district five
OF LEXINGTON & RICHLAND COUNTIES

AGENDA
BOARD OF TRUSTEES
DUTCH FORK MIDDLE SCHOOL'S CAFETERIA
OCTOBER 12, 2009

1. Call to order at 6 p.m.
2. Motion to enter executive session in Room 507 to consider the following:
   a. Briefing on student matter
   b. Selected employment items (Exhibit A)
   c. Legal briefing: personnel matter
3. Welcoming remarks at 7 p.m.
4. Invocation – Erik Ely, Executive Pastor, East Lake Community Church
5. Pledge of Allegiance – Carter Cowsert, student council president, Dutch Fork Middle School
6. School Board Spotlight
7. Welcome and overview of Dutch Fork Middle School by Rod Taylor, principal, and Lynn Fralick, school improvement council chair.
8. Approval of the agenda
9. Superintendent's report
   a. Superintendent
   b. Community Services
      1. Golden Apple Award

c. Financial Services

1. Qualified School Construction Bonds (Exhibit B)

d. Human Resources

e. Instructional Services

f. Technology Services

g. New Design and Construction

10. Public participation*

CONSENT AGENDA

11. Approval of the minutes of the regular meeting of September 28, 2009

ACTION AGENDA

12. Items considered in executive session

13. Second reading approval GCG "Part-Time and Substitute Professional Staff Employment" and GCG-R "Part-Time and Substitute Professional Staff Employment Administrative Rule" replacing GBRJ "Substitute Teachers" and GBRJA "Pay Rate for Substitute Teachers on Extended Assignment" (Exhibit C)

14. Appointment of the 2009 South Carolina School Boards Association Delegate Assembly (Exhibit D)

15. First reading of 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 E)

16. Approve the design development for Chapin High School – fourth viewing (Exhibit F)

DISCUSSION AGENDA

17. Procurement of Energy Management Services (Exhibit G)

18. Adjourn

FOR YOUR INFORMATION:

1. The next regular scheduled board meeting will be on October 26, 2009 at the District Administration Building.

*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.

district five
OF LEXINGTON & RICHLAND COUNTIES

Minutes/ September 28, 2009

The Board of Trustees of School District Five of Lexington and Richland Counties met at the District Administration Building 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
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 Christy Todd, Director of Children's Ministry, Riverland Hills Baptist Church. The Pledge of Allegiance was led by Charlie LaRosa, a fourth grade student at Ballentine Elementary School.

The School Board Spotlight was presented by Robert Gantt, Roberta Ferrell and Buddy Price.

During the superintendent's report, Buddy Price presented information on the Chapin Elementary School's Groundbreaking and the Bond Referendum Anniversary Celebration; Karl Fulmer presented the financial reports for August 2009 (Exhibit B); Janet Hyder gave a presentation on Power School.

During the public participation, Kim Murphy spoke regarding the Chapin High School renovation project; Inez Willis spoke regarding an afterschool program.

The Board discussed the appointment of the 2009 South Carolina School Boards Association Delegate Assembly (Exhibit F).

Michael Harris presented 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).

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

SCHOOL DISTRICT FIVE
OF
LEXINGTON AND RICHLAND COUNTIES

Meeting of September 28, 2009

		BAUMGARDNER	HUTCHISON	FERRELL	GANTT	HAMMOND	SLOOP	WHITE
1.	M. Ferrell S. Hutchison Amend the agenda to add 2b) contractual matter: property and delete item 8b3) Golden Apple Award	X	X	X	X	X	X	A
2.	M. Baumgardner S. Ferrell Enter executive session to consider the following: 2a) selected employment items (Exhibit A), 2b) contractual matter: property	X	X	X	X	X	X	A
3.	M. Ferrell S. Hammond Approve the agenda as amended (add 2b contractual matter: property and delete 8b3 Golden Apple Award)	X	X	X	X	X	X	A
4.	M. Hutchison S. Hammond Approve the minutes of the regular meeting of September 14, 2009 (correcting the votes for Hutchison and Hammond to Abstain on item 6 - approve the termination of employee A as discussed in executive session)	X	X	X	X	X	X	A
5.	M. Ferrell S. Baumgardner Second reading approval 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 (Exhibit C)	X	X	X	X	X	X	A
6.	M. Ferrell S. Baumgardner Approve the Mission, Vision, Beliefs and Goals statements	X	X	X	X	X	X	A

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

SCHOOL DISTRICT FIVE
OF
LEXINGTON AND RICHLAND COUNTIES

Meeting of September 28, 2009

			BAUMGARDNER	HUTCHISON	FERRELL	GANTT	HAMMOND	SLOOP	WHITE
	(Exhibit D)								
7.	M. Ferrell	S. Baumgardner	X	X	X	X	AB	X	A
	Approve the selected employment items (Exhibit A)								
8.	M. Hutchison	S. Sloop	X	X	X	X	X	X	A
	Approve the schematic designs for Irmo Elementary School – second viewing (Exhibit E)								
9.	M. Hutchison	S. Baumgardner	X	X	X	X	X	X	A
	Return to executive session								
10.	M. Hutchison	S. Hammond	A	X	A	X	X	X	A
	Adjourn at 10:30 p.m.								

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

Exhibit B

EXHIBIT B

district five
OF LEXINGTON & RICHLAND COUNTIES

October 12, 2009

TO: Members of the Board of Trustees
Dr. Herbert M. Berg, Superintendent

FROM: Karl E. Fulmer, Ed.D.
Chief Financial Services Officer

RE: Qualified School Construction Bonds

The administration is pleased to inform the Board that on October 2 we were notified by Elizabeth Carpenter, Deputy State Superintendent of Education/S. C. Department of Education, that the District will receive at least $10 million in Qualified School Construction Bonds. These bonds are a part of the government's federal stimulus act (ARRA – America Recovery and Re-investment Act) and will be available to the District at zero interest charge.

Applications for these bonds were made following approval of a resolution by the Board at the September 14 meeting.

KEF:ll

Exhibit C

EXHIBIT C

district five
OF LEXINGTON & RICHLAND COUNTIES

Memorandum

To: Members of the Board of Trustees

Through: Dr. Herbert M. Berg
Superintendent

From: Dr. Angela H. Bain
Chief Human Resource Services Officer

Date: October 8, 2009

Re: Board Policy – GCG

Issue: Second Reading approval of proposed new policy ***GCG – Part-Time and Substitute Professional Staff Employment.***

Background: Attached for your consideration is the recommended new policy with noted revisions.

Recommendation: Request Board of Trustees second reading approval.

AHB/rl

Attachment: Recommended new policy ***GCG and Corresponding Admininstrative Rule GCG-R***

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 October 12, 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 **unless otherwise approved in writing by district administration.**

Exhibit D

EXHIBIT D

SCSBA
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*
Lexington One
Richard Cook, *Treasurer*
Florence Three
John Hughes, *Secretary*
Marion Two
Ronald Bessant, *Past President*
Horry County
Debi Bush, *Past President*
Greenville County

Board of Directors
Melinda Anderson
Richland Two
Lee Attaway
Newberry County
Queenie Boyd
Lee County
Elizabeth Branham
Lexington Two
Kathy Coleman
Saluda County
Danna Edwards
Greenville County
Tony Folk
Dorchester Four
John Wesley Hightower
Aiken County
Ruth Jordan
Charleston County
Elery Little
Georgetown County
Glenn Odom
Florence One
Elizabeth Reid
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

1027 Barnwell Street Columbia, SC 29201-3834 803.799.6607 1.800.326.3679 fax 803.779.0445 www.scsba.org

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
☐ delegate ☐ alternate		
☐ delegate ☐ alternate		
☐ delegate ☐ alternate		
☐ delegate ☐ alternate		
☐ delegate ☐ alternate		
☐ delegate ☐ alternate		
☐ delegate ☐ alternate		
☐ delegate ☐ alternate		
☐ delegate ☐ alternate		
☐ delegate ☐ 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.

Exhibit E

EXHIBIT E

district five
OF LEXINGTON & RICHLAND COUNTIES

MEMORANDUM

TO: Members of the Board of Trustees

THRU: Dr. Herbert Berg, Superintendent

FROM: Ms. Helen Anderson
Chief Instructional Services Officer

DATE: October 1, 2009

RE: October 12, 2009 Board Meeting, First Reading Approval, "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"

All additions and changes are in "blue".

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 "Administratiive Rule"

Recommendation: Request Board of Trustees approval.

Attachments: Recommended New Polices (White Paper)

Mr. Michael Harris will be available to answer any questions at the October 12th 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 oarks 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 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).

Administrative Rule

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, ^

district five
OF LEXINGTON & RICHLAND COUNTIES

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 _____

district five
OF LEXINGTON & RICHLAND COUNTIES

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 _____

REPLACES POLICY (JQK) FOREIGN AND EXCHANGE STUDENTS

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.

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.

 (see next page)

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..

 (see next page)

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, ^

Policy

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 ^

Policy

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, ^

Exhibit F

EXHIBIT F

district five
OF LEXINGTON & RICHLAND COUNTIES

MEMORANDUM

October 12, 2009

To: Members of the Board of Trustees

From: Keith McAlister
Director, New Design and Construction

Re: Chapin High School Design Development

ADMINISTRATION CONSIDERATION

Administration seeks approval of Chapin High School design development.
(Timeline to meet April bid date: DD's September 14/October 12 - CD's November 9 / December 14. This will allow time for submittal to OSF, Advertisement & Pre-Bid.)

RECOMMENDATION

Administration seeks approval to proceed with Chapin High School design development.

ATTACHMENT

Chapin High School design development

Exhibit G

EXHIBIT G

district five
OF LEXINGTON & RICHLAND COUNTIES

October 12, 2009

TO: Members of the Board of Trustees
Dr. Herbert M. Berg, Superintendent

FROM: Karl E. Fulmer, Ed.D.
Chief Financial Services Officer

RE: Procurement of Energy Management Services

The District is seeking services from a qualified company with expertise in energy management and conservation. The focus of the Request for Proposal (RFP) is to select a company that can assist the District in making significant savings of energy without investment of additional dollars in hardware, equipment, etc.

The company selected must be able to ensure net savings to the District over the fees charged to the District as a condition of the contract.

The administration anticipates that an energy management contract will be presented to the Board for approval at the October 26 meeting.

KEF:ll