



**AGENDA  
BOARD OF TRUSTEES  
BALLENTINE ELEMENTARY SCHOOL'S THEATER  
FEBRUARY 11, 2013**

1. Call to order at 6:00 p.m.
2. Enter executive session to consider the following:
  - a. Selected employment items (Exhibit A)
3. Welcoming remarks at 7:00 p.m. – Robert Gantt
4. Invocation – Mark Bounds
5. Pledge of Allegiance – Rayne Norris and Olivia Calhoun, students at Ballentine Elementary School
6. School Board Spotlight
7. Approval of the agenda
8. Welcome and brief overview of Ballentine Elementary School by Robin Bright, principal
9. Superintendent's report (15 minutes)
  - a. Instructional Services
    - (1) SAT Program
10. Public participation\*

**ACTION AGENDA**

11. Items considered in executive session
12. Approval of the proposed renovation of the warehouse facility (Exhibit B)

13. Second reading approval of proposed revisions to "I" policies: replace current board policy IDDF "Special Education" and Administrative Rule IDDF-R "Special Education Placement Procedures" with new policy IHBA "Special Education/Programs for Disabled Students", replace current policy IEK "Instruction at Place Other Than School" with new policy IHBG "Homeschooling", replace current Administrative Rule IEK-R "Instruction at Place Other Than School" with new Administrative Rule IHBG-R "Homeschooling", replace current policy ICF "Charter Schools" with new policy IHBH "Charter Schools", add new policy IHBIB "Primary/Pre-Primary Education (Child Development)", add new Administrative Rule IHBIB-R "Primary/Pre-Primary Education (Child Development)", replace current policy IFBGA(3) "Use of District Email Resources" with new policy IJNDB(3) "Use of District Email Resources", replace current policy IHAA "Final Examinations" with new policy IKA "Tests and Examinations", replace current policy IKA "Teaching Methods" and IHAB "Report Cards" with new policy IKAB "Report Cards/Progress Reports", replace current policy IHAD "Parent-Student-Teacher Conferences" with new policy IKACA "Parent Conferences", and replace current policy IHA "Placement of Non-Accredited Private and Home School Secondary Students" with new policy IKACC "Placement of Non-Accredited Private and Homeschool Secondary Students" (Exhibit C)
14. Approval of the Magnet Program Proposals for IMS and HECES (Exhibit D)
15. Approval of the Preschool Program at Irmo Elementary School (Exhibit E)
16. Approval of the Staffing Plan for Spring Hill High School – Phase I (Exhibit F )
17. First reading approval of the proposed revisions to JICDA-R "Code of Conduct" (Exhibit G)
18. Approval of the minutes of the January 28, 2013 board meeting (3 minutes)

## **DISCUSSION**

19. Proposed revisions to board policy DFAB "Reserve Funds" (Exhibit H)
20. Adjourn by 9:30 p.m. \*\*  
\*\*Any items to be submitted by board members for the record must be turned in within 15 minutes of the adjournment.

## **FOR YOUR INFORMATION**

21. Hourly Fee Schedule "KF-E(1)" (Exhibit I)
22. The next regular scheduled board meeting will be February 25, 2013 at The Center for Advanced Technical Studies.

\*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/ January 28, 2013

The Board of Trustees of School District Five of Lexington and Richland Counties met at The Center for Advanced Technical Studies with the following members present:

Mr. Robert Gantt, Chairman  
Mrs. Beth Burn Watson, Vice Chairman  
Mrs. Ellen Baumgardner, Secretary  
Mrs. Jondy Loveless  
Mrs. Kim Murphy  
Mr. Jim Turner  
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 of Student Services  
Mr. Keith McAlister, Director of New Design and Construction  
Mr. Mark Bounds, Public Information Officer

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

The Invocation was given by Mark Bounds. The Pledge of Allegiance was led by Tristan Yates, a student at the Center.

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

Dr. Bob Couch gave a welcome and brief overview of the Center.

During the Superintendent's report, Julie Schelbe gave a presentation on the English for Speakers of Other Languages (ESOL) Program; Dr. Karl Fulmer presented the monthly financials (Exhibit B); Chris Whitley presented the monthly update on construction (Exhibit C); and Keith McAllister presented the proposed renovation of the warehouse facility (Exhibit D).

During the public participation, Michelle Estridge spoke regarding the new middle school.

Helen Anderson presented the Magnet School proposals (Exhibit H).

Sara Webber presented an evaluation of the Pre-School Program at Irmo Elementary School.

Dr. Angela Bain presented the staffing plan for Spring Hill High School (Exhibit I)

Michael Harris presented proposed revisions to JICDA-R "Code of Conduct" (Exhibit J).

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

SCHOOL DISTRICT FIVE  
OF  
LEXINGTON AND RICHLAND COUNTIES

Meeting of January 28, 2013

		B A U M G A R D N E R	G A N T T	L O V E L E S S	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. Loveless  Enter executive session to consider the following: a) selected employment items (Exhibit A); and b) receipt of legal advice regarding employee hearing procedure	X	X	X	X	X	X	A
2.	M. Watson S. Baumgardner  Approve the agenda	X	X	X	X	X	X	A
3.	M. Watson S. Loveless  Approve the selected employment items (Exhibit A)	X	X	X	X	X	X	A
4.	M. Watson S. Baumgardner  Approve the proposed construction of new middle school (Exhibit E)	X	X	X	No	X	X	X
5.	M. Watson S. Loveless  Second reading approval of proposed revisions to "I" policies: replace current board policy JQH "Drop-Outs" with new policy IHBC "Programs for At-Risk/Disadvantaged Students", Add new policy IJ "Instructional Resources and Materials" and IJ-E "Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)", replace current board policy IFAA "Instructional Materials Selection and Adoption" with new policy IJJ "Textbook Selection and Adoption", add new policy IJKA "Technology Resource Selection and Adoption, replace current policies IFCC "Community Resource Persons" and IFCD "School Volunteers" with new policy IJOB/IJOC "Resource Persons/School Volunteers" and add Administrative Rule IJOB/IJOC-R "Resource Persons/School Volunteers", replace current policy IHAC "Cheating or Plagiarism" with new policy IKABA "Cheating or Plagiarism", replace current policy IHB "Homework" with new policy IKB "Homework", replace current policy IHEB "Acceleration" with new policy IKEA "Acceleration of Students", and add new Administrative	X	X	X	X	X	X	X

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SCHOOL DISTRICT FIVE  
OF  
LEXINGTON AND RICHLAND COUNTIES

Meeting of January 28, 2013

		B A U M G A R D N E R	G A N T	L O V E L E S S	M U R P H Y	T U R N E R	W A T S O N	W H I T E
Rule IKEA-R "Acceleration" (Exhibit F)								
6.	M. Watson S. Loveless							
<p>First reading approval of proposed revisions to "I" policies: replace current board policy IDDF "Special Education" and Administrative Rule IDDF-R "Special Education Placement Procedures" with new policy IHBA "Special Education/Programs for Disabled Students", replace current policy IEK "Instruction at Place Other Than School" with new policy IHBG "Homeschooling", replace current Administrative Rule IEK-R "Instruction at Place Other Than School" with new Administrative Rule IHBG-R "Homeschooling", replace current policy ICF "Charter Schools" with new policy IHBH "Charter Schools", add new policy IHBIB "Primary/Pre-Primary Education (Child Development)", add new Administrative Rule IHBIB-R "Primary/Pre-Primary Education (Child Development)", replace current policy IFBGA(3) "Use of District Email Resources" with new policy IJNDB(3) "Use of District Email Resources", replace current policy IHAA "Final Examinations" with new policy IKAA "Tests and Examinations", replace current policy IKA "Teaching Methods" and IHAB "Report Cards" with new policy IKAB "Report Cards/Progress Reports", replace current policy IHAD "Parent-Student-Teacher Conferences" with new policy IKACA "Parent Conferences", and replace current policy IHAE "Placement of Non-Accredited Private and Home School Secondary Students" with new policy IKACC "Placement of Non-Accredited Private and Homeschool Secondary Students" (Exhibit G)</p> <p>M. Murphy S.</p> <p>Amend to vote separately on IHBG and IHGB-R</p> <p>Vote on original motion</p>		X	X	X	AB	X	X	X
7.	M. Watson S. Loveless	X	X	X	X	X	X	X
Approve the minutes of the January 14, 2013 board meeting								

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

SCHOOL DISTRICT FIVE  
OF  
LEXINGTON AND RICHLAND COUNTIES

Meeting of January 28, 2013

		B A U M G A R D N E R	G A N T	L O V E L E S S	M U R P H Y	T U R N E R	W A T S O N	W H I T E
8.	M. Watson	S. Baumgardner	X	X	X	X	X	X
Adjourn at 10:15 p.m.								

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

## Public Statement

January 28, 2013

The Chapin High School teacher remains on administrative leave, with pay. The teacher has requested a hearing before the Board regarding the Superintendent's recommendation that his employment with the District be terminated.

The hearing will be scheduled by the Board at a future date, in consultation with the parties.

The teacher has requested that the hearing be closed, so we cannot comment further on the matter.

Attachment 1 is included with  
the minutes of the 1-28-13  
meeting, at the request of Board member  
Robert Gantt  
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.



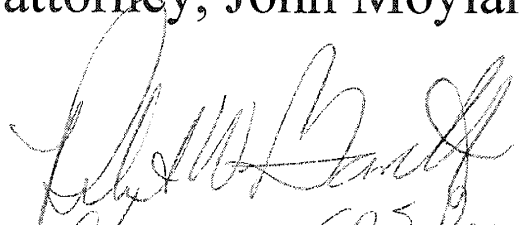
## **PUBLIC STATEMENT**

### **January 28, 2013**

As promised, I plan to keep the public informed concerning Ms. Murphy's residency in question.

On Tuesday, January 15, 2013, following the January 14, 2013 Board Meeting in which substantial concerns were raised by Mr. Bobby Bowers' January 11, 2013 letter concerning the residency of Board Member Kim Murphy, I sent Ms. Murphy a letter requesting her position on the issues. Once the correct information was officially made known, the Board was compelled to follow the law. Richland County residency is required by the law that establishes the criteria to hold the office of School Board Trustee for the Richland County portion of School District 5. A copy of my letter to Ms. Murphy is attached. On Friday afternoon, January 18, 2013, attorneys for the District received a letter from Ms. Murphy's attorney, John Moylan

Attachment 2 is included with  
the minutes of the 1-28-13  
meeting, at the request of Board member  
Robert Gantt  
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.

  
Chairman, SCS Board of Trustees

of the Wyche Law Firm in Columbia. A copy of his letter is attached.

The boundary of Richland and Lexington counties was established by the General Assembly. Lexington County's GIS shows one boundary line, while Richland County's GIS shows another. Mrs. Murphy's residence is in the area of the two counties' overlapping boundaries as shown on their GIS maps. The line is objectively determinable through State authorities responsible for these lines. The South Carolina Budget and Control Board, Division of Research and Statistics is the agency charged with that responsibility. The School Board has no authority to determine the lines but does have the responsibility to ensure that residency requirements are met.

Many of the statements in Mr. Moylan's letter on behalf of Ms. Murphy – for example, Ms. Murphy has a voter registration certificate for Richland County signed by Lillian McBride, and she has paid taxes as a resident of Richland County --

seem to be entirely correct, but they do not determine if the county boundary established by the General Assembly was improperly located by Richland County and then used for these two purposes.

On Tuesday, January 22, 2013, I sent the attached letter to recently retired SC Circuit Judge The Hon. Thomas Cooper, as outlined (and authorized) by my public statement at the Board Meeting on January 14. The Board has designated Judge Cooper to act as a hearing officer in this matter. Judge Cooper is an experienced, highly respected, and impartial member of the South Carolina judiciary who we have asked to determine the facts and law in this matter, rather than have the issues under any cloud of suspicion and rumor. It is my understanding that Judge Cooper will meet with the attorneys this week to determine how to proceed. Judge Cooper's proceedings, and certainly his legal and factual conclusions and recommendations to our Board, will be made

(3)

*[Signature]*

public. I will keep the public informed of any developments in this matter as it moves toward a desired timely conclusion.

Finally, I most sincerely regret Mrs. Murphy's statements in The State newspaper on Saturday, January 26, 2013, and her e-mail statements sent yesterday circulating in the community. Any suggestion that there is a conspiracy among board members in this matter is totally false. The apparent error in Richland County's placement of the true county line was confirmed by the Office of Research and Statistics using three sources, as stated in Mr. Bobby Bowers' letter of January 11, 2013. The School Board does not, and cannot, establish county lines or the residency qualifications for public offices.

As always, School District 5 will continue its efforts to provide our students, community, and citizens with a high-quality educational program. We certainly regret any distraction from

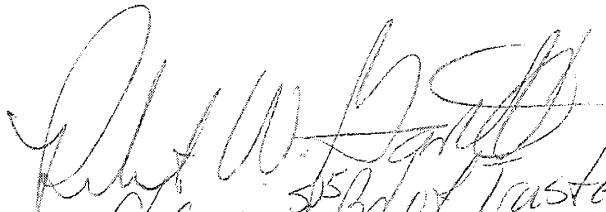
(4)

RMG

our mission and primary responsibility to our students.

Item "For The Record" requested by **Robert Gantt** for attachment to the Minutes.

Attachment 6 is included with  
the minutes of the 1-23-13  
meeting, at the request of Board member  
Robert Gantt  
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.

(5)   
Chairman, Bd of Trustees

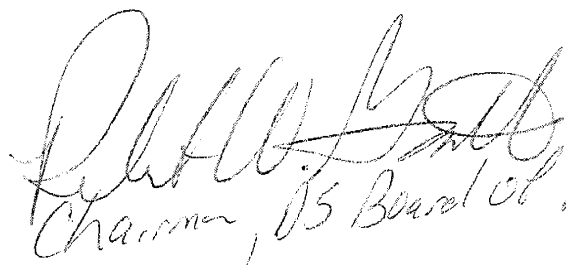
# Public Statement Amendment #1

January 28, 2013

The attorneys for the School District were informed this afternoon that Mr. Moylan does not represent Ms. Murphy. Nevertheless, our attorneys, and I am certain Judge Cooper, will work cooperatively and professionally with Ms. Murphy and whomever she selects to represent her.

Item "For The Record" requested by **Robert Gantt** for attachment to the Minutes.

Attachment 7 is included with the minutes of the 1-28-13 meeting, at the request of Board member Robert Gantt 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.

  
Chairman, JS Board of Trustees

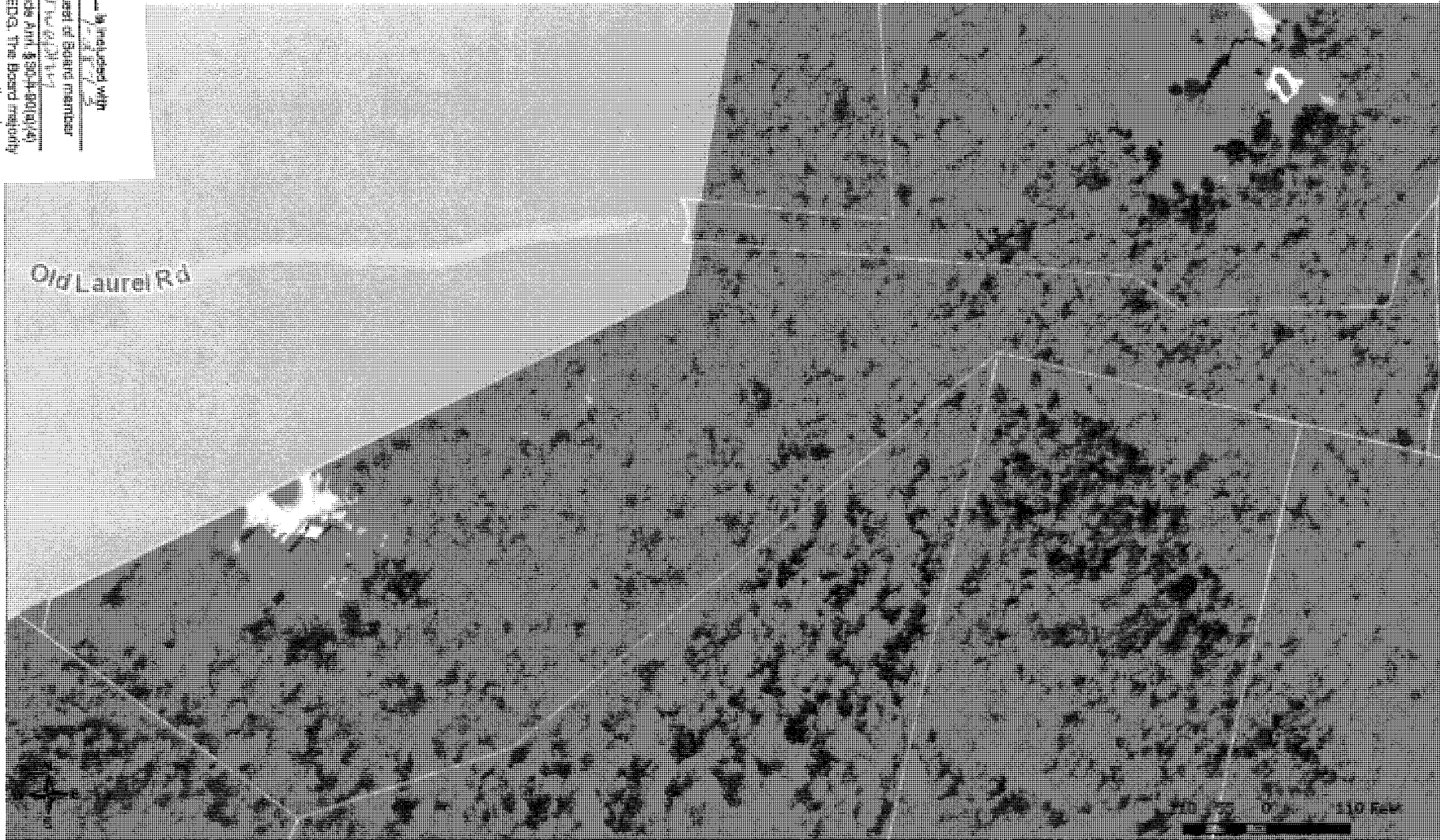
Kim Murphy  
On the record statement  
January 28, 2013

Since learning for the first time at the last board meeting that my residency, and subsequently my eligibility to serve on this board to which I was duly elected is being questioned, I have taken every measure and step possible to verify and validate that I am indeed a citizen of Richland County. I have supporting documents available that do just that. Attached to this statement is a copy of a map showing my home clearly located within Richland County line. I have also attached a printout summarizing the property taxes my husband and I have paid in Richland County as well as a copy of my voter registration card just reissued last week. Hopefully, this documentation puts to rest any lingering questions or concerns regarding my residency and eligibility to continue serving the thousands of Richland County voters who elected me.

I do not desire to spend any more time or energy on this issue. I am confident in my position and I do not feel that their claim(s) have any merit. However, if our board chair decides to pursue it further in spite of the evidence I have presented this evening, then I will certainly respond. In the meantime, we have much more pressing issues to address and our students, teachers, parents and taxpayers cannot afford for us to waste any more of their time and money engaging in this back and forth bickering and pursuing our own personal agendas.

Attachment 8 is included with  
the minutes of the 1-28-13  
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.

## Richland County Map



COPYRIGHT 2009, RICHLAND COUNTY GIS

DISCLAIMER : THIS IS A PRODUCT OF THE RICHLAND COUNTY GIS DEPARTMENT. THE DATA DEPICTED HERE HAVE BEEN DEVELOPED WITH EXTENSIVE COOPERATION FROM OTHER COUNTY DEPARTMENTS, AS WELL AS OTHER FEDERAL, STATE AND LOCAL GOVERNMENTS AGENCIES. RICHLAND COUNTY EXPRESSLY DISCLAIMS RESPONSIBILITY FOR DAMAGES OR LIABILITY THAT MAY ARISE FROM THE USE OF THIS MAP.

RC  
GEO

Attachment 9 to be used with the minutes of the 10/13/09 meeting, at the request of Board member Kim Murphy, pursuant to S.C. Code Ann. § 9-7-1(a) and Board Policy BEB3. The Board majority did not approve, disapprove, or otherwise act upon the contents of this attachment.





# Residential Taxes

RICHLAND COUNTY  
POST OFFICE BOX 11947  
COLUMBIA, SC 29211

David A. Adams  
Treasurer  
803-576-2250  
treasurer@rcgov.us

PRINTED: 1/17/2013 \*\*\*\*\* REAL ESTATE TAXES \*\*\*\*\*  
CLERK: LEVY-YEAR 2012

*Current Year*

TY-YEAR-RECEIPT MAP-BLOCK-PARCEL  
R-2012-117883 00600-01-36.

401.50	CNTY-TAX	8,712.55
	CNTY-SALES	699.83-
	RESID-CR	4,801.92-
	PEN/COST	.00
	CNTY-TOT	3,210.80
	CITY-TAX	.00
	CITY-PEN	.00
	GARB	249.00
	PYMTS-TO-DATE	.00
	ADJ-TO-DATE	.00

LOC: 154 OLD LAUREL LN

Attachment 10 is included with  
the minutes of the 1-28-13  
meeting, at the request of Board member  
Kim Murphy

RMKS:  
DIGEST 21,700  
CHANGE 0  
NET-ASSM 21,700

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.

R-2012-117883  
MURPHY D JAY

DIST-NO:  
6UD

154 OLD LAUREL LANE  
CHAPIN

SC 29036



RICHLAND COUNTY  
POST OFFICE BOX 11947  
COLUMBIA, SC 29211

David A. Adams  
Treasurer  
803-576-2250  
treasurer@rcgov.us

PRINTED: 1/17/2013 \*\*\*\*\* REAL ESTATE TAXES \*\*\*\*\*  
CLERK: LEVY-YEAR 2010

*Election Year*

TY-YEAR-RECEIPT MAP-BLOCK-PARCEL  
R-2010-116775 -D 00600-01-36.

387.20	CNTY-TAX	8,402.24
	CNTY-SALES	575.05-
	RESID-CR	4,626.63-
	PEN/COST	517.43
	CNTY-TOT	3,717.99
	CITY-TAX	.00
	CITY-PEN	.00
	GARB	249.00
	PYMTS-TO-DATE	3,966.99
	ADJ-TO-DATE	.00
	BALANCE-DUE	.00

LOC: 154 OLD LAUREL LN

RMKS:  
DIGEST 21,700  
CHANGE 0  
NET-ASSM 21,700

R-2010-116775 D  
MURPHY D JAY

DIST-NO:  
6UD

154 OLD LAUREL LANE  
CHAPIN

SC 29036

THIS IS NOT A TAX BILL, (DO NOT PAY) FOR YOUR INFORMATION ONLY. (PAID RECEIPT)



RICHLAND COUNTY  
POST OFFICE BOX 11947  
COLUMBIA, SC 29211

David A. Adams  
Treasurer  
803-576-2250  
treasurer@rcgov.us

PRINTED: 1/17/2013 \*\*\*\*\* REAL ESTATE TAXES \*\*\*\*\*  
CLERK: SUSAN LEVY-YEAR 2001

*First Year*

TY-YEAR-RECEIPT MAP-BLOCK-PARCEL  
R-2001-089030 -D 00600-01-36.

312.60	CNTY-TAX	8,265.14
	CNTY-SALES	.00
	RESID-CR	.00
	PEN/COST	.00
	CNTY-TOT	498.26
	CITY-TAX	8,763.40
	CITY-PEN	.00
	GARB	.00
	PYMTS-TO-DATE	.00
	ADJ-TO-DATE	4,943.39
	WASTE-DUE	3,820.01-
		.00

LOC: 154 OLD HILTON RD

RMKS:  
DIGEST 26,440  
CHANGE 8,790-  
NET-ASSM 17,650

R-2001-089030 D  
MURPHY D JAY

DIST-NO:  
6UD

154 OLD LAUREL LA  
CHAPIN

SC 29036

THIS IS NOT A TAX BILL, (DO NOT PAY) FOR YOUR INFORMATION ONLY. (PAID RECEIPT)

Item "For The Record" requested by Kim Murphy for attachment to the Minutes.



RICHLAND COUNTY  
POST OFFICE BOX 11947

David A. Adams  
Treasurer

Item "For The Record" requested by **Kim Murphy** for attachment to the Minutes

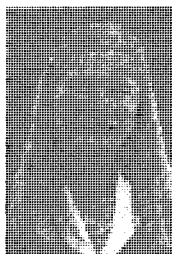
Attachment 11 is included with  
the minutes of the 1-28-13  
meeting, at the request of Board member  
Kim Murphy  
pursuant to S.C. Code Ann. §30-4-90(a)(4)  
and Board Policy BEDG. The Board majority  
did not approve, disapprove, or otherwise  
act upon the contents of this attachment.

You are now registered to vote in the state of South Carolina. Your official notification of registration is attached. To vote at your polling place, you must present one of the following types of photo identification:

- \* S.C. Driver's License
- \* ID Card issued by S.C. Department of Motor Vehicles
- \* S.C. Voter Registration Card with Photo
- \* Federal Military ID
- \* U.S. Passport

Congr	Senate	House	County Council	School
02	20	071	01	05

This stub along with the attached notification may be used as a  
VOTER REGISTRATION CARD with PHOTO  
To use as a photo ID, DO NOT DETACH STUB.



**STATE OF S.C. VOTER REGISTRATION NOTIFICATION**

COUNTY: RICHLAND  
PRECINCT: Springville

REG. NO: 406724091

REG. DATE: 9/26/2000

Murphy, Kim A.  
154 Old Laurel Ln  
Chapin, SC 29036

SIGNATURE OF ELECTOR

FOLD HERE

SEX: Female

RACE: White

DOB: 6/27/1957

VOTE AT:

Lake Murray Elementary

1531 Three Dog Rd

*Lillian A. McBride*

COUNTY / STATE ELECTION OFFICIAL

*Rich*  
*1-17-13*

January 28, 2013  
Kim Murphy  
154 Old Laurel Lane  
Chapin, SC 29036

Dear Sirs:

Per the SCFOIA, please  
provide me with a copy  
of the \$562,000.00 change  
order at the new high school  
and all backup documents.

I requested this information  
in November 2012 as a board  
member so I am hopeful that  
it will arrive it prior  
to the 15 days allowed by  
SCFOIA. It is very discouraging  
that as a board member I cannot  
get the information that I  
need to make an informed decision  
to do the job I was elected to do.

Kim Murphy

Item "For The Record" requested by Kim Murphy for attachment to the Minutes.





**MEMORANDUM**

February 11, 2013

To: Members of the Board of Trustees

From: Keith McAlister, Director of New Design and Construction

Re: Proposed Renovations for Warehouse Facility

**ADMINISTRATION CONSIDERATION**

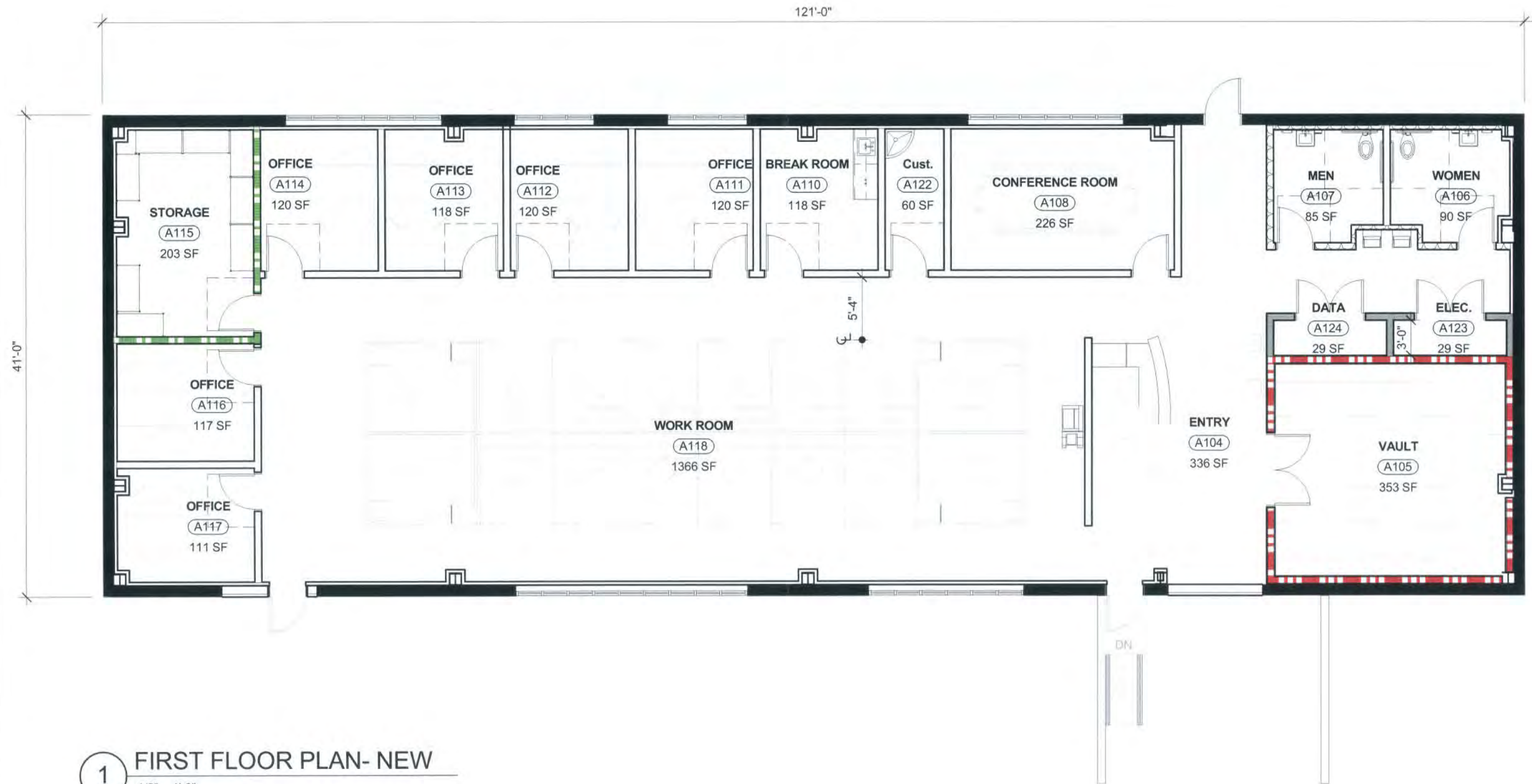
Administration seeks approval of the renovations to the warehouse facility.

**RECOMMENDATION**

Administration recommends board approve proceeding with renovations to the warehouse facility.

**ATTACHMENT**

Exhibit



1 FIRST FLOOR PLAN- NEW  
1/8" = 1'-0"







## MEMORANDUM

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

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

DATE: February 6, 2013

RE: February 11, 2013 Board Meeting, Second Reading Approval  
Proposed Revisions and Additions I Policies

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The administration recommends the proposed revisions and additions to the following Board Policies proceed for Board approval.

- Replace current board policy IDDF "Special Education" and administrative rule IDDF-R "Special Education Placement Procedures" with new policy IHBA "Special Education/Programs for Students with Disabilities"
- Replace current policy IEK "Instruction at Place Other Than School" with new policy IHBG "Homeschooling"
- Replace current administrative rule IEK-R "Instruction at Place Other Than School" with new administrative rule IHBG-R "Homeschooling"
- Replace current policy ICF "Charter Schools" with new policy IHBH "Charter Schools"
- Add new policy IHBIB "Primary/Pre-Primary Education (Child Development)"
- Add new administrative rule IHBIB-R "Primary/Pre-Primary Education (Child Development)"
- Replace current policy IFBGA(3) "Use of District Email Resources" with new policy IJNDB(3) "Use of District Email Resources"



- Replace current policy IHAA "Final Examinations" with new policy ICAA "Tests and Examinations"
- Replace current policy IKA "Teaching Methods" and IHAB "Report Cards" with new policy IKAB "Report Cards/Progress Reports"
- Replace current policy IHAD "Parent-Student-Teacher Conferences" with new policy IKACA "Parent Conferences"
- Replace current policy IHAE "Placement of Non-Accredited Private and Home School Secondary Students" with new policy IKACC "Placement of Non-Accredited Private and Homeschool Secondary Students"

I will be available at the February 11, 2013 Board Meeting to answer any questions you may have.

Attachments:

Current Board Policies: IDDF, IDDF-R, IEK, IEK-R, ICF, IFBGA(3), IHAA, IKA, IHAD, IHAE

Recommended Board Policies: IHBA, IHBG, IHBG-R, IHBH, IHBIB, IHBIB-R, IJNDB(3), ICAA, IKAB, IKACA, IKACC

**Policy IDDF Special Education**

Issued 8/94

Special education programs and related services will be provided as needed to meet the needs of students with disabilities within the school district. Programs for preschool children will be provided to all children with disabilities ages three through five whose developmental progress is significantly delayed to the extent that special education is required. Children with deficits in cognitive, social, emotional, perceptual, visual, hearing, motor and speech/language abilities are included. All special education programs and related services for students with disabilities will be established and operated in compliance with federal and state law and state board of education regulations.

Special education programs may include self-contained, resource, itinerant and homebound programs. Related services may include, but not be limited to: physical or occupational therapy, speech/language therapy, adaptive physical education, counseling and assistive technology.

The above programs and services are regulated under the S.C. Code; Public Law 94-142, as amended; Family Educational Rights and Privacy Act of 1974; Section 504 of the Vocational Rehabilitation Act of 1973; and South Carolina State Board of Education regulations. Placement will be made in the least restrictive environment in which the student can function appropriately.

Every effort will be made to involve the parents (or guardians) in the placement and program planning process for their child. Due process of law will be honored in all dealings with the parents and the student with disabilities.

Parent surrogates for students with disabilities

When a student is officially designated a ward of the state, or when a student's parents or guardian are unknown or unavailable, a School District Five resident -- but not an employee of either the state or School District Five -- will be appointed in writing by the district superintendent (or designated representative) to serve as a legal surrogate for the absent parents or guardian.

This parent surrogate will be appointed only after thoughtful input has been received from the principal/director of the school attended by the student, any assigned district psychologist, the district's director of special services or other parties deemed appropriate. Specifically mandated by Public Law 94-142, these procedural guidelines are intended to legally safeguard the inherent rights of students with disabilities in educational decision-making, identification, evaluation and placement.

Adopted 10/30/78; Revised 11/16/81, 4/2/90, 6/20/94



## **AR IDDF-R Special Education Placement Procedures**

Issued 4/90

### Referral

Teachers, parents(s), students or other persons suspecting a student of being physically, emotionally or mentally handicapped may refer a student for evaluation. A referral should be made on the appropriate form to the school principal/director or his/her designee. The person making a referral must sign the referral forms to verify who referred the child for evaluation.

### Screening

A district-wide program of screening shall be implemented in the areas of hearing, vision, health, speech and achievement. Students identified through the screening process as candidates for special services shall be referred to the office of special services for further evaluation.

### Evaluation

A developmental history of the student and permission to evaluate shall be secured from the parent(s) prior to an evaluation. The type of testing to be done and the possible educational changes which could result shall be explained to the parent(s) or guardian and to the student when appropriate.

The parent(s) shall be given a copy of the Parent Handbook to Special Education and have an explanation of their rights under Public Law 94-142.

When the evaluation is completed, the parent shall be notified of the results.

A copy of the report shall be sent to the school to be included in the student's special services record and to be used by the special education placement committee in determining appropriate placement.

### Placement

When placement in a special education program is recommended, a meeting for this purpose shall be scheduled by the school's placement committee chairperson. The parents and, when appropriate, the student, shall be invited and encouraged to attend the meeting.

All special services placements shall be made in complete compliance with Public Law 94-142 and Section 504 of the Vocational Rehabilitation Act of 1973.

Prior to placement in a special education program, an Individual Education Program (IEP) shall be developed in accordance with the requirements of Public Law 94-142. The parent(s) and, when appropriate, the student, shall be encouraged to participate in the development of the plan. The student's IEP shall determine the student's placement. The parent shall be asked to grant written permission for the student's placement.

The psychologist or appropriate specialist shall sign the placement form verifying that all necessary components of the evaluation have been completed. Records shall be maintained to document that the student qualifies for placement. The placement committee chairperson shall sign the placement form to verify that the placement is appropriate. The director of special services shall sign the placement form granting approval for the student to be placed.

The placement committee chairperson shall notify appropriate persons to complete the placement process. The original IEP and appropriate special education due process forms shall be sent to the office of special services. A copy of all forms shall remain in the school.

### Review

A special education student's status may be re-evaluated at any time upon request by the parent(s) or appropriate school personnel. The parents shall be informed of their right to an independent evaluation if they do not concur with the evaluation completed by school personnel. Each student's status shall be re-evaluated on a regular basis as required under Public Law 94-142.

Issued 4/28/86; Revised 1/25/88, 4/2/90

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

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## **SPECIAL EDUCATION/PROGRAMS FOR STUDENTS WITH DISABILITIES**

Code **IHBA** Issued **DRAFT**

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Purpose: To establish the board's vision for educating children with exceptional educational needs.

In keeping with its responsibilities to educate all children in the district, the board will provide special education programs for those children with disabilities under the Individuals with Disabilities Education Improvement Act (IDEA '04).

The board believes that students with educational needs should be served in regular classrooms whenever possible. To this extent, the board views special education as an integral part of the general education program offered to all students.

Every child has a right to an appropriate educational program in which he/she can experience success. If a child has a disabling condition, this success may be contingent upon an adjustment of the techniques and materials of instruction to meet his/her individual needs.

The board ensures that all students with disabilities between the ages of 3 and 21, inclusive, have available to them a free appropriate public education that emphasizes special education and related services designed to meet their unique needs. Students who turn 21 after September 1 of the school year, and have not received a high school diploma, will be permitted to enroll and complete the school year.

The district will provide special education and related services in accordance with the provisions of the state and federal laws and regulations.

Adopted 10/30/78; Revised 11/16/81, 4/28/86, 1/25/88, 4/2/90, 6/20/94, ^

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### Legal references:

#### A. Federal Legislation:

1. Education of the Handicapped Act, Public Law 93-380, amended by Public Law 94-142, Education of All Handicapped Children Act.
2. 20 USCA Sections 1400-1485 - The Individuals with Disabilities Education Act.
3. The Individuals with Disabilities Education Improvement Act of 2004.
4. McKinney-Vento Homeless Education Improvements Act of 2001, P.L. 107-110, 42 U.S.C. Sections 11431-11435.

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

1. Sections 59-21-510, et seq. and 59-33-10, et seq.- Mandates that the state board education establish a program for all students with disabilities including rules, regulations and policies for implementation.
2. Section 59-21-580 - The state board will establish rules and regulations for identification and assignment of disabled students and for determining certification requirements.

#### C. State Board of Education Regulations.

1. R 43-80 - Transportation.
2. R 43-243.1 - Criteria for entry into programs of special education for students with disabilities.
3. R 43-243 - Special education; education of students with disabilities.

#### D. State Department of Education: Criteria for Program Entry into Programs of Special Education for Students with Disabilities.

## **Policy IEK Instruction at Place Other Than School**

Issued 6/93

The board recognizes that parents or guardians have a right to teach their children at home.

The parent or guardian wanting to teach a child at home may do so if the instruction is conducted under the auspices of the South Carolina Association of Independent Schools (SCAIS). Bona fide members of the association who comply with the academic standards of the association do not need board approval for home schooling programs.

If a parent or guardian does not choose to be a member of SCAIS, the parent or guardian must submit an application for home schooling on a form provided by the district. The applicant will supply all the information required by law prior to the board's consideration of his/her request. (See IEK-R)

The district will notify the parent in advance of the date, place and time of the meeting at which the application is considered by the board. The applicant may be heard at the meeting.

If the board disapproves the proposed program or course of study, the board will notify the applicant of his/her right to appeal. The applicant must appeal to the South Carolina State Board of Education within 10 days from the date of the disapproval.

Adopted 2/6/89; Revised 5/3/93

Constitutional and Statutory Provisions:

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

Section 59-65-10 - Responsibility of parent or guardian.

Section 59-65-40 - Instruction at place other than school.

State Department of Education Regulations:

R-43-246 - Place other than school.



## HOME SCHOOLING

Code **IHBG** Issued **DRAFT**

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Purpose: To establish the basic structure in which parents/legal guardians may educate their children at home instead of enrolling them in district schools.

The board recognizes that parents/legal guardians have a right to teach their children at home.

### **Home school association**

The parent/legal guardian wanting to teach a child at home may do so if the instruction is conducted under the auspices of the South Carolina Association of Independent Home Schools (SCAIHS). Home school associations must meet standards set out in state law.

### **Board approval**

The parent/legal guardian must submit an application for home schooling on a form provided by the district. The applicant will supply all the information required by law prior to the board's consideration of his/her request (see IHBG-R).

The district will notify the parent/legal guardian in advance of the date, place and time of the meeting at which the application is considered by the board.

If the board disapproves the proposed program or course of study, the board will notify the parent/legal guardian of his/her right to appeal. The parent/legal guardian must appeal to the South Carolina state board of education within 10 days from the date of the disapproval.

Adopted 2/6/89; Revised 5/3/93, ^

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### **Legal references:**

- A. S. C. Code of Laws, 1976, as amended.
  - 1. Section 59-65-10 - Responsibility of parent or guardian.
  - 2. Section 59-65-40 - Instruction at place other than school.
  - 3. Section 59-65-45 - Alternative home schooling requirements.
  - 4. Section 59-65-47 - Home schooling.
  - 5. Section 59-16-10, et. seq. - South Carolina Virtual School Program.
- B. State Department of Education Regulations:
  - 1. R-43-246 - Instruction at place other than school.

## AR IEK-R Instruction At Place Other Than School

Issued 6/93

The board will approve home schooling programs which meet the following standards:

The parent/guardian must hold at least a high school diploma or equivalent GED certificate.

The instructional day is at least four and one-half hours, excluding lunch and recess.

The instructional year is at least 180 days.

The curriculum includes, but is not limited to, the basic instructional areas of reading, writing, mathematics, science and social studies and in grades seven through 12, composition and literature.

The parent/guardian agrees to submit and submits a semiannual progress report including attendance records and individualized assessments of the student's academic progress in each of the basic instructional areas specified in number four, above, to the school district.

The parent/guardian presents a system for maintaining and maintains the following records for inspection upon reasonable notice by a representative of the school district:

- a plan book, diary or other written record indicating subjects taught and activities in which the student and parent engage;
- a portfolio of samples of the student's academic work; and
- a record of evaluations of the student's academic progress.

Students have access to library facilities.

The parent/guardian agrees for students to participate and students participate in the annual statewide testing program and the Basic Skills Assessment Program. The test will be administered by a certified school district employee either with public school students or by special arrangement at the student's place of instruction. Should the parent/guardian choose to have the test administered at the student's home, the parent/guardian is responsible for paying the test administrator.

The parent/guardian agrees in writing to hold harmless the district, the district board of trustees and the district's employees for any educational deficiencies sustained by the student as a result of home instruction.

### Withdrawal of approval

Whenever the school district determines that the parent/guardian is not maintaining the home school program in keeping with the standards specified in this section the board will notify the parent/guardian to correct the deficiency within 30 days. if the deficiencies are not corrected within 30 days, the district board of trustees may withdraw its approval.

### Readiness for first grade

Within the first 15 instructional days of the public school year, students participating in home instruction and eligible for enrollment in the first grade of the public schools will be tested to determine their readiness for the first grade using the readiness instrument approved by the state board of education for public school students. if a student is determined to be "not ready" or is determined to lack the necessary emotional maturity, appropriate school district personnel will advise the parent/guardian whether a kindergarten or a first grade curriculum should be used for the child.



Placement of student scoring below test requirement

Should a student in a home-schooling program score below the test requirement of the promotion standard prescribed for public school students for one year, the board will decide whether or not the student will receive appropriate instructional placement in the public school, special services as a handicapped student, or home schooling with an instructional support system at parental expense.

Issued 2/6/89; Revised 5/3/93

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

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## HOME SCHOOLING

Code **IHBG-R** Issued **DRAFT**

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The district board will approve home schooling programs that meet the following standards.

- The parent/legal guardian has earned a baccalaureate degree or holds at least a high school diploma or the equivalent GED certificate.
- The instructional day is at least four and one-half hours, excluding lunch and recess.
- The instructional year is at least 180 days.
- The curriculum includes, but is not limited to, the following basic instructional areas.
  - Reading/ELA
  - writing
  - mathematics
  - science
  - social studies
  - composition and literature (for grades seven through 12)
- The parent/legal guardian agrees to submit and submits a semi-annual progress report including attendance records and individualized assessments of the student's academic progress in each of the basic instructional areas specified in the paragraph above to the school district.
- The parent/legal guardian establishes a system for maintaining, and will maintain, the following records for inspection upon reasonable notice by a representative of the school district.
  - plan book, diary or other written record indicating subjects taught and activities in which the student and parent/legal guardian engage
  - portfolio of samples of the student's academic work
  - a record of evaluations of the student's academic progress
- Students have access to library facilities.
- The parent/legal guardian agrees for the student to participate in and the student will participate in the annual statewide testing program. The test will be administered by a certified school district employee either with public school students or by special arrangement at the student's place of instruction. Should the parent/legal guardian choose to have the test administered at the student's home, the parent/legal guardian is responsible for paying the test administrator.
- The parent/legal guardian agrees in writing to hold the district, the district board and the district's employees harmless for any educational deficiencies of the student sustained as a result of home instruction.

### **Withdrawal of approval**

At any time the school district determines that the parent/legal guardian is not maintaining the home school program in keeping with the standards specified in this section, the board will notify

## **PAGE 2 - IHBG-R - HOME SCHOOLING**

the parent/legal guardian to correct the deficiency within 30 days. If the deficiencies are not corrected within 30 days, the board may withdraw its approval.

### **Readiness for first grade**

Within the first 15 instructional days of the public school year, students participating in home instruction and eligible for enrollment in the first grade of the public schools will be tested. This test will determine their readiness for the first grade by using the readiness instrument approved by the state board of education for public school students. If a student is determined to be "not ready" or is determined to lack the necessary emotional maturity, appropriate school district personnel will advise the parent/legal guardian whether a kindergarten or a first grade curriculum should be used for the child.

### **Placement of student scoring below test requirement**

Should a student in home schools program score below the test requirement of the promotion standard prescribed for public school students for one year, the board will decide whether or not the student will receive one of the following alternatives.

- appropriate instructional placement in the public school
- home schooling with an instructional support system at parental expense

### **Reporting**

All associations will report the number and grade level of students home schooled through the associations to the students' respective school districts.

Issued 2/6/89; Revised 5/3/93, ^



## Policy ICF Charter Schools

Issued 9/96

A charter school is a public, nonsectarian, nonreligious, nonhome-based, nonprofit corporation forming a school which operates within a public school district as specified under S.C. Code Section 59-40-10, the *South Carolina Charter Schools Act of 1996*. A charter school approved for operation in School District Five is accountable to the Board of Trustees.

A charter school is subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, gender, national origin, religion, ancestry or need for special education services. Charter school enrollment must not differ from the racial composition of School District Five by more than 10 percent. The charter school will not charge tuition or charges of any other kind unless approved by the Board of Trustees annually.

Applications shall be made in writing to the School District Five Board of Trustees by November 1 prior to the fiscal year in which the charter school is to operate. Application packets are available from School District Five upon request.

Upon receipt of a charter school application, the Board of Trustees will hold a community meeting to obtain information to assist in their consideration of the charter school application. A decision of approval or disapproval will be made by the Board of Trustees within 90 days after receiving the application. If granted, a charter school's application may be approved for up to three years. Annual reports are required. If denied, a charter school applicant may a) amend the application to conform with the reasons for denial and reapply to the School District Five Board of Trustees, which will approve or disapprove the amended application within 30 days, or b) appeal the decision of the Board of Trustees to the State Board of Education. An appeal to the State Board of Education must be made within 10 days of notice of the local board's decision. If an applicant appeals to the State Board of Education, notice of the appeal shall also be sent to School District Five's Board of Trustees.

A charter school is responsible for its own operation including preparation of a budget, contracting for services, and personnel matters. A charter school may negotiate and contract with School District Five or other parties for the use and operation of a school building and grounds for educational program services.

The approved charter school application, submitted in accordance with School District Five procedures, will become part of a contract between the charter school committee and the School District Five Board of Trustees. The contract will reflect all agreements, including the release of the charter school from any School District Five policies. The Board of Trustees and the charter school must approve a material revision of the terms of the contract.

A charter school will establish an education program which reflects student achievement and curriculum standards that meet or exceed any content standards adopted by School District Five.

Adopted 9/16/96



## CHARTER SCHOOLS

Code **IHBH** Issued **DRAFT**

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Purpose: To establish the basic structure for the board's decision to grant a charter.

To achieve its goal of promoting cultural diversity, educational improvement and academic excellence for all students, the board supports the establishment of charter schools within the district.

A charter school is a public, nonsectarian, nonreligious, nonhome-based, nonprofit corporation forming a school that operates within a public school district or the South Carolina Public Charter School District.

A charter school is accountable to the local school board or charter district board that grants its charter and will meet the following conditions.

- Be subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, gender, national origin, religion, ancestry or need for special education services. Enrollment must not differ from the racial composition of the school district or that of the targeted student population of the charter school by more than 20 percent.
- Open enrollment to any child who resides in the district subject to space limitations. The charter school will not charge tuition or charges of any other kind unless allowed by the sponsor and as comparable to the charges of the district.
- Assume responsibility for its own operation including preparation of a budget, contracting for services, curriculum and personnel matters.
- Have an education program, curriculum and student achievement standards that meet or exceed the state curriculum standards and any content standards adopted by the district.
- Follow the application process as required by law. In the case of sponsorship by the Charter School District, the applicant must provide notice of the application to the district for informational purposes only.

If the school board has information that an approved application by the South Carolina Public Charter School District adversely affects the other students in the district, as defined in state regulation, or that the approval of the application fails to meet the spirit and intent of the law, the school board may appeal the granting of the charter to the state board of education.

The performance of students attending a charter school sponsored by the district will be reflected on a separate line on the district's report card and will not be included in the overall rating of the school district.

The sponsor may deny, revoke or not renew a charter under certain conditions outlined in the law. This decision may be appealed to the state board of education for review according to the provisions of law.

Adopted 9/16/96; Revised ^

## PAGE 2 - IHBH - CHARTER SCHOOLS

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### Legal references:

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

1. Section 59-5-60 - General powers of board.
2. Sections 59-40-10 through 59-40-210 - South Carolina Charter Schools Act of 1996, as amended by the Charter Schools Act of 2005 and the South Carolina Public Charter School District Act.
3. Section 59-18-900 - Annual report cards and performance ratings.
4. Section 59-18-920 - Requirements of report cards.
5. Section 59-16-10, et. seq. - South Carolina Virtual School Program.

#### B. State Board of Education Regulations:

1. R43-600 - Charter school appeals.
2. R43-601 - Procedures and standards for review of charter school applications.



## **PRIMARY/PRE-PRIMARY EDUCATION (CHILD DEVELOPMENT)**

Code **IHBIB** Issued **DRAFT**

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Purpose: To establish the basic structure for the district's delivery of primary/pre-primary child development education.

### **Four year-old program**

The South Carolina Education Improvement Act of 1984 and the Early Childhood Development and Academic Assistance Act of 1993 (Act 135) require school districts to establish and provide for the education of four year-old children with predicted significant readiness deficiencies. South Carolina law provides for at least a half-day early childhood development program for these four year-old children.

### **Students with Disabilities**

The district will make available special education and related services to all preschool children with disabilities. These children are ages three to five and have delayed developmental progress requiring a special education and related services. Included in this category of Developmental Delay are children with the following deficits.

- cognitive development
- social or emotional development
- adaptive behavior development
- physical development
- communication development

Children who meet the criteria for vision, hearing, or any other IDEA eligibility criteria, are also eligible at age three.

The district will implement procedures to identify preschool children with disabilities and begin services upon their third birthday. The district will also publicize the availability of the program to the public to recruit children whose participation is difficult to obtain.

### **Screening criteria**

The district will apply the following criteria when screening children for enrollment in the program.

- a screening instrument approved by the state department of education for use in determining each child's developmental level
- an entrance age requirement which specifies a child must be three (if the program serves three-year-olds) or four years of age on or before September 1 of the applicable school year
- legal birth certificate
- South Carolina certificate of immunization

## **PAGE 2 - IHBIB - PRIMARY/PRE-PRIMARY EDUCATION (CHILD DEVELOPMENT)**

- a comprehensive health appraisal (before or within 120 days of enrollment) as developed by the South Carolina Department of Health and Environmental Control and approved by the state board of education

The district will include ongoing staff development as a part of the long-range comprehensive plan.

The administration will develop appropriate regulations to assure that the district conducts the program under state board of education guidelines.

Adopted ^

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Legal references:

A. United States Code:

1. 20 U.S.C.A., Sections 1412-1420 - Individuals with Disabilities Education Act.
2. Public Law 107-110 - No Child Left Behind, revised Elementary and Secondary Education Act (ESEA) of 2001, Title 1, Part A, Subpart 1, Section 1119 - Qualifications for teachers and paraprofessionals.

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

1. Section 59-19-340 - Allows local boards of trustees to provide programs for children reaching age four on or before September 1 and programs for three- and four-year-olds.
2. Section 59-67-425 - Three, four or five year-old children attending public school sponsored programs of child development can ride state-owned buses to the extent that funds are made available by the General Assembly or as long as transportation services may be provided at no additional cost to the state.
3. Section 59-5-65 (8) - School districts may contract with appropriate groups and agencies to provide part or all of the programs.
4. Section 59-139-05, et seq. - Early Childhood Development and Academic Assistance Act of 1993.
5. Section 59-36-10 - Preschool Programs for Children with Disabilities.

C. State Board of Education Regulations:

1. R-43-264.1 - Half-day child development programs for four-year-olds.
2. R-43-243.1 - Criteria for entry into programs of special education for students with disabilities.



## **PRIMARY/PRE-PRIMARY EDUCATION (CHILD DEVELOPMENT)**

Code **IHBIB-R** Issued **DRAFT**

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### **Organization**

A major part of the curriculum will be a developmental educational program in a classroom setting.

The district will integrate the planning and direction of a program with the Early Childhood Initiative.

### **Educational program**

Schools will implement the educational program specified by the state department of education or an alternate program approved by the state board of education.

### **Program length**

The classroom program will operate five days a week (or the equivalent) for at least two and one-half hours of instructional time exclusive of breakfast, lunch and transportation. Classroom staff will conduct a minimum of four parent-teacher conferences per year.

Program year for both components will be 190 days of operation for staff (180 days service to children).

### **Staff ratio and group size**

One certified teacher and one teaching assistant will staff each classroom. A maximum of 20 four-year-old children will be in each classroom.

### **Staffing**

The staffing patterns for the child development program will vary according to the size of program and amount of district-level supervision.

#### *Director/head teacher/principal*

- Ratio requirements
  - A director, head teacher or elementary principal will supervise each program. When the child development program is not located in the elementary school, or does not come under the direct supervision of an elementary school principal, the program must meet the following requirements.
    - A child development program serving 120 or more children must employ a full-time director.
    - A child development program serving less than 120 children must employ a head teacher who devotes half time to administration and supervision and half-time to teaching in the center.

## **PAGE 2 - IHBIB-R - PRIMARY/PRE-PRIMARY EDUCATION (CHILD DEVELOPMENT)**

- The director or head teacher will be appropriately certified and highly qualified as required by federal law.

### *Teacher*

- Ratio requirements
  - There will be a full-time, certified teacher employed for each session serving 20 children per class. Maximum class size is 20 four-year-olds with an adult/child ratio of 1 to 10, using one certified teacher and one assistant.
- Qualifications
  - Classroom teachers will hold a valid certificate in early childhood education, hold a bachelor's degree in child development or have a bachelor's degree with at least six semester hours in early childhood education and be highly qualified as required by federal law.

### *Teaching assistant*

- Ratio requirements
  - There will be one teaching assistant for each half-day class with a maximum of 20 children per session.
- Qualifications
  - Teaching assistants will be highly qualified as established by federal law.

### *Other staff positions*

- The qualifications of all staff providing supervision and/or support services will be not less than the general requirements for other district employees in similar positions (South Carolina Defined Program) and federal law.

### **Staff development**

The district's staff development plan will include and describe appropriate activities in the district's comprehensive plan. Principals, directors, teachers and teaching assistants will participate in training sponsored by the district and/or the state department of education.

### **Evaluation**

Program success will involve two evaluation measures.

- Districts will examine their program's success by determining compliance with state board of education regulations.
- Districts will participate in evaluation efforts coordinated by the state department of education to include tracking of eligible children through at least the third grade to determine the program's impact on school success.



## **PAGE 3 - IHBIB-R - PRIMARY/PRE-PRIMARY EDUCATION (CHILD DEVELOPMENT)**

### **Attendance reports**

Staff will keep individual records of daily attendance for each child in the program. Schools cannot carry any child in membership after the date of official withdrawal or beyond 10 consecutive days of unlawful absenteeism.

Schools will submit periodic attendance reports to the department of education. The department will establish due dates on an annual basis.

### **Cumulative records**

The school district must begin a permanent record for each child entering the program. The school district will maintain information on the child's growth and development and will forward all information to the child's teacher each year.

### **Nutrition standards**

Schools will provide one nutritional supplement (snack) daily for each child in each session. Participation in a breakfast or lunch program is adequate to meet this requirement for half day sessions.

### **Facilities**

Schools will provide appropriate and adequate physical facilities. Classrooms must provide a minimum of 35 square feet per child and include a sink area. The bathroom facility must be either within the classroom or close by. Schools must provide outdoor play space at a minimum of 100 square feet per child.

Issued ^

## **Policy IFBGA(3) Use of District Email Resources**

Issued 1/07

Purpose: To establish the basic structure for the use of email resources.

### **Objective**

The policy for governing the use of the district's email resources is intended to allow the district to acquire the benefits of increased efficiency through the use of technology. In addition, this policy is intended to protect the district's information assets, the instructional and operational integrity of the district, and the rights of students and district employees.

### **Scope**

This policy applies to the following entities.

- all the district's employees including regular, temporary, part-time and contract employees
- all students enrolled in schools located within the district
- all other users of any of the district's technology resources regardless of their affiliation
- all district-owned or operated technology systems which are subscribed to and/or paid for by the district

### **Use of email**

Email accounts are provided by School District Five of Lexington and Richland Counties (District Five) as a communication resource for conducting official district business. Users of the district email system are obligated to use this resource in a responsible, effective and lawful manner.

All messages and electronic transmissions distributed via the school district's email system are the property of District Five. The district reserves the right to monitor personal use of email to the same extent that it monitors business use. There are no expectations of privacy in any item created, stored, sent or received on the District Five email system.

Employees should exercise the same restraint and caution in drafting and transmitting e-mail messages as when writing a formal memorandum on district or school letterhead. Users should assume that messages will be saved and reviewed by someone other than the original addressee.

Although email seems to be less formal than other written communication, the same federal, state and local laws apply to email that apply to written communications. If any user disregards the rules set out in this email policy, the user will be fully liable for all damages incurred as a result of the misuse. District Five will disassociate itself from the user as far as legally possible in such occurrences.

### **Acceptable use guidelines**

All teachers and staff and, when applicable, students, will have an e-mail account provided by District Five. In order to ensure appropriate use of these accounts, all recipients of district email accounts should adhere to the following guidelines.

- Email accounts cannot be used to send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks.
- Email accounts cannot be used to send solicitations that are not related to official school business.



- Email accounts cannot be used to disguise or attempt to disguise the user's identity when sending email.
- Email account bearers may not use email to consume system resources beyond a reasonable margin.
- The district's email system will not be used to set up or run a personal business.
- Email accounts cannot be used for any use that will be in conflict or violation of local, state and/or federal laws.
- Political purposes.

### **Confidential information**

Although the district email systems have security mechanisms in place, there is no way to ensure total security of the district's system. Confidential information should never be sent via email.

### **Ramifications for inappropriate use**

#### Staff

Failure to follow this policy can result in disciplinary action.

#### Students

For student guidelines for email usage, please refer to the student acceptable use policy. Disciplinary action for misuse of email resources will be determined by the student disciplinary code. In the event there is an allegation that a student has violated this policy, the student will be provided with a notice and opportunity to be heard in the manner set forth in the student disciplinary code.

Adopted 1/22/07

#### Legal references:

##### Federal law:

47 USC Section 254(h) - Children's Internet Protection Act.

The Digital Millennium Copyright Act of 1998, Section 512 - Limitations on liability relating to material online.

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

Section 10-1-205 - Computers in public libraries; regulation of Internet access.

Section 16-3-850 - Encountering child pornography while processing film or working on a computer.

Section 16-15-305 - Disseminating, procuring or promoting obscenity unlawful; definitions; penalties; obscene material designated contraband.

## USE OF DISTRICT EMAIL RESOURCES

Code **IJNDB(3)** Issued **DRAFT**

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Purpose: To establish the basic structure for the use of email resources.

### Objective

The policy for governing the use of the district's email resources is intended to allow the district to acquire the benefits of increased efficiency through the use of technology. In addition, this policy is intended to protect the district's information assets, the instructional and operational integrity of the district, and the rights of students and district employees.

### Scope

This policy applies to the following entities.

- all the district's employees including regular, temporary, part-time and contract employees
- all students enrolled in schools located within the district
- all other users of any of the district's technology resources regardless of their affiliation
- all district-owned or operated technology systems which are subscribed to and/or paid for by the district

### Use of email

Email accounts are provided by School District Five of Lexington and Richland Counties (District Five) as a communication resource for conducting official district business. Users of the district email system are obligated to use this resource in a responsible, effective and lawful manner.

All messages and electronic transmissions distributed via the school district's email system are the property of District Five. The district reserves the right to monitor personal use of email to the same extent that it monitors business use. There are no expectations of privacy in any item created, stored, sent or received on the District Five email system.

Employees should exercise the same restraint and caution in drafting and transmitting e-mail messages as when writing a formal memorandum on district or school letterhead. Users should assume that messages will be saved and reviewed by someone other than the original addressee.

Although email seems to be less formal than other written communication, the same federal, state and local laws apply to email that apply to written communications. If any user disregards the rules set out in this email policy, the user will be fully liable for all damages incurred as a result of the misuse. District Five will disassociate itself from the user as far as legally possible in such occurrences.

### Acceptable use guidelines

All teachers and staff and, when applicable, students, will have an e-mail account provided by District Five. In order to ensure appropriate use of these accounts, all recipients of district email accounts should adhere to the following guidelines.

- Email accounts cannot be used to send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks.



## PAGE 2 - IJNDB(3) - USE OF DISTRICT EMAIL RESOURCES

- Email accounts cannot be used to send solicitations that are not related to official school business.
- Email accounts cannot be used to disguise or attempt to disguise the user's identity when sending email.
- Email account bearers may not use email to consume system resources beyond a reasonable margin.
- The district's email system will not be used to set up or run a personal business.
- Email accounts cannot be used for any use that will be in conflict or violation of local, state and/or federal laws.
- Political purposes.

### **Confidential information**

Although the district email systems have security mechanisms in place, there is no way to ensure total security of the district's system. Confidential information should only be sent via the Internet on secure websites represented by (https:). District Five does not accept liability for any lost or stolen information sent or received via the district's Internet resources.

Ramifications for inappropriate use

#### *Staff*

Failure to follow this policy can result in disciplinary action including termination.

#### *Students*

For student guidelines for email usage, please refer to the student acceptable use policy. Disciplinary action for misuse of email resources will be determined by the student disciplinary code.

Adopted 1/22/07; Revised ^

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Legal references:

- A. Federal law:
  - 1. 47 USC Section 254(h) - Children's Internet Protection Act.
  - 2. The Digital Millennium Copyright Act of 1998, Section 512 - Limitations on liability relating to material online.
- B. S.C. Code of Laws, 1976, as amended:
  - 1. Section 10-1-205 - Computers in public libraries; regulation of Internet access.
  - 2. Section 16-3-850 - Encountering child pornography while processing film or working on a computer.
  - 3. Section 16-15-305 - Disseminating, procuring or promoting obscenity unlawful; definitions; penalties; obscene material designated contraband.

## Policy IHAA Final Examinations

Issued 10/90

Methods of evaluation of student progress within a given school or class-room are the responsibility of the personnel of the school involved and the district instructional staff. Periodic evaluation of practices and procedures will be made by individual schools to insure that maximum benefit is gained by the current practice. Secondary students, grades 9-12, will be given examinations at the conclusion of each semester. Specific procedures for administering examinations will be the responsibility of the principal.

A student who qualifies as a senior at the beginning of the school year may exempt the final examination for a course if she/he:

- has an overall A or B average in the course; and
- has had no suspensions (in-school or out) during the entire academic year.

With regard to a semester course, this final examination occurs at the end of either semester.

(Cf. IHEA)

Adopted 6/16/86; Revised 1/25/88, 1/23/89, 10/22/90

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SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES



## TESTS AND EXAMINATIONS

Code **IKAA** Issued **DRAFT**

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Purpose: To establish the board's vision and the basic structure for evaluating students in the district's schools.

Student evaluation is an integral part of the teaching-learning process. Teacher communication with the parent/legal guardian regarding individual student achievement is a central part of the evaluative process. The classroom teacher is responsible for student evaluation, subject to the supervision of the school principal. All current applicable state laws and regulations will be implemented.

Adopted 6/16/86; Revised 1/25/88, 1/23/89, 10/22/90, ^

**Policy IKA Teaching Methods**

Issued 11/81

The classroom teacher will be responsible for properly presenting to the students the courses of study prescribed by the school administration. All teachers will be expected to employ acceptable and effective procedures in order to promote maximum student growth and development.

Adopted 11/16/81

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

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**Policy »IHAB« Report Cards**

Issued 10/03

Progress reports should indicate the level of individual growth in learning. Report cards will be distributed to students in grades three through twelve on a nine-week basis. Interim reports will be issued at the mid-point of each grading period to all students in grades six through twelve.

Adopted 1973; Revised 11/16/81, 11/21/83, 3/16/92, 10/27/03

Legal references:

State Board of Education Regulation:

R-43-257 - Report cards.

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

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## REPORT CARDS/PROGRESS REPORTS

Code **IKAB** Issued **DRAFT**

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Purpose: To establish the board's vision and the basic structure for issuing report cards for students.

The district recognizes that regularly issued report cards, combined with scheduled parent-teacher conferences, serve to promote a process of continuous evaluation of student performance. At all levels, the information provided on report cards should give the parent/legal guardian insight into the student's achievement.

Progress reports should indicate the level of individual growth in learning. Report cards will be distributed to students in grades three through twelve on a nine-week basis. Interim reports will be issued at the mid-point of each grading period to all students in grades six through twelve.

Students in primary grades (K-2) will receive report cards but will not have the same numerical grading system as used in grades 3-5.

All report cards and transcripts will use numerical grades for courses carrying Carnegie units. These grades will be based on the uniform grading scale as established by the state board of education (see policy IKA).

Adopted 1973; Revised 11/16/81, 11/21/83, 3/16/92, 10/27/03, ^

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Legal references:

- A. State Board of Education Regulations:
  - 1. R43-234 - Defined program, grades 9-12.

**Policy IHAD Parent-Student-Teacher Conferences**

Issued 1/89

The need exists for diversified approaches to communication between the home and the school. Therefore, school personnel are encouraged to plan and schedule teacher-parent conferences, teacher-student conferences, and teacher-student-parent conferences in addition to report cards.

Adopted 1973; Revised 11/16/81, 1/23/89

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

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## PARENT CONFERENCES

Code **IKACA** Issued **DRAFT**

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Purpose: To establish the board's vision of the importance of conferences.

Close communication between home and school is an important factor in establishing a highly effective school program. Planned conferences between parents/legal guardians and teachers is an important way to bring about understanding and close cooperation between the home and school. Teachers should maintain close communication with all parents/legal guardians, not just with those where academic or other problems suggest the need for closer communication.

Personal conferences between parents/legal guardians and teachers supplement the formal reporting system. These conferences are one way of creating better understanding between the home and school. They also provide an opportunity for open communication regarding the following.

- administrative procedures
- instructional programs
- goals and objectives
- pertinent information regarding student progress

The board encourages parent/legal guardian conferences involving teacher, student and principal as appropriate.

Adopted 1973; Revised 11/16/81, 1/23/89, ^

## **Policy IHAE Placement of Non- Accredited Private and Home School Secondary Students**

Issued 6/01

When enrolling students from home schools or private schools that are not accredited by the Southern Association of Colleges and Schools (SACS), secondary school administrators will adhere to the following guidelines.

Check all course documentation and test scores that are presented from the private or home school and compare with similar courses offered in the District's high school(s). if a preponderance of the documentation reflects similarities with courses offered in district schools (title, course description, syllabi, assignments, assessments, etc.), the principal may award probationary credit for the course. in such case, the student will be tentatively assigned in classes for a probationary period. During this probationary period, the student will have to meet requirements (subject standards, satisfactory completion of designated assignments, etc.) determined by the principal or his/her designee before a decision is made granting class placement and/or Carnegie credit.

End of the year exams will be administered for courses that are not justified by the review of the private and home school documentation. if the student successfully passes the end of the year exam (s), the student may be placed in the next grade on the level deemed appropriate by the principal or his/her designee based on the test results and review of documentation.

The student is assigned a class rank, grades for the credited courses and a grade point average. Students will not receive honors or advanced placement weighting regarding the calculation of grade point averages.

All requirements for graduation must be completed, such as physical education and the exit exam.

For elective credit, documentation from the private or home school should be compared with the courses offered to determine if end of year testing is appropriate.

Science courses with extensive labs may not be credited to the student unless there is substantial documentation of the same lab work done in the private or home school or the student passes the end of year test.

Adopted 6/11/01



## **PLACEMENT OF NON-ACCREDITED PRIVATE AND HOME SCHOOL SECONDARY STUDENTS**

Code **IKACC** Issued **DRAFT**

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**Purpose:** To establish the basic structure for placement of students from non-accredited private and/or home schools.

When enrolling students from home schools or private schools that are not accredited by the Southern Association of Colleges and Schools (SACS), secondary school administrators will adhere to the following guidelines.

- Check all course documentation and test scores that are presented from the private or home school and compare with similar courses offered in the district's high school(s). If a preponderance of the documentation reflects similarities with courses offered in district schools (title, course description, syllabi, assignments, assessments, etc.), the principal may award probationary credit for the course. In such case, the student will be tentatively assigned to classes for a probationary period. During this probationary period, the student will have to meet requirements (subject and state standards, satisfactory completion of designated assignments, etc.) determined by the principal or his/her designee before a decision is made granting class placement and/or Carnegie credit.
- End of the year exams will be administered for courses that are not justified by the review of the private and home school documentation. If the student successfully passes the end of the year exam(s), the student may be placed in the next grade on the level deemed appropriate by the principal or his/her designee based on the test results and review of documentation.
- The student is assigned a class rank, grades for the credited courses and a grade point average. Students will not receive honors or advanced placement weighting regarding the calculation of grade point averages.
- All requirements for graduation must be completed, such as physical education and the exit exam.
- For elective credit, documentation from the private or home school should be compared with the courses offered to determine if end of year testing is appropriate.
- Students from home schools or non-accredited private schools entering the ninth grade may not receive high school credit for courses that are not offered to District Five middle school students.
- Science courses with extensive labs will not be credited to the student unless there is substantial documentation of the same lab work done in the private or home school or the student passes the end of year test.

Adopted 6/11/01; Revised ^

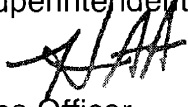






**MEMORANDUM**

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

FROM: Ms. Helen Anderson   
Chief Instructional Services Officer

DATE: February 6, 2013

RE: February 11, 2013 Board Meeting  
**Magnet Schools Proposal**

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The administration recommends Board approval of the magnet programs at Irmo Middle School and H.E. Corley Elementary School.

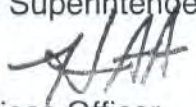
Robert Jackson, Judy Franchini and I will be available at the February 11, 2013 Board Meeting to answer any questions you may have about the programs.





**MEMORANDUM**

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

FROM: Ms. Helen Anderson   
Chief Instructional Services Officer

Date: February 6, 2013

Re: February 11, 2013 Board Meeting, Approval  
**Tuition-Based Pre-K Program**

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The administration recommends Board approval of the continuation of EXCEL (Exposing Children to Early Learning), the tuition-based pre-kindergarten program at Irmo Elementary School for the 2013-2014 school year.

Based on the fact that we have a waiting list of parents seeking enrollment in this program, the administration also recommends Board approval of expanding the tuition-based pre-kindergarten program to a second site, Seven Oaks Elementary in the fall of 2013.

As of February 4, 2013 the EXCEL program has collected \$61,610.00 and expended \$43,107.93, leaving a fund balance of \$18,502.07. The program is operating within the approved budget which is attached.

Attachments:  
EXCEL enrollment  
Program budget information (passed by Board on 3-26-2012)





at Irmo Elementary

<b>Zoned School</b>	<b>Attended 4 year old EXCEL program 2012- 2013</b>	<b>5K Enrollment 2013-2014 as 5K students</b>
<b>D5 Employees</b>	3*	2*
<b>BES</b>	1	1
<b>IES</b>	6	6
<b>LMES</b>	1	1
<b>HEC</b>	3	3
<b>RSES</b>	1	1
<b>OPES</b>	2	2
<b>LES</b>	1	1
<b>NRES</b>	2	2
<b>CES</b>	0	1*
<b>HWES</b>	0	0
<b>SOES</b>	0	0
<b>DFES</b>	0	0

# Preschool After-school Program

Budgeted Revenue/Expense for a Single Classroom comprised of  
20 paying students

## REVENUE:

Tuition		
\$150 per student for 36 weeks	5400	
Students per class	<u>20</u>	
Total Tuition		108000

## EXPENDITURES:

Salary plus fringe - Teacher	60000	
Salary plus fringe - Teacher Aide	25000	
Supplies/Related Costs	<u>23000</u>	
Total Costs		108000



## Exhibit

### Spring Hill High School Staffing Plan 2013-2014 Phase I Administrative and Non – Duplicated Positions Requesting Board Approval

**Phase I –  
Administrative and Non-Duplicated Certified Staff  
Per Staffing Guidelines for High Schools**

<b>Position</b>	<b>FTE</b>	<b>Contract Days</b>	<b>Salary Range</b>
Assistant Principal for Instruction	1.0	240	\$74,419 (low) \$92,582 (mid) \$106,214 (high)
Guidance Director	1.0	240	Internal vacancy*
Assistant Principal	1.0	190	\$58, 915 (low) \$73,294 (mid) \$84,086 (high)
Media Specialist	1.0	190	Internal vacancy**

**\*Position will be filled by internal transfer; additional cost limited to difference between Director's vs. Counselor's salary**

**\*\*Position will be filled by internal transfer; no additional cost to budget**








**MEMORANDUM**

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

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

DATE: February 4, 2013

RE: February 11, 2013 Board Meeting, 1<sup>st</sup> Reading.  
"Proposed Revisions to Board Policy JICDA-R "Code of Conduct"

- Change Category Offense Code Numbers to Power School Code Numbers according to SC Department of Education Power School Incident Management. (new numbers in blue)
- Page 8, added to Offense 102 "mace and pepper spray".
- Page 8, deleted from Offense 103/1.680 "marijuana (including marijuana seeds), hallucinogenic drugs, inhalants or any other controlled or illegal substance".
- Page 8, deleted from Offense 103/1.580/1.570/1.575 "Since alcohol consumption is illegal by minors, consumption of any amount of alcohol will constitute a violation of this section."

Recommendation:

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

Attachments: Recommended New Policies

Mr. Michael Harris will be available to answer any questions at the February 11<sup>th</sup> meeting.

# PAGE 1 - JICDA-R - CODE OF CONDUCT

*Administrative Rule*

## CODE OF CONDUCT

Code **JICDA-R** Issued **5/11**

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

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

These regulations are effective during the following times and places.

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

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

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

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

### **Harassment, intimidation or bullying**

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

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

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



## PAGE 2 - JICDA-R - CODE OF CONDUCT

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

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

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

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

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

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

- Any student or parent/legal guardian of a student who believes that the student has been bullied, harassed or intimidated in violation of district policy should immediately report such conduct to a teacher, administrator or other school official. The report may be oral or in writing.
- Any school employee who observes an incident of bullying, harassment or intimidation of a student will immediately report the incident to the appropriate building administrator (principal or assistant principal).
- Any school employee who receives a report of bullying, harassment or intimidation should immediately forward the report to the appropriate building administrator (principal, assistant principal).
- An administrator will promptly and thoroughly investigate all such reports and, upon completion of that investigation, will notify the parents/legal guardians of all affected students that corrective action to be taken by the school.
- Corrective action may include the student perpetrator being disciplined in accordance with the student code of conduct, as well as being required to complete program(s) regarding conflict resolution, anger management and/or social interaction skills.



## PAGE 3 - JICDA-R - CODE OF CONDUCT

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

### Definitions of terms

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

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

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

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

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



## **PAGE 4 - JICDA-R - CODE OF CONDUCT**

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

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

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

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

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

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

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

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

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

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

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

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

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

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



## PAGE 5 - JICDA-R - CODE OF CONDUCT

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

### **Suspension from school or transportation and appeals**

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

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

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

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



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- In the event that the principal/director determines that he/she has been too involved in the decision to suspend to conduct an impartial hearing, the principal/director may request that the district hearing officer conduct the appeal hearing.
- In cases of eight to 10 day suspensions, if the principal/director holds the appeal hearing and subsequently decides to uphold the suspension, the parent/legal guardian may petition the district hearing officer for a further appeal, provided that such petition is made in writing within three school days of the date of the signed receipt of the decision letter from the principal/director. The petition will state on what basis the parent/legal guardian believes that the suspension was unfair or unwarranted. The district hearing officer will have discretion whether to grant a further appeal and that decision will be final.
- All in-school suspensions and out-of-school suspensions under eight days may not be appealed beyond the school level unless the suspension was initially assigned by the principal. There is no appeal for detentions or lesser consequences beyond the school level.

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

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

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

### **Expulsion from school**

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

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

### **Law enforcement involvement**

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



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### Dismissal of expelled students from the alternative school

Each expelled student accepted at the alternative school will be placed on a behavior contract. The director of the alternative school will have the authority to dismiss any expelled student from the alternative school based upon the student's behavior violations while enrolled at the alternative school.

The student and parent/legal guardian will be notified of the dismissal and the reason for the dismissal in writing and may appeal the dismissal to the district hearing officer, provided that any such appeal is made in writing within three school days of receipt of the notice of dismissal. All dismissals from the alternative school will be reported to the superintendent.

### Category 1 offenses

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

101. [1.789](#) \*\*\*Possession, transfer or use of a firearm.

102. [1.789](#) \*\*\*Possession, transfer or use of a prohibited weapon other than a firearm including a knife with a blade over two inches, BB gun, paint ball gun, pellet gun, air-soft pistol, razor, razor blade, martial arts throwing star, metal knuckles, [mace and pepper spray](#), blackjack, adir and a metal pipe or pole. Box cutters and utility/X-Acto knives containing any size blades are also considered a violation of this section. (\*K-2). [SC 16-23-430.](#) ([See Glossary](#))

103. [1.680](#) \*\*\*Possession, transfer, distribution, use in any amount or being under the influence of [alcohol](#), {*marijuana (including marijuana seeds), hallucinogenic drugs, inhalants or any other controlled or illegal substance*}. Since alcohol consumption is illegal by minors, consumption of any amount of alcohol will constitute a violation of this section. This includes being present on district/school property or at any school-sponsored event after using any amount of these substances (see note 1) ([See Glossary](#)).

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

103. [1.580/1.570/1.575](#) \*\*\*Possession (1.580), transfer (1.570), distribution (1.570), use in any amount or being under the influence of *alcohol*, (1.575) [marijuana](#) (including marijuana seeds), hallucinogenic drugs, inhalants or any other controlled or illegal substance. {*Since alcohol consumption is illegal by minors, consumption of any amount of alcohol will constitute a violation of this section.*} This includes being present on District/school property or at any school-sponsored event after using any amount of these substances (see note 1) ([See Glossary](#)).

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

104. [1.610](#) \*\*\*Sexual assault.



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105. [1.520](#) \*\*\*Assault of a staff member or any other adult designated by the school to supervise students, including volunteers ([See Glossary](#)).
106. [1.500](#) \*\*\*Arson, which is the intentional damage of school property or attempted arson of school property ([See Glossary](#)).
107. [1.260](#) \*\*\*Communicating a threat of a destructive device or weapon. Communicating, writing, threatening or transmitting to a person or school facility that there is, or will be, a destructive device, bomb, shooting or dangerous event, with the intent of intimidating, threatening or interfering with government functions or school activities; or, harboring one who is guilty of this offense.
108. [1.700](#) \*\*\*Possession or transfer of dangerous explosives, plastic explosives, chemical reaction-type and pipe bomb materials including, but not limited to, Molotov cocktails and dynamite.
109. [1.510](#) \*\*\*Active participation in an act of mob violence, to include lynching. A mob is described as two or more people ([See Glossary](#)).
110. [1.350](#) \*\*\*Unauthorized tampering with security, fire, access control of surveillance system or alarms.
111. [1.690](#) \*\*\*Participating in sexual conduct/activity which also includes compromising situations and circumstances. Such conduct may involve only the individual student or may involve other people.
112. [1.540](#) \*\*\*Burglary to a school, portable classroom, school district building or any structure on school district property.
113. [1.700](#) \*\*\*Auto break in. Unlawful entry into a motor vehicle on school property or in a school district vehicle at any location.

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

- Students will be suspended immediately pending a possible recommendation for expulsion from school. During the investigative period, high school students may be suspended from school for up to three school days pending a possible recommendation for expulsion. Once the investigation has been completed, the principal will meet with the student and his/her parent/legal guardian to discuss the results of the principal's investigation and to provide the student the opportunity to present his/her defense to the matter. At the conclusion of that meeting, the principal will inform the student whether he/she intends to proceed forward with the recommendation for expulsion.
- Whenever these offenses are committed, law enforcement will be called and charges (juvenile petition or warrant) will be filed against the perpetrator. Although in some cases, law enforcement's decision whether to press criminal charges for weapons or drugs may require possession of that item on the person, in all such cases the school administrator will still contact law enforcement and file an incident report.
- When these offenses are committed on a school bus or other school vehicle, office of transportation personnel will conduct a preliminary investigation and report their findings to the appropriate school administrator for action. Students who are suspended out-of-school immediately forfeit the opportunity to ride the school buses or other district vehicle for the duration of the suspension or until a decision is made otherwise by the principal or the hearing officer.



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

- In considering the developmental appropriateness of consequences, kindergarten, first and second graders, as noted with (\*K-2), will be addressed as follows.
  - Consequences for a first offense, which will be determined by the principal or his/her designee, may include, but not be limited to, a parent conference, time-out, detention hall, administrative review, in-school suspension or out-of-school suspension .
  - A second offense, will result in a 3-day suspension from school or the student may be recommended for expulsion.
  - A third offense, will result in an automatic suspension and recommendation for expulsion.
  - A fourth offense, will result in an automatic recommendation for expulsion.

- Elementary students, grades three through five, and kindergarten-second grade (when not noted with the \*K-2 disclaimer) will be addressed as follows:

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

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

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

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



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## Law enforcement involvement

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

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

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

## Category 2 Offenses

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

201. [2.760/2.670](#) \*\*\* Vandalism or theft of personal or school district property where value is \$50.00 or more.
202. [2.027](#) \*\* Making serious threats to a staff member or any other person authorized by the school to supervise students.
203. [2.750](#) \*\* Trespassing ([See Glossary](#)).
204. [2.750](#) Being on any school property or present at any school-sponsored event while under suspension.
205. [2.010](#) \*\* Detonating (in any way causing to go off) fireworks, incendiary devices, smoke and/or stink bombs or other noxious gas devices.
206. [2.004](#) \*\*\* Selling, possessing, transferring or using items represented as being illegal or controlled substances, prescription drugs or over the counter drugs, without regard to amount.
207. [2.004](#) \*\* Selling, possessing, transferring or using items that are substantially similar in color, shape, size or markings to a controlled substance i.e., Wizard Smoke, etc. (see policy JICH).
208. [2.52](#) \*\*\* Physical assault of a student ([See Glossary](#)).
209. [2.789](#) \*\*\* Possession of a knife with a blade two inches or less, starter pistol, replica weapon/device or bat. The blade will be measured from tip to base. This does not include a baseball bat that has been approved for recreational purposes in the elementary school.
210. [2.004](#) \*\* Possession of any item of drug paraphernalia ([See Glossary](#)).
211. [2.789](#) \*\*\* Use of any item not generally considered as a weapon but **used** as a weapon to inflict bodily harm. Such items include, but are not limited to, a knife with a blade two inches or less, starter pistol, replica weapon/device, paintball gun or bat.
212. [2.700](#) \*\* Any other behavior, whether on or off campus, that threatens the safety of students or staff members (regardless of where behavior takes place) or disrupts the operation or function of the school. This does include coming on school/district property after consuming non-prescribed controlled substances and/or illegal drugs. (Notes 1 and 2 apply also.)



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213. [2.390](#) \*\*\* Possession or use of mace or pepper gas or spray.
214. [2.013](#) \*\* Sexual harassment ([See Glossary](#)).
215. [2.019](#) \*\*\* Indecent exposure ([See Glossary](#)).
216. {\*\* Health code violation (this includes, but is not limited to, biting, spitting and urinating or defecating in a public or inappropriate location); (Elementary only).}
217. [2.220](#) \*\* Unauthorized and deliberate tampering with a computer setup (example: switching cables, disabling fans, deliberately introducing a virus, etc.)
218. \*\* Unauthorized and deliberate tampering/deletion/destruction of any computer programs, systems or data files.
219. [2.270](#) \*\* Direct refusal to obey a staff member or any adult authorized by the school to supervise students, including volunteers, in a crisis situation.
220. Failure to successfully complete an alcohol/drug program as assigned for #206.
221. [2.620](#) \*\*\* Fraudulent request for emergency services.
222. [2.651](#) Pattern of threatening, bullying or intimidating other students.
223. [2.009](#) \*\* Fighting ([See Glossary](#)).
224. [2.520](#) \*\* Simple Assault (Middle and High School only) ([See Glossary](#)).
225. [2.270](#) Refusal to obey school or district administrator.

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

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

- First offense will result in a parent conference and a penalty deemed appropriate by the principal.
- Second offense may include, but not limited to, time-out, detention hall, administrative review, in-school suspension or out-of-school suspension.
- Third offense will result in three (3) days suspension from school and a possible recommendation for expulsion.

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

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



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### *Middle school students*

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

### *High school students*

- First offense - Up to eight (8) days out-of-school suspension or immediate suspension with a recommendation for expulsion.
- Second offense - Immediate suspension from school with a recommendation for expulsion.

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

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

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

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

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

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

### **Category 3 Offenses**

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

301. 3.740 Possession or transfer of stolen property (school or personal).
302. 3.560 \*\* Planning and/or organizing and/or instigating and/or participating in an activity that causes substantial disruption to the educational program.
303. 3.750 \*\* Unauthorized entry to school building or property (this includes school-sponsored events).
304. 3.630 Gambling (games of chance for money or profit).
305. 3.230 Possession/use or transfer of tobacco or tobacco products.



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306. [3.220](#) \*\* Tampering with, changing or altering records or documents of the school or district by any method including, but not limited to, computer access or other electronic means.
307. [3.270](#) Refusal to obey a staff member or any other adult authorized by the school to supervise students to report to a certain place or to leave a certain place.
308. [3.007](#) Creating or participating in a classroom disturbance that interferes with the instructional process.
309. [3.160/3.150](#) Cutting class (3.160) /school (3.150).
310. [3.310](#) Leaving or attempting to leave school grounds without permission, whether or not the school day has actually begun. This includes unauthorized driving/riding to an off campus class.
311. [3.320](#) Walking out of a class (without teacher approval).
312. [3.016](#) Engaging in verbal abuse, name calling (i.e., ethnic or racial slur or derogatory statements about sexual orientation) intentionally addressed publicly to others that may disrupt the school educational program or incite violence.
313. [3.407](#) Provoking or simulating a fight.
314. [3.220](#) \*\* Intentional creation of, online use of and/or downloading of materials using a computer which would not be permissible in the schools in any other form. This includes e-mails, My Space, Facebook, etc.
315. [3.220](#) \*\* Unauthorized storage and/or loading of a computer program, system or data file. This may also be a copyright violation and as such is subject to copyright laws.
316. [3.220](#) \*\* Unauthorized access or duplication of computer programs, systems or data files.
317. [3.220](#) \*\* Use of any computer access accounts other than those assigned to the individual.
318. [3.651/3.650/3.652](#) Threatening, bullying (3.651) or intimidating (3.650) students, staff member, or any other adult designated by the school to supervise students including volunteers.
319. *Failure to successfully complete alcohol or drug counseling after mandatory referral.*
320. [3.018](#) Unauthorized striking or lighting a match/lighter or igniting caps or use of poppers on school property.
321. [3.710](#) Possession/Distribution of pornographic or obscene material.
322. [3.210/3.290](#) Profanity/Obscenity, racial or ethnic slur directed to a staff member or to any adult authorized by the school to supervise students, including volunteers.
323. [3.017](#) Inappropriate sexual gesture/behavior.
324. [3.017/3.003/3.029](#) Health code violation (3.017, Biting (3.003, Urination (3.029), Defecation (*middle and high school only*)).
325. \*\*Simple Assault. (See Glossary) (PS 520) (Elementary K-5 school only)



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**Consequences for students who commit any Category 3 Offense will be as follows.**

### *Elementary students*

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

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

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

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

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

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

### *Middle and high school students*

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

- First Offense – Two (2) to four (4) days out-of-school suspension and law enforcement may be called and charges may be filed.
- Second Offense – Four (4) to six (6) days out-of-school suspension or recommendation for expulsion. Law enforcement may be called and charges may be filed.
- Third Offense – Six (6) to ten (10) days out-of-school suspension or recommendation for expulsion. Law enforcement may be called and charges may be filed.
- Fourth Offense - Immediate suspension from school with a recommendation for expulsion. Law enforcement may be called and charges may be filed.

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

- First Offense – Parent conference, counseling and in school suspension. Law enforcement will be called and charges to issue a citation.
- Second Offense – Saturday morning detention, in school suspension and/or work detail. Law enforcement will be called to issue a citation.
- Third Offense – Three (3) days out-of-school suspension and law enforcement will be called to issue a citation.
- Fourth Offense – Possible recommendation for expulsion.

**School District Five of Lexington and Richland Counties** (see next page)



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

The following consequences will be assigned for high school students who commit a health code violation; use profanity/obscenity, a racial or ethnic slur directed to a staff member or to any adult authorized by the school to supervise students, including volunteers; display inappropriate sexual gestures/behaviors or plan and/or organize and/or instigate and/or participate in an activity that causes substantial disruption to the educational program.

- First Offense - Four (4) days out-of-school suspension and law enforcement will be called and charges may be filed.
- Second Offense - Eight days out-of-school suspension or recommendation for expulsion. Law enforcement will be called and charges may be filed.
- Third Offense - Immediate suspension from school with a recommendation for expulsion. Law enforcement will be called and charges may be filed.

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

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

- First Offense - Saturday morning detention, Twilight school, In school suspension and/or weekend detail. Law enforcement will be called to issue a citation. (SC Statue Statute 44-95-20)
- Second Offense - Four (4) days out-of-school suspension. Law enforcement will be called to issue a citation.
- Third Offense – Eight (8) days out-of-school suspension. Law enforcement will be called to issue a citation.
- Fourth Offense – Possible recommendation for expulsion. Law enforcement will be called to issue a citation.

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

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

- First offense - Saturday morning detention, work detail and/or in-school suspension.
- Second offense – Two (2) days in-school suspension.
- Third offense – Two (2) days out-of-school suspension and parent conference scheduled.
- Fourth offense – Four (4) days out-of-school suspension.
- Fifth offense - Recommendation for expulsion.



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### Category 4 Offenses

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

- 401. [4.006/4.011](#) Lying or giving false information either verbally or in writing to a teacher, administrator or school staff member (4.008). Examples: deliberate forgery of parent/educator signatures (4.011) or changing/deleting information sent home by the school to the parent/legal guardian. Making false accusations about a staff member also falls within this section.
- 402. [4.360](#) Failure to properly identify self or present school identification when requested to do so. Failing to properly display a school ID also falls within this section.
- 403. [4.017](#) Disrespect to teacher or staff member or other adult approved by the school to supervise students, including volunteers.
- 404. [4.270](#) \* Persistent disobedience (see third bulleted item under “consequences”).
- 405. [4.007/4.340](#) Class disruption or disruption of school activities/environment (4.007), including school bus (4.340).
- 406. [4.600](#) Extortion or attempting to extort through threat of force.
- 407. [4.022/4.014](#) Inappropriate physical contact including, but not limited to, pushing or shoving.
- 408. [4.010](#) Possession of fireworks, live ammunition or other incendiary devices (This includes stink/ smoke bombs and vials of noxious gases/liquids).
- 409. [4.023](#) Unauthorized or inappropriate use of school equipment including, but not limited to, computers.
- 410. [4.330/4.390](#) Using a paging device (i.e. pager, beeper, cell or mobile telephone) during school hours. All devices must be turned off and not visible during school hours.
- 411. [4.180](#) Excessive tardiness/early dismissals.
- 412. [4.271](#) Missing Afterschool detention.
- 413. [4.650](#) Hazing (see hazing policy JICFA) ([See Glossary](#)).
- 414. [4.018](#) Possession, sale or distribution of unauthorized materials at school.
- 415. [4.012](#) Harassment ([See Glossary](#)).
- 416. [4.300/4.305](#) Violation of parking and driving regulations.
- 417. [4.017](#) Violation of cafeteria rules.
- 418. [4.004](#) Violation of health room rules. All medication (over the counter or prescription) brought to school by a student must be in the original container, labeled appropriately and administered by the school nurse. Exceptions under a physician’s order are managed by the school nurse.
- 419. [4.002](#) Failure to sign in/sign out from school in the office when required.



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- 420. [4.200](#) Being in an unauthorized area/inappropriate use of facilities.
- 421. [4.015](#) Inappropriate display of affection between students.
- 422. [4.023](#) Unauthorized use of locker.
- 423. [4.190](#) Cheating (see Honor Code) ([See Glossary](#)).
- 424. [4.390](#) Possession of radios, tape players, electronic entertainment devices, MP3, I-Pods and walkmans (not related to instruction) on school grounds during school hours.
- 425. [4.390](#) Possession/Use of annoyances at school such as laser lights, water pistols, water balloons, whistles, etc.
- 426. [4.390](#) Possession/Use of skateboards/rollerblades/skates/scooters. Skating is not allowed during school hours or in any prohibited area, during an afterschool activity or in the immediate proximity of parked vehicles. Skateboarding is not allowed on any school campus at any time.
- 427. [4.390](#) Unauthorized card playing.
- 428. [4.028](#) Throwing rocks or other objects.
- 429. [4.370](#) Littering school grounds.
- 430. [4.280](#) Dress code violations.
- 431. [4.028](#) Violation of safety rules. This includes propelling objects i.e. rocks, spitballs or food items at others, science lab rule violations, etc.
- 432. [4.210/4.290](#) Profanity (4.210) /Obscene gesture (4.290) directed toward another student or directed towards no one in particular.
- 433. [4.390](#) Possession of a lighter or matches.
- 434. [4.270](#) Failure to obey a staff member.
- 435. [4.017](#) Disrespect to others, i.e. verbal ridicule, pulling wedgies, ankling/zippering, etc. (Ankling/ Zippering is defined as pulling down the pants of another).
- 436. [4.280](#) Wearing items or clothing that could pose a safety threat to one's self or others (heavy chains, not made as jewelry, studded bracelets/collars, nose/lip to ear chains, etc.).
- 437. [4.271](#) Failure to attend/complete Saturday detention or In-school suspension.
- 438. [4.001](#) Aiding and/or abetting another student(s) who is committing any rules violation ([See Glossary](#)).
- 439. [4.430](#) \* Violation of a behavior contract (see third bulleted item under "consequences").
- 440. [4.430](#) Violation of District-Level behavior contract.



## PAGE 19 - JICDA-R - CODE OF CONDUCT

441. 4.760/4.670 \*\* Vandalism or theft of school or personal property where value is \$50.0 or less (this includes cafeteria items).
442. 4.700 Planning or creating a situation that may lead to a crime or rule violation.
443. 4.250 Participation in gangs/gang-related activity (refer to policy JICF).
444. 4.340 Any behavior or act that interferes with the safe operation of a school bus.

### **Consequences for students who Commit Category 4 Offenses other than participation in gangs/gang-related activity will be as follows.**

- Any offense will result in a behavior management intervention deemed appropriate by the school such as a conference, revocation of driving and parking privileges, counseling, parent conferences, detention hall, Saturday detention, work detail, in-school suspension, Twilight School out-of-school suspension or a recommendation for expulsion.
- Any student suspended three times for a Category 4 Offense must be placed on a behavior contract by the administration.
- A range of consequences from immediate counseling to indefinite suspension from riding the vehicle will be imposed on students by the office of transportation when an offense occurs on a school bus or other school vehicle. Students who are suspended out-of-school immediately forfeit the opportunity to ride school buses or other school vehicles for the duration of the suspension.

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

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

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

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

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

## **PAGE 20 - JICDA-R - CODE OF CONDUCT**

### **Rules for riding the bus**

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

### ***Offenses committed on the bus or in a school vehicle***

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

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



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- Second offense - (K-grade 3) - 30-day to indefinite suspension.  
(Grades 4-12) - Suspended pending expulsion hearing determination.
- Third offense - (K-Grade 12) - Suspended pending expulsion hearing determination.

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

- First offense - (K-grade 3) - 10-day to indefinite suspension.  
(Grades 4-5) - 15-day to indefinite suspension.  
(Grades 6-12) - 30-day to indefinite suspension.
- Second offense - (K-grade 3) - 15-day to indefinite suspension.  
(Grades 4-12) - Suspended pending expulsion hearing determination.
- Third offense - (K-grade 12) - Suspended pending expulsion hearing determination.

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

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

- First offense - (K-grade 5) - Five-day to indefinite suspension.  
(Grades 6-12) - 15-day suspension.
- Second offense - (K-grade 5) - Five-day to indefinite suspension.  
(Grades 6-12) - 45-day suspension.
- Third offense - (K-grade 5) - Five-day to indefinite suspension.  
(Grades 6-12) - Suspended pending expulsion hearing determination.

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

- First offense - (K-grade 5) - Five-day to indefinite suspension.  
(Grades 6-12) - Five-day suspension.
- Second offense - (K-grade 5) - Five-day to indefinite suspension.  
(Grades 6-12) - 15-day suspension.
- Third offense - (K-grade 5) - Five-day to indefinite suspension.  
(Grades 6-12) - 30-day suspension.
- Fourth offense - (K-grade 5) - Five-day to indefinite suspension.  
(Grades 6-12) - 45-day suspension.
- Fifth offense - (K-grade 5) - Five-day to indefinite suspension.  
(Grades 6-12) - Suspension pending expulsion hearing determination.

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

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

### **Technology offenses**

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

*Note: See individual categories for specific offenses and consequences.*

### **Discipline of students with disabilities**

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

For students whose behavioral violations are determined by the IEP/IAP committee to be directly related to the student's disability, any suspension or combination of suspensions which exceed 10 days is considered a change in placement and may not occur.

In such cases, the IEP/IAP committee will determine appropriate behavioral interventions and/or consider the appropriateness of the student's educational placement and need for a change in placement.

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



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### *Expulsion from school*

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

### *Transfer in lieu of expulsion*

Any student transferred to the Alternative Academy for Success in lieu of expulsion may not attend any school-sponsored event or be on any district property during the period of his/her transfer. All transferred students will sign a behavior contract prior to enrolling at the Alternative Academy for Success. The district hearing officer will hear all appeals for dismissal from the Alternative Academy for Success.

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

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

### **School board policies**

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

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

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

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



## **PAGE 24 - JICDA-R - CODE OF CONDUCT**

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

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

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

### **Sections from the South Carolina Code of Laws relative to the discipline policy**

- 59-63-1110. Any person entering the premises of any school in this state will be deemed to have consented to a reasonable search of his/her person and effects.
- 59-63-1120. School administrators may conduct reasonable searches on school property of lockers, desks, vehicles and personal belongings with or without probable cause.
- 16-7-160. Illegal use of stink bombs or other devices containing foul or offensive odors. This is a misdemeanor and, if convicted, may be fined for no more than \$3,000 or sentenced up to three years. This becomes a felony if it causes bodily harm.
- 16-7-170. Entering a public school for the purpose of destroying records or, in fact, destroying or damaging records is a misdemeanor and, if convicted, an individual will be fined no more than \$5,000 or imprisoned not more than three years.
- 16-11-550. Threatening to kill, injure or intimidate an individual or damage or destroy property by means of explosive or incendiary aids; agrees with; or conspires with will be guilty of a felony. If convicted, an individual may be jailed from one to 15 years.
- 16-23-430. Carrying weapons or other objects which may be used to inflict bodily injury while on school property. This is a felony and, if convicted, an individual may be fined \$1,000 or jailed up to five years or both.
- 59-63-235. A one-year (365 days) expulsion for a student who is determined to have brought a firearm to a school or any setting under jurisdiction of a local board of trustees.
- 16-23-420. Carrying or displaying firearms in a public building or adjacent areas is a felony and, if convicted, an individual must be fined up to \$5,000 or imprisoned up to five years or both.
- 16-17-420. Disturbing school is a misdemeanor and, if convicted, an individual will pay a fine of \$100 to \$1,000 or imprisoned for 30 to 90 days. Fighting is included within the prohibition of this law. Use of foul or offensive language toward a principal, teacher or police officer can constitute a crime.

### **School District Five of Lexington and Richland Counties**

## PAGE 25 - JICDA-R - CODE OF CONDUCT

### Authority of the hearing officer

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

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

Issued 8/15/93; Revised 9/12/94, 7/27/95, 7/8/96, 6/2/97, 7/13/98, 6/28/99, 6/26/00, 6/25/01, 7/8/02, 5/19/03, 5/19/03, 7/19/04, 5/9/05, 5/22/06, 6/25/07, 7/28/08, 7/13/09, 5/10/10, 5/23/11








MEMORANDUM

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

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

DATE: February 5, 2013

RE: Board Meeting – February 11, 2013  
Discussion – Proposed Revisions to Policy DFAB – Reserve Funds

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The administration recommends the attached proposed revisions to the Board policy DFAB – Reserve Funds proceed to First Reading approval.

KEF:tl  
Attachment/s

## RESERVE FUNDS

Code **DFAB** Issued **6/07**

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Purpose: To establish the basic structure.

The board is committed to providing sound fiscal management for the district. To ~~that~~ *this* end, the board desires fiscal stability for the district, while considering instructional needs and the financial burden placed upon the taxpayers.

*The district's general fund balance provides operating continuity during the months when minimal taxes are collected and liquidity in other unanticipated events that result in negative cash flow. These may be events such as large adverse legal settlements, temporary structural balance to budget needs, or mid-year budget cuts. Fund balance should not be used for recurring budget needs.*

*Credit rating agencies monitor fund balance levels as a metric of credit quality. The board seeks to maintain an excellent credit rating to enhance bond sales as needed and to protect the investment of those who purchase district bonds.*

To provide sound fiscal management and stability, an undesignated operating reserve fund ~~of approximately 8.5 percent of the total approved general fund budget will be established each fiscal year consistent with the medial averages for issuers that retain at least an Aa2/AA credit rating will be maintained by the district. This average may change from time to time but generally ranges from 15% to 18% of the general fund budgeted expenditures.~~

Adopted 10/12/98; Revised 6/25/07








MEMORANDUM

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

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

DATE: February 5, 2013

RE: Board Meeting – February 11, 2013  
Addition of Facilities to Hourly Fee Schedule for Selected Use of District Five Facilities - KF-E(1)

In compliance with Board policy BG/BGD, the administration has revised Exhibit KF-E(1) – Hourly Fee Schedule for Selected Use of District Five Facilities, exhibit to Administrative Rule KF-R, Use of School Facilities, to include the Center for Advanced Technological Studies and Spring Hill High School.

The revised Exhibit KF-E(1) is attached – no Board action is required.

KEF:tl  
Attachment/s

**HOURLY FEE SCHEDULE \***  
**FOR SELECTED USE OF DISTRICT FIVE FACILITIES**

SCHOOL	CLASSROOM/ LAB/UNIT	GYMNASIUM	CAFETERIA**		MULTI-PURPOSE ROOM  (Libraries/Theaters/ Education Production Facilities)	CUSTODIAL AND/OR CAFETERIA PERSONNEL  (Hourly Rate - Two hour minimum)
			(without kitchen)	(with kitchen)		
Elementary schools	\$30	\$50	\$50	\$60	\$60	\$30
Alternative Academy	\$30	\$60	n/a	n/a	n/a	\$30
Chapin Middle School	\$30	\$70	\$70	\$85	\$60	\$30
CrossRoads Middle School	\$30	\$70	\$70	\$85	\$60	\$30
Dutch Fork Middle & Irmo Middle Schools	\$30	\$70	\$70	\$85	\$85	\$30
Chapin High School	\$30	\$50/\$95***	\$70	\$85	\$90	\$30
Dutch Fork High School	\$30	\$50/\$120***	\$90	\$110	\$110	\$30
Irmo High School/Annex	\$30	\$50/\$120***	\$90	\$110	\$110	\$30
Spring Hill High School	\$30	\$50/\$120***	\$90	\$110	\$110	\$30
The Center for Advanced Technological Studies	n/a	n/a	n/a	n/a	\$110	\$30
Auditoriums -Dutch Fork High School/Irmo Elementary	\$110 per hour (two-hour minimum)					

\* A maximum 30-minute "grace period" for each usage will be granted for logistical coordination prior to the imposition of another hourly charge; custodians will be commensurately compensated for all on-site time.

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

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

n/a - Not available.

Issued 10/24/83; Revised 1/21/85, 3/20/89, 3/2/92, 8/12/96, 7/24/00, 7/23/07, 6/14/10