



**AGENDA  
BOARD OF TRUSTEES  
CHAPIN ELEMENTARY SCHOOL'S LIGHTHOUSE ARENA  
NOVEMBER 14, 2011**

1. Call to order at **6:30 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 – Reverend Stuart Pritchett, youth minister at Chapin Baptist Church
5. Pledge of Allegiance – Richie Kiser, student council president and a fifth grade student at Chapin Elementary School
6. Election of Board Officers
7. School Board Spotlight
8. Approve the agenda
9. Welcome and overview of Chapin Elementary School by Davida Price, assistant principal
10. Superintendent's report
  - a. Superintendent (**30 minutes**)
    1. State Report Card Ratings for 2010-2011 (Exhibit B)
    2. 45 Day Enrollment Report (Exhibit C)
    3. Update: Vision 2015

- b. Financial Services **(30 minutes)**
  - 1. Update on the cost of legal appeals for the wetlands, storm water and waste water at Chapin High School (Exhibit D)
  - 2. Monthly financial reports (Exhibit E)
  - 3. Comprehensive Annual Financial Report (Exhibit F)

11. Public participation\*

**ACTION AGENDA**

- 12. Items considered in executive session **(2 minutes)**
- 13. Approval of a change order – CATE and new high school site (Exhibit G) **(5 minutes)**
- 14. Approval of bids for the renovation and expansion of Chapin High School (Exhibit H) **(10 minutes)**
- 15. Second reading approval of proposed additions and revisions to board policies I: (Exhibit I) **(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 part of 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 part of IKD "School Ceremonies and Observances" with new policy ID "School Day"
  - i. Replace part of current policy IKD "School Ceremonies and Observances" with new policy IMD "School Ceremonies and Observations"
- 16. First reading of proposed revisions to Board J Policies" (Exhibit J) **(10 minutes):**
  - a. JLD "Guidance And Counseling" replaces JE and IG "Guidance Program"
  - b. Add JLDDB "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"
17. Approval of name: of CATE Center: Center for Advanced Technological Studies (Exhibit K) **(5 minutes)**
18. Approval of revised School Board meeting schedule for 2011-2012 (Exhibit L) **(3 minutes)**
19. Approve the minutes of the September 26, 2011 board meeting and the October 24, 2011 board meeting **(10 minutes)**

### **DISCUSSION AGENDA**

20. Adjourn at **9:30 p.m.**

### **FOR YOUR INFORMATION**

21. The next regular scheduled board meeting will be December 12, 2011 at Dutch Fork Elementary School.
22. 2011-2012 Title III ESOL Budget (Exhibit M)

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



Minutes/September 26, 2011

The Board of Trustees of School District Five of Lexington and Richland Counties met at Dutch Fork Middle School with the following members present:

Mr. Robert Gantt, Chairman  
Mrs. Beth Hutchison-Watson, Vice Chairman  
Mrs. Jan Hammond  
Mrs. Kim Murphy  
Mr. Jim Turner  
Dr. Stephen Hefner, District Superintendent

The following staff were in attendance:

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

Chairman Robert Gantt called the meeting to order and gave welcoming remarks.

The Invocation was given by Tagg Wolverton, student minister, Gateway Baptist Church. The Pledge of Allegiance was led by Rod Taylor, principal at Dutch Fork High School.

The School Board Spotlight was led by Robert Gantt, Beth Watson and Jan Hammond. A Resolution was presented to Kathy Gray on behalf of her son, Adam Gray

During the superintendent's report, Dr. Hefner gave an update on his Vision 2015; Dr. Fulmer presented standard monthly general fund financial reports for August 2011 (Exhibit B), a report of FY 2011-2012 approved budget, and a report on bonds by Frannie Heizer and Mike Gallagher; Missy Wall-Mitchell presented a standardized test score presentation (Exhibit C); and Keith McAlister presented an update on bond referendum expenditures by project through 8/31/11 (Exhibit D), an 8% capital budget projects report (Exhibit E), and a monthly update (Exhibit F).

During the public participation, Julie Murray spoke regarding the Vision 2015 and resolution at the previous board meeting; Amanda Murray spoke regarding portables at Chapin Elementary School; Jenny Bowers, Melissa Heria, Michelle Jowers, Paulette Rayfield, and Dana Bennett spoke regarding the pre-school program at Chapin Elementary School; Toshia Addison spoke regarding the district.

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



SCHOOL DISTRICT FIVE  
OF  
LEXINGTON AND RICHLAND COUNTIES

Meeting of September 26, 2011

	B A U M G A R D N E R	G A N T T	H A M M O N D	M U R P H Y	T U R N E R	W A T S O N	W H I T E
1. M. Watson S. Turner  Enter executive session to consider the following: a) selected employment items (Exhibit A)  M. Murphy S. Hammond  Amend to add an update on the bomb threat  Vote on original motion	A      A	No      X	X      X	X      X	X      X	No      X	A      A
2. M. Watson S. Turner  Approve the agenda	A	X	X	X	X	X	A
3. M. Watson S. Hammond  Approve the proposed ICRC 2011-2012 Park School Agreement (Exhibit G) with the added clause "does not include Saluda Shoals Park"	A	X	X	X	X	X	A
4. M. Hammond S. Watson  Approve the selected employment items (Exhibit A)	A	X	X	X	X	X	A
5. M. Watson S. Hammond  Approve second reading of proposed revisions and additions to J policies (Exhibit H) JLA "Student Insurance Coverage" replaces JGA "Student Insurance Program, JLCC "Communicable/Infectious Diseases" replaces JGCC "Communicable Diseases", JLCC-R "Communicable/Infectious Diseases" replaces JGCC "Communicable Diseases - Students", JLCDA "Individual Healthcare Plans" replaces JGCDA "Individual Healthcare Plans", Add JLCDA-E "Indemnification/Hold Harmless Agreement For Self-Administration of Medication", JLCE "First Aid And Emergency Care" replaces JGFGA "First Aid & Emergency Care", JLCFA "Training Of Unlicensed Personnel For Select Nursing Tasks" replaces JDCDAA	A	X	X	X	X	X	A

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Meeting of September 26, 2011

		B A U M G A R D N E R	G A N T T	H A M M O N D	M U R P H Y	T U R N E R	W A T S O N	W H I T E
"Training Of Unlicensed Personnel For Select Nursing Tasks"								
6.	M. Watson                      S. Hammond  Second reading approval of proposed Administrative Rule for policy IB "Academic Freedom" (Exhibit I)	A	X	X	No	X	X	A
7.	M. Hammond                      S. Watson  Second reading approval of proposed revisions to board policy ADF "School Wellness" (Exhibit J)	A	X	X	No	X	X	A
8.	M. Watson                      S. Hammond  Approve the minutes of the September 12, 2011 board meeting	A	X	X	X	X	X	A
9.	M. Watson                      S. Turner  Adjourn at 10:00 p.m.	A	X	X	X	X	X	A

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Minutes/ October 24, 2011

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

Mr. Robert Gantt, Chairman  
Mrs. Beth Hutchison-Watson, Vice Chairman  
Mrs. Ellen Baumgardner, Secretary  
Mrs. Jan Hammond  
Mrs. Kim Murphy  
Mr. Jim Turner (via telephone – did not participate by voting)  
Mr. Ed White  
Dr. Stephen Hefner, District Superintendent

The following staff were in attendance:

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

Chairman Robert Gantt called the meeting to order and gave welcoming remarks.

The Invocation was given by Buddy Price. The Pledge of Allegiance was led by Sam Baumgardner and Laura Kathryn Perla.

The School Board Spotlight was presented by Robert Gantt, Beth Watson and Ellen Baumgardner.

During the superintendent's report, Dr. Stephen Hefner presented the Vision 2015 next steps; Buddy Price gave an update on the Education Foundation Gala; Dr. Karl Fulmer presented the monthly financial report (Exhibit B), an update on the cost of Chapin High School's wetlands legal appeal (Exhibit C) and a presentation on the Financial Transparency for District Expenditures; Dr. Bob Couch gave an update on the CATE Center; and Keith McAlister presented the monthly update (Exhibit D) and Irmo High and Dutch Fork High schools' conceptals (Exhibit E).

During the public participation, Albert Bueno spoke regarding the District and Ed Yates spoke regarding finances.

Michael Harris presented proposed revisions to Board J Policies: 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

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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" (Exhibit I).

Buddy Price presented the proposed naming of the CATE Center (Exhibit J).

Buddy Price presented the revised School Board Meeting schedule (Exhibit K).

Buddy Price presented the school calendars for 2012-2013 and 2013-2014 (Exhibit L).

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LEXINGTON AND RICHLAND COUNTIES

Meeting of October 24, 2011

	B A U M G A R D N E R	G A N T T	H A M M O N D	M U R P H Y	T U R N E R	W A T S O N	W H I T E
1. M. Baumgardner S. Watson  Enter executive session to consider the following: a) selected employment items (Exhibit A)	X	X	X	A	A	X	A
2. M. Watson S. Hammond  Approve the agenda with the addition of proposed policy IMD "School Ceremonies and Observations" to item 12 , #i. (Exhibit G)  M. Murphy S.  Amend the agenda to add the discussion of the minutes from the last board meeting not included on the agenda    Vote on original motion  M. Watson S. Hammond  Amend the agenda to remove item 8a, #2 Legislative Board Motions 9/26/00 Update	X	X	X	X	A	X	X
3. M. Watson S. Baumgardner  Approve the selected employment items (Exhibit A)	X	X	X	X	A	X	AB
4. M. Watson S. Hammond  Approve the Chapin Elementary School's additional scope for media walls (Exhibit F)	X	X	X	X	A	X	X
5. M. Watson S. Murphy  Approve first reading of proposed additions and revisions to board policies I: 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	X	X	X	X	A	X	X

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Meeting of October 24, 2011

	B A U M G A R D N E R	G A N T T	H A M M O N D	M U R P H Y	T U R N E R	W A T S O N	W H I T E
current policies IC "Curriculum Development" and ID,"Curriculum Design" with new board policy IG "Curriculum "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", and i. replace policy IKD "School Ceremonies" with new policy IMD "School Ceremonies and Observations" (Exhibit G)							
6. M. Watson S. Hammond  Approve the 2011 SCSBA Delegate Assembly Voting Delegates as follows: Gantt 2, Watson 2, Hammond 1, Baumgardner 1, and White and Turner will be designated as alternates (Exhibit H)	X	X	X	No	A	X	X
7. M. Watson S. Hammond  Extend the meeting time for 15 minutes	X	X	X	X	A	X	X
8. M. Gantt S.Hammond  Extend the meeting time to 10 p.m.	No	X	X	X	A	X	A
9. M. Baumgardner S. Hammond  Adjourn at 10 p.m.	X	X	X	X	A	X	A

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Attachment 1 is Included with  
the minutes of the 10-24-11  
meeting, at the request of Board member  
Robert Cantt  
pursuant to S.C. Code Ann. § 30-4-90(a)(4)  
and Board Policy BEDG. The Board majority  
did not approve, disapprove, or otherwise  
act upon the contents of this attachment.

## Pledge of Allegiance Statement

- Our school board policy review process has been underway for several years and there have been many instances where sections of policies move from one policy to another.
- The Pledge of Allegiance has been an important part of our school day and will always remain so.
- Our flag is a symbol of freedom and unity. It is very sad...and ironic... that some would use misinformation about our eliminating the pledge (which we are not going to do) to our flag from the school day in an effort to divide this community yet another time.
- We believe that pledging allegiance to our flag is so important that we begin every school board meeting with the pledge. And tonight we are honored to have fellow Board member Ellen Baumgardner's son, Army National Guard Specialist Sam Baumgardner, who is home after completing a tour of duty in Afghanistan, and my granddaughter, Laura Katherine Perla, a kindergarten student at River Springs Elementary, who represents a new generation coming along, to lead us in our pledge of Allegiance to our flag.

Attachment 2 is included with  
the minutes of the 10-24-11  
meeting, at the request of Board member  
Beth Watson  
pursuant to S.C. Code Ann. § 30-4-90(a)(4)  
and Board Policy BEDG. The Board majority  
did not approve, disapprove, or otherwise  
act upon the contents of this attachment.

From Beth Watson – October 24, 2011

For the record, the accusations made by Mrs. Kim Murphy that Dr. Fulmer presented financial documents that were false and misleading is totally out of line and false. Mrs. Murphy should be sanctioned as a board member for making such an inflammatory accusation against one of District Five's top administrators. Dr. Fulmer is recognized as one of the best Chief Financial Officers in South Carolina, if not the United States.



Attachment 3 is included with  
the minutes of the 10-24-11  
meeting, at the request of Board member  
Kim Murphy  
pursuant to S.C. Code Ann. § 30-4-90(a)(4)  
and Board Policy BEDG. The Board majority  
did not approve, disapprove, or otherwise  
act upon the contents of this attachment.

Kim Murphy

October 24, 2011

For the Record comments

Following the report from the Chief Financial Officer of Agenda Item 8.c.2 -  
Update on the cost of Chapin High School's wetlands legal appeal (Exhibit), I  
requested to go on the record with the statement below:

*"The information that is included in the board packet related to cost incurred by  
the District related to the wetlands issue is false information."*

Then, following the CFO's report above and a derogatory statement by Board  
member Beth Watson directed towards a board member, I submitted the on the  
record statement below:

*"This is about hiding from the public what is really going on at Chapin High and  
the bond referendum."*



THE SENATE OF SOUTH CAROLINA

SENATOR JOHN COURSON  
RICHLAND AND LEXINGTON COUNTIES  
(DISTRICT 20)

P. O. BOX 142  
GRESSETTE SENATE OFFICE BUILDING  
COLUMBIA, SC 29202  
(803) 212-6250

To: Board of Trustees of School District Five of Lexington and Richland  
Counties

From: Senators John Courson and Ronnie Cromer  
Representatives Chip Huggins and Nathan Ballentine

Date: October 14, 2011

Re: Request for Legislation

Thank you very much for your recent memorandum regarding the resolution approved at the Lexington District Five board meeting on September 12, 2011, asking the General Assembly to pass legislation prohibiting a school board member from instituting certain proceedings or actions. We received a response from a top constitutional attorney in the Senate, who suggested that such legislation would most likely be unconstitutional.

Enclosed please find a copy of the memo received by John Courson, stating the basis for this opinion. We sincerely hope that this information will assist the board with resolving this matter.

Attachment

Attachment 4 is included with  
the minutes of the 10-24-11  
meeting, at the request of Board member  
Kim Murphy  
pursuant to S.C. Code Ann. § 30-490(a)(4)  
and Board Policy BEDG. The Board majority  
did not approve, disapprove, or otherwise  
act upon the contents of this attachment.



STATE OF SOUTH CAROLINA  
THE SENATE

Attachment 5 is included with  
the minutes of the 10-24-11  
meeting, at the request of Board member  
Kim Murphy  
pursuant to S.C. Code Ann. § 30-4-90(a)(4)  
and Board Policy BEDG. The Board majority  
did not approve, disapprove, or otherwise  
act upon the contents of this attachment.

KENNETH M. MOFFITT  
COUNSEL TO THE CLERK

P.O. BOX 142  
COLUMBIA, S.C. 29202

MEMORANDUM

TO: Senator Courson  
FROM: Kenneth M. Moffitt  
DATE: September 27, 2011  
RE: Prohibition of Lawsuits by Elected Officials

It is my opinion that a statute prohibiting an elected member of a governing body in this State from suing that body for wrongs sustained by the elected member as a result of actions taken by the governing body would be found to be unconstitutional.

The right of access to the courts is a constitutionally protected fundamental right. Article 1, Section 9 of the South Carolina Constitution states that "every person shall have speedy remedy therein for wrongs sustained." The Supreme Court has interpreted this section to guarantee to the residents of this State the right to access to state courts to seek a remedy for every injury or impairment of legal rights to his person or property. While there is no specific reference to the right of open access to the courts in the United States Constitution, it has long been held that the right nonetheless exists as a necessary result of the Due Process Clauses of the 5<sup>th</sup> and 14<sup>th</sup> Amendments and the Equal Protection Clause of the 14<sup>th</sup> Amendment.

A statute prohibiting the exercise of a fundamental right is subject to a "strict scrutiny" analysis by the courts when determining its constitutionality. Under a strict scrutiny analysis, the statute must be necessary to promote a compelling state interest and narrowly tailored to achieve that interest. Strict scrutiny is the most stringent standard of judicial review. It is extremely difficult for a statute to survive a strict scrutiny analysis.

An elected official in this State is a citizen of the United States and a resident of South Carolina and holds the same fundamental rights as his fellow citizens and residents. He does not, by virtue of his being elected to office, waive or otherwise forfeit his right to access to the courts. He may exercise that

fundamental right to seek a remedy for injuries to his rights or property - even if the wrong for which he seeks remedy occurred as a result of an action taken by a governing body of which he is a member. Any statute prohibiting an elected official from exercising that fundamental right would be subject to a strict scrutiny analysis by the Courts and, in my opinion, would be found to be unconstitutional.

Attachment 6 is included with  
the minutes of the 10-24-11  
meeting, at the request of Board member  
Kim Murphy  
pursuant to S.C. Code Ann. §30-4-90(a)(4)  
and Board Policy BEDG. The Board majority  
did not approve, disapprove, or otherwise  
act upon the contents of this attachment.

## **Exhibit B**



## School and District Report Card Ratings 2010 and 2011

School	2010		2011	
	Absolute Rating	Growth Rating	Absolute Rating	Growth Rating
Ballentine El	Excellent (4.0)	Excellent (100.3)	Excellent (4.0)	Excellent (98.8)
Chapin El	Excellent (3.6)	Excellent (96.7)	Excellent (3.6)	Excellent (95.6)*
Dutch Fork El	Excellent(3.4)	Excellent** (99.2)	Good (3.3)	Average (96.1)
H E Corley El	Good (3.2)	Good (96.7)	Good (3.3)	Average (95.2)
Harbison West El	Average (3.1)	Average (95.4)	Average (3.15)	Average (93.0)
Irmo El	Excellent (3.7)	Excellent (97.5)	Excellent (3.4)	Excellent (95.0)*
Leaphart El	Average (3.0)	Average (92.6)	Average (3.0)	Average (95.0)
Lake Murray El	Excellent (3.9)	Excellent (98.9)	Excellent (4.0)	Excellent (97.6)*
Nursery Rd El	Excellent (3.5)	Excellent (96.9)	Excellent (3.6)	Excellent (95.5)*
Oak Pointe El	Excellent (3.7)	Excellent (97.7)	Excellent (3.8)	Excellent (96.5)*
River Springs El	Excellent(3.7)	Excellent** (98.9)	Excellent (3.7)	Excellent (97.3)*
Seven Oaks El	Good (3.4)	Good (97.7)	Good (3.4)	Good (96.8)
Chapin Middle	Excellent (3.7)	Excellent** (99.3)	Excellent (3.9)	Excellent (100)
CrossRoads Middle	Excellent (3.5)	Excellent (100.2)	Excellent (3.5)	Excellent (99.4)
Dutch Fork Middle	Excellent (3.6)	Excellent (97.7)	Excellent (3.7)	Excellent (98.2)*
Irmo Middle	Excellent (3.5)	Good (97.8)	Excellent (3.4)	Excellent (97.1)*
Chapin High	Excellent (4.1)	Good (-0.3)*	Excellent (4.6)	Good (0.0) *
Dutch Fork High	Excellent (3.7)	Good (-0.3)*	Excellent (4.4)	Excellent (0.2)
Irmo High	Excellent (3.4)	Below Avg (0.0)	Excellent (3.4)	Good (-0.2)*
District 5	Excellent	Excellent	Excellent (3.9)	Good (0.0)*

\*Growth rating =Good if Absolute Rating is 'Excellent' two years in a row

\*\*Growth rating raised one level because of substantial improvement in the achievement of students belonging to historically underachieving groups

Note: 5<sup>th</sup> year graduation rate added to high school report card ratings. The 2011 index was recalculated using the 2010 criteria to compute growth rating.



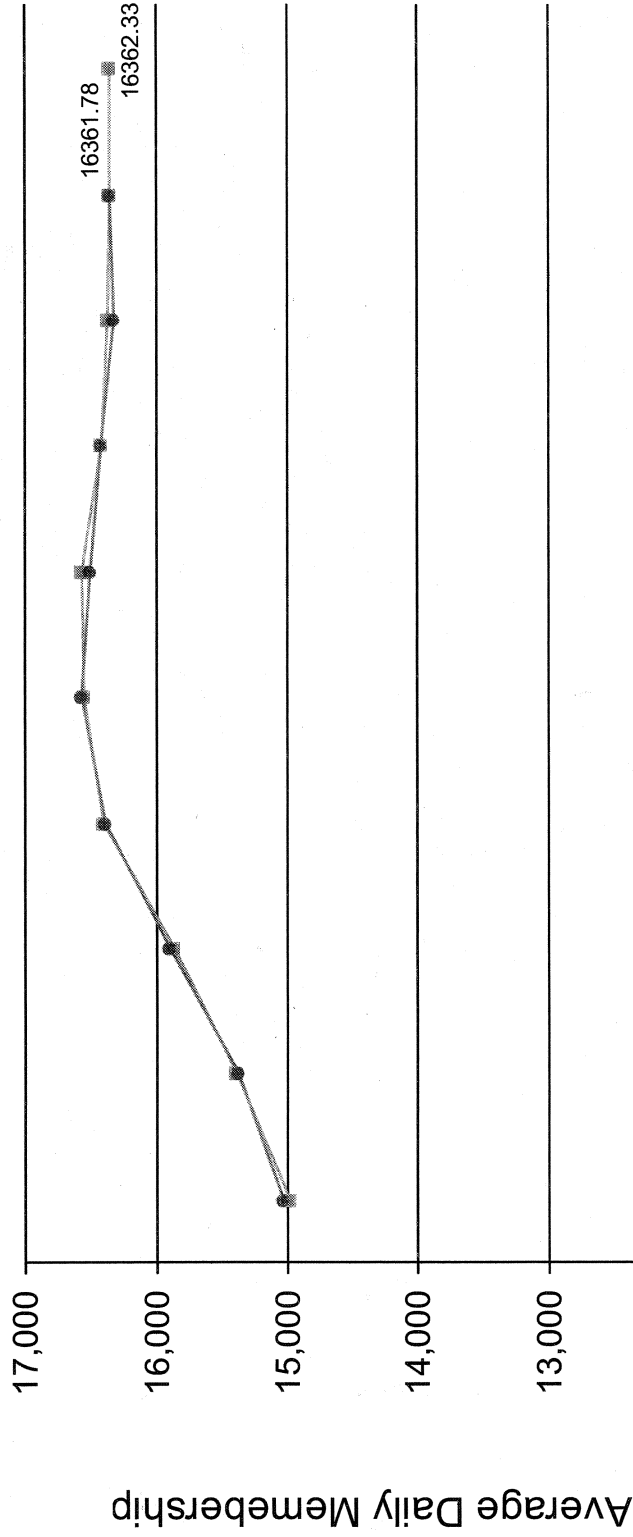


# 45-DAY Average Daily Membership Report By Grade -- October 21, 2011 K-12 State Funded Students

SCHOOL	PK	KDG	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	TOTALS
Ballentine Elem.		110.00	119.00	115.58	130.00	123.58	151.02								749.18
Chapin Elem.		126.87	119.40	139.16	133.96	134.24	156.31								809.94
Chapin High											335.93	364.44	339.56	304.36	1344.29
Chapin Middle								366.42	383.33	353.31					1103.06
CrossRoads Middle								987.47							987.47
Dutch Fork Elem.		86.20	80.00	83.27	74.27	95.69	93.40								512.83
Dutch Fork High											581.87	541.49	478.22	452.33	2053.91
Dutch Fork Middle									494.20	559.73					1053.93
H. E. Corley Elem.		83.87	98.13	81.51	77.16	82.60	85.38								508.65
Harbison West Elem.		61.58	65.36	97.13	95.76	93.71	93.16								506.70
Irmo Elem.		62.67	73.13	74.24	87.93	94.42	79.40								471.79
Irmo High											490.93	422.84	492.44	430.20	1836.41
Irmo Middle								13.51	438.16	419.13					870.80
Lake Murray Elem.		125.62	111.82	139.53	160.91	142.09	162.96								842.93
Leaphart Elem.		69.67	71.69	67.89	62.58	74.53	80.20								426.56
Nursery Road Elem.		90.49	90.27	82.53	74.27	94.84	85.93								518.33
Oak Pointe Elem		94.31	104.84	103.78	122.98	113.93	110.31								650.15
River Springs Elem.		95.44	111.00	106.00	105.09	119.00	106.51								643.04
Seven Oaks Elem.		79.33	89.09	70.07	83.40	68.80	81.67								472.36
TOTALS		1086.05	1133.73	1160.69	1208.31	1237.43	1286.25	1367.40	1315.69	1332.17	1408.73	1328.77	1310.22	1186.89	16362.33



# Trend Information: 45<sup>th</sup> and 135<sup>th</sup> Average Daily Membership Comparison



	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12
45 day ADM	14975.48	15393.38	15863.91	16402.08	16551.21	16576.95	16423.58	16372.13	16361.78	16362.33
135 day ADM	15035.22	15379.67	15902.03	16392.7	16566.68	16505.31	16426.64	16325.25	16367.58	


K-12 State-funded students only





November 8, 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 \$1,996,000.**

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 \$520,162. In addition, the District has been billed \$125,707 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 1030.5 hours or \$58,105.
- To date, fees for Tidewater Environmental Services total \$37,809.

Dr. Stephen Hefner  
November 8, 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.



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

	FY 2011-2012 Original Budget	Current Month	Year to Date Revenue	Remaining Balance
<b>Revenue From Local Sources:</b>				
11100 Tax Levies	\$ 40,349,649.00	\$ -	\$ 163,501.58	\$ 40,186,147.42
11120 Vehicle Taxes	\$ 7,819,315.00	\$ -	\$ 1,995,141.05	\$ 5,824,173.95
11130 Current Tax Penalties	\$ 310,000.00	\$ -	\$ 62,956.68	\$ 247,043.32
11400 Delinquent Taxes & Penalties	\$ 1,400,000.00	\$ -	\$ 374,457.09	\$ 1,025,542.91
12800 Revenue in Lieu of Taxes	\$ 416,169.00	\$ -	\$ -	\$ 416,169.00
15100 Interest on Investments	\$ 100,000.00	\$ 2,042.36	\$ 20,409.03	\$ 79,590.97
17400 Student Fees	\$ 50,000.00	\$ 13,222.09	\$ 77,248.07	\$ (27,248.07)
19100 Rentals	\$ 50,000.00	\$ 4,630.00	\$ 14,800.00	\$ 35,200.00
19930 Insurance Settlements	\$ -	\$ -	\$ -	\$ -
19500 Refund of Prior Year Expenditures	\$ 5,000.00	\$ 4,092.56	\$ 5,162.69	\$ (162.69)
19990 Other Local Revenue	\$ 10,000.00	\$ 11,272.18	\$ 59,438.60	\$ (49,438.60)
Total Local Revenue	\$ 50,510,133.00	\$ 35,259.19	\$ 2,773,114.79	\$ 47,737,018.21
<b>Revenue From State Sources:</b>				
31290 Consolidated Funds	\$ -	\$ -	\$ -	\$ -
31600 School Bus Driver Salaries	\$ 537,739.00	\$ 50,265.16	\$ 199,113.80	\$ 338,625.20
31800 Fringe Benefits Contributions	\$ 12,504,822.00	\$ 1,045,882.78	\$ 4,183,531.12	\$ 8,321,290.88
31810 Retiree Insurance	\$ 2,700,578.00	\$ 224,495.72	\$ 899,640.23	\$ 1,800,937.77
33000 Education Finance Act	\$ 29,037,292.00	\$ 2,428,337.56	\$ 9,713,350.18	\$ 19,323,941.82
38100 Act 388 - One Cent Prop. Tax Relief	\$ 27,996,015.00	\$ 2,799,601.50	\$ 2,799,601.50	\$ 25,196,413.50
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	\$ -	\$ 67,541.84	\$ 57,458.16
39900 Other State Revenue	\$ 67,944.00	\$ -	\$ -	\$ 67,944.00
Total State Revenue	\$ 85,825,279.00	\$ 6,548,582.72	\$ 17,916,267.45	\$ 67,909,011.55
<b>Transfer From Other Funds</b>				
52800 Indirect Costs Transfer	\$ 600,000.00	\$ 459.36	\$ 51,313.74	\$ 548,686.26
52300 Transfer from EIA	\$ 2,452,880.00	\$ -	\$ 196,938.39	\$ 2,255,941.61
Total Transfers	\$ 3,052,880.00	\$ 459.36	\$ 248,252.13	\$ 2,804,627.87
Federal Stimulus Funds	\$ -	\$ -	\$ -	\$ -
19999 Operational Balance	\$ 2,935,628.00	\$ -	\$ -	\$ 2,935,628.00
<b>Total</b>	<b>\$ 142,323,920.00</b>	<b>\$ 6,584,301.27</b>	<b>\$ 20,937,634.37</b>	<b>\$ 121,386,285.63</b>

## **OCTOBER 2011 REVENUE**

# SCHOOL DISTRICT 5 LEXINGTON/RICHLAND CO

## REVENUE BUDGET REPORT

FY 2011-2012

CURRENT PERIOD: 10/01/2011 TO 10/31/2011

ACCOUNT	BUDGETED REVENUE	CURRENT REVENUE	YEAR TO DATE REVENUE	REMAINING BALANCE
100-001-110-0000-00 LEVIES - CUR. OPERATIONS - LEX. CO	27,841,258.00	0.00	197,324.90	27,643,933.10
100-001-110-0001-00 LEX. CO. VEHICLE TAXES	4,066,044.00	0.00	1,241,894.73	2,824,149.27
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	308,000.54	475,999.46
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. TAX	179,800.00	0.00	46,359.57	133,440.43
100-001-140-0001-00 PENALTIES/INTEREST - RICH. CO. TAX	130,200.00	0.00	16,597.11	113,602.89
100-001-280-0000-00 FEE IN LIEU OF TAXES - LEX	416,169.00	0.00	0.00	416,169.00
100-001-310-1000-00 INSTRUCTIONAL FEES - TAX DIFF	0.00	1,144.39	1,874.09	-1,874.09
100-001-350-0003-00 SUMMER SCHOOL TUITION - HIGH	0.00	0.00	985.00	-985.00
100-001-510-0000-00 INTEREST ON INVESTMENTS	100,000.00	2,042.36	20,409.03	79,590.97
100-001-740-0000-00 REVENUE - STUDENT FEES	50,000.00	12,077.70	74,388.98	-24,388.98
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 EXPENDIT	5,000.00	3,957.90	3,957.90	1,042.10
100-001-950-0001-00 REFUND OF PRIOR YEAR - TEXTBOOK	0.00	134.66	1,204.79	-1,204.79
100-001-990-0000-00 MISC. LOCAL REVENUE	10,000.00	11,162.18	58,821.60	-48,821.60
100-001-990-0008-00 MISC REVENUE-FACILITIES USAGE FI	0.00	4,630.00	14,800.00	-14,800.00
100-001-999-0000-00 ALLOC. OF BEGIN. FUND BALANCE	2,935,628.00	0.00	0.00	2,935,628.00
100-003-160-0000-00 BUS DRIVERS SALARY	537,739.00	50,265.16	140,742.46	396,996.54
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 CONTI	12,504,822.00	1,045,882.78	4,183,531.12	8,321,290.88
100-003-181-0000-00 RETIREE FRINGE - EMPLOYER CONTI	2,700,578.00	224,495.72	899,640.23	1,800,937.77
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	573,078.79	-573,078.79
100-003-312-0000-00 EFA REVENUE - PRIMARY	0.00	421,225.06	1,684,900.24	-1,684,900.24
100-003-313-0000-00 EFA REVENUE - ELEMENTARY	0.00	667,166.99	2,668,667.96	-2,668,667.96
100-003-314-0000-00 EFA REVENUE - SECONDARY	0.00	226,209.99	904,839.94	-904,839.94
100-003-315-0000-00 EFA REVENUE - T.M.H.	0.00	8,987.74	35,950.94	-35,950.94
100-003-316-0000-00 EFA REVENUE - SPEECH	0.00	224,174.18	896,696.71	-896,696.71
100-003-317-0000-00 EFA REVENUE - HOMEBOUND	0.00	10,794.92	43,179.68	-43,179.68
100-003-321-0000-00 EFA REVENUE - EMOTIONALLY HANI	0.00	23,382.05	93,528.20	-93,528.20
100-003-322-0000-00 EFA REVENUE - E.M.H.	0.00	10,216.57	40,866.28	-40,866.28
100-003-323-0000-00 EFA REVENUE - L.D.	0.00	152,000.96	608,003.84	-608,003.84
100-003-324-0000-00 EFA REVENUE - HEARING HANDI.	0.00	8,296.92	33,187.68	-33,187.68
100-003-325-0000-00 EFA REVENUE - VISUALLY HANDI.	0.00	4,777.84	19,111.36	-19,111.36
100-003-326-0000-00 EFA REVENUE - ORTHOPEDICALLY H	0.00	4,587.54	18,350.16	-18,350.16



**SCHOOL DISTRICT 5 LEXINGTON/RICHLAND CO****REVENUE BUDGET REPORT****FY 2011-2012****CURRENT PERIOD: 10/01/2011 TO 10/31/2011**

<u>ACCOUNT</u>	<u>BUDGETED REVENUE</u>	<u>CURRENT REVENUE</u>	<u>YEAR TO DATE REVENUE</u>	<u>REMAINING BALANCE</u>
100-003-327-0000-00 EFA REVENUE - VOCATIONAL	0.00	481,468.97	1,925,875.88	-1,925,875.88
100-003-331-0000-00 EFA REVENUE - AUTISM	0.00	41,778.13	167,112.52	-167,112.52
100-003-810-0000-00 PROPERTY TAX RELIEF REIMB. - LEX	6,611,007.00	0.00	0.00	6,611,007.00
100-003-810-0001-00 PROPERTY TAX RELIEF REIMB - RICH	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	2,799,601.50	2,799,601.50	25,196,413.50
100-003-830-0000-00 MERCHANTS INV TAX RELIEF - LEX. C	196,881.00	0.00	49,220.20	147,660.80
100-003-830-0001-00 MERCHANT INV TAX RELIEF - RICH. C	17,074.00	0.00	4,268.58	12,805.42
100-003-840-0000-00 MANUFACTURERS DEPR REIMB - LEX	300,626.00	0.00	0.00	300,626.00
100-003-840-0001-00 MANUFACTURERS DEPR REIMB - RIC	3,037.00	0.00	0.00	3,037.00
100-003-890-0000-00 MOTOR CARRIER VEH TAX REIMB - L	87,500.00	0.00	53,389.15	34,110.85
100-003-890-0001-00 MOTOR CARRIER VEH TAX REIMB - R	37,500.00	0.00	14,152.69	23,347.31
100-003-990-0000-00 OTHER STATE REVENUE	67,944.00	0.00	0.00	67,944.00
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 CC	600,000.00	459.36	51,313.74	548,686.26
100-005-300-0001-00 SALE OF FIXED ASSET	0.00	110.00	617.00	-617.00
	<u>142,323,920.00</u>	<u>6,584,301.27</u>	<u>20,937,634.37</u>	<u>121,386,285.63</u>
	<u>142,323,920.00</u>	<u>6,584,301.27</u>	<u>20,937,634.37</u>	<u>121,386,285.63</u>

## **OCTOBER 2011 EXPENDITURES**

**SCHOOL DIST 5 LEXINGTON/RICHLAND CO****EXPENDITURE BUDGET REPORT****FY 2011-2012****CURRENT PERIOD: 10/01/2011 TO 10/31/2011**

<u>ACCOUNT</u>	<u>BUDGETED EXPENDITURE</u>	<u>CURRENT EXPENDITURE</u>	<u>YEAR TO DATE EXPENDITURE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING BALANCE</u>
GENERAL FUND					
KINDERGARTEN PROGRAMS					
1 Salaries & Bonuses	4,365,581.18	357,885.32	883,922.97	0.00	3,481,658.21
2 Fringe Benefits	1,561,213.81	120,962.62	324,512.55	0.00	1,236,701.26
3 Contracted Services	750.00	0.00	72.00	0.00	678.00
4 Supplies & Materials, etc	55,920.00	3,842.10	27,970.18	1,355.12	26,594.70
111 KINDERGARTEN PROGRAMS	5,983,464.99	482,690.04	1,236,477.70	1,355.12	4,745,632.17
PRIMARY PROGRAMS					
1 Salaries & Bonuses	11,540,029.92	998,647.07	2,457,774.05	0.00	9,082,255.87
2 Fringe Benefits	4,488,057.56	310,819.17	818,236.11	0.00	3,669,821.45
3 Contracted Services	4,100.00	-60.69	1,060.00	0.00	3,040.00
4 Supplies & Materials, etc	198,846.00	19,084.92	86,029.73	10,926.65	101,889.62
112 PRIMARY PROGRAMS	16,231,033.48	1,328,490.47	3,363,099.89	10,926.65	12,857,006.94
ELEMENTARY PROGRAMS					
1 Salaries & Bonuses	19,295,180.83	1,578,630.28	3,962,740.04	0.00	15,332,440.79
2 Fringe Benefits	6,420,527.32	500,447.94	1,336,052.33	0.00	5,084,474.99
3 Contracted Services	6,200.00	43,705.00	59,320.94	0.00	-53,120.94
4 Supplies & Materials, etc	319,998.00	45,259.84	140,376.31	31,280.06	148,341.63
113 ELEMENTARY PROGRAMS	26,041,906.15	2,168,043.06	5,498,489.62	31,280.06	20,512,136.47
HIGH SCHOOL PROGRAMS					
1 Salaries & Bonuses	13,798,284.89	1,151,397.67	2,949,683.37	0.00	10,848,601.52
2 Fringe Benefits	4,421,600.91	352,259.83	949,409.54	0.00	3,472,191.37
3 Contracted Services	137,450.00	24,784.56	27,213.91	75,800.00	34,436.09
4 Supplies & Materials, etc	414,494.96	27,255.39	185,747.57	55,578.41	173,168.98
6 Insurance, Principal, etc	6,065.00	0.00	0.00	5,000.00	1,065.00
114 HIGH SCHOOL PROGRAMS	18,777,895.76	1,555,697.45	4,112,054.39	136,378.41	14,529,462.96
VOCATIONAL PROGRAMS					
1 Salaries & Bonuses	2,166,993.02	165,396.30	433,307.24	0.00	1,733,685.78
2 Fringe Benefits	702,079.37	51,076.36	140,427.01	0.00	561,652.36
3 Contracted Services	787.00	0.00	385.56	0.00	401.44
4 Supplies & Materials, etc	35,304.00	2,101.70	5,244.50	5,292.37	24,767.13
115 VOCATIONAL PROGRAMS	2,905,163.39	218,574.36	579,364.31	5,292.37	2,320,506.71

# SCHOOL DIST 5 LEXINGTON/RICHLAND CO

## EXPENDITURE BUDGET REPORT

FY 2011-2012

CURRENT PERIOD: 10/01/2011 TO 10/31/2011

<u>ACCOUNT</u>	<u>BUDGETED EXPENDITURE</u>	<u>CURRENT EXPENDITURE</u>	<u>YEAR TO DATE EXPENDITURE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING BALANCE</u>
DRIVER ED PROGRAMS					
1 Salaries & Bonuses	0.00	5,474.32	14,941.83	0.00	-14,941.83
2 Fringe Benefits	0.00	1,356.12	3,740.46	0.00	-3,740.46
117 DRIVER ED PROGRAMS	0.00	6,830.44	18,682.29	0.00	-18,682.29
EDUCABLE MENTALLY HANDICP					
1 Salaries & Bonuses	534,808.40	46,892.29	118,352.73	0.00	416,455.67
2 Fringe Benefits	178,184.04	15,117.12	40,585.04	0.00	137,599.00
4 Supplies & Materials, etc	1,550.00	284.98	534.79	0.00	1,015.21
121 EDUCABLE MENTALLY HANDICP	714,542.44	62,294.39	159,472.56	0.00	555,069.88
TRAINABLE MENTALLY HANDIC					
1 Salaries & Bonuses	567,917.10	53,024.85	127,569.99	0.00	440,347.11
2 Fringe Benefits	212,915.30	17,989.92	47,729.55	0.00	165,185.75
4 Supplies & Materials, etc	1,300.00	0.00	64.37	0.00	1,235.63
122 TRAINABLE MENTALLY HANDIC	782,132.40	71,014.77	175,363.91	0.00	606,768.49
ORTHOPEDICALLY HANDICAP					
1 Salaries & Bonuses	283,232.05	10,909.90	29,203.58	0.00	254,028.47
2 Fringe Benefits	89,323.47	3,639.31	10,176.67	0.00	79,146.80
4 Supplies & Materials, etc	428.00	0.00	0.00	0.00	428.00
123 ORTHOPEDICALLY HANDICAP	372,983.52	14,549.21	39,380.25	0.00	333,603.27
VISUALLY HANDICAPPED					
1 Salaries & Bonuses	127,887.50	9,573.88	23,934.70	0.00	103,952.80
2 Fringe Benefits	38,561.34	2,655.78	6,919.77	0.00	31,641.57
4 Supplies & Materials, etc	605.00	152.00	196.90	42.79	365.31
124 VISUALLY HANDICAPPED	167,053.84	12,381.66	31,051.37	42.79	135,959.68
HEARING HANDICAPPED					
1 Salaries & Bonuses	177,637.00	11,160.96	27,902.40	0.00	149,734.60
2 Fringe Benefits	58,789.97	3,943.32	10,626.31	0.00	48,163.66
4 Supplies & Materials, etc	355.00	0.00	0.00	0.00	355.00
125 HEARING HANDICAPPED	236,781.97	15,104.28	38,528.71	0.00	198,253.26
SPEECH HANDICAPPED					
1 Salaries & Bonuses	1,098,324.40	88,939.72	222,349.47	0.00	875,974.93
2 Fringe Benefits	350,286.93	27,768.27	73,293.25	0.00	276,993.68
3 Contracted Services	75,000.00	5,472.00	5,472.00	32,808.00	36,720.00

**SCHOOL DIST 5 LEXINGTON/RICHLAND CO****EXPENDITURE BUDGET REPORT****FY 2011-2012****CURRENT PERIOD: 10/01/2011 TO 10/31/2011**

<u>ACCOUNT</u>	<u>BUDGETED EXPENDITURE</u>	<u>CURRENT EXPENDITURE</u>	<u>YEAR TO DATE EXPENDITURE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING BALANCE</u>
4 Supplies & Materials, etc	6,703.00	760.66	1,558.06	0.00	5,144.94
126 SPEECH HANDICAPPED	1,530,314.33	122,940.65	302,672.78	32,808.00	1,194,833.55
LEARNING DISABILITIES					
1 Salaries & Bonuses	3,742,693.70	314,270.57	781,635.01	0.00	2,961,058.69
2 Fringe Benefits	1,216,171.53	96,833.67	254,979.79	0.00	961,191.74
3 Contracted Services	786.00	36.00	36.00	0.00	750.00
4 Supplies & Materials, etc	18,310.79	2,416.26	9,904.24	1,020.51	7,386.04
127 LEARNING DISABILITIES	4,977,962.02	413,556.50	1,046,555.04	1,020.51	3,930,386.47
EMOTIONALLY HANDICAPPED					
1 Salaries & Bonuses	774,494.80	70,061.10	171,479.25	0.00	603,015.55
2 Fringe Benefits	285,474.63	24,657.38	63,815.37	0.00	221,659.26
4 Supplies & Materials, etc	2,750.00	186.71	426.03	400.00	1,923.97
128 EMOTIONALLY HANDICAPPED	1,062,719.43	94,905.19	235,720.65	400.00	826,598.78
EARLY INTERVENING SVCS					
1 Salaries & Bonuses	279,859.14	23,174.54	55,281.90	0.00	224,577.24
2 Fringe Benefits	95,980.82	7,378.85	18,747.15	0.00	77,233.67
129 EARLY INTERVENING SVCS	375,839.96	30,553.39	74,029.05	0.00	301,810.91
PRE-SCHL HAND SPEECH 3-4					
4 Supplies & Materials, etc	300.00	0.00	77.72	0.00	222.28
135 PRE-SCHL HAND SPEECH 3-4	300.00	0.00	77.72	0.00	222.28
PRE-SCHL HAND ITINERANT 3					
1 Salaries & Bonuses	10,778.40	898.20	2,245.50	0.00	8,532.90
2 Fringe Benefits	3,765.16	286.40	761.62	0.00	3,003.54
136 PRE-SCHL HAND ITINERANT 3	14,543.56	1,184.60	3,007.12	0.00	11,536.44
PRE-SCHL HAND SELF-CONT 3					
1 Salaries & Bonuses	834,065.11	72,705.42	179,864.55	0.00	654,200.56
2 Fringe Benefits	316,108.17	25,355.15	68,030.56	0.00	248,077.61
4 Supplies & Materials, etc	400.00	16.04	146.67	0.00	253.33
137 PRE-SCHL HAND SELF-CONT 3	1,150,573.28	98,076.61	248,041.78	0.00	902,531.50
PRE-SCHL HAND HOMEBASED 3					
1 Salaries & Bonuses	7,949.10	662.42	1,656.05	0.00	6,293.05
2 Fringe Benefits	2,712.52	212.02	564.20	0.00	2,148.32
4 Supplies & Materials, etc	400.00	0.00	115.04	0.00	284.96

# SCHOOL DIST 5 LEXINGTON/RICHLAND CO

## EXPENDITURE BUDGET REPORT

FY 2011-2012

CURRENT PERIOD: 10/01/2011 TO 10/31/2011

<u>ACCOUNT</u>	<u>BUDGETED EXPENDITURE</u>	<u>CURRENT EXPENDITURE</u>	<u>YEAR TO DATE EXPENDITURE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING BALANCE</u>
138 PRE-SCHL HAND HOMEBASED 3	11,061.62	874.44	2,335.29	0.00	8,726.33
FOUR YEAR OLD EARLY CHILD					
1 Salaries & Bonuses	546,157.25	45,585.61	113,335.46	0.00	432,821.79
2 Fringe Benefits	194,360.57	15,468.86	41,654.49	0.00	152,706.08
3 Contracted Services	1,195.00	0.00	82.25	0.00	1,112.75
4 Supplies & Materials, etc	100.00	0.00	0.00	0.00	100.00
139 FOUR YEAR OLD EARLY CHILD	741,812.82	61,054.47	155,072.20	0.00	586,740.62
GIFTED & TALENTED ACADEM					
1 Salaries & Bonuses	358,561.58	38,540.90	92,886.34	0.00	265,675.24
2 Fringe Benefits	121,247.83	13,149.01	33,700.54	0.00	87,547.29
141 GIFTED & TALENTED ACADEM	479,809.41	51,689.91	126,586.88	0.00	353,222.53
ADVANCED PLACEMENT					
1 Salaries & Bonuses	666,857.47	52,247.02	130,537.55	0.00	536,319.92
2 Fringe Benefits	202,702.79	15,941.28	42,098.32	0.00	160,604.47
143 ADVANCED PLACEMENT	869,560.26	68,188.30	172,635.87	0.00	696,924.39
HOMEBOUND					
1 Salaries & Bonuses	123,503.00	7,162.50	13,068.75	0.00	110,434.25
2 Fringe Benefits	13,795.54	1,518.16	2,744.76	0.00	11,050.78
3 Contracted Services	11,800.00	675.00	1,225.00	0.00	10,575.00
145 HOMEBOUND	149,098.54	9,355.66	17,038.51	0.00	132,060.03
GIFTED & TALENTED ARTISTC					
1 Salaries & Bonuses	3,369.24	161.76	404.40	0.00	2,964.84
2 Fringe Benefits	813.27	41.41	106.50	0.00	706.77
148 GIFTED & TALENTED ARTISTC	4,182.51	203.17	510.90	0.00	3,671.61
OTHER SPECIAL PROG PPPSC					
1 Salaries & Bonuses	1,038,452.74	39,149.14	137,564.09	0.00	900,888.65
2 Fringe Benefits	272,544.80	12,951.18	41,242.79	0.00	231,302.01
149 OTHER SPECIAL PROG PPPSC	1,310,997.54	52,100.32	178,806.88	0.00	1,132,190.66
AUTISM					
1 Salaries & Bonuses	834,307.08	79,871.17	189,619.41	0.00	644,687.67
2 Fringe Benefits	318,796.32	27,222.60	72,385.71	0.00	246,410.61
4 Supplies & Materials, etc	2,776.00	362.67	497.41	18.18	2,260.41
161 AUTISM	1,155,879.40	107,456.44	262,502.53	18.18	893,358.69

# SCHOOL DIST 5 LEXINGTON/RICHLAND CO

## EXPENDITURE BUDGET REPORT

FY 2011-2012

CURRENT PERIOD: 10/01/2011 TO 10/31/2011

<u>ACCOUNT</u>	<u>BUDGETED EXPENDITURE</u>	<u>CURRENT EXPENDITURE</u>	<u>YEAR TO DATE EXPENDITURE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING BALANCE</u>
HIGH SCHOOL SUMMER SCHOOL					
1 Salaries & Bonuses	30,000.00	0.00	375.00	0.00	29,625.00
2 Fringe Benefits	0.00	0.00	82.23	0.00	-82.23
173 HIGH SCHOOL SUMMER SCHOOL	<u>30,000.00</u>	<u>0.00</u>	<u>457.23</u>	<u>0.00</u>	<u>29,542.77</u>
ADULT BASIC					
1 Salaries & Bonuses	167,624.00	12,013.68	44,829.33	0.00	122,794.67
2 Fringe Benefits	54,336.44	4,024.81	14,703.21	0.00	39,633.23
3 Contracted Services	2,100.00	710.03	1,533.01	0.00	566.99
181 ADULT BASIC	<u>224,060.44</u>	<u>16,748.52</u>	<u>61,065.55</u>	<u>0.00</u>	<u>162,994.89</u>
ADULT SECONDARY					
3 Contracted Services	500.00	0.00	70.00	0.00	430.00
4 Supplies & Materials, etc	10,660.00	1,130.90	1,924.14	3,152.42	5,583.44
182 ADULT SECONDARY	<u>11,160.00</u>	<u>1,130.90</u>	<u>1,994.14</u>	<u>3,152.42</u>	<u>6,013.44</u>
INSTRUCT PUPIL ACTIVITY					
1 Salaries & Bonuses	399,935.64	30,824.20	81,270.24	0.00	318,665.40
2 Fringe Benefits	87,925.46	6,845.09	17,861.87	0.00	70,063.59
6 Insurance, Principal, etc	28,373.00	813.14	711.63	632.39	27,028.98
190 INSTRUCT PUPIL ACTIVITY	<u>516,234.10</u>	<u>38,482.43</u>	<u>99,843.74</u>	<u>632.39</u>	<u>415,757.97</u>
ATTENDANCE & SOCIAL WORK					
1 Salaries & Bonuses	885,568.20	68,101.87	200,305.64	0.00	685,262.56
2 Fringe Benefits	333,271.78	25,006.50	75,479.79	0.00	257,791.99
3 Contracted Services	13,000.00	604.50	764.75	0.00	12,235.25
4 Supplies & Materials, etc	8,249.00	0.00	359.35	910.05	6,979.60
211 ATTENDANCE & SOCIAL WORK	<u>1,240,088.98</u>	<u>93,712.87</u>	<u>276,909.53</u>	<u>910.05</u>	<u>962,269.40</u>
GUIDANCE					
1 Salaries & Bonuses	2,876,100.41	243,394.79	719,905.50	0.00	2,156,194.91
2 Fringe Benefits	900,692.01	74,343.49	224,875.24	0.00	675,816.77
3 Contracted Services	6,830.00	184.00	353.00	0.00	6,477.00
4 Supplies & Materials, etc	19,884.00	917.42	4,569.46	37.90	15,276.64
212 GUIDANCE	<u>3,803,506.42</u>	<u>318,839.70</u>	<u>949,703.20</u>	<u>37.90</u>	<u>2,853,765.32</u>
HEALTH					
1 Salaries & Bonuses	1,306,194.36	102,000.78	249,316.37	0.00	1,056,877.99

**SCHOOL DIST 5 LEXINGTON/RICHLAND CO****EXPENDITURE BUDGET REPORT****FY 2011-2012****CURRENT PERIOD: 10/01/2011 TO 10/31/2011**

<b>ACCOUNT</b>	<b>BUDGETED EXPENDITURE</b>	<b>CURRENT EXPENDITURE</b>	<b>YEAR TO DATE EXPENDITURE</b>	<b>ENCUMBRANCE</b>	<b>REMAINING BALANCE</b>
2 Fringe Benefits	358,871.28	29,760.55	77,540.12	0.00	281,331.16
3 Contracted Services	475.00	50.00	57.00	150.00	268.00
4 Supplies & Materials, etc	22,450.19	593.92	4,120.57	71.94	18,257.68
213 HEALTH	1,687,990.83	132,405.25	331,034.06	221.94	1,356,734.83
PSYCHOLOGICAL					
1 Salaries & Bonuses	1,056,026.20	75,736.88	230,303.58	0.00	825,722.62
2 Fringe Benefits	290,495.90	21,469.78	65,081.94	0.00	225,413.96
3 Contracted Services	6,000.00	203.50	569.70	0.00	5,430.30
4 Supplies & Materials, etc	6,562.00	0.00	6,423.80	0.00	138.20
214 PSYCHOLOGICAL	1,359,084.10	97,410.16	302,379.02	0.00	1,056,705.08
CAREER SPEC. SERVICES					
1 Salaries & Bonuses	110,101.01	7,936.46	16,308.38	0.00	93,792.63
2 Fringe Benefits	45,274.24	2,819.78	6,825.47	0.00	38,448.77
4 Supplies & Materials, etc	1,050.00	0.00	0.00	0.00	1,050.00
217 CAREER SPEC. SERVICES	156,425.25	10,756.24	23,133.85	0.00	133,291.40
IMPROV INSTRUCT-CURR DEV					
1 Salaries & Bonuses	3,512,186.26	271,971.71	965,780.36	0.00	2,546,405.90
2 Fringe Benefits	919,871.89	76,504.16	272,658.83	0.00	647,213.06
3 Contracted Services	456,090.00	24,760.34	147,578.06	11,429.56	297,082.38
4 Supplies & Materials, etc	209,277.00	6,440.95	60,323.61	47,587.78	101,365.61
6 Insurance, Principal, etc	1,650.00	0.00	671.44	0.00	978.56
221 IMPROV INSTRUCT-CURR DEV	5,099,075.15	379,677.16	1,447,012.30	59,017.34	3,593,045.51
EDUCATIONAL MEDIA					
1 Salaries & Bonuses	1,894,826.00	156,226.31	391,847.63	0.00	1,502,978.37
2 Fringe Benefits	638,251.52	50,068.03	134,223.20	0.00	504,028.32
3 Contracted Services	800.00	100.00	100.00	0.00	700.00
4 Supplies & Materials, etc	318,695.45	40,070.25	63,915.22	54,298.21	200,482.02
222 EDUCATIONAL MEDIA	2,852,572.97	246,464.59	590,086.05	54,298.21	2,208,188.71
SUPERVISION OF SPEC PROG					
1 Salaries & Bonuses	498,063.25	34,185.70	122,157.56	0.00	375,905.69
2 Fringe Benefits	126,928.55	8,989.72	32,314.96	0.00	94,613.59
3 Contracted Services	1,325.00	23.30	23.30	0.00	1,301.70



# SCHOOL DIST 5 LEXINGTON/RICHLAND CO

## EXPENDITURE BUDGET REPORT

FY 2011-2012

CURRENT PERIOD: 10/01/2011 TO 10/31/2011

<u>ACCOUNT</u>	<u>BUDGETED EXPENDITURE</u>	<u>CURRENT EXPENDITURE</u>	<u>YEAR TO DATE EXPENDITURE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING BALANCE</u>
4 Supplies & Materials, etc	4,550.00	0.00	349.61	64.19	4,136.20
223 SUPERVISION OF SPEC PROG	630,866.80	43,198.72	154,845.43	64.19	475,957.18
IMPROV INSTRUCT-INSERV TR					
1 Salaries & Bonuses	6,450.00	480.00	3,100.00	0.00	3,350.00
2 Fringe Benefits	21.61	199.35	686.68	0.00	-665.07
3 Contracted Services	65,954.00	6,900.99	30,300.51	2,009.50	33,643.99
4 Supplies & Materials, etc	3,682.00	98.82	517.56	92.88	3,071.56
224 IMPROV INSTRUCT-INSERV TR	76,107.61	7,679.16	34,604.75	2,102.38	39,400.48
BOARD OF EDUCATION					
1 Salaries & Bonuses	28,750.00	1,875.00	7,500.00	0.00	21,250.00
2 Fringe Benefits	4,026.76	285.87	1,143.57	0.00	2,883.19
3 Contracted Services	314,275.00	31,264.82	84,872.83	0.00	229,402.17
6 Insurance, Principal, etc	206,680.00	111,254.00	245,666.00	0.00	-38,986.00
231 BOARD OF EDUCATION	553,731.76	144,679.69	339,182.40	0.00	214,549.36
OFFICE OF SUPERINTENDENT					
1 Salaries & Bonuses	260,386.00	22,221.97	88,825.99	0.00	171,560.01
2 Fringe Benefits	78,197.39	4,360.25	17,875.49	0.00	60,321.90
3 Contracted Services	12,000.00	0.00	2,422.28	0.00	9,577.72
4 Supplies & Materials, etc	10,470.00	0.00	1,641.44	1,450.92	7,377.64
6 Insurance, Principal, etc	6,100.00	0.00	965.50	0.00	5,134.50
232 OFFICE OF SUPERINTENDENT	367,153.39	26,582.22	111,730.70	1,450.92	253,971.77
SCHOOL ADMINISTRATION					
1 Salaries & Bonuses	7,046,337.16	594,518.71	2,125,219.33	0.00	4,921,117.83
2 Fringe Benefits	2,224,364.99	178,920.48	638,388.74	0.00	1,585,976.25
3 Contracted Services	184,908.00	13,097.22	54,441.64	20,492.39	109,973.97
4 Supplies & Materials, etc	200,212.50	15,386.27	73,120.53	12,314.81	114,777.16
5 Equip. & Improvements	4,953.00	533.93	1,325.73	2,207.91	1,419.36
6 Insurance, Principal, etc	47,637.50	124.00	20,555.84	414.00	26,667.66
233 SCHOOL ADMINISTRATION	9,708,413.15	802,580.61	2,913,051.81	35,429.11	6,759,932.23
STU TRANS FED/DIST MANDAT					
1 Salaries & Bonuses	1,660.00	168.00	252.00	0.00	1,408.00
2 Fringe Benefits	335.00	42.83	64.25	0.00	270.75
3 Contracted Services	2,200.00	0.00	0.00	0.00	2,200.00

# SCHOOL DIST 5 LEXINGTON/RICHLAND CO

## EXPENDITURE BUDGET REPORT

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251 STU TRANS FED/DIST MANDAT	4,195.00	210.83	316.25	0.00	3,878.75
FISCAL SERVICES					
1 Salaries & Bonuses	793,834.00	66,228.00	264,912.00	0.00	528,922.00
2 Fringe Benefits	265,576.79	20,201.71	81,407.23	0.00	184,169.56
3 Contracted Services	55,000.00	4,276.05	7,327.36	1,791.30	45,881.34
4 Supplies & Materials, etc	65,250.00	5,419.94	21,728.31	740.12	42,781.57
5 Equip. & Improvements	6,250.00	0.00	0.00	0.00	6,250.00
6 Insurance, Principal, etc	4,500.00	0.00	1,466.50	0.00	3,033.50
252 FISCAL SERVICES	1,190,410.79	96,125.70	376,841.40	2,531.42	811,037.97
OPER & MAINT OF PLANT					
1 Salaries & Bonuses	5,647,862.70	479,114.57	1,911,278.99	584.50	3,735,999.21
2 Fringe Benefits	2,301,934.91	175,290.23	700,589.52	0.00	1,601,345.39
3 Contracted Services	2,924,185.64	393,288.25	1,129,560.75	789,749.31	1,004,875.58
4 Supplies & Materials, etc	4,041,816.01	445,041.50	758,967.47	38,325.59	3,244,522.95
6 Insurance, Principal, etc	35,310.00	4,823.00	9,646.00	0.00	25,664.00
254 OPER & MAINT OF PLANT	14,951,109.26	1,497,557.55	4,510,042.73	828,659.40	9,612,407.13
PUPIL TRANSPORTATION					
1 Salaries & Bonuses	3,028,311.31	235,300.58	705,745.46	0.00	2,322,565.85
2 Fringe Benefits	875,758.79	60,371.95	183,345.00	0.00	692,413.79
3 Contracted Services	205,150.00	7,657.66	25,360.65	31,345.00	148,444.35
4 Supplies & Materials, etc	59,035.00	7,672.35	20,187.56	8,326.29	30,521.15
6 Insurance, Principal, etc	450.00	56.00	248.00	0.00	202.00
255 PUPIL TRANSPORTATION	4,168,705.10	311,058.54	934,886.67	39,671.29	3,194,147.14
INTERNAL SERVICES					
1 Salaries & Bonuses	360,698.26	30,589.50	121,787.19	0.00	238,911.07
2 Fringe Benefits	115,000.33	9,445.30	37,735.54	0.00	77,264.79
3 Contracted Services	658,540.00	22,125.94	158,179.64	120,794.29	379,566.07
4 Supplies & Materials, etc	46,030.00	-8,306.59	-7,202.96	169.57	53,063.39
257 INTERNAL SERVICES	1,180,268.59	53,854.15	310,499.41	120,963.86	748,805.32
SCHOOL SECURITY					
1 Salaries & Bonuses	69,523.00	5,793.58	23,174.32	0.00	46,348.68
2 Fringe Benefits	21,909.16	1,805.75	7,223.45	0.00	14,685.71

# SCHOOL DIST 5 LEXINGTON/RICHLAND CO

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3 Contracted Services	502,407.00	3,490.74	7,809.83	24,943.84	469,653.33
258 SCHOOL SECURITY	593,839.16	11,090.07	38,207.60	24,943.84	530,687.72
INFORMATION SERVICES					
1 Salaries & Bonuses	211,724.00	18,116.79	72,405.27	0.00	139,318.73
2 Fringe Benefits	57,699.60	4,746.53	18,982.28	0.00	38,717.32
3 Contracted Services	60,560.29	1,374.06	4,565.18	5,100.00	50,895.11
4 Supplies & Materials, etc	32,898.71	2,410.23	8,941.10	3,899.90	20,057.71
6 Insurance, Principal, etc	13,835.00	-134.82	581.01	0.00	13,253.99
263 INFORMATION SERVICES	376,717.60	26,512.79	105,474.84	8,999.90	262,242.86
STAFF SERVICES					
1 Salaries & Bonuses	448,916.04	44,725.39	157,015.70	0.00	291,900.34
2 Fringe Benefits	133,492.60	56,636.10	132,454.20	0.00	1,038.40
3 Contracted Services	65,750.00	1,190.00	4,784.00	24,402.00	36,564.00
4 Supplies & Materials, etc	63,824.00	3,750.39	34,205.77	1,017.53	28,600.70
6 Insurance, Principal, etc	825.00	0.00	520.00	0.00	305.00
264 STAFF SERVICES	712,807.64	106,301.88	328,979.67	25,419.53	358,408.44
DATA PROCESSING SERVICES					
1 Salaries & Bonuses	1,369,361.37	88,824.06	322,538.36	0.00	1,046,823.01
2 Fringe Benefits	415,684.24	27,443.27	99,746.68	0.00	315,937.56
3 Contracted Services	157,489.82	22,499.63	100,043.08	11,761.17	45,685.57
4 Supplies & Materials, etc	12,300.00	1,086.63	906.63	0.00	11,393.37
266 DATA PROCESSING SERVICES	1,954,835.43	139,853.59	523,234.75	11,761.17	1,419,839.51
PUPIL SERVICES ACTIVITIES					
1 Salaries & Bonuses	1,223,701.89	141,288.13	380,734.28	0.00	842,967.61
2 Fringe Benefits	317,257.29	29,510.09	89,617.52	0.00	227,639.77
3 Contracted Services	18,200.00	90.00	90.00	0.00	18,110.00
271 PUPIL SERVICES ACTIVITIES	1,559,159.18	170,888.22	470,441.80	0.00	1,088,717.38
OTHER					
3 Contracted Services	30,960.00	1,440.00	3,600.00	0.00	27,360.00
4 Supplies & Materials, etc	6,800.00	0.00	0.00	0.00	6,800.00
390 OTHER	37,760.00	1,440.00	3,600.00	0.00	34,160.00
PYMT ST DEPT OF EDUC					
7 Transfers & Payments	25,000.00	0.00	0.00	0.00	25,000.00

# SCHOOL DIST 5 LEXINGTON/RICHLAND CO

## EXPENDITURE BUDGET REPORT

FY 2011-2012

CURRENT PERIOD: 10/01/2011 TO 10/31/2011

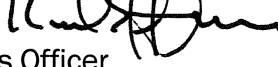
<u>ACCOUNT</u>	<u>BUDGETED EXPENDITURE</u>	<u>CURRENT EXPENDITURE</u>	<u>YEAR TO DATE EXPENDITURE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING BALANCE</u>
411 PYMT ST DEPT OF EDUC	25,000.00	0.00	0.00	0.00	25,000.00
PYMT OTHER GOVERNMT UNITS					
7 Transfers & Payments	152,200.00	2,262.44	29,612.31	0.00	122,587.69
412 PYMT OTHER GOVERNMT UNITS	152,200.00	2,262.44	29,612.31	0.00	122,587.69
PYMT NONPROFIT 1ST STEPS					
7 Transfers & Payments	3,200.00	0.00	0.00	0.00	3,200.00
415 PYMT NONPROFIT 1ST STEPS	3,200.00	0.00	0.00	0.00	3,200.00
TRANSF GENERAL FUND					
7 Transfers & Payments	40,215.00	0.00	0.00	0.00	40,215.00
420 TRANSF GENERAL FUND	40,215.00	0.00	0.00	0.00	40,215.00
TRANSF SPEC REV FUND					
7 Transfers & Payments	134,531.00	0.00	0.00	0.00	134,531.00
421 TRANSF SPEC REV FUND	134,531.00	0.00	0.00	0.00	134,531.00
TRANSF FOOD SERV FUND					
7 Transfers & Payments	521,745.00	0.00	0.00	0.00	521,745.00
425 TRANSF FOOD SERV FUND	521,745.00	0.00	0.00	0.00	521,745.00
TRANSF PUPIL ACTIV FUND					
7 Transfers & Payments	353,138.00	0.00	0.00	0.00	353,138.00
426 TRANSF PUPIL ACTIV FUND	353,138.00	0.00	0.00	0.00	353,138.00
100 GENERAL FUND	142,323,920.32	11,825,312.38	33,346,727.32	1,439,789.35	107,537,403.65
	142,323,920.32	11,825,312.38	33,346,727.32	1,439,789.35	107,537,403.65





November 8, 2011

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

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

RE: Comprehensive Annual Financial Report (CAFR)

Attached is the 2010-2011 Comprehensive Annual Financial Report (CAFR). A representative from the district's auditing firm (Derrick, Stubbs & Stith) will be at the meeting to present the report.

KEF:tl

Attachment

**Exhibit G**



**MEMORANDUM**

November 14, 2011

To: Members of the Board of Trustees

From: Keith McAlister   
Director, New Design and Construction

Re: New High School/CATE Center Site Water Line Change Order

**ADMINISTRATION CONSIDERATION**

Administration recommends approval of the change order for the New High School/CATE Center Site.

**RECOMMENDATION**

Administration seeks approval to proceed with the installation of the water line for the New High School/CATE Center Site.

**ATTACHMENT**

Exhibit



## MEMORANDUM OF RECORD

TO: Keith McAlister

FROM: Paul M. Moscati

DATE: November 10, 2011

RE: **School District Five of Lexington & Richland Counties  
New High School No. 4 & CATE Center  
Early Site Contract**

As you are aware, for the past several weeks I have been working with the City of Columbia to reach an agreement whereby they allow the District to install their 16" on-site water main at the new High School and CATE Center, in the interest of time. You will recall that the City agreed to accelerate an existing Capital Improvement Project to deliver water to the new HS No. 4 and CATE Center site in an effort to open the CATE Center in August, 2012 (Phase 1) and the new High School No. 4 by August, 2013 (Phase II). Richardson Construction is rapidly installing their contract work at the site and is fast approaching the point when the on-site City water main and associated lines, fittings, and fire hydrants need to be installed so as to not interrupt the sequence and progress of Richardson's scope of work. Unfortunately, the City will not be in a position to install these on-site lines until early spring, at the earliest, hence the desire to reach an agreement for Richardson to install the lines for the City.

The City has responded enthusiastically to this concept and is forwarding a proposed agreement to City Council for approval on Tuesday, November 15, 2011. This agreement is presently being reviewed by District Counsel in close consultation with the City's attorneys which is expected to result in an agreement acceptable to both parties. The agreement calls for the City to reimburse the School District for the full cost of this installation following successful testing and permitting by the City and DHEC. The City has acknowledged that allowing the District to install the on-site portion of their CIP project represents a tremendous time savings to the construction duration of Phase I, thus helping to insure that water will be available for the timely opening of the CATE Center.

In an effort to provide approval to Richardson Construction to expedite the start of this work, I respectfully request that the attached change order in the amount of \$ 340,022.00 be approved pending final approval of the agreement by the City of Columbia on Tuesday, November 15, 2011. Please advise if there is any additional information you require regarding same.





# AIA<sup>®</sup> Document G701/CMa<sup>™</sup> – 1992

## Change Order - Construction Manager-Adviser Edition

**PROJECT** (Name and address):  
District 5 of Lex/Rich Counties  
High School #4 and Cate Center  
Early Site Contract

**CHANGE ORDER NUMBER:** 001  
**INITIATION DATE:** November 10, 2011

**OWNER:** ☐  
**CONSTRUCTION MANAGER:** ☐  
**ARCHITECT:** ☐  
**CONTRACTOR:** ☐  
**FIELD:** ☐  
**OTHER:** ☐

**TO CONTRACTOR** (Name and address):  
Richardson Construction  
6806 Monticello Road  
Columbia, SC 29203

**PROJECT NUMBERS:** /  
**CONTRACT DATE:**  
**CONTRACT FOR:** Sitework

### THE CONTRACT IS CHANGED AS FOLLOWS:

Furnish materials and install 16" on-site City water main, with all associated pipe and fittings as noted in the Contract Documents and City of Columbia plans depicting same. Installation to be as per City of Columbia plans and specifications, including all testing and permitting necessary to satisfy requirements of the City of Columbia and DHEC.

The original Contract Sum was	\$ 9,575,000.00
Net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 9,575,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 340,022.00
The new Contract Sum including this Change Order will be	\$ 9,915,022.00

The Contract Time will be unchanged by zero ( 0 ) days.  
The date of Substantial Completion as of the date of this Change Order therefore is

**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.**

Cumming/SMG

**CONSTRUCTION MANAGER** (Firm name)  
1213 Lady Street - Columbia, SC 29201  
**ADDRESS**

**BY** (Signature)

Paul Moscati

(Typed name)

**DATE:**

Richardson Construction

**CONTRACTOR** (Firm name)  
6806 Monticello Road - Columbia, SC 29203  
**ADDRESS**

**BY** (Signature)

(Typed name)

**DATE:**

McMillan/Pazdan/Smith Architects

**ARCHITECT** (Firm name)

2120 Noisette Boulevard-Suite 100 - Charleston, SC 29405  
**ADDRESS**

**BY** (Signature)

(Typed name)

**DATE:**

District Five of Lexington & Richland Counties

**OWNER** (Firm name)

1020 Dutch Fork Road - Irmo, SC 29063  
**ADDRESS**

**BY** (Signature)

Keith McAlister

(Typed name)

**DATE:**

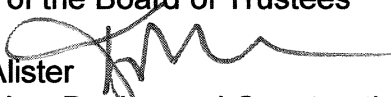
## **Exhibit H**



**MEMORANDUM**

November 14, 2011

To: Members of the Board of Trustees

From: Keith McAlister   
Director, New Design and Construction

Re: Chapin High School Bids

**ADMINISTRATION CONSIDERATION**

Administration provides information regarding to bids at to Chapin High School.

**ATTACHMENT**  
Exhibit



## Bid Tabulation

<b>Project:</b>	<b>Additions and Renovations to Chapin High School</b>	<b>Project Number:</b>	
<b>Owner:</b>	<b>District 5 Lexington &amp; Richland Counties</b>	<b>Project Manager:</b>	Forrest L. King
<b>Location:</b>	<b>Chapin, South Carolina</b>	<b>Date / Time of Bid:</b>	11-3-11 - 2:00 PM Base Bid --- 3:00pm Alternates

Bidder	Addenda 1-4	License	Bond	Base Bid	Alternate #1 Mechanical changes Duct Board Replacement	Alternate #2 Administration Area Full Renovation	Alternate #3 Connector Alternate	Alternate #4 Strings Alternate
Branch & Associates, Inc.								
China Construction America of S.C., Inc.	X	X	X	43,400,000.00	101,500	1,080,000	670,000	679,000
Contract Construction								
Edcon, Inc.	X	X	X	47,305,000.00	34,000	1,151,000	615,100	555,100
Edison Foard, Inc.	X	X	X	45,866,000.00	41,000	1,435,000	638,000	640,000
H.G. Reynolds Company, Inc.	X	X	X	50,000,000.00	43,000	1,374,000	683,300	618,500
Martin Engineering, Inc.								
Matthews Construction Co., Inc.	X	X	X	45,300,000.00	10,500	555,690	451,742	436,341
M. B. Kahn Construction Co., Inc.								
McKnight Construction Company	X	X	X	45,781,000.00	31,000	1,500,000	845,000	785,000
PC Construction of Greenwood, Inc.	X	X	X	46,000,000.00	98,800	1,118,000	606,900	655,500
Thompson Turner Construction	X	X	X	46,788,000.00	149,500	1,398,000	763,000	688,000

## **Exhibit I**



## MEMORANDUM

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

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

DATE: November 7, 2011

RE: November 14, 2011 Board Meeting, Second 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 part of current 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 part of current policy IKD "School Ceremonies and Observances" with new policy ID "School Day"
- Replace part of current policy IKD "School Ceremonies and Observances" with new policy IMD "School Ceremonies and Observations"

Recommendation:

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

Attachments:

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

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



## SOCIAL STUDIES EDUCATION

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

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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 ^

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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**

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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**

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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**

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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 ^

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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

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**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

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**SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES**

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## **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**

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## BASIC INSTRUCTIONAL PROGRAM

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

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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, ^

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### 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**

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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

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### 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

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#### 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**

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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

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### 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 exists.
- 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.

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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

**Policy IKD School Ceremonies and Observances**

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.

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.

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.

The invocation and/or benediction, if used, will be given by a student volunteer.

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

Constitutional and Statutory Provisions:

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

59-455 - Time for pledge of allegiance required.

United States Supreme Court:

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**

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**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, ^

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### **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.



## **Policy IKD School Ceremonies and Observances**

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.

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.

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.

The invocation and/or benediction, if used, will be given by a student volunteer.

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

Constitutional and Statutory Provisions:

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

59-455 - Time for pledge of allegiance required.

United States Supreme Court:

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 CEREMONIES AND OBSERVATIONS

Code **IMD** Issued **FINAL**

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Purpose: To establish the board's vision for school ceremonies and observances.

### **Pledge of Allegiance**

State law requires that all students say the Pledge of Allegiance at a specific time during each school day. Each school will designate this time.

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 remain in his/her seat. The person may express his/her non-participation in any form that does not materially infringe upon the rights of others or disrupt school activities.

### **Student-led messages**

The district will permit student-led messages at graduation and athletic events according to the following.

- The school will choose students to deliver a message at graduation based on academic standing and/or student office or position.
- For high school athletic events, only the captain of an athletic team or his/her student designee or a student designated by the members of a particular athletic team may deliver the message.
- The message may be an opening or closing message or both and will be two minutes in length or less.
- The student will prepare or select the content of the message.
- The district will not discipline or reprimand any student for the content of any message unless it is obscene, profane and/or vulgar.

The above provisions do not apply to board or school policies that relate specifically to more lengthy, extensive or featured graduation speeches by students selected on the basis of academic standing or position in student government.

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

## PAGE 2 - IMD - SCHOOL CEREMONIES AND OBSERVANCES

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### Legal references:

- A. S. C. Code of Laws, 1976, as amended:
  - 1. Section 59-1-455 - Time for Pledge of Allegiance required.
  - 2. Section 59-1-320 - Head of public school to display U.S. and S.C. Flags.
  - 3. Sections 59-1-441 and 59-1-442 - South Carolina Student-Led Messages Act.
  - 4. Section 59-1-443 - Schools shall provide minute of mandatory silence at beginning of each school day.
- B. United States Supreme Court:
  - 1. West Virginia State Board of Education v. Barnette, 319 U.S. 624 (1943).
  - 2. Elk Grove Unified School District v. Newdow 124 S. Ct. 2301 (2004).
- C. Court cases:
  - 1. Myers v. Loudoun County Public Schools, 418 F.3d 395 (4<sup>th</sup> Cir. 2005).
- D. U. S. Supreme Court:
  - 1. Morse v. Frederick, 127 S. Ct. 2618 (2007).







# MEMORANDUM

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

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

DATE: November 7, 2011

RE: November 14, 2011 Board Meeting, First Reading.  
"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 Second Reading approval.

Attachments: Recommended New Policies



## **GUIDANCE AND COUNSELING**

Code **JLD**

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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, ^

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### 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**

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## 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**

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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 **will** 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 **will** 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 **will** 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 **will** 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, ^

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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**

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**AR JG 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*

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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 have permission to leave the school grounds without notifying the appropriate school office of his/her departure. If/When this occurs, the student will be subject to disciplinary action in accordance to the Student Behavior Code Handbook.

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.

As soon as possible, the school will 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

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**SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES**

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## **STUDENT FEES, FINES AND CHARGES**

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

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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.

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

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### **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**

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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<sup>\*</sup> 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 4-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.

<sup>\*</sup> 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



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.

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**SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES**

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## STUDENT RECORDS

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

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### 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 transfer the student's 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.



## **PAGE 3 - JRA-R - STUDENT RECORDS**

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



## **PAGE 4 - JRA-R - STUDENT RECORDS**

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.



## **PAGE 5 - JRA-R - STUDENT RECORDS**

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" (~~2~~JR ~~4~~-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&...](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 9/15/75; 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.

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**SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES**

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**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**

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**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: November 10, 2011

Re: Naming the new Career and Technology Education Center

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It is the recommendation of the administration that the board consider the 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***

Administration recommends board approval of the naming of the new Career and Technology Education Center.

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: November 10, 2011

Re: Board Meeting Locations

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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.

We are recommending 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.

Administration recommends board approval of revised meeting schedule.

BP/aw

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

**2011-2012 Meeting Schedule (Proposed Revisions – 11/14/11)**  
**School District Five of Lexington and Richland Counties**  
**Board of Trustees**

<b><u>Date</u></b>	<b><u>Location</u></b>
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  
Stephen Hefner, Ed.D., Superintendent

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

DATE: November 7, 2011

RE: Information Only  
2011-12 Title III ESOL Budget

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Attached is the Title III ESOL Budget for 2011-12. Please let me know if you have any questions.



**Title III**  
***English for Speakers of Other Languages***  
**2011-2012 Budget**

**2011-2012 Budget**

FY 11-12 (New Grant) Funds	\$ 57,733.53
FY 10-11 (Carryover) Funds	<u>29,622.61</u>
TOTAL 11-12 FUNDS	<b>\$ 87,356.14</b>

**Program Purposes:**

**To improve the education of limited English proficient children (LEP) by assisting the children to learn English and meet challenging State Academic content and student academic achievement standards.**