



**AGENDA
BOARD OF TRUSTEES
DISTRICT ADMINISTRATION BUILDING'S BOARD ROOM
SEPTEMBER 28, 2009**

1. Call to order at 6 p.m.
2. Motion to enter executive session in the lounge to consider the following:
 - a. Selected employment items (Exhibit A)
3. Welcoming remarks at 7 p.m.
4. Invocation – Christy Todd, Director of Children’s Ministry, Riverland Hills Baptist Church
5. Pledge of Allegiance – Charlie LaRosa, a fourth grade student at Ballentine Elementary School
6. School Board Spotlight
7. Approval of the agenda
8. Superintendent’s report
 - a. Superintendent
 - b. Community Services
 1. Chapin Elementary School’s Groundbreaking
 2. Bond Referendum Anniversary Celebration
 3. Golden Apple Award
 - c. Financial Services
 1. Financial reports for August 2009 (Exhibit B)
 - d. Human Resources

- e. Instructional Services
 - f. Technology Services
 - 1. Power School update
 - g. New Design and Construction
9. Public participation*

CONSENT AGENDA

- 10. Approval of the minutes of the regular meeting of September 14, 2009
- 11. Second reading of proposed new board policies GBJ "Personnel Records and Files" replaces policy GAK "Personnel Records"; GCA "Professional Staff Positions" replaces CGB "Administrative Personnel Positions" eliminated 11/06; GCB "Professional Staff Contracts and Compensation" replaces old policy GBA "Certified Personnel Compensation Guides and Contracts"; GCE-R "Professional Staff Recruitment" replaces GBCA "Notification of Position Vacancies"; GCEC "Posting and Advertising of Professional Vacancies" replaces GBCA "Notification of Position Vacancies"; GCFB "Hiring of Administrative Staff" replaces CGD "Administrative Personnel Hiring" eliminated 11/06; and GCG "Part-Time and Substitute Professional Staff Employment" replaces GBRJ "Substitute Teachers" and GBRJA "Pay Rate for Substitute Teachers on Extended Assignment" (Exhibit C)
- 12. Approve the Mission, Vision, Beliefs and Goals statements (Exhibit D)

ACTION AGENDA

- 13. Items considered in executive session
- 14. Approve the schematic designs for Irmo Elementary School – second viewing (Exhibit E)

DISCUSSION AGENDA

- 15. Appointment of the 2009 South Carolina School Boards Association Delegate Assembly (Exhibit F)
- 16. Proposed new board policies JFAA/JFAB "Admission of Resident/Non-Resident Students" replaces policy JBC "School Admissions"; JFAA/JFAB-R replaces JBC/JBC-R(1) "Statement for Determining Legal

Residence"; JFAA/JFAB E(1) "Affidavit" replaces JBC E "Affidavit"; JFAA/JFAB E(3) "Affidavit" replaces JBC E(3) "Affidavit"; JFABB "Admission of Foreign Exchange Students" replaces JQK "Admission of Foreign and Exchange Students"; JFABB-R "Admission of Foreign Exchange Students" add as "Administrative Rule"; JFABB-E "Admission of Foreign Exchange Students" replaces JQK-E "Foreign and Exchange Student Agreement Form"; JH "Student Absences and Excuses" replaces JBD "Absences and Excuses"; JH-R "Student Absences and Excuses" replaces AR JBD-R "Absences and Excuses"; JJE "Student Fundraising Activities" replaces JK "Student Solicitations"; JJE-R add as "Administrative Rule"; JLCD "Assisting Students with Medications" replaces JGCD "Assisting Students with Medications"; JLCD-R "Assisting Students with Medications" replaces ARJGCD-R "Assisting Students with Medications" (Exhibit G)

17. Adjourn

FOR YOUR INFORMATION:

1. The next regular scheduled board meeting will be on October 12, 2009, at Dutch Fork Middle School.

*The Board welcomes and encourages public participation and includes an opportunity during its meetings for the public to do so. We respectfully ask that you adhere to the procedures and the decorum provided in board policy BEDH "Public Participation at Meetings". We ask that you sign-up to speak before the meeting begins and that you provide us your name, address and topic of input. Your comments should be limited to three minutes. Questions asked during public participation and placed in writing will receive a written response in a timely manner. Comments, questions and opinions are appreciated but should always be presented in a manner that reflects the respect and dignity expected by our community. Personal attacks on members of the community, the Board, or the staff of the school system will not be allowed.



Minutes/ September 14, 2009

The Board of Trustees of School District Five of Lexington and Richland Counties met at Ballentine Elementary School with the following members present:

Mr. Robert Gantt, Chairman
Mrs. Roberta Ferrell, Vice Chairman
Mrs. Carol Sloop, Secretary
Mrs. Ellen Baumgardner
Ms. Beth Hutchison
Mrs. Jan Hammond
Mr. Ed White
Dr. Herbert Berg, District Superintendent

The following staff were in attendance:

Ms. Helen Anderson, Chief Instructional Services Officer
Dr. Angela Bain, Chief Human Resource Services Officer
Mr. Gary Black, Chief Technology Services Officer
Dr. Karl Fulmer, Chief Financial Services Officer
Mr. Keith McAlister, Director, New Design and Construction
Mr. Buddy Price, Director, Office of Community Services

Mr. Gantt called the meeting to order and gave welcoming remarks.

The Invocation was given by Reverend Mark Canada, Gateway Baptist Church. The Pledge of Allegiance was led by Austin Andes, a fifth grade student at Ballentine Elementary School.

Student and staff recognition was led by Herbert Berg and Buddy Price.

A welcome and brief overview of Ballentine Elementary School was given by Robin Bright, principal.

During the superintendent's report, Buddy Price presented information on Leaphart Elementary School's Groundbreaking Ceremony; Karl Fulmer presented a report on budget cuts (Exhibit C) and the 2009-2010 student enrollment data (Exhibit D); Angela Bain presented the annual staffing report (Exhibit E); Helen Anderson gave an update on the H1N1 (Exhibit F); and Keith McAlister presented the monthly construction update.

During public participation, Roberta and Gary Caraway spoke regarding the President's speech; Kim Murphy spoke regarding the renovations at Chapin High School.

Helen Anderson presented the proposed Mission, Vision, Beliefs and Goals (Exhibit K).

A = Absent
AB = Abstain
N = No
X = Yes

Wayne Redfern presented the Irmo Elementary School's schematic design - first viewing (Exhibit L).

Bill Fleming presented the Chapin High School's design development – third viewing (Exhibit M).

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AB = Abstain
N = No
X = Yes

SCHOOL DISTRICT FIVE
OF
LEXINGTON AND RICHLAND COUNTIES

Meeting of September 14, 2009

	B A U M G A R D N E R	H U T C H I S O N	F E R R E L L	G A N T T	H A M M O N D	S L O O P	W H I T E
1. M. Hammond S. Baumgardner Enter executive session to consider the following: 2a) selected employment items (Exhibit A); 2b) requests for instruction at a place other than school (Exhibit B); 2c) contractual matter - property	X	A	X	X	X	X	A
2. M. Baumgardner S. Ferrell Approve the agenda	X	X	X	X	X	X	X
3. M. Hammond S. Ferrell Approve the minutes of the regular meeting of August 10, 2009 (amend to include the time of the meeting 12 noon)	X	AB	X	X	X	AB	AB
4. M. Ferrell S. Sloop Second reading approval of proposed revisions to board policy DBJ "Budget Transfers" (Exhibit G) and continuation of contractual agreement between Chapin Community Theater and District Five (Exhibit H)	X	X	X	X	X	X	X
5. M. Ferrell S. Sloop Approve the selected employment items (Exhibit A)	X	X	X	X	X	X	X
6. M. Ferrell S. Sloop Approve the termination of employee A as discussed in executive session	X	No	X	X	No	X	X
7. M. Hutchison S. Baumgardner Approve the requests for instruction at a place other than school (Exhibit B)	X	X	X	X	X	X	X
8. M. Ferrell S. Baumgardner Approve the operational millage for the 2009-2010 fiscal year (Exhibit I)	X	X	X	X	X	X	X

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X = Yes

SCHOOL DISTRICT FIVE
OF
LEXINGTON AND RICHLAND COUNTIES

Meeting of September 14, 2009

	B A U M G A R D N E R	H U T C H I S O N	F E R R E L L	G A N T T	H A M M O N D	S L O O P	W H I T E
<p>9. M. Ferrell S. Hutchison</p> <p>First reading of proposed new board policies GBJ "Personnel Records and Files" replaces policy GAK "Personnel Records"; GCA "Professional Staff Positions" replaces GCB "Administrative Personnel Positions" eliminated 11/06; GCB "Professional Staff Contracts and Compensation" replaces old policy GBA "Certified Personnel Compensation Guides and Contracts"; GCE-R "Professional Staff Recruitment" replaces GBCA "Notification of Position Vacancies"; GCEC "Posting and Advertising of Professional Vacancies" replaces GBCA "Notification of Position Vacancies"; GCFB "Hiring of Administrative Staff" replaces CGD "Administrative Personnel Hiring" eliminated 11/06; and GCG "Part-Time and Substitute Professional Staff Employment" replaces GBRJ "Substitute Teachers" and GBRJA "Pay Rate for Substitute Teachers on Extended Assignment" (Exhibit J)</p>	X	X	X	X	X	X	X
<p>10. M. Baumgardner S. Hammond</p> <p>Return to executive session to consider a contractual matter</p>	X	X	X	X	X	X	X
<p>11. M. Hutchison S. Baumgardner</p> <p>Authorize the administration to move forward on the contractual matter as discussed in executive session</p>	X	X	X	X	X	X	X
<p>12. M. Hammond S. Baumgardner</p> <p>Adjourn @ 10:30 p.m.</p>	X	X	X	X	X	X	X

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X = Yes

AUGUST 2009 REVENUE

**SCHOOL DIST 5 LEXINGTON/RICHLAND CO
REVENUE BUDGET REPORT BY ACCOUNT
FY 2009-2010**

CURRENT PERIOD: 08/01/2009 TO 08/31/2009

<u>ACCOUNT</u>	<u>BUDGETED REVENUE</u>	<u>CURRENT REVENUE</u>	<u>YEAR TO DATE REVENUE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING BALANCE</u>
TOTAL LOCAL REVENUE					
LOCAL PROPERTY TAX REVENUE TOTALS					
100-001-110-0000-00 LEVIES - CUR. OPERATIONS - LEX. CO.	24,505,500.00	-17,580.44	-17,580.44	0.00	24,523,080.44
100-001-110-0001-00 LEX. CO. VEHICLE TAXES	4,534,750.00	435,262.83	435,262.83	0.00	4,099,487.17
100-001-110-0002-00 STATE SALES & USE TAX CREDIT	200,000.00	12.75	12.75	0.00	199,987.25
100-001-110-0003-00 RICH. CO. CURRENT TAXES	10,869,375.00	0.00	0.00	0.00	10,869,375.00
100-001-110-0005-00 LEX. CO. DELINQUENT TAXES	800,000.00	119,215.39	119,215.39	0.00	680,784.61
100-001-110-0006-00 RICH. CO. DELINQUENT TAXES	600,000.00	0.00	0.00	0.00	600,000.00
100-001-110-0007-00 RICH. CO. VEHICLE TAXES	4,122,500.00	0.00	0.00	0.00	4,122,500.00
100-001-140-0000-00 PENALTIES/INTEREST - LEX. CO. TAXES	180,000.00	17,870.46	17,870.46	0.00	162,129.54
100-001-140-0001-00 PENALTIES/INTEREST - RICH. CO. TAXES	130,000.00	0.00	0.00	0.00	130,000.00
LOCAL PROPERTY TAX REVENUE TOTALS	45,942,125.00	554,780.99	554,780.99	0.00	45,387,344.01
FEE IN LIEU OF TAXES TOTALS					
100-001-280-0000-00 FEE IN LIEU OF TAXES - LEX	58,300.00	0.00	0.00	0.00	58,300.00
FEE IN LIEU OF TAXES TOTALS	58,300.00	0.00	0.00	0.00	58,300.00
TUITION REVENUE TOTALS					
100-001-310-1000-00 INSTRUCTIONAL FEES - TAX DIFF	600,000.00	12,121.37	12,121.37	0.00	587,878.63
100-001-350-0003-00 SUMMER SCHOOL TUITION - HIGH	100,000.00	0.00	0.00	0.00	100,000.00
TUITION REVENUE TOTALS	700,000.00	12,121.37	12,121.37	0.00	687,878.63
INTEREST INCOME TOTALS					
100-001-510-0000-00 INTEREST ON INVESTMENTS	600,000.00	35.56	17,599.01	0.00	582,400.99
INTEREST INCOME TOTALS	600,000.00	35.56	17,599.01	0.00	582,400.99
STUDENT FEES TOTALS					
100-001-740-0015-00 ADDITIONAL ELEMENTARY REVENUE	11,600.00	0.00	0.00	0.00	11,600.00
100-001-740-0017-00 ADDITIONAL ELEMENTARY REVENUE	13,000.00	0.00	0.00	0.00	13,000.00
100-001-740-0020-00 ATHLETIC FEE	25,000.00	0.00	0.00	0.00	25,000.00
100-001-740-0023-00 ADDITIONAL ELEMENTARY REVENUE	5,000.00	0.00	0.00	0.00	5,000.00

100-001-740-0024-00 ADDITIONAL ELEMENTARY REVENUE	11,000.00	0.00	0.00	0.00	11,000.00
100-001-740-0025-00 ADDITIONAL ELEMENTARY REVENUE	6,500.00	0.00	0.00	0.00	6,500.00
100-001-740-0026-00 ADDITIONAL ELEMENTARY REVENUE	8,500.00	0.00	0.00	0.00	8,500.00
100-001-740-0027-00 ATHLETIC FEE	25,000.00	0.00	0.00	0.00	25,000.00
100-001-740-0029-00 ADDITIONAL ELEMENTARY REVENUE	1,500.00	0.00	0.00	0.00	1,500.00
100-001-740-0030-00 ADDITIONAL ELEMENTARY REVENUE	9,000.00	0.00	0.00	0.00	9,000.00
100-001-740-0035-00 ADDITIONAL ELEMENTARY REVENUE	6,900.00	0.00	0.00	0.00	6,900.00
100-001-740-0040-00 ATHLETIC FEE	21,500.00	0.00	0.00	0.00	21,500.00
100-001-740-0050-00 ADDITIONAL ELEMENTARY REVENUE	5,500.00	0.00	0.00	0.00	5,500.00
100-001-740-0052-00 ADDITIONAL ELEMENTARY REVENUE	5,500.00	0.00	0.00	0.00	5,500.00
100-001-740-0055-00 ADDITIONAL ELEMENTARY REVENUE	4,000.00	0.00	0.00	0.00	4,000.00
100-001-740-1020-00 CLUB FEE	2,500.00	0.00	0.00	0.00	2,500.00
100-001-740-1027-00 CLUB FEE	12,000.00	0.00	0.00	0.00	12,000.00
100-001-740-1040-00 CLUB FEE	5,000.00	0.00	0.00	0.00	5,000.00
100-001-740-2020-00 DRIVER ED FEE	2,200.00	0.00	0.00	0.00	2,200.00
100-001-740-2027-00 DRIVER ED FEE	7,500.00	0.00	0.00	0.00	7,500.00
100-001-740-2040-00 DRIVER ED FEE	3,000.00	0.00	0.00	0.00	3,000.00
STUDENT FEES TOTALS	191,700.00	0.00	0.00	0.00	191,700.00
OTHER LOCAL REVENUE TOTALS					
100-001-910-0000-00 RENTALS OF PROPERTIES	50,000.00	2,020.00	2,380.00	0.00	47,620.00
100-001-950-0000-00 REFUND ON PRIOR YEAR'S EXPENSES	5,000.00	3,036.67	4,022.87	0.00	977.13
100-001-990-0000-00 MISC. LOCAL REVENUE	25,000.00	8,400.57	8,400.57	0.00	16,599.43
100-001-990-0006-00 MISC REV - VOIDED STALE O/S CHECKS	0.00	0.00	-21.87	0.00	21.87
100-001-999-0000-00 ALLOC. OF BEGIN. FUND BALANCE	665,071.00	0.00	0.00	0.00	665,071.00
OTHER LOCAL REVENUE TOTALS	745,071.00	13,457.24	14,781.57	0.00	730,289.43
100-001 TOTAL LOCAL REVENUE	48,237,196.00	580,395.16	599,282.94	0.00	47,637,913.06
TOTAL STATE REVENUE					
STATE RESTRICTED GRANTS REV. TOTALS					
100-003-131-0000-00 STATE REVENUE - HANDICAPPED CHILDREN	7,000.00	0.00	0.00	0.00	7,000.00
100-003-132-0000-00 STATE REV. - HOME INSTRUCTION	4,000.00	0.00	0.00	0.00	4,000.00

100-003-160-0000-00 BUS DRIVERS SALARY	636,165.00	55,698.20	111,384.94	0.00	524,780.06
100-003-162-0000-00 BUS DRIVERS WORKERS COMP	56,944.00	0.00	0.00	0.00	56,944.00
100-003-180-0000-00 FRINGE BENEFITS - EMPLOYER CO	12,073,105.00	1,016,966.19	2,033,932.38	0.00	10,039,172.62
100-003-181-0000-00 RETIREE FRINGE - EMPLOYER CON	2,195,359.00	182,946.58	365,893.16	0.00	1,829,465.84
STATE RESTRICTED GRANTS REV. TOTALS	14,972,573.00	1,255,610.97	2,511,210.48	0.00	12,461,362.52
STATE EDUC. FINAN. ACT REV. TOTALS					
100-003-311-0000-00 EFA REVENUE - KINDERGARTEN	1,773,896.32	150,839.75	301,679.50	0.00	1,472,216.82
100-003-312-0000-00 EFA REVENUE - PRIMARY	5,518,954.46	469,189.61	938,379.22	0.00	4,580,575.24
100-003-313-0000-00 EFA REVENUE - ELEMENTARY	8,490,926.92	721,657.05	1,443,314.10	0.00	7,047,612.82
100-003-314-0000-00 EFA REVENUE - SECONDARY	4,023,926.59	217,455.60	434,911.20	0.00	3,589,015.39
100-003-315-0000-00 EFA REVENUE - T.M.H.	129,211.41	10,745.51	21,491.02	0.00	107,720.39
100-003-316-0000-00 EFA REVENUE - SPEECH	2,702,062.58	242,460.42	484,920.84	0.00	2,217,141.74
100-003-317-0000-00 EFA REVENUE - HOMEBOUND	87,461.50	7,448.26	14,896.52	0.00	72,564.98
100-003-321-0000-00 EFA REVENUE - EMOTIONALLY HA	320,712.48	29,133.79	58,267.58	0.00	262,444.90
100-003-322-0000-00 EFA REVENUE - E.M.H.	72,520.09	4,179.92	8,359.84	0.00	64,160.25
100-003-323-0000-00 EFA REVENUE - L.D.	1,892,930.18	153,701.27	307,402.54	0.00	1,585,527.64
100-003-324-0000-00 EFA REVENUE - HEARING HANDI.	70,372.09	6,863.40	13,726.80	0.00	56,645.29
100-003-325-0000-00 EFA REVENUE - VISUALLY HANDI.	60,966.00	5,843.69	11,687.38	0.00	49,278.62
100-003-326-0000-00 EFA REVENUE - ORTHOPEDICALLY	37,727.29	3,990.00	7,980.00	0.00	29,747.29
100-003-327-0000-00 EFA REVENUE - VOCATIONAL	5,117,781.67	564,300.05	1,128,600.10	0.00	3,989,181.57
100-003-331-0000-00 EFA REVENUE - AUTISM	386,451.42	33,849.65	67,699.30	0.00	318,752.12
STATE EDUC. FINAN. ACT REV. TOTALS	30,685,901.00	2,621,657.97	5,243,315.94	0.00	25,442,585.06
STATE REVENUE IN LIEU OF TAXES					
100-003-810-0000-00 PROPERTY TAX RELIEF REIMB. - LI	6,611,007.00	0.00	0.00	0.00	6,611,007.00
100-003-810-0001-00 PROPERTY TAX RELIEF REIMB - RI	3,969,064.00	0.00	0.00	0.00	3,969,064.00
100-003-820-0000-00 HOMESTEAD EXEMPTION - LEX. C	1,210,890.00	0.00	0.00	0.00	1,210,890.00
100-003-820-0001-00 HOMESTEAD EXEMPTION - RICH. C	529,100.00	0.00	0.00	0.00	529,100.00
100-003-825-0000-00 TIER III PROPERTY TAX RELIEF	27,359,108.00	0.00	0.00	0.00	27,359,108.00
100-003-830-0000-00 MERCHANTS INV TAX RELIEF - LE	196,881.00	0.00	0.00	0.00	196,881.00

100-003-830-0001-00	MERCHANT INV TAX RELIEF - RICE	17,074.00	0.00	0.00	0.00	17,074.00
100-003-840-0000-00	MANUFACTURERS DEPR REIMB - L	301,963.00	0.00	0.00	0.00	301,963.00
100-003-840-0001-00	MANUFACTURERS DEPR REIMB - R	1,700.00	0.00	0.00	0.00	1,700.00
100-003-890-0000-00	MOTOR CARRIER VEH TAX REIMB	90,000.00	40,797.65	40,797.65	0.00	49,202.35
100-003-890-0001-00	MOTOR CARRIER VEH TAX REIMB	35,000.00	0.00	0.00	0.00	35,000.00
STATE REVENUE IN LIEU OF TAXES		40,321,787.00	40,797.65	40,797.65	0.00	40,280,989.35
OTHER STATE REVENUE TOTALS						
100-003-990-0000-00	OTHER STATE REVENUE	6,831.00	0.00	0.00	0.00	6,831.00
OTHER STATE REVENUE TOTALS		6,831.00	0.00	0.00	0.00	6,831.00
100-003	TOTAL STATE REVENUE	85,987,092.00	3,918,066.59	7,795,324.07	0.00	78,191,767.93
TOTAL OTHER SOURCES OF REVENUE						
TRANSFER FROM OTHER FUNDS TOTALS						
100-005-230-0000-00	TRANSFER FROM EIA FUND	2,488,060.00	204,889.41	204,889.41	0.00	2,283,170.59
100-005-280-0000-00	TRANS FROM OTHER FUNDS - IND	600,000.00	1,079.90	1,117.90	0.00	598,882.10
TRANSFER FROM OTHER FUNDS TOTALS		3,088,060.00	205,969.31	206,007.31	0.00	2,882,052.69
OTHER SOURCES OF REVENUE						
100-005-300-0001-00	SALE OF FIXED ASSET	5,000.00	383.00	423.00	0.00	4,577.00
OTHER SOURCES OF REVENUE		5,000.00	383.00	423.00	0.00	4,577.00
100-005	TOTAL OTHER SOURCES OF REVENUE	3,093,060.00	206,352.31	206,430.31	0.00	2,886,629.69
		137,317,348.00	4,704,814.06	8,601,037.32	0.00	128,716,310.68
FUND 101 - TOTALS						
TOTAL LOCAL REVENUE						
PHONE NOTIFICATION FEE TOTALS						
101-001-740-0015-00	PHONE NOTIFICATION FEES-CES	1,700.00	0.00	0.00	0.00	1,700.00
101-001-740-0017-00	PHONE NOTIFICATION FEES-LMES	1,700.00	0.00	0.00	0.00	1,700.00
101-001-740-0020-00	PHONE NOTIFICATION FEES-CHS	2,500.00	0.00	0.00	0.00	2,500.00
101-001-740-0021-00	PHONE NOTIFICATION FEES-CMS	2,000.00	0.00	0.00	0.00	2,000.00
101-001-740-0023-00	PHONE NOTIFICATION FEES-HECES	1,030.00	0.00	0.00	0.00	1,030.00
101-001-740-0024-00	PHONE NOTIFICATION FEES-BES	1,542.00	0.00	0.00	0.00	1,542.00
101-001-740-0025-00	PHONE NOTIFICATION FEES-DFES	1,120.00	0.00	0.00	0.00	1,120.00
101-001-740-0026-00	PHONE NOTIFICATION FEES-RSES	1,280.00	0.00	0.00	0.00	1,280.00
101-001-740-0027-00	PHONE NOTIFICATION FEES-DFHS	4,170.00	0.00	0.00	0.00	4,170.00
101-001-740-0028-00	PHONE NOTIFICATION FEES-DFMS	2,080.00	0.00	0.00	0.00	2,080.00
101-001-740-0029-00	PHONE NOTIFICATION FEES-HWES	740.00	0.00	0.00	0.00	740.00

101-001-740-0030-00 PHONE NOTIFICATION FEES-OPES	1,260.00	0.00	0.00	0.00	1,260.00
101-001-740-0035-00 PHONE NOTIFICATION FEES-IES	1,000.00	0.00	0.00	0.00	1,000.00
101-001-740-0040-00 PHONE NOTIFICATION FEES-IHS	4,080.00	0.00	0.00	0.00	4,080.00
101-001-740-0045-00 PHONE NOTIFICATION FEES-CRMS	1,938.00	0.00	0.00	0.00	1,938.00
101-001-740-0046-00 PHONE NOTIFICATION FEES-IMS	1,850.00	0.00	0.00	0.00	1,850.00
101-001-740-0050-00 PHONE NOTIFICATION FEES-LES	970.00	0.00	0.00	0.00	970.00
101-001-740-0052-00 PHONE NOTIFICATION FEES-NRES	1,040.00	0.00	0.00	0.00	1,040.00
101-001-740-0055-00 PHONE NOTIFICATION FEES-SOES	1,000.00	0.00	0.00	0.00	1,000.00
PHONE NOTIFICATION FEE TOTALS	33,000.00	0.00	0.00	0.00	33,000.00
101-001 TOTAL LOCAL REVENUE	33,000.00	0.00	0.00	0.00	33,000.00
FUND 101 - TOTALS	33,000.00	0.00	0.00	0.00	33,000.00
	137,350,348.00	4,704,814.06	8,601,037.32	0.00	128,749,310.68

AUGUST 2009 EXPENDITURES

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
EXPENDITURE BUDGET REPORT BY ACCOUNT
FY 2009-2010

CURRENT PERIOD: 08/01/2009 TO 08/31/2009

<u>ACCOUNT</u>	<u>BUDGETED EXPENDITURE</u>	<u>CURRENT EXPENDITURE</u>	<u>YEAR TO DATE EXPENDITURE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING BALANCE</u>
KINDERGARTEN TOTALS					
KINDERGARTEN SALARIES	4,306,755.97	177,577.66	177,577.66	0.00	4,129,178.31
KINDERGARTEN EMPLOYEE BENEFITS	1,458,093.09	78,035.88	78,035.88	0.00	1,380,057.21
KINDERGARTEN PURCHASED SERVICES	920.00	0.00	0.00	0.00	920.00
KINDERGARTEN SUPPLIES & MATERIALS	65,220.00	4,661.53	5,423.04	25,286.06	34,510.90
100-111 KINDERGARTEN TOTALS	5,830,989.06	260,275.07	261,036.58	25,286.06	5,544,666.42
PRIMARY TOTALS					
PRIMARY SALARIES	11,465,713.84	466,077.26	466,077.26	0.00	10,999,636.58
PRIMARY EMPLOYEE BENEFITS	3,459,622.41	177,843.10	177,843.10	0.00	3,281,779.31
PRIMARY PURCHASED SERVICES	3,300.00	0.00	0.00	0.00	3,300.00
PRIMARY SUPPLIES & MATERIALS	169,251.00	9,698.69	12,452.03	35,959.58	120,839.39
100-112 PRIMARY TOTALS	15,097,887.25	653,619.05	656,372.39	35,959.58	14,405,555.28
ELEMENTARY TOTALS					
ELEMENTARY SALARIES	18,130,770.49	750,788.96	750,723.96	0.00	17,380,046.53
ELEMENTARY EMPLOYEE BENEFITS	5,571,157.21	303,820.58	303,815.17	0.00	5,267,342.04
ELEMENTARY PURCHASED SERVICES	6,101.00	0.00	0.00	0.00	6,101.00
ELEMENTARY SUPPLIES & MATERIALS	454,720.00	15,385.79	17,585.06	85,678.31	351,456.63
100-113 ELEMENTARY TOTALS	24,162,748.70	1,069,995.33	1,072,124.19	85,678.31	23,004,946.20
SECONDARY TOTALS					
SECONDARY SALARIES	14,461,514.62	612,353.77	634,158.17	0.00	13,827,356.45
SECONDARY EMPLOYEE BENEFITS	4,049,698.78	217,166.78	225,034.69	0.00	3,824,664.09
SECONDARY PURCHASED SERVICES	106,070.00	612.06	612.06	0.00	105,457.94
SECONDARY SUPPLIES & MATERIALS	632,914.00	31,159.43	47,888.92	136,203.83	448,821.25
SECONDARY OTHER OBJECTS	8,155.00	0.00	0.00	0.00	8,155.00
100-114 SECONDARY TOTALS	19,258,352.40	861,292.04	907,693.84	136,203.83	18,214,454.73
VOCATIONAL TOTALS					
VOCATIONAL SALARIES	1,928,576.35	99,884.87	99,884.87	0.00	1,828,691.48
VOCATIONAL EMPLOYEE BENEFITS	586,901.79	34,549.09	34,549.09	0.00	552,352.70
VOCATIONAL SUPPLIES & MATERIALS	93,937.00	358.43	1,994.09	13,587.09	78,355.82
100-115 VOCATIONAL TOTALS	2,609,415.14	134,792.39	136,428.05	13,587.09	2,459,400.00
DRIVER EDUCATION TOTALS					
DRIVER EDUCATION SALARIES	114,874.50	8,233.46	8,233.46	0.00	106,641.04
DRIVER EDUCATION EMPLOYEE BENEFITS	31,635.70	2,284.06	2,284.06	0.00	29,351.64
DRIVER ED. SUPPLIES & MATERIALS	1,881.00	0.00	133.41	0.00	1,747.59
100-117 DRIVER EDUCATION TOTALS	148,391.20	10,517.52	10,650.93	0.00	137,740.27
EDUC. MENT. HANDI. TOTALS					
EDUC. MENT. HANDI. SALARIES	496,699.80	18,830.48	18,830.48	0.00	477,869.32
EDUC. MENT. HANDI. EMPLOYEE BENEFITS	161,514.10	7,472.44	7,472.44	0.00	154,041.66
EDUC. MENT. HANDI. SUPPLIES	3,612.00	0.00	16.98	231.25	3,363.77
100-121 EDUC. MENT. HANDI. TOTALS	661,825.90	26,302.92	26,319.90	231.25	635,274.75
TRAIN. MENT. HANDI. TOTALS					
T. M. H. SALARIES	604,830.60	25,599.89	25,599.89	0.00	579,230.71
T. M. H. EMPLOYEE BENEFITS	206,815.28	10,571.60	10,571.60	0.00	196,243.68

T. M. H. SUPPLIES & MATERIALS	3,539.00	4.72	4.72	210.96	3,323.32
100-122 TRAIN. MENT. HANDI. TOTAL	815,184.88	36,176.21	36,176.21	210.96	778,797.71
ORTHO. HANDI. TOTALS					
ORTHO. HANDI. SALARIES	300,931.31	12,339.48	12,339.48	0.00	288,591.83
ORTHO. HANDI. EMPLOYEE BENEFIT	107,670.70	5,746.38	5,746.38	0.00	101,924.32
ORTHO. HANDI. SUPPLIES	1,323.00	0.00	0.00	255.92	1,067.08
100-123 ORTHO. HANDI. TOTALS	409,925.01	18,085.86	18,085.86	255.92	391,583.23
VISUALLY HANDI. TOTALS					
VISUALLY HANDI. SALARIES	88,663.50	3,694.34	3,694.34	0.00	84,969.16
VISUALLY HANDI. EMPLOYEE BENE	26,149.21	1,242.56	1,242.56	0.00	24,906.65
VISUALLY HANDI. SUPPLIES	757.00	0.00	0.00	0.00	757.00
100-124 VISUALLY HANDI. TOTALS	115,569.71	4,936.90	4,936.90	0.00	110,632.81
HEARING HANDI. TOTALS					
HEARING HANDI. SALARIES	230,308.00	9,409.86	9,409.86	0.00	220,898.14
HEARING HANDI. EMPLOYEE BENEF	66,001.19	3,378.09	3,378.09	0.00	62,623.10
HEARING HANDI. SUPPLIES	2,270.00	0.00	0.00	0.00	2,270.00
100-125 HEARING HANDI. TOTALS	298,579.19	12,787.95	12,787.95	0.00	285,791.24
SPEECH HANDI. TOTALS					
SPEECH HANDI. SALARIES	1,056,945.47	38,439.36	38,439.36	0.00	1,018,506.11
SPEECH HANDI. EMPLOYEE BENEFIT	313,905.69	12,895.75	12,895.75	0.00	301,009.94
SPEECH HANDI. PURCHASED SERVIC	114,963.50	0.00	0.00	0.00	114,963.50
SPEECH HANDI. SUPPLIES	10,983.00	463.12	463.12	673.03	9,846.85
100-126 SPEECH HANDI. TOTALS	1,496,797.66	51,798.23	51,798.23	673.03	1,444,326.40
LEARN. DISAB. HANDI. TOTALS					
LEARN. DISAB. SALARIES	3,853,564.52	160,557.78	160,557.78	0.00	3,693,006.74
LEARN. DISAB. EMPLOYEE BENEFIT	1,189,417.06	57,224.07	57,224.07	0.00	1,132,192.99
LEARN. DISAB. SUPPLIES	24,346.00	532.77	531.78	1,973.06	21,841.16
100-127 LEARN. DISAB. HANDI. TOTAL	5,067,327.58	218,314.62	218,313.63	1,973.06	4,847,040.89
EMOTIONALLY HANDI. TOTALS					
EMOTION. HANDI. SALARIES	760,883.90	28,432.80	28,432.80	0.00	732,451.10
EMOTION. HANDI. EMPLOYEE BENE	265,056.93	13,162.52	13,162.52	0.00	251,894.41
EMOTION. HANDI. SUPPLIES	4,612.00	119.55	119.55	80.25	4,412.20
100-128 EMOTIONALLY HANDI. TOT.	1,030,552.83	41,714.87	41,714.87	80.25	988,757.71
HOMEBOUND TOTALS					
HOMEBOUND SALARIES	5,000.00	208.33	208.33	0.00	4,791.67
HOMEBOUND EMPLOYEE BENEFITS	1,060.50	44.18	44.18	0.00	1,016.32
100-129 HOMEBOUND TOTALS	6,060.50	252.51	252.51	0.00	5,807.99
PRESCHOOL HANDICAPPED SPEECH					
PRESCHOOL HANDICAPPED SPEECH	454.00	0.00	0.00	0.00	454.00
100-135 PRESCHOOL HANDICAPPED :	454.00	0.00	0.00	0.00	454.00
PRESCHOOL HANDICAPPED ITINERANT					
PRESCHOOL HANDC'D ITINERANT S.	10,475.30	436.48	436.48	0.00	10,038.82
PRESCHOOL HANDC'D ITINERANT B	3,332.50	183.08	183.08	0.00	3,149.42
PRESCHOOL HANDC'D ITINERANT SI	76.00	0.00	0.00	0.00	76.00
100-136 PRESCHOOL HANDICAPPED :	13,883.80	619.56	619.56	0.00	13,264.24
PRESCHOOL TOTALS					
PRESCHOOL SALARIES	694,512.06	30,103.34	30,103.34	0.00	664,408.72
PRESCHOOL EMPLOYEE BENEFITS	246,474.15	14,253.11	14,253.11	0.00	232,221.04
PRESCHOOL SUPPLIES	4,026.00	0.00	0.00	260.48	3,765.52
100-137 PRESCHOOL TOTALS	945,012.21	44,356.45	44,356.45	260.48	900,395.28
PRESCHOOL HANDC'D HOMEBASED					
PRESCHOOL HANDC'D HOMEBASED	7,690.85	320.46	320.46	0.00	7,370.39
PRESCHOOL HANDC'D HOMEBASED	2,511.26	139.68	139.68	0.00	2,371.58
PRESCHOOL HANDC'D HOMEBASED	57.00	0.00	0.00	0.00	57.00

100-138 PRESCHOOL HANDC'D HOM	10,259.11	460.14	460.14	0.00	9,798.97
FOUR-YEAR OLD KINDERGARTEN TOTALS					
4 YR KINDERGARTEN SALARIES	514,466.44	19,758.17	19,758.17	0.00	494,708.27
4 YR KINDERGARTEN BENEFITS	161,000.11	8,183.86	8,183.86	0.00	152,816.25
4 YR KINDERGARTEN PURCH SERV	6,771.50	0.00	0.00	2,371.50	4,400.00
4 YR KINDERGARTEN SUPPLIES	6,258.88	53.78	53.78	445.22	5,759.88
100-139 FOUR-YEAR OLD KINDERGA	688,496.93	27,995.81	27,995.81	2,816.72	657,684.40
ACADEMIC. GIFTED TOTALS					
ACADEMICALLY GIFTED SALARIES	56,057.54	1,850.22	1,850.22	0.00	54,207.32
ACADEMIC GIFTED EMPLOYEE BENI	11,832.82	386.19	386.19	0.00	11,446.63
100-141 ACADEMIC. GIFTED TOTALS	67,890.36	2,236.41	2,236.41	0.00	65,653.95
ADVANCED PLACEMENT TOTALS					
ADVANCED PLACEMENT SALARIES	779,090.35	33,213.64	33,213.64	0.00	745,876.71
ADVANCED PLACEMENT BENEFITS	227,253.91	11,620.29	11,620.29	0.00	215,633.62
100-143 ADVANCED PLACEMENT TO	1,006,344.26	44,833.93	44,833.93	0.00	961,510.33
HOMEBOUND TOTALS					
HOMEBOUND SALARIES	127,575.00	3,008.46	3,008.46	0.00	124,566.54
HOMEBOUND BENEFITS	30,372.70	909.54	909.54	0.00	29,463.16
HOMEBOUND PURCHAS. SERV.	13,300.00	0.00	0.00	0.00	13,300.00
100-145 HOMEBOUND TOTALS	171,247.70	3,918.00	3,918.00	0.00	167,329.70
ARTISTIC. GIFTED TOTALS					
ARTISTICALLY GIFTED SALARIES	6,488.21	120.34	120.34	0.00	6,367.87
ARTISTIC GIFTED EMPLOYEE BENEI	1,376.17	25.23	25.23	0.00	1,350.94
ARTISTICALLY GIFTED PURCH. SER'	1,950.00	0.00	0.00	0.00	1,950.00
100-148 ARTISTIC. GIFTED TOTALS	9,814.38	145.57	145.57	0.00	9,668.81
OTHER SPECIAL PROG. TOTALS					
OTHER SPECIAL PROGRAMS SALARI	1,016,513.06	21,632.83	21,197.83	0.00	995,315.23
OTHER SPEC. PROG. EMPLOYEE BEN	256,307.91	7,710.12	7,710.12	0.00	248,597.79
100-149 OTHER SPECIAL PROG. TOT/	1,272,820.97	29,342.95	28,907.95	0.00	1,243,913.02
AUTISM TOTALS					
AUTISM SALARIES	794,490.08	32,802.10	32,802.10	0.00	761,687.98
AUTISM BENEFITS	289,004.07	15,107.85	15,107.85	0.00	273,896.22
AUTISM SUPPLIES	3,263.00	364.52	364.52	587.06	2,311.42
100-161 AUTISM TOTALS	1,086,757.15	48,274.47	48,274.47	587.06	1,037,895.62
SECONDARY SUMMER SCHOOL TOTALS					
SEC. SUM. SCH. SALARIES	84,150.00	21,882.00	21,882.00	0.00	62,268.00
SEC. SUM. SCH. EMPLOYEE BENEFIT	17,848.23	4,300.17	4,300.17	0.00	13,548.06
SEC. SUM. SCH. SUPPLIES	0.00	0.00	0.00	17,004.30	-17,004.30
100-173 SECONDARY SUMMER SCHO	101,998.23	26,182.17	26,182.17	17,004.30	58,811.76
ADULT ED. BASIC TOTALS					
ADULT ED. BASIC SALARIES	112,606.50	6,280.96	10,456.50	0.00	102,150.00
ADULT ED. BASIC EMPLOYEE BENEI	34,477.62	2,188.21	3,326.27	0.00	31,151.35
ADULT ED. BASIC PURCHASED SERV	2,000.00	242.35	242.35	0.00	1,757.65
100-181 ADULT ED. BASIC TOTALS	149,084.12	8,711.52	14,025.12	0.00	135,059.00
ADULT ED. SECOND. TOTALS					
ADULT SECONDARY SALARIES	7,500.00	0.00	0.00	0.00	7,500.00
ADULT SEC. EMPLOYEE BENEFITS	1,590.75	0.00	0.00	0.00	1,590.75
	1,500.00	0.00	0.00	0.00	1,500.00
	9,660.00	166.67	166.67	0.00	9,493.33
100-182 ADULT ED. SECOND. TOTAL:	20,250.75	166.67	166.67	0.00	20,084.08
PUPIL ACTIVITY TOTALS					
PUPIL ACTIVITY SALARIES	417,673.04	18,936.23	19,511.57	0.00	398,161.47
PUPIL ACTIVITY BENEFITS	91,493.39	4,195.04	4,314.66	0.00	87,178.73
PUPIL ACTIVITY OTHER	80,533.00	695.50	1,514.27	6,199.00	72,819.73

100-190 PUPIL ACTIVITY TOTALS	589,699.43	23,826.77	25,340.50	6,199.00	558,159.93
ATTENDANCE TOTALS					
ATTENDANCE SALARIES	540,140.25	29,111.22	40,427.64	0.00	499,712.61
ATTENDANCE EMPLOYEE BENEFITS	199,152.94	12,103.81	15,336.33	0.00	183,816.61
ATTENDANCE PURCHASED SERVICE	9,412.00	0.00	0.00	0.00	9,412.00
ATTENDANCE SUPPLIES	7,667.00	0.00	0.00	1,813.48	5,853.52
100-211 ATTENDANCE TOTALS	756,372.19	41,215.03	55,763.97	1,813.48	698,794.74
GUIDANCE TOTALS					
GUIDANCE SALARIES	2,873,349.53	181,476.90	224,632.18	0.00	2,648,717.35
GUIDANCE EMPLOYEE BENEFITS	849,998.78	56,587.05	68,734.76	0.00	781,264.02
GUIDANCE PURCHASED SERVICES	1,936.00	0.00	0.00	0.00	1,936.00
GUIDANCE SUPPLIES	18,594.50	2,025.18	2,773.37	3,180.44	12,640.69
100-212 GUIDANCE TOTALS	3,743,878.81	240,089.13	296,140.31	3,180.44	3,444,558.06
NURSES TOTALS					
NURSES SALARIES	1,175,031.35	47,362.90	47,362.90	0.00	1,127,668.45
NURSES EMPLOYEE BENEFITS	337,525.86	15,739.87	15,739.87	0.00	321,785.99
NURSES PURCHASED SERVICES	979.00	0.00	0.00	0.00	979.00
NURSES SUPPLIES	20,093.00	2,496.83	2,940.51	2,883.01	14,269.48
100-213 NURSES TOTALS	1,533,629.21	65,599.60	66,043.28	2,883.01	1,464,702.92
PSYCHOLOGICAL TOTALS					
PSYCHOLOGICAL SALARIES	1,020,361.50	85,030.06	85,030.06	0.00	935,331.44
PSYCHOLOGICAL EMPLOYEE BENEFIT	269,618.42	22,179.56	22,179.56	0.00	247,438.86
PSYCHOLOGICAL PURCHASED SERV	7,188.00	0.00	0.00	0.00	7,188.00
PSYCHOLOGICAL SUPPLIES	6,562.00	0.00	0.00	6,462.00	100.00
100-214 PSYCHOLOGICAL TOTALS	1,303,729.92	107,209.62	107,209.62	6,462.00	1,190,058.30
CAREER DEVELOPMENT FACILITATOR					
CAREER DEV. FAC. SALARIES	160,782.85	6,699.28	6,699.28	0.00	154,083.57
CAREER DEV. FAC. BENEFITS	51,966.15	2,870.39	2,870.39	0.00	49,095.76
CAREER DEV. FAC. SUPPLIES	1,300.00	0.00	0.00	0.00	1,300.00
100-217 CAREER DEVELOPMENT FAC	214,049.00	9,569.67	9,569.67	0.00	204,479.33
IMPROV. OF INSTRUCT. TOTALS					
IMPROVEMENT OF INSTRUCT. SALA	3,176,120.30	237,243.14	385,325.98	0.00	2,790,794.32
IMPROV. OF INSTR. EMPLOYEE BENI	863,404.66	64,299.49	103,878.00	0.00	759,526.66
IMPROV. OF INSTR. PURCHASED SER	252,515.00	-4,908.16	427.69	2,381.50	249,705.81
IMPROV. OF INSTR. SUPPLIES	176,700.00	5,617.09	10,362.48	21,424.55	144,912.97
IMPROV. OF INSTR. OTHER OBJECTS	244,009.00	249.95	46,539.55	33,726.26	163,743.19
100-221 IMPROV. OF INSTRUCT. TOT.	4,712,748.96	302,501.51	546,533.70	57,532.31	4,108,682.95
EDUCA. MEDIA TOTALS					
EDUCATIONAL MEDIA SALARIES	1,930,934.34	79,220.16	79,220.16	0.00	1,851,714.18
EDUCA. MEDIA EMPLOYEE BENEFIT	597,333.37	29,225.35	29,225.35	0.00	568,108.02
EDUC. MEDIA PURCHASED SERVICE	1,080.00	0.00	0.00	0.00	1,080.00
EDUC. MEDIA SUPPLIES	318,475.50	2,873.04	2,977.75	60,556.40	254,941.35
100-222 EDUCA. MEDIA TOTALS	2,847,823.21	111,318.55	111,423.26	60,556.40	2,675,843.55
SUPERVISION OF SPEC. PROG. TOTALS					
SUPERVISION OF SPEC. PROG. SALA	585,296.60	51,029.05	76,641.93	0.00	508,654.67
SUPV. OF SPEC. PROG. EMPL. BENEFI	160,337.49	12,709.98	19,396.63	0.00	140,940.86
SUPV. OF SPEC. PROG. PURCH. SERV.	2,825.00	0.00	0.00	0.00	2,825.00
SUPV. OF SPEC. PROG. SUPPLIES	4,550.00	0.00	0.00	0.00	4,550.00
100-223 SUPERVISION OF SPEC. PROC	753,009.09	63,739.03	96,038.56	0.00	656,970.53
INSTRUC. STAFF DEV. TOTALS					
INSTRUC. STAFF DEV. SALARIES	10,875.00	413.54	413.54	0.00	10,461.46
INSTRUC. STAFF DEV. BENEFITS	2,306.59	86.34	86.34	0.00	2,220.25
INSTRUC. STAFF DEV. PURCH. SERVI	163,383.00	3,972.62	5,417.62	2,881.77	155,083.61
INSTRUC. STAFF DEV. SUPPLIES	4,500.00	579.44	579.44	0.00	3,920.56

100-224 INSTRUC. STAFF DEV. TOTAL	181,064.59	5,051.94	6,496.94	2,881.77	171,685.88
BOARD OF EDUC. TOTALS					
BOARD OF EDUCATION SALARIES	36,250.00	2,187.50	4,375.00	0.00	31,875.00
BOARD OF ED. EMPLOYEE BENEFITS	7,638.39	343.26	686.52	0.00	6,951.87
BOARD OF ED. PURCHASED SERVICE	239,200.00	16,604.00	18,554.00	162.64	220,483.36
BOARD OF ED. OTHER OBJECTS	202,225.00	0.00	128,639.00	0.00	73,586.00
100-231 BOARD OF EDUC. TOTALS	485,313.39	19,134.76	152,254.52	162.64	332,896.23
OFF. OF SUPERINTENDENT TOTALS					
OFF. OF SUPERINTENDENT SALARIES	259,666.00	22,253.84	44,212.68	0.00	215,453.32
OFF. OF SUPT. EMPLOYEE BENEFITS	75,933.94	13,101.23	18,940.38	0.00	56,993.56
OFF. OF SUPT. PURCHASED SERVICE	12,000.00	500.00	1,375.00	0.00	10,625.00
OFF. OF SUPT. SUPPLIES	10,611.08	0.00	141.08	205.43	10,264.57
OFF. OF SUPT. OTHER OBJECTS	5,100.00	0.00	605.00	0.00	4,495.00
100-232 OFF. OF SUPERINTENDENT TOTALS	363,311.02	35,855.07	65,274.14	205.43	297,831.45
SCHOOL ADMINISTRATION TOTALS					
SCHOOL ADMINISTRATION SALARIES	7,207,785.10	526,361.80	874,785.81	0.00	6,332,999.29
SCH. ADMIN. EMPLOYEE BENEFITS	2,135,745.43	152,026.63	246,815.44	0.00	1,888,929.99
SCH. ADMIN. PURCHASED SERVICES	189,880.00	12,955.56	21,000.02	19,968.36	148,911.62
SCH. ADMIN. SUPPLIES	171,960.00	11,176.20	15,992.55	23,717.66	132,249.79
SCH. ADMIN. CAPITAL OUTLAY	12,867.00	0.00	0.00	0.00	12,867.00
SCH. ADMIN. OTHER OBJECTS	42,411.00	724.00	20,720.26	49.00	21,641.74
100-233 SCHOOL ADMINISTRATION TOTALS	9,760,648.53	703,244.19	1,179,314.08	43,735.02	8,537,599.43
STUDENT TRANSPORTATION TOTALS					
STUDENT TRANSPORTATION SALARIES	0.00	34.89	34.89	0.00	-34.89
STUDENT TRANSPORTATION BENEFITS	0.00	4.07	4.07	0.00	-4.07
100-251 STUDENT TRANSPORTATION TOTALS	0.00	38.96	38.96	0.00	-38.96
FISCAL SERVICES TOTALS					
FISCAL SERVICES SALARIES	793,933.00	65,462.46	131,106.46	0.00	662,826.54
FISCAL SERV. EMPLOYEE BENEFITS	236,093.70	18,577.08	37,193.31	0.00	198,900.39
FISCAL SERVICES PURCHASED SERVICES	55,000.00	740.70	3,855.33	4,452.91	46,691.76
FISCAL SERVICES SUPPLIES	65,250.00	2,182.82	2,828.11	4,011.29	58,410.60
FISCAL SERVICES CAPITAL OUTLAY	6,250.00	0.00	0.00	0.00	6,250.00
FISCAL SERVICES OTHER OBJECTS	4,500.00	200.00	580.00	0.00	3,920.00
100-252 FISCAL SERVICES TOTALS	1,161,026.70	87,163.06	175,563.21	8,464.20	976,999.29
OPER. & MAINT. TOTALS					
OPERATION & MAINT. SALARIES	5,852,688.70	484,272.52	956,611.81	0.00	4,896,076.89
OPER. & MAINT. EMPLOYEE BENEFITS	2,109,814.00	166,583.25	329,138.84	0.00	1,780,675.16
OPER. & MAINT. PURCHASED SERVICES	2,711,961.00	174,863.26	384,965.48	773,608.46	1,553,387.06
OPER. & MAINT. SUPPLIES	3,710,422.00	245,794.03	265,716.04	155,707.08	3,288,998.88
OPER. & MAINT. OTHER OBJECTS	34,500.00	0.00	15,000.00	0.00	19,500.00
100-254 OPER. & MAINT. TOTALS	14,419,385.70	1,071,513.06	1,951,432.17	929,315.54	11,538,637.99
PUPIL TRANSPORTATION TOTALS					
PUPIL TRANSPORTATION SALARIES	2,942,302.91	147,790.22	185,268.13	0.00	2,757,034.78
PUPIL TRANSP. EMPLOYEE BENEFITS	1,007,839.90	42,681.98	51,976.15	0.00	955,863.75
PUPIL TRANSP. PURCHASED SERVICES	201,570.00	6,108.88	6,108.88	25,000.00	170,461.12
PUPIL TRANSP. SUPPLIES	52,535.00	2,536.53	2,554.85	2,552.58	47,427.57
PUPIL TRANSP. OTHER OBJECTS	450.00	104.00	104.00	0.00	346.00
100-255 PUPIL TRANSPORTATION TOTALS	4,204,697.81	199,221.61	246,012.01	27,552.58	3,931,133.22
INTERNAL SERVICES TOTALS					
INTERNAL SERVICES SALARIES	379,657.32	31,860.94	62,593.88	0.00	317,063.44
INTERNAL SERV. EMPLOYEE BENEFITS	116,048.69	9,363.60	18,602.52	0.00	97,446.17
INTERNAL SERV. PURCHASED SERVICES	679,814.68	42,256.74	45,258.77	134,854.42	499,701.49
INTERNAL SERV. SUPPLIES	46,730.00	3,227.02	11,931.44	10,130.21	24,668.35
100-257 INTERNAL SERVICES TOTALS	1,222,250.69	86,708.30	138,386.61	144,984.63	938,879.45

SECURITY TOTALS					
SECURITY SALARIES	0.00	5,793.58	11,587.16	0.00	-11,587.16
SECURITY BENEFITS	0.00	1,497.15	2,994.30	0.00	-2,994.30
SECURITY PURCHASED SERVICES	723,675.78	26,325.78	26,452.03	50,305.47	646,918.28
SECURITY SUPPLIES	200.00	0.00	0.00	0.00	200.00
100-258 SECURITY TOTALS	723,875.78	33,616.51	41,033.49	50,305.47	632,536.82
PUBIC RELATIONS DEPT. TOTALS					
INFORMATION SERVICES SALARIES	216,024.00	17,709.84	35,360.60	0.00	180,663.40
INFORMATION SERV. EMPLOYEE SE	56,938.16	4,500.15	8,975.54	0.00	47,962.62
INFORMATION SERV. PURCHASED S	66,006.00	0.00	0.00	3,000.00	63,006.00
INFORMATION SERV. SUPPLIES	23,499.00	770.35	1,501.70	1,700.00	20,297.30
INFORMATION SERV. OTHER OBJEC	13,684.92	759.93	1,159.93	1,992.96	10,532.03
100-263 PUBIC RELATIONS DEPT. TO	376,152.08	23,740.27	46,997.77	6,692.96	322,461.35
PERSONNEL DEPT. TOTALS					
STAFF SERVICES SALARIES	537,466.98	44,785.00	89,081.74	0.00	448,385.24
STAFF SERVICES EMPLOYEE BENEF	251,399.40	12,491.23	50,418.88	0.00	200,980.52
STAFF SERVICES PURCHASED SERVI	62,900.00	70.00	445.00	0.00	62,455.00
STAFF SERVICES SUPPLIES	49,782.00	825.84	825.84	30,770.08	18,186.08
STAFF SERVICES OTHER OBJECTS	300.00	0.00	350.00	0.00	-50.00
100-264 PERSONNEL DEPT. TOTALS	901,848.38	58,172.07	141,121.46	30,770.08	729,956.84
DATA PROCESSING TOTALS					
DATA PROCESSING SERVICES SALAI	916,030.00	77,592.84	155,085.68	0.00	760,944.32
DATA PROCESS. EMPLOYEE BENEFIT	260,770.46	21,437.57	42,854.20	0.00	217,916.26
DATA PROCESS. PURCHASED SERVIC	175,000.00	214.51	42,372.51	8,802.08	123,825.41
TECHNOLOGY SERVICES - SUPPLIES	12,250.00	310.30	510.25	160.04	11,579.71
100-266 DATA PROCESSING TOTALS	1,364,050.46	99,555.22	240,822.64	8,962.12	1,114,265.70
PUPIL SERVICES TOTALS					
PUPIL SERVICES SALARIES	1,252,167.57	80,052.81	111,793.59	0.00	1,140,373.98
PUPIL SERVICE EMPLOYEE BENEFIT	301,129.86	19,974.02	28,398.97	0.00	272,730.89
PUPIL SERVICES PURCHASED SERVIC	3,750.00	0.00	0.00	0.00	3,750.00
100-271 PUPIL SERVICES TOTALS	1,557,047.43	100,026.83	140,192.56	0.00	1,416,854.87
	30,960.00	0.00	0.00	0.00	30,960.00
	6,800.00	0.00	0.00	0.00	6,800.00
100-390	37,760.00	0.00	0.00	0.00	37,760.00
TRANSFER TO STATE DEPT. TOTALS					
TRANSFER TO STATE DEPT.	25,000.00	0.00	0.00	0.00	25,000.00
100-411 TRANSFER TO STATE DEPT.	25,000.00	0.00	0.00	0.00	25,000.00
TRANSF. TO OTHER GOVT. TOTALS					
TRANSFER TO OTHER GOVT. UNITS	152,200.00	0.00	12,932.29	0.00	139,267.71
100-412 TRANSF. TO OTHER GOVT. 1	152,200.00	0.00	12,932.29	0.00	139,267.71
PYMT OTHER NONPR. 1ST STEP TOTALS					
PYMT OTHER NONPROF. 1ST STEPS	3,200.00	0.00	0.00	0.00	3,200.00
100-415 PYMT OTHER NONPR. 1ST S	3,200.00	0.00	0.00	0.00	3,200.00
TRANSF. TO GENERAL FUND TOTALS					
TRANSFER TO GENERAL FUND	40,215.00	0.00	0.00	0.00	40,215.00
100-420 TRANSF. TO GENERAL FUND	40,215.00	0.00	0.00	0.00	40,215.00
TRANSF. TO SPEC. REV. TOTALS					
TRANSFER TO SPECIAL REV. FUND	134,531.00	0.00	0.00	0.00	134,531.00
100-421 TRANSF. TO SPEC. REV. TOT.	134,531.00	0.00	0.00	0.00	134,531.00
TRANSF. TO FOOD SERV. TOTALS					
TRANSFER TO FOOD SERV. FUND	521,745.00	0.00	0.00	0.00	521,745.00
100-425 TRANSF. TO FOOD SERV. TO	521,745.00	0.00	0.00	0.00	521,745.00
TRANSF. TO PUPIL ACT. TOTALS					

TRANSFER TO PUPIL ACT. FUND	408,168.00	0.00	0.00	0.00	408,168.00
100-426 TRANSF. TO PUPIL ACT. TOT	408,168.00	0.00	0.00	0.00	408,168.00
	137,052,352.36	7,126,215.88	9,548,750.01	1,713,466.98	125,790,135.37
FUND 101 - TOTALS					
DATA PROC. TOTALS					
DATA PROC. PURCHASED SERVICES	33,000.00	0.00	40,367.62	0.00	-7,367.62
101-266 DATA PROC. TOTALS	33,000.00	0.00	40,367.62	0.00	-7,367.62
FUND 101 - TOTALS	33,000.00	0.00	40,367.62	0.00	-7,367.62
FUND 102 - TOTALS					
PRIMARY TOTALS					
PRIMARY SALARIES	89,200.90	3,716.72	3,716.72	0.00	85,484.18
PRIMARY EMPLOYEE BENEFITS	29,981.51	1,426.22	1,426.22	0.00	28,555.29
102-112 PRIMARY TOTALS	119,182.41	5,142.94	5,142.94	0.00	114,039.47
ELEMENTARY TOTALS					
ELEMENTARY SALARIES	68,012.60	2,833.87	2,833.87	0.00	65,178.73
ELEMENTARY EMPLOYEE BENEFITS	23,006.42	1,127.19	1,127.19	0.00	21,879.23
102-113 ELEMENTARY TOTALS	91,019.02	3,961.06	3,961.06	0.00	87,057.96
CURRICULUM TOTALS					
CURRICULUM SALARIES	39,471.25	0.00	0.00	0.00	39,471.25
CURRICULUM EMPLOYEE BENEFITS	8,371.83	0.00	0.00	0.00	8,371.83
102-221 CURRICULUM TOTALS	47,843.08	0.00	0.00	0.00	47,843.08
IN-SERVICE TRAINING TOTALS					
IN-SERVICE TRAINING SALARIES	5,734.75	3,481.71	3,481.71	0.00	2,253.04
IN-SERVICE TRAINING - EMP BENEFI	1,216.38	720.49	720.49	0.00	495.89
102-224 IN-SERVICE TRAINING TOTA	6,951.13	4,202.20	4,202.20	0.00	2,748.93
FUND 102 - TOTALS	264,995.64	13,306.20	13,306.20	0.00	251,689.44
	137,350,348.00	7,139,522.08	9,602,423.83	1,713,466.98	126,034,457.19

PERSONNEL RECORDS AND FILES

Code **GBJ** Issued **DRAFT/09**

Purpose: To establish the basic structure for maintenance of and access to personnel files.

Maintenance of records

The superintendent will maintain a personnel file on each employee.

The personnel file will include all records and documents collected by the district concerning the employee. It will include, but not be limited to, any of the following records that are retained by the district.

- performance evaluations
- commendations for, and complaints against, the employee made by the administration
- written suggestions for corrections and improvements made by the administration
- teaching credentials
- transcripts
- application records
- contracts
- all other personnel records kept about an employee

The personnel file will be kept in the district office vault. The district will maintain health records and medical records in a separate file to protect confidentiality.

Pre-employment records, such as pre-employment references or comments from interviews, are confidential and access to this information is limited to the superintendent or his/her designee. Pre-employment records will be kept in the office of the superintendent.

Additions to the personnel file

No performance evaluation, complaint or suggestion for improvement may be placed in the personnel file unless it meets the following requirements.

- The document must be signed and dated by the administrator making the performance evaluation, complaint or suggestion for improvement.
- The employee must have an opportunity to review the information or receive a copy of the performance evaluation, complaint or suggestion prior to placement in the employee's personnel file.

The employee may offer a written denial of the communication and any such denial or explanation will become a part of his/her personnel file.

General access to a personnel file

The district will permit access to an employee's personnel file to the following persons on a routine basis without consent of the employee about whom the file is maintained.

PAGE 2 - GBJ - PERSONNEL RECORDS AND FILES

- employee's school principal/immediate supervisor
- superintendent/designee
- those school officials involved in the evaluation process of the individual
- school board if its examination of the file relates to the duties and responsibilities of the board regarding promotion, demotion, suspension or dismissal of the employee

No other person may have access to a personnel file except under the following circumstances.

- when the employee gives written consent to the release of his/her personnel file. (The written consent must specify the records to be released and to whom they are to be released. Each request for consent must be handled separately; blanket permission for release of information will not be accepted.)
- when lawfully subpoenaed or under court order

Responsibility for the personnel files

The superintendent will have the overall responsibility for maintaining and preserving the confidentiality of an employee's personnel files. The superintendent may, however, designate another school official to perform these duties for him/her.

The superintendent or his/her designee is responsible for granting or denying access to records on the basis of this policy.

Employee's access to personnel file

Each employee has the right to review the contents of his/her personnel file upon written request to the Chief Human Resource Services Officer. The employee does **not** have the right to review references and recommendations provided to the district on a confidential basis.

Personnel records/information for payroll purposes

The district keeps information, records and documents collected by the district to handle an employee's payroll account in a file separate from records noted above. The district limits access to this information to those persons involved in the payroll process.

Use of personal information for commercial solicitation

The district will provide notice to all persons who request employee records that obtaining or using public records for commercial solicitation is illegal.

Required immigration form

The Immigration Reform and Control Act of 1986 prohibits employers from hiring aliens not legally eligible to work in the United States. The district will comply with the provisions of the Immigration and Naturalization Service (INS) Regulations under the Act by requiring employees of the district to complete an INS Form I-9.

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All newly hired employees must complete the **I-9** form no later than three business days following their first working day. If an individual is unable to provide the required document or documents to complete the Form I-9 within the three-day period, the individual must present a receipt for the application of the document or documents within three days of the hire and present the required document or documents within 21 days of the hire.

The district requires three days notice prior to inspection of Form I-9 by an authorized service officer.

The district will retain Form I-9 for three years after the date of hire or one year after the date the individual's employment is terminated, whichever is later.

Health Insurance Portability and Accountability Act (HIPAA)

The district qualifies as a health plan, a hybrid entity under the Health Insurance Portability and Accountability Act of 1996, and is therefore subject to HIPAA privacy laws and regulations. The district will maintain all protected health information in accordance with law. Protected health information does not include individually identifiable health information in employment records held by the district in its role as an employer.

Protected health information will only be available to designated employees who need to have access to those records in their employment capacity with the district and with other authorized entities. The district will train all employees who may have contact with protected health information on the law and the district's procedures and guidelines as necessary and appropriate for the employee's position. Any employee failing to comply with the law or district procedures may be subject to discipline or termination.

Adopted 9/15/75; Revised 11/16/81, 1/13/92, ^

Legal references:

A. Code of Federal Regulations:

1. Final regulations issued by INS in response to passage of the Immigration Reform and Control Act of 1986 (P.L. 99-603) [Federal Register, May 1, 1987].
2. P.L. 104-191 - Health Insurance Portability and Accountability Act, 45 C.F.R. Sections 160.101-.312, 164.102-.534.

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

1. Section 30-4-10, et seq. - Freedom of Information Act, especially Sections 30-4-20 and 30-4-40.
2. Section 30-2-10, et seq. - Family Privacy Protection Act of 2002.

PROFESSIONAL STAFF POSITIONS

Code **GCA** Issued **DRAFT/09**

Purpose: To establish the basic structure for the creation of professional staff positions.

The board, on the recommendation of the superintendent, will classify and authorize positions for professional personnel which are necessary for the operation of the district's educational program and related services. In each case, the board will approve the broad purpose and function of the position as recommended by the superintendent. The superintendent will be responsible for the employment of a person who meets the stated purpose and function.

Job descriptions

The superintendent/designee will be responsible for writing and maintaining job descriptions covering qualifications, essential duties and other details pertaining to all professional staff positions in the school system.

Adopted 2/24/69; Revised 11/16/81, ^

PROFESSIONAL STAFF CONTRACTS AND COMPENSATION

Code **GCB** Issued **DRAFT/09**

Purpose: To establish the basic structure for professional staff contracts and compensation.

Compensation

The board will attempt to pay its professional employees at a level that will attract and hold (retain) personnel dedicated to education.

The compensation of certificated personnel is based on the state salary schedule with local supplements as approved by the board. The schedule takes into consideration the levels of professional training and years of service in the district.

The effective date for annual salary changes as determined by the salary schedule or by action of the board is July 1 *unless extenuating circumstances prohibit this decision until after July 1.*

Contracts

The board issues contracts on or before April 15th each year unless that date is modified by state law, in which case the board may issue contracts no later than the modified date. Personnel must give written acceptance of their contracts to the superintendent on or before April 25th unless that date is modified by state law, in which case personnel will accept contracts by the modified date. The district reserves the right to conclude that any certificated personnel who has not accepted his/her contract by signing and returning it by the required date has rejected the district's offer of employment, in which case the district may declare the position vacant.

The board will award administrative contracts on the recommendation of the superintendent.

Teacher and Employee Retention Incentive Program (TERI) participants

Should a mid-year vacancy occur in a contract position held by a TERI employee, the board authorizes the superintendent or his/her designee to fill such vacancy for the remainder of the school year in which the vacancy occurs through a letter of agreement. This letter of agreement will state that the employee has no right to or expectation of continuing employment beyond the period specified in the letter of agreement.

When issuing contracts, the district will offer TERI employees working under TERI agreements that will expire during the ensuing school year the same type of contract the participant had the previous year. The contract will specifically contain notice that the contract expires on the date designated in the employee's TERI agreement and will specifically reiterate said expiration date.

Contract releases

For release of teachers from contracts, see policy GCQC/GCQD.

Adopted 8/1/73; Revised 11/16/81, 4/2/90, ^

Legal references:

PAGE 2 - GCB - PROFESSIONAL STAFF CONTRACTS AND COMPENSATION

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

1. Section 59-19-80 - Teacher contracts to be awarded in public.
2. Section 59-19-290 - Contracts in excess of apportioned funds void.
3. Section 59-20-50 - Minimum salary schedule.
4. Section 59-21-20 - Teacher contracts to be based on school term of 190 days.
5. Section 59-25-410 - Notice to teacher of employment status.
6. Section 59-25-420 - Teacher required to notify board of acceptance; opportunity for hearing if not reemployed.
7. Section 59-25-710 - Salary complaints.
8. Section 9-1-2210 - Teacher and Employee Retention Incentive Program; operation.

PROFESSIONAL STAFF RECRUITMENT

Code **GCE-R** Issued **DRAFT/09**

The superintendent/designee will analyze each job vacancy prior to initiating the recruitment process in order to determine which recruitment strategies will be the most effective for the specific job vacancy. The superintendent may consider strategies that include, but are not limited to, the following.

- advertisements in local, state and regional newspapers
- advertisements in professional publications
- advertisements with college and university placement services
- interviews with students enrolled in teacher education programs
- internal and external searches
- inquiries and referrals
- professional contacts with community organizations that promote the interest of minority groups
- publications and pamphlets
- special activities and events for prospective applicants
- audiovisual packages and recruiting programs

The administration will design a web page that will be used in the effort to recruit quality individuals. The district web page will contain general information about the district, the educational programs, teacher benefits, district schools and student enrollment as well as the communities and county at large.

The superintendent and/or his/her designee will write and publish the job vacancy announcement/advertisement within the confines of the district's recruitment and/or employment policies and procedures.

The superintendent will base the context of the job vacancy announcement/advertisement primarily on the actual job description and/or criteria to be used in selecting the most qualified person for the position.

The announcement/advertisement may also include such information as job title, major job responsibilities, location of the district, how to apply for the position, minimum qualifications and deadline for receiving applications.

Issued 9/23/85; Revised ^

HIRING OF ADMINISTRATIVE STAFF

Code **GCFB** Issued **DRAFT/09**

Purpose: To establish the basic structure for the hiring of administrative staff.

Mandatory assessment of principal appointees

Any person considered by the board for permanent appointment as a principal will be assessed in accordance with state law and state board of education regulations.

Contract status

An administrator employed by the district on a one-year contract will retain his/her rights as a teacher under state law. However, state law does not grant these rights to the position or salary of an administrator (for example, if he/she is returned to the classroom).

Adopted 11/16/81; Revised 1/25/88, ^

Legal references:

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

1. Section 59-24-10 - Assessment of leadership and management capabilities of persons being considered for appointment as elementary or secondary school principals.
2. Section 59-24-15 - Rights of certified education personnel employed as administrators.

B. State Board of Education Regulations:

1. R43-205 - Administrative and professional personnel qualifications, duties and workloads.

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

Code **GCG** Issued **DRAFT/09**

Purpose: To establish the basic structure of the employment of part-time and substitute professional employees.

Substitute teachers who serve in the absence of regular teachers may be employed when notified by a school principal or his/her designee. To the extent possible, substitute teachers should possess the training and experience to insure that students will receive uninterrupted instruction when the regular teacher has to be absent.

A pool from which principals may contact substitute teachers will be made available to the schools by the office of human resources. The following minimum qualifications are required in order for a substitute teacher applicant to be contacted by principals or their designees.

Although a certified teacher is preferred, a high school diploma or its equivalent from an accredited high school will meet the minimum educational requirements.

- A person must be at least 18 years of age.
- All candidates must have satisfactory references relating to the candidate's ability to do the job.
- All candidates will be required to complete an appropriate application and have a personal interview with the appropriate personnel from human resources.
- All candidates must be pre-screened and approved by the office of human resources.
- All candidates must express a willingness to be available for substitute work and to respond on short notice.
- All candidates must attend a substitute teacher orientation session sponsored by the district.
- All candidates must have on file the following documents.
 - An acceptable criminal records history check from the SC Law Enforcement Division in accordance with the requirements for teachers as stated in SC Code of Laws, Section 59-26-40.
 - Proof of employment eligibility as required by the Immigration Reform and Control Act of 1986 (I-9).
 - School Employee Certificate of Evaluation for Tuberculosis (DHEC 1420) indicating a negative report.
 - Reliable references which attest to the acceptability of the candidate's character and dependability.

The principal/director has the responsibility for evaluating the effectiveness of each substitute teacher employed in his/her school.

Adopted 8/1/73; Revised 11/16/81, 5/28/84, 1/25/88, 4/16/90, 2/3/92, 6/17/91, ^

*New Administrative Rule -Second reading September 28, 2009
Replaces Policies GBRJ and GBRJA (Issued 2/92)*

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT-Administrative Rule

Code **GCG-R** *Issued* **DRAFT/09**

A substitute teacher working the first 10 days for the same teacher will be paid at the base rate of substitute pay. After working 10 consecutive days for the same teacher, noncertified substitutes will receive the extended rate of substitute pay, and certified substitutes will receive certificate pay.



MEMORANDUM

To: Members of the Board of Trustees

Through: Dr. Herbert M. Berg

From: Helen Anderson *HAA*
Chief Instructional Services Officer

Date: September 28, 2009

Re: **The Mission, Vision, Beliefs and Goals**

Attached is a copy of the Mission, Vision, Beliefs and Goals statements for School District Five. The SACS committee is requesting the Board to approve the Mission, Vision, Beliefs, and Goals statements for 2010 so that we may continue the SACS process and prepare for the visit.

If you have any questions I will be happy to answer them at the Board Meeting.

Mission Statement

(what we do)

The mission of School District Five of Lexington and Richland Counties, in partnership with the community, is to provide challenging curricula with high expectations for learning that develop productive citizens who can solve problems and contribute to a global society.

Vision Statement

(where we want to be)

School District Five of Lexington and Richland Counties will empower all students to meet or exceed expectations for academic, social, and emotional growth and success. We will provide opportunities for students to develop creative and critical problem-solving skills, as innovative learners, to meet dynamic global changes. We will maximize our use of resources through collaborative partnerships with our community, our business and education partners. District Five students will be prepared to pursue excellence for tomorrow's challenges.

Motto

Pursuing Excellence for Tomorrow's Challenges

Beliefs

(statements of the district's fundamental values)

We believe:

- Students are the primary focus of all decisions.
- Every person has the right to a safe, supportive, and respectful environment.
- Education creates possibilities.
- All adults in the community are responsible for supporting quality education.
- Self-discipline, commitment, and hard work contribute to success.
- Trust is essential for a successful educational community.
- All members of the community are valued and have inherent worth.
- Excellence in learning is directly related to excellence in teaching.
- Academic growth is enhanced when students are actively engaged in rigorous, relevant learning.
- Each staff member is responsible for uncovering the potential of every student through positive relationships that foster student learning.
- Communication between home and school enhances learning.

Goals

(what we want to accomplish)

We will maintain a safe, supportive, nurturing environment that is conducive to working and learning.

We will provide challenging curricula with high expectations for learning.

We will develop productive citizens who can solve problems and contribute to a global society.


We will recruit, hire, and retain highly effective, diverse staff who understands what students need to succeed in a competitive, global work place.

We will maximize the school district's resources of time, expertise, and finances.



MEMORANDUM

September 28, 2009

To: Members of the Board of Trustees
From: Keith McAlister 
Director, New Design and Construction
Re: Irmo Elementary School Schematic Design

ADMINISTRATION CONSIDERATION

Administration seeks approval of Irmo Elementary School schematic design.
(Timeline to meet April bid will be difficult to meet without expediting the process. It
would be beneficial to our district to make this effort.
SD's September 14/28 DD's Nov 9 / December 15 CD's January 11/25).

RECOMMENDATION

Administration seeks approval to proceed with Irmo Elementary School schematic
design.

ATTACHMENT

Irmo Elementary School schematic design



THE SOUTH CAROLINA
SCHOOL BOARDS ASSOCIATION

Dr. Paul Krohne
Executive Director

Executive Committee

Gerald Cook, *President*
Spartanburg Five

Bruce Davis, *President-Elect*
Hampton Two

Cynthia Smith, *Vice President*
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Richard Cook, *Treasurer*
Florence Three

John Hughes, *Secretary*
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Horry County

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Rock Hill Three

Connie Smith
Spartanburg Two

Paul Talmadge
Anderson Five

Peggy Tyler
Orangeburg Cons. Four

TO: Board Chairmen and District Superintendents

FROM: Dr. Paul Krohne, Executive Director *P.K.*

RE: **Certification of Delegates for the
2009 Delegate Assembly**

DATE: September 10, 2009

SCSBA's annual business meeting will take place on **Saturday, December 5, 2009**, at 2 p.m., at Hilton Head's Crowne Plaza Hotel. This meeting is being held in conjunction with the Legislative and Advocacy Conference.

According to the SCSBA Constitution, *Article V*, the Delegate Assembly is the policy-making body of the association and is composed of certified voting delegates from active member boards. The number of votes allocated to each board is based on pupils enrolled in public elementary and secondary schools as per the ADM in the *2008 Rankings* book.

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

Please take a moment to list the name(s) of your delegate(s) and designate how many votes each delegate will represent. Please choose alternate delegates as well. Anyone who is not a certified voting delegate or a certified alternate delegate will **not** be allowed to vote during the Delegate Assembly. **There will be strict adherence to this rule.**

Please discuss this information at your next board meeting. All certification forms must be received in the SCSBA office by **Friday, November 13, 2009**.

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

/jl

Enclosure

2009 SCSBA Delegate Assembly

Official Voting Delegates Certification Form

LEXINGTON/RICHLAND FIVE SCHOOL DISTRICT

Your district is allowed **6 Votes**.

Certification deadline: Friday, November 13, 2009

Certification of Delegates from SCSBA's Constitution:

Article V, Section 4. Each active member board will certify its voting delegate to SCSBA before the deadline date for such certification. An alternate delegate for each voting delegate will also be named and certified. In no case will a member of a member board be allowed to serve as an official delegate unless certified by the member board as a delegate or alternate prior to the designated deadline for certification.

Official Voting Delegates

The following board members have been designated as official voting delegates at the annual business meeting on Saturday, December 5, 2009. Please list each delegate attending along with an alternate. Include name and number of votes assigned to each delegate.

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

	Name	Number of votes
<input type="checkbox"/> delegate <input type="checkbox"/> alternate		
<input type="checkbox"/> delegate <input type="checkbox"/> alternate		
<input type="checkbox"/> delegate <input type="checkbox"/> alternate		
<input type="checkbox"/> delegate <input type="checkbox"/> alternate		
<input type="checkbox"/> delegate <input type="checkbox"/> alternate		
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<input type="checkbox"/> delegate <input type="checkbox"/> alternate		
<input type="checkbox"/> delegate <input type="checkbox"/> alternate		
<input type="checkbox"/> delegate <input type="checkbox"/> alternate		
<input type="checkbox"/> delegate <input type="checkbox"/> alternate		

This form is not official until we have the appropriate signatures listed below.

Superintendent

Board Chairman

For delegates to be certified, this form must be returned by November 13, 2009 to:
Judy LeGrand, SCSBA, 1027 Barnwell Street, Columbia, SC 29201 or
fax to 803.988.0776. Thank you.

**MEMORANDUM**

TO: Members of the Board of Trustees

THRU: Dr. Herbert Berg, Superintendent

FROM: Ms. Helen Anderson
Chief Instructional Services Officer

DATE: September 23, 2009

RE: September 28, 2009 Board Meeting, Discussion Item,
"Proposed Revisions to Board Policies JBC "School Admissions", JBC-R(1) "School Admissions", JBC-E "Affidavit", JBC-E(3) "Residence Affidavit", JQK "Foreign and Exchange Students", add JFABB-R as "Administrative Rule", JQK-E "Foreign and Exchange Student Agreement Form", JBD "Absences and Excuses", JBD-R "Absences and Excuses", JK "Student Solicitations", add JJE-R as "Administrative Rule", JGCD "Medicines", add JLCD-R as "Administrative Rule"

A copy of Board Policies JBC, JBC-E, JBC-E(3), JBD, JBD-R, JGCD, JQK, JQK-E, and JK are attached.

JFAA/JFAB "Admission of Resident/Non-Resident Students" replaces policy JBC "School Admissions"

JFAA/JFAB-R replaces JBC-R(1) "School Admission"

JFAA/JFAB E(1) "Affidavit" replaces JBC-E "Affidavit"

JFAA/JFAB E(3) "Affidavit" replaces JBC-E(3) "Residence Affidavit"

JFABB "Admission of Foreign Exchange Students" replaces JQK "Foreign and Exchange Students"

JFABB-R "Admission of Foreign Exchange Students" add as "Administrative Rule"

JFABB-E "Admission of Foreign Exchange Students" replaces JQK-E "Foreign and Exchange Student Agreement Form"

JH "Student Absences and Excuses" replaces JBD "Absences and Excuses"

JH-R "Student Absences and Excuses" replaces JBD-R "Absences and Excuses"

JJE "Student Fundraising Activities" replaces JK "Student Solicitations"

JJE-R add as "Administrative Rule"

JLCD "Assisting Students with Medications" replaces JGCD "Medicines"

JLCD-R "Assisting Students with Medications" add as "Administrative Rule"

Recommendation: Request Board of Trustees approval.

Attachments: Recommended New Policies (White Paper)
Old Policies (Blue Paper)

Mr. Michael Harris will be available to answer any questions at the September 28th meeting.

Policy

ADMISSION OF RESIDENT/NON-RESIDENT STUDENTS

Code **JFAA/JFAB** Issued **Final**

Purpose: To establish the basic structure for admitting to district schools those students who do and do not reside in the district.

Generally, all persons of legally defined and mandated school age who reside in the district and who have presented required birth certificates and certificates of immunization may attend the free public schools.

Documentation required for admission

New students of legally defined and mandated school age seeking enrollment in the district must enroll in person, not by telephone, on forms provided by the school. The district will require proof of residence, legal guardianship or legal custody before the student will be enrolled.

All students entering kindergarten through grade 12 must present a valid birth certificate to verify their date of birth. Such students must also present immunization documents as required by South Carolina Department of Health and Environmental Control. A copy of the birth certificate and immunization record must be placed in the student's file.

When a child with one or more living parents comes under the guardianship of an adult who lives in the district, the child can be enrolled upon written confirmation from an attorney that he/she has been retained by a custodial parent or person to petition the family court for the adult to obtain legal guardianship of the child. The district will then give the student 30 days to present a properly executed court order stating that the adult has been awarded guardianship through the family court. An extension of the time limit must be approved by the superintendent or his/her designee, provided appropriate documentation has been received from the attorney or family court.

In compliance with the McKinney-Vento Act, special consideration will be given regarding the enrollment of any student categorized as homeless. The act defines homeless children or youth (21 years of age and younger) as the following.

- Children and youth who lack a fixed, regular and adequate nighttime residence including children and youth who are sharing the housing of another person due to loss of housing, economic hardship or a similar reason (often referred to as doubled-up); are living in motels, hotels, trailer oaks or camping grounds due to a lack of alternative adequate

- Children and youth who have a primary nighttime residence that is a public or private place not designed for a regular sleeping accommodation for human beings.
- Children who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
- Migratory children who qualify as homeless because they are living in circumstances described above.

As stipulated by the law, the school will immediately enroll a homeless child or youth even if the child is unable to produce records normally required for enrollment.

Bar to enrollment

When a student seeks to enroll in the district for the first time, the board's designee will determine whether the student meets the district's standards of conduct and behavior. The board's designee will consider non-school records and the student's disciplinary records in any school in which the student was previously enrolled. The board's designee will consider these records as they relate to the adjudication of delinquency in any jurisdiction for violent crimes, unlawful use or possession of weapons, unlawful participation in gang-related activity or unlawful sale of drugs.

If a student is not allowed to enroll based on his/her record, notice will be provided to the student's parent/legal guardian and the student will be entitled to a hearing and other procedural rights in accordance with policy JKE (Expulsion).

The bar to enrollment applies for a maximum of one year if the student otherwise meets the district standards of conduct and behavior. After the bar is lifted, the student may reapply for enrollment and the board will order the student enrolled if he/she otherwise meets enrollment criteria.

Resident students

The district will admit any student who lives in the district provided the student meets the following criteria.

- lives with his/her parents
- lives with his/her legal guardian (testamentary guardian or by judicial appointment)
- lives with a person who has been awarded legal custody by a court of competent jurisdiction
- lives with his/her foster parents
- lives in a residential community-based care facility licensed or operated by the South Carolina Department of Social Services or the South Carolina Department of Juvenile Justice
- is emancipated (18 years of age, married, or declared emancipated by a court of law)
- resides in an emergency shelter located within the district

If an adult resident of the district signs an affidavit as required by law, the district will admit a student who fits into one of these situations.

- Lives with an adult resident of the district, provided that the child resides with the adult as a result of the following.
 - death, serious illness or incarceration of a parent/legal guardian
 - relinquishment by a parent/legal guardian of the complete control of the child as evidenced by the failure to provide substantial financial support and parental guidance
 - abuse or neglect by a parent/legal guardian
 - physical or mental condition of a parent/legal guardian being such that he/she cannot provide adequate care and supervision of the child
 - is homeless or is a child of a homeless individual, as defined in Public Law 100-77
 - a parent/legal guardian's military deployment or call to active duty more than 70 miles from his/her residence for a period greater than 60 days; provided, however, that if the child's parent/legal guardian returns from such military deployment or active duty prior to the end of the school year, the child may finish that school year in the school he/she attends without charge even if the child resides in another school district for the remainder of the school year due to his/her parent/legal guardian returning home

In addition, the adult must attest that the child's claim of residency in the district is not primarily related to attendance at a particular school. The adult must also accept responsibility for educational decisions for the child.

In all cases the student must do the following.

- maintain a satisfactory scholastic record in accordance with scholastic standards of achievement set by the board of trustees
- not be guilty of violating the rules of conduct and behavior that must be met by all students as a condition to the right to attend the public schools of the district as set by the board of trustees

Documentation for the adult affidavit is required and will be reviewed periodically by the superintendent or his/her designee for approval of continued enrollment. Because affidavits are usually for temporary situations, they must be renewed each year, with appropriate current documentation provided. Failure to provide such documentation may result in continued enrollment being denied.

Any parent/legal guardian or person who enrolls a student and/or signs an affidavit in support of an enrollment will be required to repay the educational expenses of per student expenditure to the district if the enrollment is based upon false documentation. In such an event, the student will be immediately withdrawn from the district and payment will be due. All records and grades of that student may be held until satisfactory payment is made with the district.

Non-resident students

All non-resident students must provide the district superintendent with an official release duly signed by the district superintendent from their area of residence prior to enrollment.

The district will allow a student whose parent/legal guardian moves outside the geographic confines of the district during the school year to continue enrollment in the school he/she was attending at the time the move occurred for the remainder of that semester. The parent/legal guardian must assume responsibility for transportation and a release must be presented. The parent/legal guardian of any student not a resident of the district at the time of registration will be required to sign an affidavit stating that all information is correct. Should it be false, the parent/legal guardian will be required to reimburse the district the amount of property taxes spent on a per student basis [see JFAA/JFAB-E(1)].

Conditions for acceptance of non-residents

In the following two cases, the district superintendent or his/her designee will assign the school which the student will attend based on available classroom space in the schools or, for employees, according to the school in which the employee is assigned to work.

- The student owns real estate in the district having an assessed value of \$300. The student must present a certificate from the county tax assessor to verify ownership of real estate with the required assessment in his/her name. The student does not have to provide release from the resident district. The district will charge a fee that is equal to the difference between the amount of school taxes paid on the property and the district per student yearly cost according to South Carolina Code of Laws, Section 59-63-45. A student who purchased property prior to September 9, 1996, and whose sibling enrolled with property ownership prior to 1996 but was not enrolled in any district school until after that date, may petition the board of trustees to waive the out-of-district enrollment fee.
- Any child of a district employee has permission for such transfer from the board of trustees of his/her resident district, provided this transfer has the approval of the superintendent of School District Five. The student must provide a release from the resident district. The student will be eligible to attend the employee's school, the appropriate grade level school in the attendance zone of the employee's location or an appropriate grade level school en route to the employee's school or closest to the employee's residence. The district reserves the right to make the school assignment. The employee is responsible for transportation of the children enrolled pursuant to this provision.

Should the student not maintain a satisfactory discipline record, permission to remain in the district will be withdrawn and the student must return to the home district. The parent/legal guardian may appeal the principal's decision to the supervisor of student personnel services.

In the case of a child of any parent/legal guardian who lives out of the district at the time of admission but the parent/legal guardian plans to move into the district within four months of applying for enrollment in the district, temporary admission

may be granted under the conditions below. Students in these categories must provide a release of residence from their present district. Upon presentation of the documents listed below, the temporary enrollment status will be lifted.

House under construction

A copy of the official building permit and copy of the contract/purchase complete with an anticipated completion date within six months of the date of the contract/purchase agreement is submitted to the school, and a notarized statement from the parent/legal guardian stating the intent to occupy the residence immediately upon completion will be acceptable.

House under repair

A notarized statement will be provided by the person making the repairs indicating that the house will be ready for occupancy within four months from the date the student is admitted and a notarized statement from the parent/legal guardian stating the intent to re-occupy the residence upon completion of the repairs will be acceptable.

Newly-purchased home

Whenever an existing home is purchased and occupancy cannot be gained immediately, a duly signed contract or purchase agreement must be provided by the previous owner or the realtor assuring occupancy within four months from the date the student is admitted and a notarized statement from the parent/legal guardian stating the intent to occupy the residence immediately upon completion will be acceptable.

Newly-leased home

Whenever an existing home is leased and occupancy cannot be gained immediately, a duly signed rental agreement must be provided by either the owner of the home or the realtor assuring occupancy within four months from the date the student is admitted and a notarized statement from the parent/legal guardian stating the intent to occupy the residence immediately upon availability will be acceptable.

The district will not deny admission to any student on the basis of race, religion, color, creed, sex, immigrant status or English-speaking status, national origin or disabling condition.

Adopted 8/18/78; Revised 7/21/80, 11/16/81, 7/6/82, 5/28/84, 4/2/90, 5/3/93, 8/15/94, 10/6/97, 7/24/00, 3/11/02, 1/27/03, 1/12/04, 9/10/07, ^

Legal references:

A. Federal Law:

1. Homeless Assistance Act, Pub.L.No. 100-77, 101 Stat. 482-538 (1987), also known as the McKinney Act.
2. Title VI of the Civil Rights Act of 1964 - Prohibits discrimination on the basis of race, color, national origin, religion or sex.

3. Uniform Tax Act (Section 1524, Internal Code) Section 610 E, Code Section 6676 E - All dependents age five and above required to have Social Security number.
 4. No Child Left Behind Act of 2001, P.L. 107-110, Section 4155.
- B. S.C. Code of Laws, 1976, as amended:
1. Section 16-1-60 - Violent crimes.
 2. Section 44-29-180 - Student must show immunization prior to admission.
 3. Section 59-63-30 - Qualifications for attendance.
 4. Section 59-63-31 - Additional qualifications for attendance at public school.
 5. Section 59-63-32 - Requirements to enroll child in public school; affidavit; penalties for providing false information.
 6. Section 59-63-45 - Procedures for reimbursement for districts for cost of educating non-resident students.
 7. Section 59-63-217 - Board of trustees may consider non-school records and prior school disciplinary records in determining whether a school district may refuse to enroll a student for the first time.
 8. Section 59-63-390 - Ages of attendance.
 9. Sections 59-63-480 and 490 - Attendance of non-resident students.
 10. Section 59-19-90(10) - Power of board to transfer and assign pupils.
- C. State Board of Education Regulations:
1. R-43-272 - School admission.
 2. R-43-273 - Transfers and withdrawals.
- D. State Board of Health and Environmental Control Regulations:
1. R-61-8 - Immunization of students.
- E. U.S. Supreme Court:
1. Parents Involved in Community Schools v. Seattle School District No. 1, 127 S. Ct. 2738 (2007).
- F. Federal Court Decisions:
1. Milliken v. Bradley, 418 U.S. 717.
 2. Tasby v. Estes, 412 F.Supp. 1185, aff'd 572 F.2d 1010.
 3. Evans v. Buchanan, 393 F.Supp. 428.
 4. Armour v. Nix, No.79-6108 (N.D. Ga. May 12, 1979).

ADMISSION OF RESIDENT/NON-RESIDENT STUDENTS

Code **JFAA/JFAB-R** Issued **Final**

Statement for determining legal residence

For purposes of determining legal residence, the district may consider the following factors, among other things.

- address at which mail is received
- identity of the person in whose name electricity and water service is provided at the dwelling
- address at which the individual receives local, state and/or federal financial assistance
- individual whom the tax assessor's office lists as the owner of the property
- existence of a deed identifying the owner of the property
- address at which the individual sleeps, eats and carries on other daily activities

For students moving into the district, the following guidelines that are established by the South Carolina High School League may be considered as well as other information available to district staff in determining legal residence.

- The student and the parent/legal guardian have a bona fide change of residence from the attendance area of the former school into the attendance area of the new school.
- The move must be with the intent of being permanent.
- Under no circumstances can a student/family have two residences for attendance eligibility purposes.
- The entire household and furniture must be moved into the new residence.
- The prior residence must be clearly closed as the residence of the family and must not be used by the family.
- When the parents are not legally separated and when they are residing in different places, the residence is generally considered the residence formerly lived in by both parents.

When a student and his/her parent/legal guardian move in with a family in an existing home/apartment, the following documentation is required for temporary admission to the district.

- The owner/lessee of the home must execute a notarized affidavit [JFAA/JFAB-E(2)] that declares that the family is currently residing with them.
- The parent/legal guardian of the student must execute a notarized affidavit [JFAA/JFAB-E(1)] stating that all information is correct regarding the new address.
- If the new address is an apartment, the apartment management must supply a verification letter that the student and the parent/legal guardian are residing at the specified address.
- Within 30 calendar days, business mail must be received at the address and other legal documentation must be presented showing the new address (vehicle tax notice, driver's license, employment records, etc.)

Should any information presented by the parent/legal guardian or the district resident prove to be false, the student **may** be immediately withdrawn from the school district, charges may be filed for a false affidavit against the adults involved, and educational costs may have to be repaid to the district.

Issued 8/15/94; Revised 7/24/00, ^



File: JFAA/JFAB E(1)

**Residency Declaration Affidavit
Parent/Legal Guardian**

Residency Declaration Affidavit
(To be completed by Parent or Legal Guardian)

I, _____, certify that I am the custodial parent/legal guardian
of _____
and that I have established my permanent or temporary residence at _____.

I also agree that if I move, I will notify Lexington/Richland School District Five within (10) business days of my new residence information.

I understand that if it is found that I have willfully and knowingly provided false information in this affidavit to enroll a child in a school which the child is not eligible, I may be found guilty of a misdemeanor and, upon conviction, must be fined an amount not to exceed two hundred dollars or imprisoned for not more than thirty days and also must be required to pay Lexington/Richland School District Five an amount equal to the cost to the district for educating the child during the period of enrollment. I also understand that I will be required to withdraw the student(s) immediately, and that I must enroll him/her in the school that serves my true residential address.

I agree that the Lexington/Richland School District Five may use any methods that is deems necessary, including the employment of outside agencies, to verify any of the information set forth in this affidavit. I confirm that all of the information herein is true and accurate.

Date

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

State of South Carolina
County of _____

Sworn to before me and subscribed in my presence this _____ day of _____,

(Seal)

Notary Public
My Commission Expires _____



File: JFAA/JFAB E(2)

**Residency Declaration Affidavit
Property/Lessee Owner**

Residency Declaration Affidavit
(To be completed by Property Owner or Lessee)

I, _____, certify that I am the owner of the
residence/apartment located at _____.

I further certify that _____
has established permanent or temporary residence in the aforementioned residence/apartment and, to
the best of my knowledge, is not maintaining a separate residence elsewhere. The following children
and adults live in my household:

All Adults in Household

All Children in Household

*I understand that if it is found that I have willfully and knowingly provided false
information in this affidavit to enroll a child in a school which the child is not
eligible, I may be found guilty of a misdemeanor and, upon conviction, must be
fined an amount not to exceed two hundred dollars or imprisoned for not more than
thirty days and also must be required to pay Lexington/Richland School District
Five an amount equal to the cost to the district for educating the child during the
period of enrollment.*

I agree that the Lexington/Richland School District Five may use any methods that is deems
necessary, including the employment of outside agencies, to verify any of the information set forth in
this affidavit. I confirm that all of the information herein is true and accurate.

Date

Signature of Property or Lease Owner

State of South Carolina
County of _____

Sworn to before me and subscribed in my presence this _____ day of _____,

(Seal)

Notary Public
My Commission Expires _____

ADMISSION OF FOREIGN EXCHANGE STUDENTS

Code **JFABB** Issued **Final**

Purpose: To establish the basic structure for the admission of foreign exchange students.

Recognizing the cultural benefits of having foreign exchange student programs, the board authorizes the district to accept foreign exchange students into its schools.

The admission and tuition responsibilities of foreign exchange students will be in accordance with the procedures established in [JFABB-E](#).

Adopted 9/11/00; Revised ^

(ADD) AS AN ADMINISTRATIVE RULE
ADMISSION OF FOREIGN EXCHANGE STUDENTS

Code **JFABB-R** Issued **Final**

Procedures for admission of foreign and exchange students

Foreign exchange students

Only students from United States Information Agency approved student exchange programs may be accepted.

All United States Information Agency regulations must be met prior to approval for enrollment and all policies must be followed after acceptance.

Only high school foreign exchange students may be accepted.

The student must meet the following criteria:

- Be a secondary school student in his/her home country who has not completed more than 11 years of primary and secondary school, exclusive of kindergarten, or be at least 15 years of age but not more than 18 and six months years of age at the time of initial school enrollment;
- Be a person who demonstrates maturity, good character and scholastic aptitude; and
- Be a student who has not previously participated in an academic year or semester secondary school student exchange program in the United States.

Contingent upon the availability of space and a schools decision to participate in the Foreign Exchange Program, the number of foreign exchange students will be limited to five students at Irmo High School, five students at Dutch Fork High School and five students at Chapin High School.

The student must be able to speak, write and understand English proficiently.

No foreign exchange student may be enrolled in the English Speakers of Other Languages program.

The student will be awarded course credits, as earned.

No diploma will be issued to a foreign exchange student.

Foreign exchange students will not be classified as seniors nor may they participate in any graduation exercises.

Foreign exchange students must provide a transcript translated into English upon enrollment.

Students who are accepted through exchange programs will be expected to meet all academic, attendance and student discipline requirements as required of students enrolled in the district's high schools, including the requirement that the student cannot be enrolled if he/she has completed high school.

The principal of the school may withdraw attendance approval for a student who commits any severe discipline infraction.

PAGE 2 - JFABB-R - ADMISSION OF FOREIGN EXCHANGE STUDENTS

Foreign exchange students may not enroll in a driver's education course.

Foreign exchange students will be allowed to participate in all extracurricular activities including athletics as they are eligible.

Foreign students

The September 1996 Illegal Immigration Reform and Immigration Responsibility Act (IIRIRA), Section 625, contains regulations regarding F-1 visa students.

- F-1 visa students may not attend public elementary schools.
- F-1 visa students may only attend secondary schools and their attendance cannot exceed one year.

Students who have visitor visa status may not enroll in the district schools.

Issued 9/11/00; Revised 4/25/05, ^

ADMISSION OF FOREIGN EXCHANGE STUDENTS

Code **JFABB-E** Issued **Final**

The district annually accepts foreign exchange students for enrollment in the district's high schools (see JFABB). To avoid possible misunderstanding regarding course credits and high school graduation, however, these regulations will apply for foreign exchange students requesting to be enrolled. The regulations are as follows.

- The student must be eligible for enrollment in the South Carolina Student Accounting System.
- The student must be able to speak, write and understand English proficiently.
- The student will be awarded course credits, as earned.
- No diploma will be issued to a foreign exchange student.
- Foreign exchange students will not be classified as seniors nor may they participate in any graduation exercises.
- Students must provide a transcript translated into English.
- Students who are accepted through exchange programs will be expected to meet all academic, attendance and student discipline requirements as required of all students enrolled in the school district's high schools, including the requirement that the student cannot be enrolled if he/she has completed high school.
- Foreign exchange students may not enroll in a driver's education course.

The signatures below will indicate agreement by the student and the official representative of the student exchange program.

I have read and will abide by all board policies and administrative rules pertaining to foreign exchange students in School District Five of Lexington and Richland Counties. I understand if I violate the provisions of those policies and procedures, I will be withdrawn from _____
_____ High School.

Student

Date

Representative, student exchange program

Date

Name of Student Exchange Program

Telephone number

Host parent

Date

Issued 8/15/94; Revised 4/25/05, ^

School District Five of Lexington and Richland Counties

STUDENT ABSENCES AND EXCUSES

Code **JH**

Purpose: To establish the basic structure for allowing and excusing student absences.

The board believes that attendance is a key factor in student achievement. Any absence from school represents an educational loss to the student. However, the board recognizes that some absences are unavoidable.

In order to receive credit for a high school course, a student must attend at least 85 days (for a 90-day semester course) or 170 days (for a 180-day year course). The board may grant approval of excessive absences in accordance with board policy.

The district will utilize a written intervention plan for improving student attendance. The purpose of the plan will be to link students with attendance problems and their families to all appropriate school and community resources.

The board recognizes that truancy is primarily an educational issue and will take all reasonable, educationally sound and corrective actions prior to resorting to the juvenile justice system.

Any student who misses school must present a written excuse, signed by his/her parent/legal guardian. The excuse will contain such other information as directed by the administration. The note must be presented to school officials no later than the student's third day back at school. The school administration will keep all excuses confidential.

If a student fails to bring a valid excuse to school, he/she will automatically receive an unexcused absence. If a student brings a false (or forged) excuse, the teacher will refer the student to the school administration for appropriate action.

The district will consider students lawfully absent under the following circumstances.

- They are ill and their attendance in school would endanger their health or the health of others.
- There is a death or serious illness in their immediate family.
- There is a recognized religious holiday of their faith.
- There are prearranged absences for other reasons and/or extreme hardships at the discretion of the principal.
- Students are participating in school-related activities that have received prior approval by the principal or his/her designee.

The district will consider students unlawfully absent under the following circumstances.

- They are willfully absent from school without the knowledge of their parent/legal guardian.
- They are absent without acceptable cause with the knowledge of their parent/legal guardian.

Suspension is not to be counted as an unlawful absence for truancy purposes.

The principal will be responsible for implementing and expediting medical homebound instruction for students experiencing a prolonged illness or injury requiring them to be absent from school.

PAGE 2 - JH - STUDENT ABSENCES AND EXCUSES

Adopted 7/21/87; Revised 9/8/97, Legal references:

A. Federal law:

1. 20 U.S.C. Section 7112 (2002) - No Child Left Behind Act of 2001.
2. 42 U.S.C. Section 5601, et seq. (2002) - Juvenile Justice and Delinquency Prevention Act of 1974.
3. McKinney-Vento Homeless Education Improvements Act of 2001, P.L. 107-110, 42 U.S.C. Sections 11431-11435.

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

1. Section 59-65-90 - State Board to establish rules and regulations defining lawful and unlawful absences.

C. State Board of Education Regulations:

1. R-43-274 - Student attendance.

STUDENT ABSENCES AND EXCUSES

Code **JH-R** Issued **Final**

The board of trustees designates the principal of the school to promptly approve or disapprove any student's absence of more than 10 days.

Unlawful absences

A student ages 6 to 17 years who has three consecutive unlawful absences or a total of five unlawful absences is considered truant as defined by state board of education regulation.

A student ages 12 to 17 years who fails to comply with the school's Attendance Improvement Plan (AIP) and accumulates two or more additional unlawful absences is considered a habitual truant.

A student ages 12 to 17 years who has been through the school AIP process, has reached the level of a habitual truant, has been referred to family court and placed on an order to attend school and continues to accumulate unlawful absences is considered a chronic truant.

Intervention

In order to encourage and assist students in attending school regularly, the administration will administer the following intervention procedures.

Once a student is determined to be truant, school officials will make every reasonable effort to meet with the parent/legal guardian to identify the reasons for the student's continued absence, including telephone calls, home visits, written messages and e-mails.

A written AIP will be developed by school administrators in conjunction with the student and the parent/legal guardian. The AIP must include, but is not limited to, the following.

- a designated person to lead the intervention team (may be someone from another agency)
- reasons for the unlawful absences
- actions the parent/legal guardian and student will take to resolve the causes of the unlawful absences
- documentation of referrals to appropriate service providers and, if available, alternative school and community-based programs
- actions to be taken by intervention team members
- actions to be taken in the event unlawful absences continue
- signature of parent/legal guardian and student or evidence that attempts were made to include them
- documentation of involvement of team members
- guidelines for making revisions to the plan

School officials may utilize a team intervention approach to include representatives from social services, community mental health, substance abuse and prevention, and other persons deemed appropriate in formulating the AIPs.

PAGE 2 - JH-R - STUDENT ABSENCES AND EXCUSES

Referrals and judicial intervention

The district will not refer a child ages 6 to 17 years to the family court to be placed on an order to attend school prior to the written intervention plan being completed by the school with the parent/legal guardian and student. The district will not use a consent order from any local school or district as an intervention plan.

Refusal by the parent/legal guardian to cooperate with school AIP planning can result in a referral of the student to family court and the filing of a report against the parent/legal guardian with social services in accordance with law.

The district will inform the parent/legal guardian and/or the student of their right to have legal representation and their right to a trial at this time.

If the situation continues to where the student is classified as a habitual truant, school officials may file a petition for a school attendance order. Once a school attendance order has been issued by the family court and the student continues to accumulate absences to the point of becoming a chronic truant, school officials may refer the case back to family court. The school and district will exhaust all reasonable alternatives prior to petitioning the family court to hold the student and/or parent/legal guardian in contempt of court.

Transfer to another school

If a student transfers to another public school in the state, the district will forward the student's intervention plan to the receiving school.

Approval of absences in excess of 10 days

After 10 lawful or unlawful absences or a combination thereof, the principal of the school will approve or disapprove each succeeding absence.

Furthermore, in order to more fully clarify unusual or unexpected mitigating circumstances, each school principal should evaluate individually and may approve the following lawful absence situations:

- family educational trips
- community and church related performing groups
- organized competitive events or related activities

Make-up work

Districts should allow students whose excessive absences are approved to make up work missed. Examples of make-up work opportunities may include after-school and/or weekend make-up programs and extended-year programs.

All make-up time and work must be completed within 10 days from the last day of the course. The board or its designee may extend the time for completion of the requirements due to extenuating circumstances as prescribed by state board of education guidelines.

School principals will exert every realistic effort to provide assurance that this regulation is adhered to in a fair and consistent manner. Principals will place special emphasis on coordinating implementation affecting students within the same family.

Issued 8/4/86; Revised 9/8/97, ^

STUDENT FUNDRAISING ACTIVITIES

Code **JJE** Issued **Final**

Purpose: To establish the basic structure for the conduct of student fundraising activities.

Schools will keep fundraising campaigns to a minimum so as not to impair the efficiency and effectiveness of the education program. In addition, schools may undertake such campaigns only under the following circumstances.

Students in the elementary schools shall not participate in fund-raising activities in which they would be selling items or soliciting contributions, pledges or orders. However, these students may be used as couriers between school and home of information, order blanks and materials pertaining to fund-raising activities sponsored by the school and school-related organizations such as the PTO/A.

- The principal will approve and supervise each campaign.
- Students may not participate in fundraising activities during school hours without the express approval of the principal.
- Students will not solicit personal contributions to meet the basic needs of the school or to finance extracurricular activities.
- Fundraising campaigns sponsored within the school must be in support of specific student activities or projects that will contribute to the improvement of the school's program.

No student or organization may sell, distribute or advertise services, written materials or items from private sources on school premises or in the school or school district without the permission of the principal of the school involved and the superintendent.

Organizations or students seeking to distribute materials to students unrelated to the individual school or school district must have the permission of the superintendent.

Adopted 8/1/73; Revised 11/16/81, 11/21/83, 4/28/86, ^

Legal references:

- A. S. C. Code, 1976, as amended:
1. Section 16-17-420 - Board can regulate any activity that would disturb school.

STUDENT FUNDRAISING ACTIVITIES

Code **JJE-R** Issued **Final**

All fundraising activities that take place must be conducted by an organization, not an individual. Any club or organization requesting permission to hold a fundraiser must have a valid charter and board-approved bylaws and have been in existence for at least four months prior to making the request. The principal must approve the fund-raising activities of both parent/legal guardian and student-governed organizations. The approval must be in writing and issued prior to the beginning of the fundraising activity.

Organizations must make written requests for fundraising activities to include the following.

- the inclusive dates of the activity or sales campaign
- the type of activity clearly explained
- name of supplier of sales items or activity
- intended use of the money raised
- how this use of funds can improve the school

Principals should limit each club or organization to one fundraising project per school year.

All information, advertising, tickets and other materials used for promotion of the activity must carry the name of the sponsoring club or organization. Organizations may not use a board of trustees endorsement on any materials, notices or advertising without the specific written consent of the board.

No teacher or employee of the district will be required to participate in any fundraising activity sponsored by a parent/legal guardian or student group such as, but not limited to, PTA, band boosters, etc.

Issued ^

ASSISTING STUDENTS WITH MEDICATIONS

Code **JLCD** Issued **Final**

Purpose: To establish the basic structure for assisting students with medications.

School personnel will not dispense medications (including over the counter medications) except as provided below and in administrative procedures developed by the superintendent.

The school nurse, principal, or his/her designee may assist students with oral, prescription, herbal or homeopathic medications during school hours at the written request of the healthcare provider and parent/legal guardian. Parent or guardian must bring medications to the school nurse or office.

Students who bring over the counter medication to school to take during the school day must have written parental permission to take the medication. All medication must be properly labeled and in its original container and can only be administered according to manufacturer's instructions.

Students must keep all medication brought to school in the school health room or office. The principal or school nurse will keep the medication in a locked case.

Students will not share any prescription or over the counter medication with another student. Each year, the district will notify students in writing of this prohibition and that violations may result in disciplinary action including, but not limited to, suspension or expulsion.

No parenteral medications (intravenous procedures or injections) will be administered by school nurses to students, teachers or staff during or after school hours while on school property except in a life threatening situation or under physician's orders.

Nurses have the option to give or refuse to give a medication at school based on their professional judgment.

If a school employs a licensed practical nurse (LPN), a registered nurse (RN) must be available on call (by phone, fax, pager).

Adopted 4/22/96; Revised 8/18/97, ^

Legal references:

- A. S.C. Code of Laws, 1976, as amended:
1. Section 40-33-70 - Amends law relating to on-site supervision of a nurse.
 2. Sections 59-63-80 and 90 - Policy for individual healthcare plan for certain students.
 3. Section 15-78-60 - Immunity from liability for districts and employees.
 4. Section 44-53-360 - Prescriptions.

ASSISTING STUDENTS WITH MEDICATIONS

Code **JLCD-R** Issued **FINAL**

Students are not allowed to bring medications to school except as directed below.

Before the principal or his/her designee will assist a student with medication, the student must submit a dated request to the school office signed by his/her parent/legal guardian to include the following information.

- child's name
- physician's name
- name of the medication
- time to be administered
- dosage
- possible side effects
- reason for medication or medical condition

The student must bring a request slip for each new or different medication.

One permission slip per year will suffice for prescription medications which will be given on a long-term basis or those medications which must be administered in case of an emergency; for example, adrenalin for bee stings. All changes in dosage during the year will require a new permission form.

The principal or his/her designee is authorized to give oral medication as outlined above. The principal or his/her designee will keep a record of all instances when the student is assisted with medication.

The parent/legal guardian will reclaim any unused medications within one week of the termination of treatment or on the last day of school. The school will destroy any unused medications after this time.

Neither the school district nor its personnel will be responsible for the occurrence of any adverse drug reaction when the medication has been given in the manner prescribed.

The school district retains the discretion to reject requests for assisting students with medication.

Issued 4/22/96; Revised 8/18/97, ^

SCHOOL ADMISSIONS

Code **JBC** Issued **9/07**

No student seeking admission to the district will be denied on the basis of race, religion, color, creed, sex, national origin or disabling condition.

Documentation required for admission

New students of legally defined and mandated school age seeking enrollment in the district must enroll in person, not by telephone, on forms provided by the school. The district will require proof of residence, legal guardianship or legal custody before the student will be enrolled.

All students entering kindergarten through grade 12 must present a valid birth certificate to verify their date of birth. Such students must also present immunization documents as required by South Carolina Department of Health and Environmental Control. A copy of the birth certificate and immunization record must be placed in the student's file.

When a child with one or more living parents comes under the guardianship of an adult who lives in the district, the child can be enrolled upon written confirmation from an attorney that he/she has been retained by a custodial parent or person to petition the family court for the adult to obtain legal guardianship of the child. The district will then give the student 30 days to present a properly executed court order stating that the adult has been awarded guardianship through the family court. An extension of the time limit must be approved by the superintendent or his/her designee, provided appropriate documentation has been received from the attorney or family court.

In compliance with the McKinney-Vento Act, special consideration will be given regarding the enrollment of any student categorized as homeless. The act defines homeless children or youth (21 years of age and younger) as the following.

- Children and youth who lack a fixed, regular and adequate nighttime residence including children and youth who are sharing the housing of another person due to loss of housing, economic hardship or a similar reason (often referred to as doubled-up); are living in motels, hotels, trailer parks or camping grounds due to a lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals or are awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a public or private place not designed for a regular sleeping accommodation for human beings.
- Children who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
- Migratory children who qualify as homeless because they are living in circumstances described above.

As stipulated by the law, the school will immediately enroll a homeless child or youth even if the child is unable to produce records normally required for enrollment.

Bar to enrollment

When a student seeks to enroll in the district for the first time, the board's designee will determine whether the student meets the district's standards of conduct and behavior. The board's designee will consider non-school records and the student's disciplinary records in any school in

PAGE 2 - JBC - SCHOOL ADMISSIONS

which the student was previously enrolled. The board's designee will consider these records as they relate to the adjudication of delinquency in any jurisdiction for violent crimes, unlawful use or possession of weapons, unlawful participation in gang-related activity or unlawful sale of drugs.

If a student is not allowed to enroll based on his/her record, notice will be provided to the student's parent/legal guardian and the student will be entitled to a hearing and other procedural rights in accordance with policy JDE (Expulsion).

The bar to enrollment applies for a maximum of one year if the student otherwise meets the district standards of conduct and behavior. After the bar is lifted, the student may reapply for enrollment and the board will order the student enrolled if he/she otherwise meets enrollment criteria.

Resident students

The district will admit any student who lives in the district provided the student meets the following criteria.

- lives with his/her parents
- lives with his/her legal guardian (testamentary guardian or by judicial appointment)
- lives with a person who has been awarded legal custody by a court of competent jurisdiction
- lives with his/her foster parents
- lives in a residential community-based care facility licensed or operated by the South Carolina Department of Social Services or the South Carolina Department of Juvenile Justice
- is emancipated (18 years of age, married, or declared emancipated by a court of law)

If an adult resident of the district signs an affidavit as required by law, the district will admit a student who fits into one of these situations.

- Lives with an adult resident of the district, provided that the child resides with the adult as a result of the following.
 - death, serious illness or incarceration of a parent/legal guardian
 - relinquishment by a parent/legal guardian of the complete control of the child as evidenced by the failure to provide substantial financial support and parental guidance
 - abuse or neglect by a parent/legal guardian
 - physical or mental condition of a parent/legal guardian being such that he/she cannot provide adequate care and supervision of the child
 - is homeless or is a child of a homeless individual, as defined in Public Law 100-77

In all cases the student must do the following.

- maintain a satisfactory scholastic record in accordance with scholastic standards of achievement set by the board of trustees
- not be guilty of violating the rules of conduct and behavior that must be met by all students as a condition to the right to attend the public schools of the district as set by the board of trustees

Documentation for the adult affidavit is required and will be reviewed periodically by the superintendent or his/her designee for approval of continued enrollment. Because affidavits are usually for temporary situations, they must be renewed each year, with appropriate current documentation provided. Failure to provide such documentation may result in continued enrollment being denied.

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Any parent/legal guardian or person who enrolls a student and/or signs an affidavit in support of an enrollment will be required to repay the educational expenses of per student expenditure to the district if the enrollment is based upon false documentation. In such an event, the student will be immediately withdrawn from the district and payment will be due. All records and grades of that student may be held until satisfactory payment is made with the district.

Non-resident students

All non-resident students must provide the district superintendent with an official release duly signed by the district superintendent from their area of residence prior to enrollment.

The district will allow a student whose parent/legal guardian moves outside the geographic confines of the district during the school year to continue enrollment in the school he/she was attending at the time the move occurred for the remainder of that semester. The parent/legal guardian must assume responsibility for transportation and a release must be presented.

The parent/legal guardian of any student not a resident of the district at the time of registration will be required to sign an affidavit stating that all information is correct. Should it be false, the parent/legal guardian will be required to reimburse the district the amount of property taxes spent on a per student basis (see JBC-E).

Conditions for acceptance of non-residents

In the following two cases, the district superintendent or his/her designee will assign the school which the student will attend based on available classroom space in the schools or, for employees, according to the school in which the employee is assigned to work.

The student owns real estate in the district having an assessed value of \$300. The student must present a certificate from the county tax assessor to verify ownership of real estate with the required assessment in his/her name. The student does not have to provide release from the resident district. The district will charge a fee that is equal to the difference between the amount of school taxes paid on the property and the district per student yearly cost according to South Carolina Statute 59-63-45. A student who purchased property prior to September 9, 1996, and whose sibling enrolled with property ownership prior to 1996 but was not enrolled in any district school until after that date, may petition the board of trustees to waive the out-of-district enrollment fee.

Any child of a district employee has permission for such transfer from the board of trustees of his/her resident district, provided this transfer has the approval of the superintendent of School District Five. The student must provide a release from the resident district. The student will be eligible to attend the employee's school, the appropriate grade level school in the attendance zone of the employee's location or an appropriate grade level school en route to the employee's school or closest to the employee's residence. The district reserves the right to make the school assignment. The employee is responsible for transportation of the children enrolled pursuant to this provision.

Should the student not maintain a satisfactory discipline record, permission to remain in the district will be withdrawn and the student must return to the home district. The parent/legal guardian may appeal the principal's decision to the supervisor of student personnel services.

In the case of a child of any parent/legal guardian who lives out of the district at the time of admission but the parent/legal guardian plans to move into the district within four months of applying for enrollment in the district, temporary admission may be granted under the conditions below. Students in these categories must provide a release of residence from their present district. Upon presentation of the documents listed below, the temporary enrollment status will be lifted.

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House under construction

A copy of the official building permit and copy of the contract/purchase complete with an anticipated completion date within six months of the date of the contract/purchase agreement is submitted to the school, and a notarized statement from the parent/legal guardian stating the intent to occupy the residence immediately upon completion will be acceptable.

House under repair

A notarized statement will be provided by the person making the repairs indicating that the house will be ready for occupancy within four months from the date the student is admitted and a notarized statement from the parent/legal guardian stating the intent to re-occupy the residence upon completion of the repairs will be acceptable.

Newly-purchased home

Whenever an existing home is purchased and occupancy cannot be gained immediately, a duly signed contract or purchase agreement must be provided by the previous owner or the realtor assuring occupancy within four months from the date the student is admitted and a notarized statement from the parent/legal guardian stating the intent to occupy the residence immediately upon completion will be acceptable.

Newly-leased home

Whenever an existing home is leased and occupancy cannot be gained immediately, a duly signed rental agreement must be provided by either the owner of the home or the realtor assuring occupancy within four months from the date the student is admitted and a notarized statement from the parent/legal guardian stating the intent to occupy the residence immediately upon availability will be acceptable.

Adopted 8/18/78; Revised 7/6/82, 5/28/84, 4/2/90, 5/3/93, 8/15/94, 10/6/97, 7/24/00, 3/11/02, 1/27/03, 1/12/04, 9/10/07

Legal references:

A. Federal Law:

1. Homeless Assistance Act, Pub.L.No. 100-77, 101 Stat. 482-538 (1987), also known as the McKinney Act.
2. Title VI of the Civil Rights Act of 1964 - Prohibits discrimination on the basis of race, color, national origin, religion or sex.
3. Uniform Tax Act (Section 1524, Internal Code) Section 610 E, Code Section 6676 E - All dependents age five and above required to have social security number.
4. No Child Left Behind Act of 2001, P.L. 107-110, Section 4155.

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

1. Section 16-1-60 - Violent crimes.
2. Section 44-29-180 - Student must show immunization prior to admission.
3. Section 59-63-30 - Qualifications for attendance.
4. Section 59-63-31 - Additional qualifications for attendance at public school.
5. Section 59-63-32 - Requirements to enroll child in public school; affidavit; penalties for providing false information.
6. Section 59-63-217 - Board of trustees may consider non-school records and prior school disciplinary records in determining whether a school district may refuse to enroll a student for the first time.
7. Section 59-63-390 - Ages of attendance.
8. Sections 59-63-480 and 490 - Attendance of non-resident students.
9. Section 59-19-90(10) - Power of board to transfer and assign pupils.

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C. State Board of Education Regulations:

1. R-43-272 - School admission.

D. State Board of Health and Environmental Control Regulations:

1. R-61-8 - Immunization of students.

E. U.S. Supreme Court:

1. Parents Involved in Community Schools v. Seattle School District No. 1, 127 S. Ct. 2738 (2007).

SCHOOL ADMISSIONS

Code **JBC-R(1)** Issued **7/00**

Statement for determining legal residence

For purposes of determining legal residence, School District Five of Lexington and Richland Counties may consider the following factors, among other things.

- address at which mail is received
- identity of the person in whose name electricity and water service is provided at the dwelling
- address at which the individual receives local, state and/or federal financial assistance
- individual whom the Tax Assessor's office lists as the owner of the property
- existence of a deed identifying the owner of the property
- address at which the individual sleeps, eats and carries on other daily activities

For students moving into the district, the following guidelines that are established by the South Carolina High School League may be considered as well as other information available to district staff in determining legal residence.

- The student and the parent/legal guardian have a bona fide change of residence from the attendance area of the former school into the attendance area of the new school.
- The move must be with the intent of being permanent.
- Under no circumstances can a student/family have two residences for attendance eligibility purposes.
- The entire household and furniture must be moved into the new residence.
- The prior residence must be clearly closed as the residence of the family and must not be used by the family.
- When the parents are not legally separated and when they are residing in different places, the residence is generally considered the residence formerly lived in by both parents.

When a student and his/her parent/legal guardian move in with a family in an existing home/apartment, the following documentation is required for temporary admission to the district.

- The owner/lessee of the home must execute a notarized affidavit [reference exhibit, JBC-E (3)] that declares that the family is currently residing with them.
- The parent/legal guardian of the student must execute a notarized affidavit (reference policy, JBC) stating that all information is correct regarding the new address.
- If the new address is an apartment, the apartment management must supply a verification letter that the student and the parent/guardian are residing at the specified address.
- Within 30 calendar days, business mail must be received at the address and other legal documentation must be presented showing the new address (vehicle tax notice, driver's license, employment records, etc.)

Should any information presented by the parent/guardian or the district resident prove to be false, the student will be immediately withdrawn from the school district, charges will be filed for a false affidavit against the adults involved, and educational costs will have to be repaid to the district.

Adopted 8/15/94; Revised 7/24/00

STATE OF SOUTH CAROLINA

COUNTY OF LEXINGTON/RICHLAND

}
}
}

AFFIDAVIT

I, _____, being duly sworn according
(Parent/Guardian's Name)

to law, do depose and say as follows.

I understand that if the information I am providing to School District
Five of Lexington and Richland Counties for purposes of registering _____
(Student's

_____ is determined to be false, I will be required to reimburse the District
Name)

for any and all costs related to educating _____.
(Student's Name)

(Parent/Guardian's Signature)

Date

SWORN TO Before me this

_____ day of _____, 199__

_____(L.S.)

Notary Public for South Carolina

My Commission Expires: _____

Approved 8/15/94

School District Five of Lexington and Richland Counties

STATE OF SOUTH CAROLINA }
COUNTY OF LEXINGTON/RICHLAND }

RESIDENCE AFFIDAVIT

I, _____, being duly sworn according to law, do depose and say as follows.

_____ are residing in
(Name of parent and student)
my home, located at _____. The
(Address)
family moved into my home on _____ and plan to continue living at this
(Date)
address until _____.
(Date)

I understand that if the information I am providing to School District Five of Lexington and Richland Counties for purposes of registering _____
(Student's name)
is determined to be false, I will be required to reimburse the district for any and all costs relating to educating the student(s). I also understand the South Carolina law regarding false affidavits.

Adult resident of the district

Date _____

SWORN TO before me this _____ day of _____, 200__

(L.S.)

Notary Public for South Carolina
My Commission Expires:

Adopted 7/24/00

FOREIGN AND EXCHANGE STUDENTS

Code **JQK** *Issued* **9/00**

Recognizing the cultural benefits of having foreign student and exchange student programs, the board authorizes the district to accept foreign and exchange students into its schools.

The admission and tuition responsibilities of foreign and exchange students will be in accordance with the procedures established in administrative rule JQK-R.

Adopted 9/11/00

FOREIGN AND EXCHANGE STUDENT AGREEMENT FORM

Student: _____

Name of exchange program: _____

Name of host parent: _____

School year: _____

I have read and will abide by all board policies and administrative rules pertaining to foreign and exchange students in School District Five of Lexington and Richland Counties. I understand if I violate the provisions of those policies and procedures, I will be withdrawn from _____ High School.

Student

Date

Representative, Student Exchange Program

Date

Host Parent

Date

Adopted 9/11/00

ABSENCES AND EXCUSES

Code **JBD** Issued **9/97**

Regular attendance at school is necessary if a student is to make satisfactory educational progress. Therefore, students are expected and encouraged to attend school regularly and will present a written excuse for each absence.

Absences from school are considered "lawful" or "unlawful" as they relate to truancy.

Lawful absences

Lawful absences are those necessitated by the following.

- illness of the student to the degree that attendance in school would endanger her/his health or the health of others
- serious illness or death in the student's immediate family
- observance of recognized religious holidays of the student's faith
- appearances in court or an appointment with a legal officer
- appointments with a physician, dentist or other recognized licensed/certified medical practitioner
- participation in school-related activities that have received prior approval by the principal or his/her designee
- suspension from class or school
- unusual or unexpected mitigating circumstances as determined by the school principal

Unlawful absences

Unlawful absences occur when a student does one of the following.

- is willfully absent from school without the knowledge of her/his parent/guardian
- is absent from school without acceptable cause with the knowledge of her/his parents

Absences in excess of 10 days

Student absences in excess of 10 days, whether lawful or unlawful or a combination thereof, will be approved or disapproved promptly by the principal of the school who is the board's official designee.

In order for an absence after the tenth to be approved by the principal or his/her designee, one of the following conditions must be met.

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- The written excuse will be from a physician, dentist or other recognized licensed/certified medical practitioner, or legal officer.
- The absence will be due to serious illness or death in the student's immediate family.
- The absence will be due to the observance of recognized religious holidays of the student's faith.
- The absence will be a consequence of participation in school related activities that have received prior approval of the principal or his/her designee.
- The absence will be due to suspension from class or school.
- The absence will be due to other extenuating circumstances acceptable to the principal or his/her designee.

The decision rendered by the school principal may be appealed to the board for final determination.

Excuses

A note from a parent/guardian, physician, dentist or other recognized licensed/certified medical practitioner, or legal officer is required for each absence. The note will be dated and will include the date(s) of absence(s), the reason(s) for the absence(s), telephone number of the parent/guardian and the required signature. The note must be presented to school officials no later than the student's third day back at school. The reason for the absence given on the note determines whether it will be recorded as a lawful or unlawful absence. A note not properly submitted according to the terms of this policy will cause the absence to be recorded as unlawful. False excuses will be referred to the principal or his/her designee for appropriate disciplinary action.

Intervention

After three consecutive unlawful absences or a total of five unlawful absences, the principal or his/her designee will identify the reasons for the child's continued absence and develop a plan in conjunction with the student and his/her parent/guardian to improve future attendance.

After 10 days of absence, whether lawful or unlawful, the principal of the school as the board's official designee will approve or disapprove each succeeding absence. The decision rendered by individual school principals may be appealed to the board for final determination.

Students who are absent from school for 10 days unlawfully will be referred to family court.

Make-up work

A student will be permitted to make up work missed during an absence according to school policy. The school will establish its make-up policy and communicate it to students and parents. Students will have the number of days absent to complete the make-up work.

High school credit requirements

In each class where high school credit may be awarded, a student will attend at least 170 of 180 days or its equivalent for one unit of credit or 85 of 90 days or its equivalent for 1/2 unit of credit. Although absences may be lawful and not relative to truancy charges, all absences out of school are

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counted when considering the awarding of credit. Any student who is absent more than 10/5 days on a regular schedule and 5/3 days on a block schedule during the year/semester will not be eligible to receive credit in class unless the principal grants approval for each excessive absence. Out of school suspension days are unexcused and count toward the denial of credit.

Homebound instruction

Students who are receiving instruction through the homebound program because of prolonged illness or injury will be recorded as present (see board policy IDDC, IDDC-R).

Adopted 7/21/87; Revised 9/8/97

ABSENCES AND EXCUSES

Code **JBD-R** Issued **9/97**

This administrative rule is designed to assist school personnel in the implementation of policy JBD. In order to encourage and assist students in attending school regularly, the district will administer the following intervention procedures.

- After three consecutive unlawful absences or a total of five unlawful absences from school, the school will do the following.
 - Notify the parent/guardian of the absences.
 - Schedule a conference with the student and parent/guardian at which time the reasons for the absences will be identified and a plan developed to improve future attendance. The student and the parent/guardian will sign this plan.
- After 10 unlawful absences, the school will notify the parent/guardian of the absences, review again the plan for improving attendance and reclarify the consequences of continued absences.
- After 10 lawful or unlawful absences, the principal of the school will approve or disapprove each succeeding absence.
- Students who are absent from school unlawfully for 10 days will be referred to family court for truancy.

The above intervals for the intervention procedures will be in effect for students under the age of 17 enrolled in school.

In addition, the principal will be responsible for implementing and expediting the homebound program for students experiencing a prolonged illness or injury requiring them to be absent from school, following district procedures.

Furthermore, in order to more fully clarify unusual or unexpected mitigating circumstances, the following lawful absence situations should be evaluated individually and approved or disapproved by each school principal.

- family educational trips
- community and religious related performing groups
- organized competitive events or related activities

School principals are expected to exert every realistic effort to provide assurance that these regulations are adhered to in an equitable and consistent manner with special emphasis placed on coordinating implementation affecting students within the same family.

Families seeking approval for the above reasons must notify the principal of the sibling's school so that principals can coordinate decisions.

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The school will notify parents of school and class absences using interim reports and report cards. Schools may choose to notify parents also with telephone calling devices and/or written communication.

Issued 8/4/86; Revised 9/8/97

Descriptor Term: STUDENT SOLICITATIONS	Descriptor Code: JK	Issued Date: 4/28/86
	Rescinds: JK	Issued: 8/15/82

Fund raising campaigns sponsored within the schools shall be kept a minimum so as not to impair the efficiency and effectiveness of the education program. The following restrictions shall be observed:

Students in the elementary schools shall not participate in fund raising activities in which they would be selling items or soliciting contributions, pledges or orders. However, these students may be used as couriers between school and home of information, order blanks and materials pertaining to fund-raising activities sponsored by the school and school-related organizations such as the PTO/A.

Fund-raising campaigns sponsored within the school must be in support of specific student activities or projects that will contribute to the improvement of the school's program. Each campaign shall be approved by the principal/director and be carried out under his supervision.

Students shall not be permitted to participate in fund-raising activities during the school hours except with the expressed approval of the principal/director.

Personal contributions to meet the basic needs of the school or to finance extracurricular activities will not be solicited by students.

No services, written materials or items from private sources shall be sold, distributed or advertised on school premises or in the school or school district without the expressed permission of the principal/director of the school involved.

Permission to distribute to students materials unrelated to the individual school or school district must be requested through the superintendent of instruction for ultimate approval by the district superintendent.

Solicitation of monetary donations and contributions from students will be permitted only with the district superintendent's approval.

(Also KEB)

Adopted 8/1/73; Revised: 11/16/81, 11/21/83, 4/28/86

Constitutional and Statutory Provisions:

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

1. Section 16-17-420 - Board can regulate any activity that would disturb school.

Lexington County School District Five, S.C.

MEDICINES

Code **JGCD** Issued **8/97**

Student medicines at school

Students are allowed to have or take medication at/to school as directed below.

- Only the school nurse or principal/designee(s) will administer prescription or over-the-counter medication routinely to a student at school.
- The school or school nurse will not furnish any medication.
- Medications brought to school must be in the original labeled container with name of medication dosage and directions for administering.
- Permission from the parent/legal guardian to administer medication must be in writing on a dated request form signed by parent/legal guardian. Telephone permission is acceptable for middle and high school students for clearly identifiable medication with follow-up written parent permission.
- No parenteral medications (intravenous procedures or injections) will be administered by school nurses to students, teachers or staff during or after school hours while on school property except in a life threatening situation or under physician's orders.
- Nurses have the option to give or refuse to give a medication at school based on their professional judgment.

Administration of medication at school

Only the school nurse or principal/designee(s) will administer medications as provided below.

- Oral medication will be administered at school only when prescribed to be given four times a day or more, or when prescribed to be given at a specific time (as at noon), or with a written order from a physician.
- All medication will be stored in the original container in a locked medication cabinet or refrigerator in a secured place, with the following exception. For identified students with physician's orders, emergency medications may be kept and administered as specified in the Parental Consent for Medication and as signed by the physician with monitoring by the school nurse.
- Controlled substances and psychotropic drugs will be counted and documented.
- A medication log book will be maintained in each school health room.

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- In the event that a medication is lost or stolen from the health room, the school nurse will notify the principal, the student's parent and the student's doctor. A written incident report will be sent to the Department of Special Services. If the medication is a controlled substance, the appropriate law enforcement agency must be notified.
- All other procedures for administration of medication at school will be as documented in the School Nurse Procedures Manual.

Adopted 4/22/96; Revised 8/18/97