



**AGENDA
BOARD OF TRUSTEES
CHAPIN MIDDLE SCHOOL'S CAFETERIA
OCTOBER 24, 2011**

1. Call to order at **6:15 p.m.**
2. Enter executive session to consider the following:
 - a. Selected employment items (Exhibit A)
3. Welcoming remarks at 7 p.m.
4. Invocation – Buddy Price
5. Pledge of Allegiance – Robert Gantt
6. School Board Spotlight
7. Approve the agenda
8. Superintendent's report (**1 hour 15 minutes**)
 - a. Superintendent
 1. Vision 2015 – next steps
 2. Legislative Board Motions 9/26/11 Update
 - b. Community Services
 1. Education Foundation Gala Update
 - c. Financial Services
 1. Monthly Financial Report (Exhibit B)
 2. Update on the cost of Chapin High School's wetlands legal appeal (Exhibit C)
 3. Financial Transparency for District Expenditures
 - d. Human Resources

- e. Instructional Services
 - 1. Update on the CATE Center
- f. Student Services
- g. New Design and Construction
 - 1. Monthly update (Exhibit D)
 - 2. Irmo High and Dutch Fork High conceptals (Exhibit E)
- 9. Public participation*

ACTION AGENDA

- 10. Items considered in executive session **(2 minutes)**
- 11. Chapin Elementary School additional scope – media walls (Exhibit F) **(5 minutes)**
- 12. First reading approval of proposed additions and revisions to board policies I: (Exhibit G) **(10 minutes)**
 - a. Add new Policy IHAC "Social Studies Education"
 - b. Add new policy IHAB "Mathematics Education"
 - c. Add new policy IHAA "English/Reading/Writing/ Language Arts Education"
 - d. Add new policy IGCA "Service Learning"
 - e. Replace current policies IC "Curriculum Development" and ID "Curriculum Design" with new board policy IG "Curriculum Development, Adoption and Review"
 - f. Replace current policy IDA "Basic Program" with new policy IHA "Basic Instructional Program"
 - g. Replace policies AE "School Year" and AEA "School Calendar" with new policy IC "School Year"
 - h. Replace current policies AF "School Day" AF-R "School Day" and IKD "School Ceremonies and Observances" with new policy ID "School Day"
- 13. 2011 SCSBA Delegate Assembly (Exhibit H) **(2 minutes)**

DISCUSSION AGENDA

- 14. "Proposed revisions to Board J Policies" (Exhibit I) **(10 minutes):**
 - a. JLD "Guidance And Counseling" replaces JE and IG "Guidance Program"
 - b. Add JLDBB "Self-Esteem Promotion/Suicide Prevention"
 - c. JLF "Student Welfare" replaces JG "Student Welfare – Reporting Cases of Child Abuse/Neglect", JG-R "Student Welfare – Reporting Cases of Child Abuse/Neglect", and JG-E "District Pupil Release Form"

- d. JLIB "Student Dismissal Precautions" replaces JBF "Released Time"
 - e. JQ "Student Fees, Fines And Charges" replaces JS and JS-R "Student Fees, Fines and Charges"
 - f. JRA "Student Records" replaces JR "Student Records"
 - g. JRA-R "Student Records" replaces JR-R "Student Records/Fingerprinting", JR-E-1 and 2 "Student Records/Fingerprinting", JR-E-3 "Request Acknowledgment", JR-E-4 "Student Records/Fingerprinting"
- 15. Proposed naming of CATE Center (Exhibit J) **(5 minutes)**
 - 16. Revised School Board meeting schedule (Exhibit K) **(3 minutes)**
 - 17. School calendars for 2012-2013 and 2013-2014 (Exhibit L) **(10 minutes)**
 - 18. Adjourn at 9:30 p.m.

FOR YOUR INFORMATION

- 19. The next regular scheduled board meeting will be November 14, 2011 at Chapin Elementary School.

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

Exhibit B

SCHOOL DISTRICT 5 LEXINGTON/RICHLAND CO
REVENUE BUDGET REPORT BY ACCOUNT
FY 2011-2012
CURRENT PERIOD: SEPTEMBER 2011

	FY 2011-2012 Original Budget	Current Month	Year to Date Revenue	Remaining Balance
Revenue From Local Sources:				
11100 Tax Levies	\$ 40,349,649.00	\$ -	\$ 135,132.25	\$ 40,214,516.75
11120 Vehicle Taxes	\$ 7,819,315.00	\$ -	\$ 1,600,353.63	\$ 6,218,961.37
11130 Current Tax Penalties	\$ 310,000.00	\$ -	\$ 52,630.62	\$ 257,369.38
11400 Delinquent Taxes & Penalties	\$ 1,400,000.00	\$ -	\$ 305,671.07	\$ 1,094,328.93
12800 Revenue in Lieu of Taxes	\$ 416,169.00	\$ -	\$ -	\$ 416,169.00
15100 Interest on Investments	\$ 100,000.00	\$ -	\$ 12,254.46	\$ 87,745.54
17400 Student Fees	\$ 50,000.00	\$ 62,725.98	\$ 64,025.98	\$ (14,025.98)
19100 Rentals	\$ 50,000.00	\$ 2,990.00	\$ 10,170.00	\$ 39,830.00
19500 Refund of Prior Year Expenditures	\$ 5,000.00	\$ 729.13	\$ 1,070.13	\$ 3,929.87
19990 Other Local Revenue	\$ 10,000.00	\$ 32,899.92	\$ 48,166.42	\$ (38,166.42)
Total Local Revenue	\$ 50,510,133.00	\$ 99,345.03	\$ 2,229,474.56	\$ 48,280,658.44
Revenue From State Sources:				
31600 School Bus Driver Salaries	\$ 537,739.00	\$ -	\$ 148,848.64	\$ 388,890.36
31800 Fringe Benefits Contributions	\$ 12,504,822.00	\$ 1,045,882.78	\$ 3,137,648.34	\$ 9,367,173.66
31810 Retiree Insurance	\$ 2,700,578.00	\$ 225,048.17	\$ 675,144.51	\$ 2,025,433.49
33000 Education Finance Act	\$ 29,037,292.00	\$ 2,428,337.56	\$ 7,285,012.62	\$ 21,752,279.38
38100 Act 388 - One Cent Prop. Tax Relief	\$ 27,996,015.00	\$ -	\$ -	\$ 27,996,015.00
38100 Reimbursement For Prop. Tax Relief	\$ 10,580,071.00	\$ -	\$ -	\$ 10,580,071.00
38200 Homestead Exemption	\$ 1,758,200.00	\$ -	\$ -	\$ 1,758,200.00
38300 Merchant's Inventory Tax	\$ 213,955.00	\$ -	\$ 53,488.78	\$ 160,466.22
38400 Manufacturer's Depreciation Reimbursement	\$ 303,663.00	\$ -	\$ -	\$ 303,663.00
38900 Motor Carrier Revenue	\$ 125,000.00	\$ -	\$ 65,797.82	\$ 59,202.18
39900 Other State Revenue	\$ 67,944.00	\$ -	\$ -	\$ 67,944.00
Total State Revenue	\$ 85,825,279.00	\$ 3,699,268.51	\$ 11,365,940.71	\$ 74,459,338.29
Transfer From Other Funds				
52800 Indirect Costs Transfer	\$ 600,000.00	\$ 37,304.67	\$ 40,910.98	\$ 559,089.02
52300 Transfer from EIA	\$ 2,452,880.00	\$ -	\$ 196,938.39	\$ 2,255,941.61
Total Transfers	\$ 3,052,880.00	\$ 37,304.67	\$ 237,849.37	\$ 2,815,030.63
Federal Stimulus Funds	\$ -			
19999 Operational Balance	\$ 2,935,628.00	\$ -	\$ -	\$ 2,935,628.00
Total	\$ 142,323,920.00	\$ 3,835,918.21	\$ 13,833,264.64	\$ 128,490,655.36

SEPTEMBER 2011 REVENUE

**SCHOOL DIST 5 LEXINGTON/RICHLAND CO
REVENUE BUDGET REPORT BY ACCOUNT**

FY 2011-2012

CURRENT PERIOD: 09/01/2011 TO 09/30/2011

<u>ACCOUNT</u>	<u>BUDGETED REVENUE</u>	<u>CURRENT REVENUE</u>	<u>YEAR TO DATE REVENUE</u>	<u>REMAINING BALANCE</u>
TOTAL LOCAL REVENUE				
LOCAL PROPERTY TAX REVENUE TOTALS				
100-001-110-0000-00 LEVIES - CUR. OPERATIONS - LEX. CO.	27,841,258.00	0.00	168,955.57	27,672,302.43
100-001-110-0001-00 LEX. CO. VEHICLE TAXES	4,066,044.00	0.00	847,107.31	3,218,936.69
100-001-110-0003-00 RICH. CO. CURRENT TAXES	12,508,391.00	0.00	-33,823.32	12,542,214.32
100-001-110-0005-00 LEX. CO. DELINQUENT TAXES	784,000.00	0.00	239,214.52	544,785.48
100-001-110-0006-00 RICH. CO. DELINQUENT TAXES	616,000.00	0.00	66,456.55	549,543.45
100-001-110-0007-00 RICH. CO. VEHICLE TAXES	3,753,271.00	0.00	753,246.32	3,000,024.68
100-001-140-0000-00 PENALTIES/INTEREST - LEX. CO. TAXES	179,800.00	0.00	36,033.51	143,766.49
100-001-140-0001-00 PENALTIES/INTEREST - RICH. CO. TAX	130,200.00	0.00	16,597.11	113,602.89
LOCAL PROPERTY TAX REVENUE TOTALS	49,878,964.00	0.00	2,093,787.57	47,785,176.43
FEE IN LIEU OF TAXES TOTALS				
100-001-280-0000-00 FEE IN LIEU OF TAXES - LEX	416,169.00	0.00	0.00	416,169.00
FEE IN LIEU OF TAXES TOTALS	416,169.00	0.00	0.00	416,169.00
TUITION REVENUE TOTALS				
100-001-310-1000-00 INSTRUCTIONAL FEES - TAX DIFF	0.00	414.70	729.70	-729.70
100-001-350-0003-00 SUMMER SCHOOL TUITION - HIGH	0.00	0.00	985.00	-985.00
TUITION REVENUE TOTALS	0.00	414.70	1,714.70	-1,714.70
INTEREST INCOME TOTALS				
100-001-510-0000-00 INTEREST ON INVESTMENTS	100,000.00	0.00	12,254.46	87,745.54
INTEREST INCOME TOTALS	100,000.00	0.00	12,254.46	87,745.54
STUDENT FEES TOTALS				
100-001-740-0000-00 REVENUE - STUDENT FEES	50,000.00	62,311.28	62,311.28	-12,311.28
STUDENT FEES TOTALS	50,000.00	62,311.28	62,311.28	-12,311.28
OTHER LOCAL REVENUE TOTALS				
100-001-910-0000-00 RENTALS OF PROPERTIES	50,000.00	0.00	0.00	50,000.00
100-001-950-0000-00 REFUND ON PRIOR YEAR'S EXPENDITURES	5,000.00	0.00	0.00	5,000.00
100-001-950-0001-00 REFUND OF PRIOR YEAR - TEXTBOOKS	0.00	729.13	1,070.13	-1,070.13

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
REVENUE BUDGET REPORT BY ACCOUNT
FY 2011-2012

CURRENT PERIOD: 09/01/2011 TO 09/30/2011

<u>ACCOUNT</u>	<u>BUDGETED REVENUE</u>	<u>CURRENT REVENUE</u>	<u>YEAR TO DATE REVENUE</u>	<u>REMAINING BALANCE</u>
100-001-990-0000-00 MISC. LOCAL REVENUE	10,000.00	32,774.92	47,659.42	-37,659.42
100-001-990-0008-00 MISC REVENUE-FACILITIES USAGE FEES	0.00	2,990.00	10,170.00	-10,170.00
100-001-999-0000-00 ALLOC. OF BEGIN. FUND BALANCE	2,935,628.00	0.00	0.00	2,935,628.00
OTHER LOCAL REVENUE TOTALS	3,000,628.00	36,494.05	58,899.55	2,941,728.45
100-001 TOTAL LOCAL REVENUE	53,445,761.00	99,220.03	2,228,967.56	51,216,793.44
TOTAL STATE REVENUE				
STATE RESTRICTED GRANTS REV. TOTALS				
100-003-160-0000-00 BUS DRIVERS SALARY	537,739.00	0.00	90,477.30	447,261.70
100-003-162-0000-00 BUS DRIVERS WORKERS COMP	0.00	0.00	58,371.34	-58,371.34
100-003-180-0000-00 FRINGE BENEFITS - EMPLOYER CONTRIB.	12,504,822.00	1,045,882.78	3,137,648.34	9,367,173.66
100-003-181-0000-00 RETIREE FRINGE - EMPLOYER CONTRIB.	2,700,578.00	225,048.17	675,144.51	2,025,433.49
STATE RESTRICTED GRANTS REV. TOTALS	15,743,139.00	1,270,930.95	3,961,641.49	11,781,497.51
STATE EDUC. FINAN. ACT REV. TOTALS				
100-003-310-0000-00 EFA REVENUE TOTALS	29,037,292.00	0.00	0.00	29,037,292.00
100-003-311-0000-00 EFA REVENUE - KINDERGARTEN	0.00	143,269.70	429,809.09	-429,809.09
100-003-312-0000-00 EFA REVENUE - PRIMARY	0.00	421,225.06	1,263,675.18	-1,263,675.18
100-003-313-0000-00 EFA REVENUE - ELEMENTARY	0.00	667,166.99	2,001,500.97	-2,001,500.97
100-003-314-0000-00 EFA REVENUE - SECONDARY	0.00	226,209.99	678,629.95	-678,629.95
100-003-315-0000-00 EFA REVENUE - T.M.H.	0.00	8,987.74	26,963.20	-26,963.20
100-003-316-0000-00 EFA REVENUE - SPEECH	0.00	224,174.18	672,522.53	-672,522.53
100-003-317-0000-00 EFA REVENUE - HOMEBOUND	0.00	10,794.92	32,384.76	-32,384.76
100-003-321-0000-00 EFA REVENUE - EMOTIONALLY HANDL.	0.00	23,382.05	70,146.15	-70,146.15
100-003-322-0000-00 EFA REVENUE - E.M.H.	0.00	10,216.57	30,649.71	-30,649.71
100-003-323-0000-00 EFA REVENUE - L.D.	0.00	152,000.96	456,002.88	-456,002.88
100-003-324-0000-00 EFA REVENUE - HEARING HANDL.	0.00	8,296.92	24,890.76	-24,890.76
100-003-325-0000-00 EFA REVENUE - VISUALLY HANDL.	0.00	4,777.84	14,333.52	-14,333.52

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
REVENUE BUDGET REPORT BY ACCOUNT
FY 2011-2012

CURRENT PERIOD: 09/01/2011 TO 09/30/2011

<u>ACCOUNT</u>	<u>BUDGETED REVENUE</u>	<u>CURRENT REVENUE</u>	<u>YEAR TO DATE REVENUE</u>	<u>REMAINING BALANCE</u>
100-003-326-0000-00 EFA REVENUE - ORTHOPEDICALLY HANDI.	0.00	4,587.54	13,762.62	-13,762.62
100-003-327-0000-00 EFA REVENUE - VOCATIONAL	0.00	481,468.97	1,444,406.91	-1,444,406.91
100-003-331-0000-00 EFA REVENUE - AUTISM	0.00	41,778.13	125,334.39	-125,334.39
STATE EDUC. FINAN. ACT REV. TOTALS	29,037,292.00	2,428,337.56	7,285,012.62	21,752,279.38
STATE REVENUE IN LIEU OF TAXES				
100-003-810-0000-00 PROPERTY TAX RELIEF REIMB. - LEX CO	6,611,007.00	0.00	0.00	6,611,007.00
100-003-810-0001-00 PROPERTY TAX RELIEF REIMB - RICH CO	3,969,064.00	0.00	0.00	3,969,064.00
100-003-820-0000-00 HOMESTEAD EXEMPTION - LEX. CO.	1,230,740.00	0.00	0.00	1,230,740.00
100-003-820-0001-00 HOMESTEAD EXEMPTION - RICH. CO.	527,460.00	0.00	0.00	527,460.00
100-003-825-0000-00 TIER III PROPERTY TAX RELIEF	27,996,015.00	0.00	0.00	27,996,015.00
100-003-830-0000-00 MERCHANTS INV TAX RELIEF - LEX. CO.	196,881.00	0.00	49,220.20	147,660.80
100-003-830-0001-00 MERCHANT INV TAX RELIEF - RICH. CO.	17,074.00	0.00	4,268.58	12,805.42
100-003-840-0000-00 MANUFACTURERS DEPR REIMB - LEX. CO.	300,626.00	0.00	0.00	300,626.00
100-003-840-0001-00 MANUFACTURERS DEPR REIMB - RICH CO.	3,037.00	0.00	0.00	3,037.00
100-003-890-0000-00 MOTOR CARRIER VEH TAX REIMB - LEX	87,500.00	0.00	51,645.13	35,854.87
100-003-890-0001-00 MOTOR CARRIER VEH TAX REIMB - RICH	37,500.00	0.00	14,152.69	23,347.31
STATE REVENUE IN LIEU OF TAXES	40,976,904.00	0.00	119,286.60	40,857,617.40
OTHER STATE REVENUE TOTALS				
100-003-990-0000-00 OTHER STATE REVENUE	67,944.00	0.00	0.00	67,944.00
OTHER STATE REVENUE TOTALS	67,944.00	0.00	0.00	67,944.00
100-003 TOTAL STATE REVENUE	85,825,279.00	3,699,268.51	11,365,940.71	74,459,338.29
TOTAL OTHER SOURCES OF REVENUE				
TRANSFER FROM OTHER FUNDS TOTALS				
100-005-230-0000-00 TRANSFER FROM EIA FUND	2,452,880.00	0.00	196,938.39	2,255,941.61
100-005-280-0000-00 TRANS FROM OTHER FUNDS - IND COST	600,000.00	37,304.67	40,910.98	559,089.02
TRANSFER FROM OTHER FUNDS TOTALS	3,052,880.00	37,304.67	237,849.37	2,815,030.63
OTHER SOURCES OF REVENUE				

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
REVENUE BUDGET REPORT BY ACCOUNT
FY 2011-2012

CURRENT PERIOD: 09/01/2011 TO 09/30/2011

<u>ACCOUNT</u>	BUDGETED <u>REVENUE</u>	CURRENT <u>REVENUE</u>	YEAR TO DATE <u>REVENUE</u>	REMAINING <u>BALANCE</u>
100-005-300-0001-00 SALE OF FIXED ASSET	0.00	125.00	507.00	-507.00
OTHER SOURCES OF REVENUE	0.00	125.00	507.00	-507.00
100-005 TOTAL OTHER SOURCES OF REVENUE	3,052,880.00	37,429.67	238,356.37	2,814,523.63
	142,323,920.00	3,835,918.21	13,833,264.64	128,490,655.36
	142,323,920.00	3,835,918.21	13,833,264.64	128,490,655.36

SEPTEMBER 2011 EXPENDITURES

**SCHOOL DIST 5 LEXINGTON/RICHLAND CO
EXPENDITURE BUDGET REPORT BY ACCOUNT**

FY 2011-2012

CURRENT PERIOD: 09/01/2011 TO 09/30/2011

<u>ACCOUNT</u>	<u>BUDGETED EXPENDITURE</u>	<u>CURRENT EXPENDITURE</u>	<u>YEAR TO DATE EXPENDITURE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING BALANCE</u>
KINDERGARTEN TOTALS					
KINDERGARTEN SALARIES	4,365,581.18	348,379.26	526,037.65	0.00	3,839,543.53
KINDERGARTEN EMPLOYEE BENEFITS	1,561,213.81	120,001.19	203,549.93	0.00	1,357,663.88
KINDERGARTEN PURCHASED SERVICES	750.00	72.00	72.00	0.00	678.00
KINDERGARTEN SUPPLIES & MATERIALS	55,920.00	10,082.70	24,128.08	4,986.67	26,805.25
100-111 KINDERGARTEN TOTALS	5,983,464.99	478,535.15	753,787.66	4,986.67	5,224,690.66
PRIMARY TOTALS					
PRIMARY SALARIES	11,540,029.92	985,082.39	1,459,126.98	0.00	10,080,902.94
PRIMARY EMPLOYEE BENEFITS	4,488,057.56	309,336.61	507,416.94	0.00	3,980,640.62
PRIMARY PURCHASED SERVICES	4,100.00	1,060.00	1,120.69	0.00	2,979.31
PRIMARY SUPPLIES & MATERIALS	207,846.00	22,605.42	66,944.81	21,342.24	119,558.95
100-112 PRIMARY TOTALS	16,240,033.48	1,318,084.42	2,034,609.42	21,342.24	14,184,081.82
ELEMENTARY TOTALS					
ELEMENTARY SALARIES	19,295,180.83	1,577,890.00	2,384,109.76	0.00	16,911,071.07
ELEMENTARY EMPLOYEE BENEFITS	6,420,527.32	501,320.43	835,604.39	0.00	5,584,922.93
ELEMENTARY PURCHASED SERVICES	6,200.00	1,870.94	15,615.94	0.00	-9,415.94
ELEMENTARY SUPPLIES & MATERIALS	310,998.00	43,707.30	95,116.47	56,296.86	159,584.67
100-113 ELEMENTARY TOTALS	26,032,906.15	2,124,788.67	3,330,446.56	56,296.86	22,646,162.73
SECONDARY TOTALS					
SECONDARY SALARIES	13,798,284.89	1,142,426.69	1,798,285.70	0.00	11,999,999.19
SECONDARY EMPLOYEE BENEFITS	4,421,600.91	350,954.64	597,149.71	0.00	3,824,451.20
SECONDARY PURCHASED SERVICES	137,450.00	4,453.95	2,429.35	0.00	135,020.65
SECONDARY SUPPLIES & MATERIALS	418,854.02	32,212.13	158,492.18	59,449.18	200,912.66
SECONDARY OTHER OBJECTS	6,065.00	0.00	0.00	0.00	6,065.00
100-114 SECONDARY TOTALS	18,782,254.82	1,530,047.41	2,556,356.94	59,449.18	16,166,448.70
VOCATIONAL TOTALS					
VOCATIONAL SALARIES	2,166,993.02	166,308.06	267,910.94	0.00	1,899,082.08
VOCATIONAL EMPLOYEE BENEFITS	702,079.37	51,939.49	89,350.65	0.00	612,728.72
VOCATIONAL PURCHASED SERVICES	787.00	385.56	385.56	0.00	401.44
VOCATIONAL SUPPLIES & MATERIALS	35,304.00	1,883.48	3,142.80	4,001.24	28,159.96
100-115 VOCATIONAL TOTALS	2,905,163.39	220,516.59	360,789.95	4,001.24	2,540,372.20
DRIVER EDUCATION TOTALS					
DRIVER EDUCATION SALARIES	0.00	5,474.32	9,467.51	0.00	-9,467.51
DRIVER EDUCATION EMPLOYEE BENEFITS	0.00	1,356.28	2,384.34	0.00	-2,384.34
100-117 DRIVER EDUCATION TOTALS	0.00	6,830.60	11,851.85	0.00	-11,851.85
EDUC. MENT. HANDI. TOTALS					
EDUC. MENT. HANDI. SALARIES	534,808.40	47,334.46	71,460.44	0.00	463,347.96
EDUC. MENT. HANI. EMPLOYEE BENEFITS	178,184.04	15,221.66	25,467.92	0.00	152,716.12
EDUC. MENT. HANDI. SUPPLIES	1,550.00	1.54	249.81	304.93	995.26
100-121 EDUC. MENT. HANDI. TOTALS	714,542.44	62,557.66	97,178.17	304.93	617,059.34
TRAIN. MENT. HANDI. TOTALS					
T. M. H. SALARIES	567,917.10	49,699.13	74,545.14	0.00	493,371.96
T. M. H. EMPLOYEE BENEFITS	212,915.30	17,335.13	29,739.63	0.00	183,175.67
T. M. H. SUPPLIES & MATERIALS	1,300.00	0.00	64.37	0.00	1,235.63

**SCHOOL DIST 5 LEXINGTON/RICHLAND CO
EXPENDITURE BUDGET REPORT BY ACCOUNT**

FY 2011-2012

CURRENT PERIOD: 09/01/2011 TO 09/30/2011

<u>ACCOUNT</u>	<u>BUDGETED EXPENDITURE</u>	<u>CURRENT EXPENDITURE</u>	<u>YEAR TO DATE EXPENDITURE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING BALANCE</u>
100-122 TRAIN. MENT. HANDI. TOTALS	782,132.40	67,034.26	104,349.14	0.00	677,783.26
ORTHO. HANDI. TOTALS					
ORTHO. HANDI. SALARIES	283,232.05	11,808.40	18,293.68	0.00	264,938.37
ORTHO. HANDI. EMPLOYEE BENEFITS	89,323.47	3,848.61	6,537.36	0.00	82,786.11
ORTHO. HANDI. SUPPLIES	428.00	0.00	0.00	0.00	428.00
100-123 ORTHO. HANDI. TOTALS	372,983.52	15,657.01	24,831.04	0.00	348,152.48
VISUALLY HANDI. TOTALS					
VISUALLY HANDI. SALARIES	127,887.50	9,573.88	14,360.82	0.00	113,526.68
VISUALLY HANDI. EMPLOYEE BENEFITS	38,561.34	2,656.06	4,263.99	0.00	34,297.35
VISUALLY HANDI. SUPPLIES	605.00	0.00	44.90	159.23	400.87
100-124 VISUALLY HANDI. TOTALS	167,053.84	12,229.94	18,669.71	159.23	148,224.90
HEARING HANDI. TOTALS					
HEARING HANDI. SALARIES	177,637.00	11,160.96	16,741.44	0.00	160,895.56
HEARING HANDI. EMPLOYEE BENEFITS	58,789.97	3,943.59	6,682.99	0.00	52,106.98
HEARING HANDI. SUPPLIES	355.00	0.00	0.00	0.00	355.00
100-125 HEARING HANDI. TOTALS	236,781.97	15,104.55	23,424.43	0.00	213,357.54
SPEECH HANDI. TOTALS					
SPEECH HANDI. SALARIES	1,098,324.40	89,006.79	133,409.75	0.00	964,914.65
SPEECH HANDI. EMPLOYEE BENEFITS	350,286.93	27,634.99	45,524.98	0.00	304,761.95
SPEECH HANDI. PURCHASED SERVICES	75,000.00	0.00	0.00	15,600.00	59,400.00
SPEECH HANDI. SUPPLIES	6,703.00	310.37	797.40	342.91	5,562.69
100-126 SPEECH HANDI. TOTALS	1,530,314.33	116,952.15	179,732.13	15,942.91	1,334,639.29
LEARN. DISAB. HANDI. TOTALS					
LEARN. DISAB. SALARIES	3,742,693.70	311,338.58	467,364.44	0.00	3,275,329.26
LEARN. DISAB. EMPLOYEE BENEFITS	1,216,171.53	96,079.10	158,146.12	0.00	1,058,025.41
LEARN. DISAB. PURCHASED SERVICES	750.00	0.00	0.00	0.00	750.00
LEARN. DISAB. SUPPLIES	18,374.73	3,747.73	7,487.98	2,598.16	8,288.59
100-127 LEARN. DISAB. HANDI. TOTALS	4,977,989.96	411,165.41	632,998.54	2,598.16	4,342,393.26
EMOTIONALLY HANDI. TOTALS					
EMOTION. HANDI. SALARIES	774,494.80	69,772.76	101,418.15	0.00	673,076.65
EMOTION. HANDI. EMPLOYEE BENEFITS	285,474.63	23,472.42	39,157.99	0.00	246,316.64
EMOTION. HANDI. SUPPLIES	2,750.00	29.89	239.32	235.57	2,275.11
100-128 EMOTIONALLY HANDI. TOTALS	1,062,719.43	93,275.07	140,815.46	235.57	921,668.40
HOMEBOUND TOTALS					
HOMEBOUND SALARIES	279,859.14	23,321.60	34,995.15	0.00	244,863.99
HOMEBOUND EMPLOYEE BENEFITS	95,980.82	7,413.69	12,292.85	0.00	83,687.97
100-129 HOMEBOUND TOTALS	375,839.96	30,735.29	47,288.00	0.00	328,551.96
PRESCHOOL HANDICAPPED SPEECH					
PRESCHOOL HANDICAPPED SPEECH SUPPLI	300.00	0.00	77.72	0.00	222.28
100-135 PRESCHOOL HANDICAPPED SPEECH	300.00	0.00	77.72	0.00	222.28
PRESCHOOL HANDICAPPED ITINERANT					
PRESCHOOL HANDC'D ITINERANT SALARIE	10,778.40	898.20	1,347.30	0.00	9,431.10
PRESCHOOL HANDC'D ITINERANT BENEFIT	3,765.16	286.42	475.22	0.00	3,289.94
100-136 PRESCHOOL HANDICAPPED ITINERANT	14,543.56	1,184.62	1,822.52	0.00	12,721.04
PRESCHOOL TOTALS					

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PRESCHOOL SALARIES	834,065.11	71,787.27	107,159.13	0.00	726,905.98
PRESCHOOL EMPLOYEE BENEFITS	316,108.17	25,268.44	42,675.41	0.00	273,432.76
PRESCHOOL SUPPLIES	400.00	0.00	130.63	0.00	269.37
100-137 PRESCHOOL TOTALS	1,150,573.28	97,055.71	149,965.17	0.00	1,000,608.11
PRESCHOOL HANDC'D HOMEBASED					
PRESCHOOL HANDC'D HOMEBASED SALARI	7,949.10	662.42	993.63	0.00	6,955.47
PRESCHOOL HANDC'D HOMEBASED BENEFI	2,712.52	212.04	352.18	0.00	2,360.34
PRESCHOOL HANDC'D HOMEBASED SUPPLI	400.00	0.00	115.04	0.00	284.96
100-138 PRESCHOOL HANDC'D HOMEBASED	11,061.62	874.46	1,460.85	0.00	9,600.77
FOUR-YEAR OLD KINDERGARTEN TOTALS					
4 YR KINDERGARTEN SALARIES	546,157.25	45,201.61	67,749.85	0.00	478,407.40
4 YR KINDERGARTEN BENEFITS	194,360.57	15,430.26	26,185.63	0.00	168,174.94
4 YR KINDERGARTEN PURCH SERVICES	1,195.00	82.25	82.25	0.00	1,112.75
4 YR KINDERGARTEN SUPPLIES	100.00	0.00	0.00	0.00	100.00
100-139 FOUR-YEAR OLD KINDERGARTEN TOTAL	741,812.82	60,714.12	94,017.73	0.00	647,795.09
ACADEMIC. GIFTED TOTALS					
ACADEMICALLY GIFTED SALARIES	358,561.58	38,436.95	54,345.44	0.00	304,216.14
ACADEMIC GIFTED EMPLOYEE BENEFITS	121,247.83	13,124.40	20,551.53	0.00	100,696.30
100-141 ACADEMIC. GIFTED TOTALS	479,809.41	51,561.35	74,896.97	0.00	404,912.44
ADVANCED PLACEMENT TOTALS					
ADVANCED PLACEMENT SALARIES	666,857.47	52,237.02	78,290.53	0.00	588,566.94
ADVANCED PLACEMENT BENEFITS	202,702.79	15,940.34	26,157.04	0.00	176,545.75
100-143 ADVANCED PLACEMENT TOTALS	869,560.26	68,177.36	104,447.57	0.00	765,112.69
HOMEBOUND TOTALS					
HOMEBOUND SALARIES	123,503.00	2,987.50	5,906.25	0.00	117,596.75
HOMEBOUND BENEFITS	13,795.54	660.65	1,226.60	0.00	12,568.94
HOMEBOUND PURCHAS. SERV.	11,800.00	550.00	550.00	0.00	11,250.00
100-145 HOMEBOUND TOTALS	149,098.54	4,198.15	7,682.85	0.00	141,415.69
ARTISTIC. GIFTED TOTALS					
ARTISTICALLY GIFTED SALARIES	3,369.24	161.76	242.64	0.00	3,126.60
ARTISTIC GIFTED EMPLOYEE BENEFITS	813.27	41.43	65.09	0.00	748.18
100-148 ARTISTIC. GIFTED TOTALS	4,182.51	203.19	307.73	0.00	3,874.78
OTHER SPECIAL PROG. TOTALS					
OTHER SPECIAL PROGRAMS SALARIES	1,038,452.74	55,801.56	98,414.95	0.00	940,037.79
OTHER SPEC. PROG. EMPLOYEE BENEFITS	272,544.80	15,874.66	28,291.61	0.00	244,253.19
100-149 OTHER SPECIAL PROG. TOTALS	1,310,997.54	71,676.22	126,706.56	0.00	1,184,290.98
AUTISM TOTALS					
AUTISM SALARIES	834,307.08	73,650.32	109,748.24	0.00	724,558.84
AUTISM BENEFITS	318,796.32	26,518.51	45,163.11	0.00	273,633.21
AUTISM SUPPLIES	2,776.00	0.00	134.74	272.74	2,368.52
100-161 AUTISM TOTALS	1,155,879.40	100,168.83	155,046.09	272.74	1,000,560.57
SECONDARY SUMMER SCHOOL TOTALS					
SEC. SUM. SCH. SALARIES	30,000.00	0.00	375.00	0.00	29,625.00
SEC. SUM. SCH. EMPLOYEE BENEFITS	0.00	0.00	82.23	0.00	-82.23
100-173 SECONDARY SUMMER SCHOOL TOTALS	30,000.00	0.00	457.23	0.00	29,542.77

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ADULT ED. BASIC TOTALS					
ADULT ED. BASIC SALARIES	167,624.00	13,513.68	32,815.65	0.00	134,808.35
ADULT ED. BASIC EMPLOYEE BENEFITS	54,336.44	4,352.60	10,678.40	0.00	43,658.04
ADULT ED. BASIC PURCHASED SERVICES	2,100.00	822.98	822.98	665.85	611.17
100-181 ADULT ED. BASIC TOTALS	224,060.44	18,689.26	44,317.03	665.85	179,077.56
ADULT ED. SECOND. TOTALS					
	500.00	70.00	70.00	0.00	430.00
	10,660.00	300.00	793.24	3,771.77	6,094.99
100-182 ADULT ED. SECOND. TOTALS	11,160.00	370.00	863.24	3,771.77	6,524.99
PUPIL ACTIVITY TOTALS					
PUPIL ACTIVITY SALARIES	399,935.64	31,429.60	50,446.04	0.00	349,489.60
PUPIL ACTIVITY BENEFITS	87,925.46	6,745.30	11,016.78	0.00	76,908.68
PUPIL ACTIVITY OTHER	28,373.00	-101.51	-101.51	0.00	28,474.51
100-190 PUPIL ACTIVITY TOTALS	516,234.10	38,073.39	61,361.31	0.00	454,872.79
ATTENDANCE TOTALS					
ATTENDANCE SALARIES	885,568.20	68,418.66	132,203.77	0.00	753,364.43
ATTENDANCE EMPLOYEE BENEFITS	333,271.78	25,357.85	50,473.29	0.00	282,798.49
ATTENDANCE PURCHASED SERVICES	13,000.00	160.25	160.25	0.00	12,839.75
ATTENDANCE SUPPLIES	8,249.00	197.72	359.35	499.00	7,390.65
100-211 ATTENDANCE TOTALS	1,240,088.98	94,134.48	183,196.66	499.00	1,056,393.32
GUIDANCE TOTALS					
GUIDANCE SALARIES	2,876,100.41	247,182.92	476,510.71	0.00	2,399,589.70
GUIDANCE EMPLOYEE BENEFITS	900,692.01	75,184.74	150,531.75	0.00	750,160.26
GUIDANCE PURCHASED SERVICES	6,830.00	169.00	169.00	0.00	6,661.00
GUIDANCE SUPPLIES	19,884.00	430.46	3,652.04	535.78	15,696.18
100-212 GUIDANCE TOTALS	3,803,506.42	322,967.12	630,863.50	535.78	3,172,107.14
NURSES TOTALS					
NURSES SALARIES	1,306,194.36	99,235.78	147,315.59	0.00	1,158,878.77
NURSES EMPLOYEE BENEFITS	358,871.28	29,409.27	47,779.57	0.00	311,091.71
NURSES PURCHASED SERVICES	475.00	7.00	7.00	150.00	318.00
NURSES SUPPLIES	22,450.19	1,538.06	3,526.65	493.02	18,430.52
100-213 NURSES TOTALS	1,687,990.83	130,190.11	198,628.81	643.02	1,488,719.00
PSYCHOLOGICAL TOTALS					
PSYCHOLOGICAL SALARIES	1,056,026.20	75,736.88	154,566.70	0.00	901,459.50
PSYCHOLOGICAL EMPLOYEE BENEFITS	290,495.90	21,471.70	43,612.16	0.00	246,883.74
PSYCHOLOGICAL PURCHASED SERVICES	6,000.00	366.20	366.20	0.00	5,633.80
PSYCHOLOGICAL SUPPLIES	6,562.00	66.79	6,423.80	0.00	138.20
100-214 PSYCHOLOGICAL TOTALS	1,359,084.10	97,641.57	204,968.86	0.00	1,154,115.24
CAREER DEVELOPMENT FACILITATOR					
CAREER DEV. FAC. SALARIES	110,101.01	5,581.28	8,371.92	0.00	101,729.09
CAREER DEV. FAC. BENEFITS	45,274.24	2,300.92	4,005.69	0.00	41,268.55
CAREER DEV. FAC. SUPPLIES	1,050.00	0.00	0.00	0.00	1,050.00
100-217 CAREER DEVELOPMENT FACILITATOR	156,425.25	7,882.20	12,377.61	0.00	144,047.64
IMPROV. OF INSTRUCT. TOTALS					
IMPROVEMENT OF INSTRUCT. SALARIES	3,512,186.26	275,842.38	693,808.65	0.00	2,818,377.61

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IMPROV. OF INSTR. EMPLOYEE BENEFITS	919,871.89	77,375.35	196,154.67	0.00	723,717.22
IMPROV. OF INSTR. PURCHASED SERV.	456,090.00	8,185.82	122,817.72	23,969.81	309,302.47
IMPROV. OF INSTR. SUPPLIES	209,277.00	16,662.20	53,882.66	52,708.04	102,686.30
IMPROV. OF INSTR. OTHER OBJECTS	1,650.00	0.00	671.44	0.00	978.56
100-221 IMPROV. OF INSTRUCT. TOTALS	5,099,075.15	378,065.75	1,067,335.14	76,677.85	3,955,062.16
EDUCA. MEDIA TOTALS					
EDUCATIONAL MEDIA SALARIES	1,894,826.00	156,706.29	235,621.32	0.00	1,659,204.68
EDUCA. MEDIA EMPLOYEE BENEFITS	638,251.52	50,186.50	84,155.17	0.00	554,096.35
EDUC. MEDIA PURCHASED SERVICES	800.00	0.00	0.00	100.00	700.00
EDUC. MEDIA SUPPLIES	318,695.45	10,629.78	23,844.97	67,261.15	227,589.33
100-222 EDUCA. MEDIA TOTALS	2,852,572.97	217,522.57	343,621.46	67,361.15	2,441,590.36
SUPERVISION OF SPEC. PROG. TOTALS					
SUPERVISION OF SPEC. PROG. SALARIES	498,063.25	34,185.70	87,971.86	0.00	410,091.39
SUPV. OF SPEC. PROG. EMPL. BENEFITS	126,928.55	9,001.13	23,325.24	0.00	103,603.31
SUPV. OF SPEC. PROG. PURCH. SERV.	1,325.00	0.00	0.00	0.00	1,325.00
SUPV. OF SPEC. PROG. SUPPLIES	4,550.00	349.61	349.61	0.00	4,200.39
100-223 SUPERVISION OF SPEC. PROG. TOTALS	630,866.80	43,536.44	111,646.71	0.00	519,220.09
INSTRUC. STAFF DEV. TOTALS					
INSTRUC. STAFF DEV. SALARIES	2,700.00	520.00	2,620.00	0.00	80.00
INSTRUC. STAFF DEV. BENEFITS	21.61	21.97	487.33	0.00	-465.72
INSTRUC. STAFF DEV. PURCH. SERVICES	65,317.00	6,653.11	23,399.52	6,023.00	35,894.48
INSTRUC. STAFF DEV. SUPPLIES	3,682.00	0.00	418.74	0.00	3,263.26
100-224 INSTRUC. STAFF DEV. TOTALS	71,720.61	7,195.08	26,925.59	6,023.00	38,772.02
BOARD OF EDUC. TOTALS					
BOARD OF EDUCATION SALARIES	28,750.00	1,875.00	5,625.00	0.00	23,125.00
BOARD OF ED. EMPLOYEE BENEFITS	4,026.76	285.90	857.70	0.00	3,169.06
BOARD OF ED. PURCHASED SERVICES	314,275.00	11,778.27	53,608.01	0.00	260,666.99
BOARD OF ED. OTHER OBJECTS	206,680.00	0.00	134,412.00	0.00	72,268.00
100-231 BOARD OF EDUC. TOTALS	553,731.76	13,939.17	194,502.71	0.00	359,229.05
OFF. OF SUPERINTENDENT TOTALS					
OFF. OF SUPERINTENDENT SALARIES	260,386.00	22,403.84	66,604.02	0.00	193,781.98
OFF. OF SUPT. EMPLOYEE BENEFITS	78,197.39	4,375.92	13,515.24	0.00	64,682.15
OFF. OF SUPT. PURCHASED SERVICES	12,000.00	0.00	2,422.28	0.00	9,577.72
OFF. OF SUPT. SUPPLIES	10,470.00	1,939.82	1,641.44	1,450.92	7,377.64
OFF. OF SUPT. OTHER OBJECTS	6,100.00	0.00	965.50	0.00	5,134.50
100-232 OFF. OF SUPERINTENDENT TOTALS	367,153.39	28,719.58	85,148.48	1,450.92	280,553.99
SCHOOL ADMINISTRATION TOTALS					
SCHOOL ADMINISTRATION SALARIES	7,046,337.16	595,685.57	1,530,700.62	0.00	5,515,636.54
SCH. ADMIN. EMPLOYEE BENEFITS	2,224,364.99	179,475.95	459,468.26	0.00	1,764,896.73
SCH. ADMIN. PURCHASED SERVICES	184,908.00	19,611.76	41,344.42	23,882.08	119,681.50
SCH. ADMIN. SUPPLIES	200,212.50	26,131.32	57,734.26	21,402.03	121,076.21
SCH. ADMIN. CAPITAL OUTLAY	4,953.00	791.80	791.80	2,140.00	2,021.20
SCH. ADMIN. OTHER OBJECTS	47,637.50	3,453.84	20,431.84	365.00	26,840.66
100-233 SCHOOL ADMINISTRATION TOTALS	9,708,413.15	825,150.24	2,110,471.20	47,789.11	7,550,152.84
STUDENT TRANSPORTATION TOTALS					

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STUDENT TRANSPORTATION SALARIES	1,660.00	84.00	84.00	0.00	1,576.00
STUDENT TRANSPORTATION BENEFITS	335.00	21.42	21.42	0.00	313.58
	2,200.00	0.00	0.00	0.00	2,200.00
100-251 STUDENT TRANSPORTATION TOTALS	4,195.00	105.42	105.42	0.00	4,089.58
FISCAL SERVICES TOTALS					
FISCAL SERVICES SALARIES	793,834.00	66,228.00	198,684.00	0.00	595,150.00
FISCAL SERV. EMPLOYEE BENEFITS	265,576.79	20,401.84	61,205.52	0.00	204,371.27
FISCAL SERVICES PURCHASED SERVICES	55,000.00	847.44	3,051.31	4,888.81	47,059.88
FISCAL SERVICES SUPPLIES	65,250.00	566.39	16,308.37	1,285.77	47,655.86
FISCAL SERVICES CAPITAL OUTLAY	6,250.00	0.00	0.00	0.00	6,250.00
FISCAL SERVICES OTHER OBJECTS	4,500.00	0.00	1,466.50	0.00	3,033.50
100-252 FISCAL SERVICES TOTALS	1,190,410.79	88,043.67	280,715.70	6,174.58	903,520.51
OPER. & MAINT. TOTALS					
OPERATION & MAINT. SALARIES	5,647,862.70	477,049.69	1,432,164.42	0.00	4,215,698.28
OPER. & MAINT. EMPLOYEE BENEFITS	2,301,934.91	174,963.47	525,299.29	0.00	1,776,635.62
OPER. & MAINT. PURCHASED SERVICES	2,924,185.64	251,067.05	736,272.50	885,845.84	1,302,067.30
OPER. & MAINT. SUPPLIES	4,041,816.01	47,617.80	313,925.97	70,933.48	3,656,956.56
OPER. & MAINT. OTHER OBJECTS	35,310.00	0.00	4,823.00	0.00	30,487.00
100-254 OPER. & MAINT. TOTALS	14,951,109.26	855,462.41	3,012,485.18	956,779.32	10,981,844.76
PUPIL TRANSPORTATION TOTALS					
PUPIL TRANSPORTATION SALARIES	3,028,311.31	236,261.00	470,444.88	0.00	2,557,866.43
PUPIL TRANSP. EMPLOYEE BENEFITS	875,758.79	60,917.43	122,973.05	0.00	752,785.74
PUPIL TRANSP. PURCHASED SERVICES	205,150.00	5,686.27	17,702.99	15,165.00	172,282.01
PUPIL TRANSP. SUPPLIES	59,035.00	6,471.61	12,515.21	5,197.32	41,322.47
PUPIL TRANSP. OTHER OBJECTS	450.00	8.00	192.00	0.00	258.00
100-255 PUPIL TRANSPORTATION TOTALS	4,168,705.10	309,344.31	623,828.13	20,362.32	3,524,514.65
INTERNAL SERVICES TOTALS					
INTERNAL SERVICES SALARIES	360,698.26	30,933.00	91,197.69	0.00	269,500.57
INTERNAL SERV. EMPLOYEE BENEFITS	115,000.33	9,473.89	28,290.24	0.00	86,710.09
INTERNAL SERV. PURCHASED SERVICES	658,540.00	79,038.29	136,053.70	218,393.76	304,092.54
INTERNAL SERV. SUPPLIES	46,030.00	-12,103.21	1,103.63	5,031.83	39,894.54
100-257 INTERNAL SERVICES TOTALS	1,180,268.59	107,341.97	256,645.26	223,425.59	700,197.74
SECURITY TOTALS					
SECURITY SALARIES	69,523.00	5,793.58	17,380.74	0.00	52,142.26
SECURITY BENEFITS	21,909.16	1,805.90	5,417.70	0.00	16,491.46
SECURITY PURCHASED SERVICES	502,407.00	2,604.79	4,319.09	6,875.82	491,212.09
100-258 SECURITY TOTALS	593,839.16	10,204.27	27,117.53	6,875.82	559,845.81
PUBIC RELATIONS DEPT. TOTALS					
INFORMATION SERVICES SALARIES	211,724.00	18,298.66	54,288.48	0.00	157,435.52
INFORMATION SERV. EMPLOYEE SERVICES	57,699.60	4,762.10	14,235.75	0.00	43,463.85
INFORMATION SERV. PURCHASED SERV.	59,997.00	215.24	3,191.12	2,675.00	54,130.88
INFORMATION SERV. SUPPLIES	33,462.00	-728.18	6,530.87	5,329.78	21,601.35
INFORMATION SERV. OTHER OBJECTS	13,835.00	206.19	715.83	272.80	12,846.37
100-263 PUBIC RELATIONS DEPT. TOTALS	376,717.60	22,754.01	78,962.05	8,277.58	289,477.97
PERSONNEL DEPT. TOTALS					

SCHOOL DIST 5 LEXINGTON/RICHLAND CO
EXPENDITURE BUDGET REPORT BY ACCOUNT
FY 2011-2012

CURRENT PERIOD: 09/01/2011 TO 09/30/2011

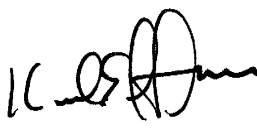
<u>ACCOUNT</u>	<u>BUDGETED EXPENDITURE</u>	<u>CURRENT EXPENDITURE</u>	<u>YEAR TO DATE EXPENDITURE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING BALANCE</u>
STAFF SERVICES SALARIES	448,916.04	38,380.90	112,290.31	0.00	336,625.73
STAFF SERVICES EMPLOYEE BENEFITS	133,492.60	10,525.94	75,818.10	0.00	57,674.50
STAFF SERVICES PURCHASED SERVICES	65,750.00	469.00	3,594.00	24,102.00	38,054.00
STAFF SERVICES SUPPLIES	63,824.00	502.38	30,455.38	5,353.22	28,015.40
STAFF SERVICES OTHER OBJECTS	825.00	0.00	520.00	0.00	305.00
100-264 PERSONNEL DEPT. TOTALS	712,807.64	49,878.22	222,677.79	29,455.22	460,674.63
DATA PROCESSING TOTALS					
DATA PROCESSING SERVICES SALARIES	1,369,361.37	86,933.51	233,714.30	0.00	1,135,647.07
DATA PROCESS. EMPLOYEE BENEFITS	415,684.24	27,032.77	72,303.41	0.00	343,380.83
DATA PROCESS. PURCHASED SERVICES	157,489.82	1,011.00	77,543.45	29,645.29	50,301.08
TECHNOLOGY SERVICES - SUPPLIES	12,300.00	0.00	-180.00	875.00	11,605.00
100-266 DATA PROCESSING TOTALS	1,954,835.43	114,977.28	383,381.16	30,520.29	1,540,933.98
PUPIL SERVICES TOTALS					
PUPIL SERVICES SALARIES	1,223,701.89	111,431.65	239,446.15	0.00	984,255.74
PUPIL SERVICE EMPLOYEE BENEFITS	317,257.29	27,308.82	60,107.43	0.00	257,149.86
PUPIL SERVICES PURCHASED SERVICES	18,200.00	0.00	0.00	0.00	18,200.00
100-271 PUPIL SERVICES TOTALS	1,559,159.18	138,740.47	299,553.58	0.00	1,259,605.60
MENTORING PROGRAM					
	30,960.00	1,440.00	2,160.00	0.00	28,800.00
	6,800.00	0.00	0.00	0.00	6,800.00
100-390 MENTORING PROGRAM	37,760.00	1,440.00	2,160.00	0.00	35,600.00
TRANSFER TO STATE DEPT. TOTALS					
TRANSFER TO STATE DEPT.	25,000.00	0.00	0.00	0.00	25,000.00
100-411 TRANSFER TO STATE DEPT. TOTALS	25,000.00	0.00	0.00	0.00	25,000.00
TRANSF. TO OTHER GOVT. TOTALS					
TRANSFER TO OTHER GOVT. UNITS	152,200.00	18,203.60	27,349.87	0.00	124,850.13
100-412 TRANSF. TO OTHER GOVT. TOTALS	152,200.00	18,203.60	27,349.87	0.00	124,850.13
PYMT OTHER NONPR. 1ST STEP TOTALS					
PYMT OTHER NONPROF. 1ST STEPS	3,200.00	0.00	0.00	0.00	3,200.00
100-415 PYMT OTHER NONPR. 1ST STEP TOTALS	3,200.00	0.00	0.00	0.00	3,200.00
TRANSF. TO GENERAL FUND TOTALS					
TRANSFER TO GENERAL FUND	40,215.00	0.00	0.00	0.00	40,215.00
100-420 TRANSF. TO GENERAL FUND TOTALS	40,215.00	0.00	0.00	0.00	40,215.00
TRANSF. TO SPEC. REV. TOTALS					
TRANSFER TO SPECIAL REV. FUND	134,531.00	0.00	0.00	0.00	134,531.00
100-421 TRANSF. TO SPEC. REV. TOTALS	134,531.00	0.00	0.00	0.00	134,531.00
TRANSF. TO FOOD SERV. TOTALS					
TRANSFER TO FOOD SERV. FUND	521,745.00	0.00	0.00	0.00	521,745.00
100-425 TRANSF. TO FOOD SERV. TOTALS	521,745.00	0.00	0.00	0.00	521,745.00
TRANSF. TO PUPIL ACT. TOTALS					
TRANSFER TO PUPIL ACT. FUND	353,138.00	0.00	0.00	0.00	353,138.00
100-426 TRANSF. TO PUPIL ACT. TOTALS	353,138.00	0.00	0.00	0.00	353,138.00
	142,323,920.32	10,899,900.09	21,525,227.28	1,652,877.90	119,145,815.14
	142,323,920.32	10,899,900.09	21,525,227.28	1,652,877.90	119,145,815.14

Exhibit C



October 19, 2011

TO: Stephen Hefner, Ed.D.
Superintendent

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

RE: Updated Estimated Cost of Kim Murphy's Lawsuit Delaying
Renovations at Chapin High School

Combining all the costs referenced below, the lawsuit by Ms. Kim Murphy has cost the school district in excess of \$1.9 million.

As a result of the protest and subsequent lawsuit the costs associated with the delay of the Chapin High School renovation project continue to increase. A summary of those costs are as follows:

- The school district anticipates that construction costs will continue to increase. The initial delay in the Chapin High School renovations started when Ms. Murphy protested and then appealed the Water Quality Permit. DHEC cleared the project on May 24, 2010. Ms. Murphy subsequently filed her lawsuit further delaying the project. As of today, the resulting delay has increased construction costs by an estimated \$1,020,000.
- To date our retained professional staff estimates they have incurred extra costs due to expenses related to attending meetings and drafting alternative designs at the request of the Corp of Engineers during Ms. Murphy's administrative protest. That estimated amount is \$103,479.
- Attorney fees related to the protests and lawsuit continue to accumulate and currently total \$505,185. In addition, the District has been billed \$33,498 to date relating to the sanitary sewer permit protest.
- Architectural fees currently total \$131,267.
- To date, total staff time devoted to the wetlands litigation is approximately 981.5 hours or \$55,274.
- To date, fees for Tidewater Environmental Services total \$37,809.

Dr. Stephen Hefner

October 19, 2011

Page 2

In addition, the project will require the issuance of approximately \$45,000,000 of 20-year General Obligation Bonds. Ms. Murphy's lawsuit has delayed the issuance of these bonds, which places the district at risk for increases in interest rates. Prior to its sunset, the Build America Bonds Program (BAB) program had provided unprecedented subsidies to the district to offset bond interest expense.

The BAB program was not renewed for 2011. The district should expect bond cost to increase. Ross, Sinclair & Associates, LLC estimates the impact at this time to be approximately \$6,346,100 over the life of the planned borrowing.

With these additional costs, and the expectation of further costs, it is almost certain the Chapin High School renovations project may exceed our budget and require some components of the project to be scaled back.

District Five of Lexington & Richland Counties Monthly Update October 24, 2011

CUMMING | SMG

building value through expertise



Irmo Elementary School

Project Manager:

Completion:

Architectural Firm:

Contractor:

Total Project Budget:

Construction Budget:

Committed Const. Cost:

Capital Renewal Incorporated in Project:

Joe Huggins

June 2012

LPA Group

Mathews Construction

\$17,743,289.00

\$12,390,196.00

\$14,557,651.92

\$3,361,000.00 (est)

Project Description:

Construct new classroom addition, new cafeteria and new media center. Interior renovations of the original historic building. Improve student drop-off and parking.

Status:

- Building "A" is complete and has been turned over to the District for full occupancy.
- Building "B" South floor slab has been placed. Masonry wall placement is ongoing.
- Building "D" interior drywall is ongoing.
- Gym renovation is ongoing.

Achievements/Key Issues:

- The contractor has stabilized Fork Road and it will be repaired upon project completion using "C Funds".
- The capital renewal accomplished as part of this project includes: clock system, fire alarm, hardware systems, HVAC, PA/intercom, site lighting, paving, roofing and interior finishes.

Schedule/Budget Issues:

- Given the fact that the project includes substantially more new square footage than was originally budgeted for, budget is a concern.

Chapin High School

Project Manager:

Completion:

Architectural Firm:

Contractor:

Total Project Budget:

Capital Renewal Incorporated in Project:

Paul Moscati

2014

Stevens & Wilkinson

TBD

\$44,964,614.00

\$5,264,000.00 (est)

Project Description:

Construct a new classroom addition and bring the student capacity to 1,700 students. Construct new gymnasium with stage. Expand the cafeteria and media center. Site upgrades to include new practice fields and an end zone athletic facility. Improve parking and traffic flow.

Status:

- The project has been advertised. A Pre-Bid Meeting will be held on October 4, 2011 and a follow-up meeting was held on October 18, 2011.
- The project will bid on November 3, 2011.

Achievements/Key Issues:

- The capital renewal proposed as part of this project includes: clock system, fire alarm, hardware systems, HVAC, PA/intercom, roofing and interior finishes.

Schedule/Budget Issues:

- Due to continuous delays and excessive legal costs, the budget is a major concern.

Dutch Fork High School

Project Manager:

Chris Whitley

Completion:

2013

Architectural Firm:

Stevens & Wilkinson

Contractor:

TBD

Total Project Budget:

\$1,531,649.00

Project Description:

Renovate to incorporate new Career Clusters.

Status:

- Initial design meetings were held last year to discuss the project. It was determined at that time that the project cannot be completed until the New High School is constructed.
- A conceptual design that includes a new health science building, parking and driveway modifications and athletic improvements has been completed. This was not included in the original budget for this project.

Achievements/Key Issues:

- None

Schedule/Budget Issues:

- Given the increased scope of work that is being discussed, the budget is a major concern. The Board must determine how the increased scope of work will be funded.
- The completion date will be determined based on the completion of the New High School and the final scope of work.

Irmo High School

Project Manager:

Chris Whitley

Completion:

2013

Architectural Firm:

Stevens & Wilkinson

Contractor:

TBD

Total Project Budget:

\$3,654,680.00

Project Description:

Renovate to incorporate new Career Clusters. Make room for additional CATE Programs and additional Special Needs classroom.

Status:

- Initial design meetings were held last year to discuss the project. It was determined at that time that this project cannot be completed until the New High School is constructed.
- S&W has provided a conceptual design for the new entrance, revised drive configuration, athletic improvements and a performing arts center. This work was not in the original budget for the school.

Achievements/Key Issues:

- None

Schedule/Budget Issues:

- Given the increased scope of work that is being discussed, the budget is a major concern. The Board must determine how the increased scope of work will be funded.
- The completion date will be determined based on the completion of the New High School and the final scope of work.

New Elementary School

Project Manager:

Joe Huggins

Completion:

2012

Architectural Firm:

CJMW

Contractor:

TBD

Total Project Budget:

\$25,845,601.00

Project Description:

Construct new 105,000 square foot elementary school with a 750 student opening day capacity and a 900 student core capacity. This project is a site adaptation of Oak Pointe Elementary School.

Status:

- CJMW is working to incorporate the final District standards and finishes into the final drawings.
- The civil drawings are approximately 85% complete pending DRT comments.

Achievements/Key Issues:

- Due to permitting and offsite water delays, the New Elementary School will not be ready to open in August 2012.

Schedule/Budget Issues:

- The possibility of encountering rock was identified on the soils report and we plan on protecting the budget by including a substantial rock allowance.
- There are concerns that should the project continue to get delayed that new standards could be adopted by OSF that will certainly increase the construction cost (ex. UL Certified Block, new Air Quality Standards)

New Middle School

Project Manager:

Chris Whitley

Completion:

TBD

Architectural Firm:

TBD

Contractor:

TBD

Total Project Budget:

\$35,238,558.00

Project Description:

Construct new 145,000 square foot middle school with an opening day capacity of 1,000 students and a core capacity of 1,200 students.

Status:

- No contractual agreement has been reached with an Architect.

Achievements/Key Issues:

- Programming was to begin in December 2009. Since no architectural agreement is in place for this project, the project is behind schedule.

Schedule/Budget Issues:

- A decision needs to be made as to whether or not this project will be built.

New High School

Project Manager:

Completion:

Architectural Firm:

Site Contractor:

CATE Center Contractor:

Total Project Budget:

Construction Budget:

CATE Center Committed Const. Cost:

Site Committed Const. Cost:

Forrest L. King

TBD

McMillan Pazdan Smith

Richardson Construction Co. of Columbia, SC, Inc.

Edcon, Inc.

\$78,918,963.00

\$56,482,108.00

\$18,289,100.00

\$9,575,000.00

Project Description:

Construct a new 330,000 square foot high school and CATE Center with a 1,200 student opening day capacity and a core capacity of 1,700.

Status:

- The High School Building Pad is complete. Rough grading of roadways around the site is in progress.
- Underground storm water piping is 93% complete and underground sanitary sewer lines have started.
- Two temporary water wells have been drilled. The Geothermal Well System operation is in progress.
- Footings on the CATE Building Pad are 55% complete. Underground main trunk lines inside the building footprint for electrical and plumbing are 55% complete.
- Masonry foundation block for the footings is 40% complete.

Achievements/Key Issues:

- The anticipated bid date for the New High School is December 1, 2011.
- The City of Columbia has redefined the first phase of the City Capital Improvement Project to run the 24" water line from the Waterfall Subdivision to the CATE Center first. The change in sequence would deliver water to the CATE Center for an anticipated opening in August of 2012.

Schedule/Budget Issues:

- The final completion dates for both the New High School and CATE Center have been impacted by permitting and other delays.
- With the acceptance of all of the CATE Center Add Alternates and the unforeseen site issues, the budget is a major concern. We are exploring alternatives for the New High School bid so that we will have an awardable project on bid day.



MEMORANDUM

October 24 , 2011

To: Members of the Board of Trustees

From: Keith McAlister 
Director, New Design and Construction

Re: Irmo High School and Dutch Fork High School Conceptuals

ADMINISTRATION CONSIDERATION

Administration provides information in reference to the Irmo High School and Dutch Fork High School conceptuals.

RECOMMENDATION

Administration recommends board approval to proceed with requested conceptual information for Irmo High School and Dutch Fork High School.

ATTACHMENT

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.



MEMORANDUM

October 24, 2011

To: Members of the Board of Trustees

From: Keith McAlister
Director, New Design and Construction

Re: Chapin Elementary School Scope Change

ADMINISTRATION CONSIDERATION

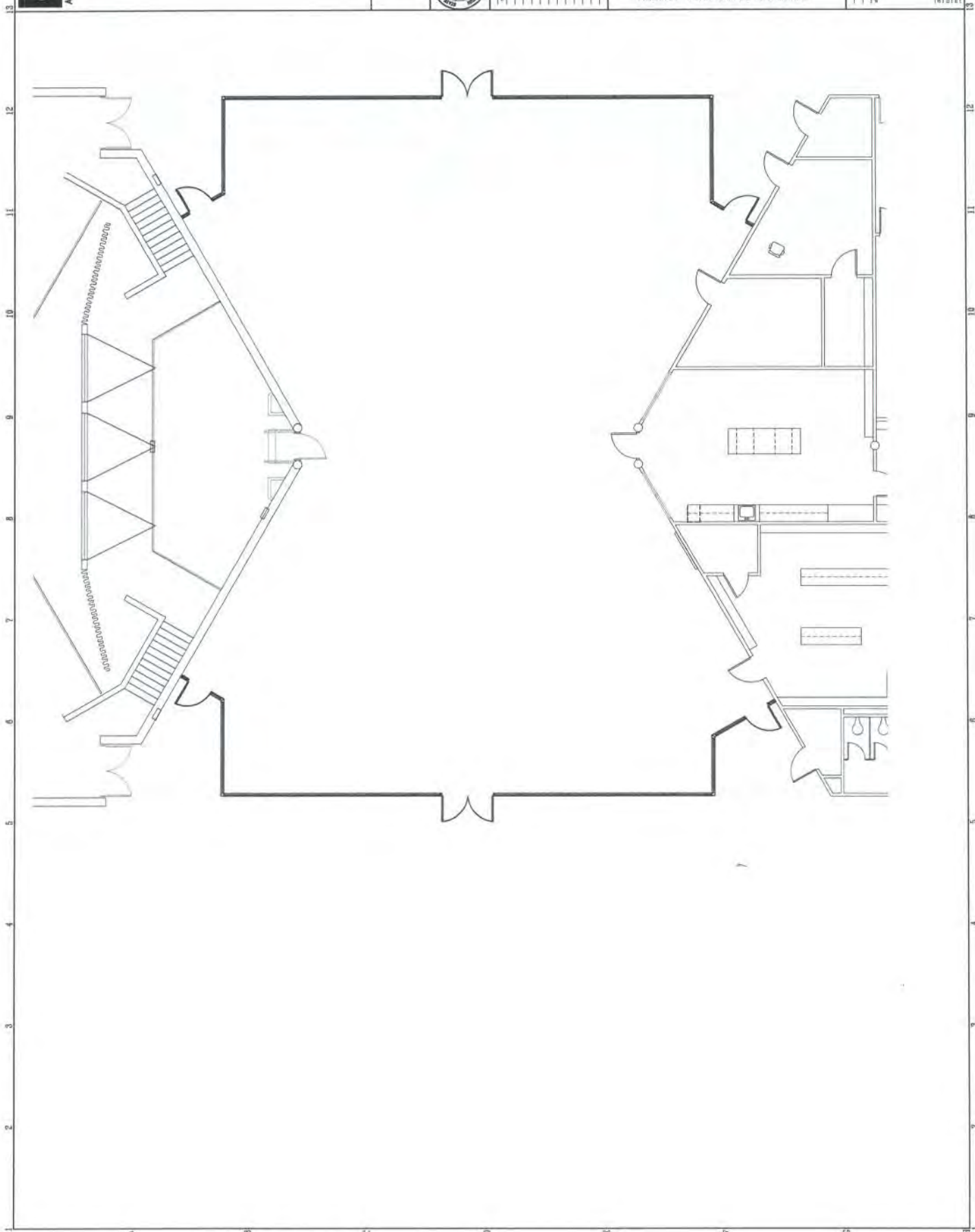
Administration provides information to install walls for the Chapin Elementary School Media Center.

RECOMMENDATION

Administration seeks approval to proceed with providing walls for the Chapin Elementary School Media Center

ATTACHMENT

Exhibit



FRESHDIRTT

Products: Modular
Glass/Solid Combina-
tion Walls, Glass
Stickbuilt Walls,
Modular Glass Walls,
Phat Glass Pivot
Doors and Phat Glass
Barn Doors

Finishes: clear
tempered glass,
back-painted glass,
veneer, fabric and
chroma-coat



Corporate
Burlington, North Carolina

Designer
Moser Mayer Phoenix
Associates

Distribution Partner
Alfred Williams &
Company



FRESHDIRTT



Products: solid walls, glass framed walls, sliding doors 6" stiles, pivot doors 6" stiles, Spider electrical

Finishes: chromacoat, anodized, clear tempered glass, resin

Note: privacy film on glass applied by others

Education

Atlanta, Georgia



Design:
SLAM Collaborative

Contractor:
Whiting Turner

Distribution Partner:
Corporate Environments

FRESHDIRTT

Products: Hybrid
Walls, Solid Walls and
Phat Glass Pivot Door

Finishes: clear
tempered glass,
veneer and veneer
wrapping

Designer
Ir²

Distribution Partner
Parron Hall Office
Interiors



Financial
Encinitas, California



www.dirtt.net

DIRTT | AGILE ARCHITECTURAL SOLUTIONS

FRESHDIRTT



Products: Solid Walls,
Glass Walls, Sliding Glass
Doors with 6" Stiles, Pivot
Glass Doors with 6" Stiles

Finishes: chroma-coat,
etched glass, marker board
veneer, back painted glass,
clear anodized aluminum,
clear tempered glass

Education

Saskatoon, Saskatchewan



Design:
Stantec Saskatoon

Contractor:
VCM Construction

Distribution Partner:
AgileWalls

FRESHDIRTT

Products: Modular
Solid Walls, Modular
Glass Walls, Modular
Glass/Solid Hybrid
Walls and Glass Pivot
Doors

Finishes: clear
tempered glass,
etched glass, veneer,
chroma-coat and
powder-coat



Corporate
Blue Bell, Pennsylvania



Designer
Stacey Pekarsky
Designs

Distribution Partner
Advanced Office
Environments

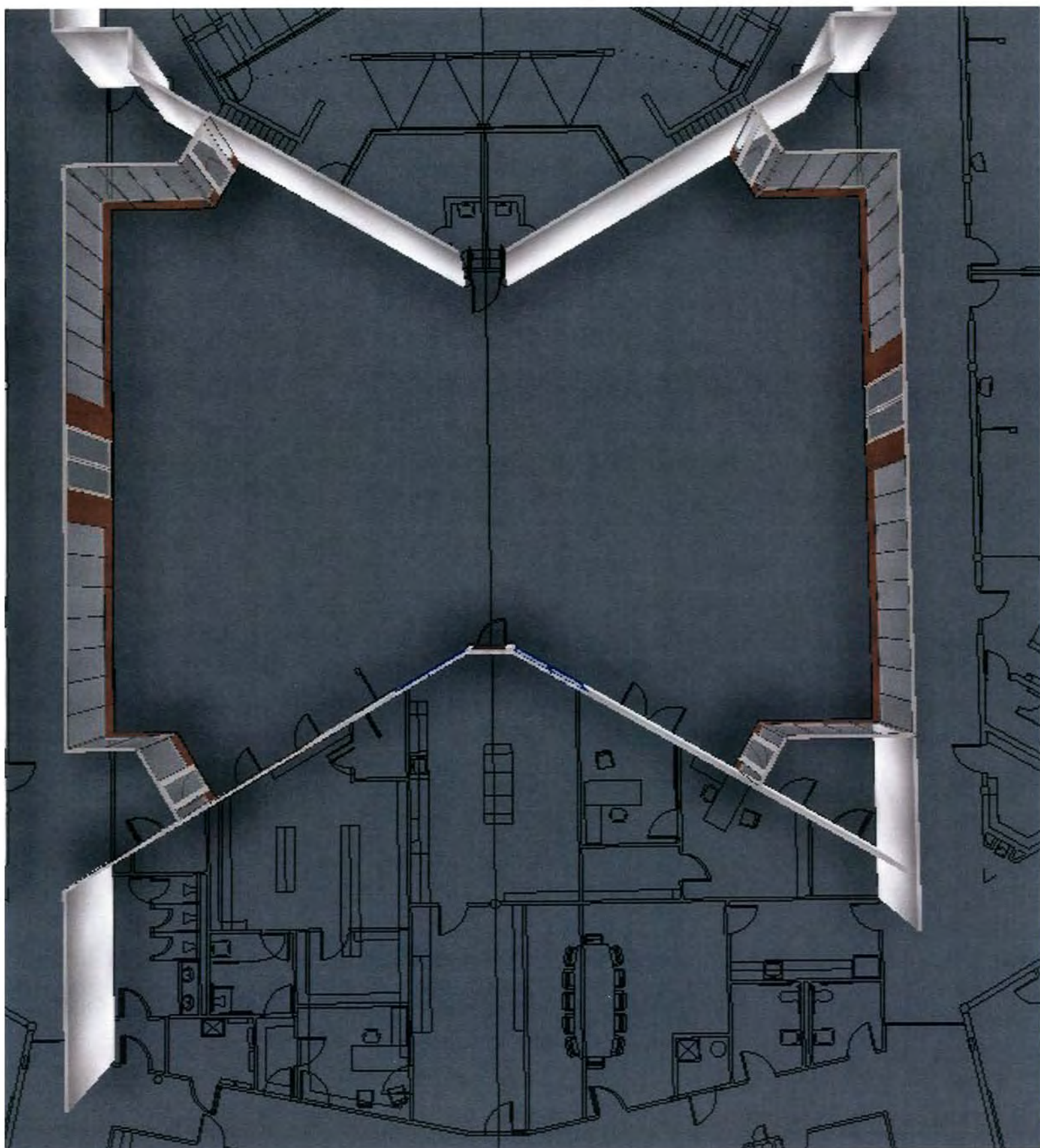






Exhibit G



MEMORANDUM

TO: Members of the Board of Trustees
Stephen Hefner, Ed.D., Superintendent

FROM: Ms. Helen Anderson *HKA*
Chief Instructional Services Officer

DATE: October 12, 2011

RE: October 24, 2011 Board Meeting, First Reading
Proposed Revisions and Additions I Policies

- Add new policy IHAC "Social Studies Education"
- Add new policy IHAB "Mathematics Education"
- Add new policy IHAA "English/Reading/Writing/ Language Arts Education"
- Add new policy IGCA "Service Learning"
- Replace policies IC "Curriculum Development" and ID "Curriculum Design" with new board policy IG "Curriculum Development, Adoption and Review"
- Replace policy IDA "Basic Program" with new policy IHA "Basic Instructional Program"
- Replace policies AE "School Year" and AEA "School Calendar" with new policy IC "School Year"
- Replace policies AF "School Day" AF-R "School Day" and IKD "School Ceremonies and Observances" with new policy ID "School Day"

Recommendation:

The administration recommends the proposed revisions to Board I Policies proceed to Second Reading approval.

Attachments:

Current Board Policies AE, AEA, AF, IKD, IC, ID and IDA

Recommended Board Policies IC, ID, IG, IGCA, IHA, IHAA, IHAB, and IHAC

I will be available at the October 24 Board Meeting to answer any questions.

SOCIAL STUDIES EDUCATION

Code **IHAC** Issued **FINAL**

Purpose: To establish the board's vision for social studies education.

Informed citizen participation in public life is essential to the health of our democratic system. A variety of experiences (including those using interdisciplinary approaches) in the social sciences of economics, sociology, psychology, geography, political science, anthropology and history enables students to function effectively and contribute constructively within society. These experiences must include both learning about and using the tools of the social sciences. An effective social studies program must prepare young people to live, work, compete and solve problems in our increasingly diverse nation and interdependent world.

The social studies program will provide the opportunity for each student to acquire the knowledge of content and concepts, develop the critical thinking skills and processing skills, and adopt values necessary for responsible social, political and economic participation in a diverse, interdependent and changing world.

The district will develop curriculum to present learning opportunities to students so that skills and knowledge as presented in the state academic standards may be acquired. The curriculum will address kindergarten through twelfth grade.

Constitution and Citizenship Day

In accordance with federal law, the district will offer an educational program each year on September 17 to commemorate the September 17, 1787, signing of the United States Constitution (if this date falls on a Saturday, Sunday or holiday, Constitution Day will be held during the preceding or following week). The superintendent or his/her designee will establish guidelines ensuring that the district observes Constitution day in a manner befitting the importance of the event in the history of the United States of America.

Veteran's Day

All schools in the district will provide one hour of class time or assembly time to honor veterans and to study the United States Constitution and the Declaration of Independence. This hour of study will be on November 11, Veteran's Day, or as close as possible to this date if schools are closed.

Schools may allow students to attend activities to honor veterans on this day as part of the instructional day. Parents/legal guardians may request in writing that their child be excused from participation in such activities.

Adopted ^

Legal references:

A. Federal statute:

1. 36 USC Section 106 (2004) - Constitution Day and Citizenship Day.

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

1. Section 59-29-120 - Instruction required; attendance at Veteran activities.
2. Section 59-29-55 - Instruction on Black history.

PAGE 2 - IHAC - SOCIAL STUDIES EDUCATION

3. Section 59-26-165 - Instruction in area of personal finance.
 4. Sections 59-29-410 through 430 - Financial literacy instruction.
 5. Sections 59-24-440 through 570 - South Carolina Financial Literacy Trust Act.
- C. State Board of Education Regulations:
1. R43-234 - Defined program, grades 9-12.

MATHEMATICS EDUCATION

Code **IHAB** Issued **FINAL**

Purpose: To establish the board's vision for mathematics education.

It is essential that all students acquire and develop content knowledge and skills as required in the mathematics academic standards as specified in the state standards. The district will develop curriculum to present learning opportunities to students so that such skills and knowledge may be acquired. Accordingly, the district will teach skills and content in all elementary school classrooms and secondary mathematics classrooms in accordance with the state standards, as well as district standards that are set out in the district strategic and accountability plan.

Adopted ^

ENGLISH/READING/WRITING/ LANGUAGE ARTS EDUCATION

Code **IHAA** Issued **FINAL**

Purpose: To establish the board's vision for language arts education.

It is essential that all students acquire and develop the content and skills of English/language arts as specified in the state standards. The district will develop curriculum to present learning opportunities to students so such skills and content knowledge may be acquired. Accordingly, the district will teach skills and content in all elementary school classrooms and secondary English/language arts classrooms in accordance with the state standards, as well as standards that are set out in the district strategic and accountability plans.

Adopted ^

SERVICE LEARNING

Code **IGCA** Issued **FINAL**

Purpose: To establish the board's vision for and the basic structure of service learning.

The board supports the concept of service learning as a teaching methodology and work-exploration experience and encourages its use in the schools. As used in this policy, "service learning" is an instructional strategy in which community service opportunities are integrated into the curriculum with the goal of enhancing the core curriculum and helping students meet academic standards and develop a sense of civic responsibility.

Citizenship, academic subjects and skills are taught through learning activities based on a curriculum aligned with state content standards as well as character education and/or local performance standards.

Each school will develop a service learning plan which does the following.

- Integrates service learning into one or more of the core academic areas of science, English social science or mathematics at each grade span (K-5, 6-8 and 9-12) and includes instructional formats planned by teachers and students.
- Ensures that the service learning opportunities offered by each school help meet identified community needs and include a balance of on-campus and off-campus activities.
- Involves administrators, students, teachers, parents/legal guardians and community members in the development, implementation and evaluation of each school's plan, including a determination as to how projects will be evaluated as well as how supervision and transportation issues will be addressed.

Cf. IG, IHAK, IHAQ, IHBC, IHCA, IKF, JLD, KB

Adopted ^

Legal references:

- A. S.C. Code of Laws 1976, as amended:
 - 1. Section 59-59-10, et. seq. - South Carolina Education and Economic Development Act.
- B. State Board of Education Regulations:
 - 1. R43-205 - Administrative and professional personnel qualifications, duties and workloads.
 - 2. R43-234 - Defined program, grades 9-12.
- C. South Carolina State Department of Education:
 - 1. South Carolina Education and Economic Development Act Guidelines (2006).

Policy IC Curriculum Development

Issued 3/89

Curriculum development is a continuous process that involves both the design of new programs and the refinement of those in place. Although curriculum development leadership is the responsibility of the Department of Instruction, teachers and administrators will be heavily involved in activities provided for this purpose. The responsibilities of the district instructional staff shall include:

Providing instructional leadership to each school.

Coordinating the planning and decision-making so that a common direction of action is provided for the school system.

Working with principals and teachers of the individual schools in adapting the curriculum to meet the needs of all students.

Providing opportunities for staff members to share ideas and information.

Adopted 11/16/81; Revised 1/23/89

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

Policy ID Curriculum Design

Issued 1/88

The curriculum for the elementary and middle grades will combine a subject-centered curriculum with an interdisciplinary approach. To implement the curriculum design, students will be placed in learning communities with teachers who are responsible for providing individualized, small group, and large group instruction.

The educational programs for secondary students will include general education, college preparatory courses, and vocational courses. The curriculum will focus on continued growth in knowledge and the ability to judge issues intelligently. Academic courses that meet subject area requirements for the State high school diploma will be offered at several levels of difficulty. Guidance into appropriate fields of study and careers will be provided.

Adopted 8/1/73; Revised 11/16/81; 1/25/88

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

CURRICULUM DEVELOPMENT, ADOPTION AND REVIEW

Code **IG** Issued **FINAL**

Purpose: To establish the basic structure for the development, adoption and review of curriculum in order to maintain the board's vision for instruction concurrent with the mission of the district and accountability to the community it serves.

Curriculum development and the implementation of change are intricate processes. They require the close cooperation of instructional personnel and other people involved as well as use of research, experimentation and critical analysis. Generally speaking, curriculum development concerns itself with what is to be taught -- its scope and sequence. Instruction is involved with how, where, when and by whom curriculum is implemented. The board desires to continuously provide a dynamic instructional program. Such a program may require constant change in the curriculum and courses of study.

The board expects the administration, with the assistance of appropriate staff, to implement a curriculum aligned with state content standards and organized around a career cluster system that provides students with strong academics as well as real-world problem solving skills. The district will provide students individualized educational, academic and career-oriented choices and greater exposure to career information and opportunities by doing the following.

- Laying the foundation for the clusters of study system in the elementary grades through career awareness activities.
- Providing programs in middle school that allow students to identify career interests and abilities and align them with clusters of study for the development of individual graduation plans.
- Providing students in grades nine through twelve with guidance and curricula that will enable them to complete successfully their individual graduation plans, thus preparing them for a seamless transition to relevant employment, further training or post-secondary study.

This system must promote the involvement and cooperative effort of parents/legal guardians, teachers and school counselors in assisting students in making appropriate choices, setting career goals and developing individual graduation plans to achieve these goals.

The board must approve significant alteration or reduction of a course of study.

Cf. IGCA, IHAK, IHAQ, IHBC, IHCA, IKF, JLD, KB

Adopted 8/1/73; Revised 11/16/81, 1/25/88, 1/23/89, ^

Legal references:

- A. S.C. Code of Laws 1976, as amended:
 - 1. Section 59-59-10, et. seq. - South Carolina Education and Economic Development Act.
- B. State Board of Education Regulations:
 - 1. R43-234 - Defined program, grades 9-12.
- C. South Carolina State Department of Education:
 - 1. South Carolina Education and Economic Development Act Guidelines (2006).

Policy IDA Basic Program

Issued 1/85

Kindergarten

The curriculum for students below grade one shall consist of experiences and activities which will enhance their physical, emotional, social and intellectual growth and development and help each student attain, at an appropriate rate, the educational goals set for the elementary school.

Elementary and Middle Grades

The curriculum for the elementary and middle grade shall be concerned with the fullest development of the potentialities of all students. This program shall recognize individuals as socially sensitive personalities with varying abilities and limitations. At both levels higher order problem solving skills will be emphasized in the curricula.

Organizational patterns and teaching methods should be flexible and varied in order to develop a personalized program for each student and encourage explorative learning. Time allocations in subject areas must meet the minimum requirements by the State Department of Education.

The basic instructional program in elementary and middle grades shall include courses in the areas of language arts (reading, writing, listening, speaking, spelling, English grammar, composition and literature) mathematics, science, social studies, health and safety, physical education, art, music, effect of alcoholic drinks and narcotics upon the human system, fire prevention, traffic laws and safety, vocational/career education, morals and behavior.

Secondary

The program of studies in each high school should be broad in offerings to meet the diverse needs of students. Course offerings are structured in semesters of 90 days or yearly courses of 180 days. The Defined Minimum Program for accredited South Carolina high schools shall be followed. In order to build incentive for academic excellence and continued study, courses beyond the minimum plan shall be offered in the curriculum. Higher order problem solving skills will be emphasized in the curricula at all levels.

Each high school will emphasize teaching as a career opportunity to college-bound students. Also each high school will offer a clearly defined college preparatory program for those students who plan to attend college and whose academic ability and achievement indicate their potential success in working towards this goal.

Special Education

Provisions for special education may include self-contained classes, resource room programs itinerant teacher programs and homebound instruction. Support services may include physical or occupational therapy, speech correction and adaptive physical education.

Alcohol and Drugs

Through special instruction, awareness shall be developed regarding the use and abuse of alcoholic drinks and drugs. Instruction shall emphasize problems related to their use, pharmacological aspects, and physiological effects upon the total community. Instruction shall be offered in all schools and shall be studied and presented as thoroughly in the same manner as all other required subjects. One week during the school year shall be designated for the observance of Alcohol and Narcotics Education Week.

Adopted 8/17/73; Revised 3/27/82, 1/21/85

Constitutional and Statutory Provisions:

S.C. Code, 1976, as amended:

Section 59-5-60 - State Board of Education to adopt minimum standard of education.

Section 59-29-10 - Boards required to insure that subjects required by law and State Board regulation are taught.

State Board of Education Regulations:

R-43-231 through 239 - Elements of the Basic Program to be offered.

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

BASIC INSTRUCTIONAL PROGRAM

Code **IHA** Issued **FINAL**

Purpose: To establish the board's vision for basic instruction in the district.

The district will provide and implement an appropriate curriculum for children.

It is the policy of the board that a basic curriculum is in place to provide for the intellectual growth of students, pre-kindergarten through the 12th year. The curriculum will give all students a basic body of understanding, attitude and knowledge for living in a democracy which acknowledges that learning experiences and achievement may vary according to individual needs.

This policy will insure that students have the opportunity to develop intellectual curiosity, critical thinking, problem-solving abilities and aesthetic appreciation during their school years in such a manner that they will be used throughout their lifetime. The curriculum will be based on the South Carolina curriculum standards insuring preparation for the state assessment program.

The professional staff of the district will provide the basic instructional program for the district's schools. The superintendent and board must approve the program.

In compliance with state and federal regulations, the district will not exclude, deny benefits or prohibit students from course offerings on the basis of sex, race, religion, color, immigrant status or English-speaking status, or national origin.

Adopted 8/17/73; Revised 3/27/82, 1/21/85, ^

Legal references:

A. Federal statutes:

1. Title VI of the Civil Rights Act of 1964, 42 U.S.C. Section 2000d; and Title IX of the Educational Amendments of 1972, 20 U.S.C. Section 1681, et seq.

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

1. Section 59-5-60 - State Board of Education to adopt minimum standard of education.
2. Section 59-5-65 - High schools to offer a college preparatory program.
3. Section 59-29-10 - Boards required to insure that subjects required by law and State Board regulation are taught.
4. Section 59-28-180 - Parent expectations.
5. Section 59-39-170- High schools to emphasize teaching as a career opportunity.
6. Section 59-63-40 - Discrimination on account of race, creed, color or national origin prohibited.

C. State Board of Education Regulations:

1. R-43-231 through 239 - Elements of the basic program to be offered.
2. R-43-231.2 - College preparatory programs.

SCHOOL YEAR

Code **AE** Issued **6/93**

As required by state law, the school year contains 190 days. The district will use 180 days for student instruction.

The district will use five of the 10 remaining days for professional development. The other five days may be used in the opening and closing of schools, teacher-parent conferences, teacher preparation and planning and professional development.

All full days lost due to weather or other emergencies conditions will be made up at a time designated by the board upon recommendation of the superintendent, unless the days are officially excused by the state board of education. Student instructional days will not be made up on Saturdays.

Adopted 8/1/73; Revised 11/16/81, 1/21/85, 5/3/93

Constitutional and Statutory Provisions:

- A. S. C. Code, 1976, as amended:
 - 1. Section 59-1-420 - Provides for length of school year.
 - 2. Section 59-1-430 - Provides that all missed school days must be made up.
- B. State Board of Education Regulations:
 - 1. R-43-142 - School year.

Descriptor Term: SCHOOL CALENDAR	Descriptor Code: AEA	Issued Date: 8/15/82
	Rescinds: AEA	Issued: 8/1/73

The school calendar for the ensuing school year shall be developed by the superintendent in consultation with the staff in the spring of each year and presented to the Board for approval.

The calendar shall set forth days of attendance for students, days of inservice and organizational meetings for teachers, holidays and vacation periods, days of early dismissal, days of reports to parents, and other schedules of importance to the staff and public.

In developing the calendar, adequate provision shall be made for observances required by state statute and regulation.

Adopted 8/1/73; revised 11/16/81

Constitutional and Statutory Provisions:

- A) S. C. Code, 1976, as amended:
- 1) Section 53-3-10 - Arbor Day
 - 2) Section 53-3-20 - Frances Willard Day
 - 3) Section 53-3-60 - South Carolina Day
 - 4) Section 59-1-370 - General Election Day
 - 5) Section 59-29-30 - Alcohol and Narcotics Week

SCHOOL YEAR

Code **IC** Issued **FINAL**

Purpose: To establish the basic structure for the length of the school year.

The school year will consist of 190 days. The district will use 180 days for student instruction.

The district will use no more than two of the ten remaining days for preparation for opening of school. The district must use three days for professional development based on the state academic achievement standards. The remaining five days may be used for teacher preparation and planning, academic plans and parent conferences.

The district will not begin classes for students prior to the third Monday in August. This does not apply to schools operating on a year-round modified school calendar. The district may request a waiver from this requirement under certain conditions outlined in law.

School calendar

The superintendent, or his/her designee in consultation with the staff, will prepare the school calendar. The calendar will set forth starting dates; ending dates; days of attendance for students; days of inservice and organizational meetings for teachers; holidays and vacation periods; days of reports to parents; and other schedules of importance to the staff and public. The superintendent will present the proposed calendar to the board for approval in the spring of each year.

Make-up days

The district will make up all days lost due to snow, extreme weather conditions or other disruptions. The board will designate at least three days within the school calendar as make-up days on the superintendent's recommendation. If those days have been used or are no longer available, the board may lengthen the school day by no longer than one hour per day for the total number of hours missed with the prior approval of the state department of education or operate schools on Saturday. However, if the board authorizes make-up days on Saturday, tutorial instruction normally offered on Saturday for students in grades seven through twelve must be scheduled at an alternative time.

Adopted 8/1/73; Revised 11/16/81, 1/21/85, 5/3/93, ^

Legal references:

- A. S.C. Code, 1976, as amended:
 - 1. Section 59-19-90(12) - General powers and duties of board; establish an annual calendar.
 - 2. Section 59-1-370 - Closing of educational institutions on general election day.
 - 3. Section 59-1-425 - School terms, school days, make-up days.
- B. State Board of Education Regulations:
 - 1. R43-234 - Defined program, grades 9-12.

SCHOOL DAY

Code **AF** Issued **6/93**

The length of the school day at various levels will be set by the board in keeping with state regulations.

The schedule may incorporate a maximum of three early closings at the end of the school year for the administration of exams. School must be in session at least three hours on any shortened day. Suitable announcements will be made to parents and the public of any early closings.

Emergency closings must be reported to the state department of education within 15 days.

NOTE: State board of education regulations require that the minimum school day will be:
Kindergarten - 2 1/2 hours exclusive of lunch and recess
Elementary - 6 hours including lunch
Secondary - 6 hours excluding lunch

(Cf. AFC)

Adopted 1973; Revised 1/21/85; 5/3/93

Constitutional and Statutory Provisions:

- A. S. C. Code, 1976, as amended:
 - 1. Section 59-1-440 - Provides for length of instructional day.
- B. State Board of Education regulations:
 - 1. R-43-144 - School Day.

Descriptor Term:

SCHOOL DAY

Descriptor Code:

AF-R

Issued Date:

4/85

Rescinds:

Issued:

- I. The instructional day for secondary students must be at least six (6) hours excluding lunch. Students in grades 9-12 shall be considered secondary students, and students in grades 7 and/or 8 shall be considered secondary students when housed with grades 9 and shall operate on a six (6)-hour instructional day, excluding lunch.
 - A. The instructional day for secondary students must be at least six (6) hours (360 minutes) excluding lunch.
 - B. The minimum length of a class period is 50 minutes, excluding change of class time.
 - C. A maximum of 25 minutes shall be allowed as part of the six (6)-hour instructional day for change of classes. If additional change of classes requires more than 25 minutes, the additional time shall be added to the six (6) hour instructional day.
 - D. The daily schedule shall provide a minimum of six (6) periods of instruction. Each secondary students shall have the opportunity to receive at least six periods of instruction.
 - E. Homeroom shall not count as part of the instructional day. When no homeroom period is utilized, administrative time required to determine attendance, make announcements, or complete other tasks normally accomplished during homeroom period shall not be officially considered as part of the instructional day.
 - F. Vocational centers shall operate a six-hour instructional day. Multi-unit blocks of instruction must be organized for a minimum of 50 minutes of instruction for each unit or credit offered. Instructional time shall not include change of class time or break time.
 - G. Vocational centers that operate multi-unit blocks of instruction totaling less than six hours shall include teacher planning time as appropriate in the school schedule to ensure that the school operates a six-hour instructional day.

High School Credit

1. In each class where high school credit may be awarded, a student must attend a minimum number of days each instructional period

before receiving consideration for credit. Below is an attendance schedule required for the various instructional periods.

<u>Instructional Period</u>	<u>Credit</u>	<u>Minimum Days Attendance Required</u>
Semesterly (90 days)	1/2	85
Yearly (180 days)	1	170

2. Any student who attends a class fewer than 85/170 days in the instructional period shall not be eligible to receive credit in the class unless the Board of Trustees grants approval for each excessive absence in accordance with local board policy.

Elementary Schools

II. The school day for elementary students must be at least six (6) hours, including lunch. Students in grades 1-6 shall be considered elementary students. Students in grades 7 and/or 8 shall be considered elementary students when housed with grade 6 and shall operate on a six (6)-hour instructional day, including lunch. A school consisting of only 7th and 8th grade students may operate either as elementary or secondary according to the district's organizational plan as submitted to and approved by the chief supervisor, Accreditation Section, State Department of Education.

- A. When the school schedule for grades 7 and 8 includes time for change of classes, a maximum of 20 minutes shall be allowed as part of the six (6)-hour school day for this purpose. If change of classes requires more than 20 minutes, the additional time shall be added to the six (6)-hour school day.
- B. Homeroom shall not count as part of the instructional day. When no homeroom period is utilized, administrative time required to determine attendance, make announcements, or complete other tasks normally accomplished during homeroom period shall not be considered as part of the instructional day.
- C. A maximum of 40 minutes shall be allowed for lunch and/or recess as part of the six (6)-hour school day for elementary students. This does not preclude staggered schedules for lunch or recess.

Secondary and Elementary Schools

III. Priority must be given to teaching and learning tasks; that is tasks that are directly related to the concepts and objectives of the courses to be completed.

- A. Activities such as field trips, assemblies, and other tasks that directly relate to the concepts and objectives of the school curriculum may be scheduled as part of the instructional day.
- B. Activity periods or club schedules may be scheduled as part of the instructional day as needed, provided that: (1) no more than 12 such periods are utilized during any school year; (2) no instructional period operates for less than 50 minutes for schools operating on a six-period instructional day and no less than 45 minutes for schools operating on a seven-period instructional day, excluding change of class time; and (3) no class is eliminated from the daily schedule.
- C. Field days, pep rallies, and other activities not directly related to teaching and learning tasks may be scheduled as part of the time allocated for activity periods or clubs schedules as stated above or may be scheduled as additional time in the instructional day.

IV. Class interruptions must be limited only to emergencies. Any outside interference with the continuous progress of teaching and learning shall be considered an interruption. Emergencies exist when conditions arise that make it impossible or impractical to delay class interruptions until the next change of classes.

- A. The principal shall be responsible to see that policies and procedures are established that prohibit non-emergency class interruptions such as classroom deliveries or teacher visits from salesmen, parents, students, or other persons not specifically authorized.
- B. During instructional time, general announcements and announcements paging students shall not be considered as emergency interruptions unless emergency conditions exist.
- V. The instructional day for students diagnosed as handicapped in accordance with the criteria established by the State Board of Education shall be in compliance with the requirements of their Individualized Education Plan.

Adjustment for Basic Skills

The time required for any subject under the provisions of the Defined Minimum Program II, A, page 29, may be adjusted if necessary for students who are eligible and receive remedial, handicapped, or gifted supplemental instruction or for students who score below the state-wide minimum standards as indicated by the results of the tests administered under the Basic Skills Assessment Program or other assessment procedures and who receive special instruction in the basic skills to increase performance.

Issued 1/21/85.

Constitutional and Statutory Provisions:

- A. State Board of Education Regulations:
1. Regulations for Immediate Implementation - Instructional Year/School Term, August 1, 1984.
 2. Regulations for Immediate Implementation - Instructional Time for Basic Skills, August 1, 1984

SCHOOL CEREMONIES AND OBSERVANCES

Code **IKD** Issued **11/94**

Pledge of allegiance

State law requires that all students say the Pledge of Allegiance at a specific time during each school day. This time must be designated by each local school.

Any person who does not wish to say the Pledge of Allegiance does not have to participate. The district will not penalize him/her for failing to participate.

Any person who does not wish to participate may leave the classroom or may remain in his/her seat. The person may express his/her non-participation in any form which does not materially infringe upon the rights of others or disrupt school activities.

Benedictions and/or invocations at graduations and athletic events

Benedictions and/or invocations at high school graduations and athletic events are permissible on the following basis.

1. The use of an invocation and/or benediction at a high school graduation exercise will be determined by a majority vote of the graduating senior class with the advice and counsel of the principal.
2. The use of an invocation and/or benediction at high school varsity athletic events will rest within the discretion of participating athletes, cheerleaders, band members, and other student participants with the advice and counsel of the principal.
3. The invocation and/or benediction, if used, will be given by a student volunteer.
4. Consistent with the principle of equal liberty of conscience, the invocation and/or benediction will be nonsectarian and nonproselytizing in nature.

Minute of silence

Pursuant to Part I-B, Section 19.83 of the S.C. FY 1994-95 Appropriations Act, all schools will provide for a minute of mandatory silence at the beginning of each school day.

Adopted 6/7/82; Revised 4/6/92, 9/13/93, 9/26/94

PAGE 2 - IKD - SCHOOL CEREMONIES AND OBSERVANCES

Constitutional and Statutory Provisions:

- A. S.C. Code of Laws, 1976, as amended:
 - 1. 59-455 - Time for pledge of allegiance required.
- B. United States Supreme Court:
 - 1. West Virginia State Board of Education v. Barnette, 319 U.S. 624 (1943) - The mandatory saluting of the flag and the repeating of the Pledge of Allegiance is unconstitutional when those practices conflict with religious beliefs of the student. Hence students with religious objections must be exempted from any such requirements.

SCHOOL DAY

Code **ID** Issued **FINAL**

Purpose: To establish the basic structure for the length and uses of the school day.

State laws and regulations require that the length of the instructional day for middle and high school students must be at least six hours, or its weekly equivalent, excluding lunch. The length of the school day for elementary school students must be at least six hours, or its weekly equivalent, including lunch.

Schools may reduce the length of the school day to not less than three hours on not more than three days each school year for staff development or for the purpose of administering end-of-semester and end-of-year examinations.

The number of hours in an instructional day may vary as determined by the board and does not have to be uniform among the schools in the district. The district must consult with parents and faculty and obtain board approval before varying the length of the school day.

The schools must give priority to teaching and learning tasks and may interrupt classes only for emergencies.

Moment of Silence

All schools will provide for a minute of mandatory silence at the beginning of each school day.

Adopted 1973; Revised 6/7/82, 1/21/85, 5/3/93, 9/13/93, 9/26/94, ^

Legal references:

- A. S. C. Code, 1976, as amended:
 - 1. Section 59-1-425 - School terms, school days, make-up days.
 - 2. Section 59-1-443 - Moment of silence.
- B. State Board of Education Regulations:
 - 1. R43-234 - Defined program, grades 9-12.

Exhibit H

Official Voting Delegates Certification Form

LEXINGTON 5

Your district is allowed **6 votes**.

Certification deadline: Monday, November 14, 2011

Certification of Delegates from SCSBA's Constitution:

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

Official Voting Delegates

The following board members have been designated as official voting delegates at the annual business meeting on Saturday, December 3, 2011. Please list each delegate attending along with an alternate. Include name and number of votes assigned to each delegate.

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

	Name	Number of votes
<input type="checkbox"/> delegate <input type="checkbox"/> alternate		
<input type="checkbox"/> delegate <input type="checkbox"/> alternate		
<input type="checkbox"/> delegate <input type="checkbox"/> alternate		
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This form is not official until we have the appropriate signatures listed below.

Superintendent


Board Chairman

For delegates to be certified, this form must be returned by November 14, 2011 to:
Judy LeGrand, SCSBA, 1027 Barnwell Street, Columbia, SC 29201 or
fax to 1-877-859-6439. Thank you.

Exhibit I

**MEMORANDUM**

TO: Members of the Board of Trustees
Stephen Hefner, Ed.D., Superintendent

FROM: Mr. Michael R. Harris
Director of Student Services 

DATE: October 19, 2011

RE: October 24, 2011 Board Meeting, Discussion Item.
"Proposed Revisions to Board J Policies"

- JLD "Guidance And Counseling" replaces JE and IG "Guidance Program"
- Add JLDDB "Self-Esteem Promotion/Suicide Prevention"
- JLF "Student Welfare" replaces JG "Student Welfare – Reporting Cases of Child Abuse/Neglect", JG-R "Student Welfare – Reporting Cases of Child Abuse/Neglect", and JG-E "District Pupil Release Form"
- JLIB "Student Dismissal Precautions" replaces JBF "Released Time"
- JQ "Student Fees, Fines And Charges" replaces JS and JS-R "Student Fees, Fines and Charges"
- JRA "Student Records" replaces JR "Student Records"
- JRA-R "Student Records" replaces JR-R "Student Records/Fingerprinting", JR-E-1 and 2 "Student Records/Fingerprinting", JR-E-3 "Request Acknowledgment", JR-E-4 "Student Records/Fingerprinting"

Recommendation:

The administration recommends that the proposed revisions to Board J Policies proceed to First Reading approval.

Attachments: Recommended New Policies

GUIDANCE AND COUNSELING

Code **JLD**

Purpose: To establish the board's vision for school guidance and counseling.

A comprehensive developmental guidance and counseling program, which provides all students the opportunity for optimum development, is an essential component of the instructional program. Students should develop skills and traits that enable them to become productive citizens. To ensure that this service is provided to all students, the district will establish a guidance program in each school.

The guidance program is based on the following beliefs.

- All children are unique and are to be treated with respect and dignity.
- Every student can achieve at high levels.
- Learning is a lifelong process.
- A positive self-concept leads to responsible and productive citizenship. Fostering that positive self-concept is the responsibility of the school, home and community.
- The guidance program is an integral part of the educational program and serves as a critical link to the instructional program. The program provides developmental opportunities and experiences as it addresses student development areas: learning to live, learning to learn and learning to work.

The guidance department, working closely with the administration and instructional staff, will accomplish the following.

- Analyze and evaluate students' abilities, interests, skills and achievements to assist students in making individualized educational, academic and career-oriented choices; in setting career goals; and in developing individual graduation plans to achieve these goals.
- Help students adjust to new in-school and out-of-school situations through counseling and support and/or referral to outside agencies.
- Assist teachers, staff and parents/legal guardians in understanding the needs and problems of individuals and groups of students.
- Interpret cognitive, aptitude and achievement test data to students and parents/legal guardians.
- Interpret student records to include grades earned, test data, personal data and career development records.
- Ensure student records are maintained in accordance with state and federal regulations

PAGE 2 - JLD - GUIDANCE AND COUNSELING

Career guidance and counseling

The district will make available to all students a comprehensive system of academic guidance and career development that includes career awareness, career exploration and career preparation.

Elementary school

The district will lay the foundation for the clusters of study system by providing career awareness activities for students in pre-K through fifth grades.

Middle school

Counseling and career exploration programs on the clusters of study will be implemented by the district and made available to all sixth through eighth grade students.

The process of creating and updating developmentally appropriate career plans will begin with students in grade six and directly involve the parent/legal guardian as well as the student.

Before the end of the second semester of the eighth grade, students will select a preferred cluster of study and begin to develop an individual graduation plan (IGP) in consultation with their parents/legal guardians. The IGP is a student specific educational plan detailing the courses necessary for a student to prepare for graduation and to successfully transition into the workforce or postsecondary education and will meet specific requirements as outlined by the state department of education. A certified school counselor must sign the IGP. The IGP will be reviewed and revised at least annually with the assistance of parents/legal guardians, teachers and counselors.

High school

Certified school counselors - as well as career specialists under the supervision of these counselors - will advise students during the ninth and tenth grades on further defining their career cluster goals and further refining their IGPs.

Students in their tenth-grade year will declare an area of academic focus, known as a career major, within a cluster of study before the end of the second semester.

Work exploration guidance activities and career awareness programs that combine counseling on career options and experiential learning with academic planning will be provided to assist students in fulfilling the IGPs. Work exploration activities may include, but are not limited to, the following.

- traditional mentoring experiences
- community and short-term shadowing experiences
- service learning experiences
- school-based activities providing opportunities to explore basic business practices and entrepreneurial enterprises
- internships and cooperative education experiences
- youth apprenticeships for students 16 years and older
- extended learning opportunities to include senior-year projects or community involvement or leadership

The district will implement the career guidance program model developed by the State Department of Education or submit a prototype to the Department for approval for use by the district in the high schools.

School District Five of Lexington and Richland Counties

PAGE 3 - JLD - GUIDANCE AND COUNSELING

The district will promote increased awareness and career counseling by encouraging students to utilize career guidance technology and by providing access to the South Carolina Occupational Information System (SCOIS) or to another computer-assisted career information system that has been approved by the state department of education.

The district will provide students in middle and high school with the services of a qualified and appropriately trained career specialist as outlined in law. Each middle and high school will have a student-to-guidance personnel ratio of 300:1. Guidance personnel will include certified school guidance counselors and career specialists.

Guidance services are available for every student in the district's schools as required by state law, the defined program and other regulations of the State Board of Education. All students will participate in career development activities regardless of their race, color, national origin, gender or disability.

Materials or tests used for appraising or counseling students will not be different for students on the basis of their gender. The use of materials will not require different treatment of students on such basis unless such different materials cover the same occupations and interest areas and the use of such different materials is shown to be essential to eliminate gender bias.

Cf. IG, IGCA, IHAK, IHAQ, IHBC, IHCA, IKF, KB

Adopted 8/1/73; Revised 3/27/82, 1/23/89, ^

Legal references:

- A. United States Code:
 - 1. Title IX of the Education Amendments of 1972 - Prohibits sex discrimination by federal education grantees.
- B. S.C. Code of Laws 1976, as amended:
 - 1. Section 59-59-10, et. seq. - South Carolina Education and Economic Development Act.
- C. State Board of Education Regulations:
 - 1. R43-205 - Administrative and professional personnel qualifications, duties and workloads.
 - 2. R43-234 - Defined program, grades 9-12.
- D. South Carolina State Department of Education:
 - 1. South Carolina Education and Economic Development Act Guidelines (2006).

Policy »JE « Guidance Program

Developmental guidance services shall be provided to all students through an organized, sequential curriculum that is an integrated part of the total educational process. The curriculum shall include understanding the school environment, understanding self and others, understanding attitudes and behavior, decision making, problem solving, interpersonal skills, communication skills, school success skills, career awareness and educational planning. Large group, small group, and individual counseling activities shall be provided in addition to consultation and coordination of guidance related activities such as orientation, testing, and educational placement.

(Also [IG](#))

Adopted 8/1/73; Revised 3/27/82, 1/23/89

Constitutional and Statutory Provisions:

State Board of Education Regulations:

[R-43-256](#) - Guidance Programs.

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

Policy IG Guidance Program

Issued 2/89

Developmental guidance services shall be provided to all students through an organized, sequential curriculum that is an integrated part of the total educational process. The curriculum shall include understanding the school environment, understanding self and others, understanding attitudes and behavior, decision making, problem solving, interpersonal skills, communication skills, school success skills, career awareness and educational planning. Large group, small group, and individual counseling activities shall be provided in addition to consultation and coordination of guidance related activities as orientation, testing, and educational placement.

(Also ➤JE ➤)

Adopted 8/1/73; Revised 3/27/82, 2/6/89

Constitutional and Statutory Provisions:

State Board of Education Regulations:

R-43-256 - Guidance Programs.

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

SELF-ESTEEM PROMOTION/SUICIDE PREVENTION

Code **JLDBB** Issued **Final**

Purpose: To establish the board's vision for the district's suicide awareness and prevention programs.

The board recognizes that suicide is a major killer of young people between the ages of 15 and 24. Therefore, the board directs the superintendent to initiate and continue appropriate awareness and prevention programs in the district.

The school staff, students and parents/legal guardians all can contribute significantly towards the prevention of adolescent suicide. The district will, therefore, consider each of these segments of the school community when developing its programs.

Since the necessary professional expertise to carry out such a program may not be adequately available within the school system, the board also directs the superintendent to identify local mental health agencies able to provide necessary assistance. The superintendent will establish a continuing cooperative relationship with these agencies in this effort.

The board directs that the program developed include information that will help the school staff, parent/legal guardian, and students to do the following.

- Understand the developmental stages of adolescence.
- Understand how feelings of depression and despair can lead to suicide.
- Recognize the early warning signs of suicide.
- Learn how to help in a suicidal crisis.
- Identify community resources where teenagers can get help.
- Address the impact of such a tragedy.

Adopted ^

STUDENT WELFARE

Code **JLF**

Purpose: To establish the basic structure for the reporting of child abuse (sexual, physical or mental) and neglect.

The schools of this district will cooperate vigorously to expose the problems of child abuse and neglect.

Any principal, assistant principal, school teacher, nurse, or counselor who has received information in his/her professional capacity which gives him/her reason to believe that a child under the age of 21 has been or may be abused or neglected as defined by law must report such a situation. The principal, assistant principal, teacher, nurse, or counselor may make the report to a law enforcement agency in the county where the child resides or to the county department of social services.

Other school employees who have reason to believe that a child under the age of 21 has been or may be abused or neglected as defined by law may also report or cause a report to be made as stated above.

The State of South Carolina provides both civil and criminal immunity to those reporting suspected child abuse or neglect. Anyone required to report who knowingly fails to do so may be guilty of a misdemeanor.

Reporting procedures

School personnel who suspect child abuse or neglect may make a report in good faith. It is not the responsibility of school personnel to prove that the child has been abused or neglected, or to make a determination of whether the child is in need of protection. Any involvement of school personnel in investigation or treatment should be in conjunction with the local child protection unit of the department of social services.

The teacher or other school employee first suspecting the abuse must make an oral report by telephoning or otherwise which includes the following information.

- name, address and age of student
- name and address of parent/legal guardian or caretaker
- nature and extent of injuries or description of neglect
- any other information that might help to establish the cause of the injuries or condition

The person making the report should tell the principal of the school of any oral or written report submitted in a case of child abuse or neglect.

School employees who make child abuse or neglect reports must maintain the confidentiality of the information contained in the report. Employees will release this information only to the department of social services or, in the alternative, the county law enforcement agency.

PAGE 2 - JLF - STUDENT WELFARE

Option:

District liaison

The superintendent will designate a specific person or persons to serve as the district liaison and forward that information to the local child protection unit of the department of social services.

It will be the responsibility of the liaison to arrange for training and information necessary to assist staff members in identifying possible instances of child abuse and neglect, including annual updates regarding any changes in the law. Additionally, the liaison is charged with implementing a planned program of personal safety and awareness education, including methods for preventing sexual abuse, that will be provided to staff, students and parent/legal guardians.

Adopted 5/12/79; Revised 11/16/81, 8/15/82, 6/20/94, ^

Legal references:

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

1. Section 20-7-10, et seq. - Children's Code.
2. Section 20-7-490 - Definitions.
3. Section 20-7-510 - Persons required to report.

Policy »JG « Student Welfare - Reporting Cases of Child Abuse/Neglect

Issued 8/94

The public schools of this district will expose child abuse and neglect by reporting any suspected cases to duly constituted authorities.

In compliance with the South Carolina Children's code, any school teacher, nurse, counselor, or other school professional acting in an official capacity who has reason to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect, must report to the county department of social services, or, in the alternative, to a law enforcement agency in the county where the child resides or is found.

As defined in the South Carolina Children's Code, an abused or neglected child means a child under age 18 whose physical or mental health or welfare is harmed or threatened with harm by the acts of or omission of his/her parent, guardian or other person responsible for his/her welfare.

All certified staff members and school administrators will maintain an awareness of their requirements and responsibilities regarding the reporting of child abuse and neglect. School administrators of this district will provide annual in-service on the subject.

Adopted 5/21/79; Revised 11/16/81, 8/15/82, 6/20/94

Constitutional & Statutory Provision:

S.C. code, 1976, as amended:

Section 20-7-10, et seq. - Children's Code.

Section 20-7-510, et seq. - regarding duty of school authorities to report suspected cases of abuse and neglect

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

AR HJG 4-R Student Welfare - Reporting Cases of Child Abuse/Neglect

Issued 8/94

Any teacher, nurse, counselor or other school professional having reason to believe that a child's physical, mental health or welfare has been or may be adversely affected by abuse or neglect is required to report to the county department of social services or, in the alternative, to a law enforcement agency in the county where the child resides or is found.

An immediate report will be made orally by telephone or otherwise and will include the following information: name, address, and age of student; name and address of parent or caretaker; nature and extent of injuries or description of neglect; and any other information that might help establish the cause of the injuries or condition. The principal of the school will be apprised of any oral or written report submitted on a case of child abuse or neglect. Suspicion of child abuse or neglect is all that is required of school personnel in order to make a report in good faith. It is not within the responsibilities of school personnel to prove that the child has been abused or neglected, or to make a determination of whether the child is in need of protection. Any involvement of school personnel in investigation or treatment should be in conjunction with the local child protection unit of the department of social services.

Where there is visible evidence of physical trauma, school personnel should either:

- take a color photograph which must be submitted with the report; or
- bring this condition to the attention of the local child protection unit of the department of social services so that appropriate photographs and/or x-rays may be taken.

School employees who make child abuse or neglect reports will maintain the confidentiality of the information contained in the report. Such information is to be released only to the department of social services or, in the alternative, the county law enforcement agency.

Upon proper identification of investigative personnel of the department of social services the principal/director will, upon request, arrange for such personnel to talk with the child in a private office or conference room in order to protect the privacy of the student. In such cases, the principal/director or his/her designee will go to the classroom to get the child. These investigations will take place without parental notification or permission.

Should the investigating agency find it necessary in the course of its investigation to remove the child from the school premises or custody, the investigator will attempt to notify the parent or guardian of his/her intention to do so and sign a district pupil release form whereby the investigator will assume responsibility for the child's well-being and safe return to school prior to the end of the child's school day, or for the child's safe return home should the child's school day end before it is appropriate to return the child.

Any person who is required or permitted to report pursuant to the law or who participates in judicial proceedings resulting therefrom, acting in good faith, will be immune from civil and criminal liability which might otherwise result by reason of such actions. In all civil or criminal proceedings good faith will be rebuttably presumed.

Any person required to report a case of child abuse or neglect or any person required to perform any other function under the law who knowingly fails to do so will be deemed guilty of a misdemeanor and upon conviction will be fined not more than \$500 or be imprisoned for not more than six months, or both.

Issued 5/12/79; Revised 8/15/82, 6/20/94

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File: JG E District Pupil Release Form

Child Abuse Investigation

Having determined that the Department's investigation of the report of suspected child

abuse regarding _____ requires the removal of the child
(child's name)

from the school premises or custody, I herewith assume responsibility for the child's safe return to school before _____ o'clock a.m./p.m. Should the return of the child to school not be accomplished as prescribed above, it will be the responsibility of the undersigned to notify the parent or guardian of the delay and to arrange for the child's safe return home.

Investigator

Department/Agency Conducting Investigation

Date

Time

School

5/21/79

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

STUDENT DISMISSAL PRECAUTIONS

Code **JLIB Final**

Purpose: To establish the basic structure for the dismissal of students before the end of the school day.

No staff member will excuse any student from school prior to the end of the school day or into any person's custody without the direct prior approval and knowledge of the building principal. The principal will authorize early or otherwise irregular dismissal only when it is requested in person or in writing by the student's parent/legal guardian. The parent/legal guardian must request all non-emergency early dismissals in writing prior to the time of the requested dismissal.

There will be no permanent early dismissals except those approved by the principal at each school. Exceptions will be limited to students involved in school sponsored work-study programs and those enrolled in college courses.

In no case will a student leave the school grounds without notifying the appropriate school office of his/her departure.

Students who become ill during the day may not leave before obtaining permission from the office.

Release of child to noncustodial parent

For children whose parents are divorced, the school will dismiss the student only into the custody of the parent with legal custody. The school will release the child to either parent if the parents are divorced and have joint custody. The school will release a child to a noncustodial parent only if there is permission for doing so signed by the custodial parent on file at the school office.

If possible, the school should obtain a copy of the parent's custody papers to have on file in the event the other parent attempts to remove the child from school.

Adopted ^8/1/73; Revised 11/16/81, 6/16/86, ^

Policy JBF Released Time

An elementary student shall be permitted to leave the school premises before the end of the school day only when called for by the parent/guardian or his authorized representative.

Secondary school students may leave the school premises prior to the end of the school day if: requested by parent/guardian in writing or by telephone, the latter being subject to verification.

There will be no permanent early dismissals except those approved by a special committee at each school established to review hardship cases. Periodic reports from this committee will be submitted to the Board. Exceptions will be limited to students involved in school sponsored work-study programs and those enrolled in college courses.

In no case shall a student leave the school grounds without notifying the appropriate school office of his departure.

Transportation in all cases of released time shall be the responsibility of the parent/ guardian.

Adopted 8/1/73; Revised 11/16/81, 6/16/86

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

STUDENT FEES, FINES AND CHARGES

Code **JQ** Issued **Final**

Purpose: To establish the basic structure for the assessment of student fees, fines and charges.

Fees

The board recognizes that it may charge student fees to offset the cost of educational materials and supplies. The district will not deny any student an education because of his/her failure to pay these supplementary charges.

No school will require a student to pay a fee that has not been approved by Board of Trustees.

The superintendent will work with principals to formulate the necessary controls and records to assure that all fees are uniform and held to a minimum.

The district will not charge instructional fees to students who receive free lunches and will prorate instructional fees for students who receive reduced-price lunches.

Fines and charges

No student is exempt from charges for books, lockers, materials, supplies and equipment that are lost or damaged.

No additional books or supplies will be issued to a student with outstanding rental, loss or damage debts until the fees have been paid. No report card or grades will be given to students who have not paid all such fees.

Adopted 2/24/69; Revised 8/1/73, 11/16/81, 2/6/89, ^

Legal references:

A. S.C. Code of Laws:

1. Section 59-19-90(8) - General Powers and duties of school trustees; charge matriculation and incidental fees.

Policy JS Student Fees, Fines And Charges

Fees may be charged to offset the costs of educational materials and supplies. Such fees are to be held to a minimum reasonable level.

The superintendent shall prepare a list of proposed student fees recommended by the principals and shall submit the list to the board for approval. Provision shall be made for a schedule of payments, reduced fee, or waiver of the fee in the event that a hardship exists related to fee payment.

It shall be the responsibility of the superintendent to work with the principals in formulating the necessary controls and records to assure that all fees for books, shops, labs, music, supplies, or other purposes are being correctly handled.

Any pupil who loses or excessively abuses textbooks or library books belonging to the school system or to the state shall be held financially responsible by the principal.

Adopted 2/24/69; Revised 8/1/73, 2/6/89

Constitutional and Statutory Provisions:

Acts and Joint Resolutions of the S.C. General Assembly:

1976, Act #859 - Authority to charge matriculation and incidental fees.

1987, Proviso 30.79, FY89 General Appropriations Act.

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES**AR JS R Student Fees, Fines and Charges**

Issued 11/81

Teachers shall collect student fees, fines, and charges for various supplies and services only with the approval of the principal/director and shall immediately forward all moneys to the school office.

Each teacher shall be responsible for books issued to students. Money for textbook rentals shall be collected and submitted to the school office along with the required records.

Students must pay rental fees before any books will be issued. if a student leaves school permanently without returning his rental books, it must be reported to the principal/director immediately.

Books lost or damaged by students are their financial responsibility. No additional books or supplies will be issued to a student with outstanding rental, loss or damage debts until the fees have been paid. No report card or grades will be given to students who have not paid all such fees.

Issued 1973; Revised 11/16/81

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

STUDENT RECORDS

Code **JRA** Issued **Final**

Purpose: To establish the basic structure for maintenance of and access to student records.

The principal of each school is the legal custodian of all student records for that school.

Students and parents/legal guardians will have access to their school records. The schools will notify parents/legal guardians and adult students of the following.

- type of records kept
- procedure for inspecting and copying these records
- right for interpretation
- right to challenge data thought to be erroneous, the procedures for expunging such data or inserting a rebuttal statement
- right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented

Cumulative record folders for all students will be kept in each school office. The educational records or school records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator and school physician or school psychologist for his/her own use, and which are not available to others, are exempted from this definition.

The school will require prior written consent before information may be divulged to third parties. Exceptions to this rule exist for school district employees who have legitimate interests in viewing the records, officials in other schools in which the student seeks to enroll, and military recruiters who seek student contact information. At the time of transfer, parents/legal guardians may review the material.

State and national educational organizations that require student data for confidential research and statistical purposes are also exempted from the parental consent prerequisite. An exemption also exists for material under court order, although parents/legal guardians must be notified of the order.

The district, with certain exceptions, may disclose directory information, which may include names, addresses, telephone listings and dates of birth, without first obtaining written parental permission. However, the district must define directory information to the public before disclosures.

The superintendent will establish administrative regulations for compliance with the Family Educational Rights and Privacy Act and other applicable acts and regulations.

The principal will maintain juvenile criminal records and information provided by the Department of Juvenile Justice in accordance with this policy and applicable district procedures.

The principal will destroy such juvenile criminal records upon the juvenile's completion of secondary school, or when the juvenile reaches 21 years of age, whichever occurs earlier.

Adopted 2/24/69; Revised 8/1/73, 9/15/75, 6/7/82, 11/21/83, 1/21/85, 2/7/94, 5/20/96, ^

PAGE 2 - JRA - STUDENT RECORDS

Legal references:

A. United States Code, Annotated:

1. Section 438 of the General Education Provisions Act, as amended - The Family Education Rights and Privacy Act [20 U.S.C. 1232 (g)].
2. 10 USC Section 503 - National Defense Authorization Act of 1999, as amended by the Hutchinson Act.
3. P.L. 107.56 - The Uniting and Strengthening America by Providing Appropriate Tools Required intercepting and obstructing Terrorism Act.
4. 20 U.S.C. Section 7165 (2001) - No Child Left Behind Act.
5. McKinney-Vento Homeless Education Improvements Act of 2001, P.L. 107-110, 42 U.S.C. Sections 11431-11435.

B. South Carolina Code of Laws, 1976 as amended:

1. Section 20-7-8510 - Confidentiality and exceptions; policies for transmission of information; inter-agency agreements; reports and recommendations by the department; notice to school principal; information provided to victims; privileges preserved.
2. Section 20-7-8515 - Law enforcement records; confidentiality.
3. Section 59-63-50 - Provides for students to be fingerprinted.
4. South Carolina School Safety Act of 1997 - Sections 16-3-612, 20-7-7210, 22-3-560, 59-63-370 through 390.

C. State Board of Education Regulations:

1. R43-273 - Transfers and withdrawals.

D. Court order:

1. Alexander S. by and through Bowers v Flora Brooks Boyd 876 F.Supp 773 (1995).

Policy »JR « Student Records

Issued 3/94

Student records will be handled in a manner consonant with the Family Education Rights and Privacy Act of 1974 (P.L. 93-380).

"Student records" means those records, including but not limited to, handwriting, print, tapes, film, microfilm, and microfiche, which are directly related to a student and maintained by a school or the district. Student records are interpreted to include, but are not limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns, as well as non-school criminal records.

The schools of the district may disclose personally identifiable information from student records without the written consent of the parent/legal guardian of the student or the eligible student* only if the disclosure is:

- to school officials (principals, teachers, guidance counselors, district level certified employees, only those supportive personnel designed by the principal/director) of the district who have been determined to have legitimate educational interests. ("Legitimate educational interest" means an interest related to a school official's responsibilities to students.);
- to school officials of other school districts in which the student seeks or intends to enroll; or,
- to non-school agencies under conditions specified by the Family Educational Rights and Privacy Act of 1974 (see [JR R](#).)

When personally identifiable student record information is disclosed, a statement will be executed by the party to whom it is disclosed, acknowledging the obligation not to disclose the information to a third party without the third party obtaining written permission from the parent or eligible student.

The retained records of a juvenile's school disciplinary file, including non-school criminal records, will be destroyed upon the juvenile's completion of secondary school or upon reaching 21 years of age.

* The protection and obligations regarding the handling of student records set forth herein are owing and run exclusively to the student upon attaining the age of 18, or when enrolled in an institution of post-secondary education unless the student qualifies as a tax-deductible dependent of the parent/legal guardian under the Internal Revenue Code.

The parent/legal guardian of the student or the eligible student shall be permitted to inspect and review any and all official records, files and data directly related to their child. They will have an opportunity for a hearing to challenge the content of their child's school records, to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

Parental rights with regard to access to their child's school records will not be denied unless a court order is provided school officials specifying the limit(s) to be invoked.

Any parent or eligible student who believes there has been a violation of the Family Education rights and Privacy Act of 1974 has a right to file a written complaint with the United States Department of

http://policy.microscribepub.com/cgi-bin/om_isapi.dll?clientID=404652961&advquery=jr&... 7/7/2011

Education; provided that the parent or eligible student has exhausted all the administrative remedies specified in this policy and related regulations.

Parents and students will be notified annually of the existence of the policy and its general provisions. Any parent or eligible student may obtain a copy of the policy in its entirety by making his/her request to the principal, the superintendent, or his/her designee.

(Cf. [JRA](#))

Adopted 9/15/75; Revised: 6/7/82, 11/21/83, 2/7/94

Constitutional and Statutory Provisions:

U.S. Code, Annotated:

Section 438 of the General Education Provisions Act, as amended - The Family Education Rights and Privacy Act [[20 U.S.C. 1232g](#)].

S.C. Code, 1976, as amended:

[Section 20-7-3300](#).

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

STUDENT RECORDS

Code **JRA-R** Issued **Final**

General provisions

A student's "education records" are those records directly related to a student and maintained by the school district or a party acting for the school district.

"Parent" refers to a parent, a legal guardian, a person acting as a parent, a surrogate appointed in accordance with laws regulating programs for disabled students or a student who is 18 years of age or over, or a student who is attending an institution of postsecondary education on a full-time basis.

"Written consent" as used in this policy and administrative rule includes signed and dated written consent in electronic format that does the following.

- identifies and then indicates a particular person as the source of the electronic consent
- indicates the person's approval of the information in the electronic consent

Whenever a student is 18 or is attending an institution of postsecondary education, the rights accorded to and the consent required of the parent of the student will thereafter only be accorded to and required of the eligible student unless the school district has received notice that a court has awarded legal guardianship beyond the age of majority or the student is dependent on the parent/legal guardian for support and is claimed as dependent for tax purposes under the Internal Revenue Code. The school will document such notice.

In maintaining student records, the schools will follow applicable state and federal laws and regulations.

Location of the student records

The school or the district records office (if a student is no longer enrolled) will maintain a cumulative record folder that contains directory information, scholastic information, standardized test data, health records, discipline records and other information. This cumulative record will include, but not be limited to, the following information.

- name (last, first and middle), also the preferred name (nickname)
- date of birth (verified) along with the sex and ethnic background
- address and telephone number
- names of parents and/or legal guardians
- health record, including surveys for vision, speech and hearing
- standardized test scores
- end of year assessment scores
- attendance and scholarship record card
- special services contact report
- reading and mathematics continual record
- appropriate correspondence with parents
- discipline records
- criminal record (if convicted of certain crimes)

PAGE 2 - JRA-R - STUDENT RECORDS

- incident reports relating to charges for certain offenses outlined in the Juvenile Justice Code, and relating to other offenses if requested by the principal
- other information in the form of notice by a law enforcement agency that a child has been charged with an offense as outlined in the Juvenile Justice Code, or upon final disposition of a case as outlined in the code

Except as provided in paragraph 4 of this section, the district maintains copies of psychological reports and related records if the district has given psychological evaluations to the student as follows.

- in the office of special services
- in the student's school in a file especially for psychological reports

The appropriate personnel in the district office and/or the appropriate school will keep records concerning students who have had administrative hearings.

Once a student graduates, the district files the student's records in the high school. If a student drops out of school before graduation, the school will file his/her records for five years and then transfer the records to the district's central location for record storage.

Directory information

Schools will treat each student's education records as confidential and primarily for local school use. The exception to this rule is for directory information, which includes the following information about a student.

- name
- address
- telephone number
- date and place of birth
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- dates of attendance
- diploma or certificate and awards received
- electronic mail address
- photographs, digital images, images on videotape and other electronic images (as related to school-sponsored or district-sponsored events, activities and special recognitions)
- grade level
- most recent previous educational agency or institution attended by the student
- other similar information which may appear in newspaper articles, on television, in radio broadcasts, on displays, on the world wide web or in district or school promotional pieces

The district will not release directory information to any person or agency for commercial use. The district expects its employees to use good judgment in releasing directory information so it serves the best interests of the student.

Within 15 days after the annual distribution of notification of privacy rights, the parent of the student or the eligible and currently enrolled student has the right to refuse to permit the designation of any or all of the categories of personally identifiable information as directory information. The parent/eligible student's notification must be in writing. The written notification will become part of the student's education record. The principal of the school the student is attending is responsible for notifying appropriate personnel of the request, filing the request in the student's cumulative folder and marking the folder as specified by the superintendent or his/her designee.

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This notification of privacy will include notice to parents that military recruiters are entitled to some student directory information and that parents have the right to deny this access.

Release of school records

The Family Education and Privacy Act of 1974 requires the following procedures in the release of school records.

- The district cannot release school records to any person or agency (employer, government agency, etc.) without the written consent of a student's parent. If the student is 18 years of age, he/she may sign for the release of his/her records.
- The district will release school records, without prior written consent of parent or eligible student, to officials of other educational institutions in which the student seeks or intends to enroll. The school will notify the student's parent of the transfer only if he/she has requested this exception to the district's policy.

The USA PATRIOT Act authorizes the district to release student records without parental consent to federal law enforcement officials in some circumstances relevant to a terrorism investigation.

Records made by an employee

A school district employee's personal records on a student are not part of the student's education record as long as that person keeps the notes solely for his/her own use and maintains them separately from the school files.

A substitute who performs the employee's duties on a temporary basis may use these personal records. However, the employee may not pass the records on to a successor.

Management of records

The district will protect the confidentiality of personally identifiable data on children during collection, storage, disclosure and destruction.

School district personnel, school psychologists under contract with the school district and other eligible state and federal employees who need the records to carry out their assigned duties and who have a legitimate educational interest will have access to or may receive information from the education records. The superintendent will maintain a current list of such individuals. The district will also give access to parents and eligible students as provided below.

The appropriate administrative head of each group collecting or using personally identifiable information will give instruction regarding these regulations to the group.

Students transferring to another school

When a student transfers to another school or a school district, the school will send the student's permanent school records, including incident reports relating to charges for certain offenses outlined in law and the discipline record of suspensions and expulsions, to the receiving school and notify the parent of the transfer.

Disclosure (except for directory information)

The school district has the right to disclose personally identifiable information from the education records of a student to appropriate parties in connection with an emergency, if knowledge of the

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information is immediately necessary to protect the health or safety of the student or other individuals.

The school will require a written request or consent from a parent or eligible student for each act of release of information. Blanket authorization for release of information is not permissible. Written requests or consent will include the types of information to be released, the purpose(s) for the disclosure, the parties or class of parties to whom the disclosure may be made, the date signed and the signature of the parent or eligible student.

The district will not require prior consent for disclosure when state and federal officials request the information as authorized by statutes or regulations implementing statutes.

The district will not require prior consent to disclose information to organizations conducting studies for, or on behalf of, the district for the purpose of developing, validating or administering predictive tests, administering student aid programs, and improving instruction as long as students and/or their parents are not personally identified and the records are destroyed when no longer needed for the prescribed purpose.

The district will not require prior consent when disclosing information to accrediting organizations in order for them to carry out his/her accrediting functions.

The district will not require prior consent when disclosing information in order for the school district to comply with a request from a judicial order, a lawfully issued subpoena, or a family court judge or his/her duly authorized representative acting in an official capacity.

Except as provided elsewhere in this administrative rule, the school district will keep a record of disclosures not authorized by the parent, eligible student or this administrative rule.

The student's cumulative folder will provide the following information.

- name of the party receiving the information
- data released
- legitimate purpose for which the data was requested

On the same day, the person releasing the information must mail written notification of the above to the parent or eligible student at the last known address if there is no evidence that the parent or eligible student is aware of the release of information.

Annual notification of rights

Each school will distribute annual notice of privacy rights to parents and eligible students in attendance at the time of notification.

Request for inspection

Anyone who wants to inspect the records must make the request for inspection (or an explanation or interpretation) of a student's record to the principal of the school in which the student is enrolled or where the record is housed.

Principals or designated district office administrators will set a time and place for the inspection of such records within a reasonable period of time, but in no case more than 45 days after the request has been made. If a hearing concerning the student is pending, the employee will honor the request for inspection of the student's record prior to the hearing.

At the inspection, the principal will have appropriate personnel available to interpret information on the records.

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The school district is responsible for the maintenance of each student's record. Therefore, school personnel are not to turn the original record or microfilmed copy of a record over to any person or organization unless they have a specific, written judicial order for such action.

If the parent or eligible student believes that the information in the education record is inaccurate, misleading or violates the privacy or other rights of the student, he/she can request an amendment to the record. The school official receiving the request will either amend the record, if appropriate, or notify the parent or eligible student within 15 working days in writing that the request is denied and that he/she has the right to request a hearing as provided below.

Each parent of a child has the right to inspect and review the child's record unless the school district has written evidence that there is a legally binding instrument or a court order governing such matters as divorce, separation or custody which provides to the contrary. The same applies to parental requests for disclosure to other individuals and to organizations.

A parent or an eligible student has the right to give written authorization for a representative to inspect and review the education records of the student.

Hearings to challenge information in students' records

Parents or eligible students will make requests for hearings to the principal where the record is housed. The principal or his/her designee may conduct the hearing.

Principals or administrators will set a date, time and place for the hearing and notify the requester in writing of the date, time and place. The principal will establish the hearing date within five working days of receipt of the request. The principal must mail written notice of the hearing to the parent or eligible student at least 10 days prior to the hearing.

A school district official who does not have a direct interest in the outcome will conduct the hearing.

At the hearing, the principal or administrator will try to have present the person who has entered the information in question if the person is known and reasonably available. The parent or student who requested the hearing will have the right to question that person if present and be able to show evidence that would correct inaccurate, misleading or otherwise inappropriate information. Such evidence will become a permanent part of the student's record.

The parent of the student or the eligible student will have a full and fair opportunity to present relevant evidence, and may be assisted or represented at their expense by legal counsel.

If, as a result of the hearing, the school district decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it will inform the parent or eligible student in writing that he/she has the right to place in the education record a statement commenting upon the information in the record and/or setting forth any reasons for disagreeing with the decision. Any such statement must remain with the record as long as the contested portion remains in the record. Disclosure of the contested portion must include the statement of the parent or eligible student.

The school district will send its decision (including a summary of the evidence), the reasons for the decision and the right to a judicial appeal in writing to the parent or eligible student within five working days after the conclusion of the hearing. The school district will base its decision solely on evidence.

PAGE 6 - JRA-R - STUDENT RECORDS

Destruction of education records

The school district may destroy data that are no longer needed for providing direct educational services as long as the following conditions apply.

- There is no outstanding request to inspect and review the education record.
- The district keeps the record of disclosures as long as it maintains the education record to which it relates.
- The data do not concern the referral, evaluation, staffing and placement of a disabled student or a student suspected at one time of having a disability. Such data will be sent to the office of special services for the disabled when no longer needed for providing direct educational services to a student.

No one may remove the following items from a student's cumulative record at any time.

- name (last, first and middle), also the preferred name (nickname)
- date of birth (verified), along with the sex and ethnic background
- address and telephone number
- names of parents
- health record, including surveys for vision, speech and hearing
- standardized test scores
- end of year assessment scores
- attendance and scholarship record card

The continual reading and mathematics records K through eight are to be removed and made a part of the record keeping system to be in force for grades nine through 12. Correspondence with parents should be reevaluated and thrown away after five years.

Record provided by the department of juvenile justice

A person's juvenile criminal record must be provided by the department of juvenile justice to the principal of the school which the juvenile is eligible to attend immediately upon the person's release from the department of juvenile justice.

The principal will ensure that the student's juvenile criminal record is maintained in the school disciplinary file or other such confidential location. Access to the record will be restricted to school personnel having need for such information in order to adequately address the educational needs of the student.

These records must be destroyed upon the student's completion of secondary school or upon reaching 21 years of age.

Fingerprint records

In accordance with law, the county will provide each school in the county with the forms and ink pads necessary to record each student's fingerprints in kindergarten through grade 12.

PAGE 7 - JRA-R - STUDENT RECORDS

The district schools with the assistance of the State Law Enforcement Division and/or local law enforcement agencies will fingerprint school children in kindergarten and grades one through 12 when the parent of a child requests in writing that his/her child be fingerprinted for identification purposes for the child's protection.

The school will give the fingerprints to the student's parents.

The Family Educational Rights and Privacy Act Office

Parents/Legal guardians and eligible students have the right to file written complaints concerning alleged violations of the Family Educational Rights and Privacy Act. Written complaints should be sent to the following address.

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

This office has the responsibility for investigating, processing and reviewing alleged violations. This office will refer appropriate cases to a review board for adjudication.

Issued 2/24/69; Revised 8/1/73, 9/15/75, 6/7/82, 11/21/83, 1/21/85, 2/7/94, 5/20/96, ^

AR JR R Student Records/Fingerprinting

Parents, Legal Guardians or Eligible Students

The following procedures shall be implemented in response to requests by parents/legal guardians or eligible students to inspect students' school records.

A parent (or eligible student) who desires to inspect and review their child's school records should make an appointment with the principal or his designee for the purpose of making a request to inspect and review the student's records. (An eligible student is one who has attained eighteen years of age or is attending an institution of post secondary education.)

Records may be inspected by parents and eligible students within a reasonable time after the request, but in no case later than forty-five (45) days after the request is made.

The principal/designee will offer to the parent or eligible student the services of a qualified certified employee to assist the parent or eligible student to explain and interpret the student's school records, including any individual or group testing. The principal/designee may require that he or his designee be present during the inspection and review of school records.

Each school of the District may charge a fee for copies for school records which are made for parents and eligible students; provided, the fee does not effectively prevent the parents or students from exercising their rights to inspect and review the school records. No fee will be charged to search for or to retrieve the school records of a student.

Other School Districts

Personally identifiable information from the school records of a student may be obtained without the written consent of the parent/legal guardian or eligible student if the disclosure is to officials of another school or school system in which the student seeks or intends to enroll. Neither the parent/legal guardian of the student nor the eligible student shall prevent or delay the transfer of records pursuant to such a request by withholding their consent, written or otherwise.

Parents of new enrollees in District schools or eligible students shall be notified by the principal or his designee of their rights (a) to inspect and review school records, (b) to challenge the contents of records, and (c) to obtain a copy of records. If written authorization for the transfer of school records is obtainable from the parent/legal guardian or eligible student, a letter as shown in **JR E(1)** shall be sent to the school last attended by the enrollee. If such authorization is not readily obtainable, a letter as shown in **JR E(2)** shall be sent to said school. All school records pertaining to the enrollee, including the results of psychological evaluation and information pertaining to handicapped classification, if any, shall be requested.

The sole obligation of a District school that receives a request for student records in the absence of written authorization for the release of the records by the parent/legal guardian or eligible student is to make a reasonable attempt to notify the latter. A letter as shown in **JR E(3)** shall be sent to the parent/legal guardian or eligible student at the last known address; a copy shall be filed in the student's permanent record folder. If the letter mailed to the parents is returned by the post office, it shall be filed in the student's permanent record folder.

Non-School Agencies

The release of personally identifiable student record information to non-school agencies can be made by school officials only if authorized to do so by a written "Request for Release of Personally Identifiable

Student Record Information" (~~§~~JR ~~§~~-E(4)) duly signed by a parent or legal guardian of the student, specifying the records to be released. Exceptions to this requirement follow.

COURT ORDERED INFORMATION. Written authorization shall not be a condition precedent for the release of personally identifiable student record information when such information is to be furnished in compliance with judicial order or pursuant to lawfully issued subpoena. However, parents or students will be notified in advance of compliance with any such order or subpoena.

STUDENT AID REQUEST. Written authorization shall not be a condition precedent for the release of personally identifiable student record information when such information has been requested in connection with a student's application for, or receipt of, financial aid.

AUDIT OF FEDERAL PROGRAMS. in instances where requests for information come from the Comptroller General of the United States, the Secretary of HEW, and the administrative head of an education agency or State educational authorities in connection with the audit and evaluation of federal programs or for the enforcement of federal legal requirements which relate to such programs, only those data which do not include information (including social security numbers) which would permit the personal identification of such students or their parents shall be released. The only exception shall be when the collection of personally identifiable data is specifically authorized by federal law.

RESEARCH STUDIES. Any student information provided for research study purposes must be released in nonpersonally identifiable form.

All other parties must present signed authorization from the parent or eligible student before they receive any information or copies of any information. When a copy of a record is disclosed to a third party, a statement will be attached indicating that the third party is not to disclose the information without obtaining written permission from the parent or eligible student.

Challenges of Entries on Student Records

When a parent or eligible student wishes to challenge entries on a record, the request shall be submitted, in writing, to the principal of the school in which the student is or has been enrolled. The principal shall investigate the complaint and endeavor to settle the matter, including the granting to the parent or eligible student an opportunity for a hearing.

If the conflict is not resolved at the local school level, the request shall then be submitted, in writing, to the Superintendent. The Superintendent shall investigate the complaint and attempt to resolve the issue.

The decision of the Superintendent may be appealed, in writing, to the Board of Trustees. The request for a hearing before the Board shall be made, in writing, within twenty (20) working days after receiving the decision of the Superintendent. This request shall be made, in writing, to the Superintendent at least 72 hours prior to the regular meeting of the Board.

After hearing the evidence relevant to the complaint, the Board shall make its decision within a reasonable period of time and inform, in writing, the parent or eligible student of its decision and reasons for the decision. If, as a result of the hearing, the Board decides that the information is not inaccurate, misleading, or inappropriate, the Board shall inform the parent or eligible student of the right to place in the education records of the student a statement commenting upon the challenged information and/or setting forth any reasons for disagreeing with the Board's decision.

Student Records/Fingerprinting

In accordance with law, the county will provide each school in the county with the necessary forms and http://policy.microscribepub.com/cgi-bin/om_isapi.dll?clientID=404652961&advquery=jr&... 7/7/2011

ink pads to record each pupil's fingerprints in kindergarten through grade twelve. The State Law Enforcement Division will assist with the fingerprinting when the parents of a child requests in writing that his child be fingerprinted for identification purposes for the child's protection. The fingerprints will become a permanent part of the student's records.

The fingerprints will remain in the custody and control of the school board and may be inspected only by school officials, parents, guardians, or persons permitted by order of the court. When the child discontinues attendance, the fingerprints must be returned to the child if he is eighteen years old or older or to the child's parents or guardian if the child is under eighteen years of age.

Issued 915/75; Revised 6/7/82, 1/21/85

Constitutional and Statutory Provisions:

S.C. Code, 1976, as amended:

Section 59-63-50 - Provides for students to be fingerprinted.

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

File ►JR ►E-1 Student Records/Fingerprinting

(SCHOOL LETTERHEAD)

DATE _____

TO: _____
(SCHOOL NAME AND ADDRESS)_____

STUDENT'S NAME	GRADE	DATE OF BIRTH

The student(s) named above formerly attended your school and has (have) enrolled in _____ (school). Please send a copy of all her/his educational records. This request is for all records relating to the named student (s) including psychological evaluation and special education assessment, if any, so that proper placement can be made and continuity of recordkeeping maintained.

Thank you for your assistance and early attention to this request.

Sincerely yours,

Principal_____
Parent's Signature

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

File JR E-2 Student Records/Fingerprinting

(SCHOOL LETTERHEAD)

DATE _____

(STUDENT'S NAME)_____
(DATE OF BIRTH)

has enrolled in _____ (name of school). Please send a copy of all of his/her educational records. This request is for all records relating to the named student, including psychological evaluation and special education assessment, so that proper placement can be made and continuity of recordkeeping maintained.

Prior consent of the parent or the student 18 years of age or older is not required when records are requested by officials of another school or school system in which the student seeks or intends to enroll. (See "Family Educational Rights and Privacy Act" - the so-called Buckley Amendment, 20 U.S.C. 1232g (b) (1) (B) and the implementing regulations "Final Rule on Education Records" set forth in the Federal Register, Thursday, June 17, 1976, vol. 41, No. 118, Sect. 99.31 @ p. 24673 and Sect. 99.34 @ p. 24674).

Upon entry into our school, parents and students are notified of their rights (1) to inspect and review education records, (2) to challenge the contents of records, and (3) to obtain a copy of records.

Thank you for your assistance and early attention to this request.

Sincerely yours,

Principal

P.S. (Can be used to specify any limitations to the request for "All" records set forth in body of letter.)

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

File: ▶JR ◀E-3 Request Acknowledgement

(SCHOOL LETTERHEAD)

DATE _____

(NAME AND ADDRESS)

Dear _____:

A request has been received for the school records of your son/daughter,

_____, from _____

(school/school district) in which he/she has or is scheduled to enroll. These records will be

forwarded as requested on _____.

(not earlier than five days from date of this notice)

Sincerely,

Principal

cc: Student's records

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

File »JR «E-4 Student Records/Fingerprinting

(SCHOOL LETTERHEAD)

DATE _____

I desire to have access to the following school records of

(Student's Name)_____
(Date of Birth)

1. _____
2. _____
3. _____
4. _____

My purpose in seeking this information is as follows:

I understand that if authorized to receive this information it cannot be transferred to a third party without the written consent of the parents of the student, or the student if 18 years of age or older.

Signature of Person Making Request_____
Representing_____
Parent-Guardian-Student of Legal Age

Date _____

() I consent () I do not consent

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES



Memorandum

To: Members of the Board of Trustees

Through: Dr. Stephen Hefner
Superintendent

From: Buddy Price
Director of Community Services

Date: October 20, 2011

Re: Naming the new Career and Technology Education Center

Attached for your consideration is a request from Nick Milasnovich, Chairperson, District CATE Advisory Council and Dr. James R. Couch, District CATE Director to name the new career and technology education center as follows:

Center for Advanced Technical Studies

Please let me know if you have any questions.

BP/aw

Attachment - Letter from Nick Milasnovich and Dr. James R. Couch



October 17, 2011

Mr. Buddy Price
School District Five of Lexington and
Richland Counties
1020 Dutch Fork Road
Columbia, South Carolina 29063

Dear Mr. Price:

The Career and Technical Advisory Council for the school district has unanimously endorsed the proposed name of the new career and technology education center. We believe the name, Center for Advanced Technical Studies, reflects the quality programs to be offered at the school location.

Our recommendation to the school district administration and the school board is the name be adopted. We thank you for the opportunity for our council to provide input in the selection of the name.

Sincerely,

Nick Milasnovich, Chairperson
District CATE Advisory Council

James R. Couch, Ed.D.
District CATE Director

cc: Dr. Stephen Hefner

Memorandum

To: Members of the Board of Trustees

Through: Dr. Stephen Hefner
Superintendent

From: Buddy Price
Director of Community Services

Date: October 20, 2011

Re: Board Meeting Locations

It is the recommendation of the administration that the board consider making a change to its current schedule of meeting locations.

For some time, the District Office Board Room has not been large enough to accommodate school board meetings. This is a result of high community interest in our meetings, the recognition of students and staff during School Board Spotlight and the attendance of students from various classes around the district.

This kind of attendance is wonderful and we believe we should do all we can to encourage this kind of involvement in the future. To this end, it is recommended that the board consider the changes reflected in the attached meeting schedule.

Our October 24th meeting will be moved from the District Office to Chapin Middle School and we will be recommending at that meeting that all meetings currently scheduled to be held at the District Office, rotate among our middle schools. This change would result in the availability of more seating space and ample parking.

This recommendation will be on the discussion agenda on October 24th for your consideration.

BP/aw

Attachment - Proposed Location Revisions – 2011-12 Board Meeting Schedule

2011-2012 Meeting Schedule (Proposed Revisions - 10/24/11)
School District Five of Lexington and Richland Counties
Board of Trustees

<u>Date</u>	<u>Location</u>
July 11, 2011	District Office
August 8, 2011	District Office
September 12, 2011	Dutch Fork Middle
September 26, 2011	Dutch Fork Middle
October 10, 2011	Ballentine Elementary
October 24, 2011	Chapin Middle
November 14, 2011	Chapin Elementary
December 12, 2011	Dutch Fork Elementary
January 9, 2012	Harbison West Elementary
January 23, 2012	CrossRoads Middle
February 13, 2012	Lake Murray Elementary
February 27, 2012	Irmo Middle
March 12, 2012	Leaphart Elementary
March 26, 2012	Dutch Fork Middle
April 9, 2012	Dutch Fork High
April 23, 2012	Chapin Middle
May 7, 2012	Irmo High
May 21, 2012	CrossRoads Middle
June 11, 2012	District Office
June 25, 2012	District Office



Memorandum

To: Members of the Board of Trustees

Through: Dr. Stephen Hefner
Superintendent

From: Buddy Price
Director of Community Services

Date: October 20, 2011

Re: 2012-13 and 2013-14 Proposed School Year Calendars

Attached are the 2012-13 and 2013-14 proposed school year calendars. We are currently receiving input from our various advisory committees and staff members.

The proposed calendars will be on the agenda for discussion on October 24, 2011.

Thank you and please let me know if you have any questions.

BP/aw

Attachment - 2012-13 and 2013-14 Proposed School Year Calendars



2012-13 CALENDAR

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					
JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
														31						
APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

- Student beginning and ending dates △ Professional development/parent conference days; student holidays □ Holidays; schools and offices closed ◇ Early release days for elementary students

July 4.....Holiday; all schools & offices closed *December 17-20.....Work days for 240-day employees
 August 7.....First day for teachers January 1.....Holiday; all schools & offices closed
 August 14.....First day for students Jan. 18.....Student holiday; severe weather make-up day, if needed
 September 3.....Labor Day holiday; schools/offices closed January 21.....Martin Luther King, Jr. Holiday; schools/offices closed
 October 8.....Student holiday; professional dev. day February 18.....Prof. dev. day; severe weather make-up day, if needed
 November 5.....Student holiday; professional dev. day April 1-5.....Spring holidays; all schools/offices closed
 *Nov. 6.....Student & teacher holiday; workday for 240-day employees May 27.....Memorial Day holiday; all schools/offices closed
 November 21-23.....Thanksgiving holidays; schools/offices closed May 30.....Last day for students
 December 17-31.....Winter holidays for students & teachers May 31...Teacher work day; severe weather make-up day, if needed



2013-14 CALENDAR

JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

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25	26	27	28	29	30	31

SEPTEMBER

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29	30					

OCTOBER

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27	28	29	30	31		

NOVEMBER

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DECEMBER

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22	23	24	25	26	27	28
29	30	31				

JANUARY

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19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY

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23	24	25	26	27	28	

MARCH

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23	24	25	26	27	28	29
30	31					

APRIL

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20	21	22	23	24	25	26
27	28	29	30			

MAY

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- ☐ Student beginning and ending dates
 ☐ Professional development/parent conference days; student holidays
 ☐ Holidays; schools and offices closed
 ☐ Early release days for elementary students

July 4.....Holiday; all schools & offices closed
 August 6.....First day for teachers
 August 13.....First day for students
 September 2.....Labor Day holiday; schools/offices closed
 October 14.....Student holiday; professional dev. day
 November 11.....Student holiday; professional dev. day
 November 27-29.....Thanksgiving holidays; schools/offices closed
 December 16-Jan. 1.....Winter holidays
 December 16-19.....Work days for 240-day employees

January 17.....Prof. dev. day; severe weather make-up day, if needed
 January 20.....Martin Luther King, Jr. Holiday; schools/offices closed
 February 17.....Prof. dev. day; severe weather make-up day, if needed
 April 14-18.....Spring holidays; all schools/offices closed
 May 26.....Memorial Day holiday; all schools/offices closed
 May 29.....Last day for students
 May 30.....Teacher work day; severe weather make-up day, if needed