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## SUPPORT SERVICES

### Keys

**Definition.** “Key” refers to all access control devices (keypad lock systems, mechanical keys, electronic keys, proxy cards, fobs, etc.).

**Key control and ownership.** The Facilities Department maintains a system of keys to all District buildings and rooms therein. All keys must be provided by the District, and duplication is strictly prohibited by anyone other than the Facilities Department. All keys remain the property of the District and are not to be sold or in any way permanently transferred to an individual.

**Key issuance and recovery.** *External keys* (external doors only) are managed and issued by the Facilities Department (property gates are also considered external keys). *Internal keys* are managed and issued to individuals by the principal or designated key manager in each school or other buildings. In issuing a key to an individual, the principal or key manager must:

1. Verify that the individual is authorized to conduct District business within a secure space;
2. The Facilities Department should be immediately notified via work order when a key is lost or stolen;
3. Secure all keys not issued to an individual;
4. Actively recover keys from individuals who are no longer authorized to use the keys; and
5. Maintain accurate and current records for all keys issued and recovered by the principal or key manager (key records are subject to audit by the Facilities Department at any time).

**Responsibilities of key holders.** Individuals issued a key are responsible for safeguarding the key and maintaining the security of the building or area which the key opens. By accepting a key, an individual agrees to:

1. Not duplicate, loan, alter, or allow any other individual to use the key;
2. Protect the key from theft or loss; (The Facilities Department should be immediately notified via work order when a key is lost or stolen).
3. Use the key for District business only;
4. Assure that doors are relocked when appropriate;
5. Immediately report through the principal or key manager to the Facilities Department any condition which may jeopardize people or property; and
6. Return the key to the issuing principal or key manager on demand, at the end of the school year and prior to separation from the District.

**Restoration of lost security.** The school will be charged the cost to restore the security of facilities as a result of a lost or unreturned key. This includes labor and materials required to change the locking mechanism on each door that the missing key will operate and the cost to re-issue keys to the individuals who have authorized access through the affected doors. Principals or key managers who have authorized issuance of a key that has been lost, stolen, improperly duplicated, or not returned will be required to provide a school account number so proper charges can be administered. An employee will be required to pay a replacement fee of \$25 for an internal key that is lost or stolen.

**Unauthorized keys.** Possession, alteration, or use of unauthorized keys is prohibited. Such keys are subject to immediate confiscation.

**Sanctions for violations.** Employees who violate this policy will be subject to disciplinary action up to and including a recommendation for termination.

**Procedures for acquiring keys.** The request for a key must be submitted through the District's School Dude work order system by the principal or key manager.

## Records Retention

The Superintendent or his/her designee will maintain a system for maintenance, retention, and periodic destruction of appropriate records. The system will be in compliance with applicable laws and regulations.

The Superintendent is authorized to approve records retention schedules for the District.

### *Legal references.*

#### *State.*

*S.C. Code § 30-1-10 et seq – Public Records, Reports and Official Documents.*

*S.C. Department of Archives and History: General Records Retention Schedules for School District Records.*

## Building and Grounds Management

The care, custody, and safekeeping of all school property shall be the general responsibility of the Chief Support Services Officer. He/she shall establish such procedures and employ such means from time to time as may be necessary to provide accurate information in regard to the nature, condition, location, and value of all school property; to safeguard school property against loss, damage or undue depreciation; to recover and restore to usefulness any school property which may be lost, stolen, or damaged; and to do all things necessary to insure the proper maintenance and safekeeping of school property.

Maintenance shall be provided to schools on a District-wide basis by the Facilities Department.

Within each school, the principal shall work in collaboration with Building Services and Maintenance for the proper care and maintenance of the buildings, equipment, and grounds. Principals shall work in collaboration with the custodial supervisor at their respective schools' for the custodial needs. All scheduling and work assignments for custodial staff are the responsibility of the Building Services Assistant Managers for the region the school is within. General maintenance and grounds needs shall be entered as work orders into the School Dude software system.

The cafeteria will be under the supervision of the cafeteria manager each school day during specified breakfast and lunch hours (including preparation and clean-up time). The remainder of the time, use of the cafeteria will be supervised by the principal or his/her designee. Nutrition Services equipment needs shall be entered as work orders into the School Dude software system.

All building repairs, maintenance, alterations, and new construction shall have prior approval from the district office, and no contract through a commercial company for building repairs, maintenance, alterations, or new construction shall be made by a principal. The Chief Support Services Officer or his/her designee shall be responsible for coordinating repairs and maintenance. The Executive Director of Facilities or his/her designee shall be responsible for coordinating new construction and alterations, including alterations to grounds.

### Changes Requiring Advance Approval by the Board.

Additions and/or renovations or alterations to existing structures or adjunct work, which are under the jurisdiction of the Office of School Planning and Building in the S.C. Department of Education, shall be approved in advance by the Board regardless of the source of funding for the projects.

### Alterations to Buildings and/or Grounds.

Requests for alterations to buildings and/or grounds or equipment that will be funded through non-HCS sources, such as booster clubs or private grants, must be submitted through a Modification of Facilities Request Form. The form is available on the District website.

Requests for District funded alterations to a building and/or grounds or equipment that would change the

use of a space, such as removing lockers from a locker room or turning a classroom into a computer lab, must be submitted through the Work Order process. These requests will be reviewed for appropriateness and cost.

*Revised: 7-1-07; 8-8-12; 7-1-13; 7-1-15; 7-1-17; 7-23-19.*

## Emergency Plans and Drills

Principals shall maintain a current plan designed to provide for the protection and welfare of students in the event of any disaster (fire, hurricane, tornado, etc.) which threatens to involve the school community. Each school shall conduct at least one emergency drill within the first month of school.

Under S.C. law, a fire drill for students and staff must be held in every school building at least once each month during months the school is in session. Another type of emergency drill may not be substituted for a fire drill. A fire drill report shall be submitted to the Chief Support Services Officer or his/her designee each month that school is in session. The principal shall be responsible for seeing that this law is observed. He/she shall also be responsible for assuring that the students and staff are trained in fire drill procedures and shall conduct as many fire drills during the first month of school as are needed for this purpose. Each school is required to perform a "lockdown" drill within the first three weeks of each semester.

The Superintendent or his/her designee shall have copies of Sections 59-63-910 through 59-63-930 of the S.C. Code printed in suitable form and have at least one placed in a conspicuous place in each of the school buildings in the District.

### *Legal references.*

#### *State.*

*S.C. Code § 59-63-910 – Monthly fire drills required; penalty.*

*S.C. Code § 59-63-920 – Certificate of compliance.*

*S.C. Code § 59-63-930 – Printing and posting of relevant statutes.*

*S.C. Board of Education Regulation R 43-166 – Student and school safety.*

## Crisis Plans

The District recognizes and accepts its responsibilities with regard to providing reasonably attainable protection and care during periods of unusual emergency in the interest of preventing or minimizing damage or injury to students, staff and facilities.

The District also recognizes and accepts its responsibilities for providing training and instruction to teachers and students to prepare them for dealing effectively with emergencies. The District recognizes that it shares the above responsibilities and roles with local governments and the communities it serves.

Therefore, the Chief Support Services Officer or his/her designee will:

1. Coordinate the preparation of crisis plans suitable to the emergency needs of the District and the schools;
2. Ensure that each school reviews their Crisis Management Plan at the beginning of each school year and submits a copy of the plan to the Office of Student Affairs.
3. Coordinate the training and instruction of students and staff to ensure the effective implementation of the plans;
4. Arrange for the incorporation of appropriate civil defense (preparedness) concepts and approved resource units into the instructional program provided for students; and

5. Cooperate with appropriate officials of State and local government in the development and implementation of the plans and in making available to said governments all facilities and personnel of the District needed during periods of unusual emergency in order to insure effective implementation of the plans.

*Revised: 7-1-17.*

## **Emergency Closings, Delays, and Early Dismissals**

The Superintendent or his/her designee is empowered to close, delay, or dismiss the schools on a countywide, area-wide, or individual school basis in event of hazardous weather or other emergencies. The decision on school closings, delays, or early dismissals will be made only by the Superintendent or his/her designee in consultation with designated school administrators and weather and transportation authorities. The official announcement will be made to radio and TV stations by designated administrators. As appropriate, District personnel are to follow the instructions in the media announcement or their supervisor's instructions, which take precedence over the media announcement.

After a decision has been made not to have school or to delay the opening of school, staff members will be notified through radio and TV announcements. Local radio and TV stations have agreed to make no comment regarding possible school closings or delays until an official statement has been received and verified. The District will attempt to initiate radio and TV announcements concerning closings or delayed openings by 6:00 a.m. Staff members should not call the schools or radio and TV stations; instead, they should stay tuned to local radio or TV stations for official notification. In addition, the information will be posted on the District's website.

On days of exceptionally inclement weather, bus drivers are asked to delay starting their routes until official notification has been received. Although this may result in tardiness of students, it is considered preferable to transporting students to schools and finding the schools closed.

Days of emergency closings will be considered regular workdays for staff members whose services are necessary when school is not in session. Those so directed by the school or District administration will report to work as soon as they are able to do so.

In the event school is cancelled due to inclement weather, workshops also are cancelled. If school is delayed, workshops also will be delayed that day according to the schedule of the location in which the workshop is scheduled.

Missed instructional days are made up except in extraordinary circumstances as authorized by law.

*Revised: 7-1-04; 7-26-05.*

## **News Media**

During any emergency, good public relations require prior planning and an up-to-date set of guidelines for dealing with representatives of the media. During an emergency, all news media should be referred to the Public Information Officer.

*Revised: 8-8-12.*

## **Energy Management**

Due to the increased cost of energy and its effect on the budget, the District will implement an energy management plan to reduce energy consumption and to eliminate wasteful practices in the use of energy. The Office of Support Services and/or the Facilities Department will communicate the plan to the schools, and staff members are to comply with its provisions in as far as possible and as long as learning is not adversely affected. The District's Sustainability Analyst will provide resources and support to our schools.

in minimizing energy consumption.

*Revised: 7-1-15.*

## **Sustainability Management**

The District strives to create healthy school environments, operate schools as effectively as possible, and provide the tools to educate our students for a sustainable future. Effective sustainability management will reduce operational costs to schools, and create the conditions which improve student performance. The Office of Support Services will communicate plans and provide resources to schools to conserve energy, natural resources, encourage environmental programs, and improve overall building health.

*Adopted: 7-1-15.*

## **Student Transportation**

Pupil transportation is financed and operated by the State. The District shall cooperate with the office of transportation of the S.C. Department of Education through its district supervisor of transportation to see that student transportation complies with all rules and regulations pertaining to the safe operation of school buses, and to routes, stops, and the entitlement of students to ride on the State-provided buses.

## **Nutrition Services**

The Director of Nutrition Services is responsible for the overall nutrition service program.

The nutrition service program for students shall be operated on a nonprofit basis. Special efforts shall be made to provide lunches free or at reduced cost to indigent students.

The price set for nutrition service meals and milk for students at elementary, middle and senior high school levels, as well as for school personnel, shall be approved by the District. School personnel are not allowed to charge their breakfasts and/or lunches except in emergencies.

All personnel working in nutrition services shall secure and maintain the necessary health permits. Each person handling food shall do so in a manner consistent with local and state health and safety regulations.

The nutrition service program shall be operated exclusively for the students and personnel of the District, as required by State and Federal regulations.

### **Misuse of Foods.**

The following is excerpted from the USDA Food and Nutrition Service regulations amended June 29, 1979: "Whoever embezzles, willfully misapplies, steals, or obtains by fraud any funds, assets such as foods, or property provided, whether received directly or indirectly from the Department of Agriculture shall (i) if such funds, assets or property value \$100 or more, be fined not more than \$10,000 or imprisoned not more than five years or both or (a) if such funds, assets, or property are of value less than \$100 be fined not more than \$1,000 or imprisoned not more than one year or both. The same penalties are applicable to whoever receives, conceals, or retains to his use or gain funds, assets, or property whether received directly or indirectly from the Department of Agriculture, knowing such funds, assets, or property have been embezzled, willfully misapplied, stolen, or obtained by fraud." Thus, any person or persons who misuse foods, funds, equipment, supplies, etc., can be fined or imprisoned. Fines up to \$10,000 and/or prison terms of up to five years are possible with certain violations.

**Leftover Foods.**

The Child Nutrition Programs are designed to serve children. Any leftover foods should be used for second servings for students or stored for later serving. Leftover foods or foods in inventory are not to be removed from the premises.

**Free and Reduced Price Meals.**

The District shall take part as feasible in the Healthy Hungry Free Kids Act of 2010 and other food programs which may become available to assure that all students in the District receive proper nourishment.

No student shall be denied a meal, simply because proper application has not been received from the parents or guardian. A courtesy meal will be available to students who have meal charges.

**Healthy Hungry Free Kids Act of 2010.**

The District complies with the regulations for participation in the Healthy Hungry Free Kids Act of 2010 by:

1. Following the established criteria for determining eligibility.
2. Naming the Director of Nutrition Services as the official to determine eligibility.
3. Making applications for free or reduced price meals available to parents, interested community groups, and agencies.
4. Providing parents or others with means of appeal when an application has been denied.
5. Conducting appeal hearings in the manner set forth by State regulations.
6. Using one of the methods recommended by the S.C. Department of Education for collecting lunch payments from all paying students, in order to protect the anonymity of the students receiving a free or reduced price meal.
7. Protecting from public view and announcement the names of students who are receiving, or who have applied for, free or reduced price meals.
8. Publicly announcing, however, the availability of, and general eligibility requirements for, the free/reduced price lunch program early in each school year, along with the procedure for making application.
9. Informing all local governmental welfare and other major charitable agencies of the USDA regulations and local procedures.
10. Submitting to the Office of Nutrition Services for the S.C. Department of Education all reports and exhibits specified in the regulations.

In addition, the guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act [42 U.S.C. 1758(f)(1), 1766(a)], as those regulations and guidance apply to schools.

See, also: "Recess in Elementary Schools"; "Student Wellness"; and "Vending Machines and Competitive Food Sales."

*Legal references.**Federal.*

42 U.S.C. 1779: *Child Nutrition Act.*

42 U.S.C. 1758(f)(1), 1766(a): *Richard B. Russell National School Lunch Act.*

*Revised: 3-14-07; 7-1-08; 7-3-08; 7-1-13; 7-1-15; 7-23-19.*

**Vending Machines and Competitive Food Sales**

Competitive food sales, including vending machines accessible to students and canteen areas providing beverages and/or food may be permitted for use by students only in the secondary schools and middle schools in accordance with the guidelines which follow.



1. The principal shall be responsible for the proper use of the vending machines and for implementation of the guidelines. The principal or the Superintendent (or his/her designee) shall close a canteen or have a vending machine removed or rendered inoperable if it is not properly operated.
2. The availability of food and beverages to students through competitive food sales, including vending machines for student use, shall not be allowed to interfere with the school lunch/breakfast or instructional program. The principal shall determine the location of canteen services and the time of their availability; however, under no circumstances are competitive food sales to be conducted or vending machines to be operated for student use while meals are being served in the cafeteria.
3. The principal shall establish rules as necessary (1) to control the use of vending machines and/or the operation of canteens and (2) to prevent littering.
4. Good business practices shall be followed in arranging for vending machine services. The arrangements shall be handled by the person authorized by the Chief Financial Officer.
5. The District shall not assume any costs in the installation of vending machines, their repair, and/or upkeep.
6. A separate account for vending machines and canteen funds shall be set up and all money shall be deposited and disbursed from that account. The Chief Financial Officer or his/her designee(s) may examine records related to canteens at any time.

#### Secondary Schools.

1. The school itself may operate a canteen; otherwise, the principal may give the student council or another student organization the prerogative of operating the canteen as a money-making project with all proceeds used to benefit student activities, the instructional program, and/or the lunch program of the school.
2. All expenditures of the proceeds shall be approved by the principal.
3. Items served in canteens or vending machines during the school day must meet the nutritional guidelines for competitive foods and beverages as established by the Chief Support Services Officer.

#### Middle Schools.

1. The school itself may operate a canteen with all proceeds used to benefit student activities, the instructional program, and/or the lunch program of the school.
2. All expenditures must be approved by the principal.
3. Items served in canteens or vending machines during the school day must meet the nutritional guidelines for competitive foods and beverages as established by the Chief Support Services Officer.

#### Adult Canteens.

Vending machines may be installed in any District building for use by adults. The building administrator shall be responsible for such canteen service and see that it is properly operated.

See, also: "Physical Education, Physical Activity, and Recess in Elementary Schools"; "Student Wellness"; and "Nutrition Services."

#### Legal references.

##### State.

*S.C. Code § 59-10-10 et seq. – Physical education, school health services, and nutritional standards.*

*S.C. Board of Education Regulation R 43-168 – Nutrition Standards for Elementary Schools (K-5) School Food Service Meals and Competitive Foods.*

*Revised: 7-1-07; 7-1-08; 7-1-15; 7-23-19.*

## **Automated External Defibrillators**

Automated external defibrillators ("AEDs") shall meet the requirements of and shall be used consistent with S.C. Code Section 44-76-10 et seq, "Automated External Defibrillators," which shall take precedence over any contrary policy, regulation, or procedure established by the District, its employees, or volunteers.

An automated external defibrillator (AED) is a portable device that automatically diagnoses the life-threatening cardiac arrhythmias of ventricular fibrillation and pulseless ventricular tachycardia, and without intervention by an operator, is able to treat them through defibrillation:

1. Has received approval of its pre-market notification filed pursuant to U.S. Code, Title 21, Section 360(k), from the United States Food and Drug Administration; and
2. Upon determining that defibrillation should be performed, automatically charges and delivers an electrical shot to an individual's heart.

Before an AED is used by a District employee or volunteer ("designated AED user") in connection with a District activity, a program must be in place that has been approved by the District's Director of Health and Safety Services ("AED liaison") which includes: (1) CPR and AED training for the person to whom an AED is primarily assigned ("AED monitor") and for designated AED users, (2) an AED protocol or guideline, (3) AED deployment strategies, and (4) an AED equipment maintenance and testing plan. The AED protocol or guidelines must include that a person who renders emergency care or treatment to a person in cardiac arrest caused by ventricular fibrillation/tachycardia by using an AED must activate the emergency medical services system or 911 as soon as possible. Any clinical use of the AED must be reported as soon as possible to the AED liaison. Documentation of the clinical use will be obtained from the AED and a report will be submitted to the AED liaison.

Designated AED users must have current training in CPR and in AED use provided by the American Heart Association, American Red Cross, American Safety and Health Institute, National Safety Council; or training from a program that meets or exceeds the training standards of the above organizations. The person or entity must provide the training in accordance with the guidelines and policies of one of the above organizations and must be authorized to deliver the course or curriculum. Documents verifying their current training must be received by the AED liaison. The AED liaison shall send a copy of the authorization to the appropriate school nurse, and if applicable, athletic director and athletic trainer. Use of an AED in connection with a District activity by a District employee or volunteer who does not have current authorization as a designated AED user is forbidden.

The AED monitor assigned responsibility for an AED must keep a copy of the record of maintenance and testing of the equipment, which must be performed according to the manufacturer's operational guidelines. Also, as soon as any act of maintenance and/or testing takes place, the AED monitor must submit documentation of the maintenance and/or testing to the AED liaison.

*Legal reference.*

*State.*

*S.C. Code § 44-76-10 et seq – Automated External Defibrillators.*

*Adopted: 3-14-04; 7-1-08; 8-8-12; 7-1-17; 7-23-19.*

## **Thefts and Vandalism**

In the event of break-ins and/or vandalism, the following procedures are to be followed:

1. An oral report shall be made on the same day discovered to the Chief Support Services Officer.
2. Should any school equipment be stolen, an oral report shall be made immediately to the Horry County Police, or if the school is inside a city limits, to the city police department.
3. The oral reports shall be followed by a written report within five days to the police, the Chief Support Services Officer and the Chief Finance and Human Resources Officer. This report shall

include descriptive information about the article(s) stolen and/or damages incurred.

4. If any stolen or damaged equipment was purchased with Federal funds, an additional copy shall be sent to the office of the person dealing with funds which purchased the equipment.
5. If any repairs by the Facilities Department are necessary, it shall be the responsibility of the principal to request such repairs from the Executive Director of Facilities.
6. A copy of the police report should be obtained and submitted with the report, if possible.

*Revised: 7-1-13.*

## **Advertising on District Property**

The property of the District shall not be used to advertise or promote the interests or products of a commercial or nonprofit agency or organization except as set forth below. Schools may at the discretion of the principal, unless additional approval is required below, allow the following advertisements ("ads") in exchange for contributions to support school activities such as, but not limited to:

1. Ads in programs for co-curricular or extracurricular activities;
2. Ads in school newspapers;
3. Ads in school annuals or yearbooks.

Ads may not be constructed or displayed if the ad violates applicable municipal, county, state, or federal law or if any part of the ad:

1. Is libelous, vulgar, obscene, or offensive;
2. Is inappropriate for students, for example, signs with sexual content or sexual overtones;
3. Is factually inaccurate;
4. Is partisan or controversial in content;
5. Is incompatible with the mission and goals of the District.

In addition, ads shall not promote:

1. Illegal acts or acts illegal for minors;
2. Weapons or violence;
3. Alcohol, beer, wine, liquor, tobacco, illegal drugs, or drug paraphernalia;
4. Pornographic or illegal materials;
5. Gambling;
6. Birth control products or related information.

### **Secondary schools**

1. Ads may be displayed in gymnasiums in exchange for contributions to support school activities. The size, color, and content of ads shall be approved by the principal or his/her designee. With the exception of scoreboards, ads must be removable without damage to District property.
2. Exclusive advertising arrangements are not permitted unless included in a contract or agreement approved in writing by appropriate District personnel (see "Signatory Authority for Purchase Orders, Contracts, and Agreements").
3. An ad placed on school property becomes the property of the District and may be removed by the District at any time and for any reason including, but not limited to:
  - a. Disrepair,
  - b. Dissolution of the company,
  - c. Non-payment of fee, or

- d. Change in District policy relative to ads.

**Permanent signs**

Permanent signs, including signs with ads, must be approved by the Superintendent or his/her designee. The principal (site manager for other facilities) must submit a proposal to the Deputy Superintendent who will forward the proposal, along with a recommendation to the Superintendent. The proposal must contain at least the following information:

1. A description of the proposed sign, including size and peripheral devices;
2. The proposed location of the sign along with an assurance that the sign will not create a hazard to persons walking or operating a motor vehicle;
3. A projected breakdown of the cost of the sign, peripheral devices, installation, electrical access (if needed), and annual maintenance;
4. The funding source(s) for item "3"; and
5. The funding source for repairs to the sign along with a letter of commitment from the source.

*Adopted: 7-1-06.*