



# Florence County School District 3

*Policy Review Meeting*

*Minutes*

*Location: FSD3 Board Room*

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**Thursday, March 10, 2022**

**6:00 p.m.**

**In Attendance:** Barbara Bryant, Julia Mims, Paula Morris, Mattie Thomas. Jac'Kel Brown joined the meeting via telephone.

**Call to Order:** Board Chair, Barbara Bryant called the March 10, 2022 Policy Review meeting of the Florence County School District Three Board of Trustees to order. In accordance with the S. C. Code of Laws, 1976, Section 30-4-809d, as amended, the following have been notified of the time, date, place and agenda of this meeting: Morning News, Lake City Shopper, WBTW, WPDE, & WMBF. This agenda is also posted on the Florence County School District Three website. A moment of silence was observed after which Board Chair Bryant led the group in the Pledge of Allegiance.

**Approval of the Agenda:** Paula Morris made the motion to approve tonight's agenda as presented. Julia Mims provided the 2<sup>nd</sup> for this motion. All board members present voted in favor of this motion. The motion to approve tonight's agenda as presented passed 5-0.

**Joined the meeting:** Board members Jason Kirby, Almeta Fleming, and Gloria Robinson joined the meeting at this point.

## **POLICY SECTION A – SCHOOL DISTRICT ORGANIZATION**

Policy committee members: Dr. Hickson (Chair), Kasey Feagin, Jac'Kel Brown, Barbara Bryant, Angelia Scott, and Brian Huckabee

Policy AA – School District Legal Status – No revisions recommended

Policy AB – The People and their School District – No revisions recommended

Policy ABA – School Board Authority with Legal Status – No revisions recommended

Policy ABCC – board member Term of Office and Election Method – No revisions recommended

Policy ABCF – board member Removal from Office – No revisions recommended

Policy AC – Nondiscrimination/Equal opportunity – No revisions recommended

Policy ACA – Resolution of Discrimination Complaints – No revisions recommended

Policy AD – School District Mission – No revisions recommended

Policy ADD – Face Coverings – Revisions:

- 1<sup>st</sup> paragraph, last sentence after the word "implementation" added "**and continuation**" – "The district will consider the circumstances in the community and consult local health officials for the implementation and continuation of this policy."
- Last section "Visitors", next to last sentence, after Visitors, take out "will" and add "**may be required to**" – "Visitors may be required to wear a face covering while on district property."
- Last section "Visitors", last sentence, after visitors, take out "will" and add "**may**" - "Visitors may be asked to leave district property if they refuse to wear a face covering."

Policy ADF – District/School Wellness Policy – No revisions recommended

Policy AE – Accountability/Commitment to Accomplishment – Revisions:

- 2<sup>nd</sup> paragraph, last sentence, after “ACT” take out “WIN” and add “**state-approved career assessment**,” – “The overall goal of the plan is for Florence School District Three to be the highest-performing South Carolina district as measured by the performance of individual schools and sub-groups of student on SC Ready, SC PASS, SAT, ACT, state-approved career assessment, and all other assessments.”

Policy AEA – School Calendar – No revisions recommended

Policy AEB – School Day and Year – No revisions recommended

Policy AEBA – Summer School Programs – No revisions recommended

Paula Morris made the motion to approve the revisions to Policies ADD and AE as presented. Julia Mims provided the 2<sup>nd</sup> for this motion. All board members present voted in favor of this motion. The motion to make the revisions to policies ADD and AE as presented passed 9-0.

## **POLICY SECTION B – SCHOOL BOARD OPERATIONS**

Policy committee members: Dr. Hickson, Brian Huckabee, Barbara Bryant, Almeta Fleming, Rutha Frieson, Mary Howard, Cheryl Hubbard-George, and Ned Blake

Policy BA – School board goals and Objectives – No revisions recommended

Policy BBAA – Officers for the Board of Trustees – Revisions:

- 2<sup>nd</sup> page, under section titled ‘Duties of Vice-Chairman, add “ **/her**” and his – the vice-chairman shall have the powers and duties of the chairman in his/her absence or during this disability, and such other powers and duties as the board may from time to time determine.

Policy BBBA – Duties of School Board – No revisions recommended

Policy BBBB – New Member Orientation – No revisions recommended

Policy BBBC – Board member Development Opportunities – No revisions recommended

Policy BBBE – Board Member Compensation and Expenses – Revisions:

- First line of policy change “\$75” to “**\$150**” – Board members shall be paid \$150 per month for their services.

Policy BBC – Board Committees – Revisions:

- First line of policy add “**,other than the ongoing policy committee for each school year**” after committees – The Board of Trustees shall have no standing committees, other than the ongoing policy committee for each school year.

Policy BBE – Professional Legal Services – No revisions recommended

Policy BBF – Improvement Councils – No revisions recommended

Policy BC – Board Meetings – Revisions:

- 1<sup>st</sup> page, under section “Regular Board Meeting” 1<sup>st</sup> sentence, add “**s**” to meeting, take out “and” and add “**or**” – The board holds its regular business meetings of the board at the administrative office building or at district schools on the third Thursday of each month.

Policy BCA – Quorum – No revisions recommended

Policy BCAA – Public Hearings – No revisions recommended

Policy BCBB – Board Meeting Notification – No revisions recommended

Policy BCBD – Agenda – Revisions:

- 3<sup>rd</sup> paragraph, 1<sup>st</sup> sentence, add “,or designee,” after superintendent – Whenever a matter involving policy considerations is placed on the agenda, the superintendent, or designee, shall advise the board of any policies previously adopted affecting such matter.

Policy BCBF – Rules of Order – No revisions recommended

Policy BCBH – Minutes of Board Meetings - No revisions recommended

Policy BCBI – Public Participation - No revisions recommended

Policy BCBK – Executive Sessions - No revisions recommended

Policy BCC – Gifts to Board Members - No revisions recommended

Policy BD – Policy Administration – Revisions:

- 5<sup>th</sup> paragraph, 1<sup>st</sup> sentence, remove “shall be open for inspection at the board’s offices. There will be two copies of the policy manual in each school, a copy with the assistant superintendent(s) and superintendent, the news media, and the public library” and add “**will be maintained on the FSD3 website. Paper copies of any policy will be given upon request.**” – “The board’s policy manual shall be considered a public record and will be maintained on the FSD3 website. Paper copies of any policy will be given upon request.”

Policy BDF – Review of Administrative Rules – No revisions recommended

Policy BE – District Data/Records Retention – Revisions:

- 1<sup>st</sup> sentence, change word publications to “**public**” – The Board of Trustees and district records are open to the public in compliance with the South Carolina Freedom of Information Act.

Policy BGA – School Board Membership and Professional Associations – Revisions:

- 1<sup>st</sup> paragraph, take out 2<sup>nd</sup> sentence “It maintains an indirect membership in the National School Boards Association through its affiliation with the state group.”

Policy BH – Board Member Code of Ethics – Revisions:

- 16<sup>th</sup> bullet of policy (2<sup>nd</sup> page 7<sup>th</sup> bullet) take out “and the National School Boards Association;” – “To stay current of educational issues and to participate in training programs such as those offered through the South Carolina School Boards Association and;”

Policy BHA – Board Member Conflict of Interest – No revisions recommended

Rutha Frieson made the motion to accept the revisions to policies BBAA, BBBE, BBC, BC, BCBD, BD, BE, BGA, and BH as presented. Paula Morris provided the 2nd for this motion. All board members present voted in favor of this motion. The motion to accept revisions to policies BBAA, BBBE, BBC, BC, BCBD, BD, BE, BGA, and BH as presented passed 9-0.

## POLICY SECTION C – GENERAL SCHOOL ADMINISTRATION

Policy committee members: Dr. Hickson (chair), Kasey Feagin, Jac’Kel Brown, Barbara Bryant, Angelia Scott, Brian Huckabee

Policy CA – General Administration Goals and Objectives – Revisions:

- Typo-last paragraph, 1<sup>st</sup> sentence, take off the **t** in the word “single”.

Policy CB – Statement of ethics for School Administrators – No revisions recommended

Policy CD - Line and Staff Relations – Revisions:

- #2. (3<sup>rd</sup> page) Teachers' Relationship with the Superintendent, 5<sup>th</sup> sentence remove (FAC) and add ",or designee," after superintendent. A faculty advisory committee will be established to meet with the superintendent, or designee, on a regular basis (preferably once a month).
- #3 (4<sup>th</sup> page) Teacher's Relationship with the Principal, 6<sup>th</sup> sentence, add ",or designee," after superintendent. Both the principal and the teacher should consult with the superintendent, or designee, for advice and counsel on specific problems or for interpretations of board policy.

Policy CE – School Superintendent – No revisions recommended

Policy CEE/CEF – Superintendent's Compensation and Benefits/Expenses – No revisions recommended

Policy CG – Administrative Personnel – No revisions recommended

Policy CGA – Administrative Personnel Compensation Guides and Contracts– No revisions recommended

Policy CGD – Administrative Personnel Hiring – No revisions recommended

Policy CGI – Administrative Personnel Evaluation – Revisions:

- Remove the 3<sup>rd</sup> paragraph under the Principal Evaluation Program or the 4<sup>th</sup> paragraph on the page.

Almeta Fleming made the motion to accept the revisions to policies CA, CD, and CGI as presented. Gloria Robinson provided the 2nd for this motion. All board members present voted in favor of this motion. The motion to accept the revisions to policies CA, CD, and CGI as presented passed 9-0.

## **POLICY D – FISCAL MANAGEMENT**

Policy committee members: Michelle Humphrey (Chair), Dr. Hickson, Julia Mims, Rutha Frieson, Barbara Bryant, Hope Gibson, Cathy Ackerman, Stacy Steele, Donna Dubose, Angelia Scott

Policy DA – Fiscal Management Goals and Objectives – No revisions recommended

Policy DC – Annual Operating Budget - No revisions recommended

Policy DCI – Line Item Transfer Authority – No revisions recommended

Policy DDB – Online Fundraising Campaigns/Crowdfunding – Revisions:

- 1<sup>st</sup> sentence remove the 2<sup>nd</sup> word "certificated". "Any district staff member may submit an online fundraising campaign proposal to his/her direct supervisor to seek permission to raise funds or acquire donations of materials for the students of the district via a crowdfunding platform that has been approved by the superintendent."
- First bullet add the word "go" between "will" and "directly". "All funds or materials donated through the platform will go directly to the district or school administration and not the individual staff member who initiated the donation request."

Policy DFD – Bond Sales and Short term Notes - No revisions recommended

Policy DFK – Gifts and Bequests – No revisions recommended

Policy DFL – Investments Earning - No revisions recommended

Policy DFN – School Property Sales and Disposal Procedures - No revisions recommended

Policy DG – Depository of Funds - No revisions recommended

Policy DI – Accounting System - No revisions recommended

Policy DIC – Inventories - No revisions recommended

Policy DID – Audits - No revisions recommended

Policy DJC – Payroll Procedures – Revisions:

- 2<sup>nd</sup> paragraph remove “full-time” between the words “all” and “employees”. Also remove “employed after July 1, 2010”. Direct deposit into a financial institution(s) of choice shall be required of all employees.

Policy DJD – Expense Reimbursements – Revisions:

- 2<sup>nd</sup> paragraph take out the last 3 words “as state employees” and add “for all employees”.

Policy DJE – Purchasing - No revisions recommended

Policy DJEI – Fiscal Management/Purchasing/Vendor Relations - No revisions recommended

Policy DM – Fiscal Management Reserve and Surplus Funds - No revisions recommended

Paula Morris made the motion to accept the revisions to policies DDB, DJC, and DJD as presented. Almeta Fleming provided the 2nd for this motion. All board members present voted in favor of this motion. The motion to accept the revisions to policies DDB, DJC, and DJD as presented passed 9-0.

## **POLICY G – PERSONNEL**

Policy committee members: Angelia Scott (Chair), Dr. Hickson, Mattie Thomas, Paula Morris, Gloria Robinson, Esther Ward, Katrina Mungo, Karen Jarvais, Cathy Ackerman

Policy GA – District Staffing Plan – No revisions recommended

Policy GAA – Open Hiring/Equal Employment Opportunity & Affirmative Action - No revisions recommended

Policy GAAA – Criminal Records Check- No revisions recommended

Policy GAB – Sexual Harassment & Retaliation (Staff) – Addition of Title IX coordinator(s) information for the district to administrative rule. This was information shared. No approval by vote needed.

Policy GAC – Staff Involvement in Decision-Making - No revisions recommended

Policy GAE – Complaints and Grievances - No revisions recommended

Policy GAEA – Staff Concerns/Complaints/Grievances – Revisions:

- Last page of the Grievance form, next to the last sentence, take out the word “not”. “Present the form to your direct supervisor, even if you feel he/she was responsible for the error.”

Policy GAHB – Political Activities/Staff Community Relations - No revisions recommended

Policy GAIA – Gifts to and Solicitations by Staff - No revisions recommended

Policy GAK – Personnel Records - No revisions recommended

Policy GAM – Staff conduct and Ethics - No revisions recommended

Policy GAMA – Tobacco-Free Schools/Staff - No revisions recommended

Policy GAMB – Drug-Free Schools/Workplace - No revisions recommended

Policy GAMC – Staff/Employee Dress Code – Revisions:

- 1<sup>st</sup> page, 6<sup>th</sup> paragraph add the word “judgment” between the words “sound” and “and”. Discretion, sound judgment and commons sense call for an avoidance of any extreme in dress or grooming that would interfere with the normal education process.
- 1st page, 1st bullet add the words “jean and/or casual” between the words “shorts” and “capris”. “Jeans, overalls, shorts, jean and/or casual capris, wind suits, pajamas, and sweat clothes (exceptions would be Spirit Day, field day, field trips and/or other appointed days by the building administrator an those employees in particular work assignments).”

- 2<sup>nd</sup> page, last paragraph, 2<sup>nd</sup> sentence (typo) add a “w” to the “ear” to make the word “wear”.

Policy GAO – Employment of Retired Staff – Revisions:

- First page, 1<sup>st</sup> sentence, remove the following after “...may retire”: “with full benefits if the member has reached the age of 65 or has 28 or more years of creditable service. Any member who has reached age 60 may retire with reduced benefits. Also, the member who has reached the age of 55, has at least five years of earned service and has at least 25 years of creditable service may elect early retirement with reduced benefits from the retirement system; however, he/she will not be eligible for cost of living adjustment for a period of time.” and add the following after “...may retire” “according to eligibility requirements as outlined by the SCSRS.”
- Add the following after the above paragraph: “**Normal Retirement (Unreduced benefit)**” as a sub-title “**Class Two members**” also a sub-title; 1<sup>st</sup> bullet: “At least 28 years of service credit on the date of retirement, five years of which must be earned service credit; or” 2<sup>nd</sup> bullet: “Age 65 or older on the date of retirement with at least five years of earned service credit.” “**Class Three Members**” as a sub-title, 1<sup>st</sup> bullet: “Meet the rule of 90 requirement with at least eight years of earned service credit. This means that your age and years of service credit must add up to 90. For example, a member who is 56 years old and has at least 34 years of service credit, eight years of which must be earned service credit, would be eligible for normal retirement; or” 2<sup>nd</sup> bullet: “Age 65 or older on the date of retirement with at least eight years of earned service credit.” Next sub-title “**Early retirement (reduced benefit)**” next line of sub-title “**Class Two members**” 1<sup>st</sup> bullet: “Age 60 with at least five years of earned service credit Your benefit is permanently reduced 5 percent for each year of age less than 65; or” 2<sup>nd</sup> bullet: “Age 55 or older with 25 years of service credit, five years of which must be earned service credit your benefit is permanently reduced 4 percent for each year of service credit less than 28 Benefit adjustment restrictions apply.” Next sub-title: “**Class Three members**” 1<sup>st</sup> bullet: “Age 60 with at least eight years of earned service credit. Your benefit is permanently reduced 5 percent for each year of age less than 65.”
- Add S.C. Code under the legal references as follows: “Section 9-1-10- Teachers are members of the state retirement system.” “Section 9-1-1510 – Members may retire at age 65 or after 28 years of creditable.” “Section 9-1-1515 – Early retirement Section 9-1-1550 Service retirement allowances.”

Policy GAR – Staff Leave and Absences - No revisions recommended

Policy GAS – Communicable Diseases-Personnel Health Examinations/Employees – Revisions:

- 4<sup>th</sup> paragraph take out the “or” after “physical”, and before “mental,” – “If the district has questions or concerns regarding the physical, mental, or emotional capability of an employee to perform the essential functions of his/her position with or without reasonable accommodations, the district may require an appropriate health examination.”

Policy GAT – Reduction in Force (RIF) - No revisions recommended

Policy GB – Professional Personnel Section - No revisions recommended

Policy GBA – Professional Personnel Compensation Guides and Contracts – Revisions:

- 1<sup>st</sup> page, 1 paragraph, Add as the last sentence “The salary schedule for retired professional personnel will be reviewed annually and determined by the Board.”

- 1<sup>st</sup> page, 2<sup>nd</sup> paragraph, last sentence take out “teachers” after “Retired” and add “**professional personnel**”. “Retired professional personnel may also be employed under a letter of agreement.”

Policy GBC – Professional Personnel Recruitment and Hiring - No revisions recommended

Policy GBE – Assignment of Personnel – Revisions:

- 4<sup>th</sup> paragraph or 1<sup>st</sup> paragraph under the sub-title ATHLETIC ASSIGNMENTS AND SUPPLEMENTARY PAY, take out the word “made” after “are” and add “**recommended**”. “All athletic directors, athletic coordinators and coaching assignments are recommended annually by the Athletic Director with the review and approval of the superintendent and are in addition to regular duties.”

Policy GBI – Evaluation of Instructional Staff - No revisions recommended

Policy GBN – Discipline, Suspension & Dismissal of Professional Staff – Revisions:

- 3<sup>rd</sup> paragraph, last sentence, take out the word “should” after principals and add “**will**”. Take out the word “this” after the word “in” and add “**the recommendation**”. “Principals will be actively involved in the recommendation process for their schools.”

Policy GBO – Resignation of Instructional Staff/Administrative Staff – Revisions:

- 3<sup>rd</sup> bullet item, remove “of” from the statement – “Availability of replacement deemed suitable by the district”
- Add a 4<sup>th</sup> bullet to say “**Promotion, if recognized by the Superintendent**”

Policy GBRB – Professional Personnel time Schedules/Staff Meetings - No revisions recommended

Policy GBRG – Non-School Employment/consulting/Tutoring for Pay – Revisions:

- 1<sup>st</sup> paragraph, 2<sup>nd</sup> sentence, beginning of sentence, correct typo – add space between “Any” and “type”.

Policy GBS – Professional Organizations - No revisions recommended

Policy GC – Classified Personnel Section - No revisions recommended

Policy GCA – Classified Personnel Compensation Guides and Contracts – Revisions:

- 3<sup>rd</sup> paragraph or 1<sup>st</sup> paragraph under sub-title “Terms of Employment”, remove the word “if” and add “**is**”. “All classified employees shall be employed by the superintendent and the term of employment of each non-certificated employee is on a 12-month basis.”
- Information – Added the following to the administrative rule for Policy GCA: Under the sub-title of Overtime Hours, at the end of the paragraph “**Where an employee in a single workweek works at two or more different types of work for which different straight-time rates have been established, the employee’s regular rate for that week is the weighted average of such rates. (That is, the earnings from all such rates are added together.) This total is then divided by the total number of hours worked at all jobs. With respect to the payment of overtime in money or in compensatory time, the district will have the discretion to determine which method of payment to choose.**” Under the bullet titled “Termination” add on to the last sentence: “**in excess of 40 hours per workweek.**”

Policy GCB – Classified Personnel Positions – Revisions:

- 2<sup>nd</sup> paragraph, 1 sentence, add “**/her**” after the word “him”.
- 1<sup>st</sup> paragraph under the sub-title “Evaluation”, 2<sup>nd</sup> sentence, add “**,or his/her designee,**”



Policy GCD – Classified Personnel Employment - No revisions recommended

Policy GCN – Classified personnel Separation – Revisions:

- 3<sup>rd</sup> paragraph or 2<sup>nd</sup> paragraph under sub-title “**Terminate/Non-Renewal**”, remove the word “non-professional” after the word “term”. “The term “support”, and “classified” are synonymous and refer to this particular category of personnel employed by the district.”

Rutha Frieson made the motion to accept the revisions made to policies GAB, GAFA, GAMC, GAO, GAS, GBA, GBE, GBN, GBO, GBRG, GCA, GCB, and GCN as presented. Jason Kirby provided the 2nd for this motion. All board members present voted in favor of this motion. The motion to accept the revisions made to policies GAB, GAFA, GAMC, GAO, GAS, GBA, GBE, GBN, GBO, GBRG, GCA, GCB, and GCN as presented passed 9-0.

Policy I – Instructional Program

Policy board members: Mary Howard, Ned Blake, Almeta Fleming, Jason Kirby, Cheryl Hubbard-George, Leon Burgess, All Principals.

Policy IA – Instructional Goals and Objectives – No revisions recommended.

Policy ICA – Basic Program – Revisions

- 3<sup>rd</sup> paragraph, 1<sup>st</sup> sentence, remove the word “insure” and change to “**ensure**”. (Typo)

Policy ID – Talented and Gifted Programs – Revisions:

- Remove the sub-title “Trial Placement”
- 3<sup>rd</sup> paragraph, starting with 3<sup>rd</sup> sentence, remove “State regulations provide opportunity for the placement of a child in the academically talented and gifted (TAG) program on a trial basis. The student must meet specified academic requirements and have a teacher and guidance counselor written recommendation for trial placement in the gifted/talented placement. The trial basis may consist of one semester or nine weeks for grades 3-8.”
- Also remove the next paragraph “Trial Placement for high school students may be granted if the class for talented and gifted students has maintained a “B” average in the previous grade/subject area(s) seeking trial placement. The student must have a teacher and guidance counselor written recommendation for trial placement in each subject area seeking trial gifted/talented placement. Trial placements for high school students may last for one school year.”
- Remove the next paragraph as well, “At the end of the trial period the Evaluation/Placement Team will make a determination as to the child’s continued participation in the TAG program.
- Information only – an administrative rule was added to Policy ID.

Policy IDCA – Summer Program – No revisions recommended.

Policy IDCE – Advance Placement Programs - No revisions recommended

Policy IDDE – Driver Education - No revisions recommended

Policy IDDF – Exceptional Children - No revisions recommended

Policy IDDG – Career and Transition to Work Education - No revisions recommended

Policy IDDH – Child Development Program - No revisions recommended

Policy IE – Alternative Education Programs - No revisions recommended

Policy IEC – Class Size - No revisions recommended

Policy IEK – Home Schooling - No revisions recommended



Policy IFA – Instructional Resources and Materials - No revisions recommended

Policy IFAA – Textbook Selection, Adoption, and Administration - No revisions recommended

Policy IFAB – Supplemental Instructional Materials and Supplies - No revisions recommended

Policy IFBD – School Media Centers - No revisions recommended

Policy IFCB – Field Trips - No revisions recommended

Policy IFCD – School Volunteers - No revisions recommended

Policy IHAC – Social Studies Education - No revisions recommended

Policy IHD – Adult Community Education - No revisions recommended

Policy IHE – Promotion and Retention – Revisions:

- 1<sup>st</sup> paragraph, 2<sup>nd</sup> sentence, remove typo “s” from the word “student”
- 2<sup>nd</sup> page, 2<sup>nd</sup> paragraph under sub-title “Assurances”, remove “Student Intervention Team” and add “Multi-Tiered System of Support (MTSS) Team”.
- 3<sup>rd</sup> page, 1<sup>st</sup> paragraph under “Notification to Parents/Guardians Third Grade Retention”, end of 1<sup>st</sup> sentence, remove “Palmetto Assessment of State Standards (PASS)” and add “SC Ready”.

Policy II – Testing Programs (Testing Security) - No revisions recommended

Policy IJ – Comprehensive Health Education - No revisions recommended

Policy IJN – Distance/Online/Virtual Education - No revisions recommended

Policy IJNDB – Acceptable Use Internet and E-mail Access - No revisions recommended

Policy IKA – Grading/Assessment Systems - No revisions recommended

Policy IKAB – Content and Credit Recovery - No revisions recommended

Policy IKC – School and Religion - No revisions recommended

Policy IKD – School Ceremonies and Observances - No revisions recommended

Policy IKDA – Flag Displays - No revisions recommended

Policy IKE – Assemblies - No revisions recommended

Policy IKF – School Stores - No revisions recommended

Policy IKFC – Employability Credential – Revisions:

- This policy title and the administrative rule title was changed to “South Carolina High School Credential”

Policy INB – Rights and Responsibilities of the Teacher - No revisions recommended

Almeta Fleming made the motion to accept the revisions to policies ICA, ID, IHE, and IKFC as presented. Mattie Thomas provided the 2nd for this motion. All board members voted in favor of this motion. The motion to accept the revisions to policies ICA, ID, IHE, and IKFC as presented passed 9-0.

## POLICY J - STUDENTS

Policy committee members: Kasey Feagin (Chair), Ned Blake, Gloria Robinson, Jac’kel Brown, Cheryl Hubbard-George, Mary Howard, All Principals

Policy JA – Student goals and Objectives – Revisions:

- Remove everything after the Purpose, and add the following:  
Students are the first concern of the board and district. Through policies affecting students, the board seeks the following:
  - To offer equal educational opportunities for all students
  - To promote regular school attendance by students

- To afford to students all guaranteed rights as provided by state and federal laws and constitutions
- To assist students in developing a sense of personal responsibility for their actions
- To provide an atmosphere conducive to learning
- To treat students fairly in matters of discipline
- To provide quality educational programs for students

Policy JAA – Equal Educational Opportunity/Nondiscrimination - No revisions recommended

Policy JB – Student Attendance - No revisions recommended

Policy JBB – Entrance Age - No revisions recommended

Policy JBC – School Admissions - No revisions recommended

Policy JBCC – School Choice – No revisions recommended

Policy JBCE – Student Withdrawals - No revisions recommended

Policy JBD – Absences and Excuses - No revisions recommended

Policy JBF – Student Dismissals – Revisions:

- 1<sup>st</sup> paragraph, 2<sup>nd</sup> sentence, remove “of the period” after “Parents should be aware”. Same sentence remove “and the time for the change of classes” after “schedule” – “Parents should be aware of their children’s schedule.”
- 3<sup>rd</sup> paragraph, add at the end of this paragraph, the following: “The first priority given to high school course scheduling is to make certain that all students receive the strongest academic preparations possible. South Carolina Department of Education regulations require that students must be in membership for a minimum of 200 minutes daily or its equivalency for an annual accumulation of 36,000 minutes.”
- Add another paragraph as follows: “The superintendent shall provide by regulation for high school students to modify their schedules in the form of late in or early out privileges. No principal may approve a late in or early out request that does not comply with the regulation. The regulation shall include review of the student’s transcript and written approval by the parent/legal guardian.”

Policy JC – Student Rights and Responsibilities – Revisions:

- 2<sup>nd</sup> paragraph, first sentence, take out “and responsibilities” after the word “rights”
- After last bullet, add the following:
  - “Each student has a responsibility to do the following:
  - Put forth his/her best efforts during the educational process.
  - Respect the rights of other students and all person included in the educational process
  - Treat students, visitors, and staff with respect. This includes refraining from actions or language that discriminate against others based on race, ethnicity, gender, age, national origin, disability and sexual orientation.
  - Attend school as required by law and to observe school rules and regulations essential for permitting themselves and others to learn at school.
  - Observe reasonable rules regarding the right of free inquiry and expression.

- Conduct himself/herself in an orderly, courteous, dignified, and respectful manner toward other students and teachers, through language, dress and manners. The board believes self-discipline is an interpersonal goal of public education.
- Know and respect the policies, rules, and regulations for Florence School District 3 and the school they attend. Violations of such policies, rules, and regulations may result in disciplinary actions."

Policy JCAB – Student Interrogations, Searches, and Arrests – No revisions recommended

Policy JCAC – Use of Metal Detectors - No revisions recommended

Policy JCDA – Student Behavior Code – No revisions recommended

- Information-Additions to the JCDA Administrative Rule are as follows: page 6, #6 under the subtitle "Procedures for Administrative Hearings", add "Evidence may be in the form of video from school administration." Page 7, add # "12. No pictures of any kind are allowed to be taken during this administrative hearing."

Policy JCDA – Tobacco Use by Students – Revisions:

- Page 1, under subtitle "Enforcement" remove the 2<sup>nd</sup> bullet "Mandatory enrollment in a tobacco prevention education."

Policy JCDA – Drug and Alcohol by Students – No revisions recommended

Policy JCDA – Student Conduct on Buses – Revisions

- Add paragraph after 4<sup>th</sup> paragraph as follows:  
"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 activities. 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. These videos are not subject to parental review without permission from the superintendent, or his/her designee."

Policy JCDA – Secret Societies/Gang Activity – Revisions:

- 2<sup>nd</sup> page, last set of bullets, remove 4<sup>th</sup> bullet "Clothing or apparel displaying Old English style or "graffiti" style writing;"

Policy JCDA – Cell Phones – No revisions recommended

Policy JCDB – Dress Code - No revisions recommended

Policy JCE – Student Concerns, Complaints, and Grievances – Revisions

- 1<sup>st</sup> paragraph under sub-title "Title IX Complaints", 1<sup>st</sup> sentence, remove "appeal to their principals" and add "file a formal Title IX complaint."
- 1<sup>st</sup> paragraph under sub-title "Title IX Complaints", remove 2<sup>nd</sup> sentence and add "Then the district's Title IX coordinator will follow the process outlined in law."
- Paragraph under sub-title "Section 504 complaints", 2<sup>nd</sup> sentence, remove "district section" and add "District's"

Policy JDA – Corporal Punishment/Physical Force - No revisions recommended

Policy JDD – Suspensions – Revisions:

At the end of the policy, add section as follows: "Suspension for SWD

Suspensions involving students with disabilities shall be in compliance with state and federal laws and guidelines. Students with disabilities shall receive educational services during periods of suspension or expulsion to the extent required by state and federal law and regulations”

Policy JDE – Student Expulsions – Revisions:

- 8<sup>th</sup> paragraph, 1<sup>st</sup> sentence, remove “may not” and add “will not”
- Add paragraph before last paragraph of policy as follows: “Enrolment of expelled students with disabilities from another school district will be in accordance with the above procedures as modified by federal and state special education law.”

Policy JFA – Admission of Homeless Students – No revisions recommended

Policy JFABE – Admission of Limited Proficiency and Migrant Students - No revisions recommended

Policy JG – Student Welfare - No revisions recommended

Policy JGA – Student Insurance Coverage - No revisions recommended

Policy JGC – Student Health Services/Accidents/First Aid - No revisions recommended

Policy JGCB – Vaccinations and Student Immunizations - No revisions recommended

Policy JGCC – Communicable/Infectious Diseases - No revisions recommended

Policy JGCD – Medicines – Revisions:

- Change name of policy to: “Assisting Students with Medications”

Policy JGFF – Automobile Use – Revisions:

- Add paragraph at the end of policy as follows: “The district retains the authority to conduct routine searches at any time of the exterior of student automobiles parked on school property. The district retains authority to conduct searches for the interior of student automobiles whenever a school official has reason to believe that a student has violated board policies, school rules or state law.”

Policy JGG – Student Transportation – Revisions:

- 1<sup>st</sup> paragraph, 1<sup>st</sup> sentence, remove “will” and add “may”.

Policy JHB – Student School Activities Fund – Revisions:

- Add legal reference as follows: “Legal References: Department of Archives and History Regulation: Regulation 12-901 through 12-906.6 Article 9 – General retention schedules for school districts.”

Policy JHC – Student Organizations - No revisions recommended

Policy JHCA – Limited Open/Closed Forum – Revisions:

- 6<sup>th</sup> and last bullet, 1<sup>st</sup> sentence, remove “or” after the word “color” and add “disability, age, sexual orientation, or any other protected characteristics as may be required by law.” After “national origin,”

Policy JHCC – School-Related Student Publications - No revisions recommended

Policy JHD – Student Social Events - No revisions recommended

Policy JI – Harassment, Intimidation, or Bullying – Revisions:

- 2<sup>nd</sup> paragraph, add “,cyberbullying,” after the word “communication”.
- 2<sup>nd</sup> paragraph, add “and” between the words “phones” and “social” within the parenthesis, also remove “such as Facebook, Twitter, My space, etc.” within the same parenthesis.
- 3<sup>rd</sup> paragraph, add additional sentence at the end of the paragraph as follows: “The identity of the victim or reporter of bullying or harassment will be protected to the extent allowed by law.”

- 4<sup>th</sup> paragraph, add additional sentence at the end of the paragraph as follows: “The appropriate school administrator, or his/her designee, will determine the consequences and appropriate remedial action for a person who engages in reprisal or retaliation or files a false report after consideration of the nature, severity and circumstances of the act.”
- Add the following 2 paragraphs after the 6<sup>th</sup> paragraph:  
 “Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of an employee. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation, consistent with this policy.

Students, parents/guardians, teachers and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off campus involving the inappropriate use of the internet or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying.”

- Next to last paragraph, add “,or designee,” after “superintendent”.
- Last paragraph, add “,or designee,” after “superintendent”.

Policy JIA – Sexual Harassment and Retaliation (Students) – No revisions recommended

Policy JICFA – Hazing - No revisions recommended

Policy JK – Student Solicitations/Student Fund Raising - No revisions recommended

Policy JKA – Solicitations of Students - No revisions recommended

Policy JLCEF – Concussions and Student Athletes - No revisions recommended

Policy JLDDB – Self-Esteem Promotion/suicide Prevention - No revisions recommended

Policy JQ – Student Fees, Fines, and Charges - No revisions recommended

Policy JQE – Pregnant Students/Married Students/Single Mothers - No revisions recommended

Policy JR – Student Records – Revisions:

- Add additional bullet after 2<sup>nd</sup> bullet as follows: “right to have the records interpreted and explained”
- 5<sup>th</sup> paragraph, remove everything after 1<sup>st</sup> sentence and add “Exceptions to this rule exist for each of the following:”
- Add the following bullets after the additional sentence from the previous revision:
  - “school officials (persons with legitimate educational interest in the student such as instructors, administrators, health staff, counselors, attorneys, clerical staff, trustees, members of committees and disciplinary boards.)
  - officials in other schools in which the student seeks to enroll
  - military recruiters who seek student contact information; at the time of transfer, parents/legal guardians may review the material
  - state and national educational organizations that require student data for confidential research and statistical purposes
  - material under court order, although parents/legal guardians must be notified of the order”
- Remove next to the last paragraph (sentence) “The school will give the fingerprints to the student’s parents or guardians.”

Julia Mims made the motion to accept the revisions to policies JA, JBF, JC, JCDA, JCDAF, JCE JDD, JDE, JGCD, JDGG, JGG, JHB, JHCA, JI, and JR as presented. Jason Kirby provided the 2<sup>nd</sup> for this motion. All board members present voted in favor of this motion. The motion to accept the revisions to policies JA, JBF, JC, JCDA, JCDAF, JCE JDD, JDE, JGCD, JDGG, JGG, JHB, JHCA, JI, and JR as presented passed 9-0.

Julia Mims made the motion to approve 1st reading of new policies presented, JIAA – Student Sex/Gender Discrimination and JLCDB – Use of Epinephrine Auto-Injectors. Rutha Frieson provided the 2nd for this motion. All board members present voted in favor of this motion. The motion to approve 1st reading of new policies presented, JIAA – Student Sex/Gender Discrimination and JLCDB – Use of Epinephrine Auto-Injectors passed 9-0.

## **POLICY K – GENERAL PUBLIC RELATIONS**

Policy committee members: Brian Huckabee (Chair), Angelia Scott, Julia Mims, Mattie Thomas, Paula Morris, Jay Alexander, Michelle Humphrey, Mary Howard, Cheryl Hubbard-George, and Abra Bolling.

Policy KA – Public Relations goals and Objectives – No revisions recommended

Policy KB – Parent Involvement in Education – Revisions:

- 2nd page, remove the following: “Migrant Education Program (MEP) Parent Involvement; Parents of students in the MEP will be involved in and regularly consulted about the development, implementation, operation and evaluation of the program. Parents of MEP students will receive instruction regarding their role in improving the academic achievement of their children.”

Policy KBCC – Board Meeting News Coverage – No revisions recommended

Policy KC – Public Information Program – Revisions:

- 1st paragraph, 1st sentence, add “Three” after “District”

Policy KDB – Freedom of Information/Right To Know – Revisions:

- 3rd paragraph, 1st sentence, remove “20” and add “15”

Policy KDC – District-Sponsored Information Media – No revisions recommended

Policy KG – Community Use of School Facilities – Revisions

- 2nd paragraph, 1st sentence, remove sentence up to parenthesis and add “The superintendent, or designee, approves or disapproves all requests for use of facilities”

Policy KHE – Gifts to Schools – No revisions recommended

Policy KI – Free Materials Distribution in Schools – No revisions recommended

Policy KIA – Political Campaign Materials Distribution – No revisions recommended

Policy KL – Public Use of School Records – Revisions:

- #2. 1st sentence, remove “with 15” and add “within 10 business days”. Add sentence “For records more than 24 months old, the initial notification deadline is 15 business days.” After 1st sentence.

Policy KLGA – School Resource Officers – No revisions recommended

Policy KM – Visitors to Schools – No revisions recommended

Policy KN – Public Complaints – No revisions recommended

**Jac’Kel Brown left the meeting.**

Paula Morris made the motion to accept the revisions to policies KB, KC, KDB, KG, and KL as presented. Julia Mims provided the 2nd for this motion. All board members voted in favour of this motion. The motion to accept the revisions to policies KB, KC, KDB, KG, and KL as presented passed 8-0.

## **SECTION L – INTER-ORGANIZATIONAL RELATIONS**

Policy committee members: Brian Huckabee (Chair), Angelia Scott, Julia Mims, Mattie Thomas, Paula Morris, Jay Alexander, Michelle Humphrey, Mary Howard, Cheryl Hubbard-George, and Abra Bolling.

LA - Inter-organizational Relations Goals and Objectives - No revisions recommended

LB - School-Community Cooperation – No revisions recommended

LDA – Relations with Local Government - No revisions recommended

LDAJ – Relations with Police Department - No revisions recommended

LDAJA – Police Interrogations and Investigations - No revisions recommended

LEB/LEC - Parents Organizations/Booster Organizations - No revisions recommended

## **POLICY M – EDUCATION AGENCY RELATIONS**

Policy committee members: Kasey Feagin (Chair), Ned Blake, Gloria Robinson, Jac’kel Brown, Cheryl Hubbard-George, and Mary Howard

Policy MA – Education Agency Relations goals and Objectives – No revisions recommended

Policy MDBA – Interscholastic Athletics – No revisions recommended

Policy MFB – Student Teaching and Internships – No revisions recommended

Policy MGB – Memberships in School Boards Association – Revisions:

- 1<sup>st</sup> sentence, remove “State” between words “Carolina” and “School”
- 1<sup>st</sup> paragraph, remove the 2<sup>nd</sup> sentence.

Julia Mims made the motion to accept the revisions made to policy MGB as presented. Mattie Thomas provided the 2nd for this motion. All board members present voted for this motion. The motion to accept the revisions made to policy MGB as presented passed 8-0.

Rutha Frieson made the motion to approve 1st reading for new policy MBA – Shared Services and Staff. Julia Mims provided the 2nd for this motion. All board members present voted in favor of this motion. The motion to approve 1st reading for new policy MBA – Shared Services and Staff passed 8-0.

**Executive Session:** Paula Morris made the motion to enter into executive session to discuss legal advice given a board member. Julia Mims provided the 2<sup>nd</sup> for this motion. All board members present voted in favor of this motion. The motion to enter into executive session passed 8-0.

**Exit Executive Session** – Paula Morris made the motion to exit executive session. Almeta Fleming provided the 2<sup>nd</sup> for this motion. All board members present voted in favor of this motion. The motion to exit executive session passed 8-0.

## **PUBLIC SESSION**

### **Action from Executive Session:**

No action needed.

**Adjourn:** There being no further business for the Board of Trustees, Julia Mims made the motion to adjourn. Jason Kirby provided the 2<sup>nd</sup> for this motion. All board members present voted in favor of this motion. The motion to adjourn passed 8-0.

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Date approved

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Barbara Bryant, Chair

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Shelia Knotts, Recording Clerk

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Rutha Frieson, Secretary