employment with the district is contingent upon the employee receiving negative drug test results.
- The applicant will receive written notification of the drug tests prior to taking the tests. The applicant will be asked to sign a general consent and release to be tested for drugs.
- An employee may be exempt from the pre-employment drug test if he/she participated in a drug testing program within 30 days prior to the application for employment and while participating in that program was tested for drugs within the last six months (from the date of application) or participated in a random drug testing program in the previous 12 months, provided that the district has been able to make all verifications required by law.
- If a district contracts with a private company to provide drivers more than once a year, the district will assure itself once every six months that the drivers participate in an alcohol and controlled substances testing program that meets the rules.

Post-accident drug testing

- Prior to performing safety-sensitive duties, drivers will receive instruction on post-accident procedures.
- Districts will conduct alcohol and controlled substance tests as soon after an accident as is practicable on any driver under these conditions.
 - who was performing safety-sensitive functions with respect to the vehicle, if the accident involved loss of human life
 - who receives a citation under state or local law for a moving traffic violation arising from the accident

- No such driver will use alcohol for eight hours after the accident or until he/she undergoes a post-alcohol test, whichever comes first.
- If an alcohol test is not administered within two hours or if a drug test is not administered within 32 hours, the district will prepare and maintain records explaining why the tests were not conducted. There is no need to give tests if not administered within eight hours after the accident for alcohol or within 32 hours for drugs.
- Tests conducted by authorized federal, state or local officials will fulfill post-accident testing requirements provided they conform to applicable legal requirements and are obtained by the district. Breath tests will validate only the alcohol test and cannot be used to fulfill drug testing obligations.
- Districts will deem drivers who do not remain readily available for testing as refusing to submit to testing.

Random tests

- Tests will be conducted on a random basis at unannounced times throughout the year.
- The selection of drivers will be by a scientifically valid random process and each driver will have an equal chance of being tested each time selections are made.
- The testing company will determine the number of drivers to be randomly tested. The minimum annual percentage rate for random alcohol testing will be 25 percent of the average number of driver positions. For controlled substance testing, the rate will be 50 percent.
- Tests for alcohol will be conducted just before, during or just after the performance of safety-sensitive functions. "During" is to enable detection of drivers who use alcohol on the job. The purpose of testing "just before" and "just after" is to avoid the problem of interrupting some safety-sensitive functions for the performance of a test (e.g., driving a school bus).
- Random tests for drugs do not have to be conducted in immediate time proximity to performing safety-sensitive functions. Once notified of selection for drug testing, an employee must proceed to a collection site.

Reasonable suspicion testing

- Reasonable suspicion observations will be based on specific, contemporaneous and articulable observations concerning the appearance, behavior, speech or body odor of a driver.
- Reasonable suspicion observations will be made only by a district supervisor or official who has received at least 60 minutes of training on the physical, behavioral, speech and performance indicators of alcohol misuse and an additional 60 minutes of training that covers these indicators of controlled substance use.
- The person making the determination that reasonable suspicion exists will not conduct the test.
- Alcohol tests will be authorized for reasonable suspicion only if the required observations are made during, just before or just after the period of the work day when the employee must comply with alcohol prohibitions. If an alcohol test is not administered within two hours of a determination of reasonable suspicion, the district will prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests will cease after eight hours.
- A supervisor or district official who makes a finding of reasonable suspicion must also make a written record of the observations leading to a reasonable suspicion drug test within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

Return to duty tests

- A drug or alcohol test will be conducted when a driver who has violated the district's drug or alcohol prohibition returns to performing safety-sensitive duties.
- A driver whose conduct involved misuse of drugs may not return to duty in a safety-sensitive function until the return to duty drug test produces a verified negative result.
- A driver whose conduct involved alcohol may not return to duty in a safety-sensitive position until the return to duty alcohol test produces a verified result that meets federal and district standards.

Follow-up tests

- After returning to duty, a driver is subject to six unannounced follow-up tests within 12 months for alcohol, drugs or both if the substance abuse professional determines both are necessary.
- The substance abuse professional can terminate the follow-up testing requirement after the first six tests have been completed or continue the follow-up testing for up to 60 months from the date of the driver's return to duty.

- Alcohol follow-up testing is done just before, during or just after performing a safety-sensitive function.

Testing procedures

Alcohol and split sample controlled substances testing will be conducted by the testing company.

Retention of records

An employer must maintain certain records pertaining to its alcohol and controlled substance use prevention program for a specified period in a secure location with controlled access. The MRO (medical review officer)/testing company will maintain copies of test results as a back-up.

There is a five-year record-keeping requirement for positive test results, refusals to take tests and other areas. The employer must maintain records related to the collection process for testing for two years. The employer will keep records of negative and canceled controlled substances test results and alcohol test results of less than 0.02 for a minimum of one year.

The employer will maintain driver drug and alcohol test results and records under strict confidentiality and release them only in accordance with law. Upon written request, a driver may receive copies of any records pertaining to his/her drug or alcohol tests. The employer will make records available to a subsequent employer or other identified persons only as expressly requested in writing by the driver.

The information an employer may release is limited to positive controlled substances test results, alcohol test results of 0.04 or greater and refusals to be tested for the two years preceding the date of inquiry. The employer will obtain and review driver drug and alcohol test results and records no later than 14 days after the first time a driver performs safety-sensitive functions if it is not feasible to obtain the information beforehand. An employer may not permit a driver to perform safety-sensitive functions without obtaining the information.

Reporting

Each employer must generate and retain, at a minimum, an annual calendar year summary of the results of its alcohol and controlled substance prevention program. The federal government will randomly select a sample of employers to report data. The government will notify this group in January of the year in which the data are due. The report is due by the following March 15 in the format prescribed and provided by the Federal Highway Administration.

Notifications

Each driver will receive educational materials that explain the requirements of the [Code of Federal Regulations, Title 49, Part 382](#), together with a copy of the district's policy and regulations for meeting these requirements. The information will identify the following.

- the person designated by the district to answer driver questions about the materials
- the categories of drivers who are subject to drug and alcohol testing requirements
- sufficient information about the safety-sensitive functions performed by employees to make clear for what period of the work day driver compliance is required
- specific information concerning employee conduct that is prohibited
- circumstances under which a driver will be tested for drugs and/or alcohol
- procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results and insure that test results are attributed to the correct employee
- the requirement that a driver submit to drug and alcohol tests administered in accordance with federal regulations
- an explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences
- consequences for employees found to have violated the drug and alcohol prohibitions including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation and treatment
- consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04
- information concerning the effects of drugs and alcohol on an individual's health, work and personal life; external and internal signs and symptoms of a drug or alcohol problem and available methods of intervening when a drug or alcohol problem is suspected including confrontation, referral to an employee assistance program and/or referral to administrative officials

Each driver will sign a statement certifying that he/she has received a copy of the above materials.

The district will notify an applicant of the results of a pre-employment drug test if the applicant requests such results within 60 calendar days of being notified of the disposition of the employment application.

The district will notify a driver of the results of random, reasonable suspicion and post-accident drug tests if the test results are verified positive. The district will also tell the driver which controlled substances were verified as positive.

No employer having actual knowledge that a driver has used a controlled substance or tested positive for controlled substances will permit the driver to perform or continue to perform a safety-sensitive function.

Drivers will inform the district if at any time they are using a controlled substance prescribed by their physician for therapeutic purposes. Such a substance may be used only if the physician has advised the employee that it will not adversely affect the ability to safely perform safety-sensitive functions.

Enforcement

- If the district determines a driver has an alcohol concentration of .02 or greater but less than .04, the driver will not perform safety-sensitive functions until the start of his/her regularly scheduled duty period, but not less than 24 hours after the administration of the test.
- Any driver who refuses to submit to a post-accident, random, reasonable suspicion or follow-up test will not perform or continue to perform safety-sensitive functions.
- A driver who in any way violates district prohibitions related to drugs and alcohol will receive from the district the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol-related problems. The employee will be evaluated by a substance abuse professional who will determine what help, if any, the driver needs in resolving such a problem.

The district may assign a driver prohibited from performing safety-sensitive functions to non-safety-sensitive functions until such time as the driver complies with the requirement for returning to duty.

Any substance abuse professional who determines that a driver needs assistance will not refer the driver to a private practice, person or organization in which he/she has a financial interest, except under circumstances allowed by law.

Nothing in this policy, its supporting regulations or the law relating to drug and alcohol testing limits or restricts the right of the superintendent to discipline a driver, up to and including termination, for conduct which violates the school district's policies and procedures.

Issued 2/28/00

York 3/Rock Hill School District

**DRUG AND ALCOHOL TESTING PROGRAM
ACKNOWLEDGEMENT FORM**

I, _____, have received a copy, read, and understand the drug and alcohol testing program policy and its supporting regulation. I consent to submit to the drug and alcohol testing program as required by the policy, regulation, and the law.

I understand that if I violate the drug and alcohol testing program policy, regulation, or the law, I may be subject to discipline up to and including termination or I may be required to successfully participate in a substance abuse treatment program approved by the board. If I am required to do the latter and fail to successfully participate in a substance abuse treatment program, I understand I may be subject to discipline up to and including termination. I also understand that if I am required to successfully participate in a substance abuse treatment program and I refuse to participate, I may be subject to discipline up to and including termination.

I further understand that I must inform my supervisor of any prescription medication I use. I understand that medical information and other drug and alcohol testing records concerning me are confidential and released in accordance with this policy, its supporting regulation, and the law.

(Signature of employee)

(Date)

**DRUG AND ALCOHOL TESTING PROGRAM
ACKNOWLEDGEMENT FORM**

I, _____, have received a copy, read, and understand the drug and alcohol testing program policy and its supporting regulation. I consent to submit to the drug and alcohol testing program as required by the policy, regulation, and the law.

I understand that if I violate the drug and alcohol testing program policy, regulation, or the law, I may be subject to discipline up to and including termination or I may be required to successfully participate in a substance abuse treatment program approved by the board. If I am required to do the latter and fail to successfully participate in a substance abuse treatment program, I understand I may be subject to discipline up to and including termination. I also understand that if I am required to successfully participate in a substance abuse treatment program and I refuse to participate, I may be subject to discipline up to and including termination.

I further understand that I must inform my supervisor of any prescription medication I use. I understand that medical information and other drug and alcohol testing records concerning me are confidential and released in accordance with this policy, its supporting regulation, and the law.

(Signature of employee)

(Date)

CURRENT

**DRUG AND ALCOHOL TESTING PROGRAM
ACKNOWLEDGEMENT FORM**

I, _____, have received a copy, read and understand the drug and alcohol testing program policy and its supporting regulation. I consent to submit to the drug and alcohol testing program as required by the policy, regulation and the law.

I understand that if I violate the drug and alcohol testing program policy, regulation or the law, I may be subject to discipline up to and including termination or I may be required to successfully participate in a substance abuse treatment program approved by the board. If I am required to do the latter and fail to successfully participate in a substance abuse treatment program, I understand I may be subject to discipline up to and including termination. I also understand that if I am required to successfully participate in a substance abuse treatment program and I refuse to participate, I may be subject to discipline up to and including termination.

I further understand that I must inform my supervisor of any prescription medication I use. I understand that medical information and other drug and alcohol testing records concerning me are confidential and released in accordance with this policy, its supporting regulation and the law.

(Signature of employee)

(Date)

STUDENT CONDUCT ON BUSES

Code **EEAEC** Issued ~~MODEL~~ **PROPOSED**

Safety is of prime importance for students as they are transported to and from school and school-sponsored activities. Safety requires the cooperation of students, parents/legal guardians, and school personnel.

The district charges students with the responsibility of conduct that will result in safe transportation, respect for school personnel, and respect for other students. The school bus is an extension of school activity. Therefore, the board expects students to conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. All bus riders must cooperate fully with the bus driver and observe the bus rules.

The bus driver is responsible for supervision of students on the bus. The driver may stop the bus at any time when misbehavior or threatened misbehavior presents a hazard to safe driving.

The driver will report students who create a disturbance on school buses. The principal or his/her designee as authorized by state law and regulation, may suspend or deny bus transportation to a student whose conduct is persistently and/or flagrantly detrimental to safety and order on the bus.

The board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular and extracurricular events. The district will use video cameras to monitor student behavior. The district may use videos as evidence in a student disciplinary proceeding. The videos are student records subject to school district confidentiality, board policy, and administrative regulations.

Adopted 05/28/90; Revised 2/28/00, ^

Legal references:

A. Federal Law:

1. The Family Education Rights and Privacy Act of 1974, 20 U.S.C.A. 1232(g).

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

1. Section 59-67-100 - Seating space; aisle; seats; number and location of students.
2. Section 59-67-180 - General supervision of bus by driver.
3. Section 59-67-240 - Disciplinary powers of bus driver.

STUDENT CONDUCT ON BUSES

Code **EEAEC** Issued **MODEL**

Safety is of prime importance for students as they are transported to and from school and school-sponsored activities. Safety requires the cooperation of students, parents/legal guardians, and school personnel.

The district charges students with the responsibility of conduct that will result in safe transportation, respect for school personnel, and respect for other students. The school bus is an extension of school activity. Therefore, the board expects students to conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. All bus riders must cooperate fully with the bus driver and observe the bus rules.

The bus driver is responsible for supervision of students on the bus. The driver may stop the bus at any time when misbehavior or threatened misbehavior presents a hazard to safe driving.

The driver will report students who create a disturbance on school buses. The principal or his/her designee as authorized by state law and regulation, may suspend or deny bus transportation to a student whose conduct is persistently and/or flagrantly detrimental to safety and order on the bus.

(Option: The board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular and extracurricular events. The district will use video cameras to monitor student behavior. The district may use videos as evidence in a student disciplinary proceeding. The videos are student records subject to school district confidentiality, board policy, and administrative regulations.)

Adopted ^

Legal references:

A. Federal Law:

1. The Family Education Rights and Privacy Act of 1974, 20 U.S.C.A. 1232(g).

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

1. Section 59-67-100 - Seating space; aisle; seats; number and location of students.
2. Section 59-67-180 - General supervision of bus by driver.
3. Section 59-67-240 - Disciplinary powers of bus driver.

Policy EEAEC Student Conduct On Buses

Issued 2/00

CURRENT

Purpose: To establish the basic structure for safe student transportation.

Safety is of prime importance for our students as we transport them to and from school and school-sponsored activities. Safety requires the cooperation of students, parents/guardians and school personnel.

The district charges students with the responsibility of conduct that will result in safe transportation, respect for school personnel and respect for other students. The school bus is an extension of school activity. Therefore, the board expects students to conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. All bus riders must cooperate fully with the bus driver and observe the bus rules.

The bus driver is responsible for supervision of students on the bus. He may stop the bus at any time that misbehavior or threatened misbehavior presents a hazard to safe driving.

The driver will report students who create a disturbance on school buses. The principal or his/her designee as authorized by state law and regulation, may suspend or deny bus transportation to a student whose conduct is persistently and/or flagrantly detrimental to safety and order on the bus.

Adopted 5/28/90; Revised 2/28/00

Legal references:

S. C. Code, 1976, as amended:

[Section 59-67](#)-240 - Disciplinary powers of bus driver.

[Section 59-67](#)-250 - Copies of [Section 59-67](#)-240 to be posted.

[Section 59-67](#)-470 - Superintendent to supervise conduct of pupils riding buses.

York 3/Rock Hill School District

STUDENT CONDUCT ON BUSES

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

Use of Video Cameras

The board supports the use of video cameras as a means to monitor and maintain a safe environment for students and employees. The district may use video cameras on buses used for transportation to and from school, field trips, and other curricular and extracurricular events. The contents of the videos may be used as evidence in a student disciplinary proceeding.

Student Records

The content of the videos is a student record subject to board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose may view the videos.

Notice

The district will annually provide the following notice to students and parents/legal guardians.

The Rock Hill School District Three board of trustees has authorized the use of video cameras on school district buses. The district will use the video cameras to monitor student behavior in order to maintain a safe environment. Students and parents/legal guardians are hereby notified that the content of the videos may be used in a student disciplinary proceeding. The content of the videos is a confidential student record. The district will retain the videos with other student records only if necessary for use in a student disciplinary proceeding or other matter as determined by the administration. Parents/Legal guardians may request to view videos of their child if the district uses the videos in a disciplinary proceeding involving their child.

NOTE: If the board makes the determination that students will be notified when the video cameras are in use, this statement should be included in the annual notice.

The following notice will also be placed on all school buses equipped with a video camera.

- **This bus is equipped with a video/audio monitoring system.**

Review of Videos

The school district will review videos:

At least (weekly, monthly, etc.). The videos may be recirculated for erasure after ***** days.
NOTE: Videos should be kept for a minimum of two weeks.

Only those individuals who have a legitimate educational purpose for doing so may view the videos. The district will keep a written log of those individuals viewing the videos. The log will state the time, name of the individual viewing, and the date the video was viewed.

Video Monitoring System

PAGE 2 - EEAEC-R - STUDENT CONDUCT ON BUSES

Video cameras will be utilized in the following situations:

Used only on a select number of state and district-owned school buses.

The superintendent, in consultation with the building principals and transportation director, determines how video cameras will be used and which school buses will be equipped with video equipment.

Student Conduct

The district prohibits students from tampering with video cameras on the school buses. The district will discipline students found in violation of this regulation in accordance with the student behavior code. Students and/or parents/legal guardians will reimburse the district for any repairs or replacement necessary as a result of the tampering.

Issued ^

STUDENT CONDUCT ON BUSES

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

TO BE USED ONLY IF OPTIONAL PORTION OF POLICY IS ADOPTED

Use of Video Cameras

The board supports the use of video cameras as a means to monitor and maintain a safe environment for students and employees. The district may use video cameras on buses used for transportation to and from school, field trips, and other curricular and extracurricular events. The contents of the videos may be used as evidence in a student disciplinary proceeding.

Student Records

The content of the videos is a student record subject to board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose may view the videos.

Notice

The district will annually provide the following notice to students and parents/legal guardians.

The Rock Hill School District Three board of trustees has authorized the use of video cameras on school district buses. The district will use the video cameras to monitor student behavior in order to maintain a safe environment. Students and parents/legal guardians are hereby notified that the content of the videos may be used in a student disciplinary proceeding. The content of the videos is a confidential student record. The district will retain the videos with other student records only if necessary for use in a student disciplinary proceeding or other matter as determined by the administration. Parents/Legal guardians may request to view videos of their child if the district uses the videos in a disciplinary proceeding involving their child.

NOTE: If the board makes the determination that students will be notified when the video cameras are in use, this statement should be included in the annual notice.

The following notice will also be placed on all school buses equipped with a video camera.

- This bus is equipped with a video/audio monitoring system.

Review of Videos

The school district will review videos (*choose one or more of the following*):

*Option 1: When necessary as a result of an incident reported by a bus driver or student. The videos may be recirculated for erasure after ***** days.*

*Option 2: At least (weekly, monthly, etc.). The videos may be recirculated for erasure after ***** days. NOTE: Videos should be kept for a minimum of two weeks.*

*Option 3: Randomly. The videos may be recirculated for erasure after ***** days.*

PAGE 2 - EEAEC-R - STUDENT CONDUCT ON BUSES

Only those individuals who have a legitimate educational purpose for doing so may view the videos. The district will keep a written log of those individuals viewing the videos. The log will state the time, name of the individual viewing, and the date the video was viewed.

Video Monitoring System

Video cameras will be utilized in the following situations (*choose one*):

Option 1: Used on all state and district-owned school buses.

Option 2: Rotated randomly on state and district-owned school buses.

Option 3: Used only on a select number of state and district-owned school buses.

The superintendent, in consultation with the building principals and transportation director, determines how video cameras will be used and which school buses will be equipped with video equipment.

Student Conduct

The district prohibits students from tampering with video cameras on the school buses. The district will discipline students found in violation of this regulation in accordance with the student behavior code. Students and/or parents/legal guardians will reimburse the district for any repairs or replacement necessary as a result of the tampering.

Issued ^

COPYRIGHT COMPLIANCE

Code **EGAD** Issued **/18**

The 1976 Federal Copyright Law makes it illegal to duplicate copyrighted materials without permission, except for certain exempt purposes. The federal law provides penalties for unauthorized copying of audio, visual, or printed materials; computer software; and computer text or graphics found ~~online the Web~~ unless the copying falls within the bounds of the “fair use” doctrine.

Therefore, the superintendent will **establish and maintain detailed administrative procedures informing** all personnel that unauthorized reproduction and/or use of copyrighted materials is illegal, unethical, and not permitted by the board and that violations of the copyright law may result in criminal or civil suits and/or suspension or dismissal from employment in the district.

To protect staff members and the district against legal redress for alleged violation of the copyright laws, the person making the reproduction is responsible for determining that the action is within the law. Any time a person copies materials, he/she should request permission from the copyright holder, even if the materials copied fall under the fair use standard. If the copyright holder denies permission, the user should destroy the copied works. If approved, the user may keep the materials for as long as the permission is in effect.

The district will not honor requests to reproduce materials on district equipment unless the reproduction is legally permissible.

Adopted ^

Legal References:

- A. Federal Law:
 - 1. Copyright Act of 1976, 17 U.S.C.A. Section 101, *et seq.*

COPYRIGHT COMPLIANCE

Code **EGAD** Issued **DRAFT/18**

The 1976 Federal Copyright Law makes it illegal to duplicate copyrighted materials without permission, except for certain exempt purposes. The federal law provides penalties for unauthorized copying of audio, visual, or printed materials; computer software; and computer text or graphics found on the Web unless the copying falls within the bounds of the “fair use” doctrine.

Therefore, the superintendent will inform all personnel that unauthorized reproduction and/or use of copyrighted materials is illegal, unethical, and not permitted by the board and that violations of the copyright law may result in criminal or civil suits and/or suspension or dismissal from employment in the district.

To protect staff members and the district against legal redress for alleged violation of the copyright laws, the person making the reproduction is responsible for determining that the action is within the law. Any time a person copies materials, he/she should request permission from the copyright holder, even if the materials copied fall under the fair use standard. If the copyright holder denies permission, the user should destroy the copied works. If approved, the user may keep the materials for as long as the permission is in effect.

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Legal References:

- A. Federal Law:
 - 1. Copyright Act of 1976, 17 U.S.C.A. Section 101, *et seq.*

COPYRIGHT COMPLIANCE

Code **EGAD-R** Issued **/18**

The 1976 Federal Copyright Law makes it illegal to duplicate copyrighted materials without permission, except for certain exempt purposes. The federal law provides penalties for unauthorized copying of audio, visual, or printed materials; computer software; and computer text or graphics found unless the copying falls within the bounds of the “fair use” doctrine.

Unauthorized reproduction and/or use of copyrighted materials is illegal, unethical, and is not permitted by the board. Violations of the copyright law may result in criminal or civil suits and/or suspension or dismissal from employment in the district.

This administrative rule provides ~~The district will maintain~~ detailed ~~regulations~~ guidance governing the use of copyrighted materials. ~~This rule and any supplemental guidelines shall be electronically accessible or maintained on file~~ in each media center. It is the responsibility of the school principal to schedule an annual review of the copyright law at school staff orientation. It is the responsibility of the media specialist to keep the school staff informed on the use of copyrighted materials.

Fair Use

In determining whether use of copyrighted materials without permission in any particular case is “fair use,” the following factors are to be considered:

- the purpose and character of the use, including whether it is for nonprofit/public educational purpose(s)
- the nature of the copyrighted materials
- the amount and substantiality of the portion used as compared to the copyrighted materials as a whole
- the effect of the use on the potential market for, or value of, the copyrighted materials

Permission for Reproduction

Written permission from the copyright holder should always be obtained prior to the use of the material. Permission to copy must include this information:

- title, author, and/or editor, and edition of materials to be duplicated
- exact material to be used giving amount, page numbers, chapters and, if possible, a photocopy of the material
- number of copies to be made
- use to be made of duplicated materials
- form of distribution (classroom, newsletter, etc.)
- whether or not the material is to be sold
- type of reprint (photocopy, digital, etc.)

If written permission for reproduction is not received, the copyrighted material may not be used.

Credit the source of all copyrighted material by indicating the copyright symbol and year, © 20__ and the copyright owner's name on the materials. State “with permission” if permission for reproduction has been granted.

PAGE 2 - EGAD-R - COPYRIGHT COMPLIANCE

Guidelines for Reproduction and Use of Copyrighted Material in Print

Teachers may make or have made a single copy of the following for instructional uses:

- a chapter from a book
- an article from a newspaper or periodical
- a short story, essay, or short poem, whether or not from a collective work
- a chart
- a graph
- a diagram
- a drawing cartoon
- a picture from a book, periodical, or newspaper

Teachers may make multiple copies of the following for classroom use or discussion provided all of these requirements are met:

- The copying meets the tests of brevity and spontaneity as defined below.
- The copying meets the cumulative effect test as defined below.
- Each copy includes a notice of copyright.

A teacher may not make a copy of the copyrighted material for every student he/she teaches. One class set may be made, distributed for the class instructional activity, taken up following the instructional activity, and then destroyed. The class set may be used in each class for which the copyrighted material is appropriate. This restriction also applies to any copies made for staff development sessions.

~~A teacher may not scan a book to create a digital copy of the book for use in the classroom, media center, or other location. A teacher may not make a recording of a book without prior express written permission of the copyright owners.~~

Brevity

- a complete poem of less than 250 words
- an excerpt of no more than 250 words from a longer poem
- a complete prose work if it is less than 2,500 words
- an excerpt of no more than 500 words from a prose work of between 2,500 and 5,000 words
- an excerpt of not more than 10 percent of a prose work of between 5,000 and 10,000 words
- an excerpt of not more than 1,000 words from a prose work which is greater than 10,000 words
- one illustration per book or periodical use
- not more than two pages and 10 percent of the words of “special works” which are poetic or prose works which combine illustrations and less than 2,500 words (such as many children's books)

~~A teacher may not scan a book to create a digital copy of the book for use in the classroom, media center, or other location.~~

~~A teacher may not make a recording of a book without prior express written permission of the copyright owners.~~

Note: Numerical limits may be exceeded in order to complete a line of poetry or a paragraph of prose.

PAGE 3 - EGAD-R - COPYRIGHT COMPLIANCE

Spontaneity

- The copying must be at the instance and inspiration of the individual teacher.
- The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are too close in time that it would be unreasonable to expect a timely reply to a request for permission.
- The copying of the material must be for only one course in the school in which copies are made.

Cumulative effect

- Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume, during one class term.
- Not more than nine instances of such multiple copying for one course may occur during one class term.

Note: The limitations stated in the last two items above will not apply to current news periodicals and newspapers and current news sections of other periodicals.

Performances by teachers or students of copyrighted dramatic works without authorization from the copyright owner are permitted as part of a teaching activity in a classroom or instructional setting. All other performances require permission from the copyright owner.

Teachers may use copyrighted material in opaque projectors or document cameras for instructional purposes.

The right to change the chart, picture, cartoon, or illustration into a poster, slide, transparency, video, or wall graphic (also called the right of adaptation) rests with the copyright holder. Modification of the original does not protect the user from liability.

Guidelines for Reproduction and Use of Copyrighted Music

Teachers may make a single copy of a song, movement, or short section from a printed musical work that is unavailable except in a larger work for purposes of preparing for instruction.

Teachers may make multiple copies for classroom use of an excerpt of not more than 10 percent of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a complete section, movement, or song.

In an emergency, teachers may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed, or are otherwise not available, provided purchased replacement copies will be substituted in due course.

Teachers may make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal.

Teachers may make and retain a single copy of excerpts from recordings of copyrighted musical works for use as aural exercises or examination questions.

Teachers may edit or simplify purchased copies of music provided that the fundamental character of the music is not distorted. Lyrics will not be altered or added if none exist.

PAGE 4 - EGAD-R - COPYRIGHT COMPLIANCE

Performance by teachers or students of copyrighted musical works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting. The purpose will be instructional rather than for entertainment.

Performances of non-dramatic musical works which are copyrighted are permitted without the authorization of the copyright owner under the following conditions:

- The performance is not for a commercial purpose.
- None of the performers, promoters, or organizers is compensated.
- Admission fees are used for educational or charitable purposes only.

All other musical performances require permission from the copyright owner.

Guidelines for Off-Air Recording

Instructional television programs

Unlimited use designates a series that is leased or owned by the Department of Education. Programs in the series may be taped off-air and retained on tape for as long as the series is contained in the resources book.

Designated time period use designates a series that may be taped off-air and retained on tape for as long as that series airs on the school television schedule. Broadcast and record rights are negotiated periodically; school personnel are notified when the tapes are to be erased. The South Carolina Department of Education Instructional Television in the Office of e-Learning prints in its resources catalog the specific rights for each series.

The Office of e-Learning has no copyright jurisdiction over programs not airing on the ITV schedule. It does, however, have jurisdiction over the use of state-owned equipment for airing these programs and has adopted the following policy concerning Distance Educational Services (DES).

State owned and supplied equipment in these operations may only be used to record, transmit, or broadcast state board of education approved resources (those contained each year in the ITV/R resources book or otherwise added during a year to the ITV schedule by the Office of e-Learning.

Non-school television programs

A broadcast may be recorded simultaneously with the broadcast transmission and retained for a period of 45 calendar days after the date of recording. Recordings must be erased or destroyed at the end of the 45 days.

Teachers may use broadcast recordings once in the course of relevant teaching activities and repeat the use once for instructional reinforcement during the first 10 consecutive school days within the 45-day retention period.

After the first 10 consecutive school days, recordings may only be used up to the end of the 45-day retention period for evaluation purposes by teachers. This evaluation is to be used to determine the likelihood of using programs in the series or in purchasing a copy of the program.

Broadcast recordings must be done only at the request of individual teachers. Recordings may not be made in anticipation of requests and no program may be recorded more than once at the request of the same teacher, regardless of the number of times the program is broadcast.

PAGE 5 - EGAD-R - COPYRIGHT COMPLIANCE

A limited number of copies may be reproduced from each recording to meet the needs of teachers under these guidelines. Each such copy will be subject to all provisions governing the original off-air recording.

The content of recordings may not be altered or merged, but recordings need not be used in their entirety.

All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

Off-air recording guidelines apply only to non-profit educational institutions.

Guidelines for Use of Commercial Movies

Instructional uses

Fair use guidelines allow for the use of commercial movies for instructional purposes without securing public performance rights as long as the following criteria are met:

- The recording (e.g., VHS, DVD) is a true and legal copy, not one dubbed from another source or from a premium television channel (e.g., HBO, Disney, TMC).
- The recording is used as part of face-to-face instruction during the instructional unit/lesson to which it applies.
- The recording directly relates to the teacher's curriculum and academic standards.
- The use of the recording is noted in the teacher's lesson plan as to how the viewing of the movie supports the goals and objectives of the unit/lesson.
- Students are involved in learning activities associated with the viewing of the movie.

Commercial movies may not be edited for showing in the classroom.

Non-instructional uses

Public performance rights must be secured in advance for any non-instructional use of commercial movies on school property. This applies to school events and activities (e.g., school/ district-sponsored afterschool programs, PTO meetings, family literacy nights, fundraisers) and to community events and activities (e.g., afterschool programs sponsored by community organizations, churches, Scouts) held in district-owned buildings.

Guidelines for Reproduction and Use of Copyrighted Audiovisual Material

No type of audiovisual work may be copied in any form without permission from the copyright holder. However, a teacher may make a single copy of an entire recording or a portion thereof, but only for the purpose of constructing aural exercises or examinations. Such copies must be retained by the school and/or by the teacher and may not be used in a performance.

Audiovisuals/Videos

The audiovisual section of the copyright provides a type of fair use exemption for schools. All of the following conditions must be met before a performance is considered exempt from public performance requirements:

- The performance must be presented by instructors of students.
- The performance must occur in the course of face-to-face teaching activities.
- The performance must take place in a classroom or similar place for instruction (including the library).

PAGE 6 - EGAD-R - COPYRIGHT COMPLIANCE

- The performance must be of a legally acquired (or legally copied) copy of the work. (The presenter is protected from liability for illegal copies if the presenter is unaware that the copies were not legally acquired or made.)

The teacher must use videotapes/DVDs in accordance with labels on audiovisual materials. Restrictions printed on videotapes/DVDs are binding. Use is subject to licensing or other written permission.

Guidelines for reproduction and use of copyrighted materials in media center

A media center may make a single copy of the following:

- an unpublished work which is in its collection
- a published work in order to replace it because it is damaged, deteriorated, lost, or stolen, provided that an unused replacement cannot be obtained at a fair price

A media center may provide a single copy of copyrighted material at no cost to a student or staff member. The copy must be limited to one article of a periodical issue or a small part of other material, unless the media center finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy will contain the notice of copyright and the student or staff member will be notified that the copy is to be used only for private study, scholarship, or research. Any other use may subject the person to liability for copyright infringement.

At the request of a teacher, copies may be made for reserve use. The same limits apply as for single or multiple copies designated in the sections on material in print.

Guidelines for Reproduction and Use of Microcomputer Software

The owner of a copy of a computer program may make or authorize the making of another copy or adaptation of that computer program under these circumstances:

- A new copy or adaptation is created as an essential step in the utilization of the computer program in conjunction with a machine and it is used in no other manner.
- Such new copy or adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful.

Plagiarism and Copyright Infringement

Employees will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the writer's.

Employees will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, employees must follow the expressed requirements. If an employee is unsure whether or not a work can be used, he/she should request in writing permission from the copyright owner.

Employees will not copy/install district owned software on personal computers at work or at home. This is a violation of the federal copyright law.

Employees will not install single user software on more than one machine. This is in violation of the federal copyright law.

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Employees will not install personal software and/or personal computer equipment on district owned computers and/or the district network system. If an employee does install personal software on a district-owned computer, then he/she has transferred ownership of that software to the district.

Copying Limitations

Circumstances will arise when personnel are uncertain whether or not copying is prohibited. In those circumstances the superintendent (or designated copyright compliance officer) should be contacted. Nonetheless, the following prohibitions have been expressly stated in federal guidelines:

1. Reproduction of copyrighted material will not be used to create or substitute for anthologies, compilations, or collective works.
2. Unless expressly permitted by agreement with the publisher and authorized by district action, there will be no copying from copyrighted consumable materials such as workbooks, exercises, test booklets, answer sheets, and the like.
3. Personnel will not do the following:
 - Use copies to substitute for the purchase of books, periodicals, music recordings, or other copyright material except as permitted by district procedure.
 - Copy or use the same item from term to term without the copyright owner's permission.
 - Copy or use more than nine instances of multiple copying of protected material in any one term.
 - Copy or use more than one short work or two excerpts from works of the same author in any one term.
 - Copy or use protected material without including a notice of copyright. The following is a satisfactory notice:

THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW.

4. Personnel will not reproduce or use copyrighted material at the direction of someone in higher authority or copy or use such material in emulation of some other teacher's use of copyrighted material without permission of the copyright owner.

Issued ^

COPYRIGHT COMPLIANCE

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

The district will maintain detailed regulations governing the use of copyrighted materials in each media center. It is the responsibility of the school principal to schedule an annual review of the copyright law at school staff orientation. It is the responsibility of the media specialist to keep the school staff informed on the use of copyrighted materials.

Fair Use

In determining whether use of copyrighted materials without permission in any particular case is “fair use,” the following factors are to be considered:

- the purpose and character of the use, including whether it is for nonprofit/public educational purpose(s)
- the nature of the copyrighted materials
- the amount and substantiality of the portion used as compared to the copyrighted materials as a whole
- the effect of the use on the potential market for, or value of, the copyrighted materials

Permission for Reproduction

Written permission from the copyright holder should always be obtained prior to the use of the material. Permission to copy must include this information:

- title, author, and/or editor, and edition of materials to be duplicated
- exact material to be used giving amount, page numbers, chapters and, if possible, a photocopy of the material
- number of copies to be made
- use to be made of duplicated materials
- form of distribution (classroom, newsletter, etc.)
- whether or not the material is to be sold
- type of reprint (photocopy, digital, etc.)

If written permission for reproduction is not received, the copyrighted material may not be used.

Credit the source of all copyrighted material by indicating the copyright symbol and year, © 20__ and the copyright owner's name on the materials. State “with permission” if permission for reproduction has been granted.

Guidelines for Reproduction and Use of Copyrighted Material in Print

Teachers may make or have made a single copy of the following for instructional uses:

- a chapter from a book
- an article from a newspaper or periodical
- a short story, essay, or short poem, whether or not from a collective work
- a chart
- a graph
- a diagram
- a drawing cartoon
- a picture from a book, periodical, or newspaper

PAGE 2 - EGAD-R - COPYRIGHT COMPLIANCE

Teachers may make multiple copies of the following for classroom use or discussion provided all of these requirements are met:

- The copying meets the tests of brevity and spontaneity as defined below.
- The copying meets the cumulative effect test as defined below.
- Each copy includes a notice of copyright.

A teacher may not make a copy of the copyrighted material for every student he/she teaches. One class set may be made, distributed for the class instructional activity, taken up following the instructional activity, and then destroyed. The class set may be used in each class for which the copyrighted material is appropriate. This restriction also applies to any copies made for staff development sessions.

Brevity

- a complete poem of less than 250 words
- an excerpt of no more than 250 words from a longer poem
- a complete prose work if it is less than 2,500 words
- an excerpt of no more than 500 words from a prose work of between 2,500 and 5,000 words
- an excerpt of not more than 10 percent of a prose work of between 5,000 and 10,000 words
- an excerpt of not more than 1,000 words from a prose work which is greater than 10,000 words
- one illustration per book or periodical use
- not more than two pages and 10 percent of the words of “special works” which are poetic or prose works which combine illustrations and less than 2,500 words (such as many children's books)

A teacher may not scan a book to create a digital copy of the book for use in the classroom, media center, or other location.

A teacher may not make a recording of a book without prior express written permission of the copyright owners.

Note: Numerical limits may be exceeded in order to complete a line of poetry or a paragraph of prose.

Spontaneity

- The copying must be at the instance and inspiration of the individual teacher.
- The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are too close in time that it would be unreasonable to expect a timely reply to a request for permission.
- The copying of the material must be for only one course in the school in which copies are made.

Cumulative effect

- Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume, during one class term.

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- Not more than nine instances of such multiple copying for one course may occur during one class term.

Note: The limitations stated in the last two items above will not apply to current news periodicals and newspapers and current news sections of other periodicals.

Performances by teachers or students of copyrighted dramatic works without authorization from the copyright owner are permitted as part of a teaching activity in a classroom or instructional setting. All other performances require permission from the copyright owner.

Teachers may use copyrighted material in opaque projectors or document cameras for instructional purposes.

The right to change the chart, picture, cartoon, or illustration into a poster, slide, transparency, video, or wall graphic (also called the right of adaptation) rests with the copyright holder. Modification of the original does not protect the user from liability.

Guidelines for Reproduction and Use of Copyrighted Music

Teachers may make a single copy of a song, movement, or short section from a printed musical work that is unavailable except in a larger work for purposes of preparing for instruction.

Teachers may make multiple copies for classroom use of an excerpt of not more than 10 percent of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a complete section, movement, or song.

In an emergency, teachers may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed, or are otherwise not available, provided purchased replacement copies will be substituted in due course.

Teachers may make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal.

Teachers may make and retain a single copy of excerpts from recordings of copyrighted musical works for use as aural exercises or examination questions.

Teachers may edit or simplify purchased copies of music provided that the fundamental character of the music is not distorted. Lyrics will not be altered or added if none exist.

Performance by teachers or students of copyrighted musical works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting. The purpose will be instructional rather than for entertainment.

Performances of non-dramatic musical works which are copyrighted are permitted without the authorization of the copyright owner under the following conditions:

- The performance is not for a commercial purpose.
- None of the performers, promoters, or organizers is compensated.
- Admission fees are used for educational or charitable purposes only.

All other musical performances require permission from the copyright owner.

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Guidelines for Off-Air Recording

Instructional television programs

- Unlimited use designates a series that is leased or owned by the Department of Education. Programs in the series may be taped off-air and retained on tape for as long as the series is contained in the resources book.
- Designated time period use designates a series that may be taped off-air and retained on tape for as long as that series airs on the school television schedule. Broadcast and record rights are negotiated periodically; school personnel are notified when the tapes are to be erased. The South Carolina Department of Education Instructional Television in the Office of e-Learning prints in its resources catalog the specific rights for each series.

The Office of e-Learning has no copyright jurisdiction over programs not airing on the ITV schedule. It does, however, have jurisdiction over the use of state-owned equipment for airing these programs and has adopted the following policy concerning Distance Educational Services (DES).

State owned and supplied equipment in these operations may only be used to record, transmit, or broadcast state board of education approved resources (those contained each year in the ITV/R resources book or otherwise added during a year to the ITV schedule by the Office of e-Learning).

Non-school television programs

- A broadcast may be recorded simultaneously with the broadcast transmission and retained for a period of 45 calendar days after the date of recording. Recordings must be erased or destroyed at the end of the 45 days.
- Teachers may use broadcast recordings once in the course of relevant teaching activities and repeat the use once for instructional reinforcement during the first 10 consecutive school days within the 45-day retention period.
- After the first 10 consecutive school days, recordings may only be used up to the end of the 45-day retention period for evaluation purposes by teachers. This evaluation is to be used to determine the likelihood of using programs in the series or in purchasing a copy of the program.
- Broadcast recordings must be done only at the request of individual teachers. Recordings may not be made in anticipation of requests and no program may be recorded more than once at the request of the same teacher, regardless of the number of times the program is broadcast.
- A limited number of copies may be reproduced from each recording to meet the needs of teachers under these guidelines. Each such copy will be subject to all provisions governing the original off-air recording.
- The content of recordings may not be altered or merged, but recordings need not be used in their entirety.
- All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.
- Off-air recording guidelines apply only to non-profit educational institutions.

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Guidelines for Use of Commercial Movies

Instructional uses

Fair use guidelines allow for the use of commercial movies for instructional purposes without securing public performance rights as long as the following criteria are met:

- The recording (e.g., VHS, DVD) is a true and legal copy, not one dubbed from another source or from a premium television channel (e.g., HBO, Disney, TMC).
- The recording is used as part of face-to-face instruction during the instructional unit/lesson to which it applies.
- The recording directly relates to the teacher's curriculum and academic standards.
- The use of the recording is noted in the teacher's lesson plan as to how the viewing of the movie supports the goals and objectives of the unit/lesson.
- Students are involved in learning activities associated with the viewing of the movie.

Commercial movies may not be edited for showing in the classroom.

Non-instructional uses

Public performance rights must be secured in advance for any non-instructional use of commercial movies on school property. This applies to school events and activities (e.g., school/district-sponsored afterschool programs, PTO meetings, family literacy nights, fundraisers) and to community events and activities (e.g., afterschool programs sponsored by community organizations, churches, Scouts) held in district-owned buildings.

Guidelines for Reproduction and Use of Copyrighted Audiovisual Material

No type of audiovisual work may be copied in any form without permission from the copyright holder. However, a teacher may make a single copy of an entire recording or a portion thereof, but only for the purpose of constructing aural exercises or examinations. Such copies must be retained by the school and/or by the teacher and may not be used in a performance.

Audiovisuals/Videos

The audiovisual section of the copyright provides a type of fair use exemption for schools. All of the following conditions must be met before a performance is considered exempt from public performance requirements:

- The performance must be presented by instructors of students.
- The performance must occur in the course of face-to-face teaching activities.
- The performance must take place in a classroom or similar place for instruction (including the library).
- The performance must be of a legally acquired (or legally copied) copy of the work. (The presenter is protected from liability for illegal copies if the presenter is unaware that the copies were not legally acquired or made.)

PAGE 6 - EGAD-R - COPYRIGHT COMPLIANCE

The teacher must use videotapes/DVDs in accordance with labels on audiovisual materials. Restrictions printed on videotapes/DVDs are binding. Use is subject to licensing or other written permission.

Guidelines for reproduction and use of copyrighted materials in media center

A media center may make a single copy of the following:

- an unpublished work which is in its collection
- a published work in order to replace it because it is damaged, deteriorated, lost, or stolen, provided that an unused replacement cannot be obtained at a fair price

A media center may provide a single copy of copyrighted material at no cost to a student or staff member. The copy must be limited to one article of a periodical issue or a small part of other material, unless the media center finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy will contain the notice of copyright and the student or staff member will be notified that the copy is to be used only for private study, scholarship, or research. Any other use may subject the person to liability for copyright infringement.

At the request of a teacher, copies may be made for reserve use. The same limits apply as for single or multiple copies designated in the sections on material in print.

Guidelines for Reproduction and Use of Microcomputer Software

The owner of a copy of a computer program may make or authorize the making of another copy or adaptation of that computer program under these circumstances:

- A new copy or adaptation is created as an essential step in the utilization of the computer program in conjunction with a machine and it is used in no other manner.
- Such new copy or adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful.

Plagiarism and Copyright Infringement

Employees will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the writer's.

Employees will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, employees must follow the expressed requirements. If an employee is unsure whether or not a work can be used, he/she should request in writing permission from the copyright owner.

Employees will not copy/install district owned software on personal computers at work or at home. This is a violation of the federal copyright law.

Employees will not install single user software on more than one machine. This is in violation of the federal copyright law.

Employees will not install personal software and/or personal computer equipment on district owned computers and/or the district network system. If an employee does install personal

PAGE 7 - EGAD-R - COPYRIGHT COMPLIANCE

software on a district-owned computer, then he/she has transferred ownership of that software to the district.

Copying Limitations

Circumstances will arise when personnel are uncertain whether or not copying is prohibited. In those circumstances the superintendent (or designated copyright compliance officer) should be contacted. Nonetheless, the following prohibitions have been expressly stated in federal guidelines:

- Reproduction of copyrighted material will not be used to create or substitute for anthologies, compilations, or collective works.
- Unless expressly permitted by agreement with the publisher and authorized by district action, there will be no copying from copyrighted consumable materials such as workbooks, exercises, test booklets, answer sheets, and the like.
- Personnel will not do the following:
 - Use copies to substitute for the purchase of books, periodicals, music recordings, or other copyright material except as permitted by district procedure.
 - Copy or use the same item from term to term without the copyright owner's permission.
 - Copy or use more than nine instances of multiple copying of protected material in any one term.
 - Copy or use more than one short work or two excerpts from works of the same author in any one term.
 - Copy or use protected material without including a notice of copyright. The following is a satisfactory notice:

THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW.

- Personnel will not reproduce or use copyrighted material at the direction of someone in higher authority or copy or use such material in emulation of some other teacher's use of copyrighted material without permission of the copyright owner.

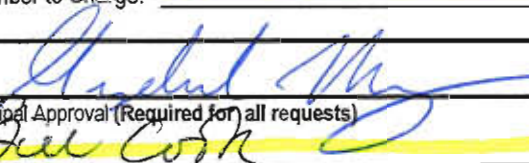
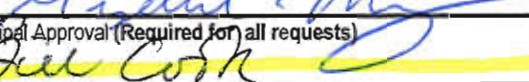
Issued ^

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 type="checkbox"/> Out-of-State <input type="checkbox"/> Day <input type="checkbox"/> Overnight <input type="checkbox"/> Competition? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Person in Charge of Group Kimberly R. Grant		Class Requesting Trip: Art and Orchestra	
School: Northwestern High School		Dates of Trip: <u>2018</u> April 11th-April 20th (dates could shift slightly)	
Destination (attach itinerary): Scotland		Destination City/State: Glasgow, Skye, Inverness, Edinburgh Scotland	
Destination contact phone number: NA (hotels in each city)			
Number of Student Attending: <u>Max 7</u>		Will students be eating lunch in cafeteria? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Teacher Chaperones Attending: _____ Adult/Parent Chaperones Attending: (1 chaperone per 10 students): Marsha Gross _____ Background Check Completed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Classroom Time Lost: <u>2 days</u>	
Kimberly Grant _____ 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	
_____ Background Check Completed <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, list dates: Full Day <u>Thursday, April 11th, 2019, Friday, April 12th, 2019</u>	
_____ Background Check Completed <input type="checkbox"/> Yes <input type="checkbox"/> No		Half Day (a.m.) _____	
(Please attach a list of additional names with background check information on separate sheet of paper if needed)		Half Day (p.m.) _____	
Topic being studied: Scottish and Celtic Art, History, Music, Literature, and Culture		Cost per student: <u>\$3700.00</u>	
Objectives of this trip in relation to topic: Students will experience the rich history, language, music, literature and culture of Scotland and the highlands.		Payment Plan Available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Educational preparations for this trip: Students in Art are studying Celtic art, art history, history, language connections, and historical literature. Orchestra students are studying music and instruments from the region		Funding Source (fundraiser, school activity fund, student): Fundraising	
Follow-up plans and activities: Scotland photography and music night.		Scholarship Available? <input type="checkbox"/> Yes <input checked="" 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)  Date <u>10/26/18</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 <u>11/8/18</u>		Copies to: Building Principal's Office, Requesting Staff Member, Planning Dept., Transportation, Building Cafeteria Manager (if needed)	

**“International travel
helped open my
eyes and become
more in tune with the
world around me.”**

-Student Traveler



“Students stepped out of their comfort zones. Friendships were strengthened as they experienced this event together.”

-Teacher





“Coming home, I feel more confident in my independence. I feel cultured and ultimately, I feel thankful for the friendships that I made on tour.”

-Student Traveler

“This tour helped my students immensely. Coming from a small, rural town, everything from the daily routines to the general atmosphere was mind-opening for the kids.”

-Teacher





My name is Ms. Grant

- Years at School 24 years
- Courses group leader teaches
- First travel experience 2008
- 4th EF tour!

AP Art
Honors
Art 1
Painting and
Drawing 1



Let's go to...

SCOTLAND



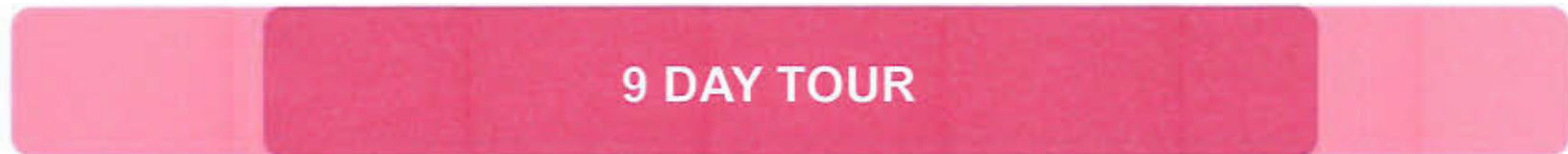
A 9-day tour | Stories of Scotland | April 2019

Mark your calendars

We'll be traveling sometime between...

**Earliest
departure**

**Latest
return**



April 9th, 2019

April 21st, 2019



**We'll confirm exact departure and return dates closer to tour.*

Group Travel

Meet students from around the country



- Keeps our tour affordable
- Allows more students to see the world
- Make lasting friendships
- Tour and departure flexibility match us with other groups

EF Educational Tours

Our travel partner



- World leader in international education
- 50+ years of experience
- 500 schools & offices in 53 countries
- Guaranteed lowest price

Let's talk safety

We've got you covered!

EF provides our group with

- 24/7 Tour Director
- Local presence
- 24-hour emergency line
- Peace of Mind Policy *see later attachment*
- Support for my safety policies





Who else is traveling with EF?

Mauldin HS
Rock Hill HS
Greenville HS
and more...

Educational Resources

Preparing for life after high school



HIGH SCHOOL CREDIT

Earn credit
with a personal
project



COLLEGE CREDIT

Do college-
level work and
earn 3 credits



COLLEGE APPLICATIONS

Use your tour
to inspire your
personal essay

Who's in?

LIMITED SPOTS AVAILABLE

15 left!

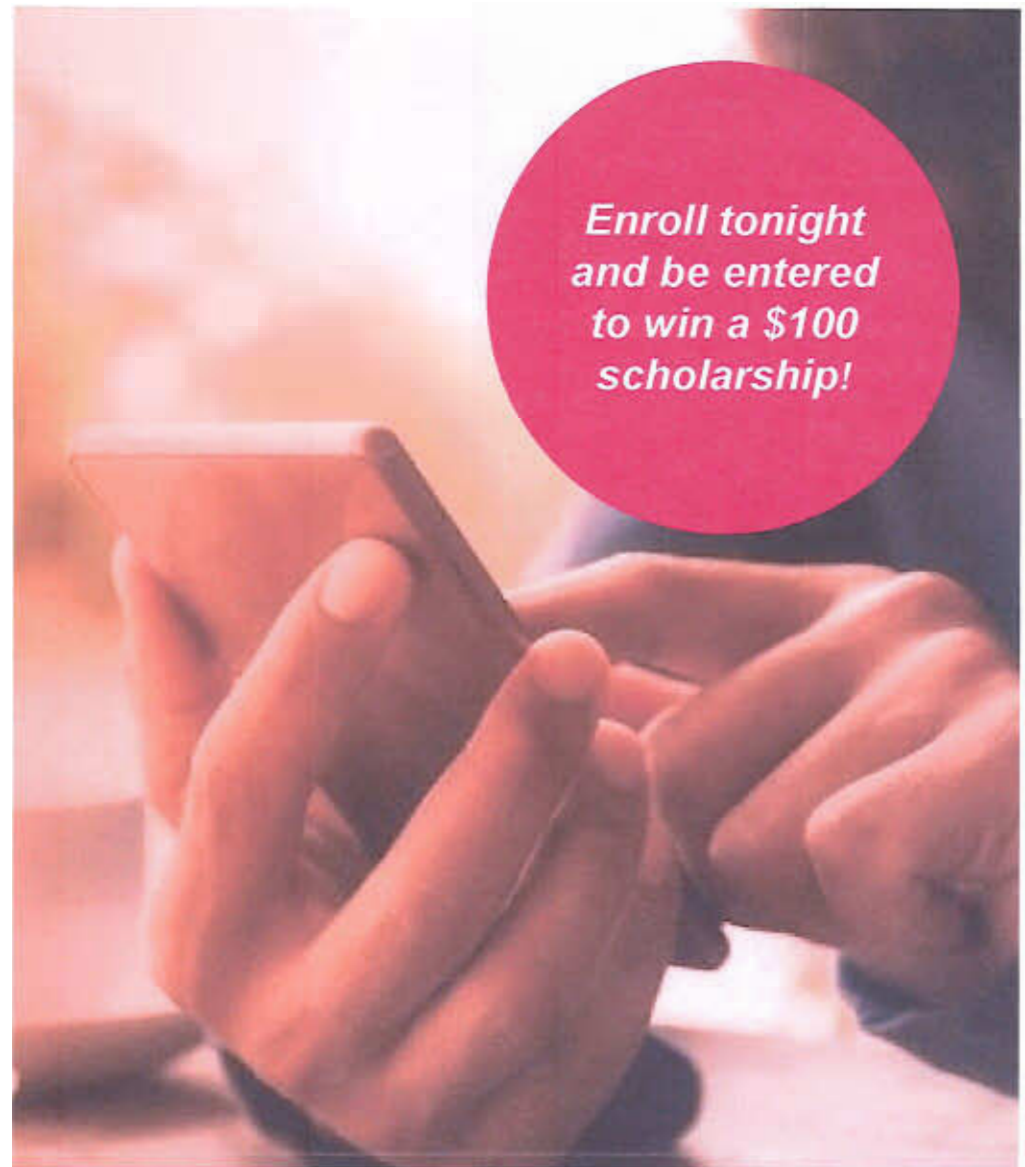
ENROLL AT

eftours.com/2145684JJ

Check it out on your phone now!

ENROLLMENT ENDS

**Saturday, September 7th,
2018**



**Educational Tours**

MENU ≡

[HELP CENTER: EDUCATIONAL IMPACT](#)

ACCREDITATION & PHILOSOPHY

EF is accredited, just like your school. That means teachers and students can earn academic or professional credit by completing coursework before, during and after their tour.

Our educational philosophy is simple: the best way to help students gain new perspectives and build skills for the future is through experiential learning. We create programs that blend classroom and experiential learning together. This allows us to meet the same rigorous standards of schools like yours and ensure students gain valuable experiences that will transform the way they look at the world.



Related Articles

[High school credit](#)[Professional learning credit](#)[weShare - personalized learning](#)

We're here to help. Call us:

Teachers and Group Leaders

800-637-8222

Students and Parents

800-665-5364

[◀ HELP CENTER: THE BASICS](#)

PEACE OF MIND PROGRAM

At EF, we understand that plans can change due to unforeseen circumstances. That's why we provide EF's exclusive Peace of Mind Program. You can feel secure planning your trip knowing that your group has this added flexibility. Your Group Leader may choose from the following options:

45 days or more prior to departure:

- Change the travel dates of your group's current tour
- Work with EF to modify your group's current tour or find a new tour
- Cancel your tour (All travelers will receive a transferable travel voucher—minus non-refundable items—to be used toward a future tour with EF)

44 days or less prior to departure:

- If any location(s) included in the group's tour itinerary is designated as a Travel Advisory Level 3 or 4 by the U.S. Department of State, your Group Leader may still choose any option from the section above.

For complete details, please see our full Booking Conditions.

Related Articles

[24/7 global support](#)[Booking Conditions](#)

We're here to help. Call us:

Teachers and Group Leaders

800-637-8222

Students and Parents

800-665-5364

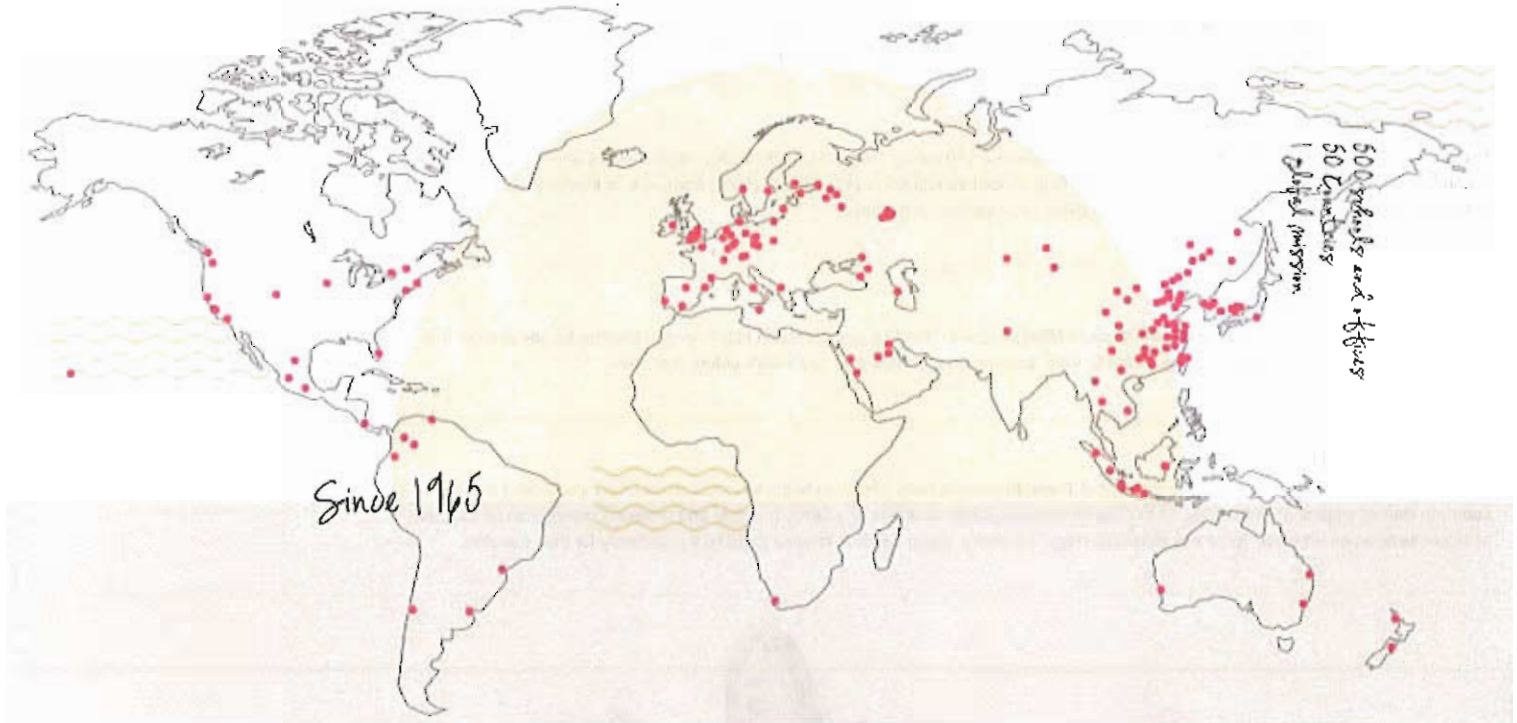
Careers at EF

View Opportunities

SAFETY & EXPERIENCE

WHEREVER YOU TRAVEL, EF IS THERE

For over 50 years we've been committed to the safety of our groups. With a team of more than 43,000 EF personnel around the globe, we have a presence in nearly every destination we travel to—ensuring that we're there to support you wherever and whenever you need us.



A PARTNER YOU CAN COUNT ON

We'll pair you with an experienced Tour Director who will stay with you from the moment you clear customs to the time you set off for home again. In addition to knowing the ins and outs of the area where you're travelling, Tour Directors undergo extensive training to make sure they're equipped to manage challenging situations, and they have a direct line to EF offices both locally and globally for added support.

And of course, you, your students, their parents and your administrators can reach us 24/7, if anything comes up before or while your group is on tour.



THE COVERAGE YOU NEED

In addition to our worldwide presence, schools, teachers and students are also covered from unforeseen circumstances that may arise before or during tour in the following ways:

Liability Policy

Group Leaders and schools are automatically insured under our \$50 million General Liability Policy, regardless of whether or not the tour is considered a school event. This policy safeguards Group Leaders and schools in case of claims from on-tour incidents such as personal injury and provides a legal defense and covers all associated legal fees.

Peace of Mind Program

All groups are automatically covered by our Peace of Mind program. Should a group's travel plans need to change for any reason, this program provides the flexibility to change their tour date, destination or itinerary up to 45 days before their tour.

Global Travel Protection Plan

All travelers have the option to purchase the Global Travel Protection Plan. This plan helps travelers protect their investment from common claims, including: flight delay, loss of job by a parent, death or illness of a family member and medical coverage on tour in case of sickness or an emergency. While this plan is not required, many Group Leaders choose to make it mandatory for their travelers.



HAVE QUESTIONS FOR A GROUP LEADER?

One of our most experienced group leaders answers your questions.

[READ MORE](#)

We're here to help. Call us:

[◀ HELP CENTER: SAFETY](#)

24/7 GLOBAL SUPPORT

We are committed to the safety of our travelers. Thanks to our worldwide presence—we have 500 schools and offices in more than 50 locations—we have local EF staff members anywhere they go. That means we can react quickly and in person whenever and wherever needed.

Our dedicated **Emergency Service & Support Team** can be reached 24 hours a day at our North American and European headquarters. Parents can call 800-637-8222 from the U.S., while travelers can make a collect call to 001-617-619-2913 while abroad.

Travelers can also rely on the support and experience of their Tour Director, who stays with their group around the clock from the moment they clear customs to the time they set off for home again.

Plus, every traveler will receive a Traveler Emergency Card (PDF), which is included in the Group Leader's Departure Kit, to bring on tour. It provides instructions on how to dial emergency numbers in the locations you're visiting.

Related Articles

[Tour Directors](#)[Individual travel coverage](#)[Safety guidelines for travelers](#)

We're here to help. Call us:

Teachers and Group Leaders

800-637-8222

Students and Parents

800-665-5364

Careers at EF

View Opportunities



< [HELP CENTER: SAFETY](#)

SAFETY POLICIES & PROCEDURES

Based on our experience, we have developed the following policies and guidelines to ensure that students are safe and secure throughout the tour. Upon arrival, the Tour Director will review safety precautions specific to your tour. However, it's critical that students understand these rules in advance and behave accordingly while abroad. With cooperation and considerate behavior from each and every traveler, the tour is sure to be a safe and memorable one.

EF's safety policies

Alcohol

EF does not allow travelers under the age of 18 to consume alcohol on tour. The Group Leader might wish to prohibit alcohol consumption by all travelers, regardless of age, and if so they will ask travelers to sign a Prohibiting Beer & Wine form. Excessive drinking or consumption of hard liquor by anyone in the tour group will result in disciplinary action, including immediate dismissal from the tour at the traveler's expense.

Hotel safety

Please be aware that every person in a hotel room may not have a room key. When students receive their room assignment, they should designate a key holder or plan to leave their key at the reception desk when they are not in their room. Remember that their hotel door should remain locked at all times, both when they leave the room and when they are inside. Because the type of fire safety systems provided will vary between hotels, travelers should read the fire safety instructions in their hotel room and be sure to know where the nearest fire exits are located. Some hotel rooms may not have phones, so travelers should know where they can find their Group Leader and Tour Director at all times. The Tour Director will review safety policies while on tour, and it's important that all travelers pay close attention.

Traffic and transportation safety

Travelers should keep in mind that traffic patterns and behaviors can be very different abroad than at home. Cars might drive on the opposite side of the road, so travelers should always look both ways before crossing the street. Don't forget to look right! Travelers should pay special attention at intersections, use pedestrian crosswalks whenever possible and always wear a seat belt on tour buses if available. In many cities there are hourly bicycle rentals readily available. Travelers should not partake in these rentals since helmets are not provided and they are not part of an organized, guided bike tour.

Swimming

Travelers may have the opportunity to swim in an ocean, a lake, a river or a hotel pool. In most cases, there may not be a lifeguard on duty. Swimming will only be allowed in EF-designated areas and with the permission and knowledge of the Group Leader. If there is any question about the conditions or safety in the area, they should stay out of the water. If students decide to swim at any point during the tour, they should be sure to swim with a group of friends and to follow all swimming area rules.

Free time activities

Some tours may include some free time. However, this does not necessarily mean that students are free to do whatever they like without restriction. Travelers should always stay with others and not go anywhere alone. The Group Leader is responsible for supervision of the group at all times. EF only allows travelers to participate in EF-sanctioned optional excursions or other EF-approved activities suggested by the Tour Director. Please note that the Global Travel Protection Plan does not cover activities that are not sanctioned by EF.

Related Articles



[Hotels & accommodations on tour](#)


[◀ HELP CENTER: SAFETY](#)

INDIVIDUAL TRAVEL COVERAGE

Travelers can choose to enroll in the **Global Travel Protection Plan**, which we offer because many insurance companies do not provide adequate coverage for people travelling abroad. Designed specifically with EF travelers in mind, this affordable plan provides protection for travelers should something unexpected happen before, en route to or during the tour.

The deadline to add coverage is 75 days before departure. However, coverage begins as soon as a traveler adds it to their account and pays for it. Travelers can enroll on their personal website or by calling our Traveler Support team at 800-665-5364.

The **Global Travel Protection Plan** costs \$165 and includes:

Tour cancellation and interruption coverage

A refund of the Program Price if your child needs to cancel from or miss part of the tour due to reasons of serious injury or illness requiring hospitalization, financial hardship due to unexpected job loss, jury duty, military call to active duty or severe damage to home.

Illness and accident coverage

Coverage of hospital bills, doctors' fees and medical transportation for illnesses or injury while on tour, as well as travel and accommodation expenses for a family member to be with your child while hospitalized in the event of a life-threatening illness.

Baggage and property coverage

Coverage for baggage, airline tickets, travel documents and valuable property in cases of theft or delay.

Flight delay coverage

Coverage for expenses due to flight delays (lodging, food and other reasonable expenses) as well as limited coverage for every full land day missed of your program due to flight delays or cancellations.

You can view a more detailed summary of the most current policy [here](#). The Global Travel Protection Plan is non-refundable. The insured portion of the Global Travel Protection plan is underwritten by United States Fire Insurance and cancellation fee waivers provided by EF Educational Tours. For information on filing a claim, visit the Coverage Claims article.

Para ver esta información en español, [haga clic aquí](#).

Related Articles



Filing a claim

We're here to help. Call us:

Teachers and Group Leaders

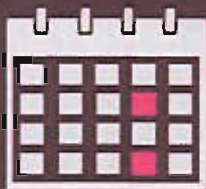
800-637-8222

Making it happen

We've got options

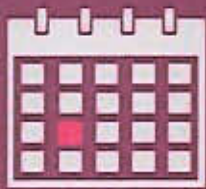
\$252

BI-WEEKLY



\$505

MONTHLY



\$3,625

IN FULL



DONATION PAGE



Our Itinerary

What we'll see, do, eat, and experience



*What are
you excited
about?*





What's Included

- ✈ Round-trip airfare
 - 🏨 Safe, quality hotel rooms
 - 🗣 24/7 bilingual Tour Director
 - 🚌 On-tour transportation
 - 📖 Educational itinerary
 - 📷 Guided tours and activities
 - 🍽 Breakfast and dinner daily
 - 🛖 24/7 on-tour assistance
 - 👥 Traveler Support Team
 - 📄 Tour Donation Page
 - 📱 weShare online education platform
 - 📱 UnCommon App college essay toolkit
 - 🎒 Travel backpack
 - 🌐 Global Travel Protection Plan
- (And a few things you'll need to cover)**
- 🌐 Passport and visa fees
 - 🛂 Airport baggage fees
 - 🍽 Lunches and snacks
 - 💰 Spending money
 - 💵 Tips

**DAY 1**

Fly overnight to Scotland

Itinerary



Meet your Tour Director at the airport

Take a tour of Glasgow

Visit the Kelvingrove Museum and Art Gallery

Visit the Riverside Museum

Visit the National Bagpipe Center

Travel via Bannockburn and Glencoe to Fort William

Participate in the Battle of Bannockburn Experience

Visit Doune Castle

Travel by train through the Scottish highlands

Enjoy a ferry ride to the Isle of Skye

Travel to Inverness

Photo stop at Eilean Donan Castle

Travel via Loch Ness to Edinburgh

Take a cruise on Loch Ness and visit Urquhart Castle

Enjoy a unique EF-only guided tour of Edinburgh

Visit Edinburgh Castle

Explore Edinburgh on your own

Explore Edinburgh on your own

Visit the Scottish Storytelling Center to listen to some of the finest storytellers in the country.

Explore on your own or add this in-depth excursion:



Specters of Scotland



As you're thinking about your itinerary, check out this post on our blog: [5 tips for a successful trip experience](#), by a Group Leader who's been traveling with us since 2010.



Joe DiRusso



GET IN TOUCH

Travel Dates

2019

APR 9

APR 11 – APR 19

APR 21

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Earliest
departure

Requested
dates

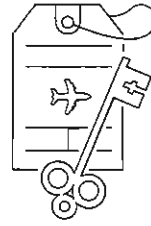
Latest
return

Departing from

Charlotte (NC)

Flights & Hotels

We'll post details here as soon as they're available.



From New South Carolina Visual and Performing Arts Standards

Artistic Processes: Connecting - *I can relate artistic ideas and work with personal meaning and external context.*

Anchor Standard 6: *I can identify and examine the role of visual arts through history and world cultures.*

Benchmark VA.C NL.6	Benchmark VA.C NM.6	Benchmark VA.C NH.6	Benchmark VA.C IL.6	Benchmark V.C IM.6	Benchmark VA.C IH.6	Benchmark VA.C AL.6	Benchmark VA.C AM.6	Benchmark VA.C AH.6
I can recognize differences in artworks from some cultures and time periods.	I can recognize some artistic styles, from various cultures and time periods.	I can identify and use different artistic styles, from various cultures and time periods.	I can examine the role of visual art within a specific culture or historical time period and present what I discovered.	I can research and examine the relationships between visual art from multiple cultures and time periods.	I can research and revise my work by applying visual arts concepts and characteristics from a cultural or historical time period.	I can analyze the function and meaning of artworks from various cultures and time periods.	I can analyze artworks in a variety of societal, cultural, and historical contexts and describe their influence on contemporary artists.	I can analyze the beliefs, values, and behaviors of a society and how they impact an artist's work.

Indicator VA.C NL.6.1	Indicator VA.C NM.6.1	Indicator VA.C NH.6.1	Indicator VA.C IL.6.1	Indicator VA.C IM.6.1	Indicator VA.C IH.6.1	Indicator VA.C AL.6.1	Indicator VA.C AM.6.1	Indicator VA.C AH.6.1
I can recognize that all cultures create art and explore elements specific to that culture/form.	I can name and use some characteristic s from styles, periods, and cultures.	I can combine and use artistic techniques and processes from multiple cultures and time periods.	I can describe a specific culture and time period to present artistic ideas and works.	I can examine characteristic s among artistic styles, periods or cultures and describe how cultures influence each other.	I can make changes to my artwork using characteristic s from a culture or time period.	I can explain the use of subject matter, symbols, ideas, and technologies and how they work together to convey meaning in a particular culture.	I can justify the use of subject matter, symbols, ideas, and technologies and how they work together to influence the work of contemporary artists.	I can justify and create, artwork based on historical and cultural traditions and describe how those traditions contribute to my artistic development.

Anchor Standard 7: *I can relate visual arts ideas to other arts disciplines, content areas, and careers.*

Benchmark VA.C NL.7	Benchmark VA.C NM.7	Benchmark VA.C NH.7	Benchmark VA.C IL.7	Benchmark VA.C IM.7	Benchmark VA.C IH.7	Benchmark VA.C AL.7	Benchmark VA.C AM.7	Benchmark VA.C AH.7
I can show art concepts among arts disciplines, other content areas, and related careers.	I can describe visual art concepts among arts disciplines, other content areas, and related careers.	I can apply visual art concepts and skills among arts disciplines other content areas and related careers.	I can explore a range of skills shared among arts disciplines, other content areas and how they can be applied to a career in visual arts.	I can recognize specific skills shared among arts disciplines, other content areas and how they can be applied to a career in visual arts.	I can analyze the tools, concepts, and materials used among arts disciplines, other content areas and how they are used in a career in visual arts.	I can apply concepts among arts disciplines and other content areas to visual art and analyze how my interests and skills will prepare me for a career.	I can describe influences of economic conditions, cultural values and location on visual art related careers.	I can research and analyze societal, political, and cultural issues as they relate to other arts and content areas and apply to my career interests.

Celtic Knots

Canvas Lesson with Educational Resources



Published



Edit



Students will explore the Celtic civilization during the middle ages. Students will learn to associate certain art styles, architecture, literature, and history with this time period. Students will explore the technique of Celtic knot design while creating a series of Celtic Knots. **You will be creating a larger black and white Celtic Knot with value shading in a variety of media AND you will be creating a color wheel Celtic Knot with tints and shades.**

Prezi on Celtic Art: <https://prezi.com/p/sakfo9kuzynz/exploring-the-book-of-kells/>

<https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fprezi.com%2Fp%2Fsakfo9kuzynz%2Fexploring-the-book-of-kells%2F&data=02%7C01%7C%7C395767c158544223a9a908d61920536c%7C57b835c11a6c40088e2fb2a16e5f738a%7C0%7C0%7C6367240239>

Celtic Information in comic book style: http://www.nicurriculum.org.uk/cuchulainn/pdf_eng/unit2/EnglishCeltsPupil.pdf
(http://www.nicurriculum.org.uk/cuchulainn/pdf_eng/unit2/EnglishCeltsPupil.pdf)

Who were the Celts?: [the_celts_lukacs_tibor.ppt](#) 

Celtic Knots and the Book of Kells: <https://www.slideshare.net/ksumatarted/celtic-knots-40124006>
(<https://www.slideshare.net/ksumatarted/celtic-knots-40124006>)

Points 100

Submitting on paper

Due

For

Available from

Until

Due	For	Available from	Until
Oct 10	Everyone	-	-

Project Assessment Rubric Draft

You've already rated students with this rubric. Any major changes could affect their assessment results.

Criteria		Ratings			Pts
Technical Mastery Did I use my tools, techniques, materials, and processes effectively in the creation of an artwork?	25.0 pts Mastery of materials, tools, and techniques is excellent	21.0 pts Mastery of materials, tools, and techniques is good	18.0 pts Mastery of materials, tools, and techniques is adequate	12.0 pts Mastery of materials, tools, and techniques is insufficient	25.0 pts
Creative Expression/Communication Did you communicate your ideas effectively and creatively?	25.0 pts Ability to manipulate the elements and principles of design to communicate ideas and express emotions is excellent and extremely original	21.0 pts Ability to manipulate the elements and principles of design to communicate ideas and express emotions is good and somewhat original	18.0 pts Ability to manipulate the elements and principles of design to communicate ideas and express emotions is adequate yet not entirely original	12.0 pts Ability to manipulate the elements and principles of design to communicate ideas and express emotions is insufficient and not original	25.0 pts
Use of Elements and Principles Did I use the elements and principles of design to create a composition that meets intended goals?	25.0 pts Ability to solve artistic problems using the elements and principles of design, create an overall composition that is pleasing, and or to depict natural objects in realistic or abstract ways is excellent and unified.	21.0 pts Ability to solve artistic problems using the elements and principles of design, create an overall composition that is pleasing, and or to depict natural objects in realistic or abstract ways is good and somewhat unified.	18.0 pts Ability to solve artistic problems using the elements and principles of design, create an overall composition that is pleasing, and or to depict natural objects in realistic or abstract ways is adequate yet not really unified.	12.0 pts Ability to manipulate the elements and principles of design to communicate ideas and express emotions is insufficient and not original	25.0 pts
Presentation Is my work well developed, complete, and ready for display?	25.0 pts Project is extremely neat, complete, and/or student made excellent use of time.	21.0 pts Project is either neat, complete, and/or student used time wisely for the most part.	18.0 pts Project is somewhat neat or complete, however, student could have made better use of time.	12.0 pts Project is not neat, incomplete, and/or student did not use time wisely.	25.0 pts

Criteria	Ratings	Pts
		Total Points: 100.0

*Combined December Board Meeting

Dr. Bill Cook

December 10 ~ Combined Work Session / Business Meeting

*Possible Board Retreat Dates

Dr. Bill Cook

~January 14, 15, 16 or 17

~January 22



TO: Dr. William Cook

FROM: Luanne Kokolis

CC: Board Members

DATE: November 8, 2018

SUBJECT: Strategic Planning and Accreditation

Dr. Kokolis will share the strategic planning process and accreditation standards and criteria with the Board.

Every five years the school system and all schools in the district are required, by the state department of education, to prepare a new five year strategic plan. Our new plan will be submitted to the state office in April of 2019. The plan will run through 2023-2024. Our strategic plan is annually reviewed, edited, and updated to reflect current data, needs assessment, and goal adjustments.

In addition to the strategic plan, the school system is analyzed and reviewed by an outside accrediting organization, AdvancED. Our schools and the school district are reviewed every five years to ensure we have processes and systems in place to continuously improve. For the past 10 years, Rock Hill School District has been accredited by the AdvancED organization.

Accreditation is a quality assurance process where systems, resources, and standards are evaluated by an external body to determine if the system meets applicable standards for continuous improvement. The process includes collecting data from parents, students, and staff surveys, assessing school and school district processes, and reviewing standards to determine if the school and system are on the path to continuously improve.



Continuous Improvement Journey Checklist

Activity	How	Who	Date
Planning: Develop a leadership team and operating structure to support the Continuous Improvement Journey	This is completely customizable according to your institution or system. Please consult your Lead Evaluator for more guidance.		
Complete Assurances: This is a mandatory component of the Engagement Review Process. It is compliance based and assures stakeholders that your institution has quality record keeping, is fiscally responsible, safe, and in a process of continuous improvement.	<ol style="list-style-type: none"> 1. Log in to eProve/myJourney™ 2. Click on Diagnostics 3. Start new Diagnostic 4. Scroll to find ASSURANCES (school or system) 5. Respond to question 1 about Policies & Procedures 6. Respond to question 2 about Substantive Change 7. Respond to question 3 about Security / Crisis Plan and scroll to click on ATTACHMENTS. Upload your plan. 8. Respond to question 4 about Finances 9. Respond to question 5 about Improvement Plan and scroll to click on ATTACHMENTS. Upload your plan. 10. Send to WORKSPACE 		
Create and Launch eProve Climate and Culture Surveys/Inventories: <ul style="list-style-type: none"> • Students (Grades 3-12) • Teachers • Staff • Parents Student Engagement Surveys <ul style="list-style-type: none"> • Elementary • Middle/High School 	<ol style="list-style-type: none"> 1. Log into AdvancED/My Journey™ 2. Scroll to Surveys and click green button 3. Click on green NEW SURVEY button 4. Browse content library until you find the survey(s) you want. Do one at a time but as many as you like. 5. Scroll to OPEN SURVEY 6. Click on DISTRIBUTION AND RESPONSES (half way down the page) 7. Copy and Paste the URL link which appears 8. Send to stakeholders 9. When you have enough responses, log back in and close the survey 		
Run Reports for Surveys and Inventories Analyze the reports	<ol style="list-style-type: none"> 1. Go back to the hamburger button top left 2. From the list, select REPORTING 3. Click NEW REPORT in the top right 4. Follow the prompts 5. Click VIEW REPORT 6. SAVE, SHARE or EXPORT 7. Analyze the report(s) / write a narrative the findings 		

Complete the School/System Quality Factors Diagnostic	<ol style="list-style-type: none"> 1. To guide discussion and off line planning, a template is available on the resource page. 2. Log in to AdvancED/My Journey™ 3. Scroll to DIAGNOSTICS 4. Click NEW DIAGNOSTIC button top right 5. Browse Content list until you find School (or System) Quality Factors 6. Follow the prompts 7. Attach EVIDENCE where appropriate (name the evidence) 8. Once completed, send the SQF to WORKSPACE 		
Logistics For the on-site visit	<p>Communicate with your Lead Evaluator regarding logistics. This will likely include the schedule, accommodation, parking, meals, workroom, internet access, and interview schedules. Once arrived, the team will expect a brief presentation. Team members will then conduct interviews, observe classes and review evidence.</p>		
Classroom Evidence eleot®	<ol style="list-style-type: none"> 1. Log in to Log in to eProve/myJourney™ 2. Scroll to eProve™eleot® 3. Click on NEW OBSERVATION 4. Follow prompts. 5. Create a REPORT once observations are complete (see video for step by step) 6. Create narrative which analyzes findings 7. Add to Workspace (as part of the SQF)]
Concluding the Visit	<p>Your Lead Evaluator will debrief you on the visits and inform you of next steps. A report will be sent accordingly. Please note this is only a brief piece of your continuous improvement journey. We encourage you to use our tools throughout the year and allow us to help you.</p>]
eProve™ Strategies Continuous Improvement Plan This is the newest tool available to members and is the preeminent process for continuous Improvement planning with a forward thinking focus.	<p>Please contact Lisa Stone to request training information. Lisa Stone, Ed.D Vice President of Improvement Services AdvancED Measured Progress 888.413.3669, ext. 6908 lstone@advanc-ed.org</p> <p>To view/use this tool:</p> <ol style="list-style-type: none"> 1. Login to AdvancED myJourney™ 2. Scroll to the bottom item STRATEGIES 3. Click on NEW PLAN 4. Follow the prompts]



TO: Board Chairmen and District Superintendents
FROM: Scott T. Price, Executive Director
RE: **Certification of Delegates for the 2018 Delegate Assembly**
DATE: September 7, 2018

SCSBA's annual business meeting will take place on **Saturday, December 8, 2018**, at 2 p.m., at the Charleston Marriott in Charleston, South Carolina. This meeting is being held in conjunction with the Legislative and Advocacy Conference.

According to the SCSBA Constitution, *Article V*, the Delegate Assembly is the policy-making body of the association and is composed of certified voting delegates from active member boards. The number of votes allocated to each board is based on pupils enrolled in public elementary and secondary schools as per the ADM from the State Department of Education.

I am enclosing the official voting delegate certification form. On the form, you will find how many votes your district is allowed and the rules of the Delegate Assembly from SCSBA's Constitution.

Please take a moment to list the name(s) of your delegate(s) and designate how many votes each delegate will represent. **Please remember, the delegates your district sends to delegate assembly should represent and vote on behalf of your board.** When the delegate assembly book is posted to the website and the link is emailed to all board members in mid-October, I encourage you to take time at a board meeting to review the items that will be voted on at the meeting on December 8.

Please choose alternate delegates as well. 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.**

Please discuss this information at your next board meeting. All certification forms must be received in the SCSBA office by **Monday, November 19, 2018**. You may email your signed form to Judy LeGrand at jlegrand@scsba.org, mail a hard copy, or fax to 1.877.859.6439.

Thank you for your attention to this important matter. I look forward to hearing from you soon.

STP/jjl

cc: Board Secretaries

Enclosure

2018 SCSBA Delegate Assembly
Official Voting Delegates Certification Form

York 03
Your district is allowed **6 Votes**

Certification deadline: Monday, November 19, 2018

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.

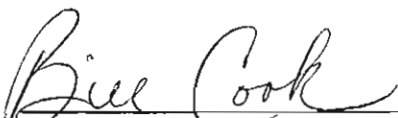
Official Voting Delegates

The following board members have been designated as official voting delegates at the annual business meeting on Saturday, December 8, 2018. Please list each delegate attending along with an alternate. Include name and number of votes assigned to each delegate.

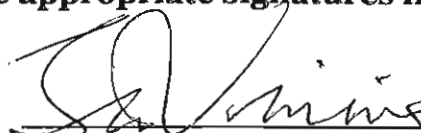
Check one (if a delegate is also serving as an alternate, check both boxes)

	Name	Number of votes
<input type="checkbox"/> delegate <input type="checkbox"/> alternate	Mildred Douglas	
<input type="checkbox"/> delegate <input type="checkbox"/> alternate	Ann Reid	
<input type="checkbox"/> delegate <input type="checkbox"/> alternate		
<input type="checkbox"/> delegate <input type="checkbox"/> alternate		
<input type="checkbox"/> delegate <input type="checkbox"/> alternate		
<input type="checkbox"/> delegate <input type="checkbox"/> alternate		
<input type="checkbox"/> delegate <input type="checkbox"/> alternate		
<input type="checkbox"/> delegate <input type="checkbox"/> alternate		
<input type="checkbox"/> delegate <input type="checkbox"/> alternate		
<input type="checkbox"/> delegate <input type="checkbox"/> alternate		

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 19, 2018 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

Board Chair

*Adjourn Work Session / Enter Business Meeting (if needed)

*Action Item – Additional Delegate Certification

Board Chair

*Adjournment