

Wil Lou Gray Opportunity School

WEST CAMPUS ROAD • WEST COLUMBIA, SOUTH CAROLINA 29170 • (803) 896-6480 FAX (803) 896-6490

June 3, 2019

The Honorable Joseph H. Jefferson, Jr., Chair
Education and Cultural Subcommittee
Legislative Oversight Committee
SC House of Representatives
PO Box 11867
Columbia, SC 29211

Dear Chairman Jefferson:

Thank you for the subcommittee's recent visit to the Wil Lou Gray Opportunity School. The staff and I enjoyed showcasing the students, programs and the campus. Wil Lou Gray Opportunity School provides a caring and disciplined structure for very special young people, often overwhelmed by unique challenges, yet possessing of specific curiosities and abilities. Agency employees put forth enormous pride and personal commitment toward transforming the lives of young people who participate in the program.

The information requested in the May 10th letter is attached. Please know you and the subcommittee members and staff are welcome to visit Wil Lou Gray any time and we appreciated your attentiveness.

Sincerely,



Pat G. Smith
Director

Encl.



**May 10, 2019 Questions – SC House of Representatives Legislative Oversight
Committee, Education and Cultural Subcommittee**

- *What successful practices implemented at WLGOS could public schools across the state replicate?*

Class sizes of 12 or less for at-risk students below grade level,

Mandatory JROTC citizenship classes for all students,

Mandatory vocational classes for all students,

Mandatory uniforms,

No possession of cell phones, and

Mental Health counselors on-site and services available 24/7 so students do not miss classes or counseling sessions.

Students

Future Opportunities

- *What professional certifications are available to students attending WLGOS?*
Work Keys National Career Readiness Certificate,
Occupational Safety and Health Administration (OSHA) 10 Hour Certificate in
General Industries or General Construction, and
National Safety Council Forklift Operator Certificate.
- *How does WLGOS collaborate with technical colleges, other than Midlands Tech?*
Wil Lou Gray collaborates with other technical colleges by providing entrance exam scores to a student's home community technical school if a student's post-secondary goal is technical education.

Activities

- *Do WLGOS students have a community service or volunteerism requirement?*
Community Service is considered a significant part of the student's on-campus life as it provides important opportunities for increased socialization and instruction in the importance of giving back to the local community. All students are provided a variety of Community Service-learning opportunities within the framework of weekly scheduling.
- *List student community service opportunities:*
Among others, Community Service opportunities include such as the Columbia Greek Festival, the City of West Columbia Kinetic Derby, City Roots, Saluda Shoals Mud Mania/Splash and Dash, Camp Burnt-Gin Camp Cleanup, Moms Against Gun

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Violence, the Cayce-West Columbia Rotary Club Adopt-A-Highway, Lexington Wildlife Chapter Kids Festival, the Cayce-West Columbia Jaycees Concessions at Founders Park (USC Baseball), the City of West Columbia Hall of Horrors, the Cayce-West Columbia Community Field Day, Federation of the Blind Fundraiser, Women's Empowerment Midlands Division Festival, the Town of Springdale's National Night Out, the Freedom and Hope Wounded Warrior Foundation, the Cindy Roof Wilkerson Foundation 5K Community Walk/Run and Annual BBQ Fundraiser.

- *Does the school still have a drill team that participates in drill competitions? If not, why not?*

Yes. The Wil Lou Gray Opportunity School has a Drill Team that participates in several events and competitions when time permits. The Drill Team is invited every year to compete in the 4th Brigade JROTC Drill Competition and performs at WLGOS Family Day Events. The Team also enjoys leading the Cayce-West Columbia Chamber of Commerce Annual Parade of Lights every year.

- *How do you ensure WLGOS' campus is welcoming to students with diverse spiritual and religious needs?*

In accordance with Federal Civil Rights regulations, as posted on the agency's website, and as part of the admission process, "Wil Lou Gray Opportunity School does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in admission to, treatment in or employment in its programs and activities."

Discipline

- *Please provide a copy of the student discipline policy. If it is in the student handbook, provide a copy of the entire handbook.*

Attachment A

Staff

- *Provide a copy of the agency's exit survey for staff departing the agency.*

Attachment B

How has the agency leadership used data from the survey?

The exit survey offers management a review of workplace culture and day-to-day operations, employee morale, and areas periodically requiring management engagement. Surveys are automatically compiled allowing the agency to more readily assess complaints and legitimate

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areas of concern, and constructive input. Results are reviewed with department directors and the Director. Changes are implemented when beneficial and necessary to improve agency outcomes. Recently, exit surveys consistently ranked two key departments low in pay resulting in a high rate of employee turnover. Using that information, the agency Director secured additional funds from the Legislature to increase salaries for those two departments. Those increases begin FY 2019-2020.

- *What is the process for addressing staff input about agency operations?*
When an employee has a concern or recommendation, it is first discussed with the supervisor or the Administrative team. The issue, its budgetary requirements, security concerns, and effectiveness are then reviewed with the management team. Often recommendations are implemented. If deemed not suitable, the employee is provided an explanation.
- *Early in the oversight process, agency staff stated they were in the process of reviewing and updating position descriptions. Has agency staff completed the review? What types of changes were implemented because of the review?*
The agency has 94 employees in 29 classifications. The job analysis has been completed for the majority of agency employees, 10 reviews remaining. The purpose of the review is to ensure proper employee classification as within the state system and to comply with the Fair Labor Standards Act. As a result of the review, a few employees were reclassified and the agency has adjusted recruiting practices now with complete and accurate job descriptions on file.
- *Agency staff testified the greatest improvement needed is in salaries. Has the agency performed any salary studies for each of the position types? For each position type, what is the percentage difference between the mean salary for the position at WLGOS and the mean salary for entities competing for the same staff?*
The salaries of concern, where the agency has experienced a high rate of turnover, are in three State Class Codes: GA40 (Human Service Specialist II), KB15 (Food Service Specialist III), and KB25 (Food Service Specialist V). The South Carolina Department of Administration, Division of State Human Resources, provided the following comparison of mean salaries for these class codes which demonstrates WLGOS salaries for these classes are low.

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Division of State Human Resources Class Code GA40 Human Service Specialist II		
Personnel Area	Average Annual Salary	% Difference
Health & Human Svcs.	\$28,163.67	-5%
Health & Environmental Control	\$29,545.09	0%
Wil Lou Gray	\$29,598.74	0%
Comm. for the Blind	\$30,356.75	3%
Mental Health	\$31,040.02	5%
Juvenile Justice	\$31,669.23	7%
Corrections	\$32,625.43	10%
Employ. & Workforce	\$32,868.76	11%
Youth Challenge	\$33,073.	12%
Disabilities & Spec. Needs	\$33,917.09	15%
Probation & Parole	\$33,981.74	15%
Social Services	\$34,558.92	17%
Voc. Rehab.	\$35,802.22	21%
Alcohol & Drug Abuse Svc.	\$39,140.	32%
Deaf & Blind	\$39,732.83	34%
Education	\$45,017.	52%

Division of State Human Resources Class Code KB15 Food Service Specialist III		
Personnel Area	Average Annual Salary	% Difference
Wil Lou Gray	\$22,371.50	0%
Parks, Rec & Tourism	\$25,275.	13%
Mental Health	\$26,415.80	18%
Juvenile Justice	\$27,039.71	21%
Disabilities & Spec. Needs	\$28,414.61	27%
Corrections	\$29,492.31	32%
Law Enfor. Train. Council	\$32,336.60	45%
Voc. Rehab.	\$32,644.	46%

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Division of State Human Resources Class Code KB25 Food Service Specialist V		
Personnel Area	Average Annual Salary	% Difference
Parks, Rec. & Tourism	\$32,838.	-8%
Wil Lou Gray	\$35,770.	1%
Juvenile Justice	\$37,223.	5%
Corrections	\$39,380.28	11%
Labor, License & Reg.	\$40,019.20	12%
Disabilities & Spec. Needs	\$42,620.50	20%
Law Enfor. Train. Council	\$43,165.	21%
Mental Health	\$50,750.50	42%

Administration and Governance

Foundation

- *Provide a list of members of the Board of the Wil Lou Gray Foundation.*
Mr. James Miller, Mrs. Betty Sawyer, Dr. Earle Bennett, Ms. Edie Weaver, Mrs. Linda Sledge
- *Who has signatory authority for Wil Lou Gray Foundation checks?*
Foundation Chair and Treasurer
- *Provide the Foundation's policies regarding expenditure of funds.*
100% of Foundation funds are expended to enhance public awareness and to support WLGOS students and educational programs.
- *Are donations to WLGOS to the school or to the foundation?*
Donors designate distribution of gifts and donations.
- *Does the foundation utilize any of the school's resources?*
The WLGOS Board Conference Room facilities and a computer are available.

SWOT Analysis

- *How is the agency addressing the weaknesses and threats stated in the SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis provided in the February 11, 2019 letter?*

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○ *Weaknesses*

- *Folks and communities still don't know about WLGOs.*

The agency has strengthened its market share by diversifying advertising.

Billboard advertising is strategically located in more rural and key metropolitan areas throughout the Palmetto State. Depending on enrollment, in a year print media may be distributed throughout SC to over 150,000 households. Free radio and television public service opportunities are always capitalized on. On-site presentations are made to groups upon request...such as the Darlington County Intervention School, Forest Acres Rotary Club (Columbia), Beaufort County School District, Anderson Alternative School, Greenville County (Dropout Prevention Staff). Television and radio ads are also purchased. Each year, the agency attends conferences and marketplaces that provide large numbers of prospective stakeholders such as the SC Association of School Administrators, Palmetto State School Counselors' Association, and the SC Counselors' Association. As reported to the subcommittee, a key detriment to recruiting dropouts continues to be resistance by public schools in not adhering to the state's requirement to provide WLGOs dropout contact information.

- *Not situated to address the growing need for interested applicants ages 15 and younger.*

There are a few reasons as to why a 15-year-old would not be appropriate to be served academically in a GED program:

- a) South Carolina has a compulsory attendance law where students must be enrolled in school until their 17th birthday.
- b) The national GED age is a minimum of age 16. However, most states have older age requirements.
- c) The State of South Carolina has a minimum age requirement for sitting for the GED of age 19. Students may apply for a waiver with the SC Department of Education at age 17 and 18 with a verification of withdrawal from their previous school district to take the GED.
- d) There is a state proviso that allows 16-year olds in South Carolina enrolled at DJJ and the Wil Lou Gray Opportunity School to participate in GED testing at the age of 16.

Testing and serving students under the age of 16 with the goal of a GED would not be in keeping with the goals of the national GED program and would not follow state law and provisos. Since 1998, to-date 2502 WLGOs students have achieved a GED... positively impacting the state's economy.

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○ *Threats*

- *Increase in online K-12 tuition-free programs, home schooling, magnet and charter schools, military academies, independent private schools, various GED programs (WIA, Christ-Central Ministries), TARA HALL, SC Youth Alternative.*

Nearly 48% of WLGOs applicants report learning of the school via word-of-mouth. However, with the continued growth of other programs, the agency has increased and continually diversified its marketing plan/advertising in order to maintain enrollment goals. The agency remains one of the state's top five GED producers. The agency's quasi-military structure and intense academic component is not wanting by all at-risk youth.

- *More applicants with gang affiliations.*

This challenge is now being identified during the initial interview phase of the WLGOs admissions process. Applicants are asked about gang involvement and provided the school's rules and regulations. Specialized trainings for staff have been

conducted to aid in adequately preparing staff to identify and work with these youth to provide them opportunities for education and ultimate departure from gangs. The WLGOs discipline policy outlines procedures for handling these situations including should a student initiate gang activity on campus. WLGOs continues to be proactive in addressing this growing challenge through an internal process review and additional staff training. Funding has been secured for the addition of a school resource officer. Considerations are ongoing in the area of future specialized

trainings and ways to enhance the program so as to allow at-risk youth priceless opportunities to achieve an education. The agency will continue its holistic approach to addressing the many personal challenges each student possesses.

- *More applicants indicating special mental health challenges that WLGOs is not qualified to handle.*

WLGOs is not a residential mental health treatment center, but the agency is equipped to assist youth with mental health needs that are stabilized. The program is flexible so students do not have to miss quality academic instruction in order to maintain personal mental health appointments. This has been achieved by having licensed mental health professional on staff, as well as graduate-level interns. The

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agency now provides 24/7 availability of a licensed counselor should the need arise. At the application and interview stages, the applicant's mental health needs are identified and addressed. Applicants may be requested to provide a clearance note from an existing treatment provider stating the individual is stable to complete the components of WLGO's structured residential program.

Specialized trainings are provided to agency employees to ensure everyone is adequately prepared to properly address student mental health needs. A crisis intervention plan is in place should immediate or emergent needs occur. Students are able to keep appointments with treatment providers during enrollment at WLGO. The agency continues to be proactive in addressing this challenge by continually reviewing existing processes and staff training. Following each academic cycle, the agency has staff review what worked and what needed improvement. Consideration is being given to the value of additional counselors and/or social workers or interns and other ways to enhance the program in regards to mental health care in order that WLGO may continue to provide at-risk youth maximal opportunities to achieve an education while addressing the many personal challenges students face.

Physical Plant

- *Please provide WLGO's last Comprehensive Permanent Improvement Plan (CPIP) submitted in accordance with S.C. Code § 2-47-55.*

Attachment C

- *What are the agency's processes for prioritizing building maintenance and capital projects?*

Maintenance projects are identified by the maintenance director in accordance with need (HVAC, electrical, and water) as each effect's campus life. In addition, staff report projects and others are reported in staff meetings. Capital project ideas are discussed among department directors. Any employee may put forth a recommendation during the agency's summer planning session. One such example... a dormitory supervisor recommended the addition of a dayroom to the dormitory... the dayroom was built and the students enjoy it for entertainment and relaxation.

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Board Training Effectiveness

- *List the topics covered in the board training.*
 - Board Legal Status (SC Section 59-51-10)
 - Board Member Qualifications
 - Board Organization
 - Voting
 - New Member Orientation
 - Board Duties and Powers
 - Services Provided (by the Agency) for At-Risk Students (Ages 16-19)
 - Board-Director Community Relations
 - Personnel
 - Roles of the Board
 - Code of Ethics
 - Setting Agency Vision
 - Establishing Structure and Environment
 - Identifying Accountability Measures and Progress Evaluation
 - State Procurement Regulations – (to be provided)
 - Human Resources – (to be provided)
- *Has the agency measured the effectiveness of the training?*

Board members are elected to four-year terms by the Legislature. WLGOS furnishes board training to all members in compliance with SC Section 59-51-35: “Mandatory training for board of trustees. (A) All members of the board of trustees shall complete successfully a training program on the powers, duties, and responsibilities of a board member and board relations, at-risk programs, finance, school law, ethics, and community relations, as determined by the board of trustees. Training also must be provided regarding how to best serve the at-risk students in their care. (B) Within one year of taking office, all persons elected as members of the board of trustees after July 1, 2018, also must complete the training prescribed in subsection (A). Board training effectiveness is measured by such as a majority of the current Board has continued to serve for well over 12 years, affording the agency and its programs great stability. Two other members, one with a year’s service and another having just been elected, will easily integrate. At any point in an academic year, member concerns/needs for additional training are addressed promptly by the Director.

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Collaboration

- *Provide a copy of the agency's agreement with Lexington 2.*

Attachment D

- *Provide a copy of any agreement with other state agencies.*

Attachment E

Cyber Security

- *Broadly describe WLGO's steps to protect applicant and student data.*

With regard to protecting WLGO student/applicant data, the school utilizes three applications or programs to capture, store, modify, and query reports: InfoSnap (Admissions/Enrollment), PowerSchool (Education/Administration) and SNAP (Medical/Nursing). All three are online, cloud hosted (off-site) solutions that capture and store student data. All three program vendors are responsible for service hosting, data back-ups, disaster recovery, as well as data security. Access to these programs is restricted to authorized personnel only, and the Directors from each program area (respectively) are responsible for creating accounts and setting permissions for each authorized user.

As a side note, the use of PowerSchool is mandated by the State Dept. of Education. Both InfoSnap and SNAP are professional partners with PowerSchool and that is how WLGO came to use these additional programs in support of the WLGO mission.

WLGO does have student data located on one network resource, a file directory on a secure network server, available to authorized users only. The WLGO network, along with this server, is located behind a dedicated Firewall appliance. The IT office, when directed to do so, can grant authorized user access to this hidden network drive. Security control of this resource is applied at the network level, the server/directory level and at the file/folder level.

Marketing

- *As the agency collects more precise marketing data, have any patterns emerged about the return on investment of different marketing strategies?*

One obvious return is an increase of approximately 32% in the number of applicants over the last five years versus the previous five years. At the point of interview, each applicant is asked, "How did you learn about the WLGO"? The overwhelming

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response... 48% of applicants indicated that they learned of the WLGOS through word of mouth. The next highest category at 19% was through the internet and internet advertising. As a result, the agency plans to adjust TV advertising which requires the largest expenditure of advertising dollars. A substantial reduction in the frequency of TV advertising as a marketing medium will reduce the agency's overall advertising expenditures.

ATTACHMENTS

- A. WLGOs Cadet Handbook
- B. Employee Exit Survey (SURVEY MONKEY)
- C. WLGOs Comprehensive Permanent Improvement Plan (CPIP)
- D. Lexington School District Two & Four Adult Education Collaborative Agreement
- E. Jobs for America's Graduates Out-of-School Program – Vocational Rehabilitation (Midlands Workforce & Development Board, ABLE SC, Lexington School District Two Adult Education, Transition Alliance of SC)
Midlands Public Health Region – Lancaster County Health Department (SCDHEC)
SC DHEC Memorandum of Agreement (All Inclusive)

Cadet Handbook



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WELCOME

Welcome to the Wil Lou Gray Opportunity School. The policies and procedures contained in this cadet handbook have been carefully prepared and presented so you will better understand the expectations we require of every student at the Wil Lou Gray Opportunity School. This GED program is designed to assist you in becoming an independent and productive member of our society through academics, discipline and personal growth and development. Always remember that your success at Wil Lou Gray will depend on your efforts!

CUSTOM & COURTESIES WEEK

The first week of the program is very challenging for a “CANDIDATE”. It is during the first week that you are taught how to adapt to the regiments of a quasi military lifestyle. Each day will consist of sixteen (16) hours of structured activity and eight (8) hours of sleep. Through intense physical training, supervision instruction, discipline, teamwork and military drill and ceremonies, we remain focused on our goal to help each cadet:

1. Respect authority
2. Perform efficiently under pressure
3. Develop solid habits of work, sleep and recreation
4. Practice proper time management
5. Build self-confidence
6. Develop pride, morale and teamwork
7. Become a good cadet

NOTE: Candidates are required to participate in ALL physical training and close order drill. Once students complete the first week of the program, they will be promoted from “CANDIDATES” to “CADETS”.

CODE OF CONDUCT

The Wil Lou Gray Opportunity School recognizes that an orderly and positive environment is the key to learning. We hold high expectations of our cadets to maintain respectful behavior and be held accountable for their actions. It is your responsibility to remain mindful of these rules and regulations at all times while attending Wil Lou Gray, including every off-campus trip. Conduct rules are outlined by the following areas:

CAMPUS • DINING FACILITY • CLASSROOM • DORM

CAMPUS WIDE

(on and off)

Cadets will:

1. Request permission to speak at position of attention, then go to parade rest once allowed to speak
2. Be courteous to all staff
3. Hold doors for staff/adults when entering the same door
4. Respect staff and fellow cadets with common courtesy
5. Walk on paved surfaces, unless instructed otherwise
6. Be held accountable for their actions at all times
7. Maintain uniform standards

Cadets will not:

1. Have relationships that are considered unbecoming of WLGOS standards.
No sexual contact of any kind!
2. Participate in physical hazing. Physical hazing is defined as physical contact involving any degree of physical force used upon a cadet by any other cadet. It includes the forcing of a cadet by any other cadet to suffer pain, fatigue or mental torment.
3. Bully
4. Gamble
5. Use profanity, abusive or vulgar language
6. Bring discredit to themselves, the school and/or staff
7. Use, possess or transport tobacco products while attending WLGOS
8. Use, possess or transport alcohol while attending WLGOS
9. Use, possess or transport illegal drugs while attending WLGOS
10. Lend, borrow or retain money in their dorm

DINING FACILITY

(DFAC)

Each cadet will perform KP (Kitchen Police) while at Wil Lou Gray. Cadets are selected randomly and will be rotated out weekly. With direction from the cafeteria staff, cadets will assist in preparing and serving meals and cleaning the area afterward, cadets relieved from duty as KP will result in a write up. The withholding of food or snacks as a method of punishment is not allowed at WLGOS. All cadets will eat at the cafeteria unless sick and/or mission requirements advise otherwise.

Cadets will:

1. Enter the dining room by platoons
2. Remove headgear/gloves and place in right cargo pocket
3. Stand at parade rest in line
4. Stay to the right of the cafeteria while in line
5. Side step completely through serving line
6. Sit in designated areas
7. Exit the cafeteria as directed

Cadets will not:

1. Run in the cafeteria
2. Talk, make unnecessary noise or use loud abrasive language
3. Stand or walk around, unless directed by staff
4. Eat or drink while standing, unless directed by staff
5. Alter configuration of tables
6. Take food, condiments or drinks from the cafeteria (this also include KPs)

Any violation will be subject to disciplinary action.

CLASSROOM

Academics: Every cadet will be given a Test of Adult Basic Education (TABE) to indicate their educational needs. Classes are held Monday thru Friday and are structured around the General Education Development (GED) Exam. Class sizes are small and designed to allow cadets to work at their own pace. Additional tutoring is available upon request. Remember, cadets must pass the Pre-GED in order to be eligible to take the GED. Also, in order to take the GED, each cadet must present a South Carolina Identification Card, Driving Permit or Drivers License. Any questions regarding these areas should be addressed to the Academic Department.

JROTC: All cadets will participate in JROTC and take the Armed Services Vocational Aptitude Battery test while enrolled at Wil Lou Gray. JROTC is responsible for cadets who participate in the Drill Team and/or Color Guard. The Military Banquet, parades and drill competitions are also coordinated by this department. Any questions regarding these areas should be addressed to the JROTC Department.

Cadets will:

1. Conduct themselves in an appropriate manner while attending class
2. Raise hand to speak and wait to be recognized
3. Remain in proper uniform all day
4. Walk on the right side of the hall at all times

Cadets will not:

1. Loiter in and around classrooms
2. Make unnecessary noises in and around classrooms
3. Wear coats in classrooms except for proper uniform
4. Place feet on classroom furniture
5. Sleep in class or lay on desks
6. Throw items in classrooms
7. Lean in chairs
8. Leave class without a pass
9. Retrieve forgotten items from class until the end of school day
10. Possess a pen or marker

Any violation will be subject to disciplinary action.

DORM

Cadets attending Wil Lou Gray Opportunity School will live in a quasi-military style environment. Upon arrival, every cadet will be assigned a dormitory room, bed with linens, wall locker, desk and chair. The dormitory rooms are assigned individually and cannot be changed without permission from the staff. The wall lockers are issued as a means to secure personal belongings and will be monitored by staff. You will be held personally and financially responsible for the care of the school property you are assigned while you are at Wil Lou Gray. You are required to maintain a high degree of cleanliness in your assigned dorm room, as well as the common areas used by all cadets. These areas include the laundry room, dayrooms, bathrooms and showers. Information regarding detail assignments will be posted weekly on the bulletin boards in each dorm.

ALWAYS:

- Conduct yourself in an orderly manner
- Walk on the right side of all hallways
- Shave during shower time
- Keep canteen filled with water (water only)
- Secure wall locker before leaving room
- Complete details in a timely manner
- “Double Time” to every formation
- Wear proper uniform and footwear to latrine
- Honor campus quiet time from 9:00 pm to 5:30 am

NEVER:

Take matters into your own hands
Leave room or talk without permission
Sit or lay on bunks during 0530 hrs- lights out(Except on weekends)
Touch the thermostats
Stand in room door ways (Stand 3 feet away from the door, 3 floor tiles)
Shout, yell or use profanity
Run in hallways
Engage in horse play
Enter Cadre/Staff office
Bring food or drinks in the dorm (Except when authorized)
Move furniture from room to room
Open windows without permission (throw articles from windows)

MORNING DETAIL

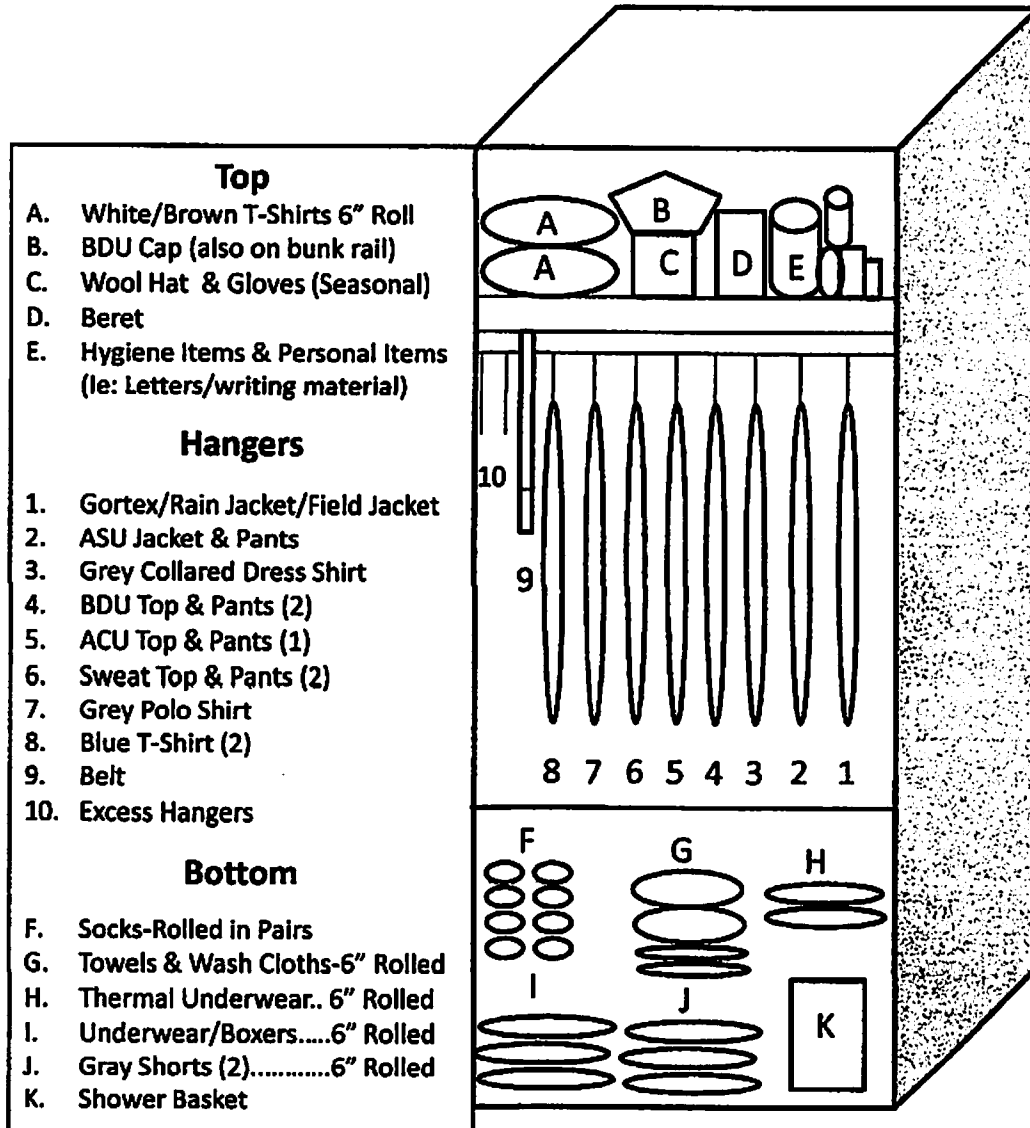
- Make bunk neatly and tight, with hospital corners and pillows fluffed.
- Sweep and mop floors.
- Empty trashcan, replace bag and flip over before exiting the room.
- Clean desktop, neatly arrange shelves and place chair underneath.
- Dust the top of the wall lockers, windowsills and mini-blinds with a damp cloth.
- Dust the ledges and shutter vents above the doorway with a damp cloth.
- Per diagram, neatly arrange footgear underneath the foot of your bunk.
- Per diagram, properly organize wall lockers
- Open mini-blinds, secure wall lockers and turn off lights.

WALL LOCKER

Wall lockers will be maintained in an organized fashion and locked at all times. Cadets may bring up to 4 personal photos, not to exceed 4x6 inches. If the displayed pictures do not meet the standards of the WLGOS Staff they will be immediately removed. **Wall lockers and rooms will be inspected daily and again during the weekly thorough inspection.**

- * Wall lockers will be kept clean at all times.
- * All clean shirts, pants and coats will be neatly hung on hangers.
- * All other clothing will be neatly rolled per wall locker display.
- * Dirty clothes will be kept in a laundry bag at the foot of each bunk.

**Wil Lou Gray Opportunity School
MALE/FEMALE Cadet Wall Locker Display**



UNIFORMS AND APPEARANCE

Uniforms are an important part of the program's image and we expect them to be worn with pride and distinction by all cadets. It is the sole responsibility of each cadet to maintain the security, serviceability and fitness of these uniforms. Therefore, WLGOs is not responsible for any lost or stolen uniform articles.

No civilian clothing will be worn once you attend Wil Lou Gray. We will issue each cadet standard clothing that will be worn as dictated by staff. These items are not to be exchanged with a fellow cadet. If an item is lost, misplaced or altered, then the cadet will be held accountable for reimbursing the school. The only items required to be purchased by cadets are underwear, socks, and other personal items necessary to maintain acceptable hygiene and appearance. Female cadets are also required to wear a sports bra for Physical Training (PT). All of these items are outlined on your packing list.

Items issued to cadets:

- BDU pants with belt (2 each)
- BDU shirt (2 each)
- Tee Shirt, brown
- Boots
- BDU Hat
- Tee shirt, blue (2 each)
- Coat (winter)
- Sweats (2 each)
- Shorts, Grey (2 each)
- Gloves (winter)
- Wool hat, black (winter)
- Camo raincoat
- Cap
- Canteen, 2 Qt.
- Garrison Cap or Beret (1 each)
- Class B Shirt (1 each)
- Dress pants, belt, brass buckle (1 each)
- Dress shoes (1 each)
- Name tag (1 each)
- Class A Jacket (winter)
- ID's must be worn in appropriate manner at all times
- Only one t-shirt will be worn at a time. (Example when wearing blue WLGOs t-shirt no white t-shirt underneath.

The appearance of a cadet is of the utmost importance. The way a cadet presents himself/herself demonstrates both dignity and self-confidence. Requirements for personal grooming and hairstyles are as follows:

Personal grooming:

- Shower daily.
- Male cadets will shave daily. (electric rotary razors are acceptable)
- Keep hair neatly combed and cut in accordance to the school standards.
- Keep fingernails trimmed, clean and only fingertip length. No acrylic or false fingernails are permitted. No fingernail polish will be permitted, including clear.
- Earrings and any other piercings are prohibited with any uniform.
- No fillers may be used to keep the opening for the piercing open.
- No jewelry is allowed (wedding rings acceptable with proper approval)
- Absolutely NO colored contacts.

Hair – Hairstyles must conform to the wearing of school uniforms. This means a hat must be able to be placed on the head and remain in place under normal movement. Extreme or fad hairstyles are not allowed. Hair must be of a natural color. Excessive amounts of any styling aids are not permitted.

- **MALES** – Hair will be cut bimonthly in a short military style. No side burns, mustache, goatees or beards are allowed. If your beard is such that you must shave twice a day, then you must do so.
- **FEMALES** – Hair will be neatly groomed and must not present a ragged, unkempt or extreme appearance. Hair will not fall over the eyebrows or the bottom edge of the shirt collar. Any hair longer than this must be pinned up and not exceed 3 inches in bulk or interfere with the proper wear of the headgear. Hair ties and bobby pins must be similar in color of the hair. Hair must be kept up at all times and during all activities on and off campus. Likewise, designs cut into the hair or trendy styles that result in shaved portions of the scalp (other than the neckline) are prohibited. Females may wear braids that lie snugly on the head, with acceptable holding devices only. Braids will be in a bun and will not fall beneath the collar. **THERE WILL BE NO UNNATURAL HAIR COLORING OF ANY KIND ALLOWED. NO EXTENSIONS, DREADLOCKS, OR WEAVES OF ANY KIND!** Please see the diagram for hair standards and examples.
 - No make-up of any kind is allowed, including lip gloss. Only un-tinted Chap Stick will be permitted.
 - No electrical or battery operated appliances are allowed due to safety reasons. (Curling irons and flat irons stored in cadre office)
 - No Sunglasses

Shortest hair not less than 1-inch in length

Hair may be gradually tapered to end at the natural hair line

Bottom edge of collar



Short Hair Length

No extreme cuts, angles, or drastic differences in length from front to back

Bottom edge of collar



Medium Hair Length

Bottom edge of collar



Long Hair Length

Max. 3 Inches

Buns may be no wider than the width of the head

Max. 3 Inches

Bottom edge of collar



Bulk of Hair

HEALTH CARE

All non life-threatening health care will be provided by the Medical Department at the Wil Lou Gray Opportunity School, as well as transportation to and from off-campus appointments. All routine appointments need to be completed prior to registration day, including medical, dental, orthodontic, optical and dermatological. **Once a student is enrolled, all medical appointments must be authorized through the medical department at Wil Lou Gray.** As participation is required, excessive absences due to medical appointments or written medical limitations may result in a cadet being released from the program.

If a medical emergency should occur, cadets will be transported to the nearest medical facility and parents/guardians will be notified upon arrival. **THEREFORE, IT IS IMPORTANT THAT ALL HOME, WORK AND CELL PHONE NUMBERS OF PARENTS/GUARDIANS AND ALTERNATE CONTACTS REMAIN UPDATED.** All fees associated with outside medical care are the sole responsibility of the parents/guardians of the cadet, not the staff member/school who accompanies the cadet to the hospital.

Cadets are required to bring their medical insurance card on registration day. For safety purposes, this card will be kept on file in our medical department. In case of a medical emergency, this card will be presented to assist in payment. Again, any additional charges incurred (co-pays, etc.) will be the responsibility of the parent/guardian.

* SICK CALL

Cadets who are sick or have an injury will report to the cadre for sick call. The Medical Department will evaluate the condition and treat accordingly.

* DRUG TESTING

Random and mandatory drug tests may be performed; positive results may be cause for dismissal. If a cadet is allowed to remain in the program he/she will be assigned DP, notify parents/guardians of positive results and be referred to alcohol/drug counseling.

* MEDICATIONS

Prescription: Cadets are required to bring all prescribed medications on registration day. **It is mandatory that ALL medications be turned in to the Medical Department, where they will be dispensed as prescribed by the physician.** It is the cadets' responsibility to take all medications as prescribed by their physician. Noncompliance with the Medical Department may result in a cadet's dismissal from the program.

Over the Counter: Do not bring any over-the-counter (OTC) medications.

The Medical Department will be responsible for refilling and picking up prescriptions for cadets, unless prior arrangements have been made. However, the parents/guardians are responsible for any co-pays. Prescriptions that cannot be refilled due to depleted funds in the students account may result in the cadets' immediate dismissal from the program.

VISITATION

As you were informed prior to enrolling at Wil Lou Gray, there is NO VISITATION allowed!

PASS DATES

Cadets will **ONLY** go home during the mandatory passes. These dates were outlined and given to the parents/guardians at registration, as well as pick-up and return times. Transportation to and from campus during mandatory pass dates is the responsibility of the parents/guardians. **Late pick-ups or returns may result in dismissal from the program or a discipline referral. All cadets will serve DP for tardy returns. If a cadet has not returned to the program after three days then he/she will be dismissed from the program.**

BEREAVEMENT LEAVE

If a cadet needs to leave due to a death in the immediate family, administration must be notified and the proper paper work returned after the funeral (program, announcement, obituary). Bereavement leave is limited to three days, (day before, day of and the day after). Cadet must return by 7pm the day after. Immediate family is defined as the parents, great-grandparents, grandparents, legal guardians, brothers, spouse of brothers, sisters, spouse of sisters and children.

The only person(s) allowed sign-in or sign-out a cadet are the ones listed on the Student Data Sheet. Any and all other arrangements must be pre-authorized by the Residential Director.

DISCIPLINARY POLICIES

Cadets who consistently exhibit negative behaviors or physical aggression will be subject to Discipline Platoon. If this happens, we will make every effort to solve all problems at the lowest level, beginning with the Platoon Cadre, Counseling, Shift Supervisor and then the Residential Director. However, certain circumstances may dictate that a cadet be dismissed from the program. In such cases, the parents/guardians will be notified and required to pick up the student immediately. Again, it is the responsibility of the cadet to turn-in all school property if dismissed. Any lost, stolen or damaged items must be addressed financially by the parent/guardian. **The Opportunity School is not responsible for personal articles left behind once the student is no longer enrolled in the program.** The Behavioral Counseling Form is used to categorize all offenses deemed punishable through DP. However, the offenses listed below are considered serious and may result in immediate dismissal from the program:

Serious Offenses:

- ◆ Use, possess or transport tobacco products while attending WLGOS
- ◆ Use, possess or transport alcohol while attending WLGOS
- ◆ Use, possess or transport illegal drugs or paraphernalia while attending WLGOS
- ◆ Socializing or fraternizing with a cadet of the opposite sex/same sex or any sexual activities
- ◆ Sexual harassment. (Sexual harassment is form of sex discrimination that involves unwelcome sexual advances, request for sexual favors and other verbal or physical conduct when rejection of advance is made clear)
- ◆ Self-mutilating behavior, including Tattooing
- ◆ Physical hazing of cadets
- ◆ Physical assault
- ◆ Disrespect to a member of the staff
- ◆ Possession of a firearm or other lethal weapon
- ◆ Manifest indifference, or inability to adjust to the regimen of WLGOS

Wil Lou Gray Opportunity School Behavioral Counseling Form

Category A Offenses

Category A Offenses – 1 Day DP

- Horse playing
- Disrespectful behavior & misconduct
- Disturbing class or academic program
- Refusing to participate in class or academic program
- AWOL-on campus
- Passing notes or letters
- Failure to return from pass on time
- Unauthorized use of phone
- Disobey orders or instructions
- Room in gross disorder
- Unauthorized use of the Internet
- Spitting in formation
- Improper wear of uniform
- Possession of contraband

Category B Offenses

Category B Offenses – 2 Days DP

- Failure to complete or quit DP
- *Room breaking*
- *AWOL on campus (x2)*
- Tampering with any alarm system or cameras x1
- Verbal threatening or posturing with intimidation
- *Using obscene & vulgar language*

Referred to the WLGOs Director

- Physically threatening or assaulting a staff member
- Possession of any weapons, or using any item as a weapon
- Possession of illegal drugs
- More than 3 days late from pass
- Possession of any unauthorized medication
- Indecent exposure
- Fraternization-sexual intercourse or any other physical sexual act.
- Behavior that is dangerous to self or others)
- Theft from school property or staff
- Refuse to report, quit, or participate in DP x2
- Gang initiation
- Tampering with any alarm system or cameras x2
- Accumulation of seven (7) write-up offenses

Category C Offenses

Category C Offenses – 3 Days DP

- Fraternization- physical contact, affection, or any sexual misconduct, i.e. touching, kissing or hugging & etc.
- Destruction of school property \$100.00 and under (student will be financially responsible for repairs)
- Theft from other student property
- Failure to comply with medical instructions
- Disruption of standardize testing
- Late from pass and returned on day 2
- Branding, self mutilation or notching eye brows (will also refer student to medical).
- *Possession of a cell phone*

Category D Offenses

- Fighting-punching or physical blows with intent to do physical harm
- Bullying or threatening another cadet
- Any gang related activity, involving drawings, signs, or signals.
- AWOL-off campus
- Failure to pass drug test
- Destruction of school property \$100 and over (student will be financially responsible for repairs)
- Late from pass and returned on day 3
- Possession of tobacco products
- Misconduct that is uncontrollable

Referral to the WLGOs Director consequences

All referrals will be presented directly to the WLGOs Director and violations may result in more than five days DP, suspension, or student dismissal from the program. The School Director will determine consequences after reviewing all facts and if the decision is made to allow the student to remain within the program, the parents, or legal guardians, will be notified and informed of the student's behavior.

NOTE: CADETS INVOLVED IN ILLEGAL ACTIVITY WHILE ENROLLED, MAY BE SUBJECT TO IMMEDIATE DISMISSAL.

Wil Lou Gray Opportunity School Policy on: HARASSMENT, INTIMIDATION OR BULLYING

Issued **09/08**

Purpose: To establish the basic structure for maintaining a safe, positive environment for students and staff that is free from harassment, intimidation or bullying.

The Wil Lou Gray Opportunity School Board prohibits acts of harassment, intimidation or bullying of a student by students, staff and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

For purposes of this policy, harassment, intimidation or bullying is defined as a gesture, electronic communication, or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following.

- harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage
- insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school

Any student who feels he/she has been subjected to harassment, intimidation or bullying is encouraged to file a complaint in accordance with procedures established by the agency director. Complaints will be investigated promptly, thoroughly and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously.

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying.

The board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and district. Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of an employee. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

The agency director will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers and members of the community including its applicability to all areas of the school environment as outlined in this policy.

Legal references:

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

1. Section 16-3-510 - Organizations and entities revised.
2. Section 59-19-90 - General Powers and duties of school trustees.
3. Sections 59-63-210 through 270 - Grounds for which trustees may expel, suspend or transfer pupils; petition
for readmission; notices and parent conferences; expulsion for remainder of year and hearings; transfer
of pupils; corporal punishment; regulation or prohibition of clubs or like activities.
4. Section 59-63-275 - Student hazing prohibited.
5. Section 59-67-240 - Other duties of bus driver; discipline of students for misconduct.
6. Section 59-63-110, *et. seq.* - Safe School Climate Act.

B. State Board of Education Regulations:

1. R43-279 - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.

SECTION 59-63-110. Citation of article.

This article may be cited as the "Safe School Climate Act".

SECTION 59-63-120. Definitions.

As used in this article:

(1) "Harassment, intimidation, or bullying" means a gesture, an electronic communication, or a written, verbal, physical, or sexual act that is reasonably perceived to have the effect of:

(a) harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage; or

(b) insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school.

(2) "School" means in a classroom, on school premises, on a school bus or other school-related vehicles, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the child.

SECTION 59-63-130. Prohibited conduct; reports by witnesses.

(A) A person may not engage in:

(1) harassment, intimidation, or bullying; or

(2) reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information about an act of harassment, intimidation, or bullying.

(B) A school employee, student, or volunteer who witnesses, or has reliable information that a student has been subject to harassment, intimidation, or bullying shall report the incident to the appropriate school official.

HISTORY: 2006 Act No. 353, Section 2, eff June 12, 2006.

Exercises

Push-Ups

Your hands will be placed on the floor, slightly wider than shoulder width apart.

You must lower your upper body until your upper arm is at least parallel to the floor and elbows bent at 90 degrees before pushing back up to the starting position. If you do not come down that far the push-up will not count.

Start in the up position (Front Leaning Rest) with your elbows fully extended, feet no more than 12 inches apart, and your weight supported by your arms and toes.



You must keep your back straight at all times and lower your upper body until your upper arm is at least parallel to the floor, then return to the up position with arms fully extended. This is one repetition.

Resting must be done in the UP position. If you rest in the down position, this component of the test will be terminated.

Your breathing should be as normal as possible. Make sure you do not hold your breath.

Up-Downs:

Start standing with your arms over-head; then put your hands down on the ground to kick your feet back into a push-up position; perform one push-up; jump your feet back into your hands; stand up; repeat.

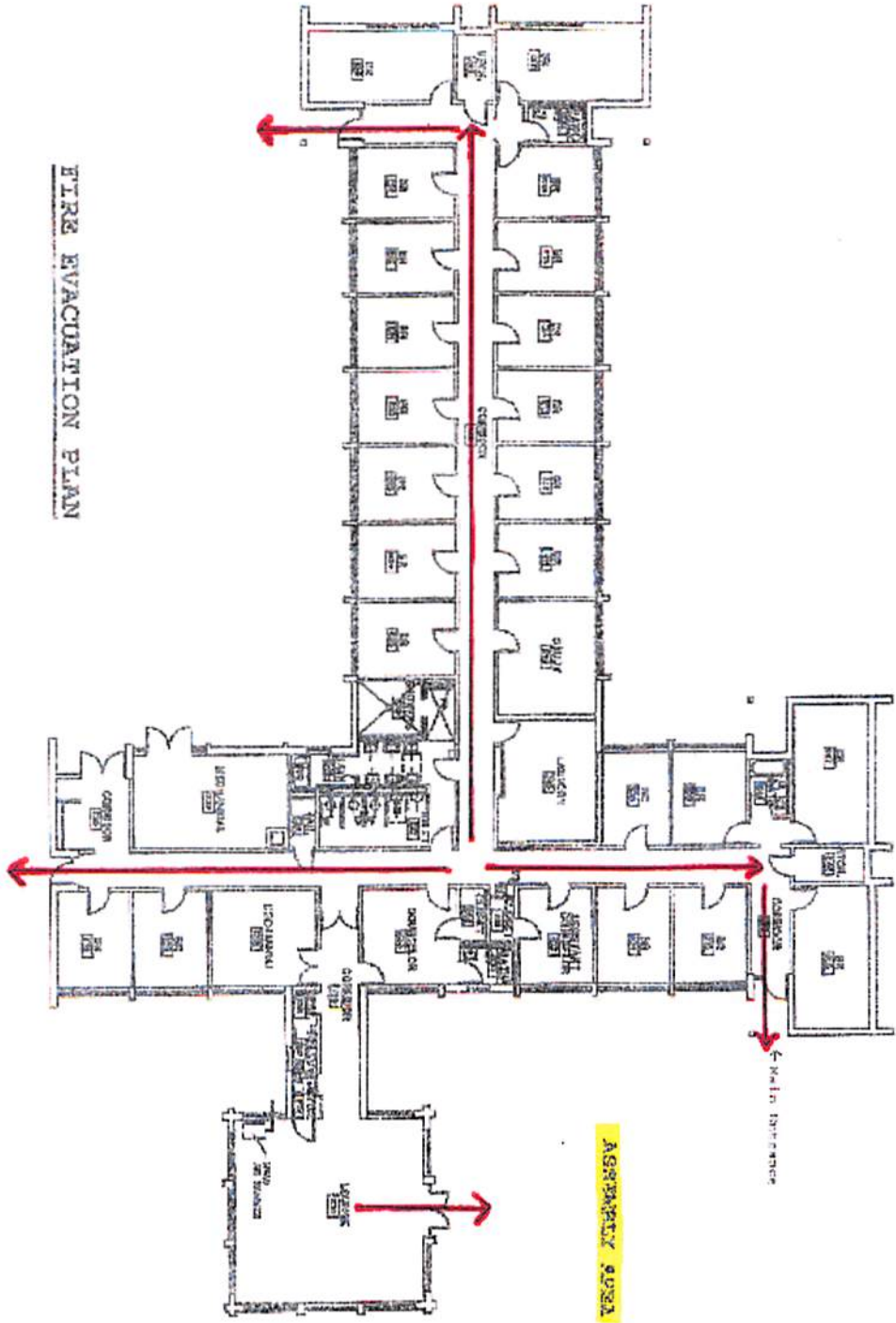


Green Mile

Stand with your feet hip-width apart and place your fingers on the back of your head, pulling your elbows and shoulders back and sticking your chest out. Lower your body as far as you can by pushing your hips back and bending your knees, keeping your torso upright and your core tight. Pause, then slowly push yourself back to the starting position. Take one step forward to the next set of tiles and repeat down the hallway and back to the T.

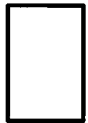


FIRE EVACUATION PLAN



WRITING HOME

Your Name, Your Platoon
Wil Lou Gray Opportunity School
3300 West Campus Road
West Columbia, SC 29170



Name of person you are writing to
Address
City, State and Zip Code

CADET DAILY SCHEDULE

MONDAY, WEDNESDAY, & FRIDAY

5:00am Wakeup
5:25-6:15 am Physical Training
6-7:30pm Bible Study each Wednesday (*only for those that volunteer to participate*)

TUESDAY & THURSDAY

6:00am Wakeup
6-7:25am Personal Hygiene/Dorm Maintenance

MONDAY thru FRIDAY

7:25-7:50am Formation/Flag Detail/Breakfast
7:50am Med Call
8:30am Academic Class Attendance
12:05pm Lunch/Med Call
1:00-3:48pm Academic Class Attendance
3:48-4:00pm Formation
4-4:45pm JROTC/After School Activities/Personal Hygiene/Laundry
5-5:45pm Dinner
5:30-7:00pm Med Call/Sick Call
6-7:30pm School Activities/Study Time
7:00pm Snacks/Mail Call/Personal Hygiene/Laundry
7:30-8:30pm Dorm Maintenance/Letter Writing/Quiet Time
9:00pm Lights Out

FRIDAY

(*Academic classes end at 12:03 pm*)

12:05pm Formation/Retreat/Lunch/Med Call
12:45-5:00pm JROTC/School Activities/Laundry/Phone Calls
5:00pm Dinner
5:30-7:00pm Med Call/Sick Call
6:00pm Movies Selection/ (*Auditorium*) / School Activities/Personal Hygiene/ Dorm Maintenance
7:00pm Snacks/Mail Call/Laundry
9:00pm Lights Out

SATURDAY

7:00am Wakeup/Personal Hygiene
7:45am Formation
8:00am Breakfast
8:30am Laundry
8:45am Med Call
9:00 – 11:45am School Activities
12:00pm Lunch/Med Call
1:00pm – 4:45pm Phone Calls/Recreational Time
5:00 pm Dinner/Med Call
7:00pm Snacks/Personal Hygiene
9:00pm Lights Out

SUNDAY

6:00am Wakeup/Personal Hygiene
6:45am Formation
7:30am Breakfast
8:00am Church/Quiet Time
9:15am Med Call/Laundry
12:00pm Lunch/Med Call
1:00pm – 4:45pm Phone Calls/Recreational Time
5:00pm Dinner/Med Call
7:00 pm Snack/Personal Hygiene/Study Time
9:00pm Lights Out

***Schedules are subject to change.

THE HONOR CODE

The Honor Code guides and directs the daily activities and actions of all cadets at WLGO. The most important element in the implementation of the Honor Code is for each cadet to believe in the Code itself. Believing in and living by the Code will create a sense of trust and promote a higher standard of living for everyone. A cadre member will explain the Honor Code in detail to you during your first week of residency.

Basic points of the Honor Code:

- A Cadet is always truthful and keeps his/her word.
- A Cadet is honest in all his/her actions.
- A Cadet respects the property rights of others and those of the program.
- A Cadet's signature is his/her bond.
- A Cadet is honor bound to report any breach of honesty to the cadre or other staff.

THE HONOR PLEDGE

As a Cadet at Wil Lou Gray Opportunity School, you are required to take the Honor Pledge which reads:

"I, _____, on _____, as a cadet, realize that honesty in all things is the foundation of a strong moral character. I, therefore, will not cheat, lie, or steal; and I will immediately report any violation that comes to my attention. I pledge to uphold the Honor Code of the Wil Lou Gray Opportunity School. If I fail to keep this pledge, I realize that I must in good faith abide by the decision of the Residential Director or Director."

Wil Lou Gray Opportunity School Cadet Handbook Acknowledgement Form

I have read and fully understand my cadet handbook to the best of my ability. I understand that I am ultimately responsible for all my actions and must adhere to all rules and regulations outlined in this handbook.

Signature of Cadet: _____

Date: _____

Signature of Authorized Staff: _____

Date: _____

1. Position

Question Title

2. What are your reasons for leaving the school? (Optional)

Question Title

3. Did you receive adequate training or on the job instructions

- Yes
- No

Question Title

4. Do you feel that you were treated fairly and respectfully by your supervisor or other staff members in your department.

- Yes
- No

Question Title

5. Would you consider working with the School again

- Yes
- No

Question Title

6. If you answered no to Questions 3, 4, 5 or 6, do you have any recommendations for improvement

Question Title

7. What was the best part of working for the School?

Question Title

8. What part did you dislike the most and do you have any recommendations for improvement?

Question Title

9. What changes would you recommend to retain future employees?

STATE OF SOUTH CAROLINA
2017 COMPREHENSIVE PERMANENT IMPROVEMENT PLAN

For the Plan Years 2018 - 2022

Wil Lou Gray Opportunity School

STATE OF SOUTH CAROLINA
COMPREHENSIVE PERMANENT IMPROVEMENT PLAN

Summary of Proposed Permanent Improvement Projects

Wil Lou Gray Opportunity School	Plan Year	Overall Priority	Unidentified	Total Sources
Campuswide Improvements	2018	1/1	500,000	500,000
Wil Lou Gray Opportunity School Total			500,000	500,000

STATE OF SOUTH CAROLINA
COMPREHENSIVE PERMANENT IMPROVEMENT PLAN

Proposed Permanent Improvement Project Details

K-12 Education and Cultural

Wil Lou Gray Opportunity School

Project	Campuswide Improvements	Plan Year	2018
Reference	H710-PIP-2018-6902	Plan Year Priority	2/5
Submission Type	CPIP Submission - Initial	Overall Priority	1/1

Project Type	Percentage	Facility Type	Percentage
Architectural and Engineering	10	Agency/Institution/Campus Wide	30
Construct Additional Facility	20	Auxiliary/Housing/Food Service/Laundry	40
Repair/Renovate Existing Facility/System	20	Auxiliary/Housing/Food Service/Laundry	30
Repair/Renovate Existing Facility/System	25		100
Repair/Renovate Existing Facility/System	25		
	100		

Project Costs	Amount	Fund Source	Amount
Builders Risk Insurance	1,000	Initial Request	
Contingency	40,000	Unidentified	500,000
Exterior Renovations	210,000		500,000
Interior Renovations	215,000		
Landscaping	4,000		
Other Permanent Improvements	20,000		
Professional Services/Fees	10,000		
	500,000		

Operating Budget Impact	Fund Group	Recurs	Amount
Maintenance and Repairs	General Funds - Existing	> 5 Years	4,000
Other Expenses	General Funds - Existing	> 5 Years	1,000
			5,000

Description

Campuswide improvements will include replacing the existing cafeteria commercial kitchen equipment to improve functionality and also add an awning to the entrance area of the cafeteria keep students out of the weather when necessary. We plan to renovate the auditorium stage area, sound/audiovisual systems, and outdoor drainage around the auditorium. Lastly we intend on renovating existing walkways and covered areas around the administration building. The justification is to stay ahead of dated areas where maintenance costs are escalating and to continue to improve existing facilities and equipment that are showing considerable wear and tear. More costly new construction is an option but not the most cost effective alternative.

AGENCY NAME	Wil Lou Gray Opportunity School
AGENCY CODE	H71



Comprehensive Permanent Improvement Plan Plan Years 2018 — 2022

PLAN SUBMISSION

This submission presents this agency's Comprehensive Permanent Improvement Plan and includes all permanent improvements as defined in Code Section 2-47-50 that are projected and proposed as of the date this document is signed. The submission of this Comprehensive Plan is authorized by the undersigned who certifies that the information presented is true and correct.


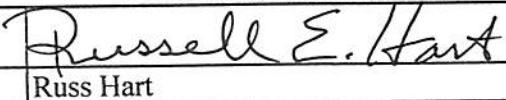
We certify that all funds available to this agency from its own sources or capabilities for financing permanent improvements have been applied to projects proposed in this plan. For 2017-2018, we certify that the funds projected for expenditure are, or with reasonable certainty will be, available to this agency.

Indicate the number of project worksheets accompanying this submission. 1
 Check here if the agency has no permanent improvement projects to be included in the plan.

Identify your agency's contacts for this submission:

	Name	Phone	Email
PRIMARY CONTACT	Charlie Abbott	896-6469	abbottc@wlgos.sc.gov
SECONDARY CONTACT	Melissa Thurstin	896-6480	thurstinm@wlgos.sc.gov

I have reviewed and approved this submission, which is complete and accurate to the extent of my knowledge.

	Agency Director	Board or Commission Chair
SIGN/DATE		
TYPE/PRINT NAME	Pat G. Smith	Russ Hart

This form must be signed by the department head — not a delegate.

AGENCY NAME	Wil Lou Gray Opportunity School		
AGENCY CODE	H71		
PLAN YEAR	2018		
AGENCY REFERENCE	SUBMISSION TYPE	CPIP Submission - Initial	



Comprehensive Permanent Improvement Plan Plan Years 2018 — 2022 Project Detail Worksheet

PROJECT NAME	Campuswide Improvements
--------------	-------------------------

PRIORITY	PLAN YEAR	2	of	5
	OVERALL	1	of	1

PROJECT TYPE		%		
	Repair/Renovate Existing Facility/	20	Architectural and Engineering	10
	Construct Additional Facility	20		
	Repair/Renovate Existing Facility/	25		
	Repair/Renovate Existing Facility/	25		
Total				100

FACILITY TYPE		%	
	Auxiliary/Housing/Food Service/L	40	
	Auxiliary/Housing/Food Service/L	30	
	Agency/Institution/Campus Wide	30	
Total			100

DESCRIPTION	<p>Campuswide improvements will include replacing the existing cafeteria commercial kitchen equipment to improve functionality and also add an awning to the entrance area of the cafeteria keep students out of the weather when necessary. We plan to renovate the auditorium stage area, sound/audiovisual systems, and outdoor drainage around the auditorium. Lastly we intend on renovating existing walkways and covered areas around the administration building. The justification is to stay ahead of dated areas where maintenance costs are escalating and to continue to improve existing facilities and equipment that are showing considerable wear and tear. More costly new construction is an option but not the most cost effective alternative.</p>
JUSTIFICATION	
ALTERNATIVES CONSIDERED	

AGENCY NAME	Wil Lou Gray Opportunity School		
AGENCY CODE	H71		
PLAN YEAR	2018		
AGENCY REFERENCE	SUBMISSION TYPE	CPIP Submission - Initial	



Comprehensive Permanent Improvement Plan
Plan Years 2018 — 2022
Project Detail Worksheet

PROJECT NAME	Campuswide Improvements
--------------	-------------------------

ESTIMATED PROJECT COSTS		AMOUNT
Professional Services/Fees		\$ 10,000
Interior Renovations		215,000
Exterior Renovations		210,000
Other Permanent Improvements		20,000
Landscaping		4,000
Builders Risk Insurance		1,000
Contingency		40,000
	Total	\$ 500,000

FUND SOURCES		FUND STATUS	AMOUNT
Unidentified		Initial Request	\$ 500,000
Unidentified			-
	Total		\$ 500,000

AGENCY NAME	Wil Lou Gray Opportunity School		
AGENCY CODE	H71		
PLAN YEAR	2018		
AGENCY REFERENCE	SUBMISSION TYPE	CPIP Submission - Initial	



Comprehensive Permanent Improvement Plan
 Plan Years 2018 — 2022
 Project Detail Worksheet

PROJECT NAME	Campuswide Improvements
--------------	-------------------------

ANNUALIZED OPERATING BUDGET IMPACT			
EXPENDITURE CATEGORY	FUND GROUP	RECURS	COST/(SAVINGS) AMOUNT
Maintenance and Repairs	General Funds - Existing	>5 Years	\$ 4,000
Other Expenses	General Funds - Existing	>5 Years	1,000
Overall			\$ 5,000

2018-2019 Collaborative Agreement

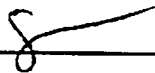
The agencies below agree to collaborate efforts during the 2018-2019 school year. The provisions below will include, but will not be limited to those stated.

Lexington School District Two & Four Adult Education program will provide:

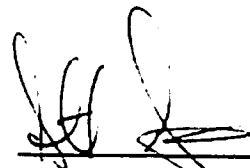
- Part time teacher to provide instructional support to students and staff at Wil Lou Gray
- WIN access to Cadet to include online instruction and WIN Career Readiness assessment
- Supplemental instructional materials
- TABE Testing
- Access to our online learning suite which includes: Essential Education: TABE & GED academy, WIN instruction and Aztec software
- Training for Wil Lou Gray's test proctor in TABE and WIN

Wil Lou Gray program will provide:

- Testing lab for TABE and WIN
- TABE test and registration information for each cadet
- Classroom attendance



Lexington School District Two & Four
Designee



Wil Lou Gray Designee

MEMORANDUM OF AGREEMENT

BETWEEN

SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

AND

~~Will~~
 Will Lou Gray Opportunity School (LOCAL EDUCATION AGENCY)

I. PURPOSE:

The South Carolina Department of Health and Environmental Control (hereafter DHEC) and Will Lou Gray Opportunity School (hereafter the Local Education Agency (LEA) or contracting party), hereby enter into this Memorandum of Agreement (hereafter MOA) for the purpose of enabling the school nurse to complete the South Carolina Certificate of Immunization (Certificate) for students enrolling in a school under the authority and control of the LEA. Under the terms of this MOA, school nurses may issue certificates only to those students who provide up-to-date written immunization records from an authorized provider and do not have immunizations that are due, late or medically contraindicated.

II. SCOPE OF SERVICES:

A. Responsibilities of DHEC: DHEC shall

1. Provide training for designated school nurses to issue the South Carolina Certificate of Immunization for students enrolled or enrolling in the school district and who present up-to-date written immunization records. Training will include:
 - a. Required immunization schedules and intervals,
 - b. Instructions for completing forms,
 - c. Confidentiality, and
 - d. Knowledge / competency evaluation.
2. Provide authorization by the DHEC Director of Clinical Services for school nurses who satisfactorily complete the training to issue the South Carolina Certificate of Immunization in accordance with state law. Only a licensed nurse (Advanced Practice Registered Nurse, Registered Nurse or Licensed Practical Nurse) may be authorized by the DHEC School Nurse MOA to complete and sign SC Certificates of Immunization and access the SC Immunization Registry as a school nurse.
3. Provide a contact person to respond to questions from school nurses.

B. Responsibilities of LEA: LEA shall

1. Provide the name, phone number and e-mail address for a lead school nurse or other LEA staff to serve as a point of contact for matters related to training and implementation of this MOA. Training must be provided by designated DHEC staff. All nurses, including nurses hired after the LEA's training, must receive appropriate training by designated DHEC staff before issuing the certificates.
2. Provide time and a location for school nurses to be trained.
3. Assure that school nurses follow procedures outlined in the training manual when issuing the South Carolina Certificate of Immunization provided there is no conflict with LEA's policies. In the event of an identified conflict, LEA will notify DHEC immediately. If the parties are unable to resolve the conflict, this MOA will be terminated pursuant to the provisions of III. B.
4. Assure that school nurses issuing the SC Certificate of Immunization adhere to the Required Standards of Immunization for School and Day Care Attendance for the school year that the student is enrolled or enrolling. The 2018-2019 Required Standards of Immunization for School and Day Care Attendance are attached (Attachment I).

III. TERMS AND CONDITIONS:

A. EFFECTIVE DATES.

This MOA shall be effective on March 1, 2018 or when all parties have signed, whichever is later, and will terminate on June 30, 2019. A new MOA may be completed annually.

B. TERMINATION.

1. Subject to the provisions contained below, this MOA may be terminated by either party providing thirty (30) days advance written notice of termination to the other party.
2. Funds for this MOA are payable from State and/or federal and/or other appropriations. If funds are not appropriated or otherwise available to pay the charges under this MOA, it shall terminate without further

obligations by DHEC upon providing written notice to the LEA.

3. DHEC may terminate this MOA for cause, default or negligence on the part of the LEA at any time without thirty days advance written notice. DHEC may, at its option, allow the LEA a reasonable time to cure the default before termination.

C. **AMENDMENTS.**

The MOA may only be amended by written agreement of all parties, which must be executed in the same manner as the MOA.

D. **SPECIAL TRAINING AND CONTINUATION OF PROCESS:**

School nurses trained by designated DHEC staff to issue the SC Certificate of Immunization for the 2018-2019 school year may continue to do so until **October 31, 2019**. To continue issuing the SC Certificate of Immunization after **October 31, 2019**, training for the 2019-2020 school year must be successfully completed. Training must be provided by designated DHEC staff.

E. **CONFIDENTIALITY**

Confidential information includes information known or maintained in any form, whether recorded or not, consisting of protected health information, other health information, personal information, personal identifying information, confidential business information, and any other information required by law to be treated as confidential, designated as confidential by DHEC, or known or believed by LEA or LEA's employee or agent to be claimed as confidential or entitled to confidential treatment.

1. LEA will not:

- a. access, view, use, or disclose confidential information without written authorization from DHEC, unless required to perform its responsibilities under this MOA or required by law (as determined by a court or other governmental body with authority);
 - b. discuss confidential information obtained in the course of its relationship with DHEC with any other person or in any location outside of its area of responsibility in DHEC; or
 - c. make any unauthorized copy of confidential information, or remove or transfer this information to any unauthorized location or media.
2. LEA will direct any request it receives for confidential information obtained through performance of services under this MOA, including a subpoena, litigation discovery request, court order, or Freedom of Information Act request, to the DHEC Contracts Manager and DHEC Office of General Counsel as soon as possible, and in every case within one business day of receipt. If LEA discloses confidential information pursuant to a properly completed authorization or legal process, order, or requirement, contractor must document the disclosure and make the documentation and authorization available for DHEC inspection and audit.
 3. LEA must ensure that its employees, agents, and subcontractors who may have access to DHEC confidential information are aware of and comply with these confidentiality requirements. The LEA and the LEA's employees/agents are required to sign the DHEC Confidentiality Agreement for School Immunization Certification, attached hereto Attachment II. LEA must ensure that any release of confidential information is limited to the minimum necessary to meet its obligations under this agreement and applicable law. If LEA will or may have access to any Protected Health Information (PHI) under the Health Insurance Portability and Accountability Act (HIPAA), Public Law 104-92, as amended, and regulations (45 CFR Parts 160 and 164), DHEC may require LEA to sign and comply with DHEC's Business Associate Agreement (DHEC Form 0854) and protect PHI in compliance with the referenced HIPAA laws.
 4. The LEA must immediately notify the DHEC Compliance Officer and the DHEC Contracts Manager of any unauthorized use or disclosure of confidential information received under this MOA.
 5. The LEA's obligations under this provision and any other agreements concerning confidentiality shall survive termination, cancellation, or expiration of the MOA.

F. RECORD KEEPING, AUDITS, & INSPECTION.

1. LEA shall create and maintain adequate records to document all matters covered by this MOA. LEA shall retain all such records for six (6) years after the end of the MOA period, and make records available for audit at any time DHEC deems necessary. If any litigation, claim, or audit has begun but is not completed at the end of the six-year-period, or if audit findings have not been resolved at the end of the six-year-period, the records shall be retained until the resolution of the audit findings. LEA shall allow DHEC to inspect facilities and locations where activities under this MOA are to be performed on reasonable notice. Unjustified failure to produce any records required under this paragraph may result in immediate termination of this MOA with no further obligation on the part of DHEC.
2. LEAs must follow the SC Department of Archives and History's General Records Retention Schedules for School District Records for retention of individual student immunization records.

G. LIABILITY, NO AGENCY RELATIONSHIP.

Neither party shall be liable for any claims, demands, expenses, liabilities and losses (including reasonable attorney's fees) which may arise out of any acts or failures to act by the other party, its employees or agents, in connection with the performance of services pursuant to this MOA. Neither party is an employee, agent, partner, or joint venturer of the other. Neither party has the right or authority to control or direct the activities of the other or the right or ability to bind the other to any agreement with a third party or to incur any obligation or liability on behalf of the other party, unless expressly authorized in this MOA.

H. NON-DISCRIMINATION.

No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in relation to activities carried out under this MOA on the grounds of race, color, religion, sex, age, national origin, disability, or any other basis prohibited by law. This includes the provision of language assistance services to individuals of limited English proficiency eligible for services provided by DHEC.

I. DRUG FREE WORKPLACE.

By signing this MOA, the LEA certifies that it will comply with all applicable provisions of The Drug-free Workplace Act, S. C. Code of Laws Section 44-107-10 et. seq., as amended.

J. CHOICE OF LAW.

The MOA, any dispute, claim, or controversy relating to the MOA and all the rights and obligations of the parties shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of the State of South Carolina, except its choice of law rules.

K. DISPUTES.

All disputes, claims, or controversies relating to the MOA shall be resolved in accordance with the South Carolina Procurement Code, S.C. Code, Section 11-35-10 et seq., to the extent applicable, or if inapplicable, claims shall be brought in the Court of Common Pleas for Richland County, or in the United States District Court for the District of South Carolina, Columbia Division. By signing this MOA, LEA consents to jurisdiction in South Carolina and to venue pursuant to this MOA. LEA agrees that any act by DHEC regarding the MOA is not a waiver of either sovereign immunity or immunity under the Eleventh Amendment of the United States Constitution.

L. PREVENTING AND REPORTING FRAUD, WASTE AND ABUSE.

DHEC has procedures and policies concerning the prevention and reporting of fraud, waste and abuse (FWA) in agency-funded programs, including but not limited to those funded by federal grants such as Medicaid. No agency employee, agent, or LEA shall direct, participate in, approve, or tolerate any violation of federal or State laws regarding FWA in government programs.

Federal law prohibits any person or company from knowingly submitting false or fraudulent claims or statements to a federally funded program, including false claims for payment or conspiracy to get such a claim approved or paid. The False Claims Act, 31 U.S.C. §3729-3733, and other "whistleblower" statutes include remedies for employees who are retaliated against in their employment for reporting violations of the Act or for reporting fraud, waste, abuse, or violations of law in connection with federal contracts or grants, or danger to public health or safety. Under State law, persons may be criminally prosecuted for false claims made for health care benefits, for Medicaid fraud, for insurance fraud, or for using a computer in a fraud scheme or to obtain money or services by false representations. Additional information regarding the federal and State laws prohibiting false claims and DHEC's policies and procedures regarding false claims may be obtained from the agency's Contracts Manager or Bureau of Business Management.

Any employee, agent, or contractor of DHEC who submits a false claim in violation of federal or State laws will be

reported to appropriate authorities.

If LEA, LEA's agents or employees have reason to suspect FWA in DHEC programs, this information should be reported in confidence to DHEC. A report may be made by writing to the Office of Internal Audits, DHEC, 2600 Bull Street, Columbia, SC 29201; or by calling the DHEC Fraud, Waste and Abuse Hotline at 803-896-0650 or toll-free at 1-866-206-5202. The LEA is required to inform LEA's employees of the existence of DHEC's policy prohibiting FWA and the procedures for reporting FWA to DHEC. The LEA must also inform LEA's employees, in writing, of their rights and remedies under 41 U.S.C. §4712 concerning reporting FWA or violations of law in connection with federal contracts or grants, or danger to public health or safety, in the predominant native language of the workforce.

M. INSURANCE.

Each party will maintain professional, malpractice and general liability insurance, and may be required to provide the other party with satisfactory evidence of such coverage. Neither party will provide individual coverage for the other party's employees, with each party being responsible for coverage of its employees.

N. LICENSES.

During the term of this MOA, each party shall maintain its respective federal and state licenses, certifications, and accreditations required for the provision of services herein. The LEA will immediately notify DHEC if a board, association, or other licensing authority takes any action to revoke or suspend the license, certification, or accreditation of LEA or LEA's employees or agents providing or performing services under this MOA.

O. FINANCIAL RESPONSIBILITY.

Under this MOA each party shall bear and be responsible solely for its own costs and expenses necessary to comply with this MOA.

P. COMPLIANCE WITH LAWS.

LEA shall comply with all applicable provisions of laws, codes, ordinances, rules, regulations and tariffs in the performance of this MOA.

Q. SEVERABILITY.

The invalidity or unenforceability of any provision of this MOA shall not affect the validity or enforceability of any other provision, which shall remain in full force and effect.

R. ATTACHMENTS/ADDENDA. Attachments, addenda or other materials attached to the MOA are specifically incorporated into and made part of this MOA.

S. IMMUNIZATION REGISTRY.

The LEA's school nurse(s) may access the South Carolina Immunization Registry in performing duties under this MOA. The LEA must comply with DHEC's Terms of Use for the Registry (Attachment III, incorporated by reference into this MOA).

APPROVED AND ACCEPTED FOR DHEC

Midlands
(PUBLIC HEALTH REGION)

BY: _____

Buck Wilson
Midlands Region Public Health Director

803-576-2900
Phone

wilsonbl@dhec.sc.gov
E-mail Address

DATE: _____

APPROVED AND ACCEPTED FOR

WIL
Will Lou Gray Opportunity School
(LEA)

BY: Sign name x *P. G. Smith*

Name
Print name x PAT G SMITH

DIRECTOR
Title

DATE: APRIL 24, 2018

MAILING ADDRESS:

3300 West Campus Road

West Columbia, SC 29170

EMPLOYER ID # 576 000 286

TYPE OF ENTITY (check one):

- Corporation
- LLC
- Partnership
- Individual/sole proprietor
- Other (specify) STATE AGENCY

If a corporation or LLC:

State of incorporation/organization:

Registered agent and address in South Carolina:

SCDLLR or other license #

THIS AGREEMENT IS NOT OFFICIAL AND BINDING UNTIL SIGNED BY THE DHEC CONTRACTS MANAGER.

Francine Miller
DHEC Contracts Manager

DATE: _____



Healthy People. Healthy Communities.

February 8, 2018

Dear Immunization Provider:

In accordance with South Carolina Code of Laws, Section 44-29-180, and South Carolina Regulation 61-8, the 2017-2018 "Required Standards of Immunization for School Attendance" and the "Required Standards of Immunization for Day Care Attendance" are enclosed. These requirements are effective for the 2018-2019 school year.

Changes for the 2018-2019 School Year

- 4th grade has been added to the requirement for (2) doses of varicella. A child with a positive history of the disease is considered immune and is exempt from this requirement.
- 6th grade has been added to the requirement for three (3) doses of oral and/or inactivated polio vaccine **with at least one (1) dose received on or after the fourth birthday.**
- 12th grade has been added to the requirement for (1) Tdap (tetanus, diphtheria, and pertussis) booster. Tdap is routinely administered at 11-12 years of age; however, a dose administered on or after the seventh birthday will meet this requirement.

General Guidance Points

- On the day of an office visit, if a child cannot obtain all age-eligible vaccine(s) required for day care and/or school for a **medical reason**, a medical exemption (temporary or permanent as determined by the clinician) must be issued for the certificate to be valid. DHEC supports the provision of all Advisory Committee on Immunization Practices (ACIP) recommended vaccines according to the current ACIP schedules and vaccine specific recommendations (<http://www.cdc.gov/vaccines/hcp/acip-recs/index.html>).
- **SC State Law only allows the following exemptions to vaccine requirements:**
 - **Medical Exemption:** A valid SC Certificate of Immunization (DHEC 2740) which includes all administered vaccines to date and notes a documented medical exemption (temporary or permanent) for vaccines which are not administered for a medical reason. For temporary medical exemptions, an expiration date in the future is noted when next immunizations are due to be obtained. **THIS IS THE ONLY EXEMPTION A PRIVATE IMMUNIZATION PROVIDER CAN AUTHORIZE.**
 - **Religious Exemption:** A SC Certificate of Religious Exemption (DHEC 1126) is issued by a DHEC Health Department. The parent or guardian must sign the DHEC form in the presence of a notary.
 - **Special Exemption:** A SC Certificate of Special Exemption (DHEC 1123) may be issued by the school to a student that has been unable to secure immunizations or documentation of immunizations already received. This exemption is only valid for 30 calendar days for the current enrollment and may be issued only once.
- A valid South Carolina Certificate of Immunization for **all enrolled children, 3 months of age and older**, must be maintained by public and private childcare facilities (as defined in Section 63-13-20 of SC Code of Laws); public, private, and parochial schools, grades kindergarten through 12th grade; and child development programs under the control of the Department of Education.
- Doses documented on the immunization certificate must be valid doses according to accepted practice standards for the minimum age(s) and intervals, as well as all ACIP comprehensive and vaccine specific recommendations (<http://www.cdc.gov/vaccines/hcp/acip-recs/index.html>). The "Minimum Ages and Intervals Between Doses of Routinely Recommended Vaccines" table is enclosed for your reference.
- Vaccine administration must be in accordance with CDC: General Best Practice Guidelines for Immunization. (<https://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/index.html>).
- Children enrolled in PreK or 4K programs and younger must meet Day Care Requirements (see enclosed), even if attendance is in a school setting. Children enrolled in 5-year-old kindergarten through Grade 12 must meet School Requirements (see enclosed).
- Children enrolled in grades 5K or greater who also attend a childcare facility (e.g., after school and/or summer program) must meet School Requirements and have a valid South Carolina Certificate of Immunization on file at both day care and school.

DHEC appreciates your continuing efforts to protect South Carolina children from vaccine-preventable diseases. Please advise your patients to receive all age-appropriate vaccines as recommended by the Centers for Disease Control and Prevention (CDC). Procedural and other questions may be directed to DHEC's Immunization Division at 803-898-0460 or 1-800-277-4687 (1-800-27-SHOTS), or immunize@dhec.sc.gov.

Sincerely,

Teresa Foo, MD, MPH
Medical Consultant, Division of Immunization

Stephen M. White, MHA
Director, Division of Immunization

2018-2019 REQUIRED STANDARDS OF IMMUNIZATION FOR SCHOOL ATTENDANCE

Pursuant to Section 44-29-180, South Carolina Code of Laws, and South Carolina Regulation 61-8, "no superintendent of an institution of learning, no school board or principal of a school...may...enroll or retain a child or person who cannot produce satisfactory evidence of having been vaccinated or immunized so often as directed by the Department of Health and Environmental Control.... Records of vaccinations or immunizations must be maintained by the institution, school or day care facility to which the child or person has been admitted."

The Department of Health and Environmental Control has declared the following minimum immunization requirements are necessary for a child to be admitted to any public, private, or parochial school, grades five-year-old kindergarten through twelve (5K-12):

Minimum Requirements:^{1,5}

Vaccine for:	Grade	Grade Level Requirements: <i>Grade level requirements apply to all students entering or retained in the grades specified.</i>
Diphtheria, Tetanus and Pertussis	5K – 12	Four (4) doses of any combination of DTP, DT, DTaP, Td, or Tdap vaccine with at least one (1) dose received on or after the fourth birthday ²
Tdap Booster	7-12	One (1) dose of Tdap vaccine received on or after the 7 th birthday ³ If necessary, this dose of Tdap may be included as one of the doses needed to meet the requirement for Diphtheria, Tetanus, and Pertussis noted above.
Polio ⁴	5K-6 7-12	Three (3) doses of oral and/or inactivated polio vaccine with at least one (1) dose received on or after the fourth birthday Three (3) doses of oral and/or inactivated polio vaccine (IPV) with at least one (1) dose received on or after the 4 th birthday <u>OR</u> four (4) doses of oral and/or inactivated polio vaccine (IPV) before 4 th birthday (if all doses separated by at least 4 weeks) - <i>Follow CDC recommendations for students 18 years of age and older</i> ⁴
Rubeola (Measles) Rubella (German Measles) Mumps	5K – 12	Two (2) doses of rubeola (Measles) vaccine with both doses received on or after the first birthday and separated by at least 4 weeks One (1) dose of rubella (German Measles) vaccine received on or after the first birthday One (1) dose of mumps vaccine received on or after the first birthday
Hepatitis B	5K – 12	Three (3) doses of hepatitis B vaccine with the third dose received ≥ 24 weeks of age and at least 16 weeks after the first dose
Varicella	5K - 4 5-12	Two (2) doses of varicella vaccine with both doses received on or after the first birthday and separated by at least 4 weeks or a positive history of disease. One (1) dose of varicella vaccine received on or after the first birthday or positive history of disease

¹When issuing a South Carolina Certificate of Immunization, doses documented on the immunization certificate must be valid according to accepted practice standards for minimum age(s) and intervals.

²For unvaccinated or incompletely vaccinated children 7 years of age and older, refer to currently published ACIP Catch-Up Schedule for number of doses necessary to complete diphtheria, tetanus, and pertussis series and meet this requirement.

³Tdap is routinely administered at 11-12 years of age; however, a dose administered on or after the seventh birthday will meet this requirement.

⁴Routine vaccination of persons 18 years of age and older who reside in the United States is not necessary or recommended, unless in the following high risk categories: 1) traveler to areas where poliomyelitis is endemic or epidemic; 2) laboratory worker handling specimens that may contain polioviruses; or 3) healthcare worker who has close contact with patients who might be excreting wild polioviruses.

⁵Pursuant to Section 44-29-180, South Carolina Code of Laws, and South Carolina Regulation 61-8, students may be exempt from these immunization requirements for the following reasons:

Medical Exemption: The Medical Exemption section of the SC Certificate of Immunization should only be completed when a child has a permanent or temporary medical reason for exclusion from receipt of vaccine(s). The Medical Exemption section must be completed by a licensed Physician (MD or DO) or his/her authorized representative (e.g. Physician's Assistant - PA, or Advanced Practice Registered Nurse - APRN).

Religious Exemption: A religious exemption may be granted to any student whose parents, parent, guardian, or person in loco parentis signs the appropriate section of the South Carolina Certificate of Religious Exemption stating that one or more immunizations conflicts with their religious beliefs. The South Carolina Certificate of Religious Exemption can only be obtained from the Department of Health and Environmental Control

Special Exemptions: A South Carolina Certificate of Special Exemption, signed by the school principal or his/her authorized representative, may be issued to transfer students while awaiting arrival of medical records from their former area of residence or to other students who have been unable to secure immunizations or documentation of immunizations already received. This exemption may be issued only once and is valid for only thirty (30) calendar days from the date of enrollment. Upon expiration of this special exemption, the student must present a valid South Carolina Certificate of Immunization or a valid South Carolina Certificate of Religious Exemption.

2018-2019 REQUIRED STANDARDS OF IMMUNIZATION FOR DAY CARE ATTENDANCE

Pursuant to Section 44-29-180, South Carolina Code of Laws, "...no owner or operator of a public or private childcare facility as defined in Section 63-13-20 may...enroll or retain a child or person who cannot produce satisfactory evidence of having been vaccinated or immunized so often as directed by the Department of Health and Environmental Control. Records of vaccinations or immunizations must be maintained by the institution, school or day care facility to which the child or person has been admitted."

The Department of Health and Environmental Control has declared the following minimum requirements are necessary to receive the final immunization certificate for day care attendance for 4K programs and younger. Children enrolled in day care who have not yet received all required immunizations must present a valid SC Certificate of Immunization that indicates by expiration date of the certificate when the next immunization(s) are due. The child is allowed to remain in the day care no longer than 30 days after the noted expiration date.

Children enrolled in grade 5K or greater AND enrolled in a childcare facility (e.g., after school and/or summer program) must meet school immunization requirements and have a valid SC Certificate of Immunization on file at the childcare facility.

Minimum Requirements:^{1, 3}

Vaccine for:	Day Care Requirements:
Diphtheria, Tetanus and Pertussis	Four (4) doses of any combination of DTP, DT, or DTaP vaccine
Polio	Three (3) doses of any combination of oral or inactivated polio vaccine
Haemophilus influenzae Type b (Hib)	Current, age-appropriate <i>Haemophilus influenzae</i> Type b conjugate vaccination according to the currently published immunization schedule. For children 15-59 months of age who have not yet completed age-appropriate Hib vaccination, one (1) dose of <i>Haemophilus influenzae</i> Type b vaccine at or after 15 months of age is required. Hib vaccine is <u>not</u> required for children 5 years of age and older.
Rubeola (Measles)	One (1) dose of rubeola (Measles) vaccine received on or after the first birthday
Rubella (German Measles)	One (1) dose of rubella (German Measles) vaccine received on or after the first birthday
Mumps	One (1) dose of mumps vaccine received on or after the first birthday
Hepatitis B	Three (3) doses of hepatitis B vaccine with the third dose received ≥ 24 weeks of age and at least 16 weeks after the first dose
Varicella	One (1) dose of varicella vaccine received on or after the first birthday or positive history of disease
Pneumococcal	Current, age-appropriate pneumococcal vaccination according to the currently published immunization schedule. ² For children aged 24-59 months who have not yet completed any age-appropriate pneumococcal vaccination schedule (PCV7 or PCV13), one (1) dose of 13-valent pneumococcal conjugate vaccine on or after the 2 nd birthday is required. Pneumococcal conjugate vaccine is <u>not</u> required for children 5 years of age and older.

¹When issuing a South Carolina Certificate of Immunization, doses documented on the immunization certificate must be valid according to accepted practice standards for minimum age(s) and intervals.

²A single supplemental dose of PCV13 is strongly recommended for all children 14-59 months of age who have completed age-appropriate pneumococcal vaccination with the 7-valent pneumococcal vaccine (PCV7), but is not required for day care attendance.

³Pursuant to Section 44-29-180, South Carolina Code of Laws, and South Carolina Regulation 61-8, children may be exempt from these immunization requirements for the following reasons:

Medical Exemption: The Medical Exemption section of the SC Certificate of Immunization should only be completed when a child has a permanent or temporary medical reason for exclusion from receipt of vaccine(s). The Medical Exemption section must be completed by a licensed Physician (MD or DO) or his/her authorized representative (e.g. Physician's Assistant, or Advanced Practice Registered Nurse).

Religious Exemption: A religious exemption may be granted to any student whose parents, parent, guardian, or person in loco parentis signs the appropriate section of the South Carolina Certificate of Religious Exemption stating that one or more immunizations conflicts with their religious beliefs. The South Carolina Certificate of Religious Exemption can only be obtained from the Department of Health and Environmental Control.



DHEC CONFIDENTIALITY AGREEMENT: School Nurse Completion of the Certificate of Immunization

I understand and agree to the following terms:

- 1) My employer has entered into a Memorandum of Agreement (the "Agreement") with the South Carolina Department of Health and Environmental Control ("DHEC") for the purpose of enabling school nurses to complete the South Carolina Certificate of Immunization for students enrolling in a school that is under the authority and control of my employer;
- 2) DHEC has a legal and ethical responsibility to protect confidential information given or made available to DHEC in administering the agency's programs and services. Consequently, the Agreement includes a confidentiality provision, setting forth requirements concerning the access, protection and disclosure of confidential information. During the course of the Agreement, I may have access to such confidential information in many forms, including oral, written and electronic;
- 3) I acknowledge that I have been made aware of and am bound by the terms of the confidentiality provision of the Agreement, as well as the terms of this Confidentiality Agreement, and I will treat all information received from or through DHEC or generated in connection with the performance of the Agreement as confidential in accordance therewith, unless otherwise instructed by DHEC through my supervisor;
- 4) I will not disclose confidential information except to the extent DHEC authorizes the disclosure in writing or the disclosure is required by law, as instructed by my supervisor;
- 5) I will not access or view any DHEC information unless required to perform my job duties under the Agreement;
- 6) I will not make any unauthorized copies of confidential information or remove or transfer such information to any unauthorized location, and I will safeguard any confidential information removed from DHEC for authorized work purposes in connection with performing my job duties;
- 7) If I have any questions about whether information is confidential, whether I need access to certain information, or whether certain information should be disclosed, I will ask my supervisor before accessing the information or making any disclosure;
- 8) I will immediately report any unauthorized disclosure of confidential information to my supervisor;
- 9) I will immediately report any request I receive for confidential information, including a subpoena, litigation discovery request, or court order, to my supervisor. I will not disclose any confidential information in response to such a request without first notifying DHEC and receiving DHEC's authorization to respond as instructed by my supervisor, unless ordered to do so by a court of law;
- 10) My compliance with this Confidentiality Agreement is an essential condition of the Agreement. My violation of this Confidentiality Agreement may result in termination of the Agreement and may be grounds for civil or criminal penalties against me and/or my employer; and
- 11) My obligations under this Confidentiality Agreement will continue after the Agreement with DHEC ends and after my employment ends.

BY SIGNING BELOW, I UNDERSTAND AND AGREE TO ABIDE BY THE TERMS OF THIS CONFIDENTIALITY AGREEMENT.

Print Name: DAT G SMITH

Signature: *Dat G Smith*

Date: APRIL 24, 2018

Witness: *Shawna Gore-a (copy)*

Date: April 24, 2018

School Name: WIL LOU GRAY OPPORTUNITY SCHOOL

School District: N/A AGENCY OF STATE GOVERNMENT

ATTACHMENT III

South Carolina Immunization Registry Terms of Use for School Nurses



SOUTH CAROLINA IMMUNIZATION REGISTRY TERMS OF USE FOR SCHOOL NURSES

These Terms of Use govern access by school nurses employed by eligible Local Education Agencies to the web accessible South Carolina Immunization Registry (Registry) developed and maintained by the South Carolina Department of Health and Environmental Control (DHEC) as authorized by S. C. Code Section 44-29-40. An eligible Local Education Agency (LEA) is an LEA with a fully executed Memorandum of Agreement that enables the school nurse to complete the South Carolina Certificate of Immunization (Certificate) for students enrolling in a school under the authority and control of the LEA.

I. PURPOSE AND OBJECTIVES

The Registry is a statewide, confidential, computerized database of immunization information that consolidates patient immunization data, allowing for a complete immunization history, reducing over- and under-immunization, providing patient reminders of immunizations due and overdue, and producing school and day care certificates of immunization. Registry data may also be used to estimate population immunization coverage levels.

Registry immunization records available to authorized users depend on user submission of records. Based on these records, the Registry uses the routine immunization schedule to forecast the patient's immunization needs. The immunization provider must be knowledgeable of the schedule of recommended immunizations and use sound judgment for each vaccine recipient, taking into consideration the various vaccine schedules, indications, contraindications and precautions, and the Registry's forecasted immunization needs for a patient, in order to make a final judgment about the immunizations that should be administered to the patient.

CONFIDENTIALITY OF INFORMATION

The Registry is secured by user identification and password. An individual password is required for each person to access the Registry. Access is controlled by the DHEC Immunization Division and is restricted to authorized immunization health care providers for purposes of updating or verifying immunization information to facilitate patient treatment. DHEC may also use the Registry data to monitor immunization compliance and to assist with surveillance and outbreak activities of the Department that are related to the prevention and control of vaccine-preventable diseases.

Registry records constitute confidential information that may include, but is not limited to, patient identifiable and protected health information. Information contained in the Registry constitutes protected health information which generally cannot be released except pursuant to a proper authorization by the client or his/her parent or guardian, or pursuant to a specific exception under the Health Insurance Portability and Accountability Act (45 CFR Parts 160 and 164).

Users of the Registry are required by law to safeguard the confidentiality and security of this information. All nurses employed by an eligible LEA who are authorized users of the Registry will be required to sign and abide by the DHEC User Confidentiality Agreement (DHEC Form 0869). Improper or unauthorized disclosure of Registry information may result in immediate suspension or termination of access and may be grounds for civil or criminal fines, penalties, or legal action. DHEC will periodically monitor usage of the Registry by all authorized users to ensure compliance with these Terms of Use, the User Confidentiality Agreement, and applicable law.

LEA RESPONSIBILITIES

LEA agrees to:

- A. Provide and maintain appropriate internet service and computer systems required for Registry access.
- B. Ensure that nurses employed by the LEA with access to the Registry receive training provided by DHEC on proper use of the Registry before gaining access to the Registry, and as required by DHEC for continued access.
- C. Maintain all information received and/or printed from the Registry in strict confidentiality as a part of the student's health/education record as protected by state and federal laws.
- D. Ensure that Registry information is not accessed or disclosed except as necessary to issue immunization certificates for students within schools under the jurisdiction of the LEA.
- E. Provide physical security for all computer(s) utilized for Registry access.
- F. Immediately notify DHEC's Immunization Division upon learning of any actions of a nurse that may constitute breach of these Terms of Use or the User Confidentiality Agreement, including but not limited to unauthorized access, sharing identification access or passwords, improper disclosure of Registry information, or breach of confidentiality of Registry information.
- G. Immediately notify the DHEC Division of Immunizations if there is any reason to believe that confidentiality or security of a nurse's access identification and password has been compromised.
- H. Notify the DHEC Division of Immunizations within ten business days after a nurse who is an authorized user leaves employment or is no longer authorized to access the Registry on behalf of the LEA.
- I. Notify the DHEC Division of Immunizations if a nurse no longer requires or needs Registry access.
- J. Assist DHEC as requested to investigate and mitigate potential harm resulting from any improper or unauthorized disclosure.
- K. Direct all questions regarding proper use of the Registry, disclosure of Registry information, or response to possible breaches of confidentiality or misuse of the Registry to the DHEC Division of Immunizations.
- L. Ensure that nurses do not enter any information into the Registry that is known or believed to be false, inaccurate, or incomplete.

TERMS AND CONDITIONS

- A. Effective Date.

These Terms of Use shall be effective and remain in effect at all times when the LEA's nurses have access to the Registry.

- B. Termination.

DHEC may suspend or terminate a nurse's access to the Registry for: (a) violation of any of these Terms of Use or of DHEC regulations; or (b) improper access to or use of the Registry by the nurse.

C. **DISCLAIMER OF LIABILITY.**

While South Carolina law requires reporting of immunization information to the Registry and DHEC intends that providers should use the Registry as appropriate in their professional practices, DHEC cannot and does not represent or warrant the accuracy or completeness of the immunization information contained in the Registry, as this information is obtained from immunization providers. DHEC SHALL HAVE NO LIABILITY TO THE LEA OR ITS AGENTS OR EMPLOYEES FOR ANY CLAIMS, DEMANDS, EXPENSES, DAMAGES, LIABILITIES OR LOSSES ARISING OUT OF OR IN CONNECTION WITH LEA'S/NURSE'S USE OF THE REGISTRY OR LEA'S/NURSE'S USE OF INFORMATION OBTAINED FROM THE REGISTRY, OR FROM ANY INACCURACY IN ANY OF THE INFORMATION CONTAINED IN THE REGISTRY. DHEC SHALL HAVE NO LIABILITY TO THE LEA OR ITS AGENTS OR EMPLOYEES FOR ANY DAMAGE OR CORRUPTION TO PROVIDER'S COMPUTER HARDWARE, SOFTWARE, SYSTEMS, OR DATA ARISING FROM PROVIDER'S ACCESS TO AND USE OF THE REGISTRY.

D. **Survival of Confidentiality Requirements.**

LEA's obligations regarding security and confidentiality of Registry information, including but not limited to the obligations set forth in Sections II and III of these Terms of Use and in the DHEC User Confidentiality Agreement, shall survive the termination of a nurse's access to and use of the Registry.

E. **Non-Discrimination.**

No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in relation to any activities carried out under these Terms of Use on the grounds of race, disability, color, sex, religion, age, health status or national origin.

F. **Governing Law.**

The Terms of Use, any dispute, claim, or controversy relating to the Terms of Use, and all the rights and obligations of the parties shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of the State of South Carolina, except its choice of law rules. All disputes, claims, or controversies relating to the Terms of Use shall be resolved only in the Court of Common Pleas for, or a federal court located in, Richland County, South Carolina.

G. **Notifications.**

Notifications under Paragraphs III F, G, and H must be in writing delivered by first class or express mail to SCDHEC, Division of Immunizations, 2100 Bull Street, Columbia, SC 29201 AND by email to immunize@dhec.sc.gov.

Cooperative Agreement of Roles and Responsibilities For Jobs for America's Graduates Out-of-School Program SC Vocational Rehabilitation Department

This Cooperative Agreement, entered into between Midlands Workforce Development Board (MWDB), ABLE SC, Lexington Two Adult Education, Transition Alliance of South Carolina (TASC), Wil Lou Gray Opportunity School (WLGOS) and the SC Vocational Rehabilitation Department (SCVRD), outlines the elements of a partnership to successfully implement and sustain the Jobs for America's Graduates (JAG) Out-of-School Program.

I. Purpose:

SCVRD has been awarded a two-year grant to implement a JAG Out-of-School pilot program for youth ages 16-24 in the Lexington and Richland Counties of South Carolina. JAG is a non-profit corporation supported by corporate and foundation contributions, public sector grants and participating organization funds. JAG creates business, industry and education partnerships committed to achieve the mission of JAG which is to ensure that young people who are no longer enrolled in a secondary school:

- complete requirements for a high school diploma or a GED certificate
- attain JAG's basic employability skills through classroom instruction
- participate in the Professional Association to develop, practice and refine personal and leadership skills
- participate in work-based learning experiences
- receive twelve (12) months of follow-up services by the JAG Specialist in which JAG participants are successfully transitioned into a career and/or pursue a post-secondary education to enhance their career entry and advancement.

II. Roles and Responsibilities:

The Parties agree to the following roles and responsibilities at no charge to the program:

South Carolina Vocational Rehabilitation Department (SCVRD) JAG Specialist:

- Implement the JAG Out-of-School Pilot Program Application of the JAG Model. Serve 25-35 youth between the ages of 16 and 24.
- Implement a dropout recovery program for students who have been identified as having multi-barriers to success and at-risk characteristics that led to dropping out of school, not completing a diploma or GED, and are under- or unemployed.
- Provide the appropriate mentoring and community linkages to overcome barriers to success.

- Assist students in obtaining a high school diploma or high school equivalency credential (GED) and gain entrance into postsecondary education/training, military, apprenticeship, and/or employment.
- Provide follow-up services for twelve months following the delivery of the model services phase of the program model.
- Develop and maintain an Advisory Committee that meets regularly.
- Organize and advise a JAG Professional Association chapter, which provides for personal and group motivation, development of self-confidence and leadership skills, and learning to work in a group setting.
- Develop school-based and work-based learning experiences, and monitor paid and unpaid work experiences as well as assisting students in transitioning into occupational skills training as appropriate.

Wil Lou Gray Opportunity School (WLGOS):

- Provide a representative to serve on the Advisory Committee.
- Assist with outreach and recruitment of out of school youth.
- Provide classroom and office space for the JAG Specialist.
- Provide space and assist with the intensive instruction sessions and certain Professional Association activities.

Midlands Workforce and Development Board (MWDB):

- Provide a representative to serve on the Advisory Committee.
- Assist with outreach and recruitment of out of school youth.
- Provide co-enrollment where appropriate to the Midlands Youth Program to access support services, case management and training services
- Board staff will support the SCVRD JAG Specialist through SC Works On-line Services staff level access and coordinate with SC Works Center partners for career exploration and job readiness workshop presentations.

ABLE South Carolina (ABLE SC):

- Provide a representative to serve on the Advisory Committee.
- Assist with outreach and recruitment of out of school youth.
- Provide self-advocacy and leadership support to JAG participants.

Lexington Two Adult Education:

- Provide a representative to serve on the Advisory Committee.
- Assist with outreach and recruitment of out of school youth.
- Collaborate with the JAG Specialist on the development of career pathways and workforce preparation.
- Serve as an intermediary to enhance partnerships with local adult education programs as needed.

Transition Alliance of South Carolina (TASC):

- Provide a representative to serve on the Advisory Committee.
- Assist with outreach and recruitment of out of school youth.
- Provide organizational support and build connections through state and local partners.

III. Outcomes:

The five (5) primary performance goals of the Jobs for America's Graduates (JAG) Out-of-School Pilot Program are:

- a 50 percent graduation/GED rate
- an 80 percent overall success rate at the end of the 12-month follow-up phase with the expected completion of a high school diploma or a GED—participants either employed in a job leading to a career, in the military, or enrolled in a postsecondary education or training, or a combination of work and postsecondary education
- 60% of completers are employed
- 60% of employed graduates are in full-time jobs leading to careers
- 80% of the completers are employed full-time and/or are combining work and school.

IV. Period of Agreement:

The effective date of this agreement will be from March 1, 2018 through February 28, 2020.

V. Limitation of Agreement:

It is understood among the parties that this Agreement is not a contract and is not binding.

VI. Relationship of Parties:

No agent or employee of either party shall be deemed an agent or employee of the other party. Each party will be solely and entirely responsible for the acts of its agents, subcontractors, or employees.


This Agreement is executed for the benefit of the Parties and the public generally. It is not intended nor may it be construed to create any third party beneficiaries.

COOPERATIVE AGREEMENT FOR THE SCVRD JAG OUT-OF-SCHOOL YOUTH PROGRAM

Effective Date: March 1, 2018 – February 28, 2020

By signing this page, I, Scott Gaines, as the designee of the Wil Lou Gray Opportunity School, agree that my respective organization will adhere to the terms and conditions set forth in the Cooperative Agreement for the above stated effective period.

For: Wil Lou Gray Opportunity School:



Scott Gaines, Principal

Date 10/30/2018