

SALARY DEDUCTIONS

Admin. Reg. OS-16
~~June, 2015~~ March, 2016

- I. **Purpose.** To establish the basic structure for deductions from salaries of Beaufort County School District employees.
- II. **Superintendent Approval.** All deductions from salary, except for deductions required by law, are subject to approval by the Superintendent and are voluntary on the part of the individual employee. The BCSD requires that voluntary deductions be authorized in writing by the employee on a form supplied by the BCSD.

A. Deductions required by law:

1. Social Security;
2. Medicare;
3. ~~S~~state and federal income taxes;
4. ~~S~~state retirement contributions; and
5. ~~G~~arnishments.

B. Deductions allowed by law and approved by the Superintendent:

1. ~~I~~ndividual and extended family benefits for health insurance;
2. ~~T~~ax sheltered annuity plans which meet board of education established criteria;
3. ~~P~~ayments to employee credit unions; ~~and~~
4. ~~S~~state-authorized group survivor monthly income insurance programs and term life insurance; ~~and-~~
- 4.5. Any other benefits as sponsored or provided by the BCSD.

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

- IV. **Charitable Status.**

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

B. The BCSD shall not make deductions for any organization which is chartered by Section 501(c)(4), (5), or (6) of Title 26 of the U.S. Code.

V. Labor Organization Deductions Prohibited. The BCSD shall not make any deductions if the proceeds of the deduction would be for the benefit of a labor organization.

Adopted: July 12, 2001

Revised: June, 2015; March, 2016

Legal references:

A. Federal regulations:

1. 26 CFR 601.201 - Rulings and determination letters.

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

1. Section 8-11-91 - Deductions for charitable contributions.
2. Section 8-11-92 - Qualifying criteria for charitable organizations.
3. Section 8-11-93 - Minimum level of employee participation required (lesser of 10 percent or 200 employees).
4. Section 8-11-98 - Deductions for payment to credit union.
5. Section 59-25-45 - Health and dental insurance.

EXPENSE AUTHORIZATION AND REIMBURSEMENT

Admin. Reg. OS-17
~~March, 2016~~ ~~June, 2015~~

- I. **Purpose.** To establish the basic structure for authorizing and reimbursing expenses for Beaufort County School District employees.
- II. **Reimbursement of Work-Related Expenses Incurred During Travel.** The BCSD will reimburse members of the Board and BCSD employees for work-related expenses incurred during approved travel for the BCSD, such as approved attendance at conferences and other authorized expenses related to the performance of their official duties. The BCSD will not reimburse Board members or BCSD employees for any personal expenses incurred during such travel.
- III. **Finance Department Procedures.** The BCSD shall reimburse Board and BCSD employees for incurred expenses and travel according to the procedures outlined in the finance department policies and procedures manual.
- IV. **Employee Travel.**
 - A. In-County Travel.
 1. BCSD employee travel within Beaufort County must be approved by the employee's immediate supervisor and will be reimbursed at the BCSD standard mileage rates and distances.
 2. The BCSD will not reimburse employees for per diem and lodging during travel within Beaufort County, unless the employee is an official member of the committee conducting the event. The supervisor must approve the per diem in advance, and the event must require the employee's arrival at the event before 7:00 a.m. and departure after 7:00 p.m. to qualify for per diem and lodging.
 - B. Out of County Travel.
 1. All work-related employee travel outside Beaufort County requires prior submission of the BCSD travel request form, including quotes for all travel, per diem, lodging expenses and fees expected to be incurred. The employee must have prior approval by her/his immediate supervisor for out of county travel.
 2. BCSD employees traveling to multiple out of county locations during the same travel occurrence will be governed by the same rules as for travel to separate locations.
 3. Reimbursement for driving out of county shall not exceed the cost of flying to the same designation.
 4. The BCSD shall pay, in advance, per diem for meals based on the work-related travel period and the event agenda. The BCSD shall pay per diem only for those meals not included in the event agenda and during the work-related travel period. Continental breakfast is considered a meal. In order to receive per diem, an employee must attach a copy of the event agenda with her/his travel request.

C. Out of State Travel – All work related travel outside of the State of South Carolina (excluding Savannah, GA) requires prior approval of a Chief Officer in addition to the requirements of Out of County travel.

V. **Reimbursement Rates.** The BCSD mileage rate is in accordance with the IRS reimbursable rates as published annually. The ~~mileage reimbursement rate and~~ per diem rates established by the Superintendent are posted on the BCSD website and published in the Financial Accounting Handbook.

Adopted: July 12, 2001

Revised: June, 2015; March, 2016

CASH IN SCHOOL BUILDINGS

Admin. Reg. OS-18
~~June, 2015~~ March, 2016

- I. **Purpose.** To establish the Superintendent's expectations for dealing with cash in Beaufort County School District school buildings.
- II. **Daily Deposits Required.** All principals are required to deposit all school monies on a daily basis, at the end of each school day or after a school event. When necessary in order to comply with this administrative rule, the principal shall make arrangements with a local bank for night depository privilege. He/she shall use these facilities as events dictate. A principal shall not allow cash in excess of \$25.00 to remain in his/her school overnight for any circumstances.
- III. **Disciplinary Action.** A principal who does not abide by this policy shall be personally responsible for any loss incurred as a result of her/his failure to make a timely deposit and may be subject to disciplinary action, up to and including dismissal from employment.
- III-IV. **Periodic Audits.** The BCSD Finance Department will periodically audit and monitor schools to ensure protocols regarding daily depositing of cash receipt are followed.

Adopted: July 12, 2001
Revised: June, 2015

SCHOOL ACTIVITY FUNDS

**Admin. Reg. OS-21
March, 2016**

I. Introduction.

- A. Schools must adhere to the accounting guidelines as outlined in the accounting manual developed by the BCSD Finance Department.
- B. Procedures for accounting shall be developed in detail and approved by the Chief Finance and Operations Officer ("CFOO"). The accounting procedure established shall be used in the handling of all internal school funds, including those of school-sponsored student organizations.
- C. The accounting system shall require, at a minimum, the following:
 - 1. Issuance of receipts for moneys received;
 - 2. Properly maintained checkbooks;
 - 3. Properly completed deposit slips;
 - 4. A file for all supporting materials;
 - 5. Proper bank reconciliation forms; and
 - 6. Purchasing forms.
- D. School activity funds shall be included in the BCSD audit as performed annually by an external auditor approved by the Board of Education.

II. Authorized Expenditures.

- A. Disbursements may be made from school activity funds only for purposes for which the money was collected. Such funds may not be used to pay incidental labor except upon CFOO approval. Checks drawn on the school imprest bank account require the signature of the school Principal.
- B. If the school Principal will be on leave for an extended period of time in excess of thirty (30) work days, the CFOO shall approve an Assistant Principal to serve as the co-signer of the checks.

- ### **III. Liquidation of Activities Funds.**
- At the end of each school year, funds remaining in a student activity account, class, or organized club shall be carried over as funds for that organization to the subsequent year. This shall continue so long as that organization continues to function, holds regular meetings, and elects officers. Any school organizations which do not meet at least once annually and which do not duly elect officers shall be considered inactive, and their funds shall be liquidated and placed in the general school account.

IV. Criteria for a Student Activity Group. The following requirements exist for a group to be considered a school activity group for the purposes of this Administrative Regulation:

- A. Organized by the school, faculty members or students.
- B. Funds received are perceived by the donor to be for the benefit of the BCSD or an individual school.
- C. The major part of all work (organizational and manual labor) is provided by staff or students.
- D. The BCSD has a responsibility for losses, accidents or injuries associated with the activity.
- E. School facilities can be used as a part of the student activity without cost but under the supervision of BCSD policies and procedures.
- F. Supervision of students and facilities must be provided by the BCSD.

Adopted:

Revised:

BEAUFORT COUNTY SCHOOLS
OS - OPERATIONAL SERVICES
OS-21P Site-Based Governance Procedure

OS-21P Site-Based Governance Procedure

Site-based governance should mirror policy governance to the extent practical and applicable. Principal limitations (PLs) are established by the district with monitoring and evaluative measures also defined by the district.

Site-based governance must be sufficiently defined at the district level so as to provide the parameters required for effective decision making. However, it should not be so rigidly defined from district directives that site choices are mere exercises in conformity.

Site-based governance is a management system in which operational decisions are made at the site level with the principal as the lead administrator. Each principal is directly responsible to the superintendent.

A site-based principal/lead administrator must acknowledge that site-based governance necessarily means the acceptance of responsibility with the power to delegate. The fulfillment of responsibility/accountability is measured by the outcome of objectives established by the district and the site.

The principal/lead administrator of each site must possess the management skills necessary to identify, analyze and manage resources and information required to achieve the objectives expected of the site. The district will provide training as needed to ensure that all lead administrators possess the prerequisite management skills.

Sites given site-based governance will have operating options that allow for unique structures as long as principal limitations and district regulations are not violated. Sites may choose how to structure the site committees with respect to size, composition, schedule and format within district guidelines.

The selected structure and practice of site-based governance, as it is defined at the site, must be clearly outlined and explained to staff, parents and community.

Site-based governance is a privilege that can be granted or revoked for cause by the superintendent.

Administrative procedures for site-based governance

Site-based governance is a system in which decisions and directions on how to achieve the established goals are made at the site level. A site-based principal is responsible for the outcomes at the school. He/She must work cooperatively with and delegate certain decisions to the governance team which shares in the accountability for outcomes. Site-based governance is a privilege which can be revoked (by the superintendent) if principal limitations and district policies or procedures are violated.

Each site has the authority to create and implement a governance system to achieve the established goals based on the ends established by the board of education. It will be the responsibility of the principal to submit to the superintendent by September 15th of each year the following information.

- brief description/chart of the governance system
- selection process for the governance team
- list of governance team members
- list of scheduled meeting dates and times
- how individuals/groups may access the governance team

- staff development planned on site-based governance
- anticipated problems
- identified annual goals for the team

Site-based fiscal procedures

Non-salaried expenditures - expenditures not related to personnel

District funds are allocated in an equitable manner using the Base Student Cost Formula (BSCF). All expenditures must comply with state regulations, principal limitations, district administrative rules and regulations, and board policy. Site-based funds are limited to the following programs: kindergarten, primary, elementary, middle, high, band, vocational, guidance, media, school administration and instructional activities.

The following guidelines apply.

Allocated funds may be budgeted into accounts other than the accounts in which the funds were generated.

The budgeted accounts must be aligned with the goals and objectives of the site established to meet or exceed the board's ends.

The non-salaried allocations can be budgeted in salaries, other financing uses or within the programs the funds are generated.

Funds generated for the schools within these programs can be expended in other restricted areas, but restricted funds must be expended within the restricted program. (for example, site-based funds can be transferred to special education but special education funds cannot be transferred to site-based programs.)

Funds must be expended in the proper account number.

Expenditures must be coded to the account which defines the expenditure, not to an account that has funds available. If funds are not available, a budget transfer must be completed prior to the expenditure.

Funds not expended in these site-based accounts at the end of the year will be carried forward consistent with principal limitation 5.2.

Funds will be carried forward into one account number, carry forward non-salaried, and must be expended within the following year. Carry forward monies cannot exceed 2.5 percent of the site budget without prior written approval from the superintendent. Failure to have such an approved plan will result in the funds reverting to the district.

A site seeking to carry forward monies in excess of 2.5 percent of the site budget must present a plan for expenditures to the superintendent on or before June 1 annually. The superintendent will accept or decline in writing based on the merits of the plan and its adherence to district expectations and board's ends.

It is the school's responsibility to do the following.

Monitor and maintain expenditures within the allocation provided by the district.

Follow all purchasing procedures, state guidelines, principal limitations, district administrative rules and regulations, and board policy when expending non-salaried monies.

Accept all continued expenses incurred due to decisions made by the site (maintenance contracts, leases, etc.).

Justify and explain any questionable expenditures.

Salaried expenditures - expenditures directly related to personnel

Schools will be allocated funds for personnel according to the staff listing at midyear for the site-based programs. Additionally, the district will allocate to the schools the funds required to cover experience step increases, certification changes, mandated salary increases and increases in student membership (see salaried budget allocations).

The following guidelines apply.

If the district requires a site to employ an individual with a salary greater than the employee being replaced, the district will allocate additional funds to cover the difference.

Excess funds realized by a school from attrition, retirements or dismissals are maintained within the school. Each school is responsible for filling any and all vacancies using their allocated funds. The site is responsible for the salary of any employee on leave until formal separation has been approved.

The district is responsible for the cost of fringe benefits on the allocated positions at the beginning of the year. Any additional positions employed by a site above this allocation will require that the site fund the fringe benefits requirement.

The district is responsible for the funding of substitutes for employees on leave with pay.

When a substitute is hired for an employee who is on leave without pay or for a vacancy, the site is responsible for the funding.

Academic and athletic supplements will be provided to the schools in total. Each school will define the disbursement according to the site plan.

Salaried allocations may be transferred to non-salaried accounts. These funds must be replaced by the site in the salaried allocation for the next year. Any non-salaried transfer to a salaried account must be reallocated the following year. This will not be funded within the salaried allocation from the district.

Funds must be expended in the proper account number. Expenditures must be coded to the account which defines the expenditure, not an account that has funds available. If funds are not available in an appropriate account, a budget transfer must be completed prior to the expenditures.

Any new positions or salary increases above the district allocation must be approved by the assistant superintendent for fiscal affairs and the superintendent prior to implementation.

Funds not expended in these accounts at the end of the year may be carried forward to the following year under the previously stated restrictions.

It is the school's responsibility to do the following.

Follow all principal limitations, board policies and human resources procedures for hiring and terminating employees.

Monitor and maintain expenditures within the allocation provided by the district.

Account for all liabilities incurred due to actions, statements, promises, etc., between individuals or the public which result in ethical, legal or other pursuits.

Provide any additional salaried increases to employees above the district's allocation when continued

the following year.

Method for pipeline projection

Move each grade forward.

Maintain the same kindergarten count as in the current year.

Add students to Robert Smalls for students entering from Laurel Bay.

Subtract the full-time career Education students.

Allocations

Non-salaried budget

The non-salaried budget is derived using both the Base Student Cost Formula (BSCF) and a Modified Zero Base (MZB) format. The BSCF is used to allocate funds to all schools in an equitable and adequate manner. The MZB format is used for all other programs which are not funded by students.

The BSCF allocates funds to schools which are used directly in the instructional programs or the instructional process. This formula was derived from the weighting system used by the state in the Education Finance Act of 1977. The BSCF establishes the base student as a student in grades four - five (elementary program), and assigns weights to all other programs from this base. Below is a list of the programs, weights and amounts approved by the board of education.

The previous 45-day projected pipeline report is used for the enrollment numbers in allocating the non-salaried funds. The projected enrollment is multiplied by the applicable program amounts to determine each school's non-salaried allocation.

The 15th-day membership report will be used to determine any differential in the projected to actual enrollment. The additional students will generate funds only for the instructional programs in which they are enrolled. Funds will not be decreased from a school for a period of one year if the projected enrollment is less than the actual enrollment.

Non-salaried base student cost formula

Program	Weight
Kindergarten	1.09
Primary	1.32
Elementary	1.00
Middle	1.29
High	1.29
Vocational	.44
Guidance K-5	.09
Guidance 6-12	.13
Media	.40

School adm.	.27
Inst. student	.07
SASI	.0625
EMH	1.40
TMH	2.10
OH	2.10
VH	2.60
HH	2.60
Speech	.40
EH	2.10
LD	2.10
Band grades 6-8	\$1,000
Band grades 9-12	\$3,500-\$5,000

Salaried budget

New positions

The 135-day projected pipeline report is used for allocating funds for staff positions for the following year. Preschool and self-contained special services students are not included in this enrollment. Site-based schools receive a unit allocation for each 25 additional students. A unit is valued annually during the budget development. The 15th day membership report will be used to determine the differential between the projected and actual enrollment. Any school that has 25 more students on the 15th day report than the projected 135-day pipeline projection will receive an additional unit upon certification by the administration. Funds will not be removed from the school for a period of one year if the projected enrollment is less than the actual enrollment.

Additional funding information

Special services program funding

The actual December 1st report is used to allocate funds for the special services programs. There is no projection formula used. If a student is mainstreamed for any portion of the school day, that student is counted in both the general population and the special population for funding purposes. The count at each school in each condition is used to allocate the funds for the following year. Each special services student must be counted only once. If a student is identified in two or more conditions then the condition with the highest weight will be counted, i.e. special services students receiving speech services will not be counted in speech but in their specific condition. Students counted in speech are general education students.

The 135-day membership report is used to project the following fiscal year's salaried allocation. The pipeline formula described above is used to determine the membership in each school for the next year.

The 135-day report is used for allocating certificated staff to the schools. The pipeline method is used under the approved directive of the Beaufort County Council.

The MZB format is used to determine the non-salaried budget for all programs that are not student driven. Each division administrator is responsible for the funding of their division using the MZB format. The following programs use this format.

- homebound
- attendance and social work
- health
- improvement of instruction
- board of education
- office of superintendent
- fiscal services
- operations and maintenance
- pupil transportation
- staff services
- data processing

Revised 2003

Beaufort County Schools

BEAUFORT COUNTY SCHOOLS
OS - OPERATIONAL SERVICES
OS-21P Site-Based Governance Procedure
OS-21R Site-Based Governance of Schools Regulations

OS-21R Site-Based Governance of Schools Regulations

Site-Based Governance (SBG) is a system in which decisions and directions are made at the site level. The principal of a school operating according to SBG is responsible for the outcomes of the students and staff. He/She must work cooperatively with and delegate certain decisions to the governance team of the school.

Site authority

Each district school is eligible to request through its principal that the superintendent grant the school SBG status at the beginning of the next fiscal year.

The authority to decide issues at the site-level may be granted on a limited or graduated basis dependent upon how ready and able the school appears to be to take over its own governance decisions.

Official approval to operate as an SBG school with specific areas of SBG control will be formally documented in the office of the superintendent or his/her designee.

SBG begins at the commencement of a fiscal year.

As provided by district regulation, SBG status may be modified or revoked at any time.

A site granted SBG status need not reapply each year if the principal of the school remains the same. A school experiencing a change of principal must either reapply or be returned to full district control, as determined on a case-by-case basis by the superintendent.

The following examples of areas of control may be transferred completely or partially to an SBG school.

- site goals and procedures
- delivery of instruction
- carrying out individual student assessment
- responsibility for site operating expenditures
- site staff development
- site equipment and furnishings
- assignment of site staff
- communications with site staff, students and parents
- day-to-day direction of personnel
- representation on district and community committees
- site calendar (traditional/year round) and schedule
- technology procurement
- instructional materials selection
- employee evaluations

- local components of district-wide programs
- grant administration
- administration of school student uniform policy
- allocation of extracurricular supplements

Application for SBG status

One purpose of the application process is to provide each site with the experience of creating a sound, concrete plan on its own. The planning and application process is the site's opportunity to demonstrate its capacity to excel on its own initiative while maintaining consistency with district guidelines. To be considered for SBG status, a site's principal must file an application with the superintendent which contains the following components.

Data

The site must assess its current academic status using information gathered from reliable measures. The application must accurately show the statistical academic position of the site on district, state and national measures for which data are available. The district office will assist in gathering this data upon request. The SBG application must also contain a narrative analyzing assessment data in terms of any unique factors affecting academics and/or academic statistics at the site.

Outcomes

The application must contain specific statements of goals and objectives for academic and programmatic success which must be tied to the reported data and be consistent with the district's overall plan for student achievement and student welfare. The district office will provide assistance and support in drafting this part of the application upon request.

Restructuring plan

The application must contain a plan setting forth the programs, initiatives and efforts to be employed at the SBG school to achieve the site's outcomes including details of the site-based committee for the site. This section must also address resources, personnel, evaluative criteria, and how the plan is consistent with established district-wide goals and guidelines. The plan must be consistent with federal, state and local laws, including all laws applicable to employment. The content, strategies to be employed, benchmarks and time constraints of the plan are expected to be developed entirely by the site. The district will provide assistance upon request.

Evaluation

The SBG application must include a plan for evaluation of the success of the programs and initiatives to be used at the site. Upon request, the district office will assist the site in assuring that its evaluative plans are consistent with district guidelines and standards.

Financial and personnel allocations

The assistant superintendent for fiscal affairs and/or assistant superintendent for human resources must approve, under the criteria below, any SBG delegation affecting financial or personnel allocation authority.

Site-based committee

Each SBG school will have a site-based committee to advise the principal. Each school's site-based committee may choose its exact name, composition, schedule of meetings, agenda procedure and decision-making process. The site-based committee must comply with the provisions of the South

Carolina Freedom of Information Act (FOIA). Annually, on or before September 1, each site-based committee must report to the superintendent its name, selection process, composition, schedule of meetings, agenda procedure, decision-making process, standard method(s) for interested parties to communicate with the committee, planned staff development based on SBG goals, anticipated problems, goals for the year and the individual names of committee members.

Each site-based committee will have responsibility for reaching decisions on issues with regard to topics and programs that the superintendent has specifically delegated for SBG decision making. The principal remains ultimately responsible for decisions made at the school, and in the event that the site-based committee and the principal disagree, the principal's decision is final.

The site-based committee may not take part in decisions affected by special legal concerns as described by policy [E-4](#), Relations with Parent Organizations, or as determined by the district or the principal of the school.

Finance

The assistant superintendent for fiscal affairs is responsible for examining the current and historical ability of the applicant school and current SBG sites to account for all resources allocated to the site including an examination of the ability of the present school administration to understand, account for and manage fiscal resources. The site administration must show competence and understanding of the following.

- human and fiscal resources
- budgets and the budget process
- time lines and deadlines
- transfer process for both staff and money
- accounting for all allocated resources
- ability to appreciate input without loss of fiduciary responsibility and control
- ability to handle proposed increased allocations to the site

Based on these criteria, the assistant superintendent will make recommendations to the superintendent for the scope and extent of SBG authority appropriate to each site. Each site must formally identify the individual(s) who will manage and monitor all financial accounts. Only the principal may authorize budget transfers.

Each site is responsible for having a balanced beginning budget. All site-based accounts must be monitored daily. Each site must establish internal control procedures to ensure continued monitoring of all accounts. Monthly reconciliation of all internal accounts must be submitted to the superintendent with a copy to the assistant superintendent for fiscal affairs upon request.

Non-personnel-based allocations to each SBG site will be dependent upon the base student cost formula (approved by the board) as applied to the 45-day report with projections for the following year for allocation by January of each year. Necessary adjustments will be made if the actual membership of the school varies by +/- 25 students on the 15th day of the following year.

Personnel

All formal and technical procedures for hiring and termination of employment of staff at SBG schools, as well as the functions performed by the district's human resources division, are unchanged by SBG status.

In accordance with specific procedures developed by the assistant superintendent for human resources, the district will allocate personnel funds annually to an SBG school based upon the previous year's staff

listing, plus funds for additional calculated needs for step increases, certification changes, mandated salary increases and increases in student membership. The district will budget and cover benefits expenses for school staff, except staff positions created by the site beyond the district's allocation.

SBG site extracurricular supplements will be transferred to the school as a single lump sum, which the SBG site may allocate pursuant to the supplemental salary schedule approved by the superintendent and in accordance with the non-discrimination policies of the district.

Each SBG site granted control of its own staff allocation may hire staff based on district-approved job descriptions and salary schedules, provided the site has continued revenue to fund such positions and changes. Such sites may transfer available funds to these expenses, provided the transfer does not result in recurring expenses being met with non-recurring revenue. The site may define the tasks to be performed by any site employee, provided the tasks are included in the approved job description.

Capital needs and facilities support

Capital needs such as buildings, renovations and major repairs of facilities remain a district responsibility regardless of SBG status. Proceeds from the disposition of fixed assets inure to the district.

The district will supply basic support equipment, e.g., copiers, telephones, facsimile machines, computers, etc., pursuant to existing schedules and on a basis determined by the district office. The district is not responsible for additional equipment support to supplemental or extra programs designed at the site level.

Parental input

An SBG site wishing to adopt a year-round scholastic calendar or other change that significantly affects students and their parents must obtain the support of their School Improvement Council (SIC) or PTA/PTO. If one of these organizations determines that implementing a particular policy or practice would be beneficial to the school and its students, then the following procedure should be followed.

Public notice

The school will conduct at least three public initiatives regarding its proposal. These activities may include presentations at an open house, written notices, published notices, mailed notices and other suitable activities; however, at least one activity must be a public information meeting conducted by the principal and the SIC or PTA/PTO, whichever supported initiating the proposal. Written notices will be in English and, where appropriate, in Spanish. Notice will be given to the local media.

The school will make a reasonable effort to identify and include in the notification process those families who will have children enrolled at the school in the upcoming year who will be affected by the proposed change.

Voting procedures

Each family with at least one child enrolled in the school when the proposed policy or practice becomes official will be allocated one ballot. The school will make a reasonable effort to identify and include in the voting process those families who will have children enrolled at the school in the upcoming year.

The ballot may be sent home with a student or mailed to the family's address of record. All ballots must be numbered for identification and verification purposes.

Returned ballots must be signed by the persons who cast the ballots. Ballots may be returned by hand delivery or through the mail. Mailed responses must be received as of the date of counting.

Seven calendar days prior to the date of counting the school may use telephone contact or other methods

to encourage families to return ballots. Personal, out-of-school solicitation is prohibited.

The ballot must fairly describe the proposal and provide for votes of "yes," "no" or "no opinion." Where appropriate, ballots must contain a Spanish version of the proposal. Ballots must also conspicuously state the due date, the date of the counting and the address to which the completed ballot should be hand delivered or mailed.

A disinterested citizens' group may be used to count returned ballots, or if school officials count the ballots, at least one disinterested citizen must be present to observe the counting.

In order for a proposal to have been deemed approved, the "yes" votes must constitute at least 50 percent plus one of all ballots sent out to families. For example, a school sends out ballots to 1,000 families. In order for the proposed policy or practice to pass, 501 "yes" ballots must have been returned to the school and officially counted.

Adopted 6/12/01

Beaufort County Schools

PARENT SUPPORT GROUPS

Admin. Reg. OS-22

January, 2016

- I. **Definition of Parent Support Group.** For purposes of this Administrative Regulation, “parent support group” shall include athletic department booster clubs, athletic team or sport booster clubs, band booster clubs, ROTC booster clubs, other similar booster clubs, and parent-teacher associations or organizations affiliated with one (1) or more particular BCSD schools.
- II. **Introduction.** Parent support group expenditures are not subject to the BCSD Administrative Regulations, but their expenditures and fund raising must be clearly distinguished from student activity expenditures and fund raising.
- III. **Criteria for a Parent Support Group.**
 - A. All parent support groups must be authorized to operate in support of a BCSD school by the school Principal.
 - B. To avoid the potential for comingling of Parent Support Group funds, the BCSD discourages BCSD employees from occupying leadership positions, particularly financial positions, within Parent Supportgroup must be organized by adults who are not employees of the BCSD.
 - C. Funds received during an activity are given by the donor with the understanding the donor is contributing to a parent group and not to the BCSD or an individual school.
 - D. Adults (non-employees and non-students of the BCSD) have the responsibility for the major part of the work (organizational and manual labor).
 - E. The BCSD has no responsibility for losses, accidents or injuries as a result of the activity.
 - F. School facilities are rented in accordance with BCSD Administrative Regulation OS-29, Facilities Use, and the parent group is responsible for damages or repairs to the facilities.
 - G. Parent groups provide their own liability, property and workers compensation coverage for anyone associated with the activity or event.
 - H. Parent groups are responsible for all federal, state and local requirements for payments to individuals.
 - I. Parent groups should be chartered as charitable groups and have a separate tax ID number from the BCSD.
 - J. Parent groups are prohibited from contributing to and/or supplementing the salaries of

any BCSD employee.

IV. Required Documentation.

- A. At the onset of a parent support group's relationship with a BCSD school, a parent support group is to provide a copy of its by-laws and proof of insurance as required in Section III.G., above, to the school Principal(s).
- B. Annually and more often, if necessary or requested by BCSD, each parent support group is to provide to the school principal the following:
 - 1. Amendments to the parent support group's by-laws, if any;
 - 2. Annual financial statements; and
 - 3. Proof of insurance as required in Section III.G, above.
- C. If a parent support group exists at the time of approval of this Administrative Regulation, the parent support group is to provide the following to the school principal:
 - 1. The parent support group's by-laws and any amendments thereto;
 - 2. The most recent annual financial statement; and
 - 3. Proof of insurance as required in Section III.G, above.

Adopted:

Revised:

FACILITIES

**Admin. Reg. OS-23
March, 2016**

- I. Purpose.** To establish the Superintendent's expectations for the effective and efficient management and maintenance of Beaufort County School District ("BCSD") buildings, grounds and property.
- II. Management & Maintenance Plan.** The BCSD will design and implement a program for the continuous management and maintenance of all BCSD buildings, grounds and property. The program will be developed according to best practices, and it will be in compliance with all state and federal safety regulations.
- III. Oversight of BCSD Buildings, Grounds & Property.** The BCSD Chief Finance and Operations Officer ("CFOO") is responsible for the overall management and oversight of BCSD buildings, grounds and property. In strict accordance with the BCSD procurement code, the BCSD may choose to contract for the management and maintenance of BCSD buildings, grounds and property with eligible vendors.
- IV. Oversight of Individual School Building, Grounds & Property.** Within each individual school, the Principal is responsible for overall management and oversight of the care and upkeep of the building, grounds and property. The buildings, grounds and property management provided by the BCSD through the CFOO and/or the BCSD contracted vendor(s) will be in support of the Principal's responsibilities.

Adopted:
Revised:

USE OF SCHOOL FACILITIES

Admin. Reg. OS-29
~~October, 2015~~ March, 2016

This Administrative Regulation shall be effective January 1, 2016 and apply to all contracts for the use of school facilities executed after such date.

I. GENERAL STATEMENT OF POLICY.

- A. It is the policy of the Beaufort County School District ("BCSD") to provide necessary infrastructure to support instruction and operations and maintain safe, healthful and up-to-date classrooms and work environments.
- B. It is the policy of the BCSD to:
 - 1. Allow citizens to use school buildings and facilities for civic, cultural, educational, recreational, and other such activities so long as such use does not conflict with the use of public school buildings and grounds for public school purposes and activities, with state laws, with local ordinances, or with the proper care and maintenance of school facilities;
 - 2. Establish consequences and enforcement procedures for users who fail to follow the established rules;
 - 3. Require a fee structure be adopted and consistently applied and expectations established, including behavior, for cleanup, security, insurance and damage repair; and
 - 4. Allow reasonable availability to the community in a way that does not take away from the facilities' primary function which is to provide quality educational environments conducive to learning of the students they serve.
- C. **Use by Outside Organizations.** It is the intention of the BCSD to allow for the reasonable use of certain BCSD facilities by public and private organizations. Such use will comply with the facilities use guidelines herein and the facility use fee schedule in Administrative Regulation OS-~~2923~~-R.
- D. **Non-Applicability to School Clubs and Organizations.** This regulation does not apply to use of school facilities by BCSD schools or school sponsored organizations such as school clubs and societies.
- E. **Delegation to Chief Finance and Operations ~~sal-Serviees~~ Officer.** The Superintendent delegates management authority of the use of BCSD facilities by public and private organizations to the Chief Finance and Operations ~~sal-Serviees~~ Officer ("CFOSO") or her/his designee.

- II. **USE BY SCHOOL-RELATED ORGANIZATIONS.** Any organization or association officially recognized by or affiliated with a BCSD school with the BCSD shall be allowed to use school facilities without charge at reasonable times and at reasonable places, subject to

the following guidelines.

A. **School-Related Organization.** The term includes:

1. Parent-teacher associations
2. Citizen advisory committees
3. Public school employee organizations
4. Public school student clubs and associations
5. Public school alumni groups
6. Public school booster clubs
7. School Business Partners

B. **Local School Organizations.** Organizations or associations affiliated with a particular school shall submit their requests to use that school's facilities to the principal of the school for review and approval. The principal should allow such organizations to use the auditorium, dining area, media center, gymnasium, or grounds.

C. **School Business Partners.** In consideration of the contributions made to a school, a school's business partner or its employees may use a school's facilities for recreational or charitable purposes without charge in the same manner as other school-related organizations. However, a school business partner may not use a school's facility without charge for commercial or for-profit purposes. To be eligible to use a school's facilities without charge, the business partner's contributions, in whatever form, must be approximately equal to the rental rate for the use of a school facility by a non-profit organization.

D. **System-wide Organizations.** System-wide organizations shall submit their requests to use school facilities to the **CFOSO** or his/her designee for review and approval. The Superintendent or his designee may authorize such organizations to use any appropriate school facility, including the Administrative Center and the Education Building auditorium and conference rooms.

E. School-Related Organizations may not sub-let school facilities.

III. **USE BY NONPROFIT ORGANIZATIONS**

A. **Nonprofit Organization** shall mean any civic, service, political, fraternal, governmental, religious, charitable, or recreational agency, association, organization, corporation, partnership or person which is not engaged in a business or enterprise to produce income or a financial gain for its members, its directors or officers. This definition is not intended to preclude a nonprofit organization from engaging in fund-raising activities or charging fees for services simply to defray the organization's costs or for charitable purposes. "Nonprofit organizations" include, but are not necessarily limited to:

1. Nonprofit civic and service clubs;
2. Adult fraternities and sororities;

3. Churches and religious organizations;
4. Political parties recognized by the Board of Elections of the county or state;
5. Governmental agencies or units at the federal, state and local level;
6. YWCA, YMCA, scouts, little leagues, Boys & Girls Clubs, and similar organizations;
and
7. Professional and occupational organizations.

B. **Usage Fee.** The fees set forth in BCSD AR ~~2923~~-R shall apply to the use of school facilities by nonprofit organizations which are approximately equal to the cost of using the facilities. The Superintendent or his/her designee may waive the fees and charges if, in his or her opinion, there is good cause to do so and the use serves a legitimate public purpose.

C. **Facilities Available for Use.**

1. **School Facilities.**

- a. The BCSD permits nonprofit organizations to use school facilities for planned, organized activities which benefit the community and which are compatible with the regular educational program of the school system and with the public school laws and regulations of the state and federal government when the facilities are not in use by the school for educational, intramural athletics, interscholastic athletics, or any other school sponsored extra-class activities or parental support functions.
- b. The following types of facilities are available for use at the schools - auditoriums, dining areas, gymnasiums, media centers, tennis courts, tracks, playing fields, and playgrounds - provided such use does not interfere with the operations of the school or the security of school property.
- c. School facilities not listed in section III.C.1.b., above, may be used only in exceptional circumstances based on a justified need and as approved by the Superintendent or his/her designee. Because these are exceptional situations the BCSD fee schedule may not be appropriate for the intended use, the Superintendent is delegated the authority to determine the fees and charges for the use of the other school facilities.
- d. All requests to use any school facilities should be submitted in writing to the ~~CEO~~SO or his/her designee. The use will not be approved without a completed contract which must:
 - (1) Be signed by an authorized representative of the organization who is 18 years of age or older;
 - (2) State the name and address of the organization and the name, title and address of its authorized representative;

- (3) State the purpose for which the facility will be used;
- (4) State the date(s) on which the organization desires to use a school facility and which facility it desires to use;
- (5) Be submitted with the appropriate fee at least two weeks in advance of the date on which the facility will be used; and
- (6) Include a bond or certificate of insurance to ensure that the applicant will faithfully comply with the provisions of this Administrative Regulation and the Use of School Facilities Contract and that the applicant or its insurance carrier will pay any valid claims for personal injury or property damage which arise from or out of the applicant's use of a school facility.
- (7) All completed contracts should include an acknowledgment that the user has received a copy of and had a chance to review this Administrative Regulation.

e. The CFOSO or his/her designee may require any applicant to provide additional information in order to verify its status as a nonprofit organization. None of the conditions in subsection III.C.1.d., above, may be waived, except upon the written approval of the Superintendent for good cause.

f. The CFOSO or his designee should approve all reasonable requests to use school facilities. Requests may be denied for any of the following reasons:

- (1) The application is incomplete or inaccurate;
- (2) The fee is not paid in advance;
- (3) The applicant failed to provide a bond or certificate of insurance, unless waived;
- (4) The applicant violated the "Rules Governing the Use of School Facilities" as set forth in this Administrative Regulation (AR) during a previous use;
- (5) The applicant failed to pay the required use fee on a previous occasion;
- (6) The facilities are not available on the date(s) or at the time(s) requested;
- (7) A school system employee is not available to supervise and/or to lock/unlock the facility on the date(s) or at the time(s) requested;
- (8) The applicant or the applicant's organization damaged or misused school property in the past; or

- (9) The activity, in the opinion of school officials, would cause or be substantially likely to cause damage to school property; for example, playing fields should not be used during inclement weather or when their use will render their conditions unfit for school purposes.

2. **District Educational Services Center ("DESC").**

- a. May be used by system-wide, regional and state-wide school-related organizations and committees of such organizations without charge.
- b. May be rented by Nonprofit Organizations after school hours and when not being used by the BCSD or a school-related organization in accordance with the fee schedule set out in AR 2923-R.

D. **Special Use Provisions.**

1. **Lease Agreements.** The BCSD, upon the recommendation of the Superintendent, may lease a school facility to a nonprofit organization on a regular basis (at least once per week) for an extended period of time (up to one year) for a good cause upon such terms and conditions as are mutually agreeable to the parties. Copies of all lease agreements shall be kept on file in the office of the Superintendent or his/her designee for inspection by the public. No facility shall be leased by the same organization for more than one (1) calendar year (including renewals and consecutive leases) without the approval of the Superintendent or his/her designee.
2. **Use for Non-Profit Summer Camps.** A Principal may lease a school facility, both indoor and outdoor, to a non-profit organization to provide a summer camp for school-age children. The non-profit organization shall be assessed a rental fee, as determined by the Superintendent or his/her designee, to cover the BCSD costs of operation and use of the facility including reasonable reimbursement for the wear and tear of the facility.
3. **Non-School Sponsored Student Clubs & Activities.** Non-school sponsored clubs or activities that are not student initiated, whose membership is limited to the students of a particular school, that meets or uses school facilities between the end of the student instructional day and before 6 PM, and whose primary purposes are to provide after school enrichment, recreation, arts, tutorial or child care programs may use school facilities as approved by the Superintendent or his/her designee for a fee equal to fifty percent (50%) of the base fee for the community's use of a school facility without any additional charge for heat or air-conditioning. If the organization sponsoring the club or activity agrees to allow BCSD to use its facilities at no charge on a comparable basis, the fees for the use of school facilities may be waived or further reduced at the discretion of the Superintendent or his/her designee.

4. **Precinct Meetings.** A precinct meeting may be held without charge by each political party recognized by the County or State Board of Elections at each school that is designated as a polling place. Precinct meetings may be held only once a year without charge. Applications to hold precinct meetings shall be submitted in writing to the ~~CFOO~~**Chief Operational Services Officer** or his/her designee. All other use of school facilities by political parties shall be on a fee basis in accordance with the fee schedule approved by the Superintendent for use by nonprofit organizations.
5. **Use by Board of Elections.** The BCSD may allow the Beaufort County Board of Elections to use school facilities without charge for any primary or election.
6. **Use for Public Meetings and Hearings.** Any federal, state, or local unit of government or government agency may use a school facility for conducting a public meeting or hearing without charge except for additional supervision and/or custodial services, as needed. Applications to hold public hearings may be submitted in writing to the Superintendent's office, the Principal or a designee.
7. **Use for Disaster Relief Shelters.** With the agreement of the Superintendent or his/her designee, the American Red Cross or similar organization may operate a disaster relief shelter in property owned by the BCSD without payment of any fee contemplated herein. Such use may not interfere with the operation of a school or other school facility.
- ~~7.8.~~**Operation of VPAC Lights/Sound Controls. Lighting and sound equipment installed in BCSD VPACs, including but not limited to lighting and sound control panels, shall be operated only by an employee of the BCSD trained to operate such equipment.**

IV. USE BY FOR-PROFIT ENTERPRISES.

- A. **For-Profit Enterprise** shall mean any person, partnership, association, organization or corporation engaged in a business for profit which desires to use a school facility to engage in a profit-making enterprise for its owners, members, officers, directors or stockholders. The term includes and is not limited to, for-profit before or after school programs, retail merchants, dance studios, auction sales, entertainers and promoters. This term shall not include invited authors or presenters who sell their own books, CDs, or DVDs in connection with a contracted school presentation.
- B. **Facilities Available for Use.** The BCSD does not encourage the use of school facilities by for-profit enterprises. If both a for-profit enterprise and a nonprofit organization submit applications to use the same school facility at the same time, the nonprofit organization's application shall be preferred.
- C. All requests to use any of the school facilities should be submitted in writing to the ~~CFO~~**SO** in the same manner as nonprofit organizations. Requests to use school facilities by for-profit enterprises may be denied for any reason. The conditions of section

III.C.1.d., above, shall apply to facility usage by for-profit enterprises. None of the conditions may be waived, except upon the written approval of the Superintendent for good cause.

D. **Lease Agreements.** The BCSD, upon the recommendation of the Superintendent, may lease a school facility to a for-profit enterprise on a regular basis (at least once per week) for an extended period of time (up to one (1) calendar year) for a good cause upon such terms and conditions as are mutually agreeable to the parties. Copies of all lease agreements shall be kept on file in the office of the Superintendent or his/her designee for inspection by the public. No facility shall be leased by the same organization for more than one (1) calendar year (including renewals and consecutive leases) without the approval of the Superintendent.

E. **Usage Fee.** The fees set forth in BCSD AR ~~2923~~-R shall apply to the use of school facilities by for-profit enterprises. Any exception to such fees must be approved by the Superintendent.

V. RULES GOVERNING THE USE OF SCHOOL FACILITIES.

A. Responsibility for Supervision.

1. The user shall be responsible for the supervision of the activity it sponsors including the maintenance of order and the safety of the people present.
2. A school employee (a custodian or staff member) shall be on duty when any indoor facility is used or rented to familiarize and assist the user with the mechanics of using the facility. This employee shall not be directly responsible for the supervision of the activity.
3. If, in the opinion of the Superintendent or his/her designee, additional supervision of an intended use of a school facility is needed for crowd control and/or to protect BCSD property, the Superintendent or his/her designee may require:
 - a. One (1) or more additional school employees be assigned to assist with the supervision of the activity at the user's expense, and/or
 - b. Law enforcement protection be provided by the organization using the facility at the user's expense.

B. **Responsibility for care, custody and control of school facilities.** The user shall be responsible for any damage to BCSD and/or school property other than normal wear and tear while the facility is under the user's care, custody and control. The following rules shall be followed:

1. The user shall not drive nails, tacks, or screws into the floors, walls, ceiling, desks or any other school property.

2. The user shall not paint, wallpaper, mark, or deface any school property.
 3. The user shall not wire or connect electrical equipment such as stage lighting equipment or adjust the heat or air conditioning controls, unless specifically approved in advance by the appropriate school official.
 4. The user shall wear appropriate athletic shoes where using gymnasiums or tennis courts for athletic or recreational purposes. School equipment within the gymnasium not directly related to the activity at hand cannot be used without the express permission of the principal.
 5. The user shall remove its property such as decorations, theater props, and equipment from school premises and return all school property, such as chairs, tables, equipment, etc. to their proper locations promptly after the completion of the use.
 6. The user shall leave the school premises promptly when its leased term has expired.
 7. The user shall leave the school premises, including parking lots, in a secure, clean, neat and orderly manner.
 8. The user shall become familiar with and shall comply with the fire codes of the city and county as appropriate to the location of the facility.
 9. The user shall protect all floors when moving furniture and/or equipment.
- C. **Responsibility for Implementation of ADA.** As a general rule, no individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the use of school facilities as provided by the ADA and its implementing regulations.
1. Each user of school facilities has a duty to operate its service, program or activity so that it is readily accessible to persons with disabilities, except as authorized by the ADA.
 2. Each user shall be required to have a plan for providing access to its service, program or activity by persons with disabilities which shall include, but is not necessarily limited to, the procedures for overcoming architectural barriers and procedures for communicating with visually and hearing impaired individuals.
- D. **The following conduct is prohibited:**
1. The possession, use or sale of beer, wine, alcohol or controlled substances (unless authorized by a doctor's prescription);
 2. Raffles conducted in contravention of SC Code Ann. § 33-57-100, *et seq.* and illegal gambling pursuant to SC Code Ann. § 16-19-10, *et seq.*;

3. The possession of one (1) or more weapons or firearms, or any other illegal device or item, as defined by operative South Carolina law;
4. Tobacco use, in any building, facility, or vehicle owned, leased, rented or chartered by the BCSD or a BCSD school, on any school grounds and property, including athletic fields and parking lots, owned, leased, rented or chartered by the BCSD, or at any school-sponsored or school-related event on-campus or off-campus;
5. Dances, unless sponsored by and under the supervision of a city or county recreation department or a school related organization;
6. Horseback riding and motorcycle (or motorbike) riding unless approved by the Superintendent;
7. Overnight use, unless special permission has been granted by the Superintendent;
8. Private use, including but not limited to weddings, family reunions, and baby/bridal showers. Funerals will be considered on an individual basis subject to the approval of the Superintendent or his/her designee;
9. Vendors without required insurance who contract with a user;
10. The erection and use of bounce houses and similar items;
11. When using fields, any item which penetrates the ground and/or may cause damage to irrigation equipment or sprinkler heads.
12. Any activity which in the opinion of school officials would cause or be substantially likely to cause damage to school property. For example, playing fields should not be used during inclement weather or when their use will render their condition unfit for school purposes; and
13. Any activity which is in violation of the laws of this State or of the federal government.

E. Contractual Obligations

1. **Indemnification.** The user shall agree to hold the BCSD, the Board of Education, and all their agents, employees and officials, harmless and indemnified from any and all liability whatsoever, claims, suits or causes of action arising from or out of its use of a school facility, whether for personal injury, death, or property damage, including claims that may arise from or out of alleged violations of the ADA and its implementing regulations, unless otherwise approved in advance by the BCSD General Counsel and/or Risk Manager.

2. **No BCSD Responsibility.** The BCSD, the Board of Education, and/or their employees shall not be held responsible for actions or consequences of said actions from any person or persons who willfully harm, maim or kill while the property is leased, rented or otherwise used by an outside party.
3. **Insurance.** The user shall have in full force and effect throughout its use of BCSD property and provide the BCSD with a copy of a general liability insurance policy in a coverage amount no less than \$1,000,000.00, which names the BCSD as an additional insured and which shall apply to the activities to be conducted on BCSD property. The Superintendent or his/her designee may, in his/her sole discretion, increase the minimum required coverage amount. In addition to the minimum general liability coverage required by this Administrative Regulation, the Superintendent or his/her designee, in his/her sole discretion, may further require the user obtain and/or maintain sexual molestation coverage, participant accident coverage, and/or any other coverage deemed appropriate by user's proposed use of BCSD property.
4. **Costs and Repair.** The user shall be solely responsible for the costs of repair and restoration of the premises to the condition of the premises at the time the user commenced activities thereon. The BCSD reserves the right, in its sole discretion, to require the user provide a security deposit, in addition to the rental charges, prior to the user commencing activities on the premises.
5. **Assignment and transfer.** The user shall not assign or transfer its permit to use school facilities to any other person or entity without the express permission of the Superintendent or his/her designee.
6. **Concession Sales.** All concession sales to be conducted on the premises shall be approved in advance by the District, and all concessions vendors, if different than the user, shall maintain insurance in accordance with this Administrative Regulation.
7. **Termination or cancellation.** An agreement to use school facilities may be canceled or amended by either the user or the BCSD for good cause, provided fifteen (15) days prior notice is given to the other party. This provision may be extended or amended by the mutual agreement of the parties involved. If notice required by this section is not provided or good cause shown, the user shall forfeit fifty (50) percent of the use charge or rental fee.
8. **Suspension of privileges.** Violations of any of these rules and regulations shall be grounds for the suspension of the user's privilege to use school facilities for such period of time as deemed appropriate by the appropriate school official, subject to the review of the Superintendent, or his/her designee.

VI. ALLOCATION OF FEES

- A. All fees charged for the use of school facilities shall be paid to the BCSD. No facility usage fee should be paid to or maintained by a school or a school employee.
- B. All usage fees, except fees borne by the BCSD, charged to use Visual and Performing Arts Centers (“VPACs”) located at BCSD high schools shall be allocated to the school. All other fees shall be allocated to the BCSD.
- C. One-half of the base fee for the use of a school facility by a non-profit organization shall be allocated to the school to offset some of the additional expenses incurred by the school as a result of its use by the community. The other one-half of the base fee plus all fees for heat and air conditioning shall be deposited in the school system’s general fund.
- D. If a facility is leased to a for-profit enterprise, 40% of the rental fee shall be allocated to the school to offset some of the additional expenses incurred by the school as a result of its use. The other 60% of the base fee plus all fees for heat and air conditioning shall be deposited in the school system’s general fund.
- E. All supervision fees collected from non-profit organizations or for-profit enterprises shall be paid to the school or contracted services employees providing the supervision. Hourly employees shall be entitled to receive overtime pay when providing supervision for a non-profit organization or for-profit enterprise.

Adopted: March 17, 2009 (originally codified as Administrative Regulation C-23)
Revised: October, 2015; March, 2016

Legal references:

- A. S.C. Code of Laws, 1976 as amended:
 - 1. Section 7-9-110 - Conducting elections or primaries in a facility that receives state funds.
 - 2. Section 59-1-370 - Closing of educational institutions on general election day.
- B. Court cases:
 - 1. Child Evangelism Fellowship of South Carolina v. Anderson School District Five, 470 F.3d 1062 (4th Cir. 2006).

VIDEO SURVEILLANCE

**Admin. Reg. OS-31
March, 2016**

I. Equipment.

- A. The BCSD may install, in its sole discretion, video surveillance equipment to monitor public spaces within the BCSD including, but not limited to, meeting rooms, hallways and parking lots.
- B. The BCSD may install, in its sole discretion, cameras aboard school buses.
- C. The BCSD will not install cameras in individual offices or classrooms without the specific authorization of the Principal or his/her designee or the Superintendent or his/her designee.

II. Custody of Surveillance Recordings. The Superintendent or her/his designee(s) will have custody of and maintain surveillance recordings of public spaces within the BCSD, subject to the normal retention schedule of such recordings. The BCSD protective services coordinator will have responsibility for the custody and maintenance of surveillance recordings on buses. All recordings shall be maintained in a secure location to which students do not have access.

III. Access to Surveillance Recordings.

- A. Surveillance recordings of BCSD property and of buses transporting BCSD students and/or employees are the exclusive property of the BCSD.
- B. The BCSD will release or permit viewing of surveillance recordings only in certain defined situations, consistent with state and Federal law, including the Family Education Rights and Privacy Act (FERPA).
- C. Surveillance recordings shall not be loaned, sold, rented, leased or otherwise made available outside the BCSD without written permission from the Superintendent or his/her designee, in accordance with Federal and state law. Release of a surveillance recording in response to a media request shall be reviewed and approved by the BCSD General Counsel and the BCSD Public Information Officer prior to release.
- D. A parent/legal guardian may request to review a surveillance recording of an alleged incident involving his/her child. The Principal or his/her designee will determine whether it is appropriate for the parent/legal guardian to view a surveillance recording in accordance with applicable Federal and state law and/or regulation. If permitted, the Principal or his/her designee will be present when the parent/legal guardian reviews the surveillance recording. The parent/legal guardian may view only that portion of the surveillance recording pertaining to his/her child. Requests should be made within one (1) week of the purported incident the parent/guardian wishes to review.
- E. Parents/legal guardians, the media and others may not duplicate or make any type of recording of any surveillance recording except with the written permission of the Superintendent or his/her designee.

- F. Surveillance recordings are generally recorded over every ten (10) to fourteen (14) calendar days, depending on activity recorded.
 - G. If an incident is reported or a request is made to view or copy a surveillance recording, a surveillance recording will be maintained as long as needed, including time for any appeals resulting from disciplinary or other actions.
- IV. Reporting Violations.** Any person who has reason to believe that a video camera is being used in violation of the policy or this administrative rule or in an otherwise improper manner should immediately notify the BCSD protective services coordinator. The protective services coordinator will investigate the allegations and take appropriate remedial action and/or notify the appropriate Principal or BCSD Chief Human Resources Officer to review whether disciplinary action is necessary.
- V. Penalties for Improper Use.**
- A. Any employee who violates the terms of this administrative rule or otherwise misuses a video camera or surveillance recording will be subject to disciplinary action, up to and including dismissal from employment. Students who violate the terms of this administrative rule or otherwise misuse a video camera or surveillance recording will be subject to disciplinary action in accordance with the BCSD Code of Student Conduct.
 - B. Violations of the laws of the United States or the state of South Carolina may subject a person to criminal prosecution.
 - C. The BCSD will seek recovery of the cost to repair damaged equipment from either the student's parent/ legal guardian or the employee, whichever is applicable.
- VI. Notice Requirements.** Students, parents/legal guardians and employees must be notified annually that students, employees and visitors are subject to being recorded in public spaces, including hallways, meeting rooms, parking lots and on buses 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 recorded in any public spaces, including hallways, meeting rooms, parking lots and on buses at any time.
- VII. Discipline Proceedings.** The BCSD may use surveillance recordings as evidence in student disciplinary proceedings. Parents/legal guardians shall have an opportunity to view the surveillance recording prior to the proceeding.
- VIII. Utilization.**
- A. Surveillance recordings may be used for legitimate BCSD training purposes.
 - B. Surveillance recordings required as evidence in criminal, family or other court actions will be maintained by the BCSD protective services coordinator. Surveillance recordings used as evidence in a criminal or family court proceeding will be maintained by the protective services coordinator for a period of two (2) years.
 - C. In the event of an incident resulting in injury or fatality, the surveillance recording will be secured as soon as is practicable, sealed in an envelope and submitted to the

protective services coordinator. The protective services coordinator, in consultation with the Superintendent or his/her designee and/or legal counsel, will determine disposition of the surveillance recording.

- D. Surveillance recordings showing potential evidence of criminal activity will be evaluated by the protective services coordinator and/or the school resource officer for evidentiary value and referral to the appropriate law enforcement agency.

Adopted:

FOOD SERVICES

**Admin. Reg. OS-37
March, 2016**

- I. Purpose.** To establish the Superintendent's expectations for the provision and management of food services in the Beaufort County School District ("BCSD").
- II. Management and Oversight.** The BCSD Chief Finance & Operations Officer ("CFOO") is responsible for management and oversight of the BCSD food service operations. In strict accordance with the BCSD procurement code, the BCSD may choose to contract for food services and food services management with an eligible vendor.
- III. Self-Supporting Program.** After accounting for all support and funding provided by state and federal programs, and to the extent possible, the BCSD food services program will be self-supporting. The Board of Education will review and approve the price of school meals to cover expenses and will not generate a profit for the BCSD.
- IV.** The BCSD food services program will provide the best meals possible for students at the minimum cost necessary to meet all state and federal food nutrition guidelines.
- V. Free & Reduced Price Meals.**
 - A.** BCSD administration will establish rules and procedures in conformance with state and federal requirements regarding participation in programs for free and reduced price meals and supplementary food. The BCSD administration will report such regulations to the Board from time to time for its approval.
 - B.** Eligibility for students to receive free or reduced price meals will be determined by current federal and state laws. Schools will make every effort to eliminate any social stigma attached to and prevent the overt identification of students who are eligible for free or reduced price meals.
 - C.** The BCSD shall not deny any child who a Principal or teacher believes is improperly nourished a free lunch, milk or other food simply because the BCSD has not received proper application from the child's parent/legal guardian. Procedures for Administrating Student Lunch and Breakfast Credit are outlined in Administrative Regulation 37-R.
- VI. Community Eligibility Program.** The BCSD will annually review all schools to determine what schools, if any, qualify for the Community Eligibility Program based on the criteria established by the National School Lunch Program. Recommendations for schools to include in the Community Eligibility Program will be provided to the Board for consideration and approval.
- VII. Compliance with National School Lunch Program.** The food services program will comply with all rules and regulations of the National School Lunch Program.

Adopted:

Revised:

Legal references:

A. Federal law:

1. Section 10(a) of the Child Nutrition Act of 1996 (CNA), as amended by P.L.95-166 in 1997.
 2. National School Lunch Program Regulations, Section 210.11.
 3. School Breakfast Program Regulations, Section 220.12.
- B. S. C. Code of Laws, 1976 as amended:
1. Students Health and Fitness Act of 2005, Sections 59-10-310 through 380 - Nutrition standards.
- C. State Board of Education Regulations:
1. R 43-168 - Nutrition standards for elementary (K-5) school food service meals and competitive foods.

**PROCEDURES FOR ADMINISTERING
STUDENT LUNCH AND BREAKFAST CREDIT**

**Admin. Reg. OS-37-R
March, 2016**

- I. Introduction.** While provisions are made for all students to participate in the BCSD Food Service and Nutrition program through the purchase of meals with full payment, reduced payment, or free, from time to time alternatives must be used to ensure ALL students have an opportunity to participate in the food service program every day. Schools are not required to serve hot meals to students who are eligible to receive reduced-price or full-price meals.
- II. Purpose.** To set forth the procedures in the event a student is unable to pay for a school meal.
- III. Procedures During School Year.** The following procedures will be used to prevent and collect meal credits during the school year:
 - A. The school Principal has final authority to determine when a student is allowed to eat a lunch or breakfast without money to pay. The school Principal may decide to allow a complete meal or offer an alternative meal.
 1. At no time should students be removed from the lunch line if they cannot provide payment. Every effort shall be made by the school staff to identify the students who owe money or who are without money prior to entering the cafeteria for meals.
 2. If the Principal allows a complete meal, payment is expected the next day.
 3. An alternative meal may be provided in the absence of payment for students owing for meals. The decision to allow students an alternative meal will be decided by a school administrator at the schools' expense. The cost for alternative meals is to be met through Student Activity Funds. This meal will be provided before the student gets in the cafeteria line.
 4. Cashiers will print at least once each week, or more often if requested, a credit report for the Principal or his/her designee. The credit report will list all students who owe money for lunch or breakfast in any amount.
 5. Cashiers will give notification to students as soon as they incur credits on their account and will refer these students to an administrator as follows:
 - a. Elementary and Middle Students. Students should not accumulate charges for more than the cost of one (1) lunch meal on their account. A student's meal may be denied only after approval by the school Principal. When the first charge shows on the student's account, the student will be sent to an administrator for a signed permission slip to receive a meal. Payment is expected the next day. In addition, a note will be sent home with the student notifying the parent/guardian. Excessive fees will spur a parent conference.

- b. High School Students. Students not having the funds for their meal will not be allowed to charge. Principals will provide an alternative meal.
6. Following proper notification to the parents, the school Principal may deny credit to students who owe for meals. Proper notification must include the opportunity for parents to file a new free or reduced lunch application and documentation that they were notified of the date that lunch and/or breakfast would be stopped.
 7. All activities related to student credit should be documented in writing at each level until the problem is resolved.
 8. Students who are unable to secure sufficient funds from their parents for meals but who do not qualify for free or reduced meals, may need the assistance of other state agencies. These possibilities should be explored when students are denied meals.
 9. **Schools must make every effort to collect free and reduced lunch applications from 100% of student body.**
- IV.** The following procedures will be used to collect meal credits during the summer months and before the school year begins:
- A. The cashier will provide the school administrator with a list of all students with outstanding debts.
 - B. School staff will use this list to contact each parent before the start of the next school year by telephone or letter, documenting each contact. Parents who do not pay, should be informed that if payment is not received prior to registration, their child may be denied meals or a payment plan may be set up at registration. Refusal to pay may result in legal action.
 - C. **Any outstanding amounts at the end of the school year are the responsibility of the school and payment must be remitted to the Food Service department prior to June 30 of each year.**

Adopted:

Revised:

Sample of Alternative Meal Options

1. Peanut Butter Crackers and water or non-fat milk
2. Cheese Crackers and water or non-fat milk

COPYRIGHT COMPLIANCE

Admin. Reg. OS-38
March, 2016

- I. **Purpose.** To establish the basic structure for Beaufort County School District ("BCSD") compliance with federal copyright laws and regulations.
- II. **Duplication Illegal.** 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. if the work has entered the public domain. For more information on Fair Use Guidelines, visit <http://copyright.gov/fair-use/more-info.html>.
- III. **Employee Notification.** The Superintendent will inform all personnel that unauthorized reproduction and/or use of copyrighted materials is illegal, unethical and not permitted by the Board of Education and that violations of the copyright law may result in criminal or civil suits and/or suspension or dismissal from BCSD employment.
- IV. **Responsibility for Lawful Duplication.** To protect staff members and the BCSD against legal redress for alleged violation of ~~the~~ copyright laws, the person making the reproduction is responsible for determining the reproduction is lawful and educationally appropriate, 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.
- V. **Use of District Equipment.** The BCSD will not honor requests to reproduce materials on BCSD equipment unless the reproduction is legally permissible. BCSD employees shall not use BCSD equipment to illegally reproduce works protected by copyright.

Adopted:

Revised:

Legal references:

A. Federal legislation:

1. Copyright Act of 1976, Title 17 USC Section 101 et seq., effective January 1, 1978.
2. H. R. Rep No. 94-1476, 94th Congress 2d Session, 63 (September 3, 1976).

COPYRIGHT COMPLIANCES

**Admin. Reg. OS-38-R
March, 2016**

- I. Purpose.** The BCSD will maintain detailed regulations governing the use of copyrighted materials in each school. 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 school media specialist to keep the school staff informed on the use of copyrighted materials.
- II. 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:
 - A. the purpose and character of the use, including whether it is for nonprofit/public educational purpose(s);
 - B. the nature of the copyrighted materials;
 - C. the amount and substantiality of the portion used as compared to the copyrighted materials as a whole; and
 - D. the effect of the use on the potential market for or value of, the copyrighted materials
- III. Permission for reproduction.**
 - A. Written permission from the copyright holder should always be obtained prior to the use of the material. Permission to copy must include the following:
 - 1. title, author and/or editor and edition of materials to be duplicated;
 - 2. exact material to be used giving amount, page numbers, chapters and, if possible, a photocopy of the material;
 - 3. number of copies to be made;
 - 4. use to be made of duplicated materials;
 - 5. form of distribution (classroom, newsletter, etc.);
 - 6. whether or not the material is to be sold; and
 - 7. type of reprint (photocopy, digital, etc.)
 - B. If written permission for reproduction is not received, the copyrighted material may not be used.
 - C. 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.
- IV. Guidelines for reproduction and use of copyrighted material in print.**
 - A. For instructional purposes, teachers may make or have made a single copy of 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, graph, diagram, drawing, cartoon; and picture from a book, periodical or newspaper.

B. Teachers may make multiple copies of a copyrighted material for classroom use or discussion, provided all of the following requirements are met:

1. The copying meets the tests of brevity and spontaneity as defined below;
2. The copying meets the cumulative effect test as defined below; and
3. Each copy includes a notice of copyright. A teacher may not make a copy of the copyrighted material for every student he or she teaches. ~~A~~-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.

C. Brevity. Examples of copyrighted material meeting the brevity test are as follows:

1. a complete poem of less than 250 words;
2. an excerpt of no more than 250 words from a longer poem;
3. a complete prose work if it is less than 2,500 words;
4. an excerpt of no more than 500 words from a prose work of between 2,500 and 5,000 words;
5. an excerpt of not more than 10 percent of a prose work of between 5,000 and 10,000 words;
6. an excerpt of not more than 1,000 words from a prose work which is greater than 10,000 words;
7. one (1) illustration per book or periodical use; and
8. not more than two (2) pages and ten percent (10%) 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).

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

E. 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.

F. Spontaneity. The test for spontaneity is as follows:

1. The copying must be at the instance and inspiration of the individual teacher;

2. 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; and
3. The copying of the material must be for only one (1) course in the school in which copies are made.

G. Cumulative effect. The rules for cumulative effect of a copyrighted reproduction are as follows:

1. Not more than one (1) short poem, article, story, essay or two (2) excerpts may be copied from the same author, nor more than three (3) from the same collective work or periodical volume during one (1) class term.
2. Not more than nine (9) instances of such multiple copying for one (1) course may occur during one (1) class term.

NOTE: The limitations stated in the last two (2) items above will not apply to current news periodicals and newspapers and current news sections of other periodicals.

3. 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.
4. Teachers may use copyrighted material in opaque projectors or document cameras for instructional purposes.
5. 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.

V. Guidelines for reproduction and use of copyrighted music.

- A. 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.
- B. Teachers may make multiple copies for classroom use of an excerpt of not more than ten percent (10%) 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.
- C. 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.
- D. Teachers may make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal.

- E. Teachers may make and retain a single copy of excerpts from recordings of copyrighted musical works for use as aural exercises or examination questions.
- F. 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.
- G. 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.
- H. Performances of non-dramatic musical works which are copyrighted are permitted without the authorization of the copyright owner under the following conditions:
 - 1. The performance is not for a commercial purpose.
 - 2. None of the performers, promoters or organizers is compensated.
 - 3. Admission fees are used for educational or charitable purposes only.
- I. All other musical performances require permission from the copyright owner.

VI. Guidelines for off-air recording.

A. Streaming videos from ETV's StreamlineSC

- 1. StreamlineSC is a video-on-demand service provided via a partnership between the S.C. Department of Education and the K-12 Technology Initiative. It is free for all South Carolina schools and educators.
- 2. Teachers may stream any StreamlineSC video in the classroom for educational purposes.
- 3. Teachers may not share links to StreamlineSC videos via a publicly-accessible website, such as the School's website or social media pages. Teachers may share links via closed sites which require individual logins or authentication, such as Edmodo or Google Classroom pages.
- 4. If a StreamlineSC video is available for download, teachers may download and retain a copy of the video for educational use. The video file must be deleted when/if StreamlineSC's licensing period for the video file ends.
- ~~3.5.~~ Only StreamlineSC videos which are clearly labeled as "editable" may be modified from their original format

A. Instructional television programs.

- ~~1. 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.~~
- ~~2. 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 State Department of Education Instructional Television in the Office of e-Learning prints in its resources catalog the specific rights for each series.~~
- ~~3. 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):~~
- ~~4. 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 instructional technology).~~

B.A. Non-school television programs.

1. 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.
2. Teachers may use broadcast recordings once in the course of relevant teaching activities and repeat the use once for instructional reinforcement during the first ten (10) consecutive school days within the 45-day retention period.
3. After the first ten (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.
4. 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. 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.
 - b. The content of recordings may not be altered or merged, but recordings need not be used in their entirety.
 - c. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.
5. Off-air recording guidelines apply only to non-profit educational institutions.

VII. Guidelines for use of commercial movies.

A. Instructional uses.

1. 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.
 - a. 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).
 - b. The recording is used as part of face-to-face instruction during the instructional unit/lesson to which it applies.
 - c. The recording directly relates to the teacher's curriculum and academic standards.
 - d. The use of the recording is noted in the teacher's lesson plans as to how the viewing of the movie supports the goals and objectives of the unit/lesson.
 - e. Students are involved in learning activities associated with the viewing of the movie.
2. Commercial movies may not be edited for showing in the classroom.

- B. 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.

VIII. 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.

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

4. 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.)
5. The teacher must use recordings ~~videotapes/DVDs~~ in accordance with labels on audiovisual materials. Restrictions printed on recordings ~~videotapes/DVDs~~ are binding. Use is subject to licensing or other written permission.

B. Guidelines for reproduction and use of copyrighted materials in library.

1. A library may make a single copy of the following.
 - a. an unpublished work which is in its collection
 - b. 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
2. A library may provide a single copy of copyrighted material at no cost to a student or staff member. The copy must be limited to one (1) article of a periodical issue or a small part of other material, unless the library 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.
3. 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.

IX. 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. 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.
- B. 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.

X. Plagiarism and copyright infringement.

- A. 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.
- B. 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.

- C. 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.
- D. Employees will not install single user software on more than one (1) machine. This is in violation of the federal copyright law.
- E. 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, he/she has transferred ownership of that software to the district.

XI. 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.

- A. Reproduction of copyrighted material will not be used to create or substitute for anthologies, compilations or collective works.
- B. 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.
- C. Personnel will not do the following.
 - 1. Use copies to substitute for the purchase of books, periodicals, music recordings or other copyright material except as permitted by district procedure.
 - 2. Copy or use the same item from term to term without the copyright owner's permission.
 - 3. Copy or use more than nine (9) instances of multiple copying of protected material in any one (1) term.
 - 4. Copy or use more than one (1) short work or two (2) excerpts from works of the same author in any one (1) term.
 - 5. 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.

- D. 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.

XII. Discipline for Copyright Violation. BCSD employees who knowingly or intentionally violate copyright guidelines are subject to discipline, up to and including dismissal from employment.

Adopted:
Revised:

TECHNOLOGY-~~GUIDING~~ PRINCIPLES

Admin. Reg. OS-39
March, 2016

I. Guiding Principles.

- A. Technology includes, but is not limited to, computer hardware, peripherals, network and communications equipment, software, web-sites, mobile Internet connections, and audio and video.
- B. All BCSD technology is the property of the BCSD District, thus all BCSD employees, students and visitors are responsible for following and complying with any and all BCSD ~~the~~ rules, regulations, ~~and~~ policies and procedures pertaining to technology.
- C. Any person, vendor or outside agency ~~that~~ bringings technology into at the BCSD building or connecting to or through a BCSD network ~~District shall~~ must adhere to BCSD rules, regulations, district policies, rules and procedures.
- D. BCSD ~~technology~~ rules, regulations, policies and procedures shall be included in BCSD student and staff handbooks as appropriate.
- E. Failure to follow BCSD ~~the~~ rules, regulations, ~~and~~ policies and/or procedures may will lead to disciplinary measures against the BCSD employee or student, removal from the approved substitute teacher list, removal from the approved volunteer list, termination of contracts with vendors or contracted personnel, or any other action appropriate for the infraction and for the individual. The BCSD further reserves the right to notify law enforcement and/or seek criminal prosecution for violators, impose monetary penalties equal to the cost to repair or replace technology items, or impose any other appropriate sanction. Discipline may include suspension, expulsion, cost to repair or replace items, fines, loss of privileges and discharge.

II. District Technology Resources.

- A. BCSD technology resources include, but not limited to, hardware items, such as computers, cell phones, printers, netbooks, laptops and projectors.
- B. BCSD technology resources also include all software applications and tools available for use at any location in the Beaufort County School System.
- C. Users of BCSD technology resources shall accept all conditions pertaining to software license agreements and copyright laws.
- D. Unauthorized use of BCSD computers and hardware items is not permitted. No user shall possess on the BCSD system or use hacking or cracking tools designed to damage BCSD data, networks, and/or resources.
- E. No one shall cause the disruption of BCSD technology resources through the deliberate introduction of a computer virus, malware, spyware, or other software damaging to BCSD

data, networks, and/or resources.

- F. Access of personal information or confidential BCSD information that becomes available to a computer user must be treated as privileged information. Copying, modifying, disseminating or using this information is prohibited and subjects the offender to disciplinary action up to expulsion (for students), dismissal (for employees) and/or criminal prosecution (for other persons).
- G. No user shall willfully or deliberately damage or remove BCSD computer or network resources.
- H. Any willful act or omission that could cause either general loss of service or interference with the work of another computer user shall be subject to disciplinary action up to and including expulsion (for students) and dismissal (for employees);
- I. In the event a person causes intentional damage to BCSD computer files, hardware, software or other computer related equipment, the BCSD will seek from such person full restitution for the actual replacement cost to the BCSD, including but not limited to labor, parts, materials and related costs.

III. Software Management.

- A. Purchases of technology resources shall be made in accordance with BCSD Admin. Reg. IS-37.
- B. The BCSD~~Distriet~~ shall maintain a detailed list of application software and programs approved for use on the BCSD~~Distriet Network~~ computers. This list will be posted for BCSD all staff to view on the BCSD website. All installation materials will be maintained by the BCSD~~stored in the~~ Technology Department.
- C. No software or programs shall be installed on BCSD~~Distriet~~ computers or servers without the proper license or permission.
- D. Only software and programs purchased, owned or explicitly authorized by the BCSD~~Distriet~~ shall be installed on BCSD~~Distriet~~ computers. No personal software may be installed and used without prior authorization from BCSD Technology Department. This includes, but is not limited to, games, screen savers, utilities and communication software.
- E. Copying and duplication of BCSD software and/or programs for any reason is expressly prohibited.
- F. The BCSD will remove any If-non-approved software or applications is-discovered on BCSD~~Distriet~~ computers or networks. Removed software and/or applications ~~it will immediately be removed by the Distriet Network Manager and not be returned to the installing user or the person to whom the BCSD device on which the installed software or~~

program was issued person who installed the software. The person will receive written notice of said violation and may be subject to disciplinary action up to and including expulsion (for students) or dismissal (for employees).

- G. BCSD approved and purchased systems/software ~~that are~~ no longer in compliance with current security patches and policies will be removed/discontinued at the discretion of the BCSD Technology Services Officer. -All systems that require service contracts to maintain compliance shall be purchased by the original budgeting department until such systems are no longer in use.

H. E-Mail

1. Email is a business communications tool and users are obligated to use this tool in a responsible, lawful manner.
2. Any mass email sent to over 100 users must first be approved by Human Resources or the Director of Communication. -Any attempt to circumvent this policy may lead to disciplinary measures against the BCSD employee.

3. It is strictly prohibited to:

a. Send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks.

b. Forward a message with sensitive information, including credit card numbers, Ssocial Ssecurity numbers or any HIPAA/FERPA sensitive information. -Information containing Social Security or Credit Card numbers may be blocked by the Systems Administrator.

b-c. Forward messages to non-BCSD e-mails accounts and/or collecting a list of BCSD e-mail addresses for improper, illegal, or unethical purposes.

IV. Technology Network.

- A. The BCSD Technology Services Officer or his/her designee will provide all BCSD users with an access account to the BCSD Network.
- B. Any and all activity on the BCSD Network conducted under a password is the responsibility of the owner of the password. Passwords are not to be shared or divulged, except by a student to his/her Principal or his/her designee or by an employee to his/her Principal, supervisor or appropriate BCSD employee. Those BCSD employees who possess passwords are to maintain their confidentiality and undertake reasonable steps to maintain the security of the passwords.
- C. Users on the BCSD Network may access only those files for which they have specific authorization.

- D. The BCSD Technology Services Officer will set quotas for disk usage space for all users on the BCSD Network.
- E. BCSD Students shall not attempt to bypass or interfere with security systems on the BCSD Network.
- F. All copyright laws (see AR OS-38) shall be followed. Making or distributing copies of copyrighted material that includes text, pictures, video, and digital media without authorization is prohibited.
- G. The use of the BCSD Network to obtain, distribute, or store obscene, pornographic, or otherwise illegal materials is prohibited.
- H. Files created, stored, received, deleted, looked at or sent using the BCSD Network are considered the property of the BCSD and are not considered private. The BCSD reserves the right to monitor, access, use and/or remove and files, documents, things, materials or otherwise from the BCSD Network at any time and for any reason, with or without notice to any user.

V. **BCSD Web Site.**

A. Approval of Content.

- 1. Web-pages created for publication on BCSD-hosted website shall be approved by the appropriate department head and the BCSD Director of Communications or his/her designee before being placed on the BCSD web server.
- 2. Web-pages created for publication on BCSD school websites maintained by the BCSD shall be approved by the Principal before being placed on the BCSD web server. The BCSD Director of Communications or his/her designee shall monitor and have the authority to review, remove, add, and/or revise content on BCSD school websites maintained by the BCSD.
- B. The Director of Communications or his/her designee shall be responsible for maintaining and monitoring all BCSD web activity to the BCSD website. Individual departments may post to the BCSD website content approved in accordance with Section V.A., above.
- C. All pages on the BCSD website and BCSD school websites maintained by the BCSD are property of the BCSD and must follow all BCSD policies and administrative regulations regarding copyright and nondiscrimination.
- D. Pages on the BCSD website and BCSD school websites maintained by the BCSD may include links to websites outside the BCSD if the site is of benefit to students, staff members, or the community. All content and webpages on the BCSD-maintained

websites shall comply with the Children's Internet Protection Act (CIPA) Rules of Content (i.e., no information that is inappropriate, obscene, racist, sexist, contains obscenities or inflammatory/abusive language). Sites on the BCSD webpages shall not be linked to sites that do not meet the same criteria.

- E. To publish discernable pictures of students on BCSD and school webpages, a release must be obtained from a parent/legal guardian of the student.
- F. BCSD webpages shall not violate state law with respect to privacy. No personal telephone numbers, addresses or e-mail addresses shall be listed on BCSD or school webpages.
- G. Directories of BCSD or school staff e-mail addresses may be maintained on the BCSD and/or school webpages.

Adopted:

Revised:

Legal references:

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

- 1. Section 30-4-10, et seq. - South Carolina Freedom of Information Act.
- 2. Sections 30-1-10 through 30-1-140 - Public Records Act.
- 3. Sections 26-6-10 through 26-6-210 - South Carolina Uniform Electronic Transactions Act.

B. South Carolina Department of Archives and History Regulations:

- 1. Regulation 12-901 through 12-906.6 - Article 9 - General retention schedules for school districts.

C. Guidelines:

- 1. South Carolina Department of Archives and History - Electronic Records Management Guidelines ((E-Mail Management)).

DATA AND RECORDS RETENTION

Admin. Reg. OS-40
March, 2016

- I. Purpose. To establish the Superintendent's expectations for the retention of the data and records of the Beaufort County School District ("BCSD").
- II. The BCSD recognizes the importance of maintaining complete and accurate records in compliance with all applicable law and regulations.
- III. The BCSD will establish and maintain a system for the securing, cataloging and storing of all records in compliance with state and federal law. Such system will include the suspension of routine record destruction practices, as applicable.
- IV. The Superintendent or his/her designee will establish procedures in compliance with the South Carolina Public Records Act, South Carolina Freedom of Information Act and/or the electronic records management guidelines established and recommended by the South Carolina Division of Archives and Records Management.
- V. The BCSD records management manual ~~is~~ available in the Finance and Operations section of the BCSD website.
- VI. In the event that any state and/or federal program rules, regulations and policies conflict with the BCSD records retention guidelines, the state and/or program rules, regulations and policies will supersede and take precedent over the BCSD guidelines.
- VII. BCSD records are open to the public in accordance with the South Carolina Freedom of Information Act ("FOIA"). Persons who wish to view those records must forward their requests to the BCSD FOIA Officer.

Adopted:

Revised:

Legal references:

A. South Carolina Department of Archives and History Regulations:

1. Regulation 12-901 through 12-906.6 - Article 9 - General retention schedules for school districts.

B. Guidelines:

1. South Carolina Department of Archives and History - Electronic Records Management Guidelines ((E-Mail Management)).