district five
OF LEXINGTON & RICHLAND COUNTIES

AGENDA
BOARD OF TRUSTEES
CROSSROADS MIDDLE SCHOOL'S CAFETERIA
MAY 10, 2010

1. Call to order at 6 p.m.

2. Motion to enter executive session in the teachers lounge to consider the following:

   a. Selected employment items (Exhibit A)
   b. Reappointments for 2010-2011 (Exhibit B)

3. Welcoming remarks at 7 p.m.

4. Invocation – Garry James, associate pastor, Christian Life Church

5. Pledge of Allegiance – Victoria Jabber, a student at CrossRoads Middle School

6. School Board Spotlight

7. Welcome and brief overview of CrossRoads Middle School by Jess Hutchinson, principal, and Victoria Jabber and Jesse Tompkins, students at CrossRoads Middle School

8. Approval of the agenda

9. Superintendent's report

   a. Superintendent

   b. Community Services

   c. Financial Services

      1. Budget outlook update

   d. Human Resources

e. Instructional Services

f. Technology Services

10. Public participation*

NEW DESIGN AND CONSTRUCTION AGENDA

11. **DISCUSSION**

a. Monthly update
b. Design development for new high school and CATE center (3rd viewing) (Exhibit C)

CONSENT AGENDA

12. Approval of the minutes of the Aril 26, 2010 board meeting and the minutes of the special-called April 23, 2010 board meeting

13. Second reading of proposed revisions to board policy JICDA-R "Code of Conduct", new policy JICDA "Code of Conduct" (new handbook policy) (Exhibit D)

14. Approval of use of facilities requests (Exhibit E)

ACTION AGENDA

15. Items considered in executive session

16. Qualified school construction bonds resolution (Exhibit F)

DISCUSSION AGENDA

17. Proposed revisions to board policy KG, KG-E(1), KG-E(2), KG-E(3) "Use of School Facilities" (Exhibit G)

18. Use of facilities requests (Exhibit H)

19. Adjourn

FOR YOUR INFORMATION

20. The next regular scheduled board meeting will be on May 24, 2010 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/April 23, 2010

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
Mr. Ed White (by telephone)
Dr. Herbert Berg, District Superintendent

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

SCHOOL DISTRICT FIVE
OF
LEXINGTON AND RICHLAND COUNTIES

Meeting of April 23, 2010

	BAUMGARDNER	HUTCHISON	FERRELL	GANTT	HAMMOND	SLOOP	WHITE
1. M. Ferrell S. Baumgardner Approve the agenda	X	X	X	X	X	X	A
M. Ferrell S. Baumgardner Amend the agenda to add 3b legal matter	X	X	X	X	X	X	A
Vote on original motion							
2. M. Baumgardner S. Ferrell Enter executive session to consider 3a) personnel matter and 3b) legal matter	X	X	X	X	X	X	A
3. M. Hutchison S. Sloop Adjourn	X	X	X	X	A	X	X

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

district five
OF LEXINGTON & RICHLAND COUNTIES

Minutes/ April 26, 2010

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
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 Stuart Pritchett, student minister, Chapin Baptist Church. The Pledge of Allegiance was led by Zoe Anderson, a seventh grade student at Chapin Middle School.

Ellen Baumgardner and Beth Hutchison led the School Board Spotlight.

During the superintendent's report, Mike Gray and Mel Stebbins of the United Way of the Midlands recognized three schools for their increase in fundraising and percent of staff contributions; and Karl Fulmer presented the financial reports for March 2010 (Exhibit C).

During the public participation time, Kim Murphy spoke regarding the budget; Kim Roller, Peter Lauzon, Nancy Brock and Jan McCarthy spoke regarding Irmo High School.

Karl Fulmer presented information on the general fund budget for 2010-2011 (Exhibit F).

Karl Fulmer presented several use of facilities requests (Exhibit G).

SCHOOL DISTRICT FIVE
OF
LEXINGTON AND RICHLAND COUNTIES

Meeting of April 26, 2010

		BAUMGARDNER	HUTCHISON	FERRELL	GANTT	HAMMOND	SLOOP	WHITE
1.	M. Hammond S. Baumgardner Enter executive session to consider the following: 2a) selected employment items (Exhibit A); 2b) reappointments for 2010-2011 (Exhibit B)	X	X	X	X	X	X	A
2.	M. Ferrell S. Sloop Approve the agenda	X	X	X	X	X	X	X
3.	M. Ferrell S. Hutchison Approve the consent agenda (item 10 approval of the minutes of the April 12, 2010 meeting and the board workshop on April 19, 2010, item 11 2010-2011 school board meeting schedule (Exhibit D), and item 12 first reading approval of proposed revisions to board policy JICDA-R "Code of Conduct", new policy JICDA "Code of Conduct" (new handbook policy) (Exhibit E)	X	X	X	X	X	X	X
4.	M. Hammond S. Ferrell Approve the selected employment items (Exhibit A)	X	X	X	X	X	X	X
5.	M. Hammond S. Ferrell Approve the reappointments for 2010-2011 with specified modifications (Exhibit B)	X	X	X	X	X	X	X
6.	M. Ferrell S. Sloop Return to executive session	X	X	X	X	X	X	X
7.	M. Ferrell S. Baumgardner The administration move forward with due diligence on the contractual matter	X	X	X	X	X	X	X
8.	M. Baumgardner S. Sloop Adjourn at 9:30 p.m.	X	X	X	X	X	X	X

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

Exhibit C

EXHIBIT C

district five
OF LEXINGTON & RICHLAND COUNTIES

MEMORANDUM

May 10, 2010

To: Members of the Board of Trustees

From: Keith McAlister
Director, New Design and Construction

Re: New High School & CATE Center Design Development (3rd Viewing)

ADMINISTRATION CONSIDERATION

Administration seeks discussion of design development for New High School & CATE Center (3rd Viewing).

RECOMMENDATION

Administration seeks approval to proceed with design development for New High School & CATE Center.

ATTACHMENT

New High School Design Development Documents
Exhibit

EXHIBIT MATERIAL FOR THIS TOPIC WILL BE MADE AVAILABLE AFTER THE SCHOOL BOARD MEETING ON THE WEB SITE. IF THE FILE IS TOO LARGE TO DOWNLOAD IT WILL BE AVAILABLE AT THE DISTRICT OFFICE FOR VIEWING. PLEASE CALL AMEE WHITE AT 476.8118 TO MAKE THOSE ARRANGEMENTS.

Exhibit D

EXHIBIT D

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: April 28, 2010

RE: May 10, 2010, 2010 Board Meeting, Second and Final Reading, "Proposed Revisions to Board Policy JICDA-R "Code Of Conduct", New Policy JICDA "Code Of Conduct" (*New Handbook Policy*)

A copy of Board Policy JICDA-R, Code Of Conduct, is attached. Recommended additions to the policies have been bolded and underlined. The sections which are italicized and bracketed are recommended deletions. The suggested changes to the policy for the 2010-2011 school year are as follows:

- Page 2, changed "of his/her conclusions and of the" to "that".
- Page 2, deleted "This notification will be in writing".
- Page 2, changed "to be" to "has been".
- Page 9, deleted "pending a possible" and added "with a".
- Page 9, deleted "from school".
- Page 9, changed "10" to "3".
- Page 9, deleted "an automatic" and added "5-day".
- Page 9, added "fourth Category 1 Offense will result in an automatic recommendation for expulsion".
- Page 10, deleted "suspended from school for a mandatory six days or may be recommended for expulsion" and added "addressed as follows".
- Page 10, added "a three day out of school suspension and the student may be recommended", and deleted "recommendation".
- Page 10, added "a five day out of school suspension and the student may be recommended", and deleted "recommendation".
- Page 10, added "A third Category 1 Offense will result in an automatic recommendation for expulsion".
- Page 11, deleted "This also applies to prescription drugs" and added "or over the counter drugs without regard to amount" to Offense #206.

- Page 12, deleted "Simple assault" and added "Refusal to obey school or district administrator" to Offense #224.

- Page 12, deleted "of any Category 2 rule will result in a three-day suspension from school or the student may be recommended for expulsion" and added "May include, but not limited to, time-out, detention hall, administrative review, in-school suspension, or out-of-school suspension".
- Page 12, added "possible".
- Page 12, deleted "up to three days suspension out of school or immediate suspension from school with a recommendation for expulsion" and added "Three (3) days mandatory suspension from school and the student may be recommended for expulsion".
- Page 12, added "3rd Offense – Automatic suspension with a possible recommendation for expulsion".
- Page 12, deleted "three" and added "Up" for Middle school students.
- Page 12, added "Up to" for High school students.
- Page 14, deleted "other" and added "a staff member, or any other adult designated by the school to supervise students including volunteers" to Offense #318.
- Page 14, added "language" to Offense #323.
- Page 14, added "(middle and high school only)" to Offense #324.
- Page 14, added "**Simple Assault. (Elementary K-5 school only).
- Page 14, deleted "Category 2 Offenses will be considered in the level of consequences for any Category 3 Offense".
- Page 14, added "Consequences for students (K-5) who commit any Category 3 Offense are determined by the principal or his/her designee and will be as follows:"
- Page 15, added "May include, but not be limited to, time-out, detention hall, administrative review, in-school suspension or suspension out-of-school. The student may be placed on a behavior contract by the administration."
- Page 15, deleted "displays" and added "uses an" in Middle and high school students.
- Page 15, deleted "or high school".
- Page 15, deleted "four days out-of-school suspension" and added "Parent conference, counseling and in school suspension and law enforcement will be called to issue a citation."
- Page 15, deleted "Six days out-of-school suspension" and added "Saturday detention, in school suspension and/or work detail and law enforcement will be called to issue a citation."
- Page 15, deleted "recommendation for expulsion" and added "Three days out-of-school suspension and law enforcement will be called to issue a citation."
- Page 15, added "Fourth Offense"
- Page 15, deleted "middle school or"
- Page 16, deleted "four days suspension out of school and completion of approved counseling program (failure to complete mandatory counseling will be considered a second offense)"
- Page 16, added "Saturday detention, Twilight School, In school suspension, and/or weekend detail, and law enforcement will be called to issue a citation."
- Page 16, changed "six" to "four" and added "and law enforcement will be called to issue a citation."

- Page 16, deleted "recommendation for expulsion" and added "Eight days out of school suspension and law enforcement will be called to issue a citation."
- Page 16, added "Fourth Offense".
- Page 16, deleted "simple assault, possession/use of tobacco products or planning and/or organizing and/or instigating and/or participating in an activity that causes substantial disruption to the educational program."
- Page 16, added "of" and "uses an".
- Page 17, added "to include", "such as Benadryl, Tylenol, etc.", "personal", "must be" to Offense #418.
- Page 18, added "After-school detention" and In-school suspension" to Offense #437."
- Page 18, added "any" and "are determined by the principal/designee and".
- Page 19, deleted "Recommendation for expulsion" and added "Five (5) day out-of school suspension and the student may be recommended for expulsion. (Middle School Only)."
- Page 19, deleted "Recommendation for expulsion" and added "Eight (8) day out-of school suspension and the student may be recommended for expulsion. (High School Only)."
- Page 19, added "Third Offense".

Mr. Michael Harris will be available to answer any questions at the May 10th meeting.

CODE OF CONDUCT

In order to maintain an appropriate educational climate, it may be necessary to apply disciplinary sanctions to students, including their removal from the learning environment. These sanctions will occur only for good cause and in accordance with applicable state and federal law.

The following regulations are designed to protect all members of the educational community in the exercising of their rights and responsibilities.

These regulations are effective during the following times and places.

- on school grounds before, during or after school hours
- on school grounds at any other time when the school is being used by a school group
- off the school grounds at any school and/or school-related activity, function or event
- on a school bus or other school vehicle
- at any time or in any place (including off school grounds and during non-school hours) where student conduct has a direct effect on the school's ability to maintain an orderly and safe learning environment including participation in a district-approved technology-delivered course.

Students and parents/legal guardians are encouraged to become familiar with the rules and regulations contained in this booklet. If there any questions, please talk with the building level administrator or call the district hearing officer.

In determining whether a student has violated the discipline code, the principal or his/her designee will consider all the facts and circumstances of the particular situation and may consider, but will not be limited to, verbal and/or written statements of admission; witness statements from others; video surveillance, et al.

The board of trustees has the authority to approve a one-year pilot plan for any school that alters any consequences for categories 3 and 4. The results of the one-year pilot plan would be reported to the board for consideration of incorporation into the district wide plan.

Harassment, intimidation or bullying

School District Five of Lexington and Richland Counties prohibits any acts of harassment, intimidation or bullying of a student by students, staff and third parties which interferes with or disrupts a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment, whether such acts occur in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises or at another program or function where the school is responsible for the student.

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

- Harming a student physically or emotionally or damaging a student's property or placing a student in reasonable fear of personal harm or property damage.

- Insulting or demeaning a student or group of students causing substantial disruption in or substantial interference with, the orderly operation of the school.

 (see next page)

Any student who believes that he/she has been subjected to harassment, intimidation or bullying in violation of this policy is encouraged to file a complaint in accordance with procedures established by the district. Complaints will be investigated promptly, thoroughly and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously, although disciplinary action will not be taken against any person solely on the basis of an anonymous report.

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

The board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and district. Any student who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action in accordance with the district's student behavior code. Any employee who violates this policy will be subject to disciplinary action. The district also may refer any individual who has violated this policy to law enforcement officials. The district will take any other appropriate steps to correct or rectify the situation.

The superintendent or his/her designee will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers and members of the community, including its applicability to all areas of the school environment as outlined in this policy. The superintendent or his/her designee will also ensure that a process is established for discussing the contents of this policy with students.

The district's procedures for responding to incidents of bullying/harassment/intimidation are as follows.

- Any student or parent/legal guardian of a student who believes that the student has been bullied, harassed or intimidated in violation of district policy should immediately report such conduct to a teacher, administrator or other school official. The report may be oral or in writing.

- Any school employee who observes an incident of bullying, harassment or intimidation of a student will immediately report the incident to the appropriate building administrator (principal or assistant principal).

- Any school employee who receives a report of bullying, harassment or intimidation should immediately forward the report to the appropriate building administrator (principal, assistant principal).

- An administrator will promptly and thoroughly investigate all such reports and upon completion of that investigation, will notify the parents/legal guardians of all affected students *{of his/her conclusions and of the}* **that** corrective action *{to be}* **has been** taken by the school. *{This notification will be in writing.}*

- Corrective action may include the student perpetrator being disciplined in accordance with the student code of conduct, as well as being required to complete program(s) regarding conflict resolution, anger management and/or social interaction skills.

 (see next page)

- In any disciplinary incident in which safety is a concern, a student may be temporarily suspended from the bus pending the result of a full investigation. Investigations will normally be completed within three school days. No student will be removed from the bus until a transportation supervisor has made direct contact with the student's parent/legal guardian. Students will have the right to appeal bus suspensions to the transportation coordinator in the same manner as suspensions from school.

- When an out-of-school suspension and bus suspension are adjudicated for an incident, the suspension from riding the bus will begin after the completion of the out-of school suspension

Definitions of terms

AIDING AND/OR ABETTING WITH A RULE VIOLATION: Assisting with or intentionally being in the presence of another student when a violation of policy occurs.

ARSON: To intentionally damage any real or personal property by fire or incendiary device.

ASSAULT OF A STAFF MEMBER: Any deliberate inappropriate physical contact with a staff member. Any adult who has been authorized by the school to supervise students is considered a staff member in case of an assault. In determining whether an assault has occurred, the principal or his/her designee will determine the level of injury to the staff person, as well as the specific facts and circumstances of the incident.

AUTO BREAKING/TAMPERING: Entry into any type of motor vehicle parked on school district property or a vehicle that is owned, stored or used by the school district with the intent to commit a crime. This includes, but is not limited to, vehicles belonging to faculty, students, parents, visitors, school buses and driver education vehicles. Entering an open or unlocked vehicle without permission with intent to commit a crime constitutes auto breaking/tampering. Forced entry is not required.

BURGLARY: Entry at any time of the day into any school, portable classroom, school district building or structure on school property without consent with the intent to commit a crime. Forced entry is not required in burglary violations.

CELL PHONE POLICY (JICJ): The board of trustees of School District Five of Lexington and Richland Counties believes that the use of communication devices by students during the school day may have an adverse effect on classroom instruction. Therefore, students may not use cellular phones, electronic pagers or any other communications devices while on school property during school hours. (Start and end of school will be denoted by the start and end bell.) These items will be seized in accordance with South Carolina Code of Laws Section 59-63-280 and board policy. Students who are determined to be in use of these items will be subject to disciplinary actions as defined by the student code of conduct. Use is defined, for the purpose of this policy and accompanying administrative rule, as any visible or audible presence.

For the first incident in each case, devices will be returned to parents/legal guardians who must sign a contract outlining the conditions of return. Subsequent violations will result in confiscation of the item. Devices that are confiscated as a result of subsequent violations will be returned to parents/legal guardians on the first Monday following the last school day of the year. All confiscated items will be secured at the school site until they are returned. Neither the school nor the district will be responsible for any lost or stolen items as a result of confiscation.

CONTROLLED SUBSTANCE: A drug, substance or immediate precursor as defined in Sections 44-53-190 through 44-53-270. Prescription medications are considered controlled substances and any person who knowingly or intentionally possesses, dispenses or uses the substance, unless the substance was obtained directly from his/her valid prescription, will be considered in violation of the policy.

CRISIS: A situation that may result in the disruption of the safe and orderly operation of the school.

DRUG PARAPHERNALIA: Any instrument, device, article or contrivance used, designed for use or intended for use in ingesting, smoking, administering or preparing marijuana, hashish or cocaine. Examples of paraphernalia include, but are not limited to: smoking screens, marijuana or hashish pipes or bowls, rolling papers, chamber pipes, drug scales and roach clips.

EXTRACURRICULAR ACTIVITIES: Any and all school-sponsored clubs and organizations that meet for the purpose of representing the school or district in competitions, awards ceremonies or community appearances. This would also include athletic programs, band, chorus and social functions, i.e., proms and school dances.

FIGHTING: Mutual combat. This may include pre-meditated attacks or assaults initiated by verbal disagreements.

FIREARM: Any device designed, made or adapted to expel a projectile through a barrel by using the energy generated by explosion or burning substance or any device readily convertible to that use.

GRADUATION: The awarding of an academic degree, usually signifying the end or completion of state requirements for a diploma. Participation of any student under suspension or expulsion by a school or the district will be prohibited from graduation exercises, programs and ceremonies.

HARASSMENT: A pattern of intentional, substantial and unreasonable verbal, written or physical contact that is initiated, maintained or repeated after being given notice by a teacher/administrator that the conduct is inappropriate.

HAZING: To pursue by requiring unnecessary or disagreeable work; by banter, ridicule or criticism; or to play abusive and humiliating tricks on someone by way of initiation.

HEALTH CODE VIOLATIONS: For the purpose of this policy, the following are considered health code violations: deliberate spitting on or at another person or his/her food or beverage; deliberate urination in a public or inappropriate location; and other such health code violations will be considered as prohibited (see category 2.)

HONOR CODE: The expectation of the student to demonstrate integrity and individual responsibility, personally and academically, to maintain a fair and honest environment.

INDECENT EXPOSURE: To willfully expose one's private body parts to view of others.

INHALANT: An aromatic hydrocarbon or other such substance used for the purpose of intoxication or inebriation. Examples of inhalants include, but are not limited to, gasoline, magic markers, glue, whiteout or nitrous oxide.

LYNCHING: Section 16-3-220. Any act of violence inflicted by a mob upon the body of another person and from which death does not result.

 (see next page)

MOB: Section 16-3-230. A "mob" is defined for the purpose of this article as the assemblage of two or more persons, without color or authority of law, for the purpose and with the intent of committing an act of violence upon the person of another.

PERSONAL PROPERTY: For the purposes of this policy, all property that is not owned by the district/school is considered personal property.

PHYSICAL ASSAULT: Intentionally, knowingly or recklessly causing bodily injury to another person. This does not include in the elementary school a temper tantrum by a child or incidental bodily contact. The principal or his/her designee at the elementary school will make a determination as to whether physical assault has occurred.

POSSESSION: Being in a student's locker, purse, gym bag, backpack or other item carried by or belonging to the student, on the student's person or in a car driven by or occupied by the student or items found in a car parked on school property or at a school sponsored activity. In determining whether a student intentionally or knowingly possessed an item, the principal or his/her designee will consider all the facts and circumstances of the particular incident.

PROHIBITED WEAPON: Knife with a blade over two inches long, a blackjack, a dirk (a stabbing knife such as a switchblade), a metal pipe or pole, metal knuckles, razor, razor blade, martial arts throwing star, BB gun, air soft pistols, pellet gun or any other deadly weapon usually used to inflict personal injury. To determine the length of a knife blade, it will be measured from the tip to where the blade and handle (casing) meet. Box cutters and utility knives containing blades are also prohibited on school/district property.

When a weapon is found in a student's possession, it is up to the school principal to determine if the student's possession was knowing or intentional. If the student maintains that he/she did not knowingly have possession and the explanation is credible to the principal, the student will not be suspended. If the student's explanation is not deemed credible by the principal, policy requires secondary students to be suspended with a recommendation for expulsion. First offense elementary students may receive a suspension depending on the circumstances.

Students who realize they have accidentally brought a weapon such as a knife to school should go immediately to a teacher or administrator and turn it in. If it is clear the student turned the item in immediately upon discovery, the student will not be suspended. Students who delay turning in such an item or who turn in the item only after having been discovered, may be suspended with a recommendation for expulsion.

South Carolina law requires the school to notify local law enforcement officials when a gun or knife with a blade in excess of two inches is found in the possession of a student. Law enforcement officials determine if a student is to be charged and taken into custody.

REPLICA GUN: A device which appears to be an operable firearm and is presented as being a real gun, but which lacks the ability to expel a projectile. Replica guns do not include obvious toy guns.

SEARCHES: School administrators have the right to search a student's purse, gym bag, backpack and any other item carried or possessed by a student, as well as the student's person, pockets or car upon reasonable suspicion. Metal detectors may be used in accordance with board policy. Searches of school property, including lockers and desks, may be conducted in accordance with board policy. Canine searches are also routinely conducted in accordance with board policy.

SEXTING: The act of sending sexually explicit messages or photos electronically, primarily between cell phones or internet.

 (see next page)

SEXUAL ASSAULT: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. This definition includes forcible rape, forcible sodomy or forcible rape with an object.

SEXUAL HARASSMENT: Unwelcome sexual advances, sexual gestures, for sexual favors and other verbal or physical conduct of a sexual nature where there is a pattern of harassing behavior or a single significant incident. Such conduct interferes with the student's education or creates an intimidating, hostile or offensive school environment. Sexual harassment may include, but is not limited to: verbal harassment, including sexually offensive comments or slurs; physical harassment, physical interference with movement or work; or visual harassment such as sexually offensive cartoons, drawings or posters. Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex.

SIMPLE ASSAULT: The intentional injury of another person that does not result in the level of injury of a physical assault. In considering whether a simple assault has occurred, the principal or his/her designee will determine the level of injury and the facts and circumstances of the incident.

TRESPASSING: Being on any district property or school campus at an unreasonable hour when not involved in a school activity or present on the campus of a school not enrolled in without authorization. Unreasonable hours in this context include after 11:00 p.m. when the school facility is not in use for an approved activity. Students who are on suspended or expelled status may also be considered as trespassers if they do not have prior express authorization to be on school grounds.

UNDER THE INFLUENCE: In determining whether a student is under the influence of alcohol, inhalants or controlled substances, the student's appearance/manner, their behavior and/or the presence of an alcohol/drug odor or statements made by the student as to consumption may be considered. Because any consumption of alcohol or drugs by a minor is illegal, any consumption, without regard to amount, of alcohol or drugs/controlled substances/inhalants will constitute under the influence for the purpose of this policy. Law enforcement and/or the school nurse, depending upon availability, will assist building administrators in making the determination of whether a student is under the influence.

VANDALISM: Intentionally or recklessly causing damage to or defacing school or personal property or such action causing disruption to the educational process and/or school activities. comment.

Suspension from school or transportation and appeals

Suspension in- or out-of-school will be assigned by the school principal/director or his/her designee according to the procedures specified in board policy JKD (Suspension).

Suspension from riding in a school bus or in other school vehicles will be assigned by the Office of Transportation. Inappropriate behavior (Category 1, 2, 3) on a bus will also involve school assigned consequences.

After a parent/legal guardian is notified in writing of a suspension, the parent/legal guardian has three school days to request an appeal of the suspension. The request for appeal must be in writing and should state the specific basis for the appeal. Suspensions may be appealed as follows.

- To the principal/director if the decision to suspend was made by a school-level designee.
- To the district hearing officer if the decision to suspend was made by the principal/director.
- Bus suspensions may be appealed to the coordinator of transportation.

 (see next page)

- In the event that the principal/director determines that he/she has been too involved in the decision to suspend to conduct an impartial hearing, the principal/director may request that the district hearing officer conduct the appeal hearing.

- In cases of eight to 10 day suspensions, if the principal/director holds the appeal hearing and subsequently decides to uphold the suspension, the parent/legal guardian may petition the district hearing officer for a further appeal, provided that such petition is made in writing within three school days of the date of the signed receipt of the decision letter from the principal/director. The petition will state on what basis the parent/legal guardian believes that the suspension was unfair or unwarranted. The district hearing officer will have discretion whether to grant a further appeal and that decision will be final.

- All in-school suspensions and out-of-school suspensions under eight days may not be appealed beyond the school level unless the suspension was initially assigned by the principal. There is no appeal for detentions or lesser consequences beyond the school level.

Whenever a student is suspended, the administrator will schedule a conference with the student's parent/legal guardian within three school days of the suspension. The conference date will be extended beyond the three days only if the parent/legal guardian requests an extension in writing.

After the second in or out of school suspension, the parent/legal guardian may be called in for a student assistance intervention meeting before the student can return to school/class. These meetings may also be held for each student that has accumulated at least one category 2 level offense, two category 3 level offenses and anytime during five to 10 category 4 level offenses. The purpose of the meetings will be to discuss individual student school behavior plans, academic progress and achievement and social awareness. These meetings may be held with the following members present: parents/legal guardians, students, school administration and school counselor/ social worker. Although the school counselor and social worker will serve as an advocate for the parent/legal guardian and student, parents/legal guardians are free to have additional support personnel present. A behavior contract also will be signed by a parent/legal guardian and child after the second out of school suspension.

For high schools, suspension days are recorded as unexcused absences. Unexcused absences are counted towards the denial of credit. An attendance make-up program will be offered in the high schools for unexcused absences. No student will be denied credit due to excessive absence solely on the basis of his/her suspensions.

Expulsion from school

Expulsion will be recommended only by the principal/director of the school to which the student is assigned. Procedures to be followed regarding expulsion are specified in board policy JKE (Expulsion). Expelled students may not attend any event in which a District Five school is participating nor be on any district property during the period of expulsion.

Any expelled student who is on district property after school hours for church services, recreational league sports or court ordered, monitored community service hours would have to have the prior written permission of the superintendent or his/her designee.

Law enforcement involvement

All Category 1 Offenses will result in law enforcement involvement. Some offenses in Categories 2 and 3 will also involve law enforcement.

 (see next page)

Dismissal of expelled students from the alternative school

Each expelled student accepted at the alternative school will be placed on a behavior contract. The director of the alternative school will have the authority to dismiss any expelled student from the alternative school based upon the student's behavior violations while enrolled at the alternative school.
The student and parent/legal guardian will be notified of the dismissal and the reason for the dismissal in writing and may appeal the dismissal to the district hearing officer, provided that any such appeal is made in writing within three school days of receipt of the notice of dismissal. All dismissals from the alternative school will be reported to the superintendent.

Category 1 Offenses

Acts considered to be Category 1 Offenses include, but are not limited to, the following:

101. Possession, transfer or use of a firearm.

102. Possession, transfer or use of a prohibited weapon other than a firearm including a knife with a blade over two inches, BB gun, paint ball gun, pellet gun, air-soft pistol, razor, razor blade, martial arts throwing star, metal knuckles, blackjack, adir, and a metal pipe or pole. Box cutters and utility/X-Acto knives containing any size blades are also considered a violation of this section. (*K-2)

103. Possession, transfer, distribution, use in any amount or being under the influence of alcohol, marijuana (including marijuana seeds), hallucinogenic drugs, inhalants or any other controlled or illegal substance. Since alcohol consumption is illegal by minors, consumption of any amount of alcohol will constitute a violation of this section. This includes being present on district/school property or at any school-sponsored event after using any amount of these substances (see note 2).

    Note 1: In determining whether a student is under the influence of drugs or alcohol, the student's appearance/manner, his/her behavior and/or the presence of an alcohol odor, as well as statements made by the student and others as to consumption of alcohol or drugs, will be considered.

104. Sexual assault.

105. Assault of a staff member or any other adult designated by the school to supervise students, including volunteers

106. Arson, which is the intentional damage of school property or attempted arson of school property.

107. Communicating a threat of a destructive device or weapon: Communicating, writing, threatening, or transmitting to a person or school facility that there is, or will be, a destructive device, bomb, shooting, or dangerous event, with the intent of intimidating, threatening or interfering with government functions or school activities; or, harboring one who is guilty of this offense.

108. Possession or transfer of dangerous explosives, plastic explosives, chemical reaction-type and pipe bomb materials including, but not limited to, Molotov cocktails and dynamite.

109. Active participation in an act of mob violence, to include lynching. A mob is described as two or more people.

 (see next page)

110. Unauthorized tampering with security, fire, access control of surveillance system or alarms.

111. Participating in sexual conduct/activity, which also includes compromising situations and circumstances. Such conduct may involve only the individual student or may involve other people.

112. Burglary to a school, portable classroom, school district building or any structure on school district property.

113. Auto breaking: unlawful entry into a motor vehicle on school property or in a school district vehicle at any location.

Consequences for students who commit a Category 1 Offense will be as follows.

- Students will be suspended immediately *{pending a possible}* **with a** recommendation for expulsion *{from school}*. During the investigative period, high school students may be suspended from school for up to three school days pending a possible recommendation for expulsion. Once the investigation has been completed, the principal will meet with the student and his/her parent/legal guardian to discuss the results of the principal's investigation and to provide the student the opportunity to present his/her defense to the matter. At the conclusion of that meeting, the principal will inform the student whether he/she intends to proceed forward with the recommendation for expulsion.

- Whenever these offenses are committed, law enforcement will be called and charges (juvenile petition or warrant) will be filed against the perpetrator. Although in some cases, law enforcement's decision whether to press criminal charges for weapons or drugs may require possession of that item on the person, in all such cases the school administrator will still contact law enforcement and file an incident report.

- When these offenses are committed on a school bus or other school vehicle, office of transportation personnel will conduct a preliminary investigation and report their findings to the appropriate school administrator for action. Students who are suspended out-of-school immediately forfeit the opportunity to ride the school buses or other vehicle for the duration of the suspension or until a decision is made otherwise by the principal or the hearing officer.

Other consequences for students who commit a Category 1 Offense will be as follows.

- In considering the developmental appropriateness of consequences, kindergarten, first and second graders, as noted with (*K - 2), will be addressed as follows.

  - Consequences for a first offense, which will be determined by the principal or his/her designee, may include, but not be limited to, a parent conference, time-out, detention hall, administrative review, in-school suspension or suspension out-of-school.

  - A second offense of any Category 1 rule will result in a *{10}* **3**-day suspension from school or the student may be recommended for expulsion.

  - A third offense of any Category 1 rule will result in *{an automatic}* **5 -day** suspension and recommendation for expulsion.

  - **A fourth Category 1 Offense will result in an automatic recommendation for expulsion**

 (see next page)

- Elementary students, grades three through five and kindergarten - second grade (when not noted with the *K - 2 disclaimer) will be *{suspended from school for a mandatory six days or may be recommended for expulsion.}***addressed as follows:**

  A first Category 1 Offense will result in **a three day out of school suspension and the student may be** *{recommendation}* **recommended** for expulsion.

  A second Category 1 Offense will result in **a five day out of school suspension and the student may be** *{recommendation}* **recommended** for expulsion.

  A third Category 1 Offense will result in an automatic recommendation for expulsion

- Restitution of property and damages where appropriate will be sought by the school or district.
- High school and middle school students will be suspended immediately from school and recommended for expulsion.
- Secondary students who commit alcohol, drug or sexually related violations will be referred to an appropriate counseling program. Failure to successfully complete an approved counseling program may result in additional disciplinary action. Alternative eight to 10 week alcohol and other drug programs must be approved by the district hearing officer.
- Elementary students who commit alcohol, drug or sexually related violations will be referred to the appropriate school personnel for assessment.
- Students who are expelled for possession of a firearm will be subject to the 1995 federal and state laws that mandate a one-year (365 days) expulsion term unless the superintendent determines to reduce the term of expulsion.

Law enforcement involvement

All Category 1 Offenses will involve law enforcement. Category 2 and 3 Offenses may involve law enforcement. These offenses are noted with two stars (**) or three stars (***) as follows.

** Law enforcement may be called by the administrator after investigation of the situation.

*** Law enforcement will be called and a juvenile petition or warrant will be filed against the perpetrator.

Category 2 Offenses

Acts considered being Category 2 Offenses include, but are not limited to, the following.

201. *** Vandalism or theft of personal or school district property where value is $50 or more.

202. ** Making serious threats to a staff member or any other person authorized by the school to supervise students

203. ** Trespassing.

204. Being on any school property or present at any school-sponsored event while under suspension.

 (see next page)

205. ** Detonating (in any way causing to go off) fireworks, incendiary devices, smoke and/or stink bombs or other noxious gas devices.

206. *** Selling, possessing, transferring or using items represented as being illegal or controlled substances, *{This also applies to prescription drugs}*prescription drugs **or over the counter drugs without regard to amount**.

207. ** Selling, possessing, transferring or using items that are substantially similar in color, shape, size or markings to a controlled substance i.e., Wizard Smoke, etc., (see policy JICH).

208. *** Physical assault of a student

209. Possession of a knife with a blade two inches or less, starter pistol, replica weapon/device or bat. The blade will be measured from tip to base. This does not include a baseball bat that has been approved for recreational purposes in the elementary school

210. ** Possession of any item of drug paraphernalia.

211. *** Use of any item not generally considered as a weapon but **used** as a weapon to inflict bodily harm. Such items include, but are not limited to: A knife with a blade two inches or less, starter pistol, replica weapon/device, paintball gun or bat.

212. ** Any other behavior, whether on or off campus, that threatens the safety of students or staff members (regardless of where behavior takes place) or disrupts the operation or function of the school. This does include coming on school/district property after consuming non-prescribed controlled substances and/or illegal drugs. (Notes 1 and 2 apply also.)

213. *** Possession or use of mace or pepper gas or spray.

214. ** Sexual harassment.

215. *** Indecent exposure.

216. ** Health code violation (this includes but is not limited to biting, spitting and urinating in a public or inappropriate location). (Elementary only).

217. ** Unauthorized and deliberate tampering with a computer setup (example: switching cables, disabling fans, deliberately introducing a virus, etc.

218. ** Unauthorized and deliberate tampering/deletion/destruction of any computer programs, systems or data files.

219. ** Direct refusal to obey a staff member or any adult authorized by the school to supervise students, including volunteers, in a crisis situation.

220. Failure to successfully complete an alcohol/drug program as assigned for #206.

221. *** Fraudulent request for emergency services.

222. Pattern of threatening, bullying or intimidating other students.

 (see next page)

223. ** Fighting.

*224. {** Simple assault.}*

224. Refusal to obey school or district administrator.

Consequences for students who commit a Category 2 Offense will be as follows:

*Kindergarten, first and second graders (*K - 2).*

- A first offense will result in a parent conference and a penalty deemed appropriate by the principal.
- A second offense *{of any Category 2 rule will result in a three-day suspension from school or the student may be recommended for expulsion.}* **May include, but not limited to, time-out, detention hall, administrative review, in-school suspension, or out-of-school suspension**.
- A third offense will result in three (3) days suspension from school and a **possible** recommendation for expulsion.

*Elementary students (grades 3 - 5 and K - 2 without the special *K - 2 disclaimer)*

- First offense - may include, but not limited to, time-out, detention hall, administrative review, in-school suspension or suspension out of school.
- Second offense – *{up to three days suspension out of school or immediate suspension from school with a recommendation for expulsion.}* **Three (3) days mandatory suspension from school and the student may be recommended for expulsion**.
- **3rd Offense – Automatic suspension with a possible recommendation for expulsion.**

Middle school students

- First offense – **Up** *{three}* to five days suspension out-of-school or immediate suspension with a recommendation for expulsion.
- Second offense - immediate suspension from school with a recommendation for expulsion.

High school students

- First offense – **Up to** eight days suspension out-of-school or immediate suspension with a recommendation for expulsion.
- Second offense - immediate suspension from school with a recommendation for expulsion.

Students who are suspended out-of-school immediately forfeit the opportunity to ride school buses or other school vehicles for the duration of the suspension.

Restitution of property and damages where appropriate will be sought by the school or district.

 (see next page)

Note 2: Any student who violates the alcohol, inhalant or controlled and/or illegal substance rule will be suspended from participation and attendance in any and all extracurricular activities for 30 school days. These 30 days (excluding summer school) will carry over into the next school year if the violation occurs near the end of the current school term. These 30 days begin when the student begins the eight days of suspension.

Elementary students who commit alcohol, drug or sexual harassment related violations will be referred to the appropriate school personnel for assessment.

Secondary students who commit alcohol, drug or sexual harassment related violations will be referred to an approved alcohol and drug counseling program before reentering school.

Because of the seriousness of these offenses, if the violation occurs on the bus, the office of transportation will conduct the preliminary investigation, take action regarding the opportunity to ride a bus and refer the violation to the school for further action.

Category 3 Offenses

Acts considered to be Category 3 Offenses include, but are not limited to, those listed below. Some acts may also result in the involvement of law enforcement. These acts are denoted with asterisks according to the previously stated key (two stars ** = may call law enforcement after investigation of the situation and three stars *** = will call law enforcement and charges will be filed.) All fights will be reported to law enforcement regardless of denotation.

301. Possession or transfer of stolen property (school or personal).

302. ** Planning and/or organizing and/or instigating and/or participating in an activity that causes substantial disruption to the educational program.

303. ** Unauthorized entry to school building or property (this includes school sponsored events.)

304. Gambling (games of chance for money or profit).

305. Possession, use or transfer of tobacco or tobacco products.

306. ** Tampering with, changing or altering records or documents of the school or district by any method including, but not limited to, computer access or other electronic means.

307. Refusal to obey a staff member or any other adult authorized by the school to supervise students to report to a certain place or to leave a certain place.

308. Creating or participating in a classroom disturbance that interferes with the instructional process.

309. Cutting class/school.

310. Leaving or attempting to leave school grounds without permission, whether or not the school day has actually begun. This includes unauthorized driving/riding to an off campus class.

 (see next page)

311. Walking out of a class (without teacher approval).

312. Engaging in verbal abuse, name calling (i.e., ethnic or racial slur) or derogatory statements addressed publicly to others that may disrupt the school educational program or incite violence.

313. Provoking or simulating a fight.

314. ** Intentional creation of, online use of and/or downloading of materials using a computer which would not be permissible in the schools in any other form. This includes e-mails, My Space, facebook, etc.

315. ** Unauthorized storage and/or loading of a computer program, system or data file. This may also be a copyright violation and as such is subject to copyright laws

316. ** Unauthorized access or duplication of computer programs, systems or data files.

317. ** Use of any computer access accounts other than those assigned to the individual.

318. Threatening, bullying or intimidating *{other}* students, **a staff member, or any other adult designated by the school to supervise students including volunteers**.

319. Failure to successfully complete alcohol or drug counseling after mandatory referral.

320. Unauthorized striking or lighting a match/lighter or igniting caps or use of poppers on school property.

321. Possession/distribution of pornographic or obscene material.

322. Profanity/obscenity, racial or ethnic slur directed to a staff member or to any adult authorized by the school to supervise students, including volunteers.

323. Inappropriate sexual gesture/behavior.
(Example: sexually suggestive **language**, movements, writings, drawings; this includes sexting)

324. Health code violation **(middle and high school only).**

325. ****Simple Assault. (See Glossary) (SASI Code 520) (Elementary K-5 school only).**

{Category 2 Offenses will be considered in the level of consequences for any Category 3 Offense.}
Consequences for students who commit any Category 3 Offense will be as follows.

Elementary students

Consequences for students (K-5) who commit any Category 3 Offense are determined by the principal or his/her designee and will be as follows:

May include, but not be limited to, time-out, detention hall, administrative review, in-school suspension or suspension out-of-school.

 (see next page)

May include, but not be limited to, time-out, detention hall, administrative review, in-school suspension or suspension out-of-school. The student may be placed on a behavior contract by the administration.

Repeated Category 3 Offenses may result in a recommendation for expulsion.

Restitution of property and damages where appropriate will be sought by the school or the district.

Students who are suspended from school immediately forfeit the opportunity to ride school buses or other school vehicles for the duration of the suspension.

Because of the seriousness of Category 3 Offenses, if the offense occurs on the bus, the transportation department will conduct a preliminary investigation and refer the report to the school administration for further action.

Middle and high school students

The following consequences will be assigned for middle school students who commit a health code violation, uses profanity/obscenity, a racial or ethnic slur directed to a staff member or to any adult authorized by the school to supervise students, including volunteers, *{displays}* **uses an** inappropriate sexual gestures/behaviors or plans and/or organizes and/or instigates and/or participates in an activity that causes substantial disruption to the educational program.

- First offense - two to four days suspension out of school and law enforcement may be involved.
- Second offense - four to six days suspension out of school.
- Third offense - six to 10 days suspension out of school or recommendation for expulsion.
- Fourth offense - immediate suspension from school with a recommendation for expulsion.

For middle school *{or high school}* students who violate the tobacco use/possession rule, the consequences are the following.

- First Offense – *{four days out-of-school suspension}* **Parent conference, counseling and in school suspension and law enforcement will be called to issue a citation**.
- Second Offense – *{Six days out-of-school suspension}* **Saturday detention, in school suspension and/or work detail and law enforcement will be called to issue a citation**.
- Third Offense – *{recommendation for expulsion}*. **Three days out-of-school suspension and law enforcement will be called to issue a citation**.
- **Fourth Offense – possible recommendation for expulsion.**

For *{middle school or}* high school students who violate the tobacco use/possession rule, the consequences are the following.

- Section 16-17-500. Sale or purchase of tobacco products for minors; proof of age; location of vending machines; penalties; smoking cessation programs.

 (see next page)

- First Offense – *{four days suspension out of school and completion of approved counseling program (failure to complete mandatory counseling will be considered a second offense).}* **Saturday detention, Twilight School, In school suspension, and/or weekend detail, and law enforcement will be called to issue a citation**.

- Second Offense – *{six}* **Four** days suspension out of school **and law enforcement will be called to issue a citation**.

- Third Offense – *{recommendation for expulsion}* **Eight days out of school suspension and law enforcement will be called to issue a citation.**

- **Fourth Offense – Possible recommendation for expulsion.**

  ** Note: The Clean Indoor Air Act, Section 44-95-20, will also be followed.*

The following consequences for middle school and high school students will be assigned for all category 3 offenses **other than** *{simple assault}, {possession/use of tobacco products or planning and/or organizing and/or instigating and/or participating in an activity that causes substantial disruption to the educational program.}* use **of** profanity/obscenity, a racial or ethnic slur, directed to a staff member or to any adult authorized by the school to supervise students, including volunteers, *{displays}* **uses an** inappropriate sexual gestures/behaviors or plans and/or organizes and/or instigates and/or participates in an activity that causes substantial disruption to the educational program.

- First offense - Saturday morning detention, work detail and/or in-school suspension.
- Second offense - two days in-school suspension.
- Third offense - two days out-of-school suspension and parent conference scheduled.
- Fourth offense - four days out-of-school suspension.
- Fifth offense - recommendation for expulsion.

Category 4 offenses

Acts considered to be Category 4 Offenses include, but are not limited to, the following.

401. Lying or giving false information either verbally or in writing to a teacher, administrator or school staff member. Examples: deliberate forgery of parent/educator signatures or changing/ deleting information sent home by the school to the parent/legal guardian. Making false accusations about a staff member also falls within this section.

402. Failure to properly identify self or present school identification when requested to do so. Failing to properly display a school ID also falls within this section

403. Disrespect to teacher or staff member or other adult approved by the school to supervise students, including volunteers.

404. * Persistent disobedience (see third bulleted item under "consequences").

 (see next page)

405. Class disruption or disruption of school activities/environment.

406. Extortion or attempting to extort through threat of force.

407. Inappropriate physical contact including, but not limited to, pushing or shoving.

408. Possession of fireworks, live ammunition or other incendiary devices. (This includes stink/ smoke bombs and vials of noxious gases/liquids.)

409. Unauthorized or inappropriate use of school equipment including, but not limited to, computers.

410. Using a paging device (i.e. pager, beeper, cell or mobile telephone) during school hours. All devices must be turned off and not visible during school hours.

411. Excessive tardiness/early dismissals.

413. Hazing (see hazing policy JICFA.)

414. Possession, sale or distribution of unauthorized materials at school.

415. Harassment.

416. Violation of parking and driving regulations.

417. Violation of cafeteria rules.

418. Violation of health room rules. All medication (**to include** over the counter drugs **such as Benadryl, Tylenol, etc.** or **personal** prescriptions) brought to school by a student **must be** in the original container, labeled appropriately and administered by the school nurse. Exceptions under a physician's order are managed by the school nurse.

419. Failure to sign in/sign out from school in the office when required.

420. Being in an unauthorized area/inappropriate use of facilities.

421. Inappropriate display of affection between students.

422. Unauthorized use of locker.

423. Cheating (see Honor Code.)

424. Possession of radios, tape players, electronic entertainment devices, MP3, I-Pods and walkmans (not related to instruction) on school grounds during school hours

425. Possession/Use of annoyances at school such as laser lights, water pistols, water balloons, whistles, etc.

426. Possession/Use of skateboards/rollerblades/skates/scooters. Skating is not allowed during school hours or in any prohibited area, during an after school activity or in the immediate proximity of parked vehicles. Skateboarding is not allowed on any school campus at any time.

 (see next page)

427. Unauthorized card playing.

428. Throwing rocks or other objects.

429. Littering school grounds.

430. Dress code violations.

431. Violation of safety rules. This includes propelling objects, spitballs or food items at others, science lab rule violations, etc.

432. Profanity/Obscene gesture directed toward another student or directed towards no one in particular.

433. Possession of a lighter or matches.

434. Failure to obey a staff member.

435. Disrespect to others, i.e. verbal ridicule, pulling wedgies, ankling/zipping, etc. (Ankling/ Zipping is defined as pulling down the pants of another.)

436. Wearing items or clothing that could pose a safety threat to one's self or others (heavy chains, not made as jewelry, studded bracelets/collars, nose/lip to ear chains, etc.)

437. Failure to attend/complete **After-school detention,** Saturday detention **or In-school suspension**.

438. Aiding and/or abetting another student(s) who is committing any rules violation.

439. *Violation of a behavior contract (see third bulleted item under "consequences".)

440. Violation of District level behavior contract.

441. **Vandalism or theft of school or personal property where value is $50 or less. (This includes cafeteria items.)

442. Planning or creating a situation that may lead to a crime or rule violation.

443. Participation in gangs/gang-related activity. (Refer to policy JICF.)

444. Any behavior or act that interferes with the safe operation of a school bus.

Consequences for students who commit **any** Category 4 Offense other than participation in gangs/gang-related activity **are determined by the principal/designee and** will be as follows:

- Any offense will result in a behavior management intervention deemed appropriate by the school such as a conference, counseling, parent conferences, detention hall, Saturday detention, work detail, in-school suspension, Twilight School out-of-school suspension or a recommendation for expulsion.
- Any student suspended three times for a Category 4 Offense must be placed on a behavior contract by the administration.

 (see next page)

- A range of consequences from immediate counseling to indefinite suspension from riding the vehicle will be imposed on students by the office of transportation when an offense occurs on a school bus or other school vehicle. Students who are suspended out-of-school immediately forfeit the opportunity to ride school buses or other school vehicles for the duration of the suspension.

Consequences for students who commit the offense of participation in gangs/gang-related activity will be as follows.

- First offense - Parent/Legal guardian/student/administration conference.
- Second Offense – *{Recommendation for expulsion.}* **Three (3) day out-of school suspension and the student may be recommended for expulsion. (Elementary School Only)**
- Second Offense – *{Recommendation for expulsion.}* **Five (5) day out-of school suspension and the student may be recommended for expulsion. (Middle School Only)**
- Second Offense – *{Recommendation for expulsion.}* **Eight (8) day out-of school suspension and the student may be recommended for expulsion. (High School Only)**
- **Third Offense - Recommendation for expulsion.**

* A series of repeated infractions will result in a recommendation for expulsion.

Note: In determining whether a student has violated the discipline code, the principal or his/her designee will consider all the facts and circumstances of the particular incident.

Note: Also students who inappropriately use video cameras, video phones or other recording devices are subject to violation of the Privacy Act and can be assigned school and bus consequences.

 (see next page)

Rules for riding the bus

- No glass containers on the bus.
- No spitting, eating or drinking on the bus.
- No profanity, verbal abuse, harassment, teasing, obscene or sexual gestures.
- No standing while the bus is in motion.
- No hanging any part(s) of one's anatomy out a window.
- No throwing or shooting any type of objects.
- No play fighting or horse playing.
- Do not ride any bus that the rider is not assigned to.
- Do not ride any bus during a suspension of bus privileges.
- Do not vandalize the bus or ignite any flammable object.
- Do not hold onto the bus from the outside.
- Do not make excessive noise or other disruptive behavior.
- Keep feet, body and bags out of the aisle.
- Do not block the aisle with band instruments or book bags.
- Students must obey the directions of the driver.
- Do not exhibit behavior that disturbs the students or driver.
- Talk quietly, but avoid loud, boisterous behavior, including singing, clapping, stomping or yelling.
- No spraying of cologne, deodorant, body spray or any other type chemicals or aerosols, pump spray or lotion while on the bus.
- Never tamper with the emergency exits or any other part of the bus equipment, including fire extinguishers and first aid equipment unless there are reasonable grounds to believe that an actual emergency situation exits.
- Board and exit the bus at their designated stop or school.
- Be at the bus stop five minutes prior to scheduled pick-up time.

Offenses committed on the bus or in a school vehicle

Consequences for students who commit a Category 1 Offense on the bus or in a school vehicle will be as follows.

- First Offense - (K-grade 3) - 15-day to indefinite suspension.
  (Grades 4-5) - 30-day to indefinite suspension.
  (Grades 6-12) - suspended pending expulsion hearing determination.

- Second Offense - (K-grade 3) - 30-day to indefinite suspension.
  (Grades 4-12) - suspended pending expulsion hearing determination.

- Third Offense - (K-Grade 12) - suspended pending expulsion hearing determination.

Consequences for students who commit a Category 2 Offense on the bus or in a school vehicle will be as follows.

- First Offense - (K-grade 3) - 10-day to indefinite suspension.
  (Grades 4-5) - 15-day to indefinite suspension.
  (Grades 6-12) - 30-day to indefinite suspension.

- Second Offense - (K-grade 3) - 15-day to indefinite suspension.
  (Grades 4-12) - suspended pending expulsion hearing determination.

- Third Offense - (K-grade 12) - suspended pending expulsion hearing determination.

 (see next page)

Consequences for students who commit a Category 3 Offense on the bus or in a school vehicle will be as follows.

Simple assault, tobacco possession/smoking or planning and/or organizing and/or instigating and/or participating in an activity that causes substantial disruption to the educational program.

- First Offense - (K-grade 5) - five-day to indefinite suspension.
  (Grades 6-12) - 15-day suspension.
- Second Offense - (K-grade 5) - five-day to indefinite suspension.
  (Grades 6-12) - 45-day suspension.
- Third Offense - (K-grade 5) - five-day to indefinite suspension.
  (Grades 6-12) - suspended pending expulsion hearing determination.

For offenses other than simple assault, tobacco possession/smoking or planning and/or organizing and/or instigating and/or participating in an activity that causes substantial disruption to the educational program.

- First Offense - (K-grade 5) - five-day to indefinite suspension.
  (Grades 6-12) - 5-day suspension.
- Second Offense - (K-grade 5) - five-day to indefinite suspension.
  (Grades 6-12) - 15-day suspension.
- Third Offense - (K-grade 5) - five-day to indefinite suspension.
  (Grades 6-12) - 30-day suspension.
- Fourth Offense - (K-grade 5) - five-day to indefinite suspension.
  (Grades 6-12) - *{45-day}* **Indefinite** suspension.
- Fifth Offense - (K-grade 5) - five-day to indefinite suspension.
  {(Grades 6-12) - Suspension pending expulsion hearing determination.}

Consequences for students who commit a Category 4 Offense on the bus or in a school vehicle will be as follows.

- Any Offense - (K-grade 12) - a range of consequences from immediate counseling to indefinite suspension.

Technology offenses

With the increasing use of technology in the school curriculum, the appropriate use of the computer and other equipment, systems and data is vital.

Note: See individual categories for specific offenses and consequences.

 (see next page)

Discipline of students with disabilities

Suspension and expulsion of students with disabilities under the Individuals with Disabilities Education Improvement Act (IDEA 04) or Section 504 of the Rehabilitation Act will be handled in accordance with the district's procedures to ensure compliance with those regulations.

For students whose behavioral violations are determined by the IEP/IAP committee to be directly related to the student's disability, any suspension or combination of suspensions which exceeds 10 days is considered a change in placement and may not occur.
In such cases, the IEP/IAP committee will determine appropriate behavioral interventions and/or consider the appropriateness of the student's educational placement and need for a change in placement.

Administrators dealing with suspension offenses by students with disabilities will consult the office of special services regarding the suspension of students with disabilities.

Expulsion from school

Expulsions will be recommended only by the principal/director of the school to which the student is assigned. Procedures to be followed regarding expulsions are specified in board policy, JKE (Expulsion). Expelled students may not attend any event in which a District Five school is participating nor be on any district property during the period of expulsion. Any expelled student who is on district property after school hours for church services, recreational league sports or if it is court ordered (monitored) community service hours must have the prior written permission of the superintendent or his/her designee.

Transfer in lieu of expulsion

Any student transferred to the Alternative Academy for Success in lieu of expulsion may not attend any school sponsored event nor be on any district property during the period of their transfer. All transferred students will sign a behavior contract prior to enrolling at the Alternative Academy for Success. The district hearing officer will hear all appeals for dismissal from the Alternative Academy for Success.

Dismissal of expelled/transferred (in lieu of) students from the alternative academy

The director of the alternative academy will have the authority to dismiss any expelled/transferred student from the alternative academy based upon the student's behavior violations while enrolled at the school. The dismissal may be appealed to the district hearing officer and will be reported to the superintendent. Each expelled student accepted at the alternative academy will be placed on a behavior contract.

School board policies

JICF (Gang Activity) - If the district determines that a student has initiated or participated in a gang or a secret society as defined in this policy, that student will be disciplined in a manner which may include, but will not be limited to, detention, removal from extracurricular activities, suspension and/or expulsion and referral to law enforcement, dependent upon the circumstances of the particular offense. The district also reserves the right to prohibit any student from wearing/displaying any article of clothing or accessory which the district has determined to be a gang indicator.

 (see next page)

JICFA (Hazing) - For purposes of this policy, state law defines hazing as "the wrongful striking, laying open hand upon, threatening with violence or offering to do bodily harm by a superior student to a subordinate student with intent to punish or injure the subordinate student, or other unauthorized treatment by the superior student of a subordinate student of a tyrannical, abusive, shameful, insulting or humiliating nature."

JICG (Possession and Use of Tobacco) - Students will not be permitted to use, possess or transfer tobacco products or tobacco paraphernalia while on school grounds; in the school buildings; on buses; or during any other time that the student is under the direct administrative jurisdiction of the school whether on or off the school grounds. All District Five buildings and buses are officially designated as "tobacco-free." This particular stipulation applies to **any** individual - student, faculty/staff member, administrator, visitor or patron.

JKB (Detention) - School administrators or teachers may assign detention after school hours to students with undesirable patterns of attendance, conduct or academic performance. Staff members will assure that students have one day's notice before the assigned detention period so that parents/legal guardians may be informed and may provide for transportation.

JKD (Suspension) - When suspension of a student is contemplated, the administrator will have a conference with the student. At this conference, the administrator will notify the student of the charges against him/her and if he/she denies them, will explain the evidence the authorities have and offer the student an opportunity to present his/her side of the story. Suspension from school will be construed to prohibit a student from attending any day or night school functions or riding a school bus and from entering the school or school grounds, except for a prearranged conference with an administrator. Notice of the suspension will be sent home with the student, parent/legal guardian will be called and a letter will be mailed to the home address on file with the school.

JKE (Expulsion) - Expulsion means that the student cannot attend school or be on the school grounds of any school in the district, cannot attend any program at any school in the daytime or at night and cannot ride a school bus. Expelled students cannot attend or participate in any school-sponsored event. An expelled student who is approved by the board of trustees may apply for acceptance into the alternative academy.

JICH (Possession and Use of Alcohol or a Controlled Substance) - Possession, sale, distribution, use, in any amount, of alcohol, marijuana, hallucinogenic drugs or any other controlled substance is prohibited. No student will market or distribute any substance which is represented to be or is substantially similar in color, shape, size or markings of a controlled substance.

Selections from the South Carolina Code of Laws relative to the discipline policy

59-63-1110. Any person entering the premises of any school in this state will be deemed to have consented to a reasonable search of his/her person and effects.

59-63-1120. School administrators may conduct reasonable searches on school property of lockers, desks, vehicles and personal belongings with or without probable cause.

16-7-160. Illegal use of stink bombs or other devices containing foul or offensive odors. This is a misdemeanor and, if convicted, may be fined for no more than $3,000 or sentenced up to three years. This becomes a felony if it causes bodily harm.

16-7-170. Entering a public school for the purpose of destroying records or, in fact, destroying or damaging records is a misdemeanor and, if convicted, will be fined no more than $5,000 or imprisoned not more than three years.

 (see next page)

16-11-550. Threatening to kill, injure or intimidate an individual or damage or destroy property by means of explosive or incendiary aids; agrees with; or conspires with will be guilty of a felony. If convicted, may be jailed from one to 15 years.

16-23-430. Carrying weapons or other objects which may be used to inflict bodily injury while on school property. This is a felony and, if convicted, may be fined $1,000 or jailed up to five years or both.

59-63-235. A one-year (365 days) expulsion for a student who is determined to have brought a firearm to a school or any setting under jurisdiction of a local board of trustees.

16-23-420. Carrying or displaying firearms in a public building or adjacent areas is a felony and, if convicted, must be fined up to $5,000 or imprisoned up to five years or both.

16-17-420. Disturbing school is a misdemeanor and, if convicted, will pay a fine of $100 to $1,000 or imprisoned for 30 to 90 days. Fighting is included within the prohibition of this law. Use of foul or offensive language toward a principal, teacher or police officer can constitute a crime.

Authority of the hearing officer

- ** Uphold or alter the decision of a principal to suspend a student.
- ** Reduce the number of days of an out of school suspension imposed by the school's administration.
- Determine the dates that an out of school suspension will be served.
- Expel a student from school and all activities associated with schools in the district
- In lieu of expulsion, transfer students from their home school to the Alternative Academy for Success for a definite period.
- Return students to their regular school after an expulsion hearing.
- Decide the placement of a student entering or returning to the district via DJJ, imprisonment/ confinement or mandatory stay in a medical facility for behavioral issues.

** Denotes only applicable in situations where out of school suspension is eight days or more or if the principal is directly involved.

Issued 8/15/94; Revised 9/12/94, 7/27/95, 7/8/96, 6/2/97, 7/13/98, 6/28/99, 6/26/00, 6/25/01, 7/8/02, 5/19/03, 7/8/02, 5/19/03, 7/19/04, 5/9/05, 5/22/06, 6/25/07, 7/28/08, 7/13/09

 (see next page)

Exhibit E

EXHIBIT E

district five
OF LEXINGTON & RICHLAND COUNTIES

May 10, 2010

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

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

RE: Use of Facilities

Attached is a request from Ashland United Methodist Church to use the showers at Irmo High School one hour daily from July 24-31, 2010 for Salkehatchie Summer Service Camp (a home rebuilding mission camp for youth 14 years of age and over); Eddie Walker has requested that the usage fee be waived and that a fee of $180.00 be charged to pay the custodian to be there to open, close, and care for the building.

RECOMMENDATION:

The administration recommends that the Board approve the request to use the showers at Irmo High School for Salkehatchie Summer Service Camp one hour daily from July 24-31, 2010, waive the usage fee, and charge a fee of $180.00 to pay the custodian to be there to open, close, and care for the building.

KEF:ll

Attachment

Please supply all requested information. If approved, one copy will be returned to you for your records.

ORGANIZATION MAKING REQUEST

Name Ashland United Methodist Church - Jane Foster

Mailing Address 401 Old Friar Rd
Columbia - SC - 29210

Telephone _____ cell - 238-9149

Responsible Officer Jane

FACILITIES REQUESTED Showers + locker room

School Irmo High School IHS

Date(s) of Use (Inclusive) July 24 - July 31, 2010

No A/C requested only lights + showers

Type of Facility	Number Requested	Rate	Total
Classroom/Lab/Unit			
Gymnasium			
Cafeteria			
Stadium Facilities			
Track/Soccer/Practice Facilities (Field)			
Additional Expenses Incurred			
Grand Total			

Board Policy
8 nights at 22.5
= $180.00

CUSTODIANS 5:15 - 6:15 p.m. each night $180.00

_____ custodians(s) _____ hours @ _____ per hour = $100.00 for the week

note: Mr. Walker requests waiving rental fee -

If this request is approved, the using organization agrees to abide by all provision of School District Five Board Policy KG of School Facilities including accepting responsibility and agreeing to pay for any damage that may occur from use of facility.

Organization Representative — Date of Official Request

Approved/Disapproved Don Asher for Eddie Walker — 4-12-10

A. Principal/Director — Date

(Approved)/Disapproved

District (if necessary) — Date

*All check(s) are to be paid in advance. Check(s) should be made payable to School District Five of Lexington and Richland Counties. Organizations using facilities on a continuous basis are to mail check(s) to the district administration buildings by the 10th of each month.

See attachment -

Ralph McGehee - Re: Salkehatchie Camp & Irmo High Showers

From: "Jane Foster" <janefoster@sc.rr.com>
To: "Ralph McGehee" <RMcGehee@lex5.k12.sc.us>
Date: 4/2/2010 12:41 PM
Subject: Re: Salkehatchie Camp & Irmo High Showers

THANKS -- have a great spring break! Jane

----- Original Message -----
From: Ralph McGehee
To: Jane Foster
Sent: Friday, April 02, 2010 10:11 AM
Subject: Re: Salkehatchie Camp & Irmo High Showers

I am seeking approval and will get back to you. Thanks, Dan

>>> "Jane Foster" <janefoster@sc.rr.com> 4/2/2010 11:44 AM >>>
Hi Dan!

It's Jane Foster with the Columbia Salkehatchie Summer Service Camp which will be held at Ashland United Methodist Church from **Saturday, July 24 to Saturday, July 31**. We are again asking for approval to use the showers at Irmo High for our youth and adults.

Just a short explanation about Salkehatchie: Salkehatchie Summer Service Camps are weeklong home rebuilding mission camps for youths (boys and girls) 14 years of age and above. There are over 35 camps held throughout South Carolina during the summer. Our campers (adults and youth) pay $220 to spend a week of their summer vacation repairing homes to make them safer, drier, and warmer for those families who are less fortunate and whose homes are in desperate need. The Columbia Camp is hosted by Ashland United Methodist. The campers will be staying at the church sleeping in Sunday School classrooms. We do not have shower facilities on location.

We would like to be able to shower on Saturday & Sunday evening and each day Monday through Friday -- getting to the school around 5:15 pm on those days and they should be there no more than an hour. Eddie Hinnant was paid $150 last summer by our camp for helping and we would certainly pay him again this summer. We appreciate his assistance! We have several District Five employees who assist with our camp -- Kate Boatright and Eva Zarandi (Crossroads) and Marilyn Gramling (Ballentine Elementary).

We are very grateful to Irmo High for their support of our camp since 2005 when the camp moved to Ashland United Methodist Church. Thanks, and if you have any questions, please call.

Jane Foster
Phone: 238-9149 -- my cell number

district five
OF LEXINGTON & RICHLAND COUNTIES

May 10, 2010

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

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

RE: Use of Facilities

Attached is a request from Richland County Sheriff's Department to use CrossRoads Middle School July 12, 13, 14, 15, 19, 20, 21, and 22, 2010 for a Character Camp; they have requested that the usage fee be waived.

RECOMMENDATION:

The administration recommends that the Board approve the request to use CrossRoads Middle School and waive the usage fee.

KEF:ll

Attachment

REQUEST FOR USE OF SCHOOL FACILITIES

File: KG-E(3)

Please supply all requested information. If approved, one copy will be returned to you for your records.

ORGANIZATION MAKING REQUEST

Name: Richland County Sheriff's Dept – Character Camp

Mailing Address: 5623 Two Notch Road Columbia, SC 29223

Telephone: 803-576-3000

Responsible: Officer M/D Linda Kirkland

FACILITIES REQUESTED

School: Crossroads Middle School

Date(s) of Use (Inclusive) July 12 - 22 7:30 AM-4:00PM

Type of Facility	Number Requested	Rate	Total
Classroom/Lab/Unit	2 (501, 502)		
Gymnasium	1		
Cafeteria	1		
Multi-Purpose			
Stadium Facilities			
Baseball Facilities			
Track/Soccer/Practice Facilities			
Additional Expenses Incurred			
Grand Total			

CUSTODIANS Please waive fees

(Being held during the custodian's normal work hours)

_____ custodian(s) for _____ hours @ _____ per hour = _____**

If this request is approved, the using organization agrees to abide by all provisions of School District Five Board Policy KG (Use of School Facilities) including accepting responsibility and agreeing to pay for any damage that may occur from use of this facility.

M/D Linda Kirkland, Camp Director
Organization Representative

4/2/10
Date of Official Request

Approved/Disapproved

Principal/Director

4/12/10
Date

Approved/Disapproved

District (if necessary)

4/14/10
Date

*All checks are to be paid in advance. Check(s) should be made payable to School District Five of Lexington and Richland Counties. Organizations using facilities on a continuing basis are to mail checks to the district administration building by the 10th of each month.

**Check(s) should be made payable directly to custodian(s). ($30 minimum per individual).

For Office Use Only

Date Paid _____

Check Number _____

Receipt Number _____

Revised 10/24/02, 3/12/96

School District Five of Lexington and Richland Counties

July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Basketball 6-10:30 PM Gym	2	3
4 Independence Day	5	6 Basketball 6-10:30 PM Gym	7	8 Basketball 6-10:30 PM Gym	9	10
11	12 Basketball 6-10:30 PM Gym Character Camp Rich. Co. Sheriff 201, 502, Gym & Café 7:30 AM-4:00 PM	13 Basketball 6-10:30 PM Gym Character Camp Rich. Co. Sheriff 201, 502, Gym & Café 7:30 AM-4:00 PM	14 Character Camp Rich. Co. Sheriff 201, 502, Gym & Café 7:30 AM-4:00 PM	15 Basketball 6-10:30 PM Gym Character Camp Rich. Co. Sheriff 201, 502, Gym & Café 7:30 AM-4:00 PM	16	17
18	19 Character Camp Rich. Co. Sheriff 201, 502, Gym & Café 7:30 AM-4:00 PM	20 Character Camp Rich. Co. Sheriff 201, 502, Gym & Café 7:30 AM-4:00 PM	21 Character Camp Rich. Co. Sheriff 201, 502, Gym & Café 7:30 AM-4:00 PM	22 Character Camp Rich. Co. Sheriff 201, 502, Gym & Café 7:30 AM-4:00 PM	23	24
25	26	27	28	29	30	31

2010

Exhibit F

EXHIBIT F

district five
OF LEXINGTON & RICHLAND COUNTIES

May 10, 2010

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 Resolution

School District Five of Lexington and Richland Counties has the opportunity to submit an application to the State Department of Education for an additional allocation of Qualified School Construction Bonds. The application deadline is May 19, 2010 for the 40% pool and June 2, 2010 for the 60% pool.

RECOMMENDATION:

The administration recommends approval of the resolution to submit an application for up to $10,000,000 of these bonds from the 40% pool program and $20,000,000 from the 60% pool program.

KEF:ll

Attachment

RESOLUTION

A RESOLUTION AUTHORIZING THE SUBMISSION OF APPLICATION BY SCHOOL DISTRICT NO. 5 OF LEXINGTON COUNTY AND RICHLAND COUNTY, SOUTH CAROLINA, TO THE SOUTH CAROLINA DEPARTMENT OF EDUCATION FOR AN ALLOCATION OF QUALIFIED SCHOOL CONSTRUCTION BONDS

WHEREAS, through the American Recovery and Reinvestment Act of 2009 (ARRA), the United States Congress authorized the issuance of qualified school construction bonds (QSCBs); and

WHEREAS, the State of South Carolina (the "State") has been allocated, through ARRA, a total of $158,834,000, of which the State can allocate $129,456,000 in two pools, a 60% ($77,673,600) pool and a 40% ($51,782,400) pool; and

WHEREAS, pursuant to Section 59-3-100 of the Code of Laws of South Carolina, 1976, as amended, the State Superintendent of Education (the "State Superintendent") is responsible for allocating the authority to issue QSCBs among eligible school districts in the State; and

WHEREAS, School District No. 5 of Lexington County and Richland County, South Carolina (the "School District") has determined that it could qualify for and it would be in its best interest to apply for an allocation from each pool; and

WHEREAS, the proceeds of a QSCB issue must be used for: (i) construction, rehabilitation, or repair of a public school facility; or (ii) acquisition of land on which such a public school facility is to be built with QSCB proceeds; or (iii) IRS guidance indicates that eligible expenditures include expenditures for costs of acquisition of equipment to be used in the portions of the public school facility being constructed, rehabilitated, or repaired with the QSCB proceeds; and

WHEREAS, the deadline for making application for the 40% pool allocation is Wednesday, May 19, 2010, at 3:00 p.m. and the 60% pool allocation is Wednesday, June 2, 2010; and

WHEREAS, it is in the best interest of the School District to submit the application for an allocation of $10,000,000 under the 40% pool and an allocation of $20,000,000 under the 60% pool.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SCHOOL DISTRICT NO. 5 OF LEXINGTON COUNTY AND RICHLAND COUNTY, SOUTH CAROLINA, AS FOLLOWS:

1. The Board of Trustees (the "Board") hereby approves the submission of the application for a $10,000,000 allocation of QSCBs under the 40% pool program and $20,000,000 allocation of QSCBs under the 60% pool program, with the understanding that such applications in no way commit the School District to issue the bonds if an allocation is granted.

2. The Board hereby acknowledges and agrees that:

(a) 100% of the QSCBs must be used for qualified construction, rehabilitation, or repair of a public school facility or for the acquisition of land on which such a facility is to be constructed with part of the proceeds of such QSCB issue, or such other purposes as allowed by guidance from the U.S. Department of Treasury, Internal Revenue Service;

(b) The maximum maturity and the credit rate of the QSCBs, as well as the yields of any sinking fund, will comply with requirements of the U.S. Department of Treasurer, Bureau of Public Debt;

(c) The School District will comply with applicable provisions of the ARRA, including labor standards in section 1601 and 1606 (i.e. Davis Bacon prevailing wage requirements);

(d) The QSCBs will be issued within 120 days of approval by the State Superintendent of Education (the "State Superintendent"), of such later time as pre-approved by the State Superintendent. If not, then the State Superintendent may redirect the allocation to another school district and project; and

(e) The QSCBs must comply with the provisions of the Internal Revenue Code, which require in part (and subject to other provisions of that Code) that within six (6) months of issuance at least ten percent (10%) of the QSCB proceeds be under a binding spending commitment with a third party; that 100% be spent on a qualifying project within three (3) years; and that the School District will comply with the reporting, arbitrage and contact of interest rules in Internal Revenue Code Section 54A(d).

3. The Board hereby authorizes and directs the Superintendent to prepare and submit or caused to be prepared and submitted the above-referenced application and this Resolution to the State Superintendent.

Adopted this 10th day of May, 2010.

SCHOOL DISTRICT NO. 5 OF LEXINGTON COUNTY AND RICHLAND COUNTY, SOUTH CAROLINA

_____

Chairman, Board of Trustees

ATTEST:

_____

Secretary, Board of Trustees

Exhibit G

EXHIBIT G

district five
OF LEXINGTON & RICHLAND COUNTIES

May 10, 2010

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

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

RE: Proposed Revisions to Policy KG, KG-R, KG-E(1), KG-E(2), and KG-E(3) "Use of School Facilities"

Attached for your discussion are the proposed revisions of Policy KG with regulations and exhibits. The proposed revisions update the policy, regulations, and exhibits to strengthen the administration of the policy, eliminate the need for support organizations to complete usage forms, and update costs.

KEF:ll

Attachments

Proposed Policy

USE OF SCHOOL FACILITIES

Code **KG** *Issued* **TBD**

The board considers school buildings, school playgrounds and athletic fields as community assets and believes that such facilities should be fully utilized to promote the health and welfare of the children, youth, and adults in the school district. Thus, the board encourages the temporary use of school facilities (when not being used for school purposes) by qualified individuals, organizations or groups of citizens in accordance with board rules and regulations.

Invariably, use of school facilities involves expenditures for heat, light and other incidental expenses that rightfully should be reimbursed to the district. This cost will be based on the estimated actual cost involved for the contemplated use. Activities that risk excessive wear or damage to school property and/or excessive depreciation will not be approved.

All organizations using district facilities must adhere to the district's policy that prohibits the use or possession of alcoholic beverages or tobacco-related products on school campuses and in school facilities.

Organizations not allowed to use school facilities:

Organizations which will not be allowed to use school facilities are those that do the following:

- promulgate any theory or doctrine subversive to the laws of the United States or any political subdivision thereof or advocate governmental changes by violence;
- sponsor any activity that may result in damage to school facilities, grounds and/or equipment;
- have a purpose in conflict with school activities;
- promote fund-raising activities by commercial organizations;
- use the building or part thereof for individual, group, or corporate gain, unless the activity is a desired part of the school curriculum or program and sponsored by a parent organization, recreation commission or other school-related organization.

Organizations not required to file facilities use agreements:

School-sponsored and school-related organizations such as parent-teacher organizations, school-sponsored booster clubs, school improvement councils, the School District Five of Lexington and Richland Counties Education Foundation, School District Five professional education organizations, and programs arranged by School District Five of Lexington and Richland Counties may use school facilities without charge. However, such usage must be approved by the respective school principal, arrangements made to cover all custodial needs, and arrangements made to pay the school food service program for a cafeteria staff member to be present, if kitchen facilities are used.

Also included in this group are those activities provided under the contractual auspices of the Irmo-Chapin Recreation Commission, the Richland County Recreation Commission and other district governmental entities when facilities are used for polling places, for voter registration, or for meetings of political organizations as required by statute.

Organizations allowed to use school facilities:

Use of school facilities by qualified individuals and organizations may be granted for the purpose of providing educational, religious, civic, social or recreational meetings and/or activities that promote the welfare of the community, provided such meetings are non-exclusive and open to the general public.

Any group requesting use of school facilities must apply in writing on the appropriate form, KG-E(3) "Request for Use of School Facilities". School principals have custody of all facilities at their school plants. Therefore, they will be responsible for receiving requests for the use of school facilities by outside groups. All requests will be subject first to approval of the building principal based on school schedules and availability of the facility. After approval by the school principal, the request will be submitted by the principal to the director of new design and construction. Following approval from that office, the chief financial officer will receive the application and compute all fees and costs associated with the application before it is approved.

The regulations, procedures and schedule of charges contained in Administrative Rule KG-R "Public Use of School Facilities" and Exhibits KG-E(1), KG-E(2), and KG-E(3) will apply to use of school facilities by non-school organizations.

Adopted 11/18/74; Revised 11/16/81, 10/24/83, 1/21/85, 3/20/89, 5/3/93, 8/12/96, 6/23/03, _____

Constitutional and Statutory Provisions:

S.C. Code, 1976, as amended:

1. Sections 59-19-120 and 140 – Boards may allow use of school property for other than normal school activity.

Note: Federal Law 98-377 – The Equal Access Act provides for equal access by students to limited open forums.

Proposed

Administrative Rule

Public Use of School Facilities

Code **KG-R** *Issued* **TBD**

School principals have custody of all facilities at their school plants. Therefore, they will be responsible for receiving requests for the use of school facilities by outside groups. Once the request has been approved by the building principal, the request will be forwarded to the director of new design and construction and the chief financial services officer for district approval and determination of fees.

Guidelines:

No request will be granted which interferes with school or district use of the facilities.

Organizations using school facilities must pay all fees for the use of facilities prior to the use of the facility. Payment must be made to School District Five of Lexington and Richland Counties. Organizations using school facilities will not be allowed to make payments directly to school employees for their services. All payments must be made to the district and sent to the district financial services office for processing. The district will then pay the appropriate employees for their services.

Organizations not required to file facilities use agreements, as approved by board policy, may use school facilities without charge. However, such usage must be approved by the respective school principal, arrangements made to cover all custodial needs, and arrangements made to pay the school food service program for a cafeteria staff member to be present, if kitchen facilities are used.

Organizations required to complete facilities use agreements should not assume that the request has been approved until the signed application is returned from the chief financial services officer and the user prepays the usage cost to the district. School and district activities take priority over other requests. The district reserves the right to refuse use of or cancel previously approved use of facilities should conditions and/or circumstances warrant such action.

Applications requesting use of school facilities for extended periods of time that will encompass repeated use over a period of several weeks or more must be approved by the board before such use is granted.

Procedure for requesting use of a facility:

Applications for use of school facilities will be received by the school principal for the facility requested. If the facility is available for use and the request is approved by the

principal, the completed application will be submitted to the director of new design and construction to ensure there are no conflicts with building and renovation plans. Following approval from that office, the chief financial officer will receive the application and compute all fees and costs associated with the application before it is approved.

If the application is refused, the principal should submit the request form to the designated district representative with a general explanation as to why use was not approved.

Following approval the application will be routed as follows:

- returned to the principal who will affirm the approval with the organization requesting the facility;
- review conditions and expectations for use of the facility with the organization;
- and make arrangements for the collection of fees before use (or each use) of the facility.

Facilities usage and fee schedule:

- The attached fee schedule as shown in Exhibit KG-E(1) and KG-E(2) will be used to calculate fees to cover operations and incidental expenses for organizations which use district facilities.

- Organizations will be required to have a school custodian on the premises at all times the organization is using the facility and to reimburse the district for the cost as designated on the fee schedule. Fees for a custodian may be waived if the usage is during the custodian's regular working hours. An exception may be made to this requirement if the organization has a person who can assume the custodian duties, who has authorized access to the building, and is approved by the building principal. If additional personnel are required by this policy or by the principal, those additional costs will be calculated by the office of financial services and added to the rental fee.

- Organizations will determine with each school principal prior to use any estimated additional expenses that may be incurred in addition to those fees shown in Exhibit KG-E(1) and KG-E(2). These fees will be calculated separately and added to the hourly use fee that is computed.

- All use agreements and fees will terminate on June 30 at the end of each fiscal year and must be renewed and fees recalculated for the next fiscal year.

- No organization will be allowed to use a facility for more than four years. After this timeframe, the board can grant an additional one year usage provided that the organization is vigorously pursuing the completion of a building program for their own facility.

- All users are responsible for the strict observance of all state and federal laws and rules of the board of health, police department and fire department. No food or drinks will be allowed in classrooms, gymnasiums or auditoriums without prior approval from the principal.

- Organizations desiring to bring equipment or to erect decorations, lights or other apparatus must coordinate with the building principal.

- The district reserves the right to refuse use of or cancel previous approval of the use of the facility should conditions or circumstances warrant such actions.

- Organizations which use facilities on a regular basis will be required to provide proper evidence of insurance (certificate of liability insurance) to the district.

- Organizations wishing to use kitchen facilities must pay the fee for a district cafeteria staff member to be present in addition to all other assessed fees.

- The district will under no circumstances be liable for injuries sustained by any person or for any property belonging to the individual or organization.

Proper treatment of school facilities:

When use of a facility is granted and the principal determines that the facility is not being treated or used properly, he/she will take the following action:

- First offense – Contact the responsible party in writing and schedule a conference concerning violation of the policy relative to proper use of the facility.
- Second offense – Repeat the action previously listed and explain that further violations will result in his/her recommendation to the superintendent that further use of the facility will be denied.
- Third offense – Review violation with the superintendent for his/her appropriate action.

Should damage and breakage result from an organization's use of a facility, that organization must reimburse the school district for repairing the damage or breakage.

Adopted _____

HOURLY FEE SCHEDULE*
FOR SELECTED USE OF DISTRICT FIVE FACILITIES

Code KG-E(1)

(Proposed)

SCHOOL	CLASSROOM/LAB/ UNIT	GYMNASIUM	CAFETERIA** (WITHOUT KITCHEN/WITH KITCHEN)	MULTI-PURPOSE ROOM*** (LIBRARIES/ THEATERS/ EDUCATION PRODUCTION FACILITIES)	Custodial and/or Cafeteria Personnel Hourly Rate 2 Hour Minimum
Elementary Schools	$30	$50	$50/$60	$60	$30
Alternative Academy	$30	$60	n/a	n/a	$30
Chapin Middle School	$30	$70	$70/$85	$60	$30
CrossRoads Middle School	$30	$70	$70/$85	$60	$30
Dutch Fork Middle School/Irmo Middle School	$30	$70	$70/$85	$85	$30
Chapin High School	$30	$50/$95****	$70/$85	$90	$30
Dutch Fork High School	$30	$50/$120****	$90/$110	$110	$30
Irmo High School/Annex	$30	$50/$120****	$90/$110	$110	$30

*A maximum thirty-minute "grace period" for each usage will be granted for logistical coordination prior to the imposition of another hourly charge; custodians will be commensurately compensated for all on-site time.

**Use of kitchen facilities will require the cafeteria manager /operator or other such person designated by the school principal/director.

***The hourly cost for external sources using the only district auditoriums, i.e., at Irmo Elementary School and Dutch Fork High School, will be established at $110.00 per hour with a two hour minimum.

****The first number indicates costs for the practice/physical education gymnasium, while the second relates to the main gymnasium facility.

Issued 10/24/83; Revised 1/21/85, 3/20/89, 3/2/92, 8/12/96, 7/24/00, 7/23/07, _____

HOURLY FEE SCHEDULE FOR SELECTED FACILITIES **File: KG-E(2)**

(Proposed)

FACILITY	CHARGES (without lights/with lights)	CLEAN-UP FEE PER HOUR/PERSON
Stadium Facilities	$200/300	$30
Baseball Facilities	$50/75	$30
Tennis Courts	$50/$75	$30
Track*/Soccer/Practice Facilities	$50/75	$30

SPECIAL PROVISIONS

1. Operation of the canteen and concession sales will be reserved for the schools utilizing the facility.
2. Safety and security is the responsibility of the organization or person renting the facility.
3. The number of clean-up persons will be determined by the supervising school official.

* Stadium hourly fee schedule shall apply to the rental of a track located in a stadium (Dutch Fork High School).

Issued 10/24/83; Revised 1/21/85, 3/20/89, 3/2/92, 8/12/96, 8/27/07, _____

School District Five of Lexington and Richland Counties

Proposed **REQUEST FOR USE OF SCHOOL FACILITIES** **File: KG-E(3)**

Please supply all requested information. If approved, one copy will be returned to you for your records.

ORGANIZATION MAKING REQUEST:

Name_____

Mailing Address_____

Telephone Number _____

Responsible Officer_____

Purpose of Use _____

FACILITIES REQUESTED:

School_____

Date(s) of Use _____ **Time of Use** _____

Type of Facility	Number of Rooms Requested	Number of Hours	Rate Per Hour	Total
Classroom/Lab/Unit				
Gymnasium				
Cafeteria				
Multi-Purpose				
Stadium Facilities				
Baseball Facilities				
Track/Soccer/Practice Facilities				
Additional Expenses Incurred				
Grand Total				*

_____ custodian(s) for _____ hours @ _____ per hour = _____**

_____ cafeteria employee(s) for _____ hours @ _____ per hour = _____**

If this request is approved, the using organization agrees to abide by all provisions of School District Five Board Policy KG (Use of School Facilities) including accepting responsibility and agreeing to pay for any damage that may occur from use of this facility.

_____ _____

Organization Representative **Date of Official Request**

Approved/Disapproved

_____ _____

Principal/Director **Date**

Approved/Disapproved

_____ _____

District (if necessary) **Date**

*All checks are to be paid in advance. Check(s) should be made payable to School District Five of Lexington and Richland Counties. Organizations using facilities on a continuing basis are to mail checks to the district administration building by the 10th of each month.

**Check(s) should be made payable directly to custodian(s). ($30 minimum per individual).

For Office Use Only

Date Paid _____

Check Number _____

Receipt Number _____

Revised 10/24/83, 8/12/96, _____

School District Five of Lexington and Richland Counties

Current Policy

Policy

USE OF SCHOOL FACILITIES

Code **KG** *Issued* **6/03**

The board encourages the temporary use of school facilities (when not being used for school purposes) by qualified individuals, organizations or groups of citizens in accordance with board rules and regulations.

Any group requesting use of school facilities must apply in writing on the appropriate form (Request for Use of School Facilities"/KG-E (3) to the respective school principal. The school principal will have the authority to either grant or refuse use of facilities provided the applicant meets the general qualifications as listed below. Organizations denied use of facilities may appeal to the district superintendent.

No alcoholic beverages or tobacco-related products will be sold, distributed or used on school property.

Organizations which may be allowed to use school facilities are those that do the following.

- Provide activities under the contractual auspices of the Irmo-Chapin Recreation Commission, the Richland County Recreation Commission and other governmental entities. These activities will require only the approval of the principal.
- Hold educational, religious, civic, social or recreational meetings and/or activities for such purposes as promoting the welfare of the community, provided such meetings are non-exclusive and open to the general public.
- Use school facilities for polling places, for holding elections, for registration of voters or for meetings of political organizations as required by statute.
- Use facilities for district-related activities, i.e., parent-teacher organizations, school-sponsored booster clubs, school improvement councils, the School District Five of Lexington and Richland Counties Education Foundation, professional educational organizations and staff development programs arranged by School District Five of Lexington and Richland Counties.

Organizations which will not be allowed to use school facilities are those that do the following.

- Promulgate any theory or doctrine subversive to the laws of the United States or any political subdivision thereof or advocate governmental changes by violence.
- Sponsor any activity that may result in damage to school facilities, grounds and/or equipment.
- Have any purpose in conflict with school activities.
- Promote fund-raising activities by commercial organizations. The board will not rent any building or part thereof to an individual or group for private or corporate gain, except when the activity is considered to be a desired part of the school curriculum or program. These activities will be sponsored by a parent organization, recreation commission or other school-related organization.

 (see next page)

Procedure for requesting use of a facility

If approval is granted to use the facility three days or less, the principal will collect in advance the established fees and submit them along with the completed form to the designated district representative. If the request is refused, the principal should submit the request form to the designated district representative with a general explanation as to why use was not approved.

Applications requesting use of a school facility for a period exceeding three days require action of the board.

- The principal will submit the application and his/her recommendation for approval or disapproval to the designated district representative.
- The designated district representative will review the application and principal's recommendation with the superintendent, who will submit his/her recommendation for approval or disapproval to the board.
- The designated district representative will inform the applicant of the board's decision and procedures and responsibilities required for use of the facility.
- Monthly payment must be made in advance by check to the designated district representative. The check should be made payable to School District Five of Lexington and Richland Counties. Usage will be denied if payment is not received in a timely manner.
- Should any group (including church groups) be granted continued usage, advertising signs must not exceed six square feet. All signs must carry the words "meets here." The user must have the principal's approval of the sign's compatibility with the overall school design and the sign's location before placing the sign on school property.

Facilities usage and fee schedule

- The attached hourly fee schedule will be implemented to cover operations and incidental expenses for organizations which use district facilities.
- Organizations will also be required to have a school custodian on the premises at all times the organization is using the facility and pay him/her at the approved hourly rate; payment to the custodian is not necessary if the time of usage is during the custodian's regular working hours. An exception will be made for any user that has a user custodian approved by the building principal.

  If the user custodian does not perform his/her functions satisfactorily (as determined solely by the principal), the principal has the authority to require the user to use the school custodian. Any additional personnel required by this policy or by the principal will be paid directly by the organization using the facility.
- Organizations will determine with each school principal prior to use the estimated additional incurred expenses; this particular amount will be calculated separately, added to the hourly use compilation, and -when received - appropriately included by the designated district representative in each school's account.
- No organization will be allowed to use the facilities for more than four years. After this timeframe, the board can grant an additional one year usage provided that the organization is vigorously pursuing the completion of a building program.

 (see next page)

- Fees will not be charged to organizations with whom the district has a special agreement, including the Irmo-Chapin Recreation Commission and the Richland County Recreation Commission. Also, the four-year use limitation will not apply to these organizations. A special or separate contract will be used for these organizations if any unusual costs to the district are anticipated due to the nature of the request and an appropriate fee will be negotiated.

- Fees will not be charged to organizations for use of school facilities nor will the four-year limitation apply to school facility use by parent-teacher organizations, school-sponsored booster clubs, school improvement councils, the School District Five of Lexington and Richland Counties Education Foundation, professional educational organizations, staff development programs arranged by the School District Five of Lexington and Richland Counties or school facility use as polling places, for voter registration, or for meetings of political organizations as required by statute.

- All users are responsible for the strict observance of all state and federal laws and rules of the board of health, police department and fire department. No food or drinks will be allowed in classrooms, gymnasiums or auditoriums without prior approval from the principal.

- Organizations desiring to bring equipment or to erect decorations, lights or other apparatus must coordinate with the building principal.

- The district reserves the right to refuse use of or cancel previous approval of the use of the facility should conditions or circumstances warrant such actions.

- Organizations which use facilities on a regular basis will be required to provide proper evidence of insurance (certificate of liability insurance) to the district.

- Organizations wishing to use kitchen facilities must pay an hourly rate of $15 per hour for a district cafeteria staff member.

- The district will under no circumstances be liable for injuries sustained by any person or for any property belonging to the individual or organization.

Proper treatment of school facilities

When use of a facility is granted and the principal determines that the facility is not being treated or used properly, he/she will take the following action:

- First offense - Contact the responsible party in writing and schedule a conference concerning violation of the policy relative to proper use of the facility.

- Second offense - Repeat the action previously listed and explain that further violations will result in his/her recommendation to the superintendent that further use of the facility will be denied or that employment of the school custodian will be required.

- Third offense - Review violation with the superintendent for his/her appropriate action.

Should damage and breakage result from an organization's use of a facility, that organization must reimburse the school district for repairing the damage or breakage.

Adopted 11/18/74; Revised 11/16/81, 10/24/83, 1/21/85, 3/20/89, 5/3/93, 8/12/96, 6/23/03

 (see next page)

Constitutional and Statutory Provisions:

A. S.C. Code 1976, as amended:
   1. Sections 59-19-120 and 140 - Boards may allow use of a school property for other than normal school activity.

CURRENT

HOURLY FEE SCHEDULE*
FOR SELECTED USE OF DISTRICT FIVE FACILITIES
(effective 8/1/07)

Code KG-E(1)

SCHOOL	CLASSROOM/LAB/ UNIT	GYMNASIUM	CAFETERIA** (WITHOUT KITCHEN/WITH KITCHEN)	MULTI-PURPOSE ROOM*** (LIBRARIES/ THEATERS/ EDUCATION PRODUCTION FACILITIES)	CUSTODIAN
All Elementary Schools except (Ballentine Elem., Lake Murray Elem., Oak Pointe and River Springs Elem.)	$25	$40	$40/$50	$50	$22.50
Ballentine Elem., Lake Murray Elem. School, Oak Pointe Elem., and River Springs Elem. School	$20	$40	$30/$40	$50	$22.50
Alternative Academy	$20	$50	n/a	n/a	$22.50
Chapin Theatre	n/a	n/a	n/a	$40	$22.50
Chapin Middle School	$25	$60	$60/$70	$50	$22.50
Cross Roads Middle School	$25	$60	$60/$70	$50	$22.50
Dutch Fork Middle School/Irmo Middle School	$25	$60	$60/$70	$70	$22.50
Chapin High School	$25	$40/$80****	$60/$70	$70	$22.50
Dutch Fork High School	$25	$40/$100****	$75/$90	$70	$22.50
Irmo High School/Annex	$25	$40/$100****	$75/$90	$70	$22.50

*A maximum thirty-minute "grace period" for each usage will be granted for logistical coordination prior to the imposition of another hourly charge; custodians will be commensurately compensated for all on-site time.

**Prior to receiving permission for use of kitchen facilities, the user must agree to employ and pay the local cafeteria manager or other such person designated by the school principal/director at the rate of $30 per hour (two-hour minimum).

***The hourly cost for external sources using the only district auditoriums, i.e., at Irmo Elementary School and Dutch Fork High School, will be established at $80.00. Required custodial fees will remain at $22.50 per hour.

****The first number indicates costs for the practice/physical education gymnasium, while the second relates to the main gymnasium facility.

Issued 10/24/83; Revised 1/21/85, 3/20/89, 3/2/92, 8/12/96, 7/24/00, 7/23/07

School District Five of Lexington and Richland Counties

CURRENT

HOURLY FEE SCHEDULE FOR SELECTED FACILITIES

File: KG-E(2)

FACILITY	CHARGES (without lights/with lights)	CLEAN-UP FEE PER HOUR/PERSON
Stadium Facilities	$50/$300	$22.50
Baseball Facilities	$10/$50	$22.50
Track/Soccer/Practice Facilities	$10/$50	$22.50

SPECIAL PROVISIONS

1. Operation of the canteen and concession sales will be reserved for the schools utilizing the facility.

2. Any additional school personnel which are deemed necessary for safety or security purposes must be paid by the user at a rate acceptable to the required personnel.

3. The number of clean-up persons will be determined by the supervising school official.

Issued 10/24/83; Revised 1/21/85, 3/20/89, 3/2/92, 8/12/96, 8/27/07

CURRENT

REQUEST FOR USE OF SCHOOL FACILITIES

File: KG-E(3)

Please supply all requested information. If approved, one copy will be returned to you for your records.

ORGANIZATION MAKING REQUEST

Name _____

Mailing Address _____

Telephone _____

Responsible Officer _____

FACILITIES REQUESTED

School _____

Date(s) of Use (Inclusive) _____

Type of Facility	Number Requested	Rate	Total
Classroom/Lab/Unit			
Gymnasium			
Cafeteria			
Multi-Purpose			
Stadium Facilities			
Baseball Facilities			
Track/Soccer/Practice Facilities			
Additional Expenses Incurred			
Grand Total			*

CUSTODIANS

_____ custodian(s) for _____ hours @ _____ per hour = _____**

If this request is approved, the using organization agrees to abide by all provisions of School District Five Board Policy KG (Use of School Facilities) including accepting responsibility and agreeing to pay for any damage that may occur from use of this facility.

_____ _____

Organization Representative **Date of Official Request**

Approved/Disapproved

_____ _____

Principal/Director **Date**

Approved/Disapproved

_____ _____

District (if necessary) **Date**

*All checks are to be paid in advance. Check(s) should be made payable to School District Five of Lexington and Richland Counties. Organizations using facilities on a continuing basis are to mail checks to the district administration building by the 10th of each month.

**Check(s) should be made payable directly to custodian(s). ($30 minimum per individual).

Revised 10/24/83, 8/12/96

For Office Use Only

Date Paid _____

Check Number _____

Receipt Number _____

School District Five of Lexington and Richland Counties

Exhibit H

EXHIBIT H

district five
OF LEXINGTON & RICHLAND COUNTIES

May 10, 2010

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

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

RE: Use of Facilities

Attached is a request from Chapin Community Theater to use the gymnasium at the Alternative Academy for Success June 7 – July 2, 2010 as an alternative to the Chapin Theater to complete their summer programs. Chapin Community Theater requests that all fees be waived except utility costs which is consistent with the contract they had on the Chapin Theater. Utility costs will be reimbursed to the District, and custodial costs will be paid to the custodian if necessary.

RECOMMENDATION:

The administration recommends that the Board approve the request for Chapin Community Theater to use the gymnasium at the Alternative Academy for Success June 7 – July 2, 2010 and to waive all fees except utility costs.

KEF:ll

Attachment

REQUEST FOR USE OF SCHOOL FACILITIES

File: KG-E(3)

Please supply all requested information. If approved, one copy will be returned to you for your records.

ORGANIZATION MAKING REQUEST

Name Chapin Community Theatre

Mailing Address 9 Harlan Ct Irmo, SC 29063

Telephone 578-8432 or 240-8544

Responsible Officer Tiffany Dinsmore or Jim Defilice

FACILITIES REQUESTED

School Alternative Academy for Success

Date(s) of Use (Inclusive) June 7, 2010 - July 2, 2010 Mondays - Fridays 8:30am - 6pm

Type of Facility	Number Requested	Rate	Total
Classroom/Lab/Unit			
Gymnasium			
Cafeteria			
Multi-Purpose			
Stadium Facilities			
Baseball Facilities			
Track/Soccer/Practice Facilities			
Additional Expenses Incurred			
Grand Total			*

CUSTODIANS

_____ custodian(s) for _____ hours @ _____ per hour = _____ **

If this request is approved, the using organization agrees to abide by all provisions of School District Five Board Policy KG (Use of School Facilities) including accepting responsibility and agreeing to pay for any damage that may occur from use of this facility.

Tiffany Dinsmore
Organization Representative

April 29, 2010
Date of Official Request

Approved/Disapproved

_____
Principal/Director

_____
Date

Approved/Disapproved

_____
District (if necessary)

_____
Date

*All checks are to be paid in advance. Check(s) should be made payable to School District Five of Lexington and Richland Counties. Organizations using facilities on a continuing basis are to mail checks to the district administration building by the 10th of each month.

**Check(s) should be made payable directly to custodian(s). ($30 minimum per individual).

For Office Use Only

Date Paid _____

Check Number _____

Receipt Number _____

Revised 10/24/83, 8/13/96

district five
OF LEXINGTON & RICHLAND COUNTIES

May 10, 2010

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

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

RE: Use of Facilities

Attached is a request from Richland County Sheriff's Department to use H. E. Corley Elementary School June 14-24, 2010 for an Anti-Gang Camp; they have requested that the usage fee be waived.

RECOMMENDATION:

The administration recommends that the Board approve the request to use H. E. Corley Elementary School and waive the usage fee.

KEF:ll

Attachment

File: KG-E(3) Request for Use of School Facilities

REQUEST FOR USE OF SCHOOL FACILITIES

Please supply all requested information. If approved, one copy will be returned to you for your records.

ORGANIZATION MAKING REQUEST

Name Richland County Sheriffs Department (Great Camp)

Mailing Address 5623 Two Notch Road Cola, SC 29223

Telephone 518-7971

Responsible Officer Sgt. Barrett

FACILITIES REQUESTED

School H E Corley

Date(s) of Use (Inclusive) June 14-24 8A-4P

Type of Facility	Number Requested	Rate	Tot
Classroom/Lab/Unit	2		
Gymnasium	1		
Cafeteria	1		
Multi-Purpose			
Stadium Facilities			
Baseball Facilities			
Track/Soccer/Practice Facilities			
Additional Expenses Incurred			
Grand Total			*

CUSTODIANS

_____ custodian(s) for ___ hours @ _____ per hour = _____**

If this request is approved, the using organization agrees to abide by all provisions of School District Five Board Policy KG (Use of School Facilities) including accepting responsibility and agreeing to pay for any damage that may occur from use of this facility.

M/D L. Kathard 2-30-10

Organization Representative Date of Official Request

Approved/Disapproved

Judith A Franchini 5/3/10 I am requesting that the district waive all fees. This is a community service done by the Richland Cty Sheriff's Office. JF

Principal/Director Date

Approved/Disapproved

District (if necessary) Date

*All checks are to be paid in advance. Check(s) should be made payable to School District Five of For Office Use Only

Lexington and Richland Counties. Organizations using facilities on a continuing basis are to mail

checks to the district administration building by the 10th of each month. Date Paid _____

**Check(s) should be made payable directly to custodian(s). ($30 minimum per individual). Check Number _____

Revised 10/24/83, 8/12/96 Receipt Number _____

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES