



**AMENDED  
AGENDA  
BOARD OF TRUSTEES  
DUTCH FORK HIGH SCHOOL'S MEDIA CENTER  
SEPTEMBER 23, 2013**

1. Call to order at 5:30 p.m.
2. Enter executive session to consider the following:
  - a. Selected employment items (Exhibit A)
  - b. Contractual matter regarding construction management
  - c. Legal matter regarding construction at Spring Hill High School
3. Welcoming remarks at 7 p.m.
4. Invocation – Beth Burn Watson
5. Pledge of Allegiance – Devon Chatman, student body president at Dutch Fork High School
6. School Board Spotlight
7. Approval of the agenda
8. Approval of the minutes of the September 9, 2013 board meeting
9. Welcome and brief overview of Dutch Fork High School by Dr. Greg Owings, principal
10. Superintendent's report
  - a. Update on Freedom from Religion Foundation v. School District Five of Lexington and Richland Counties
  - b. New Design & Construction
    - (1) Monthly update (Exhibit B)
  - c. Financial Services
    - (1) Monthly Financial Reports – August 2013 (Exhibit C)

11. Public participation\*

### **ACTION AGENDA**

12. Items considered in executive session
13. Second reading approval of proposed revisions to "K" policies (Exhibit D):
  - a. Replace LEB "Parents' Organizations" with KBE "Relations with Parent Organizations"
  - b. Add KC "Career and Technology Education Planning and Appeals"
  - c. Replace LC "School-Business-Community Partnerships" with KCA "School-Community Relations Goals/Priority Objectives"
  - d. Replace KE "Student Mentoring Program" with KCAA "Student Mentoring Program"
  - e. Replace KNBA "Complaints About Instructional Materials" and IFAD "Complaints About Instructional Materials" with KEC "Public Concerns and Complaints About Instructional Resources"
  - f. Replace KNBA-R "Complaints About Instructional Materials" and IFAD-R "Complaints About Instructional Materials" with KEC-R "Public Concerns and Complaints About Instructional Resources"
  - g. Replace KNBA-E "Individual School Letterhead" and IFAD-E "Sample" with KEC-E "Citizen's Request for Review of Education Materials"
  - h. Replace KCC "Business Partnerships" with KG "Business Partnerships"
  - i. Replace KIA "Political Campaign Materials Distribution/Staff Participation in Political Activities" with KHE "Political Campaign Materials Distribution/Staff Participation in Political Activities"
  - j. Replace KM "Visitors to the Schools" with KI "Visitors"
14. First reading approval of proposed revisions to "K" policies (Exhibit E):
  - a. Replace KJ "Advertising, Distribution of Promotional Materials and Vending Agreements on School Property and at School-Sponsored Events" and KHC "Distribution of Promotional Materials" with KHEA "Advertising, Distribution of Promotional Materials and Vending Agreements on School Property at School-Sponsored Events"
  - b. Replace LDAJA "Interrogations and Searches" with KLG "Relations with Law Enforcement Authorities"
15. First reading approval of proposed revisions to "J" board policies: (Exhibit F)
  - a. Replace JCDAE "Urinalysis Drug Testing for Certain Expelled Students Attending the Alternative School" with JICHA "Urinalysis Drug Testing for Certain Expelled Students Attending the Academy for Success"

- b. Delete Administrative Rule JCDAE-R "Urinalysis Drug Testing for Certain Expelled Students Attending the Alternative School"

16. Approval of 2013 SCSBA Delegate Assembly (Exhibit G)

**DISCUSSION AGENDA**

17. Proposed Superintendent's Goals for 2013-2014 (Exhibit H)

18. 2014-2015 proposed school calendar (Exhibit I)

19. Proposed revisions to "D" and "E" policies: (Exhibit J)

- a. Replace DC "Taxing and Borrowing", DCB "Fiscal Year, DCCA "Budget Deadlines and schedules", DCCB "Staff Involvement in Budget Preparation" and DCCC "Dissemination of Budget Information" with DB "Annual Budget"
- b. Replace EA "Business Management Goals and Objectives" with EA "Support Services Goals/Priority Objectives"
- c. Add EB "Environmental and Safety Program"
- d. Add EBAB "Hazardous Materials"
- e. Replace JGCC "Communicable Diseases" and JGCC-R "Communicable Diseases – Students" with EBBA "Prevention of Disease/Infection Transmission"
- f. Replace EBBC "Emergency Drills" and JGFA "Emergency Drills" with EBC "Emergencies"
- g. Replace EBBC "Emergency Drills" and JGFA "Emergency Drills" with EBCB "Safety Drills"
- h. Replace EBD "Emergency Closings" and AFC "Emergency Closings" with EBCE "School Closings and Cancellations"; Replace EBD-R "Emergency School Closing" and AFC-R "Emergency School Closing" with EBCE-R "School Closings and Cancellations"; and Replace "EBD-E "Parent/Guardian Emergency Dismissal Information" and AFC-E "Parent/Guardian Emergency Dismissal Information" with EBCE-E "Parent/Legal Guardian Emergency Dismissal Information"
- i. Add EC "Buildings/Grounds/Property Management"
- j. Replace EBC "Security (of School Properties) with ECA "Security"
- k. Add ECAC "Vandalism"

20. Chinese Textbook Adoption Recommendation (Exhibit K)

21. 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**

22. The next regular scheduled board meeting will be October 14, 2013 at Spring Hill High School.

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





Minutes/ September 9, 2013

The Board of Trustees of School District Five of Lexington and Richland Counties met at Harbison West Elementary School with the following members present:

Mr. Robert Gantt, Chairman  
Mrs. Beth Burn Watson, Vice Chairman  
Mrs. Ellen Baumgardner, Secretary  
Mrs. Jondy Loveless  
Mr. Jim Turner  
Mr. Ed White  
Dr. Stephen Hefner, District Superintendent

The following staff were in attendance:

Dr. Angela Bain, Chief Human Resource Services Officer  
Mr. Mark Bounds, Chief Information Officer  
Dr. Karl Fulmer, Chief Financial Services Officer  
Mr. Michael Harris, Chief Student Services Officer  
Mr. Keith McAlister, Director of New Design and Construction  
Dr. Christina Melton, Chief Instructional Services Officer

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

The Invocation was given by Robert Gantt. The Pledge of Allegiance was led by Victoria May, a fifth grade student at Harbison West Elementary School.

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

A welcome and brief overview of Harbison West Elementary School was given by Arthur Newton, Jr., principal.

During the superintendent's report, Dr. Hefner gave an update on the opening of school and a report on the ACT results (Exhibit C).

During the public participation, Yank Brice spoke regarding the board makeup and Kim Murphy spoke regarding Freedom of Information.

Mark Bounds presented proposed revisions to "K" policies (Exhibit I): a) Replace KJ "Advertising, Distribution of Promotional Materials and Vending Agreements on School Property and at School-Sponsored Events" and KHC "Distribution of Promotional Materials" with KHEA "Advertising, Distribution of Promotional Materials and Vending Agreements on School Property at School-Sponsored Events"; and b) Replace LDAJA "Interrogations and Searches" with KLG "Relations with Law Enforcement Authorities".

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

Michael Harris presented proposed revisions to "J" board policies (Exhibit J): a) Replace JCDAE "Urinalysis Drug Testing for Certain Expelled Students Attending the Alternative School" with JICHA "Urinalysis Drug Testing for Certain Expelled Students Attending the Academy for Success"; and b) Delete Administrative Rule JCDAE-R "Urinalysis Drug Testing for Certain Expelled Students Attending the Alternative School.

The 2013-2014 Title III ESOL Budget was provided for information (Exhibit K).

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SCHOOL DISTRICT FIVE  
OF  
LEXINGTON AND RICHLAND COUNTIES

Meeting of September 9, 2013

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES			B A U M G A R D N E R	G A N T T	L O V E L E S S		T U R N E R	W A T S O N	W H I T E
Meeting of September 9, 2013									
1.	M. Watson	S. Loveless	X	X	X		X	X	X
Enter executive session to consider the following: a) contractual matter regarding lease of property; b) selected employment items (Exhibit A); and c) student enrollment matter (Exhibit B)									
2.	M. Watson	S. Baumgardner	X	X	X		X	X	X
Approve the agenda									
3.	M. Watson	S. Baumgardner	X	X	X		X	X	X
Approve the minutes of the August 12, 2013 board meeting									
4.	M. Watson	S. Baumngardner	X	X	X		X	X	X
Approve the selected employment items (Exhibit A)									
5.	M. Watson	S. Baumgardner	X	X	X		X	X	X
Recommend three additional FTE's in order to remain in compliance with Board Policy ICE and the corresponding rule ICE-R for staffing ratios (Exhibit B)									
6.	M. Watson	S. Loveless	X	X	X		X	X	X
Approve the Design Development for the new middle school (Exhibit D)									
7.	M. Watson	S. Baumgardner	X	X	X		X	X	X
After reviewing Dr. Hefner's report on the District's progress, and hearing the Board members' comments this evening regarding Dr. Hefner's performance, I move that we conclude as a Board that Dr. Hefner receive an outstanding evaluation for the 2012-2013 school year. I move that as a result of Dr. Hefner's overall outstanding evaluation, that Dr. Hefner's employment contract with the District be extended by 1 (one) year(s), or through June 30, 2017. I further move that the Board Chairman be									

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SCHOOL DISTRICT FIVE  
OF  
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Meeting of September 9, 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		T U R N E R	W A T S O N	W H I T E
authorized to prepare a summary letter on behalf of the Board regarding Dr. Hefner's evaluation based on the Board's action and discussion this evening.								
8.	M. Watson S. Baumgardner	X	X	X		X	X	X
Second reading approval of proposed revisions to "F" policies (Exhibit F): a) Add FF "Naming Facilities" and b) Add FF-R "Naming Facilities"								
9.	M. Watson S. Baumgardner	X	X	X		X	X	X
Second reading approval of proposed revisions to "K" policies (Exhibit G): a) Add KB "Parent Involvement in Education", b) Add KBB "Parent Rights and Responsibilities", c) Add KDD "Media Relations", d) Add KDDA "Press Releases, Conferences and Interviews", e) Add KE "Public Concerns and Complaints", f) Replace KA "Goals and Objectives" and LC "School-Business-Community Partnerships" with KA "School-Parent-Community Relations Goals/Priority Objectives", g) Replace KHE "Gifts to Schools" with KCD "Public Gifts/Donations to Schools", h) Replace KB "Public Information Program" with KD "Public Information and Communication", i) Replace KBA "Public's Right to Know" and KBA-E "Code of Laws of South Carolina 1976 Annotated" with KDB "Public's Right to Know/Freedom of Information", and j) Replace KBA-R "Request to Inspect and/or Receive Copies of Public Records" with KDB-R "Public's Right to Know/Freedom of Information"								
10.	M. Watson S. Baumgardner	X	X	X		X	X	X
First reading approval of proposed revisions to "K" policies (Exhibit H): a) Replace LEB "Parents' Organizations" with KBE "Relations with Parent Organizations", b) Add KC "Career and Technology Education Planning and Appeals", c) Replace LC "School-Business-Community Partnerships" with KCA "School-Community Relations Goals/Priority Objectives", d) Replace KE "Student Mentoring Program" with KCAA "Student Mentoring Program", e) Replace KNBA "Complaints About								

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SCHOOL DISTRICT FIVE  
OF  
LEXINGTON AND RICHLAND COUNTIES

Meeting of September 9, 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		T U R N E R	W A T S O N	W H I T E
Instructional Materials" and IFAD "Complaints About Instructional Materials" with KEC "Public Concerns and Complaints About Instructional Resources", f) Replace KNBA-R "Complaints About Instructional Materials" and IFAD-R "Complaints About Instructional Materials" with KEC-R "Public Concerns and Complaints About Instructional Resources", g) Replace KNBA-E "Individual School Letterhead" and IFAD-E "Sample" with KEC-E "Citizen's Request for Review of Education Materials", h) Replace KCC "Business Partnerships" with KG "Business Partnerships", i) Replace KIA "Political Campaign Materials Distribution/Staff Participation in Political Activities" with KHE "Political Campaign Materials Distribution/Staff Participation in Political Activities", and j) Replace KM "Visitors to the Schools" with KI "Visitors"									
11. M.	Baumgardner	S. Loveless	X	X	X		X	X	X
Adjourn at 9:20 p.m.									

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**MEMORANDUM**

September 23, 2013

To: Members of the Board of Trustees

From: Keith McAlister  
Director, New Design and Construction

Re: Monthly Update

**ADMINISTRATION CONSIDERATION**

Administration provides information in reference to the monthly update for New Design & Construction.

**RECOMMENDATION**

Information is received for review.

**ATTACHMENT**

Exhibit

# **District Five of Lexington & Richland Counties Construction Update September 23, 2013**



# Chapin High School

<b>Project Manager:</b>	<b>Forrest L. King</b>
<b>Completion:</b>	<b>December 2014</b>
<b>Architectural Firm:</b>	<b>Stevens &amp; Wilkinson</b>
<b>Contractor:</b>	<b>China Construction America of S.C., Inc.</b>
<b>Construction Budget (Incl. Contingency):</b>	<b>\$48,855,188.00</b>
<b>Committed Construction Cost:</b>	<b>\$46,315,754.00</b>
<b>Capital Renewal Incorporated in Project:</b>	<b>\$5,264,000.00</b>

## **Project Description:**

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

## **Status:**

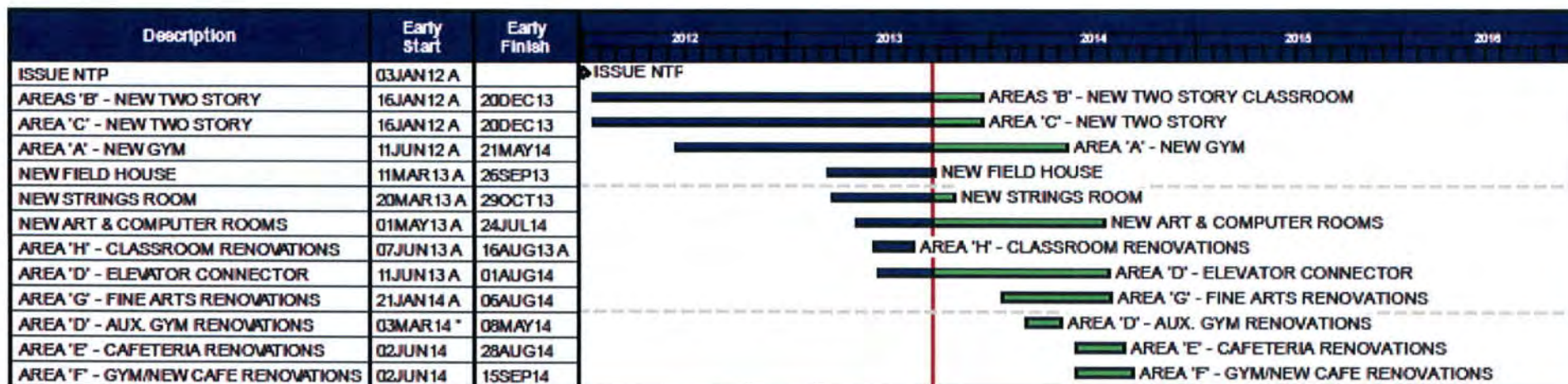
- Work is continuing on the Strings Building.
- Cleaning out the gym floor area in area 'A' to make preparations for the concrete slab installation.
- The ceiling grid installation is in progress at the two story classroom addition Areas 'B' and 'C'.
- The first overhead inspection for Area B & C is tentatively slated for September 26<sup>th</sup>.
- The final inspection for the Field House is tentatively set for September 26<sup>th</sup>.
- The connector from the cafeteria to area 'H' is in progress. Getting ready for the slab and step concrete pours.
- The sprigging at the practice football and soccer fields is growing extremely well.
- Site grassing and landscaping is in progress across the project.
- The Final Inspection by OSF for students passed on August 19<sup>th</sup> for Area 'H' renovations on both floors.

## **Achievements/Key Issues:**

- The capital renewal accomplished as part of this project includes: clock system, fire alarm, hardware systems, HVAC, PA/intercom, roofing and interior finishes.
- The worst area of discolored brick has been stained.

## **Schedule/Budget Issues:**

- Due to continuous delays, the final completion date of the project will be December 2014.
- A wet winter, spring and summer has impacted the project schedule. Project Team is working to make up time wherever possible.



**MILESTONE SCHEDULE  
CHAPIN HIGH SCHOOL**

-  Early bar
-  Progress bar
-  Critical bar
-  Summary bar
-  Start milestone point
-  Finish milestone point



# Chapin High School



Site Aerial along Columbia Avenue



Site Aerial towards Columbia Avenue

# Chapin High School



Gym Slab Prep



Two Story Classroom Bldg.  
from Field House



# Chapin High School



Field House looking towards  
CHS



Field side face of Field House

# Chapin High School



Cafeteria Connector towards  
Existing Building



Circulation Road towards  
Soccer Practice Field

# Chapin High School



Brick Staining - BEFORE



Brick Staining - AFTER



# Spring Hill High School

**Project Manager:**

**Forrest L. King**

**Completion:**

**August 2013**

**Architectural Firm:**

**McMillan Smith & Partners**

**High School #4 Contractor:**

**Edcon, Inc.**

**Construction Budget (Incl. Contingency):**

**\$64,111,169.00**

**Committed Const. Cost (Incl. CATE & Site):**

**\$62,843,368.00**

**Project Description:**

Construct a new 267,000 square foot high school with a capacity of 1,700 students.

**Status:**

- Ceiling tile is complete in all areas of the building.
- The Kitchen is serving food to students.
- The Multi-Purpose Room flooring has been installed.
- Exterior sidewalks, paving and canopies around the high school are complete.
- Exterior landscaping, irrigation and plantings are in progress.
- The Final Inspection by OSF for students passed on August 19<sup>th</sup>.
- Punchlist work is in progress throughout the building.

**Achievements/Key Issues:**

- The City of Columbia redefined the first phase of the City Capital Improvement Project to run the 24" water line from the Waterfall Subdivision to the CATE Center.

**Schedule/Budget Issues:**

- The final completion date for the New High School has been impacted by permitting and weather delays.





# Spring Hill High School



Site Aerial towards CATE



Site Aerial from Broad River  
Road

# Spring Hill High School



Kitchen Serving Line



Main Entrance



# Spring Hill High School



Teacher Parking towards School



Front of School near  
Cafeteria

# Spring Hill High School



Courtyard at Classroom Wings



Courtyard at Cafeteria



# Dutch Fork High School

<b>Project Manager:</b>	<b>Joe Huggins</b>
<b>Completion:</b>	<b>Summer 2014</b>
<b>Architectural Firm:</b>	<b>Stevens &amp; Wilkinson</b>
<b>Contractor:</b>	<b>Contract Construction</b>
<b>Construction Budget (Incl. Contingency):</b>	<b>\$15,347,815.00</b>
<b>Committed Const. Cost:</b>	<b>\$14,662,276.00</b>

## **Project Description:**

Construct a new health science building and a new visitor's concessions/restroom facility. Construct a new middle/high connector road to improve traffic flow along with additional parking. Various other athletic improvements.

## **Status:**

- Visitor's Concessions Stand & Bleachers have reached substantial completion.
- New driveways for Middle School & High School are now in use and have improved the traffic jam problems during pickup & drop off times.
- Progress on Softball & Baseball Press Boxes continues.
- Blockfill & ceiling grid underway on 1st Floor of the Health Science Building
- Overhead rough-in continues on 2nd Floor of the Health Science Building.
- Block work is reaching bearing height on the 3rd Floor of the Health Science Building

## **Achievements/Key Issues:**

- Visitor's Concession was successfully completed prior to first home game.

## **Schedule/Budget Issues:**

- Project was delayed due to permitting.
- A wet winter, spring and summer has impacted the project schedule. Project Team is working to make up time wherever possible.

Description	Early Start	Early Finish	2012	2013	2014	2015	2016	2017
Issue NTP	23OCT12 A		◆ Issue NTP					
Parking Expansion in Front of School	23OCT12 A	02JAN13 A	■ Parking Expansion in Front of School					
Construct Health Science Fieldhouse	23OCT12 A	19DEC13	■ Construct Health Science Fieldhouse					
Construct New Entry/Circulation Drives	23OCT12 A	30AUG13 A	■ Construct New Entry/Circulation Drives					
Concessions & Bleacher Addition	17DEC12 A	30AUG13 A	■ Concessions & Bleacher Addition					
Drive and Loop Behind Visitor Bleachers	05JUN13 A	21MAR14	■ Drive and Loop Behind Visitor Bleachers					
New Press Box & Bleachers at Softball &	05JUN13 A	03DEC13	■ New Press Box & Bleachers at Softball & Baseball					
Off Site Road Improvements	05JUN13 A	30AUG13 A	■ Off Site Road Improvements					
Interior Renovations	20DEC13	21APR14	■ Interior Renovations					

**MILESTONE SCHEDULE  
DUTCH FORK HIGH SCHOOL**

- Early bar
- Progress bar
- Critical bar
- Summary bar
- ◆ Start milestone point
- ◆ Finish milestone point



# Dutch Fork High School



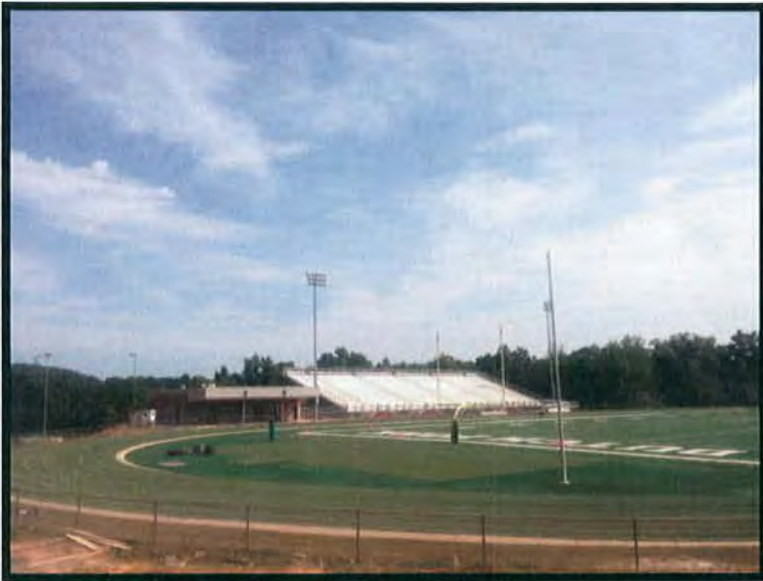
Site Aerial



Health Science Aerial



# Dutch Fork High School



New Visitor's Concessions &  
Bleachers



Pressbox from Health Science

# Dutch Fork High School



Health Science Building



Concessions Covered Area



# Irmo High School

<b>Project Manager:</b>	<b>Joe Huggins</b>
<b>Completion:</b>	<b>August 2014</b>
<b>Architectural Firm:</b>	<b>Stevens &amp; Wilkinson</b>
<b>High School #4 Contractor:</b>	<b>China Construction America of S.C., Inc.</b>
<b>Total Construction Budget (Incl. Contingency):</b>	<b>\$24,639,240.00</b>
<b>Committed Const. Cost (Incl. Site):</b>	<b>\$23,882,038.00</b>

## **Project Description:**

Construct a new 600 seat auditorium and a new field house. Interior renovations to allow for removal of portable classrooms.

## **Status:**

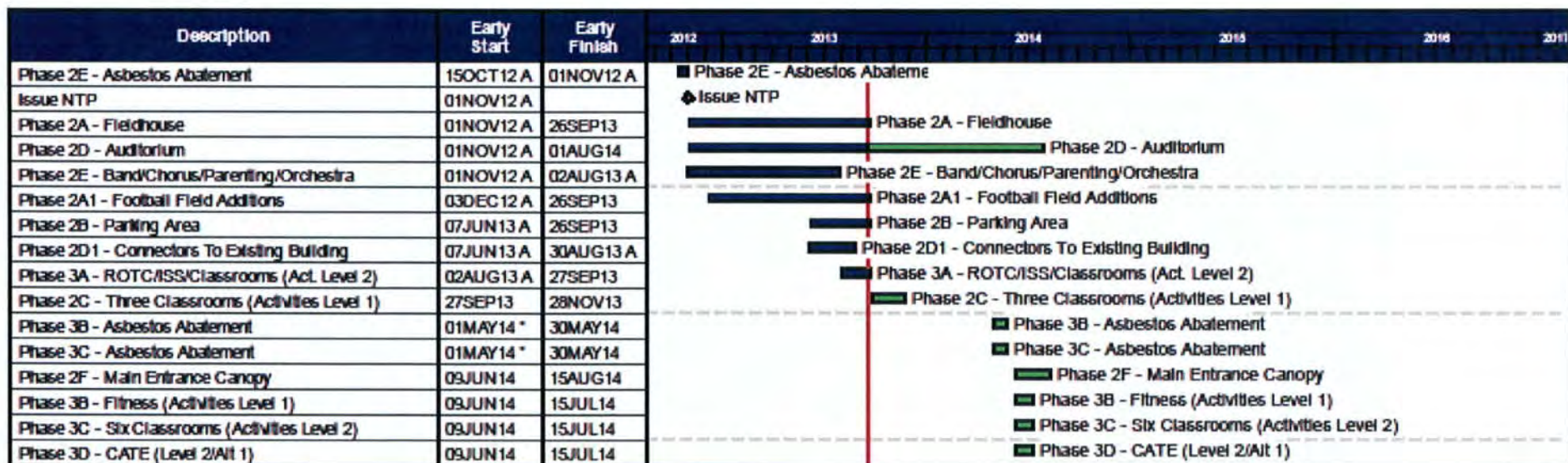
- Finishes are ongoing at the Field House.
- Metal wall panel installation is ongoing at the Field House.
- The final inspection for the Field House is tentatively set for September 26<sup>th</sup>.
- Punch list items are being corrected at CATE 1 and CATE 2 areas.
- Finishes are being installed at the Engineering/ROTC area.
- Building wall placement, foundations and underground rough in is ongoing at the Auditorium.
- Stadium upgrades are ongoing.

## **Achievements/Key Issues:**

- The OSF Final Inspection at CATE 1 and CATE 2 passed successfully.

## **Schedule/Budget Issues:**

- Project was delayed due to unforeseen site conditions. This includes a large debris pile that was buried at the Auditorium area.
- A wet winter and spring has impacted the project schedule. Project Team is working to make up time wherever possible.



**MILESTONE SCHEDULE  
IRMO HIGH SCHOOL**

- Early bar
- Progress bar
- Critical bar
- Summary bar
- ◆ Start milestone point
- ◆ Finish milestone point



# Irmo High School



Field House Aerial

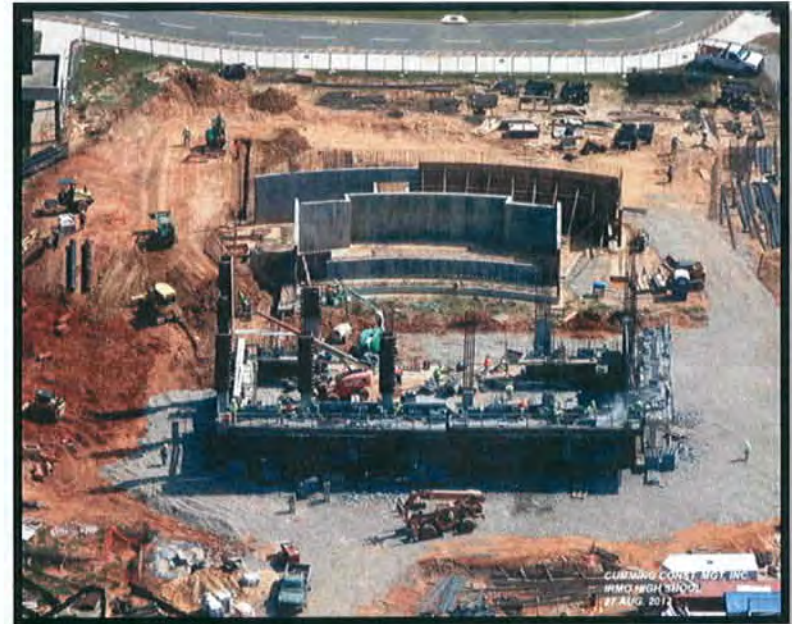


Field House Weight Room

# Irmo High School



Engineering/ROTC Renovation



Aerial of Auditorium towards St.  
Andrews



# Irmo High School



Auditorium Structure



Stadium Upgrades

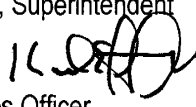






## MEMORANDUM

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

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

Date: September 23, 2013

Re: Board Meeting – September 23, 2013  
Monthly Financial Reports – August 2013

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Attached for your information are the revenue and expenditure reports for August 2013.

KEF:tl

Attachment

## AUGUST 2013 REVENUE

**SCHOOL DISTRICT 5 LEXINGTON/RICHLAND CO**  
**REVENUE BUDGET REPORT BY ACCOUNT**  
**FY 2013-2014**  
**CURRENT PERIOD: AUGUST 2013**

	FY 2013-2014 Original Budget	Current Month	Year to Date Revenue	Remaining Balance
<b>Revenue From Local Sources:</b>				
11100 Tax Levies	\$ 43,678,518.00	\$ (18,660.77)	\$ (21,503.77)	\$ 43,700,021.77
11120 Vehicle Taxes	\$ 9,502,236.00	\$ 478,630.86	\$ 1,491,931.75	\$ 8,010,304.25
11130 Current Tax Penalties	\$ 380,000.00	\$ 13,703.40	\$ 32,499.23	\$ 347,500.77
11400 Delinquent Taxes & Penalties	\$ 2,000,000.00	\$ 91,353.95	\$ 208,137.66	\$ 1,791,862.34
12800 Revenue in Lieu of Taxes	\$ 743,709.00	\$ -	\$ -	\$ 743,709.00
13100 Regular School Day Patron	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
13500 Summer School	\$ -	\$ -	\$ 2,647.00	\$ (2,647.00)
15100 Interest on Investments	\$ 100,000.00	\$ 105.35	\$ 9,284.18	\$ 90,715.82
17400 Student Fees	\$ 35,000.00	\$ 1,972.72	\$ 1,972.72	\$ 33,027.28
19100 Rentals	\$ 70,000.00	\$ 4,075.00	\$ 22,250.00	\$ 47,750.00
19500 Refund of Prior Year Expenditures	\$ 8,000.00	\$ -	\$ 348.48	\$ 7,651.52
19990 Other Local Revenue	\$ 12,000.00	\$ 223.48	\$ 638.48	\$ 11,361.52
Total Local Revenue	\$ 56,534,463.00	\$ 571,403.99	\$ 1,748,205.73	\$ 54,786,257.27
<b>Revenue From State Sources:</b>				
31600 School Bus Driver Salaries	\$ 550,000.00	\$ 46,014.79	\$ 150,884.48	\$ 399,115.52
31800 Fringe Benefits Contributions	\$ 13,636,881.00	\$ 1,151,338.67	\$ 2,302,677.34	\$ 11,334,203.66
31810 Retiree Insurance	\$ 3,837,288.00	\$ 319,774.00	\$ 639,548.00	\$ 3,197,740.00
33000 Education Finance Act	\$ 32,192,401.00	\$ 2,683,490.21	\$ 5,366,980.40	\$ 26,825,420.60
33750 Education Foundation Supplement	\$ 2,020,581.00	\$ -	\$ -	\$ 2,020,581.00
38100 Act 388 - One Cent Prop. Tax Relief	\$ 29,095,434.00	\$ -	\$ -	\$ 29,095,434.00
38100 Reimbursement For Prop. Tax Relief	\$ 10,580,071.00	\$ -	\$ -	\$ 10,580,071.00
38200 Homestead Exemption	\$ 1,758,200.00	\$ -	\$ -	\$ 1,758,200.00
38300 Merchant's Inventory Tax	\$ 209,687.00	\$ 49,220.20	\$ 49,220.20	\$ 160,466.80
38400 Manufacturer's Depreciation Reimbursement	\$ 303,663.00	\$ -	\$ -	\$ 303,663.00
38900 Motor Carrier Revenue	\$ 139,505.00	\$ 38,610.49	\$ 57,005.63	\$ 82,499.37
39900 Other State Revenue	\$ 44,980.00	\$ -	\$ -	\$ 44,980.00
Total State Revenue	\$ 94,368,691.00	\$ 4,288,448.36	\$ 8,566,316.05	\$ 85,802,374.95
<b>Transfer From Other Funds</b>				
52800 Indirect Costs Transfer	\$ 200,000.00	\$ -	\$ 267.28	\$ 199,732.72
52300 Transfer from EIA	\$ 3,606,122.00	\$ -	\$ -	\$ 3,606,122.00
Total Transfers	\$ 3,806,122.00	\$ -	\$ 267.28	\$ 3,805,854.72
19999 Operational Balance	\$ 3,747,745.00	\$ -	\$ -	\$ 3,747,745.00
<b>Total</b>	<b>\$ 158,457,021.00</b>	<b>\$ 4,859,852.35</b>	<b>\$ 10,314,789.06</b>	<b>\$ 148,142,231.94</b>

**SCHOOL DIST 5 LEXINGTON/RICHLAND CO**  
**REVENUE BUDGET REPORT BY ACCOUNT**  
**FY 2013-2014**  
**CURRENT PERIOD: 08/01/2013 TO 08/31/2013**

<u>ACCOUNT</u>	<u>BUDGETED REVENUE</u>	<u>CURRENT REVENUE</u>	<u>YEAR TO DATE REVENUE</u>	<u>REMAINING BALANCE</u>	<u>PCT</u>
100-001-110-0000-00 LEVIES - CUR. OPERATIONS - LEX	30,138,177.00	-18,660.77	-27,739.48	30,165,916.48	100
100-001-110-0001-00 LEX. CO. VEHICLE TAXES	4,941,163.00	478,630.86	1,015,519.61	3,925,643.39	79
100-001-110-0002-00 STATE SALES & USE TAX CREDIT	0.00	0.00	43.11	-43.11	0
100-001-110-0003-00 RICH. CO. CURRENT TAXES	13,540,341.00	0.00	6,192.60	13,534,148.40	100
100-001-110-0005-00 LEX. CO. DELINQUENT TAXES	1,120,000.00	91,353.95	189,874.31	930,125.69	83
100-001-110-0006-00 RICH. CO. DELINQUENT TAXES	880,000.00	0.00	18,263.35	861,736.65	98
100-001-110-0007-00 RICH. CO. VEHICLE TAXES	4,561,073.00	0.00	476,412.14	4,084,660.86	90
100-001-140-0000-00 PENALTIES/INTEREST - LEX. CO.	220,400.00	13,703.40	28,481.56	191,918.44	87
100-001-140-0001-00 PENALTIES/INTEREST - RICH. CO.	159,600.00	0.00	4,017.67	155,582.33	97
100-001-280-0000-00 FEE IN LIEU OF TAXES - LEX	743,709.00	0.00	0.00	743,709.00	100
100-001-310-0000-00 REG. DAY SCHOOL TUITION - FEE	5,000.00	0.00	0.00	5,000.00	100
100-001-350-0003-00 SUMMER SCHOOL TUITION - HIGH	0.00	0.00	2,647.00	-2,647.00	0
100-001-510-0000-00 INTEREST ON INVESTMENTS	100,000.00	105.35	9,284.18	90,715.82	91
100-001-740-0000-00 REVENUE - STUDENT FEES	35,000.00	1,972.72	1,972.72	35,000.00	100
100-001-910-0000-00 RENTALS OF PROPERTIES	70,000.00	0.00	0.00	70,000.00	100
100-001-950-0000-00 REFUND ON PRIOR YEAR'S EXPENSES	8,000.00	0.00	0.00	8,000.00	100
100-001-950-0001-00 REFUND OF PRIOR YEAR - TEXTBOOKS	0.00	0.00	348.48	-348.48	0
100-001-990-0000-00 MISC. LOCAL REVENUE	12,000.00	538.48	648.48	11,351.52	95
100-001-990-0008-00 MISC REVENUE-FACILITIES USAGE	0.00	4,075.00	11,330.00	-11,330.00	0
100-001-999-0000-00 ALLOC. OF BEGIN. FUND BALANCE	3,747,745.00	0.00	0.00	3,747,745.00	100
100-001-999-0003-00 MISC. REV - FACILITY USAGE FEE	0.00	0.00	10,920.00	-10,920.00	0
100-003-160-0000-00 BUS DRIVERS SALARY	550,000.00	46,014.79	92,029.58	457,970.42	83
100-003-162-0000-00 BUS DRIVERS WORKERS COMP	0.00	0.00	58,854.90	-58,854.90	0
100-003-180-0000-00 FRINGE BENEFITS - EMPLOYER CONTRIBUTION	13,636,881.00	1,151,338.67	2,302,677.34	11,334,203.66	83
100-003-181-0000-00 RETIREE FRINGE - EMPLOYER CONTRIBUTION	3,837,288.00	319,774.00	639,548.00	3,197,740.00	83
100-003-310-0000-00 EFA REVENUE TOTALS	32,192,401.00	0.00	0.00	32,192,401.00	100
100-003-311-0000-00 EFA REVENUE - KINDERGARTEN	0.00	165,836.81	331,673.61	-331,673.61	0
100-003-312-0000-00 EFA REVENUE - PRIMARY	0.00	459,384.80	918,769.60	-918,769.60	0
100-003-313-0000-00 EFA REVENUE - ELEMENTARY	0.00	740,948.48	1,481,896.96	-1,481,896.96	0
100-003-314-0000-00 EFA REVENUE - SECONDARY	0.00	188,089.39	376,178.78	-376,178.78	0
100-003-315-0000-00 EFA REVENUE - T.M.H.	0.00	8,435.01	16,870.02	-16,870.02	0
100-003-316-0000-00 EFA REVENUE - SPEECH	0.00	241,965.75	483,931.50	-483,931.50	0
100-003-317-0000-00 EFA REVENUE - HOMEBOUND	0.00	9,713.07	19,426.14	-19,426.14	0
100-003-321-0000-00 EFA REVENUE - EMOTIONALLY HANDICAPPED	0.00	19,478.39	38,956.78	-38,956.78	0
100-003-322-0000-00 EFA REVENUE - E.M.H.	0.00	6,128.96	12,257.92	-12,257.92	0
100-003-323-0000-00 EFA REVENUE - L.D.	0.00	182,759.98	365,519.96	-365,519.96	0
100-003-324-0000-00 EFA REVENUE - HEARING HANDICAPPED	0.00	6,807.94	13,615.88	-13,615.88	0
100-003-325-0000-00 EFA REVENUE - VISUALLY HANDICAPPED	0.00	7,778.58	15,557.16	-15,557.16	0
100-003-326-0000-00 EFA REVENUE - ORTHOPEDICALLY HANDICAPPED	0.00	5,112.37	10,224.74	-10,224.74	0

**SCHOOL DIST 5 LEXINGTON/RICHLAND CO**  
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100-003-327-0000-00 EFA REVENUE - VOCATIONAL	0.00	590,742.63	1,181,485.25	-1,181,485.25	0
100-003-331-0000-00 EFA REVENUE - AUTISM	0.00	50,308.05	100,616.10	-100,616.10	0
100-003-375-0000-00 ED FOUNDATION SUPPLEMENT	2,020,581.00	0.00	0.00	2,020,581.00	100
100-003-810-0000-00 PROPERTY TAX RELIEF REIMB. -	6,611,007.00	0.00	0.00	6,611,007.00	100
100-003-810-0001-00 PROPERTY TAX RELIEF REIMB - I	3,969,064.00	0.00	0.00	3,969,064.00	100
100-003-820-0000-00 HOMESTEAD EXEMPTION - LEX. I	1,230,740.00	0.00	0.00	1,230,740.00	100
100-003-820-0001-00 HOMESTEAD EXEMPTION - RICH.	527,460.00	0.00	0.00	527,460.00	100
100-003-825-0000-00 TIER III PROPERTY TAX RELIEF	29,095,434.00	0.00	0.00	29,095,434.00	100
100-003-830-0000-00 MERCHANTS INV TAX RELIEF - L	192,912.00	49,220.20	49,220.20	143,691.80	74
100-003-830-0001-00 MERCHANT INV TAX RELIEF - RIC	16,775.00	0.00	0.00	16,775.00	100
100-003-840-0000-00 MANUFACTURERS DEPR REIMB -	300,626.00	0.00	0.00	300,626.00	100
100-003-840-0001-00 MANUFACTURERS DEPR REIMB -	3,037.00	0.00	0.00	3,037.00	100
100-003-890-0000-00 MOTOR CARRIER VEH TAX REIM	97,654.00	38,610.49	57,005.63	40,648.37	42
100-003-890-0001-00 MOTOR CARRIER VEH TAX REIM	41,851.00	0.00	0.00	41,851.00	100
100-003-990-0000-00 OTHER STATE REVENUE	44,980.00	0.00	0.00	44,980.00	100
100-005-230-0000-00 TRANSFER FROM EIA FUND	3,606,122.00	0.00	0.00	3,606,122.00	100
100-005-280-0000-00 TRANS FROM OTHER FUNDS - INI	200,000.00	0.00	267.28	199,732.72	100
100-005-300-0001-00 SALE OF FIXED ASSET	0.00	-315.00	-10.00	10.00	0
	158,457,021.00	4,859,852.35	10,314,789.06	148,144,204.66	93

## AUGUST 2013 EXPENDITURES

**SCHOOL DIST 5 LEXINGTON/RICHLAND CO**  
**EXPENDITURE BUDGET REPORT BY FUNCTION**  
**FY 2013-2014**  
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<u>ACCOUNT</u>	<u>BUDGETED EXPENDITURE</u>	<u>CURRENT EXPENDITURE</u>	<u>YEAR TO DATE EXPENDITURE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING BALANCE</u>	<u>PCT</u>
<b>KINDERGARTEN PROGRAMS-K5</b>						
1 Salaries & Bonuses	4,559,260.74	183,334.27	183,334.27	0.00	4,375,926.47	96
2 Fringe Benefits	1,748,368.10	94,051.96	94,051.96	0.00	1,654,316.14	95
3 Contracted Services	350.50	0.00	0.00	0.00	350.50	100
4 Supplies & Materials, etc	58,056.00	10,557.19	13,099.46	6,585.80	38,370.74	66
<b>111 KINDERGARTEN PROGRAMS-K5</b>	<b>6,366,035.34</b>	<b>287,943.42</b>	<b>290,485.69</b>	<b>6,585.80</b>	<b>6,068,963.85</b>	<b>95</b>
<b>PRIMARY PROGRAMS(1-3)</b>						
1 Salaries & Bonuses	12,041,992.98	485,283.45	485,493.46	0.00	11,556,499.52	96
2 Fringe Benefits	4,665,209.73	220,287.91	220,341.78	0.00	4,444,867.95	95
3 Contracted Services	3,400.00	0.00	0.00	0.00	3,400.00	100
4 Supplies & Materials, etc	250,787.25	37,555.54	46,120.14	37,804.74	166,862.37	67
<b>112 PRIMARY PROGRAMS(1-3)</b>	<b>16,961,389.96</b>	<b>743,126.90</b>	<b>751,955.38</b>	<b>37,804.74</b>	<b>16,171,629.84</b>	<b>95</b>
<b>ELEMENTARY PROGRAMS(4-8)</b>						
1 Salaries & Bonuses	20,088,168.01	832,917.82	838,118.74	0.00	19,250,049.27	96
2 Fringe Benefits	7,316,590.36	372,838.40	375,653.82	0.00	6,940,936.54	95
3 Contracted Services	10,100.00	2,368.51	14,618.51	0.00	-4,518.51	-45
4 Supplies & Materials, etc	380,400.95	58,752.23	74,380.34	37,268.30	268,752.31	71
<b>113 ELEMENTARY PROGRAMS(4-8)</b>	<b>27,795,259.32</b>	<b>1,266,876.96</b>	<b>1,302,771.41</b>	<b>37,268.30</b>	<b>26,455,219.61</b>	<b>95</b>
<b>HIGH SCHOOL PROGRAM(9-12)</b>						
1 Salaries & Bonuses	16,269,920.78	706,358.28	734,847.04	0.00	15,535,073.74	95
2 Fringe Benefits	5,547,902.27	286,160.92	295,821.86	0.00	5,252,080.41	95
3 Contracted Services	143,400.00	207.92	207.92	105,296.50	37,895.58	26
4 Supplies & Materials, etc	929,433.00	242,021.22	262,250.06	288,333.85	378,849.09	41
6 Insurance, Principal, etc	6,065.00	0.00	0.00	0.00	6,065.00	100
<b>114 HIGH SCHOOL PROGRAM(9-12)</b>	<b>22,896,721.05</b>	<b>1,234,748.34</b>	<b>1,293,126.88</b>	<b>393,630.35</b>	<b>21,209,963.82</b>	<b>93</b>
<b>CATE-VOCATIONAL PROGRAMS</b>						
1 Salaries & Bonuses	2,944,315.97	147,448.82	155,362.16	0.00	2,788,953.81	95
2 Fringe Benefits	991,549.86	57,168.53	59,376.17	0.00	932,173.69	94
3 Contracted Services	657.00	0.00	0.00	0.00	657.00	100
4 Supplies & Materials, etc	159,937.00	7,783.24	12,123.60	15,516.76	132,296.64	83
<b>115 CATE-VOCATIONAL PROGRAMS</b>	<b>4,096,459.83</b>	<b>212,400.59</b>	<b>226,861.93</b>	<b>15,516.76</b>	<b>3,854,081.14</b>	<b>94</b>
<b>EDUCABLE MENTALY HANDICAP</b>						
1 Salaries & Bonuses	645,871.40	27,235.84	27,235.84	0.00	618,635.56	96
2 Fringe Benefits	235,915.60	13,020.42	13,020.42	0.00	222,895.18	94

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4 Supplies & Materials, etc	1,750.00	0.00	0.00	250.20	1,499.80	86
121 EDUCABLE MENTALLY HANDICAP	883,537.00	40,256.26	40,256.26	250.20	843,030.54	95
TRAINABLE MENTALLY HANDIC						
1 Salaries & Bonuses	614,113.40	24,408.69	24,408.69	0.00	589,704.71	96
2 Fringe Benefits	239,612.12	12,070.60	12,070.60	0.00	227,541.52	95
4 Supplies & Materials, etc	1,500.00	0.00	224.93	0.00	1,275.07	85
122 TRAINABLE MENTALLY HANDIC	855,225.52	36,479.29	36,704.22	0.00	818,521.30	96
ORTHOPEDICALLY HANDICAP						
1 Salaries & Bonuses	30,749.00	1,281.21	1,281.21	0.00	29,467.79	96
2 Fringe Benefits	10,120.55	547.34	547.34	0.00	9,573.21	95
4 Supplies & Materials, etc	50.00	0.00	0.00	0.00	50.00	100
123 ORTHOPEDICALLY HANDICAP	40,919.55	1,828.55	1,828.55	0.00	39,091.00	96
VISUALLY HANDICAPPED						
1 Salaries & Bonuses	119,559.00	4,981.64	4,981.64	0.00	114,577.36	96
2 Fringe Benefits	40,390.86	2,214.33	2,214.33	0.00	38,176.53	95
4 Supplies & Materials, etc	630.00	0.00	0.00	0.00	630.00	100
124 VISUALLY HANDICAPPED	160,579.86	7,195.97	7,195.97	0.00	153,383.89	96
HEARING HANDICAPPED						
1 Salaries & Bonuses	141,348.00	5,889.53	5,889.53	0.00	135,458.47	96
2 Fringe Benefits	53,812.93	2,653.16	2,653.16	0.00	51,159.77	95
4 Supplies & Materials, etc	330.00	0.00	0.00	0.00	330.00	100
125 HEARING HANDICAPPED	195,490.93	8,542.69	8,542.69	0.00	186,948.24	96
SPEECH HANDICAPPED						
1 Salaries & Bonuses	960,691.10	39,057.66	39,057.66	0.00	921,633.44	96
2 Fringe Benefits	342,495.69	17,131.84	17,131.84	0.00	325,363.85	95
3 Contracted Services	75,000.00	0.00	0.00	14,625.00	60,375.00	81
4 Supplies & Materials, etc	5,650.00	241.40	353.65	459.33	4,837.02	86
126 SPEECH HANDICAPPED	1,383,836.79	56,430.90	56,543.15	15,084.33	1,312,209.31	95
LEARNING DISABILITIES						
1 Salaries & Bonuses	4,288,745.52	186,600.32	186,600.32	0.00	4,102,145.20	96
2 Fringe Benefits	1,553,375.49	83,294.19	83,294.19	0.00	1,470,081.30	95
3 Contracted Services	780.00	0.00	0.00	0.00	780.00	100
4 Supplies & Materials, etc	23,340.00	1,457.57	1,981.50	864.32	20,494.18	88
127 LEARNING DISABILITIES	5,866,241.01	271,352.08	271,876.01	864.32	5,593,500.68	95
EMOTIONALLY HANDICAPPED						
1 Salaries & Bonuses	677,230.60	27,649.71	27,649.71	0.00	649,580.89	96
2 Fringe Benefits	267,052.73	13,756.06	13,756.06	0.00	253,296.67	95



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4 Supplies & Materials, etc	3,550.00	154.30	154.30	505.76	2,889.94	81
128 EMOTIONALLY HANDICAPPED	947,833.33	41,560.07	41,560.07	505.76	905,767.50	96
CEISEARLY INTERVENING SVC						
1 Salaries & Bonuses	255,387.00	10,808.18	10,808.18	0.00	244,578.82	96
2 Fringe Benefits	88,364.57	4,842.87	4,842.87	0.00	83,521.70	95
129 CEISEARLY INTERVENING SVC	343,751.57	15,651.05	15,651.05	0.00	328,100.52	95
PRE-SCHL HAND SPEECH 3-4						
4 Supplies & Materials, etc	100.00	0.00	0.00	0.00	100.00	100
135 PRE-SCHL HAND SPEECH 3-4	100.00	0.00	0.00	0.00	100.00	100
PRESCH HAND ITINERANT 3-4						
1 Salaries & Bonuses	11,470.65	366.78	366.78	0.00	11,103.87	97
2 Fringe Benefits	3,850.03	174.81	174.81	0.00	3,675.22	95
136 PRESCH HAND ITINERANT 3-4	15,320.68	541.59	541.59	0.00	14,779.09	96
PRE-SCHL HAND SELF-CONT 3						
1 Salaries & Bonuses	975,845.60	39,183.72	39,183.72	0.00	936,661.88	96
2 Fringe Benefits	385,680.52	23,032.53	23,032.53	0.00	362,647.99	94
4 Supplies & Materials, etc	300.00	0.00	172.16	0.00	127.84	43
137 PRE-SCHL HAND SELF-CONT 3	1,361,826.12	62,216.25	62,388.41	0.00	1,299,437.71	95
PRE-SCHL HAND HOMEBASED 3						
1 Salaries & Bonuses	8,526.75	244.12	244.12	0.00	8,282.63	97
2 Fringe Benefits	2,868.72	121.39	121.39	0.00	2,747.33	96
4 Supplies & Materials, etc	300.00	164.69	258.14	100.42	-58.56	-20
138 PRE-SCHL HAND HOMEBASED 3	11,695.47	530.20	623.65	100.42	10,971.40	94
FOUR YEAR OLD EARLY CHILD						
1 Salaries & Bonuses	1,033,373.20	38,406.89	38,406.89	0.00	994,966.31	96
2 Fringe Benefits	371,929.03	17,490.70	17,490.70	0.00	354,438.33	95
3 Contracted Services	150.00	0.00	0.00	0.00	150.00	100
4 Supplies & Materials, etc	101,259.00	7,766.25	7,766.25	44,272.74	49,220.01	49
139 FOUR YEAR OLD EARLY CHILD	1,506,711.23	63,663.84	63,663.84	44,272.74	1,398,774.65	93
GIFTED & TALENTED ACADEM						
1 Salaries & Bonuses	554,925.90	21,613.34	21,613.34	0.00	533,312.56	96
2 Fringe Benefits	204,008.15	10,502.31	10,502.31	0.00	193,505.84	95
141 GIFTED & TALENTED ACADEM	758,934.05	32,115.65	32,115.65	0.00	726,818.40	96
ADVANCED PLACEMENT						
1 Salaries & Bonuses	587,996.27	18,164.08	18,164.08	0.00	569,832.19	97
2 Fringe Benefits	189,416.05	7,948.71	7,948.71	0.00	181,467.34	96
143 ADVANCED PLACEMENT	777,412.32	26,112.79	26,112.79	0.00	751,299.53	97

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HOMEBOUND

1 Salaries & Bonuses	46,800.00	4,712.50	5,212.50	0.00	41,587.50	89
2 Fringe Benefits	13,200.00	1,086.81	1,167.21	0.00	12,032.79	91
3 Contracted Services	11,000.00	465.50	465.50	0.00	10,534.50	96
145 HOMEBOUND	71,000.00	6,264.81	6,845.21	0.00	64,154.79	90

GIFTED & TALENTED ARTISTC

1 Salaries & Bonuses	5,302.75	91.78	91.78	0.00	5,210.97	98
2 Fringe Benefits	632.41	31.39	31.39	0.00	601.02	95
3 Contracted Services	2,200.00	0.00	0.00	0.00	2,200.00	100
148 GIFTED & TALENTED ARTISTC	8,135.16	123.17	123.17	0.00	8,011.99	98

PPPSC-OTHER SPEC PROG

1 Salaries & Bonuses	1,043,823.34	35,299.55	54,947.93	0.00	988,875.41	95
2 Fringe Benefits	294,385.19	12,996.59	17,069.65	0.00	277,315.54	94
149 PPPSC-OTHER SPEC PROG	1,338,208.53	48,296.14	72,017.58	0.00	1,266,190.95	95

AUTISM

1 Salaries & Bonuses	911,458.50	38,320.93	38,320.93	0.00	873,137.57	96
2 Fringe Benefits	338,282.25	20,676.86	20,676.86	0.00	317,605.39	94
4 Supplies & Materials, etc	3,426.00	293.22	293.22	0.00	3,132.78	91
161 AUTISM	1,253,166.75	59,291.01	59,291.01	0.00	1,193,875.74	95

HIGH SCH SUMMER SCH 9-12

1 Salaries & Bonuses	0.00	12,726.00	12,726.00	0.00	-12,726.00	0
2 Fringe Benefits	0.00	3,026.01	3,026.01	0.00	-3,026.01	0
173 HIGH SCH SUMMER SCH 9-12	0.00	15,752.01	15,752.01	0.00	-15,752.01	0

ADULT ED BASIC EDUC PROG

1 Salaries & Bonuses	155,836.00	17,702.32	26,553.48	0.00	129,282.52	83
2 Fringe Benefits	55,116.63	5,300.14	8,169.62	0.00	46,947.01	85
3 Contracted Services	1,800.00	175.50	175.50	0.00	1,624.50	90
181 ADULT ED BASIC EDUC PROG	212,752.63	23,177.96	34,898.60	0.00	177,854.03	84

ADULT ED SECONDARY EDUC

3 Contracted Services	500.00	0.00	0.00	0.00	500.00	100
4 Supplies & Materials, etc	10,570.00	0.00	259.93	867.75	9,442.32	89
182 ADULT ED SECONDARY EDUC	11,070.00	0.00	259.93	867.75	9,942.32	90

PUPIL ACTIVITY-INSTRUCTL

1 Salaries & Bonuses	399,351.98	21,898.66	22,561.28	0.00	376,790.70	94
2 Fringe Benefits	98,483.45	4,703.05	4,857.21	0.00	93,626.24	95
6 Insurance, Principal, etc	23,659.00	249.00	268.90	0.00	23,390.10	99
190 PUPIL ACTIVITY-INSTRUCTL	521,494.43	26,850.71	27,687.39	0.00	493,807.04	95

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ATTENDANCE & SOCIAL WORK

1 Salaries & Bonuses	808,993.00	54,624.99	67,181.65	0.00	741,811.35	92
2 Fringe Benefits	324,421.89	23,924.89	27,966.78	0.00	296,455.11	91
3 Contracted Services	6,000.00	0.00	0.00	0.00	6,000.00	100
4 Supplies & Materials, etc	3,862.00	0.00	0.00	168.87	3,693.13	96
211 ATTENDANCE & SOCIAL WORK	1,143,276.89	78,549.88	95,148.43	168.87	1,047,959.59	92

GUIDANCE SVCS

1 Salaries & Bonuses	3,077,464.07	200,021.98	253,145.38	0.00	2,824,318.69	92
2 Fringe Benefits	1,021,588.34	71,402.46	89,273.02	0.00	932,315.32	91
3 Contracted Services	2,175.00	0.00	0.00	0.00	2,175.00	100
4 Supplies & Materials, etc	21,810.00	1,342.57	1,619.40	1,180.41	19,010.19	87
212 GUIDANCE SVCS	4,123,037.41	272,767.01	344,037.80	1,180.41	3,777,819.20	92

HEALTH SVCS

1 Salaries & Bonuses	1,354,534.05	54,340.70	54,340.70	0.00	1,300,193.35	96
2 Fringe Benefits	414,928.34	23,220.16	23,220.16	0.00	391,708.18	94
3 Contracted Services	400.00	0.00	0.00	0.00	400.00	100
4 Supplies & Materials, etc	24,757.00	2,460.52	3,441.51	889.31	20,426.18	83
213 HEALTH SVCS	1,794,619.39	80,021.38	81,002.37	889.31	1,712,727.71	95

PSYCHOLOGICAL SVCS

1 Salaries & Bonuses	843,494.00	74,927.50	74,927.50	0.00	768,566.50	91
2 Fringe Benefits	263,369.13	23,069.70	23,069.70	0.00	240,299.43	91
3 Contracted Services	6,000.00	0.00	0.00	0.00	6,000.00	100
4 Supplies & Materials, etc	6,562.00	0.00	0.00	6,216.19	345.81	5
214 PSYCHOLOGICAL SVCS	1,119,425.13	97,997.20	97,997.20	6,216.19	1,015,211.74	91

CAREER SPEC. SERVICES

1 Salaries & Bonuses	178,377.62	8,525.69	14,999.19	0.00	163,378.43	92
2 Fringe Benefits	71,799.55	3,627.50	5,923.08	0.00	65,876.47	92
4 Supplies & Materials, etc	1,050.00	0.00	0.00	263.07	786.93	75
217 CAREER SPEC. SERVICES	251,227.17	12,153.19	20,922.27	263.07	230,041.83	92

IMPROV INSTRUCT-CURR DEV

1 Salaries & Bonuses	3,382,837.57	228,762.18	379,280.94	0.00	3,003,556.63	89
2 Fringe Benefits	1,010,585.82	69,616.31	115,870.51	0.00	894,715.31	89
3 Contracted Services	548,275.00	69,751.85	139,555.40	61,981.83	346,737.77	63
4 Supplies & Materials, etc	171,777.00	7,587.60	18,858.21	2,275.55	150,643.24	88
6 Insurance, Principal, etc	1,850.00	694.50	694.50	0.00	1,155.50	62
221 IMPROV INSTRUCT-CURR DEV	5,115,325.39	376,412.44	654,259.56	64,257.38	4,396,808.45	86



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**LIBRARY & MEDIA SERVICES**

1 Salaries & Bonuses	1,860,163.03	77,179.24	77,179.24	0.00	1,782,983.79	96
2 Fringe Benefits	672,710.50	36,161.23	36,161.23	0.00	636,549.27	95
3 Contracted Services	1,000.00	0.00	0.00	0.00	1,000.00	100
4 Supplies & Materials, etc	289,405.25	11,027.18	12,268.94	37,340.69	239,795.62	83
<b>222 LIBRARY &amp; MEDIA SERVICES</b>	<b>2,823,278.78</b>	<b>124,367.65</b>	<b>125,609.41</b>	<b>37,340.69</b>	<b>2,660,328.68</b>	<b>94</b>

**SUPERVISION OF SPECI PROG**

1 Salaries & Bonuses	530,604.11	29,428.50	51,840.92	0.00	478,763.19	90
2 Fringe Benefits	139,415.98	8,702.62	15,437.90	0.00	123,978.08	89
4 Supplies & Materials, etc	19,280.00	31.33	31.33	0.00	19,248.67	100
<b>223 SUPERVISION OF SPECI PROG</b>	<b>689,300.09</b>	<b>38,162.45</b>	<b>67,310.15</b>	<b>0.00</b>	<b>621,989.94</b>	<b>90</b>

**IMPROV INSTRUCT-INSEVR TR**

1 Salaries & Bonuses	4,798.25	0.00	0.00	0.00	4,798.25	100
3 Contracted Services	88,295.00	7,125.99	15,242.18	0.00	73,052.82	83
4 Supplies & Materials, etc	8,075.00	1,932.92	2,888.13	342.72	4,844.15	60
<b>224 IMPROV INSTRUCT-INSEVR TR</b>	<b>101,168.25</b>	<b>9,058.91</b>	<b>18,130.31</b>	<b>342.72</b>	<b>82,695.22</b>	<b>82</b>

**BOARD OF EDUCATION**

1 Salaries & Bonuses	70,000.00	4,312.50	8,625.00	0.00	61,375.00	88
2 Fringe Benefits	16,580.00	607.14	1,214.28	0.00	15,365.72	93
3 Contracted Services	339,275.00	45,542.72	50,251.28	25,100.00	263,923.72	78
6 Insurance, Principal, etc	337,225.00	0.00	160,494.00	0.00	176,731.00	52
<b>231 BOARD OF EDUCATION</b>	<b>763,080.00</b>	<b>50,462.36</b>	<b>220,584.56</b>	<b>25,100.00</b>	<b>517,395.44</b>	<b>68</b>

**OFFICE OF SUPERINTENDENT**

1 Salaries & Bonuses	261,672.00	22,964.98	45,272.06	0.00	216,399.94	83
2 Fringe Benefits	72,703.30	5,474.72	11,688.11	0.00	61,015.19	84
3 Contracted Services	12,000.00	200.00	200.00	0.00	11,800.00	98
4 Supplies & Materials, etc	10,470.00	548.88	548.88	0.00	9,921.12	95
6 Insurance, Principal, etc	6,100.00	0.00	1,331.00	0.00	4,769.00	78
<b>232 OFFICE OF SUPERINTENDENT</b>	<b>362,945.30</b>	<b>29,188.58</b>	<b>59,040.05</b>	<b>0.00</b>	<b>303,905.25</b>	<b>84</b>

**SCHOOL ADMINISTRATION**

1 Salaries & Bonuses	8,423,918.62	636,581.82	1,067,846.22	0.00	7,356,072.40	87
2 Fringe Benefits	2,737,460.51	253,856.64	387,148.36	0.00	2,350,312.15	86
3 Contracted Services	236,973.00	6,188.30	8,526.44	19,183.25	209,263.31	88
4 Supplies & Materials, etc	210,225.80	17,472.53	30,387.83	34,118.60	145,719.37	69
5 Equip. & Improvements	5,175.50	304.95	304.95	0.00	4,870.55	94
6 Insurance, Principal, etc	53,244.00	26,382.54	28,133.23	0.00	25,110.77	47
<b>233 SCHOOL ADMINISTRATION</b>	<b>11,666,997.43</b>	<b>940,786.78</b>	<b>1,522,347.03</b>	<b>53,301.85</b>	<b>10,091,348.55</b>	<b>86</b>

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STU TRANS FED/DIST MANDAT

1 Salaries & Bonuses	0.00	79.21	79.21	0.00	-79.21	0
2 Fringe Benefits	0.00	16.10	16.10	0.00	-16.10	0
3 Contracted Services	7,235.00	0.00	0.00	0.00	7,235.00	100
251 STU TRANS FED/DIST MANDAT	7,235.00	95.31	95.31	0.00	7,139.69	99

FISCAL SERVICES

1 Salaries & Bonuses	819,288.00	59,819.99	116,954.73	0.00	702,333.27	86
2 Fringe Benefits	276,368.97	19,947.47	39,257.53	0.00	237,111.44	86
3 Contracted Services	113,000.00	5,500.87	8,588.40	5,456.47	98,955.13	88
4 Supplies & Materials, etc	65,250.00	1,738.06	1,703.33	971.69	62,574.98	96
5 Equip. & Improvements	6,250.00	0.00	0.00	0.00	6,250.00	100
6 Insurance, Principal, etc	4,500.00	296.50	718.50	0.00	3,781.50	84
252 FISCAL SERVICES	1,284,656.97	87,302.89	167,222.49	6,428.16	1,111,006.32	86

OPER & MAINT OF PLANT

1 Salaries & Bonuses	6,087,460.60	506,132.51	1,001,382.14	0.00	5,086,078.46	84
2 Fringe Benefits	2,574,942.22	197,999.22	392,678.01	0.00	2,182,264.21	85
3 Contracted Services	3,828,135.00	177,895.65	626,712.34	967,357.43	2,234,065.23	58
4 Supplies & Materials, etc	5,300,080.00	265,261.19	385,830.36	119,463.98	4,794,785.66	90
6 Insurance, Principal, etc	35,310.00	117.98	2,596.98	0.00	32,713.02	93
254 OPER & MAINT OF PLANT	17,825,927.82	1,147,406.55	2,409,199.83	1,086,821.41	14,329,906.58	80

PUPIL TRANSP STATE MANDAT

1 Salaries & Bonuses	2,954,658.73	210,582.93	250,932.73	0.00	2,703,726.00	92
2 Fringe Benefits	837,193.55	59,009.64	70,513.07	0.00	766,680.48	92
3 Contracted Services	389,900.00	27,782.70	30,668.31	187,250.90	171,980.79	44
4 Supplies & Materials, etc	67,235.00	9,696.79	12,407.76	20,853.48	33,973.76	51
6 Insurance, Principal, etc	1,450.00	80.00	80.00	0.00	1,370.00	94
255 PUPIL TRANSP STATE MANDAT	4,250,437.28	307,152.06	364,601.87	208,104.38	3,677,731.03	87

INTERNAL SERVICES

1 Salaries & Bonuses	269,452.40	22,454.36	44,908.72	0.00	224,543.68	83
2 Fringe Benefits	87,111.93	7,274.31	14,548.17	0.00	72,563.76	83
3 Contracted Services	725,875.00	38,414.02	50,892.16	567,038.59	107,944.25	15
4 Supplies & Materials, etc	40,789.00	4,583.23	4,533.23	2,008.56	34,247.21	84
257 INTERNAL SERVICES	1,123,228.33	72,725.92	114,882.28	569,047.15	439,298.90	39

SCHOOL SECURITY

1 Salaries & Bonuses	70,906.00	5,908.84	11,817.68	0.00	59,088.32	83
2 Fringe Benefits	24,083.08	2,127.54	4,145.38	0.00	19,937.70	83
3 Contracted Services	1,495,207.00	434,640.83	434,640.83	59,767.05	1,000,799.12	67

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258 SCHOOL SECURITY	1,590,196.08	442,677.21	450,603.89	59,767.05	1,079,825.14	68
INFORMATION SERVICES						
1 Salaries & Bonuses	164,966.87	45,129.51	65,545.28	0.00	99,421.59	60
2 Fringe Benefits	48,687.57	14,482.55	20,398.78	0.00	28,288.79	58
3 Contracted Services	71,600.00	271.83	340.72	4,921.42	66,337.86	93
4 Supplies & Materials, etc	32,975.00	6,594.57	8,109.58	5,542.54	19,322.88	59
6 Insurance, Principal, etc	13,700.00	4,452.91	4,712.01	783.00	8,204.99	60
263 INFORMATION SERVICES	331,929.44	70,931.37	99,106.37	11,246.96	221,576.11	67
STAFF SERVICES						
1 Salaries & Bonuses	532,761.00	50,436.72	101,182.64	0.00	431,578.36	81
2 Fringe Benefits	175,015.73	23,003.38	38,233.72	0.00	136,782.01	78
3 Contracted Services	65,750.00	2,697.24	2,857.24	9,200.00	53,692.76	82
4 Supplies & Materials, etc	63,824.00	31,327.04	31,554.29	0.00	32,269.71	51
6 Insurance, Principal, etc	825.00	721.50	721.50	0.00	103.50	13
264 STAFF SERVICES	838,175.73	108,185.88	174,549.39	9,200.00	654,426.34	78
TECH/DATA PROCESSING SVCS						
1 Salaries & Bonuses	1,503,216.00	118,531.74	217,618.33	0.00	1,285,597.67	86
2 Fringe Benefits	430,525.78	38,581.83	70,384.47	0.00	360,141.31	84
3 Contracted Services	161,275.00	52,351.49	92,207.49	4,892.38	64,175.13	40
4 Supplies & Materials, etc	12,300.00	178.20	178.20	0.00	12,121.80	99
266 TECH/DATA PROCESSING SVCS	2,107,316.78	209,643.26	380,388.49	4,892.38	1,722,035.91	82
PUPIL SERVICE ACTIVITIES						
1 Salaries & Bonuses	1,202,873.35	103,419.83	136,092.17	0.00	1,066,781.18	89
2 Fringe Benefits	330,941.57	26,040.27	36,015.73	0.00	294,925.84	89
3 Contracted Services	21,700.00	0.00	0.00	0.00	21,700.00	100
6 Insurance, Principal, etc	363,168.00	57,400.00	57,400.00	0.00	305,768.00	84
271 PUPIL SERVICE ACTIVITIES	1,918,682.92	186,860.10	229,507.90	0.00	1,689,175.02	88
OTHER COMMUNITY SVCS						
3 Contracted Services	15,000.00	0.00	0.00	0.00	15,000.00	100
4 Supplies & Materials, etc	6,500.00	0.00	0.00	0.00	6,500.00	100
390 OTHER COMMUNITY SVCS	21,500.00	0.00	0.00	0.00	21,500.00	100
PYMT STATE DEPT OF EDUC						
7 Transfers & Payments	22,000.00	0.00	0.00	4,500.00	17,500.00	80
411 PYMT STATE DEPT OF EDUC	22,000.00	0.00	0.00	4,500.00	17,500.00	80
PYMT OTHER GOVERNMT UNITS						
7 Transfers & Payments	26,000.00	6,146.12	2,663.80	0.00	23,336.20	90
412 PYMT OTHER GOVERNMT UNITS	26,000.00	6,146.12	2,663.80	0.00	23,336.20	90



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PYMT NONPROFIT 1ST STEPS

7 Transfers & Payments	3,200.00	0.00	0.00	0.00	3,200.00	100
415 PYMT NONPROFIT 1ST STEPS	<u>3,200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,200.00</u>	<u>100</u>

TRANSF TO FOOD SERV FUND

7 Transfers & Payments	511,745.00	0.00	0.00	0.00	511,745.00	100
425 TRANSF TO FOOD SERV FUND	<u>511,745.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>511,745.00</u>	<u>100</u>
	<u>158,457,021.01</u>	<u>9,338,383.70</u>	<u>12,446,890.85</u>	<u>2,701,819.45</u>	<u>143,308,310.71</u>	<u>90</u>






EXHIBIT D

Memorandum

To: Members of the Board of Trustees

Through: Dr. Stephen W. Hefner  
Superintendent

From: Mark A. Bounds   
Chief Information Officer

Date: September 19, 2013

Re: Board Policies – Section K

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**Issue:** Proposed additions and revisions to Board Policies – Section K

**Background:** Attached for your consideration are the recommended new policies and revisions from the South Carolina School Boards Association for the following policies:

- Replace LEB "Parents' Organizations" with KBE "Relations with Parent Organizations"
- Add KC "Career and Technology Education Planning and Appeals"
- Replace LC "School-Business-Community Partnerships" with KCA "School-Community Relations Goals/Priority Objectives"
- Replace KE "Student Mentoring Program" with KCAA "Student Mentoring Program"
- Replace KNBA "Complaints About Instructional Materials" and IFAD "Complaints About Instructional Materials" with KEC "Public Concerns and Complaints About Instructional Resources"
- Replace KNBA-R "Complaints About Instructional Materials" and IFAD-R "Complaints About Instructional Materials" with KEC-R "Public Concerns and Complaints About Instructional Resources"
- Replace KNBA-E "Individual School Letterhead" and IFAD-E "Sample" with KEC-E "Citizen's Request for Review of Education Materials"
- Replace KCC "Business Partnerships" with KG "Business Partnerships"
- Replace KIA "Political Campaign Materials Distribution/Staff Participation in Political Activities" with KHE "Political Campaign Materials Distribution/Staff Participation in Political Activities"
- Replace KM "Visitors to the Schools" with KI "Visitors"

**Recommendation:** Administration recommends that the Board give second reading approval to the proposed additions/revisions to selected "K" policies.

MB/aw

Attachments - Current Board Policies/Recommended Policies – Section K



## **RELATIONS WITH PARENT ORGANIZATIONS**

Code **KBE** Issued **DRAFT/08**

Purpose: To establish the basic structure for board and district relations with parent organizations.

State law delegates to local school district boards of trustees the responsibility of officially representing the public in the operation of the district's public schools. In order to accommodate citizens who have specific positive interests in providing additional support for selected school activities, the board authorizes the formation of cooperative parent-school groups that will provide legitimate and systematic participation to foster selected school activities. Among these are booster clubs, parent-teacher organizations, parent support groups, business-school partnerships and school education foundations. The board believes that for a successful community-school organization to exist, the propelling and compelling impetus for such an organization must be a spirit of altruism, cooperation and supportive action rather than discord, confrontation and usurpation of legitimate board and administrative prerogatives.

These groups will not have administrative authority in connection with the operation of the school. The board has final authority over money raised and gifted for school operations. Equipment donated to the school becomes the property of the district. Money raised by non-profit parent organizations for non-operational / support activities and items will be managed by the parent organization in accordance with SC Title 33, Chapter 56. "South Carolina Solicitation of Charitable Funds Act."

The board encourages administration, staff and employees to be supportive and accommodating to the activities of these groups. **Prior to beginning operations**, each group will submit a statement of purpose and regulations governing the group's involvement to the superintendent for review and approval by the board.

These support groups need administrative approval for any events, programs or operations that involve the following.

- the participation of children
- operation of a school service
- charges to children
- solicitation of children
- communications sent home with all children in a school

The board directs the administration to establish regulations and procedures that will provide for an orderly and systematic operation of such groups. The board further directs the administration periodically to evaluate the productivity and impact of the support groups.

This policy governs all groups currently in existence in the district as well as those formed after the date of adoption of this policy.

Adopted 11/16/81; Revised ^



**Policy LEB Parents' Organizations**

Issued 11/81

While the formation of appropriate parent organizations within each school is inherently commendable and, as such, should be actively encouraged, the specific objectives and responsibilities of these groups-as duly envisioned by the principal/director-should be clearly defined. Each parent organization should be tightly structured, goal oriented, and operationally responsive to the particular concerns of the principal/director and the ultimate welfare of the students directly involved.

Adopted 11/16/81

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

## **CAREER AND TECHNOLOGY EDUCATION PLANNING AND APPEALS**

Code **KC** Issued **DRAFT/08**

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Purpose: To establish the board's vision for community involvement in career and technology education planning and appeals.

### **Career and technology education program planning**

In order to comply with the Carl D. Perkins Vocational and Applied Technology Education Act Amendments of 1990 (PL 101-392), the district will observe the participatory and appeal processes described below in the planning and implementation of career and technology education programs. Interested district parents/legal guardians, students, business leaders, and community members will be able to participate directly in local decisions pertaining to the local plan through appropriate committees and working groups. District Five will maintain a Career and Technology Education (CATE) Council that includes separate committees as needed for CATE offerings in the district.

### **Participatory planning**

In order to provide an opportunity for all segments of the population to have input into the local plan development, the district will do the following.

- Provide the opportunity for community involvement or input into the development of the local plan for career and technology education prior to its submission to the State Office of Career and Technology Education.
- Inform students, parents/legal guardians, teachers and/or community member of the opportunities for input into the local decisions influencing the character of programs.

### **Expedited appeal process**

Students, parents/legal guardians, teachers and/or community member will be able to appeal local decisions that influence the character of career and technology programs affecting their interest as follows.

- Within 14 days after a decision is rendered by the local school district/other eligible recipient administration, the matter may be submitted in writing to the attention of the district superintendent.
- The superintendent will respond to the appeal in writing within 14 days. A complaint that remains unresolved may be appealed in writing to the district board of trustees within 30 days for review and action within 30 days.
- An unsatisfactory decision by the school district board of trustees may be appealed in writing to the South Carolina state board of education within 14 days for final action within 60 days.

Adopted ^

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Legal references:

A. Federal statutes:

1. P.L. 101-392, Section 118, Carl D. Perkins Vocational and Applied Technology Education Act Amendments of 1990.

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



## **SCHOOL-COMMUNITY RELATIONS GOALS/PRIORITY OBJECTIVES**

Code **KCA** Issued **DRAFT/08**

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Purpose: To establish the board's vision for school-community relations.

The board will interpret the educational program to the people and invite discussion and suggestion on important educational policies. The board will attempt, at all times, to represent the entire community rather than any single group or section. To this end, the board establishes the following school-community relations goals.

- to develop intelligent citizen understanding of the school district in all aspects of its operation
- to determine how the citizenry feels about the school district and what it wishes the school district to accomplish
- to develop citizen understanding of the need for adequate financial support of a sound educational program
- to help citizens assume a more direct responsibility for the quality of education the school district provides
- to earn the good will, respect and confidence of the citizenry in the personnel and services of the school district
- to bring about citizen understanding of the need for improvement and what must be done to facilitate essential change
- to engage and inform citizens of the work of the board and the solving of its educational problems
- to invite the assistance, cooperation and understanding of elected and appointed officials and committees in the development of educational programs and facilities
- to promote a genuine spirit of cooperation between the board and community in sharing leadership for the improvement of the community

Adopted 1/21/85; Revised ^



**Policy LC School-Business-Community Partnerships**

Issued 1/85

School District Five of Lexington and Richland Counties supports effective partnerships among schools, parents, community, and business. Because such partnerships contribute greatly to the education of students, the district encourages all schools:

To strengthen the involvement of parents in the education of their children.

To increase the participation of business and industry in public schools.

To broaden community involvement in the schools.

To strengthen the involvement of parents in the education of their children, School District Five of Lexington and Richland Counties expects the following:

Scheduled parent-teacher conferences in each school.

Parent opportunities to assist in developing educational programs for their children.

Appropriate parenting classes and seminars scheduled.

Opportunities for parents to discuss academic achievement of the schools and to become involved in parent-teacher groups.

To increase the participation of business and industry in our schools, School District Five of Lexington and Richland Counties expects the following:

School personnel to obtain advice and suggestions from the business community whenever appropriate.

Schools to establish partnerships with business and industry which are in mutual benefit.

To broaden community involvement in schools, School District Five of Lexington and Richland Counties expects the following:

Schools to establish volunteer programs.

Schools to encourage civic and professional organizations to participate in school-business partnership.

Schools to implement an effective public information program to inform parents and district residents about school and student achievement.

School District Five of Lexington and Richland Counties will officially recognize individuals and firms which contribute to partnerships. The district superintendent will prepare a yearly report to show what partnerships have been established and recommend recognition of individuals and firms providing significant leadership in this area. The report should be presented to the Board of Trustees at one of its meetings in June of each year.

Adopted 1/21/85

Constitutional and Statutory Provisions:

S.C. Code, 1976, as amended:

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Section 59-5-65 - State Board of Education authorized to assist school districts in the creation of effective school/business/community partnerships.

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

## **STUDENT MENTORING PROGRAM**

Code **KCAA** Issued **DRAFT/08**

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Purpose: To establish the basic structure for the student mentoring program.

The board supports and encourages a vibrant and productive district-wide mentoring program. Such a program provides students with another adult in their academic lives and can result in higher academic achievement, better discipline and improved social skills.

The entire district community, individuals and businesses are encouraged to support this program by volunteering to be mentors or supporting mentoring programs.

All new mentors must be a part of the district's formal mentoring program, attend the mentoring orientation session and have a SLED and Sex Offender screening. Applications are required for all mentors.

### **Flex-time policy**

In an effort to provide more mentors to students who need them, the board encourages employees to participate in the district mentoring program.

Since most mentoring activities occur during the work day, the board endorses a flex-time schedule to allow employees time during the day to meet with their mentee. Such a schedule must be approved by each employee's supervisor and must not interfere with or inhibit the work of the employee. Time missed should be made-up on the same day if possible, by either arriving early, staying late or forgoing a lunch hour.

### **Off-campus activities**

Some mentors and mentees develop such a bond that they wish to expand their mentoring activities to include off-campus activities like sporting events, concerts, fishing and hiking. Arrangements must be approved by the school guidance office and permission must be made directly between the mentor, student and the student's parent/legal guardian. Students and parents/legal guardians must understand that the district does not provide supervision for off-campus activities, except group activities sponsored by the district.

Adopted 1/27/03; Revised ^



**Policy KE Student Mentoring Program**

Issued 1/03

The board supports and encourages a vibrant and productive district-wide mentoring program. Such a program provides students with another adult in their academic lives and can result in higher academic achievement, better discipline and improved social skills.

The entire District Five Community, individuals and businesses, is encouraged to support this program by volunteering to be mentors.

All new mentors must be a part of the district's formal mentoring program, attend the mentoring orientation session and have a SLED and Department of Social Services screening.

**Flex-time policy**

In an effort to provide more mentors to students who need them, the board encourages employees to participate in the district mentoring program.

Since most mentoring activities occur during the work day, the board endorses a flex-time schedule to allow employees time during the day to meet with their mentee. Such a schedule must be approved by each employee's supervisor and must not interfere with or inhibit the work of the employee. Time missed should be made-up on the same day if possible, by either arriving early, staying late or forgoing a lunch hour.

**Off-campus activities**

Some mentors and mentees develop such a bond that they wish to expand their mentoring activities to include off-campus activities like sporting events, concerts, fishing and hiking. Arrangements and permission must be made directly between the mentor, student and the student's parent or guardian. Students, parents and guardians must understand that the district does not provide supervision for off-campus activities, except group activities sponsored by the district.

Adopted 1/27/03

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES



## **PUBLIC CONCERNS AND COMPLAINTS ABOUT INSTRUCTIONAL RESOURCES**

Code **KEC** Issued **DRAFT/08**

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Purpose: To establish the basic structure for receiving and handling public concerns and complaints about instructional resources.

The board of trustees recognizes its responsibility in the matter of selection and provision of instructional materials. Any parent/legal guardian or citizen **who resides within the district's boundaries** may lodge a complaint against any books or instructional materials being used in the school system.

The complainant must submit criticism of books or other instructional materials in writing to the superintendent using the "Citizens Request for Review of Educational Materials" form (KEC-E). Committees will review all complaints (building level and district level) in accordance with approved administrative rules (KEC-R).

The board directs that any challenged materials remain in the school pending final action upon the complaint. However, the school may observe the request of a parent/legal guardian that his/her own child not be assigned a specific book or instructional resources.

The superintendent will inform the board of all complaints about instructional materials.

Adopted 3/17/75; Revised 6/7/82, 4/16/90, ^

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### Legal references:

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

1. Section 59-19-90(7) - The board of trustees shall control the educational interests of the district.

B. Case Law:

1. Board of Education v. Pico, 457 U.S. 853 (1982).



## Policy KNBA Complaints About Instructional Materials

Issued 4/90

The board recognizes the principles of academic freedom based on the professional judgements of administrators and certified staff members about effective instructional materials and techniques. The board also recognizes its responsibility in assuring that such materials meet legal requirements and reflect widely-held community values.

Occasionally the public will object to instructional materials used in classrooms and libraries, in spite of the care taken in their selection. In order to have a complaint about instructional material considered, an individual must complete the official form KNBA-E and submit it to the principal of the school in which the material is being used.

Should the principal/director be unable to resolve the matter satisfactorily with the person filing the complaint, he/she will follow the procedures specified in KNBA-R.

Upon receipt of a written complaint, the principal will comply with the request of a parent that his/her own child not be assigned materials considered personally offensive. However, these specific materials will not be confiscated or stored or removed from general use until a final decision has been made.

(Also IFAD)

Adopted 3/17/75; Revised 6/7/82, 4/16/90

Constitutional and Statutory Provisions:

State Board of Education Regulations:

R-43-253 - School Libraries

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

**Policy IFAD Complaints about Instructional Materials**

Issued 4/90

The board recognizes the principles of academic freedom based on the professional judgments of administrators and certified staff members about effective instructional materials and techniques. The board also recognizes its responsibility in assuring that such materials meet legal requirements and reflect widely-held community values.

Occasionally the public will object to instructional materials used in classrooms and libraries, in spite of the care taken in their selection. In order to have a complaint about instructional material considered, an individual must complete the official form IFAD-E and submit it to the principal of the school in which the material is being used.

Should the principal/director be unable to resolve the matter satisfactorily with the person filing the complaint, he/she will follow the procedures specified in IFAD-R.

Upon receipt of a written complaint, the principal will comply with the request of a parent that his/her own child not be assigned materials considered personally offensive. However, these specific materials will not be confiscated or stored or removed from general use until a final decision has been made.

(Also KNBA)

Adopted 3/17/75; Revised 6/7/82, 4/16/90

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES



## **PUBLIC CONCERNS AND COMPLAINTS ABOUT INSTRUCTIONAL RESOURCES**

Code **KEC-R** Issued **DRAFT/08**

Two committees will review all complaints about instructional materials. The principal will name a school level committee. The superintendent will name a district level committee.

The superintendent will submit the written complaint to the appropriate building principal for review by a school level committee. The school level review committee will meet within 10 **school** days of the receipt of a completed book action request form to consider the complaint. The committee will review the complaint and formulate a recommendation and the principal will send the recommendation to the district level review committee within 3 days of the school level review committee's decision.

The superintendent will appoint the district level review committee annually. The district level review committee will meet to consider all school level review committee recommendations within 10 days of their receipt of the school committee's recommendation. As a part of the review process, the committee may invite the complainant to appear before it to discuss the nature of the complaints. Following their review, the district committee will forward a recommendation to the superintendent for review and transmittal to the complainant. **The superintendent will have 5 school days to respond.**

The complainant may appeal the committee's decisions in writing through the superintendent to the board. **Following notification, the board must respond no later than 5 school days after the second board meeting.**

### **Instructions to evaluating committees**

The board directs the evaluating committees to bear in mind the principles of the freedom to learn and to read. The committees must base their decisions on these principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.

The committee should study all materials thoroughly and read available reviews. The committee should check the general acceptance of the materials by consulting standard evaluation aids and local holdings in other schools.

The committee must not pull passages or parts out of context. The committee must weigh values and faults against each other and base its opinions on the material as a whole.

Should a committee recommend the removal of a book, the committee's final report must demonstrate that its decision was not intended to remove books to deny students' access to ideas which committee members find to be repugnant. Such an intention would violate Constitutional standards. The committee must further demonstrate that the books in question are not educationally suitable.

The committee report, reflecting the majority opinion, will be given to the complainant at the conclusion of the committee's discussion on the questioned materials. **Dissenting** committee members must not publically challenge/attack the consensus decision of the entire committee.

Suggested format or outline for report from evaluating committee.

- list of committee members and their positions

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

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## **PAGE 2 - KEC-R - PUBLIC CONCERNS AND COMPLAINTS ABOUT INSTRUCTIONAL RESOURCES**

- statement ensuring that each committee member read the material in its entirety
- list of review source(s) consulted
- statement of majority opinion
- committee's final decision

Issued 6/7/82; Revised 8/15/82, 4/16/90, ^



**AR KNBA-R Complaints about Instructional Materials**

Issued 4/90

The procedures for handling complaints about instructional materials are as follows:

The complainant secures the appropriate form (KNBA-E) from the school in which the material is used. The complainant completes the form and returns it to the school's principal/director.

The principal/director immediately refers the complaint form to a school review committee for consideration and evaluation. The committee shall consist of community representatives and at least two certified staff members knowledgeable about the particular subject matter. This committee will judge the material as to its relative suitability for the students served by the school.

Within a reasonable period after formal notification, the review committee shall return a written recommendation on the validity of the complaint to the principal/director.

If the principal/director agrees with the review committee's recommendations, he/she informs the complainant of the decision in writing. The complainant is also told about the appeal procedure.

If the principal/director does not agree with the review committee's recommendations, he/she immediately forwards a copy of the original written complaint to the superintendent along with the review committee's recommendation and his/her dissenting opinion. The superintendent passes selective judgment and notifies in writing all participating parties of his/her decision (i.e., complainant, review committee and principal/director). The complainant is also told about the appeal procedure.

The complainant may appeal the principal's decision in writing to the superintendent. If not satisfied with the superintendent's decision, the complainant may request permission to appear officially before the board of trustees for a final decision.

(Also IFAD-R)

Issued 6/7/82; Revised 8/15/82, 4/16/90

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES



**AR IFAD-R Complaints about Instructional Materials**

Issued 4/90

The procedures for handling complaints about instructional materials are as follows:

The complainant secures the appropriate form (**IFAD-E**) from the school in which the material is used. The complainant completes the form and returns it to the school's principal/director.

The principal/director immediately refers the complaint form to a school review committee for consideration and evaluation. The committee shall consist of community representatives and at least two certified staff members knowledgeable about the particular subject matter. This committee will judge the material as to its relative suitability for the students served by the school.

Within a reasonable period after formal notification, the review committee shall return a written recommendation on the validity of the complaint to the principal/director.

If the principal/director agrees with the review committee's recommendations, he/she informs the complainant of the decision in writing. The complainant is also told about the appeal procedure.

If the principal/director does not agree with the review committee's recommendations, he/she immediately forwards a copy of the original written complaint to the superintendent along with the review committee's recommendation and his/her dissenting opinion. The superintendent passes selective judgment and notifies in writing all participating parties of his/her decision (i.e., complainant, review committee and principal/director). The complainant is also told about the appeal procedure.

The complainant may appeal the principal's decision in writing to the superintendent. If not satisfied with the superintendent's decision, the complainant may request permission to appear officially before the board of trustees for a final decision.

(Also **KNBA-R**)

Adopted 6/7/82; Revised 8/15/82, 4/16/90

Constitutional and Statutory Provisions:

State Board of Education Regulations:

**R-43-253** - School Libraries

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

**FILE: KEC-E**

**CITIZEN'S REQUEST FOR REVIEW OF EDUCATION MATERIALS**

Author \_\_\_\_\_ Type of material \_\_\_\_\_

Title \_\_\_\_\_

Publisher or producer \_\_\_\_\_

Request initiated by \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

City and state \_\_\_\_\_ ZIP code \_\_\_\_\_

Do you represent:      Yourself: \_\_\_\_ An organization (name): \_\_\_\_\_

Other group (name): \_\_\_\_\_

1. To what in the work do you object? Please be specific. List pages. \_\_\_\_\_

\_\_\_\_\_

2. What of value is there in this work? \_\_\_\_\_

\_\_\_\_\_

3. What do you feel might be the result of using this material? \_\_\_\_\_

\_\_\_\_\_

4. If you did not examine the entire body of this work, why not? \_\_\_\_\_

\_\_\_\_\_

5. Are you aware of the judgements of this work by literary critics? \_\_\_\_\_

6. If the material was obtained from the media center as a result of a class assignment, are you aware of the teacher's purpose for using it? \_\_\_\_\_

\_\_\_\_\_

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

7. What do you believe is the theme or purpose of this work? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. What do you prefer the school to do about this material?

- \_\_\_\_\_ Do not assign/lend it to my child.  
\_\_\_\_\_ Re-evaluate this material.  
\_\_\_\_\_ Withdraw it from the use of all students.

Other: (Explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**File KNBA-E Individual School Letterhead**

SAMPLE

## Complaint About Instructional Materials

Please define the nature of the material to which you object:

\_\_\_\_\_ Book:

\_\_\_\_\_ Textbook Record

\_\_\_\_\_ Library Tape Recording

\_\_\_\_\_ Pamphlet Other (specify)

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

Request initiated by \_\_\_\_\_

Telephone Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Complainant represents: \_\_\_\_\_

Himself \_\_\_\_\_

Organization (name) \_\_\_\_\_

Other (specify) \_\_\_\_\_

To what do you specifically object? \_\_\_\_\_

Did you read the entire book/article or listen to/view all the material? \_\_\_\_\_

What do you believe is the theme of this material? \_\_\_\_\_

What do you believe might be the result of students coming in contact with this material? \_\_\_\_\_

For what age group would you recommend this material? \_\_\_\_\_

Is there anything good about this material? If so, what? \_\_\_\_\_

Are you aware of the judgment of this material by literary critics? \_\_\_\_\_

What would you like your school to do about this material? \_\_\_\_\_

In its place, what material of equal literary quality would you recommend that would convey the information contained in the material or as valuable a picture and perspective of our civilization? \_\_\_\_\_

\_\_\_\_\_  
Signature of Complainant \_\_\_\_\_

Date \_\_\_\_\_

Submit completed form to the principal of the school in which the material is used.

(Also IFAD-E)

Adopted 6/7/82; Revised 4/2/90

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

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**File IFAD-E Sample**

Individual School Letterhead

Complaint about Instructional Materials

Issued 6/82

Please define the nature of the material to which you object:

Book: \_\_\_\_\_

Textbook Record: \_\_\_\_\_

Library Tape Recording: \_\_\_\_\_

Pamphlet Other (specify): \_\_\_\_\_

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher (if known): \_\_\_\_\_

Request initiated by: \_\_\_\_\_

Telephone: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Complainant represents: \_\_\_\_\_

Himself: \_\_\_\_\_

Organization (name): \_\_\_\_\_

Other (specify): \_\_\_\_\_

To what do you specifically object? \_\_\_\_\_

Did you read the entire book/article or listen to/view all the material?

What do you believe is the theme of this material?

What do you believe might be the result of students coming in contact with this material?

For what age group would you recommend this material?

Is there anything good about this material? if so, what?

Are you aware of the judgment of this material by literary critics?

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What would you like your school to do about this material?

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In its place, what material of equal literary quality would you recommend that would convey the information contained in the material or as valuable a picture and perspective of our civilization?

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Signature of Complainant

Date \_\_\_\_\_

Submit completed form to the principal of the school in which the material is used.

(Also KNBA-E)

Adopted 6/7/82; Revised 4/2/90

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

## **BUSINESS PARTNERSHIPS**

Code **KG** Issued **DRAFT/08**

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Purpose: To establish the basic structure for establishing a business partnership program in the district

The board supports and endorses a strong business partnership program between the district, its schools and the business community. All partnerships with the district and its schools should be two-way partnerships that provide resources that are mutually beneficial to all parties. This is especially important if an initiative of a partnership could result in a cost to the district. Such initiatives should show a direct benefit to our students and be carefully considered before being approved.

Adopted 10/28/02; Revised ^

**Policy KCC Business Partnerships**

Issued 10/02

The board supports and endorses a strong business partnership program between the district, its schools and the business community. All partnerships with the district and its schools should be two-way partnerships that provide resources that are mutually beneficial to all parties. This is especially important if an initiative of a partnership could result in a cost to the district. Such initiatives should show a direct benefit to our students and be carefully considered before being approved.

Adopted 10/28/02

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES



## **POLITICAL CAMPAIGN MATERIALS DISTRIBUTION/ STAFF PARTICIPATION IN POLITICAL ACTIVITIES**

Code **KHE** Issued **DRAFT/08**

**Purpose:** To establish the basic structure the distribution of political campaign materials and staff participation in political activities.

The board firmly believes in the democratic process and its principles. Additionally, the board feels the exposure of students to persons of political prominence and/or current events is an important part of a comprehensive education. Therefore, the board permits the following.

- Teachers to use political campaign materials or conduct mock elections as a relevant part of the curriculum, provided the teacher does not advocate on behalf of one candidate, a political party or political agenda.
- Principals to invite candidates to visit classes and assemblies if equal opportunity is afforded all registered candidates for a particular office, and the invitation to speak is part of the lesson plans.
- School Improvement Councils and other school-sponsored groups to hold candidate forums in school facilities as long as all registered candidates are invited to participate. Any campaign materials must be removed at the conclusion of the activity.
- The use of schools as an official polling place. In the event of such use, the rules and regulations of the election commission will prevail.

The board opposes those actions that transform the schools into arenas for political activity. Activities that substantially disrupt or materially interfere with school activities are prohibited. Prohibited activities include the distribution of any cards, fliers, pamphlets, brochures, signs, pins, badges or any other political paraphernalia espousing any political party, political agenda or candidate at any time on district property during regular school hours. No one will be permitted to use the district-owned communications systems, including websites, social media systems, email or voice mail, to promote or solicit on behalf of any candidate or political party.

Upon request, the district may grant permission for current and prospective public office-holders and/or their campaign workers to distribute campaign literature on district-owned property after regular school hours (e.g., at athletic events). The district reserves the right to curtail such activity if it becomes disruptive or otherwise interferes with school activities. Due to the potential disruption, no campaign literature may be distributed during school board meetings.

No employee will, during school hours, on district-owned property or at a school-sponsored event, influence, or attempt to influence, any student, teacher, parent/legal guardian or other person to vote for or against any candidate for public office. This prohibition will be interpreted to prohibit employees from engaging in any activity during regular school hours that indicates that an employee is using his/her position to further personal views on candidates for public office or a political campaign, but will not prevent employees or other members of the public from wearing political buttons or other items espousing a particular candidate on district-property after regular school hours. Employees and other members of the public are permitted to drive personal vehicles displaying political bumper stickers or similar sized magnets or decals onto district-owned property during and after regular school hours, but may not display large



## **PAGE 2 - KHE - POLITICAL CAMPAIGN MATERIALS DISTRIBUTION/STAFF PARTICIPATION IN POLITICAL ACTIVITIES**

signs (signs that are not in, or affixed directly to, the vehicle) espousing for a particular candidate, political party or political agenda.

During the school day, on district-owned property or at a school-sponsored event, no employee will contact any student, teacher, parent/legal guardian or other person for the purpose of espousing any candidate, political party or political agenda.

At no time will district owned copiers, printers, computers or any other machines or systems be used to espouse any candidate, political party or political agenda.

Concerns regarding the political activity of an employee will be reported and discussed in a conference between the employee and the superintendent or his/her designee.

Students or employees wearing any part of an official school uniform may not participate in any political event including rallies, parades or forums. Official school uniforms are uniforms worn for school competitions/athletic events. School uniforms do not include school t-shirts or other clothing that may have a school logo.

No school publication will advertise or accept for advertisement any material promoting any political party, political agenda or any candidate for public office.

**No candidate for office can send group/individual emails to district employees within 90 days of election.**

Adopted 6/7/82; Revised 1/27/92, 7/24/06, ^



### Policy KIA Political Campaign Materials Distribution/Staff Participation in Political Activities

Issued 7/06

The board firmly believes in the democratic process and its principles. Additionally, the board feels the exposure of students to persons of political prominence and/or current events is an important part of a comprehensive education. Therefore, the board permits the following.

- Teachers to use political campaign materials or conduct mock elections as a relevant part of the curriculum, provided the teacher does not advocate on behalf of one candidate or one party.
- Teachers and principals to invite candidates to visit classes and assemblies if equal opportunity is afforded all registered candidates for a particular office, and the invitation to speak is part of the teacher's lesson plans. A teacher must have the principal's approval prior to inviting candidates to the school.
- School improvement councils and other school-sponsored groups to hold candidate forums in school facilities as long as all registered candidates are invited to participate. Any campaign materials must be removed at the conclusion of the activity.
- The use of schools as an official polling place. In the event of such use, the rules and regulations of the election commission will prevail.

The board opposes those actions that transform the schools into arenas for political activity. Activities that substantially disrupt or materially interfere with school activities are prohibited. Prohibited activities include the distribution of any cards, fliers, pamphlets, brochures, signs, pins, badges or any other political paraphernalia espousing any political party or candidate at any time on district property during regular school hours. No one will be permitted to use the district-owned communications systems, including Web sites, e-mail or voice mail, to promote or solicit on behalf of any candidate or political party.

Upon request, the district may grant permission for current and prospective public office-holders and/or their campaign workers to distribute campaign literature on district-owned property after regular school hours (e.g., at athletic events). The district reserves the right to curtail such activity if it becomes disruptive or otherwise interferes with school activities. Due to the potential disruption, no campaign literature may be distributed during school board meetings.

No employee will, during school hours, on district-owned property or at a school-sponsored event, influence, or attempt to influence, any student, teacher, parent/legal guardian or other person to vote for or against any candidate for public office. This prohibition will be interpreted to prohibit employees from engaging in any activity during regular school hours that indicates that an employee is using his/her position to further personal views on candidates for public office, but will not prevent employees or other members of the public from wearing political buttons or other items espousing a particular candidate on district-property after regular school hours. Employees and other members of the public are permitted to drive personal vehicles displaying political bumper stickers onto district-owned property during and after regular school hours, but may not display large signs (signs that are not in, or affixed directly to, the vehicle) espousing for a particular candidate or political party.

During the school day, on district-owned property or at a school-sponsored event, no employee will contact any student, teacher, parent/legal guardian or other person for the purpose of espousing any candidate or political party or use any district property for the purpose of espousing any candidate or political party.

Concerns regarding the political activity of an employee will be reported and discussed in a conference between the employee and the superintendent or his/her designee.

No school publication will advertise or accept for advertisement any material promoting any political party or any candidate for public office.

Adopted 6/7/82; Revised 1/27/92, 7/24/06

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

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## **VISITORS**

Code **KI** Issued **DRAFT/08**

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Purpose: To establish the basic structure for public visits to the school.

### 1. Authorized Visitors Encouraged

The board encourages authorized parents/legal guardians, grand parents, and other citizens of the district to fully participate in the educational process and to visit classrooms or attend other school activities at times authorized by the District or the Principal to observe the work of the school.

### 2. Visitors Must Report to the Front Office of a School

The board and state law requires that during school hours, all visitors to the school must report to the school's front office. Visitors must follow the security check-in procedures, receive authorization and a visitor's badge before visiting classes, students, or elsewhere in the building. Visitors must wear their visitors badge until they depart the building. School employees should report violations of this law and school procedures to the school administration and law enforcement authorities immediately.

### 3. Employees and School Volunteers Must Wear Identification Badges

The board requires that during school hours while at work or in a school facility, all district employees and volunteers must wear their identification badges at all times, except if it is unsafe to do so because of the use of certain machinery or the nature of their work. However, at all times, the district identification badge should be kept on the person of the employee or volunteer while on-campus during the school day. District and school administrators and supervisors will enforce this rule.

### 4. Public Safety and Security Personnel

Uniformed or properly credentialed public safety officers, such as fire marshalls, firefighters, emergency medical technicians, and on-duty law enforcement officers do not have to check-in while on-campus or inside the school if they are there in the performance of their official capacity, and not visiting the school as a parent or other school visitor. If the legitimacy of any such individual is questionable, the front office staff may stop the individual and ask for his/her credentials. If further proof is needed, they may call the individuals agency, or request assistance from district security staff, public information office or law enforcement.

### 5. Routine School Staff

Staff officially working in the schools, but assigned to other legitimate government or service agencies and are known to routinely work in the school, have their proper uniform and/or identification, may not have to check-in at the front office at the discretion of the school administration.

### 6. Employee Identification Challenges

It is the responsibility of all employees to politely challenge those without the proper identification or visitors badge when it is safe to do so, and report violations to the school administration and law enforcement.

### 7. Picking Up A Student Mid-Day

A person picking-up a student in the middle of the school day must have legal custody of the child or be properly authorized to pick the child by the custodial parent or guardian. Any person picking-up a child mid-day from school, must be positively identified and show their state issued driver's license, State issued identification card, or through other verifiable methods



demonstrating conclusively they have permission/authority to pick-up the student. The custodial parent will be contacted if there are any concerns about releasing the student. In the event of an emergency, such as the sudden death or injury of a parent, or when the parent cannot be contacted, the school may release a child to the proper law enforcement, social services, or a verified next of kin at the discretion of the Principal. In all cases, the person's identity must be verified and the person must sign for the child, and the signature kept on file.

#### 8. Unauthorized Persons

Principals will not permit unauthorized persons in school buildings or on school grounds. Both state law and the school board authorize principals, district and school staff to take appropriate action to prevent unauthorized persons from entering buildings and from loitering on grounds.

#### 9. Dangerous Person(s)

School front office employees, teachers, district and school staff may prevent the entry of any person into the school or on a school campus where there is an articulable reason(s) to believe that the visitor(s) poses a threat, has an illegal weapon, or possesses a suspicious or hazardous device.

#### 10. Suspicious Person(s)

District or school employees may call for assistance or delay entry if there is an articulable belief that the person may pose a disturbance or prohibit the safe operation of a school until such time as an Administrator, School Resource Officer, or other individual can clear the individual. Such articulable beliefs may include, but are not limited to, the following:

- The person appears highly intoxicated or under the influence of drugs;
- The person has unusual and extreme anger;
- The person does not appear to be in touch with reality or is out of control mentally;
- The person appears to be wearing unusually bulky items for the weather or time of year, and/or the person appears to be hiding unknown items under their clothing that is suspicious in nature;
- The person possesses unlawful items or displays inappropriate items, or contraband;
- The person is known from past incidents as a security threat, or is known to be a wanted person or sex offender;
- The person has been expelled from school or is under an existing verbal or written No Trespass Notice for the school or district.

#### 11. No Trespass Notices

District and school administrators, after school or after hours program managers, district security and safety staff, school resource officers, or other on-duty or extra-duty law enforcement officers assigned to work at a school or event may issue a verbal or written No Trespass Notice for the School Facility, delay the entry of a person for cause, or ask for the removal any such individual(s), as necessary. On-duty law enforcement officers patrolling a school campus after-hours may also issue a No Trespass Notice to individuals who are not in compliance with a school's No Trespass Sign or rules, or are when the individual(s) are causing a disturbance or are not in compliance with a local law while on school property.

#### 12. Searches and Seizures

State law allows school administrators and school district security and safety staff to conduct reasonable searches of the person and property of visitors on school premises. It is against the law for school administrators, school security and safety staff, or any school employees to conduct a strip search. Schools must post notice of the search law at all regular school entrances and any other access point to the school grounds.

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

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Legal references:

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

SCSBA

1. Section 16-17-420 - Disturbing school and penalties therefore.
2. Section 59-19-90(5) - Board in control of property of district.
3. Section 59-19-120 - Board may issue regulations governing use of school buildings for other than normal school activity.
4. Section 59-63-110, et. seq. - Search of persons and effects on school property.



## Policy KM Visitors to the Schools

Parents and community residents are encouraged to visit the schools and to observe their instructional programs; however, permission must be obtained first from the school principal/director or designee.

Signs welcoming visitors and giving directions to the office should be posted at each school.

## Unauthorized Visitors

To maintain an academic atmosphere and a safe environment for students, the Board will take all steps necessary to keep unauthorized visitors off school premises.

The principals/directors are empowered to take appropriate action against unauthorized visitors in the building, on the grounds or other school property. Such action shall include the right to call in police and swear out warrants.

The authority for such is Section 16-17-420 of the South Carolina Code of Laws, 1976, as amended:

"Disturbing school: -- It shall be unlawful: (1) for any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state, (b) to loiter about such school or premises or (c) to act in any obnoxious manner thereon; or (2) for any person to (a) enter upon any such premises or (b) loiter around the premises, except on business, without the permission of the principal or president in charge. Any person violating any of the provisions of this section shall be guilty of a misdemeanor....."

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

### Constitutional and Statutory Provisions:

S.C. Code, 1976, as amended:

Section 59-19-90 (5) - Board in control of property of district.

Section 59-19-120 - Board may issue regulations governing use of school buildings for other than normal school activity.

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES





Memorandum

To: Members of the Board of Trustees

Through: Dr. Stephen W. Hefner  
Superintendent

From: Mark A. Bounds  
Chief Information Officer

A handwritten signature in black ink, appearing to be "MAB", written over the printed name of Mark A. Bounds.

Date: September 19, 2013

Re: Board Policies – Section K

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**Issue:** Proposed additions and revisions to Board Policies – Section K

**Background:** Attached for your consideration are the recommended new policies and revisions from the South Carolina School Boards Association for the following policies:

- Replace KJ "Advertising, Distribution of Promotional Materials and Vending Agreements on School Property and at School-Sponsored Events" and KHC "Distribution of Promotional Materials" with KHEA "Advertising Distribution of Promotional Materials and Vending Agreements on School Property at School-Sponsored Events"
- Replace LDAJA "Interrogations and Searches" with KLG "Relations with Law Enforcement Authorities"

**Recommendation:** Administration recommends that the Board give first reading approval to the proposed additions/revisions to selected "K" policies.

MB/aw

Attachments - Current Board Policies/Recommended Policies – Section K



## **ADVERTISING, DISTRIBUTION OF PROMOTIONAL MATERIALS AND VENDING AGREEMENTS ON SCHOOL PROPERTY AND AT SCHOOL-SPONSORED EVENTS**

Code **KHEA** Issued **DRAFT/08**

Purpose: To establish the basic structure for advertising, distribution of promotional materials, and vending agreements and the revenues that these activities may generate.

### **Definitions**

For the purpose of this policy, the following definitions will apply.

- Advertisements are defined as visual signs and other notices intended to call attention to a product or service that are erected on or affixed to district real or non-real property.
- Promotional materials are defined as pamphlets, flyers, brochures and other items containing descriptions or advertising that are distributed to the recipients.
- Vending is defined as the sale or donation of any item for use or consumption by the purchaser.
- Sponsor means any person or organization that pays for or carries out a project or activity in return for advertising.

### **Guidelines**

Advertisements, promotional materials and/or vending items cannot undermine or detract from the district's educational mission.

Corporate involvement in the district's affairs must support and enhance the educational goals of the district.

The board and the superintendent retain the authority at all times to review and evaluate any materials, agreements, programs or relationships with a corporate entity to ensure that they are consistent with the district's educational goals.

The board and the superintendent retain the authority to determine that all aspects of such materials, agreements, programs and relationships are tasteful; appropriate for the educational environment; do not violate any district policies; and meet all local, state and federal legal requirements as well as the ethical standards and requirements of the district.

The board and the superintendent or his/her designee retain the authority and right for final approval of any and all agreements established with corporate entities.

The superintendent must have on file a report concerning all commercial agreements covered by this policy. The report must include a list of the agreements, the subject matter of the agreement, the schools involved and the revenue produced under each agreement. This information was moved and placed under 'guidelines.'

All sponsored and/or donated materials must meet the same standards used for selection and procurement of the curriculum materials. Schools and teachers retain discretion in the use of corporate sponsored materials.



## **PAGE 2 - KHEA - ADVERTISING, DISTRIBUTION OF PROMOTIONAL MATERIALS AND VENDING AGREEMENTS ON SCHOOL PROPERTY AND AT SCHOOL-SPONSORED EVENTS**

Students cannot be required to observe, listen to or read advertisements or promotional materials. The district will not provide any non-district entity access to a "captive audience."

### **Administrative procedures**

All agreements allowing any entity to advertise, distribute promotional materials or engage in vending on school property must be in writing. These agreements must identify the parties involved, include a description of any advertising or promotional materials, and include a list of vending items to be sold.

Where the agreement anticipates generation of revenue or donation of tangible items, the principal may grant final approval to such agreements whose value is under \$10,000; agreements over \$10,000 but less than \$25,000 must be approved by the superintendent or his/her designee; agreements over \$25,000 must be approved by the superintendent and board, unless otherwise provided for in the procurement laws, rules, regulations and policies applicable to the district. On term agreements, the required approval authority will be determined by the anticipated total revenue for the entire term of the agreement.

School administrators, teachers, booster clubs and other district personnel and organizations may recommend that the district enter into agreements regarding advertising, distribution of promotional items or vending activities. Recommendations must be submitted to the superintendent, his/her designee or a committee that the superintendent may establish to review such proposed agreements.

Any agreement for advertising, promotional or vending programs which obligates the district to the expenditure of more than \$1,000 through a capital expenditure or a general fund, a payment upon termination or otherwise must be approved by the board.

### **Revenue**

All revenue collected pursuant to any advertising approved by the superintendent and the board will be placed in a school account and will be expended for the general benefit of the school as approved by the principal. Collections and expenditures of all such revenues must be accounted for in an annual audit submitted to the board. Revenues generated from PTAs, PTOs and club-sponsored activities at school-sponsored functions will be retained by the club. Revenue generated from sponsorships, donations and assessments will also be retained by the organization and/or club.

The superintendent will present to the board an annual report detailing the use and disposition of all property donated to the district pursuant to agreements made under this policy.

# **PAGE 3 - KHEA - ADVERTISING, DISTRIBUTION OF PROMOTIONAL MATERIALS AND VENDING AGREEMENTS ON SCHOOL PROPERTY AND AT SCHOOL-SPONSORED EVENTS**

## **Contract terms**

Contracts executed under this policy will conform to standard terms and conditions established by the superintendent or his/her designee and the district's legal counsel. The established terms and conditions are effective the current year only. Multiple year contracts must be approved by the superintendent or his/her designee.

Adopted 9/13/99; Revised 6/28/04, 8/14/06, ^

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## **Legal references:**

### **A. Court cases:**

1. Child Evangelism Fellowship of Maryland, Inc. v. Montgomery County Public Schools, 373 F. 3d 589 (4th Cir. 2004).
2. Child Evangelism Fellowship of Maryland, Inc. v. Montgomery County Public Schools, -- F.3d --, 2006 WL 2294272, C.A. 4 (Md.), August 10, 2006.



## **Policy KJ Advertising, Distribution of Promotional Materials and Vending Agreements on School Property and at School-Sponsored Events**

Issued 8/06

### **Purpose**

The purpose of this policy is to provide guidelines to School District Five of Lexington and Richland Counties on the issues of advertisements, distribution of promotional materials, vending and revenues that these activities may generate.

### **Definitions**

For the purpose of this policy, the following definitions will apply.

- Advertisements are defined as visual signs and other notices intended to call attention to a product or service that are erected on or affixed to district real or non-real property.
- Promotional materials are defined as pamphlets, flyers, brochures and other items containing descriptions or advertising that are distributed to the recipients.
- Vending is defined as the sale or donation of any item for use or consumption by the purchaser.
- Sponsor means any person or organization that pays for or carries out a project or activity in return for advertising.

### **Guidelines**

Advertisements, promotional materials and/or vending items cannot undermine or detract from the district's educational mission.

Corporate involvement in the district's affairs must support and enhance the educational goals of the district.

The board of trustees and the superintendent retain the authority at all times to review and evaluate any material, agreement, program or relationship with a corporate entity to ensure that they are consistent with the district's educational goals.

The board of trustees and the superintendent retain the authority to determine that all aspects of such materials, agreements, programs and relationships are tasteful; appropriate for the educational environment; do not violate any district policies; and meet all local, state and federal legal requirements as well as the ethical standards and requirements of the district.

The board of trustees and the superintendent or his/her designee retain the authority and right for final approval of any and all agreements established with corporate entities.

All sponsored and/or donated materials must meet the same standards used for selection and procurement of the curriculum materials. Schools and teachers retain discretion in the use of corporate sponsored materials.

Students cannot be required to observe, listen to or read advertisements or promotional materials. The district will not provide any non-district entity access to a "captive audience."

### **Administrative procedures**

All agreements allowing any entity to advertise, distribute promotional materials or engage in vending on school property must be in writing. These agreements must identify the parties involved, include a



description of any advertising or promotional materials and include a list of vending items to be sold.

Where the agreement anticipates generation of revenue or donation of tangible items, the principal may grant final approval to such agreements whose value is under \$10,000; agreements over \$10,000 but less than \$25,000 must be approved by the superintendent or his/her designee; agreements over \$25,000 must be approved by the superintendent and board, unless otherwise provided for in the procurement laws, rules, regulations and policies applicable to the district. On term agreements, the required approval authority will be determined by the anticipated total revenue for the entire term of the agreement.

School administrators, teachers, booster clubs and other district personnel and organizations may recommend that the district enter into agreements regarding advertising, distribution of promotional items or vending activities. Recommendations must be submitted to the superintendent, his/her designee or a committee that the superintendent may establish to review such proposed agreements.

Any agreement for advertising, promotional or vending programs which obligates the district to the expenditure of more than \$1,000 through a capital expenditure or a general fund, a payment upon termination or otherwise must be approved by the board of trustees.

### **Revenue**

All revenue collected pursuant to any advertising approved by the superintendent and the board will be placed in a school account and will be expended for the general benefit of the school as approved by the principal. Collections and expenditures of all such revenues must be accounted for in an annual audit submitted to the board. Revenues generated from PTAs, PTOs and club-sponsored activities at school-sponsored functions will be retained by the club. Revenue generated from sponsorships, donations and assessments will also be retained by the organization and/or club.

The superintendent will present to the board an annual report detailing the use and disposition of all property donated to the district pursuant to agreements made under this policy.

### **Report to the board**

The superintendent must submit a report to the board each fiscal year concerning all commercial agreements covered by this policy. The report must include a list of the agreements, the subject matter of the agreement, the schools involved and the revenue produced under each agreement.

### **Contract terms**

Contracts executed under this policy will conform to standard terms and conditions established by the superintendent or his/her designee and the district's legal counsel.

Adopted 6/28/04; Revised 8/14/06

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

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**Policy KHC Distribution of Promotional Materials**

Issued 9/99

Faculty and students may not be used in any manner for advertising, promoting or distributing the interests of any business or non-school agency or organization without the approval of the director of community services and the school principal. Materials being approved must meet the following criteria.

Materials from non-profit organizations may be approved providing the information being communicated clearly provides a much-needed service to parents and students.

School business partnerships are designed to strengthen the school program. Business partners who have entered into a formal partnership with the school may receive approval to distribute information that will benefit the school in a clear and substantial manner.

Approved information directed toward faculty members from businesses and commercial organizations may be placed in faculty distribution boxes at the principal's discretion, or may be placed in appropriate areas where faculty and staff members may pick them up if they so desire.

Information from non-profit organizations and agencies that will assist faculty and staff as they serve students may be placed in faculty distribution boxes.

Adopted 9/13/99

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

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## **RELATIONS WITH LAW ENFORCEMENT AUTHORITIES**

Code **KLG** Issued **DRAFT/08**

Purpose: To establish the basic structure for the district's relations with law enforcement authorities.

### 1. Law Enforcement Point of Contact

The district's primary point of contact with law enforcement agencies will be the district's Coordinator of Security. School principals and administrators will be the primary points of contact at the school-level. However, all district employees will assist and cooperate with School Resource Officers (SRO(s) and other Law Enforcement Agencies (LEA(s). To the extent possible, school and district staff shall attempt to keep law enforcement patrol routines, assignments, and specific locations at any given time confidential. Suspicious questions pertaining to this type of information should be forwarded to the district's Coordinator of Security who will notify the appropriate law enforcement agency. Media and similar inquiries about the specific location of law enforcement officers at a given time or patrol routines should be forwarded to the district's Chief Information Officer.

### 2. Routine Law Enforcement Calls for Service

Routine calls for law enforcement services that are not urgent or time-sensitive during school hours will normally originate from the school administration. However, all employees, students, and visitors are encouraged to report suspicious persons, activities, items or crimes to their SRO or LEA in a timely manner.

### 3. SROs)

SROs are Certified Class 1 law enforcement officers who have additional school related training and are a great resource to both the schools and their law enforcement agency. SROs work at the school in accordance with the District-SRO Agreement, but are under the primary direction and authority of their LEAs chain of command. SROs must follow appropriate policies and procedures, as well as, relevant local, state, and federal laws. SROs have law enforcement jurisdiction at their school and anywhere in the state when they are traveling with their school or at school sponsored events. Staff should report, coordinate and cooperate routinely with SROs on law enforcement, safety, crime, drug prevention, traffic, training, teaching and mentoring activities as indicated in the District-SRO Agreement.

### 4. Calls for SRO or Law Enforcement Services

School employees or students may request law enforcement services directly from their SRO via radio, phone, in person or any other method. However, when there is an emergency or a need for an immediate law enforcement response and the SRO cannot be immediately reached, the school or other individuals must call 911. When law enforcement officers respond to the school, the school administration must ensure that the District Office is notified immediately.

### 5. Emergency Law Enforcement Calls for Service

Any school district employee may call law enforcement directly at any time should they determine the need for assistance. School employees that call law enforcement during school hours must immediately inform the school administration. If there is an urgent response by law enforcement or public safety to the school; school administration will ensure that the appropriate school staff and District Office staff are notified immediately.



#### 6. Law Enforcement Activity or Crime in the Vicinity of a School

If there is a crime in progress or law enforcement activity on or in close proximity of a school, school administration will take appropriate protective action and seek the advice of their SRO, local law enforcement or public safety authorities. In the event of a modified or full lockdown, school administration must notify their SRO and the district office immediately. In the event that a school is in lockdown or modified lockdown, the district office will contact the transportation office and other District Office personnel as necessary.

#### 7. Law Enforcement Incident Command Post

In the event of major incident at or near a school, law enforcement or public safety may set up an Incident Command Post to assist with the incident management, coordination, scene safety, and communication. The person in charge of the Incident Command Post is called the Incident Commander. The principal or his/her designee will be available to serve as a school Liaison Officer to the Incident Command Post. Additionally, the district's Coordinator of Security and public information staff may also respond to or be requested to assist at the Incident Command Post.

#### 8. Student Crime Stoppers and Crime Tips

All district administrators and staff will advertise and strongly encourage the use of the student Crime Stoppers program and other related reward or positive behavior programs that are available at their school and in the district. Students can communicate with student Crime Stoppers using a phone, online, or various media 24 hours a day/seven days a week. The call is always anonymous. A cash award may be given out anonymously via a bank should the tip be verified. School administration will inform students each semester that reporting crimes and potential crimes is for everyone's safety. Administrators will communicate to students that they can always tell a parent or trusted adult, school staff member, law enforcement, or contact student Crime Stoppers in the event that they have knowledge about a threat, crime, or any potentially dangerous situation.

#### 9. Reporting Suspicious or Dangerous Activity to Law Enforcement

It is the duty of every district employee, volunteer, or student to report suspicious people, activities, or items to the school administration and law enforcement immediately. Staff and students are encouraged to collect pertinent facts, such as: tag numbers, vehicle and suspect descriptions, as well as, the time, date, and location of the observances. The school administration will also report suspected dangerous or suspicious criminal activity to the district's Coordinator of Security immediately.

#### 10. Law Enforcement School Volunteers

School and district administrators are encouraged to invite and recruit current or retired law enforcement officers in good standing to serve as school volunteers in a non-paid and non-benefitted "security capacity." If a law enforcement officer wishes to volunteer at the school, he/she must submit a volunteer application to the school administration. The application must be sent to the public information office for processing. If approval is given, the law enforcement volunteer may work as a volunteer in the school in or out of uniform in accordance with their agency's policy and procedures, and with their agency's permission. However, they must have law enforcement identification and credentials ready to show, if necessary. The law enforcement volunteer works at the school at the direction and pleasure of the principal, and in coordination with the district's Coordinator of Security and SRO. Law enforcement volunteers must check-in with the school front office and SRO upon their arrival and departure. Law enforcement volunteers are considered "outside law enforcement" for the purposes of this policy. Other non-law enforcement volunteers may also serve in a non-paid and non-benefitted "security assistance role" at the discretion of the principal. However, they must apply using the normal volunteer process, cannot be armed in any way, and have no authority beyond that of any other school volunteer.



#### 11. Outside Law Enforcement - Official Business at a School

Except for routine patrol, if law enforcement officers, other than those assigned or temporarily assigned by the district or school to work at the school, wish to come to a school facility during school hours to conduct an investigation or official business, they must first contact the SRO and school administrator to present their purpose and authority.

#### 12. Interrogations of a Student Suspect

When a law enforcement officer, other than an SRO or officer assigned by the school or district to work at the school, wishes to question a student suspect on campus during school hours, a school or district administrator must be present during the questioning. This does not prevent SROs or other law enforcement officers from interviewing students during the "information gathering" portion of a criminal investigation.

#### 13. Custodial Arrests

If custody and/or arrest is involved and/or an official warrant or pick-up order has been issued by a judge for a student, the principal will assist the law enforcement officer in assuring that all procedural safeguards as prescribed by law are observed. School officials must attempt to notify parents/legal guardians if their child is taken into law enforcement custody during school hours, or when they are under their direct supervision. If a staff member is arrested on campus for any reason, the school administration must notify their supervisor and the district's Coordinator of Security and public information office immediately.

#### 14. Duty to Report Certain Crimes

As per state law, all school district employees must immediately report to law enforcement and their administrator any crime. Additionally, all school employees must immediately report to law enforcement and school administration any illegal or dangerous firearm, dangerous activity, suspected bombs, bomb threats, hazardous devices, or similar items immediately. The school administration will contact the district office immediately.

#### 15. Criminal Evidence

All school employees will make every effort to protect crime scenes, physical evidence of a crime, or reasonably potential criminal evidence by not disturbing the evidence until a law enforcement officer can be consulted. School staff should not interfere or disturb evidence except for life safety or school safety purposes. Graffiti should be reported to the appropriate SRO or LEA, and the graffiti should be read, recorded, and only then removed. Vehicles involved in traffic accidents should only be moved for life safety purposes or when authorized by a law enforcement officer. If a student or staff member is reported or believed to be sexually assaulted, then staff will deter an alleged victim from bathing or washing, or changing clothes, except for life safety purposes, until they can be seen by trained medical staff and law enforcement at a hospital or other medical facility.

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#### 16. Criminal Incident Reports

All crimes that occur on campus must be reported to the SRO or local law enforcement as quickly as possible. The principal will collect a copy of all SRO incident reports, and other reports related to their campus when they become available. They must submit a copy of these reports to the district's Coordinator of Security within 2 school days. The principal and the district's Coordinator of Security will monitor these reports and consider these reports during the development of district and school plans, budgets, and operations.

#### 17. Traffic Law Enforcement

Local law enforcement, including but not limited to, school resource, patrol, and traffic officers are granted full authority to patrol and enforce traffic and parking laws at any school district facility at any time. Traffic accidents that occur on school property should be reported to the school administration and SRO or appropriate LEA. If there are injuries, the employee must ensure that the proper first responder is notified as quickly as possible. The school administration will notify staff, public safety, and the District Office immediately.



#### 18. Law Enforcement Crossing Guard Services

The Coordinator of Transportation will be the primary district point of contact with the appropriate LEA school crossing guards and their supervisors. The Coordinator of Transportation will review pedestrian safety, traffic, population, and bus patterns with their LEAs to determine crossing guard locations.

#### 19. Requests for Law Enforcement for bus Related Incidents

In the event there is a bus accident or other need for a law enforcement response to a school bus, the driver will ensure that the appropriate law enforcement is requested immediately. The Coordinator of Transportation will ensure that the district leadership is notified immediately of any bus accident or any law enforcement emergency response to a school bus incident.

#### 20. Law Enforcement Canine Services

School principals are encouraged to use local law enforcement canine resources and should request drug, bomb, gun detection or other canines as appropriate. The principal will ensure that the school staff coordinates with law enforcement canine handlers in an appropriate and safe manner before a scheduled search. In the event that an emergency bomb detection or tracking dog search is taking place at the school, the school administration will alert appropriate staff, take appropriate life safety measures, assist the canine units as requested, and inform the district office.

*(District should add agreed-upon list here or a reference to specifics of other policies.)*

Adopted 4/28/75; Revised 11/16/81, 9/11/95, ^

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Legal references:

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

1. Section 59-24-60 - Requires administrators to contact law enforcement.

## Policy LDAJA Interrogations and Searches

Issued 9/95

The Board recognizes that the Fourth Amendment protects citizens, including students, from unreasonable searches. However, the district considers any person entering the premises of any school in the district, including visitors, as consenting to a reasonable search of his/her person and personal property. Accordingly, district officials are authorized to conduct reasonable searches according to the procedures set forth in administrative rule [JCAB-R](#). The district will post appropriate notice on school property notifying individuals of this fact. In conducting the search, school officials will make every effort to protect the privacy interests of individuals. The district's express intention for this policy is to enhance security in the schools and prevent students from violating Board policies, school rules and state laws.

The district will conduct searches involving the use of metal detectors in accordance with the procedures outlined in policy [JCAC](#) and administrative Rule [JCAC-R](#).

### Police interrogations

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is therefore the implicit responsibility of the school administration to protect each student under its control according to the following criteria.

When law enforcement officers find it necessary to question students during the school day, the school principal or his/her designee will be present. The questioning will be done in the administrator's office. Personnel will make every reasonable effort to contact the parent/legal guardian and request his/her attendance.

If custody and/or arrest is involved and/or an official warrant has been issued, the principal/director will cooperate with the officer. Personnel will make reasonable efforts to contact the parent/legal guardian to make them aware of the situation.

(Also [JCAB](#))

Adopted 4/28/75; Revised 11/16/81, 9/11/95

Constitutional and Statutory Provisions:

S.C. Code, 1976, as amended

[Section 59-19-90](#) (3) - Regulation of student conduct.

[1994 Act 373](#) - Allows searches.

[New Jersey v. T.L.O.](#), 469 U.S. 325 (1985).

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

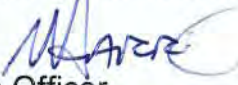






**MEMORANDUM**

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

FROM: Michael R. Harris   
Chief Student Services Officer

DATE: September 12, 2013

RE: September 23, 2013 Board Meeting, First Reading.  
Proposed Revisions to Board Policy JCDAE "Urinalysis Drug Testing for  
Certain Expelled Students Attending the Alternative School"

- REPLACE - JCDAE "Urinalysis Drug Testing for Certain Expelled Students Attending the Alternative School" WITH "JICHA "Urinalysis Drug Testing for Certain Expelled Students Attending the Academy for Success"
- DELETE – "Administrative Rule JCDAE-R" "Urinalysis Drug Testing for Certain Expelled Students Attending the Alternative School"

Recommendation:

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

Attachments

Replaces Policy (JCDAE) – Urinalysis Drug Testing for Certain Expelled Students Attending the Alternative School

## **Urinalysis Drug Testing for Certain Expelled Students Attending the Academy for Success**

Code JICHA    **Final**

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**Purpose:** To establish the basic structure for urinalysis drug and alcohol testing for certain expelled students.

The board recognizes that the Fourth Amendment protects citizens, including students from unreasonable searches. In accordance with the United States Supreme Court decision in Vernonia School District 47J v. Acton, the district will require urinalysis drug and alcohol testing of students who have been expelled from the district's regular school program or any district school for any drug or alcohol offense and who are eligible to enroll and accepted to attend the district's Academy for Success program. School officials will make every effort to protect the privacy interest of those students who are required to provide results of urinalysis drug and alcohol testing. The testing results will not be turned over to law enforcement authorities unless there is a subpoena or a court order.

The board's express intention for this policy is to discourage students from using drugs and alcohol, to protect their health and safety, and to provide drug and alcohol users with opportunities to participate in rehabilitation and assistance programs in conjunction with local substance abuse assistance agencies.

Adopted

Lexington/Richland School District Five



## CURRENT POLICY

**Policy »JCDAE » Urinalysis Drug Testing for Certain Expelled Students Attending the Alternative School**

Issued 6/97

The Board of Trustees recognizes that the Fourth Amendment protects citizens, including students, from unreasonable searches. The Board also recognizes that drug use by its students is a problem which needs to be addressed.

Accordingly, all students who are expelled from the district's regular school program for violations of the district's policies regarding drug offenses, and who are eligible and accepted to attend the district alternative school, will be required to submit to urinalysis drug testing prior to their acceptance into the alternative school, and while the student is attending the alternative school. In conducting the urinalysis drug testing, school officials shall make every effort to protect the privacy interests of individuals.

The Board intends this policy to do the following.

- Discourage students from using drugs.

- Protect the health and safety of all students.

- Provide drug users with assistance programs.

The district will not turn the testing results over to law enforcement authorities unless they present a subpoena or a court order.

Adopted 6/2/97

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

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**AR JCDAE R Regulations for Urinalysis Drug Testing for Certain Expelled Students Attending the District's Alternative School**

Issued 6/97

The district authorizes the hearing office to conduct urinalysis drug testing of students who have been expelled from the district's regular program for drug offenses, and who desire to enroll in and attend the district alternative school according to the following procedures. These students will have been properly approved by the Board of Trustees and accepted by the alternative school.

**Students subject to urinalysis drug testing**

Any student who has been expelled from school for a violation of the district's policies regarding drug offenses, and who wishes to attend the district alternative school, must sign and have his/her parent/guardian sign a form consenting to urinalysis drug testing. The refusal of a student and/or his/her parent/guardian to sign the consent form prior to enrollment in the alternative school will preclude the student from attending the alternative school during the term of his/her expulsion.

**Selection of students to be tested**

Each student expelled for a drug offense will be required to present a recent (within the past 10 days) drug screen prior to acceptance into the alternative school. The student and his/her parent/guardian will bear the expense of that initial screen. A copy of this test result is to be presented to the district hearing officer prior to enrollment in the alternative school if the student has been accepted to enroll. The results of this screen will be used by the district as a "baseline" for interpreting further test results during the student's tenure at the alternative school. At any time that an accepted student's screen is above the baseline test, he/she will be given the opportunity to take a second test within 48 hours at parent expense. If the first and second screens are above the baseline or do not show a decrease, the student will be recommended for dismissal from the alternative school. Any student who does not submit to such a screen will not be permitted to attend the alternative school.

In addition, once each week during the school year, the names of the students eligible for drug screens will be placed in a "pool." The director of the alternative school will randomly draw the names of one to three students each week. Those students selected will be assigned a code number which will be used to identify the student's urine specimen(s) and all reports on drug tests. The alternative school director will contact each chosen student's parent/guardian and request the screening.

The student will be given the form to take to the lab. The district will maintain a confidential record of students' names and code numbers. Prior to being tested, a student must also complete a form, with his/her code number listed at the top, indicating any prescription medications he/she is taking at the time of the testing, and must provide verification by producing either a copy of the prescription or a doctor's statement. Students will be given the option of submitting this information directly to the testing lab indicating so on the form. Students who select this option will be responsible for ensuring the testing lab receives this information. Students who fail to notify the laboratory of any prescription medications they are taking run the risk of a positive test result.

**Collection of urine samples**

Students who are selected for testing will be taken by their parent/guardian for a drug screen the same day they are notified of their selection or the next day. (The district will bear the expense of this screen.) The students will be required to have the screens done at a testing facility specified by the district. The district will select a facility which offers the lowest possible cut-off screen.



### Laboratory receipt of and testing of urine samples

The urine samples will be routinely tested for drugs, including amphetamines, cocaine and marijuana. The district may request that the laboratory test for the presence of other drugs, but the identity of a particular student will not determine which drugs will be tested.

The lab is authorized to mail the testing results only to the district hearing officer or the superintendent. In addition, the lab is authorized to provide test results to district personnel by telephone only if the requesting official recites a code number confirming his/her authority to receive the results. The results will not be turned over to law enforcement authorities. The results will be maintained for one year only.

### Student and parent/guardian notification of testing results

If a student's sample tests positive, a follow-up test will be permitted, if the parent/guardian chooses, within 48 hours of the receipt of the result to confirm the original result. All follow-up tests will be at the expense of the student and his/her parent/guardian. If the follow-up test is negative, no further action will be taken. If the follow-up test is positive, the district will notify the student and his/her parent/guardian and schedule a meeting with the district hearing officer and the student and his/her parent/guardian within three school days of the district's receipt of the test results.

At the meeting, the student may present, if he/she chooses, a medical review officer's interpretation of all test results. That interpretation will not, however, be binding on the school district, but may, within discretion of the hearing officer, be considered. After consideration of such information, the hearing officer may dismiss the student from the alternative school or may take other action.

Such students will also be given information about drug assistance programs. Students who are expelled for any drug related offense are required to complete LRADAC's SciP program or another approved alcohol and other drug program prior to applying for re-admission into the district following the expulsion term ([Policy JCDA-R](#)) and are encouraged to participate in them at their own expense.

Adopted 6/2/97

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

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# Official Voting Delegates Certification Form

**LEXINGTON 5**  
Your district is allowed **6 votes**.

**Certification deadline: Friday, November 15, 2013**

Certification of Delegates from SCSBA's Constitution:

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

## Official Voting Delegates

The following board members have been designated as official voting delegates at the annual business meeting on Saturday, December 7, 2013. Please list each delegate attending along with an alternate. Include name and number of votes assigned to each delegate.

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

	Name	Number of votes
<input checked="" type="checkbox"/> delegate <input checked="" type="checkbox"/> alternate	Robert Gantt	2
<input checked="" type="checkbox"/> delegate <input checked="" type="checkbox"/> alternate	Beth Watson	1
<input checked="" type="checkbox"/> delegate <input checked="" type="checkbox"/> alternate	Ellen Baumgardner	1
<input checked="" type="checkbox"/> delegate <input checked="" type="checkbox"/> alternate	Jim Turner	1
<input checked="" type="checkbox"/> delegate <input checked="" type="checkbox"/> alternate	Jordy Loveless	1
<input type="checkbox"/> delegate <input type="checkbox"/> alternate		
<input type="checkbox"/> delegate <input type="checkbox"/> alternate		
<input type="checkbox"/> delegate <input type="checkbox"/> alternate		
<input type="checkbox"/> delegate <input type="checkbox"/> alternate		
<input type="checkbox"/> delegate <input type="checkbox"/> alternate		

**This form is not official until we have the appropriate signatures listed below.**

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Board Chairman

For delegates to be certified, this form must be returned by November 15, 2013 to:  
Judy LeGrand, SCSBA, 111 Research Drive, Columbia, SC 29203; email: [jlegrand@scsba.org](mailto:jlegrand@scsba.org)  
Or fax: 1-877-859-6439 Thank you



## Superintendent's Goals

Timeline: July 1, 2013 – June 30, 2014

**Goal 1:** Sustain and enhance the District's record of excellence in student achievement as measured by:

- i. a performance among the top 10% of districts on the ESEA accountability system,
- ii. a performance among the top 10% of districts on the state accountability system,
- iii. SAT scores which exceed the state and national averages, and
- iv. ACT scores which exceed the state and national averages.

**Goal 2:** Ensure the District's instructional program is comprehensive and prepares our students for both post-secondary education and employment that will provide them with long-term security as measured by:

- i. a district-wide graduation rate that exceeds the national average,
- ii. a CATE completer rate that exceeds the state average, and
- iii. the creation of the Office of Early Intervention Services and enhanced early intervention programs and services.

**Goal 3:** Continue the transition to newly-adopted state ELA and mathematics standards and newly-adopted state assessment system as measured by:

- i. the ongoing comprehensive professional development for administrators, certified and support personnel, and
- ii. the development of comprehensive curricula which are aligned to the new state standards and assessment instrument.

**Goal 4:** Continue to expand our access to and utilization of technology to improve teaching and learning as measured by:

- i. the successful implementation of Year 2 activities of the five-year district technology plan.

**Goal 5:** Proceed with "all deliberate speed" on our new facilities construction/facilities improvement program as measured by:

- i. the satisfactory progress on renovations and additions at Chapin High School,
- ii. the satisfactory progress on renovations and additions at Irmo High School,
- iii. the satisfactory progress on renovations and additions at Dutch Fork High School, and
- iv. the satisfactory progress on the construction of the new middle school.

**Goal 6:** Reinforce our efforts to ensure the safety of our students and staff as measured by:

- i. the ongoing actions to review and improve our safety and security systems and procedures,
- ii. the strong relationship with all first responder agencies and organizations, and
- iii. the professional development training for all staff members designed to ensure that all students and staff feel valued and safe,

**Goal 7:** Continue to improve the emotional, psychological, and physical well-being of our students and staff as measured by:

- i. the successful implementation of initiatives to promote healthier staff and students, and
- ii. the successful implementation of NAEYC standards in district-wide 4K early intervention programs.

**Goal 8:** Expand an effective communication system for the District with its employees, parents, students, and community as measured by:

- i. the enhancement of the district's communication and public relations strategies and increased positive public relations results, and
- ii. the ongoing effective communication with all key stakeholder groups.








EXHIBIT I

Memorandum

To: Members of the Board of Trustees

Through: Dr. Stephen W. Hefner  
Superintendent

From: Mark A. Bounds   
Chief Information Officer

Date: September 19, 2013

Re: 2014-2015 Proposed School Calendar

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Attached is the 2014-2015 proposed school calendar. We have received input from our various advisory committees and staff members.

The proposed calendar will be on the agenda for discussion on September 23, 2013.

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

MAB/aw

Attachment - 2014-2015 Proposed School Calendar

# Lexington-Richland Five 2014-2015 Proposed School Calendar

## July 2014

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

## August 2014

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

## September 2014

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

## October 2014

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

## November 2014

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

## December 2014

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

\*Dec. 22 and Dec. 23 (work days for 240-day employees)

July 4..... Independence Day Holiday

August 12 .....First Day for Teachers

August 12-15;18..... Teacher Work Day/Staff Dev.

August 19 .....First Day for Students

September 1.....Labor Day Holiday

October 13.....Teacher Workday/Staff Dev.

November 3.....Teacher Workday/Staff Dev.

November 26-28 .....Thanksgiving Holidays

December 22 – Jan. 2.....Winter Break  
\*December 22 & 23 (Work days for 240-day employees)

January 5 .....Students & Staff Return to School

January 16..... Teacher Workday/Staff Dev.

January 19.....Dr. M. L. King Holiday

February 16.....Teacher Workday/Staff Dev.

March 16.....Student & Teacher Holiday  
(severe weather make-up; if needed)

April 3-10.....Spring Break

May 25.....Memorial Day Holiday

June 1 .....Half Day for Students

June 2.....Half Day for Students

June 3..... Half Day for Students/Last Day for Students

June 4 .....Teacher Workday/Staff Dev.

June 4.....Last Day for Teachers

## January 2015

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

## February 2015

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

## March 2015

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

## April 2015

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

## May 2015

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

## June 2015

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

School  
Day

Schools &  
Offices Closed

Schools & Offices Open  
Teacher/Student Holiday

Staff Development /Teacher Work Day  
No School For Students

School Day  
End of Nine Weeks






MEMORANDUM

TO: Members of the Board of Trustees

THROUGH: Stephen W. Hefner, Ed.D.,  
Superintendent

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

DATE: September 23, 2013

RE: Board Policies – Section D & E

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Issue: Proposed addition to Board Policies – Section D & E

Background: Attached for your consideration are the recommended new policies and revisions from the South Carolina School Boards Association for the following policies:

- Replace DC "Taxing and Borrowing", DCB "Fiscal Year", DCCA "Budget Deadlines and Schedules", DCCB "Staff involvement in Budget Preparation" and DCCC "Dissemination of Budget Information" with DB "Annual Budget"
- Replace EA "Business Management Goals and Objectives" with EA "Support Services Goals/Priority Objectives"
- Add EB "Environmental and Safety Program"
- Add EBAB "Hazardous Materials"
- Replace JGCC "Communicable Diseases" and JGCC-R "Communicable Diseases – Students" with EBBA "Prevention of Disease/Infection Transmission"
- Replace EBBC "Emergency Drills" and JGFA "Emergency Drills" with EBC "Emergencies"
- Replace EBBC "Emergency Drills" and JGFA "Emergency Drills" with EBCB "Safety Drills"
- Replace EBBD "Emergency Closings" and AFC "Emergency Closings" with EBCE "School Closings and Cancellations"; Replace EBBD-R "Emergency School Closing" and AFC-R "Emergency School Closing" with EBCE-R "School Closings and Cancellations"; and Replace "EBBD-E "Parent/Guardian Emergency Dismissal Information" and AFC-E "Parent/Guardian Emergency Dismissal Information" with EBCE-E "Parent/Legal Guardian Emergency Dismissal Information"
- Add EC "Buildings/Grounds/Property Management"
- Replace EBC "Security (of School Properties)" with ECA "Security"
- Add ECAC "Vandalism"

Recommendation: Administration recommends that the proposed additions/revisions to selected "D" and "E" policies proceed to first reading approval.

KF/tl

Attachments – Current Board Policies/Recommended Policies – Sections D & E



## ANNUAL BUDGET

Code **DB** Issued **DRAFT/12**

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Purpose: To establish the board's vision for the annual budget.

The annual budget is the financial plan for the operation of the school system. The annual operating budget (General Fund Budget) should express and implement programs and activities of the school district. Planning the budget is a continuous process that involves long-term thought, study and deliberation by the superintendent, board, administrative staff, faculty and citizens of the district.

The budget provides the framework for both expenditures and revenues for the year. It translates into financial terms the educational programs and priorities for the system.

The board will establish budget priorities for each fiscal year (July 1 - June 30). These priorities will be based upon the needs identified by the superintendent during the budget planning process as determined by the following.

- needs of the district so that all segments of the district programs are treated equitably within the available resources
- state and/or federal legal requirements for funding of programs
- requirements and regulations of the regional accrediting agency
- availability of fiscal and other non-economic resources
- maintenance of approximately two month's operating expenses in the general fund balance from one fiscal year to the next

The superintendent will have overall responsibility for budget preparation and will submit an annual budget to the board for first reading no later than the first board meeting in May.

In case the budget does not receive approval by June 30, the board will adopt a continuing resolution based on last year's operating budget until the budget can be approved.

### **Budget deadlines and schedules**

During the month of February of each year, the district department heads and principals will present the budget requests of their departments to the district executive staff. At that time they will be afforded the opportunity to justify the line items of their respective budgets.

After all hearings are completed, all requested items are consolidated into a proposed operational budget, the finance office will compute income estimates and the additional mills, if any, necessary to meet the proposed budget requirements.

The superintendent will present for discussion a detailed line item budget for the following school year along with a suggested schedule for budget study and adoption. Included in this budget proposal will be an estimate of revenue necessary to finance the proposed budget. The board of trustees will consider the proposed budget and convene for a reading of the discussion budget proposal. Additional budget meetings will be held in accordance with the previously agreed upon schedule. If necessary, district personnel, in consultation with the principals and district department heads, may adjust the proposed budget in accordance with the estimated revenue from the millage approved by the board. The proposal becomes the operational budget for the following school year upon approval by the board.



## **PAGE 2 - DB - ANNUAL BUDGET**

Approval of the annual school district operating budget and the annual capital expenditure budget as well as establishment of the tax millage for the operating budget will require a favorable vote of the board on two separate readings at separate meetings.

The board must notify the auditors of Lexington County and Richland County by July 1 as to the number of mills approved by the board for the operation of schools for the following year.

### **Notice of budget adoption**

Before adopting the General Fund Budget for the next fiscal year, the district Board of Trustees will hold a public hearing on the budget and advertise the hearing in at least one South Carolina newspaper of general circulation in the area. The notice must appear not less than 15 days in advance of the public hearing. The notice must be a minimum of two columns wide with a bold heading.

The notice must include the following.

- governing entity's name
- time, date and location of the public hearing on the budget
- total revenues and expenditures from the current operating fiscal year's budget of the governing entity
- proposed total projected revenue and operating expenditures for the next fiscal year as estimated in the next year's budget for the governing entity
- proposed or estimated percentage change in estimated operating budgets between the current fiscal year and the proposed budget
- millage for the current fiscal year
- estimated millage in dollars as necessary for the next fiscal year's proposed budget

### **Limitations on millage increases**

The board of trustees in School District Five of Lexington and Richland Counties, is authorized by South Carolina law to levy school taxes. The board can only increase millage above the rate imposed for the prior tax year by the percentage increase in the consumer price index over the previous calendar year plus the percentage increase in the previous year in the population of the school district as determined by the state budget and control board.

The millage rate limitation may be suspended and the millage rate may be increased upon a two-thirds vote of the membership of the board for any of the following statutory purposes.

- deficiency of the preceding year
- any catastrophic event outside the control of the governing body such as a natural disaster, severe weather event, act of God, or act of terrorism, fire, war or riot
- compliance with a court order or decree
- taxpayer closure due to circumstances outside the control of the governing body that decreases by 10 percent or more the amount of revenue payable to the taxing jurisdiction in the preceding year
- compliance with a regulation promulgated or statute enacted by the federal or state government after June 7, 2006, for which an appropriation or a method for obtaining an appropriation is not provided by the federal or state government

A millage rate increase imposed under any of the above reasons will appear separately on the tax bill as a separate surcharge with an explanation and not included in the millage subject to the CPI plus population growth factor. The surcharge will continue only for the years necessary to pay for the reason imposed.

In addition, the millage limitation does not apply to millage levied to pay bonded indebtedness or real property lease-purchase payments.

## PAGE 3 - DB - ANNUAL BUDGET

Adopted 2/24/69; Revised 8/1/73, 9/18/78, 11/16/81, 1/25/88, 4/2/90, 6/17/91, ^

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### Legal references:

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

1. Section 6-1-80 - Budget adoption.
2. Section 6-1-300, et seq.- Authority of local governments to assess taxes and fees.

#### B. S.C. Acts and Joints Resolutions:

1. 1971 Act 61 - Relating to tax millage in Lexington County.
2. 1979 Act 280 - Determination of school tax levies.
3. 1994 Act 601 - Abolished the Lexington County Board of Education and devolved its duties and responsibilities on the respective district boards.



## TAXING AND BORROWING

Code **DC** Issued **6/07**

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Purpose: To establish the basic structure for the board's authority to tax and borrow funds for the maintenance and operation of the school district.

### Annual tax levy

Each school district's taxing authority is established by state law. In School District Five of Lexington and Richland Counties, that authority is vested in the board within statutory limitations.

### Borrowing

The board is permitted, by law, to borrow money in anticipation of collection of taxes. The purpose of such borrowing is to secure funds for district operations. The board must approve the issuance of tax anticipation notes.

### Sale of bonds

In order to obtain funds for capital improvements, the board may, from time to time, issue bonds. The limit of district bonded indebtedness is subject to the provisions of Article X of the South Carolina Constitution.

In order for the district to sell bonds in excess of the limitation, the community must vote for a referendum allowing such sale.

Adopted 8/1/73; Revised 11/16/81, 6/25/07

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### Legal references:

- A. S. C. Constitution:
  - 1. Article X, Section 15(6) - Provides for maximum debt limit of eight percent.
  - 2. Article X, Section 15(7) - Provides for borrowing in anticipation of collection of ad valorem taxes.
- B. S. C. Code, 1976, as amended:
  - 1. Sections 11-27-10 through 11-27-100 - Effect of Article X of S.C. Constitution (see above) on statutes prior to its ratification. See especially Section 11-27-50 regarding the effect of Article X on school district bonds.
  - 2. Sections 59-71-10 through 59-71-190 - (The School Bond Act) - Statutes regulating the issuance of general obligation bonds by school districts. In effect prior to the ratification of Article X of S.C. Constitution.
  - 3. Section 59-13-70 - Superintendent will keep record of school district bonds.
- C. Acts and Joint Resolutions:
  - 1. 1971 Act 61 - Relating to tax millage in Lexington County.
  - 2. 1979 Act 280 - Determination of school tax levies.
  - 3. 1994 Act 601 - Abolished the Lexington County Board of Education and devolved its duties and responsibilities on the respective district boards.



## *CURRENT POLICY*

### **Policy DCB Fiscal Year**

Issued 8/73

The fiscal year of the district begins on July 1 and extends through the following June 30.

Adopted 8/1/73

Constitutional & Statutory Provisions:

S.C. Code, 1976, as amended:

Section 11-9-80 Fiscal Year.

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

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## **CURRENT POLICY**

### **Policy DCCA Budget Deadlines and Schedules**

Issued 6/91

By February of each year, the district department heads and principals will present the budget requests of their departments to the district finance committee. At that time they will be afforded the opportunity to justify the line items of their respective budgets.

After all hearings are completed, all requested items are consolidated into a proposed operational budget. The business department establishes predicted income estimates and the additional mills, if any, necessary to meet the proposed budget requirements.

The superintendent will present a detailed line item budget for the following school year along with a suggested schedule for budget study and adoption. Included in this line item budget proposal may be an estimate of revenue necessary to finance the proposed budget. The procedure of the board of trustees is for each board member to consider the proposed budget for approximately two weeks, after which time they reconvene for first reading on the budget proposal. Additional budget meetings will be held in accordance with the previously agreed upon schedule. If necessary, the district personnel, in consultation with the principals and district department heads, adjust the proposed budget in accordance with the predicted revenue from the millage approved by the board of trustees. The proposal becomes the operational budget for the following school year upon approval by the board of trustees.

Approval of the annual school district operating budget and the annual capital expenditure budget as well as establishment of the tax millage for the operating budget will require a favorable vote of the board of trustees on two separate readings at separate meetings.

Under state law the board of trustees must notify the auditors of Lexington County and Richland County by June 1 as to the number of mills approved by the board of trustees for the operation of schools for the following year.

Adopted 8/1/73; Revised 11/16/81, 4/2/90; 6/17/91

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

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## ***CURRENT POLICY***

### **Policy DCCB Staff Involvement in Budget Preparation**

Issued 8/73

The district administration believes that staff participation in formulating the annual operating budget is vital to the efficient operation of the educational program. In the practical application of this philosophy, district department heads and principals/directors are instructed to utilize their entire staffs in preparing the budget and to make preparation of the budget a continuous process throughout the school year.

Cross Ref.: (Also [GAB](#))

Adopted 8/1/73

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



## Policy DCCC Dissemination of Budget Information

Issued 4/90

In order to disseminate to the residents of School District Five financial information relative to its operational budget, and acting in accordance with the provisions established in the South Carolina Education Finance Act of 1977, the Freedom of Information Act and the provisions contained in the confidentiality of records laws, the following policy will be followed.

- SECTION I: There will be available for public examination, inspection and/or reproduction in the manner set forth in Section II the following budget and financial information of the district:

A complete line-item copy of the budget approved for that year which will include, but not be limited to, all departments and schools of the district and an itemized list of the mean salaries paid to the superintendents, supervisors, administrators, principals, consultants, counselors and teachers employed by the district.

Included in the financial information will be a complete list of compensation including reimbursement for expenses, et al., if any, paid by the district in the previous year directly to any board members of the district.

Also included in the financial information will appear a breakdown of the revenues received by the district during the previous year and anticipated revenues during the coming year to include tax revenues by county, miscellaneous revenues and state revenues. However, in the event that the district has not received the final revenue information from the department of education and/or the County Treasurers of Lexington and Richland Counties in time for inclusion in the financial document placed on public display, the latest revenue receipts will be used.

- SECTION II: Financial information set forth in Section I will be disseminated to the public in the following manner:

The financial information set forth in Section I will be placed on display in the office of the assistant superintendent for business management in the district's administration building for inspection

and/or reproduction. Anyone requesting to review this document may do so. Duplicated copies will be provided at a fair cost to be established by the business department of the district.

In addition to the copy of financial data set forth in Section II, one copy of the line-item budget for the respective school will be provided each school principal. Advisory councils will have access to this document.

After the budget and financial information have been finalized and put on public display for inspection and/or scrutiny, a notice of advertisement, so stating, will be placed in a newspaper of general circulation within the district.

Upon completion, a copy of the District Five annual budget digest for distribution to the general public will be placed in each public library which serves School District Five, along with a cover letter stating that more detailed information is available in the School District Five administrative building.

(Cf. KCB)

Adopted 9/18/78; Revised 11/16/81, 1/25/88, 4/2/90

Constitutional and Statutory Provisions:

S.C. Code, 1976, as amended:

Section 30-4-20 et seq. - S. C. Freedom of Information Act, especially Section 30-4-40 (6) regarding disclosure of salaries.

Section 59-20-80 - Public availability of budgets.

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

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## **SUPPORT SERVICES GOALS/PRIORITY OBJECTIVES**

Code **EA** Issued **DRAFT/06**

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Purpose: To establish the board's vision for the role of support services in the operation of the district.

Support services are essential to the successful function of a school system. The administration must design school business and other support operations to support a quality educational program. Education is the district's central function. All support services must be provided, guided and evaluated by this requirement.

In order to provide support services that are truly supportive of the educational program, the board establishes these broad goals.

- to provide a physical environment for teaching and learning that is safe and pleasant for students, staff and public
- to provide safe transportation for students to and from school and healthy meals for students
- to provide an efficient and effective system for financial management and accountability
- to provide support services with timely and high quality resources and assistance in the areas of accounting, transportation, student nutrition and maintenance

Adopted 2/17/75; Revised ^



## ***CURRENT POLICY***

### **Policy EA Business Management Goals and Objectives**

Business operations of the school system are an essential component of effective administration. The Board serves as trustee of school facilities and overseer of school business operations for the purpose of providing the facilities and services that will support a viable educational program.

The Board expects the operation and maintenance of the school plants, equipment, and services to reach high standards of safety in order to promote the health and security of pupils and staff, and to purposefully reflect the educational and occupational aspirations of the community.

Adopted 2/17/75

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

## **ENVIRONMENTAL AND SAFETY PROGRAM**

*Code* **EB** *Issued* **DRAFT/06**

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Purpose: To establish the board's vision for the district's environmental and safety program.

The district will take precautions to protect the safety of all students, employees, visitors and others present on district property or at school-sponsored events.

The practice of safety is an integral part of the instructional program -- including fire prevention, emergency procedures and drills, driver education, and traffic and pedestrian safety. The district safety plan will be reviewed annually and updated to ensure it is current.

Adopted ^

## **HAZARDOUS MATERIALS**

*Code* **EBAB** *Issued* **DRAFT/12**

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Purpose: To establish the basic structure for dealing with hazardous substances.

The board is committed to creating and maintaining a safe and healthy environment for students, staff and community persons who use district facilities. The board, superintendent and district employees share the responsibility of maintaining healthful and safe conditions in the school buildings.

The board also recognizes that the daily operations of the district's schools entail the use of many potentially hazardous substances. Hazardous materials are defined as any substance or mixture of substances that constitutes a fire, explosive, reactive or health hazard.

Such substances may include, but are not limited to the following.

- art supplies (for example, rubber cement, spray paints, chemical-based marking pens)
- paint thinners
- solvents (for example, gasoline, turpentine, mineral spirits)
- pesticides
- underground storage tank hazardous materials
- compressed gases and other liquids, compounds, solids or hazardous chemicals which might be toxic, poisonous or cause serious bodily injury

Insofar as possible, the superintendent or his/her designee will minimize the quantities of hazardous substances stored on school property. Hazardous materials on school property must be inventoried, used, stored and regularly disposed of in a safe and legal manner.

The board encourages staff to substitute less dangerous materials for hazardous ones whenever possible.

The board directs the superintendent or his/her designee to provide district personnel with procedures that address the purchase, storage, use, transportation and disposal of hazardous materials. The procedures will stress instruction in the importance of proper handling, storage, disposal and protection of all potentially hazardous substances. The procedures will also include emergency response and evacuation plans.

Adopted ^



## PREVENTION OF DISEASE/INFECTION TRANSMISSION

Code **EBBA** Issued **DRAFT/06**

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Purpose: To establish the basic structure for a healthful school environment.

The board is committed to providing a healthful environment for all students and employees. To prevent disease transmission and promote a healthy educational/social environment in the district, the board has adopted and the district has implemented a model exposure-control plan for all employees. This plan includes appropriate training for all employees as well as universal precautions that all employees must take when dealing with blood and other bodily fluids. A copy of the plan is on file in the office of the superintendent.

The district takes action with respect to students or employees found to have a communicable disease. Such action will be consistent with rights afforded individuals under state and federal statutory, regulatory and Constitutional provisions. The district will treat each case on an individual basis.

The district will continue to revise and update its policy and procedures in accordance with policy changes through the National Center for Disease Control and the South Carolina Department of Health and Environmental Control.

Adopted 2/24/69; Revised 8/1/73, 11/21/88, 5/3/93, ^

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### Legal references:

- A. South Carolina Code, 1976, as amended:
  - 1. Section 44-29-200 - Attendance of teachers or pupils with contagious or infectious disease may be prohibited.
- B. Department of Health and Environmental Control Regulations:
  - 1. R-61-20 - Communicable diseases.

Descriptor Term:  COMMUNICABLE DISEASES	Descriptor Code: JGCC	Issued Date: 8/15/82
	Rescinds: JGCC	Issued: 8/1/73
<p>All schools shall comply with local and state health department regulations relative to communicable disease.</p> <p>All schools shall comply with South Carolina state law relative to attendance of persons affected.</p> <p>The principal of any school in this district is empowered to send home any student enrolled in his school who is suspected of having a communicable disease and to prevent the student's return until he is furnished with a doctor's certificate attesting that the student is not infected with a communicable disease.</p> <p>Adopted 2/24/69; revised 8/1/73</p> <hr/> <p>Constitutional &amp; Statutory Provisions:</p> <p>A. S. C. Code, 1976, as amended:</p> <p>1) Section 44-29-190 and 200 - Prohibit attendance of pupils with contagious diseases.</p> <p>Lexington County School District Five, S. C.</p>		



## COMMUNICABLE DISEASES - STUDENTS

Code JGCC-R Issued 6/93

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### HIV infection

Decisions regarding the type of educational setting for a student with AIDS or HIV infection will be made on a case-by-case basis.

A recommendation will be made by a committee consisting of the following people: the student's parent(s) or legal guardian, the student's physician, a physician from the district's health advisory council and/or a department of health and environmental control professional, the principal, the school nurse, and the district superintendent or his/her designee. The superintendent or designee will serve as chair and spokesperson of the committee.

The superintendent, after review with legal counsel, will make a decision based on the committee's recommendation and will advise the board of his/her decision. Parents or guardians have the right to appeal the decision of the superintendent to the board.

The number of personnel who are aware of the child's identity and medical condition must be kept to a minimum. The members of the committee and others involved in the care and education of the student must respect the child's right to privacy and to confidentiality of health records.

Adopted 5/3/93



## EMERGENCIES

Code **EBC** Issued **DRAFT/06**

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Purpose: To establish the basic structure for preparation for, and reaction to, emergencies by the administration.

Each school in the district has an emergency preparedness plan that has been developed in cooperation with local law enforcement and other emergency response agencies.

The district will not disclose any information related to security plans or devices proposed, adopted, installed or utilized by the schools to the public.

Adopted 2/24/69; Revised 11/16/81, 5/3/93, ^

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### Legal references:

- A. S. C. Code, 1976, as amended:
  - 1. Section 30-4-20(c) - Public records.
  - 2. Section 59-5-65 - Powers and responsibilities of state board of education.
  - 3. Section 59-63-310, et seq. - Safe Schools Act of 1990.
  - 4. Section 59-23-10 - School required to provide ample means of escape from fire or stampedes from other causes.
  - 5. Section 59-23-40 - School buildings . . . shall conform to building code.
  - 6. Sections 59-63-910 through 59-63-930 - Fire drills.
- B. State Board of Education Regulations:
  - 1. R-43-166 - Student and school safety; emergency and disaster plans.
  - 2. R-43-181 - Building and grounds management - fire prevention.

## Policy EBBC Emergency Drills

Issued 6/93

Fire and tornado drills will be conducted in all schools according to the regulations of the State of South Carolina. A minimum of one fire drill per month and at least two annual tornado drills will be held in each school building under the direction of the principal.

The school district and each of the schools will have a written emergency preparedness plan.

(Also [JGFA](#))

Adopted 2/24/69; Revised 11/16/81, 5/3/93

Constitutional and Statutory Provisions:

S.C. Code, 1976, as amended:

[Sections 59-63](#)-910 through [59-63](#)-930 - Fire drills.

State Board of Education Regulations

[R-43-182 - Emergency drills.](#)

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SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

**Policy JGFA Emergency Drills**

Issued 6/93

Fire and tornado drills will be conducted in all schools according to the regulations of the State of South Carolina. A minimum of one fire drill per month and at least two annual tornado drills will be held in each school building under the direction of the principal.

The school district and each of the schools will have a written emergency preparedness plan.

(Also [EBBC](#))

Adopted 2/24/69; Revised 11/16/81, 5/3/93

Constitutional and Statutory Provisions:

S.C. Code, 1976, as amended:

[Sections 59-63-910 through 59-63-930](#) - Fire drills.

State Board of Education Regulations

[R-43-182](#) - Emergency drills.

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

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## **SAFETY DRILLS**

Code **EBCB** Issued **DRAFT/06**

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Purpose: To establish the basic structure for the conduct of school safety drills.

### **Fire drills**

Schools will conduct fire drills at least once each month without notice. The staff will fully cooperate to carry out this legal requirement and will train students in prompt and orderly evacuation.

### **Tornado drills and other disasters**

The district will develop and review annually a safety preparedness plan to provide for the protection of students in the event of any disaster that may threaten the school community. Each school will conduct at least one emergency drill within the first month of school to ensure safety against such disasters.

Adopted 2/24/69: Revised 11/16/81, 5/3/93, ^

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### **Legal references:**

- A. S. C. Code, 1976, as amended:
  - 1. Section 59-23-10 - School required to provide ample means of escape from fire or stampedes from other causes.
  - 2. Section 59-23-40 - School buildings . . . shall conform to building code.
  - 3. Sections 59-63-910 through 59-63-930 - Fire drills.
- B. State Board of Education Regulations:
  - 1. R-43-166 - Student and school safety.
  - 2. R-43-181 - Building and grounds management - fire prevention.

## ***CURRENT POLICY***

### **Policy EBBC Emergency Drills**

Issued 6/93

Fire and tornado drills will be conducted in all schools according to the regulations of the State of South Carolina. A minimum of one fire drill per month and at least two annual tornado drills will be held in each school building under the direction of the principal.

The school district and each of the schools will have a written emergency preparedness plan.

(Also [JGFA](#))

Adopted 2/24/69; Revised 11/16/81, 5/3/93

Constitutional and Statutory Provisions:

S.C. Code, 1976, as amended:

[Sections 59-63-910 through 59-63-930](#) - Fire drills.

State Board of Education Regulations

[R-43-182 - Emergency drills.](#)

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

## **Policy JGFA Emergency Drills**

Issued 6/93

Fire and tornado drills will be conducted in all schools according to the regulations of the State of South Carolina. A minimum of one fire drill per month and at least two annual tornado drills will be held in each school building under the direction of the principal.

The school district and each of the schools will have a written emergency preparedness plan.

(Also [EBBC](#))

Adopted 2/24/69; Revised 11/16/81, 5/3/93

Constitutional and Statutory Provisions:

S.C. Code, 1976, as amended:

[Sections 59-63-910 through 59-63-930](#) - Fire drills.

State Board of Education Regulations

[R-43-182](#) - Emergency drills.

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



## **SCHOOL CLOSINGS AND CANCELLATIONS**

*Code* **EBCE** *Issued* **DRAFT/06**

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Purpose: To establish the basic structure for dealing with school closings in the event of emergency or other specified situations.

The superintendent is empowered to close the schools in the event of hazardous weather, epidemics or other emergencies which threaten the safety or health of students or staff members. The superintendent will take such action only after consultation with knowledgeable authorities.

The superintendent also has the authority to delay the opening of any or all schools or to dismiss them early, due to weather conditions or other emergencies.

If school is to be closed, a decision will be made as soon as possible and every effort will be made to notify the parents/legal guardians of all students directly through an emergency or alternate telephone number, electronic media, or through the news media. In cases where parents/legal guardians have given special instructions in the event of such an emergency closing, those instructions will be followed by the school. If for some reason this is not possible, the student will remain at the school, or the designated alternate site for that school, until the student is picked up.

Any school days missed due to snow or other extreme weather conditions must be made up (see policy IC).

Adopted 8/1/73; Revised 11/16/81, 1/21/85, 4/2/90, 11/25/02, ^

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Legal references:

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

1. Section 59-1-430 - Provides that all missed school days must be made up.

**Policy EBBD Emergency Closings**

Issued 11/02

The superintendent is empowered to close the schools in the event of hazardous weather, epidemics or other emergencies which threaten the safety or health of the students or staff members.

It is understood that the superintendent will take such action only after consultation with knowledgeable authorities.

If school is to be closed, a decision will be made as soon as possible and every effort will be made to notify the parents or guardians of all students either directly through an emergency or alternate telephone number or through the news media. In cases where parents or guardians have given special instructions in the event of such an emergency closing, those instructions will be followed by the school. If for some reason this is not possible, the student will remain at the school, or the designated alternate site for that school, until the student is picked up.

Any school days missed due to snow or other extreme weather conditions must be made up. Make-up days for students will not be scheduled on Saturdays.

(Also AFC)

Adopted 8/1/73; Revised 11/16/81, 1/21/85, 4/2/90, 11/25/02

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

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## EMERGENCY CLOSINGS

Code **AFC** Issued **11/02**

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The superintendent is empowered to close the schools in the event of hazardous weather, epidemics or other emergencies which threaten the safety or health of the students or staff members.

It is understood that the superintendent will take such action only after consultation with knowledgeable authorities.

If school is to be closed, a decision will be made as soon as possible and every effort will be made to notify the parents or guardians of all students either directly through an emergency or alternate telephone number or through the news media. In cases where parents or guardians have given special instructions in the event of such an emergency closing, those instructions will be followed by the school. If for some reason this is not possible, the student will remain at the school, or the designated alternate site for that school, until the student is picked up.

Any school days missed due to snow or other extreme weather conditions must be made up. Make-up days for students will not be scheduled on Saturdays.

(Also EBBD)

Adopted 8/1/73; Revised 11/16/81, 1/21/85, 4/2/90, 11/25/02



## SCHOOL CLOSINGS AND CANCELLATIONS

Code **EBCE-R** Issued **DRAFT/06**

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### **Procedures for school dismissal/cancellation due to inclement weather or other emergencies**

#### *District wide early morning school cancellation*

The transportation office will make a recommendation to the superintendent by 6 a.m. as to whether roads are suitable for school bus traffic. If the superintendent determines that school should be canceled, he/she will notify the director of community services who will, by 6:30 a.m., notify emergency preparedness, local television and radio stations and initiate the telephone chain.

Bus drivers and all other employees should listen to the local media and check the District website if the weather is sufficiently threatening. If school is to be closed, an announcement will be made by 6:30 a.m.

#### *District wide mid-day closing*

In the event that bad weather forces a mid-day closing, the director of transportation will confer with the superintendent who will contact the chief information officer. The chief information officer will notify local media and the emergency preparedness departments and initiate the telephone chain.

After a reasonable amount of time has elapsed, students who have not been picked up will be transported to an alternate school site, along with the appropriate number of staff. The students will remain at the alternate school site until they have been picked up. The alternate school site will be the same site named in the school's emergency plan and will be heavily advertised to parents.

#### *Single school early dismissal*

In the event of an emergency, such as the loss of power or water for an extended period of time, schools will use the attached form to determine the method parents have selected for their children to come home. The local media will be notified and other forms of mass communication, such as email and mobile phones, will be utilized if feasible under the circumstances to notify parents, guardians and other contacts listed on the form.

After a reasonable amount of time has elapsed, students who have not been picked up will be transported to an alternate school site, along with the appropriate number of staff. The students will remain at the alternate school site until they have been picked up. The alternate school site will be the same site named in the school's emergency plan and will be heavily advertised to parents.

Issued 11/25/02; Revised ^



## **CURRENT ADMINISTRATIVE RULE**

### **AR EBBD-R Emergency School Closing**

Issued 11/02

#### **Procedures for school dismissal/cancellation due to inclement weather or other emergencies**

##### District wide early morning school cancellation

The transportation office will make a recommendation to the superintendent by 6 a.m. as to whether roads are suitable for school bus traffic. If the superintendent determines that school should be canceled, he/she will notify the director of community services who will, by 6:30 a.m., notify emergency preparedness, local television and radio stations and initiate the telephone chain.

Bus drivers and all other employees should listen to the local media and check the Dial Five Information Line (781-8666) if the weather is sufficiently threatening. If school is to be closed, an announcement will be made by 6:30 a.m.

##### District wide mid-day closing

In the event that bad weather forces a mid-day closing, the director of transportation will confer with the superintendent who will contact the director of community services. The director of community services will notify local media and the emergency preparedness departments and initiate the telephone chain.

After a reasonable amount of time has elapsed, students who have not been picked up will be transported to an alternate school site, along with the appropriate number of staff. The students will remain at the alternate school site until they have been picked up. The alternate school site will be the same site named in the school's emergency plan and will be heavily advertised to parents.

##### Elementary single school early dismissal

In the event of an emergency, such as the loss of power or water for an extended period of time, elementary schools will use the attached form to determine the method parents have selected for their children to come home. The local media will be notified and other forms of mass communication, such as email and mobile phones, will be utilized if feasible under the circumstances to notify parents, guardians and other contacts listed on the form.

After a reasonable amount of time has elapsed, students who have not been picked up will be transported to an alternate school site, along with the appropriate number of staff. The students will remain at the alternate school site until they have been picked up. The alternate school site will be the same site named in the school's emergency plan and will be heavily advertised to parents.

(Also AFC-R)

Issued 11/25/02

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



## EMERGENCY SCHOOL CLOSING

Code **AFC-R** Issued **11/02**

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### **Procedures for school dismissal/cancellation due to inclement weather or other emergencies**

#### *District wide early morning school cancellation*

The transportation office will make a recommendation to the superintendent by 6 a.m. as to whether roads are suitable for school bus traffic. If the superintendent determines that school should be canceled, he/she will notify the director of community services who will, by 6:30 a.m., notify emergency preparedness, local television and radio stations and initiate the telephone chain.

Bus drivers and all other employees should listen to the local media and check the Dial Five Information Line (781-8666) if the weather is sufficiently threatening. If school is to be closed, an announcement will be made by 6:30 a.m.

#### *District wide mid-day closing*

In the event that bad weather forces a mid-day closing, the director of transportation will confer with the superintendent who will contact the director of community services. The director of community services will notify local media and the emergency preparedness departments and initiate the telephone chain.

After a reasonable amount of time has elapsed, students who have not been picked up will be transported to an alternate school site, along with the appropriate number of staff. The students will remain at the alternate school site until they have been picked up. The alternate school site will be the same site named in the school's emergency plan and will be heavily advertised to parents.

#### *Elementary single school early dismissal*

In the event of an emergency, such as the loss of power or water for an extended period of time, elementary schools will use the attached form to determine the method parents have selected for their children to come home. The local media will be notified and other forms of mass communication, such as email and mobile phones, will be utilized if feasible under the circumstances to notify parents, guardians and other contacts listed on the form.

After a reasonable amount of time has elapsed, students who have not been picked up will be transported to an alternate school site, along with the appropriate number of staff. The students will remain at the alternate school site until they have been picked up. The alternate school site will be the same site named in the school's emergency plan and will be heavily advertised to parents.

(Also EBBD-R)

Issued 11/25/02



**PARENT/LEGAL GUARDIAN EMERGENCY DISMISSAL INFORMATION**

*\*Note: District Five will make every effort to notify parents/legal guardians of an emergency school closing either through electronic media, news media or by calling emergency or alternate emergency numbers.*

Child's name \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom teacher \_\_\_\_\_

**Please indicate ONE of the following, in the event of an emergency school closing.**

Please send my child home as indicated below.

\_\_\_\_\_ Ride the school bus home as usual..

\_\_\_\_\_ Walk/ride home from school as usual.

\_\_\_\_\_ Be picked up as usual in the carpool line.

\_\_\_\_\_ Ride the \_\_\_\_\_ day care bus.  
(name)

\_\_\_\_\_ Day care phone \_\_\_\_\_ Day care contact name \_\_\_\_\_

\_\_\_\_\_ Ride home with \_\_\_\_\_ (family or friend). Phone \_\_\_\_\_  
(name)

\_\_\_\_\_ If none of the above, please indicate special instructions in the event of an emergency early dismissal. (If you need to be notified before your child's release then you will be responsible for your child's transportation - school bus and day care bus transportation will not be delayed.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Emergency contact information**

Parent/Legal guardian work number \_\_\_\_\_ Name \_\_\_\_\_

Parent/Legal guardian work number \_\_\_\_\_ Name \_\_\_\_\_

Parent/Legal guardian cell/beeper number \_\_\_\_\_ Name \_\_\_\_\_

Parent/Legal guardian cell/beeper number \_\_\_\_\_ Name \_\_\_\_\_

E-Mail address \_\_\_\_\_ E-Mail address \_\_\_\_\_

Emergency telephone number \_\_\_\_\_ Name \_\_\_\_\_

Family/Friend back-up emergency number \_\_\_\_\_ Name \_\_\_\_\_

Family/Friend back-up emergency number \_\_\_\_\_ Name \_\_\_\_\_

*I have discussed this procedure with my child and he/she knows what to do in case of an emergency. I understand that it is my responsibility to inform the records clerk at the school if there is a change in the above emergency contact information.*

\_\_\_\_\_  
Signature of parent/legal guardian

\_\_\_\_\_  
Student's signature

Approved 11/25/02; Revised ^

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

**CURRENT POLICY FORM**

**FILE: EBBD-E Parent/Guardian Emergency Dismissal Information**

\*Note: District Five will make every effort to notify parents of an emergency school closing either through the media or by calling emergency or alternate emergency numbers.

Child's name \_\_\_\_\_ Grade \_\_\_\_\_

Homeroom teacher \_\_\_\_\_

**Please indicate ONE of the following, in the event of an emergency school closing.**

Please send my child home as indicated below.

\_\_\_\_\_ Ride the school bus home as usual..

\_\_\_\_\_ Walk/ride home from school as usual.

\_\_\_\_\_ Be picked up as usual in the carpool line.

\_\_\_\_\_ Ride the \_\_\_\_\_ day care bus.

(name)

Day care phone \_\_\_\_\_

Day care contact name \_\_\_\_\_

\_\_\_\_\_ Ride home with \_\_\_\_\_ (family or friend).

(name)

Phone \_\_\_\_\_

\_\_\_\_\_ If none of the above, please indicate special instructions in the event of an emergency early dismissal. (If you need to be notified before your child's release then you will be responsible for your child's transportation - school bus and day care bus transportation will not be delayed.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Emergency contact information**

Parent/Guardian work number \_\_\_\_\_

Name \_\_\_\_\_

Parent/Guardian work number \_\_\_\_\_

Name \_\_\_\_\_

Parent/Guardian cell/beeper number \_\_\_\_\_

Name \_\_\_\_\_

Parent/Guardian cell/beeper number \_\_\_\_\_

Name \_\_\_\_\_

E-Mail address \_\_\_\_\_

E-Mail address \_\_\_\_\_

Emergency telephone number \_\_\_\_\_

Name \_\_\_\_\_

Family/Friend back-up emergency number \_\_\_\_\_

Name \_\_\_\_\_

Family/Friend back-up emergency number \_\_\_\_\_

Name \_\_\_\_\_

I have discussed this procedure with my child and he/she knows what to do in case of an emergency. I understand that it is my responsibility to inform the records clerk at the school if there is a change in the above emergency contact information.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Student's signature

(Also AFC-E)

Approved 11/25/02

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



**PARENT/GUARDIAN EMERGENCY DISMISSAL INFORMATION**

*\*Note: District Five will make every effort to notify parents of an emergency school closing either through the media or by calling emergency or alternate emergency numbers.*

Child's name \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom teacher \_\_\_\_\_

**Please indicate ONE of the following, in the event of an emergency school closing.**

Please send my child home as indicated below.

\_\_\_\_\_ Ride the school bus home as usual..

\_\_\_\_\_ Walk/ride home from school as usual.

\_\_\_\_\_ Be picked up as usual in the carpool line.

\_\_\_\_\_ Ride the \_\_\_\_\_ day care bus.  
(name)

\_\_\_\_\_ Day care phone \_\_\_\_\_ Day care contact name \_\_\_\_\_

\_\_\_\_\_ Ride home with \_\_\_\_\_ (family or friend). Phone \_\_\_\_\_  
(name)

\_\_\_\_\_ If none of the above, please indicate special instructions in the event of an emergency early dismissal. (If you need to be notified before your child's release then you will be responsible for your child's transportation – school bus and day care bus transportation will not be delayed.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Emergency contact information**

Parent/Guardian work number \_\_\_\_\_ Name \_\_\_\_\_

Parent/Guardian work number \_\_\_\_\_ Name \_\_\_\_\_

Parent/Guardian cell/beeper number \_\_\_\_\_ Name \_\_\_\_\_

Parent/Guardian cell/beeper number \_\_\_\_\_ Name \_\_\_\_\_

E-Mail address \_\_\_\_\_ E-Mail address \_\_\_\_\_

Emergency telephone number \_\_\_\_\_ Name \_\_\_\_\_

Family/Friend back-up emergency number \_\_\_\_\_ Name \_\_\_\_\_

Family/Friend back-up emergency number \_\_\_\_\_ Name \_\_\_\_\_

*I have discussed this procedure with my child and he/she knows what to do in case of an emergency. I understand that it is my responsibility to inform the records clerk at the school if there is a change in the above emergency contact information.*

\_\_\_\_\_  
Signature of parent/guardian  
(Also EBBB-E)

\_\_\_\_\_  
Student's signature

Approved 11/25/02

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

## **BUILDINGS/GROUNDS/PROPERTY MANAGEMENT**

*Code* **EC** *Issued* **DRAFT/06**

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Purpose: To establish the basic structure for the management of district property.

The care, custody and safekeeping of school property are the general responsibility of the superintendent. Within separate schools, the principal will be responsible for the proper care and maintenance of the buildings, equipment and grounds.

The principal will establish such procedures and employ such means from time to time as may be necessary to accomplish the following.

- Provide accurate information in regard to the nature, condition, location and value of school property.
- Safeguard schools against loss, damage or undue depreciation.
- Recover and restore to usefulness any school property which may be lost, stolen or damaged.
- Do everything necessary to ensure the proper maintenance and safekeeping of school property.

Adopted ^

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Legal references:

- A. State Board of Education Regulations:
1. R-43-180 - Building and grounds maintenance.



## SECURITY

Code **ECA** Issued **Final**

**Purpose:** To establish the basic structure for the security and safety of district students, employees, facilities and grounds, buses and district events and sanctioned activities.

### 1. District Level Security Planning and Responsibilities

A district position shall be responsible for coordinating security and safety, and emergency management and planning at the district-level. The district-level security and safety manager will coordinate district-level comprehensive safety plans with state and local law enforcement, emergency management and public safety officials, with input from staff, parents, and students to ensure that these plans are reviewed or revised annually, and that relevant parts of the security and safety plans are distributed to school administrators and appropriate district coordinators annually. District level coordinators and staff will attend relevant training and assist with the implementation of district security and safety policies and procedures. The district security and safety manager may liaison and serve as the district's representative within the National Incident Management System structure with public safety during emergency incidents or large events. The district security and safety manager is authorized to take appropriate and legal action to protect life safety and property at all school district property, buses, events and sanctioned events.

### 2. School Level Security Planning and Responsibilities

Each School Principal is responsible for developing an individual comprehensive school-level security and safety plan that is done in conjunction with the district's plan, yet addresses threats or situations unique to that particular school. Principals shall cooperate and coordinate at the school-level with their assigned School Resource Officer, the district security and safety manager, and local public safety agencies. School Principals shall ensure that there is a process to ensure that their teachers, coaches, and other staff are trained and follow relevant district and school-level security and safety procedures, take part in drills, and that they take appropriate measures to protect all life safety and property at their school.

### 3. Teachers Security and Safety Responsibilities

Teachers, coaches, and instructional staff must participate in drills, attend mandatory training, and learn relevant safety and security procedures. Teachers and coaches are responsible for sharing relevant safety and drill information with their classroom students at the start of each semester, and throughout the school year as needed. Teachers and coaches should also train their students on safety equipment relevant to their particular classrooms or area of instruction. Teachers and coaches should personally follow district and school level security procedures, such as wearing their IDs, locking doors, and taking reasonable measures to protect personal and district-owned property while on campus. Teachers and coaches shall take reasonable measures to ensure that students are advised and are able to secure their valuables, such as expensive technology, during their class, activity, or practice periods. All instructional staff should also encourage students to report crimes, bullying, or threats to a school staff member, school resource officer, or anonymously via the "Student Crimestoppers" phone or text lines, which are monitored 24 hours a day.

### 4. Security Authority

Security and law enforcement officers contracted by the school or district and all on-duty local law enforcement officers shall have the authority to enforce all laws, to include traffic and parking laws, on any school or district property, district events, or district sanctioned events. The district executive staff, school principals, transportation director, security and safety coordinator, and School Resource Officers are empowered to swear out warrants and issue no trespass notices



against any person(s) who willfully and unnecessarily interferes with the peace and operation of their school or district facility, bus activity, or event, or loiters without permission, acts in an obnoxious or disruptive manner, or otherwise performs illegal acts on school district property or events. The district-level security and safety coordinator is the district's security and emergency manager, and shall have all the rights and privileges allowed by state law on district five property, buses, events and district sanction events, and may enter all areas, events, and emergency scenes in the performance of official duties.

#### 5. Security Reporting

All district employees are required to contact law enforcement authorities immediately upon notice that a person is engaging in or has engaged in criminal activities on school property, or at a school sanctioned or sponsored activity, that does in fact result in injury or serious threat of injury to the person or to another person, or his/her property. All school district employees are required to immediately report serious crimes and follow the mandatory reporting laws regarding abused or missing children and child sexual assault to law enforcement without delay. The reporting of these crimes to district or school staff does not relieve the individual employee of their burden and their responsibility to report these crimes to law enforcement without delay. The School Principal or designee should ensure that crimes and emergencies are reported to law enforcement and the district in a timely manner as per the district level procedures.

#### 6. Security Responsibilities of All Supervisors

School and district managers shall ensure that the staff under their supervision follow district and school security procedures, such as wearing their identification badges at all times while on-duty, locking doors, gates, and rooms as directed, and protecting district issued property, keys, passwords, and alarm codes. School district managers shall ensure that their staff take reasonable actions to protect district property, their own personal property, and that of their students while on district five grounds and they follow security procedures as directed. Managers should council, take corrective or disciplinary action against employees that do not follow security and safety procedures, perform their duties and jobs in an unsafe manner, or fail to practice due diligence to protect life and property.

#### 7. Physical Security

The district maintains school buildings and grounds for the education and recreation of the school children in the district. No one may use the buildings or grounds in a way that would interfere with security or safety, or their most effective use for the benefit of the school children.

#### 8. After Hours Security

Each School Principal shall ensure that their school has written school-specific procedures for addressing emergencies that might occur during activities scheduled after the regular school day ends, on the weekend, or during other periods beyond the regular school day. The principal is responsible for seeing that all doors are locked, equipment is shut off and windows are secured at the close of the school day. Employees designated by the principal who work after the principal leaves must accept full responsibility in these matters, and report crimes, trespassers or suspicious person, and emergencies to the appropriate public safety agency.

#### 9. Security and Safety of School Facilities and Equipment

The District Facilities Managers at the district-level and each Principal at the school-level, shall ensure that their School Facilities Managers ensures that the following equipment is checked on a regular and routine basis, and is repaired, to include, but is not limited to the following:

- Locks on all entrance doors;
- Locks on all classroom doors;
- Locks on fences, gates, and stadiums;
- Locks on mechanical and technology room doors;
- Locks on hazardous material storage areas;
- Classroom/office lights;
- Stairway and hallway lights;
- All outside lighting;
- Emergency lights;



- PA system;
- Electrical systems and generators;
- Parking areas to ensure high visibility, trees, shrubbery, etc;
- Student pick-up and drop-off areas;
- Bus loading and unloading areas;
- Pathways used by students with disabilities;
- Exit doors to ensure they are free of items that might obscure the visibility of signs;
- Security camera lenses;
- Security alarm systems;
- Stairway handrails, steps, etc.;

And in accordance with state laws:

- Fire Alarm Systems and Sprinkler Systems.

Each Building or School Facilities Manager should make any needed repairs, or where appropriate report the work request to their vendor or to the District Facilities Department in a timely manner. The District Facilities Manager shall have a process to ensure that the above items are inspected and reported by School Facilities Managers routinely and regularly.

10. The Director of Student Nutrition at the district-level and the School Cafeteria Manager at the school-level shall have a process to ensure that the following items are inspected in accordance with local and state laws, and that they are repaired or replaced if necessary in a timely manner:

- Kitchen hoods;
- Kitchen fire suppression systems; and,
- Kitchen health and sanitation equipment.

11. The District Technology Director at the district-level and the School Principal or media designee at the school-level shall ensure that the following items are inspected regularly and routinely:

- Camera software, computers, servers, and networked cameras; and
- Lobby guard machines, software, and label printers;

The School Principal or media designee must report all repair or replacement needs via the appropriate procedure to the District Technology Department or the appropriate vendor in a timely manner.

Adopted 1/17/72; Revised 11/16/81, 5/7/90, ^

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Legal references:

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

1. Section 16-17-420 - Authority to take appropriate action.
2. Section 59-19-90(5) - General authority to manage and control property of district.
3. Section 59-19-120 and 59-19-140 - Specific rule-making powers regarding district property.
4. Section 59-24-60 - Requires administration to contact law enforcement.
5. Section 20-7-510, et seq. - Regarding duty of school authorities to report suspected cases of abuse and neglect.
6. Section 16-3-612 - South Carolina Teacher Protection Act of 2004.
7. S.C. General Assembly Proviso 1A.EIA. (SDE-EIA:XII.A.1 – Aid to Districts Draw Down).

**Policy EBC Security (of School Properties)**

Issued 5/90

School buildings and grounds are maintained for the education and recreation of the school children in this district. No use shall be made of the buildings or grounds which would interfere with their most effective use for the benefit of the school children. The School District Five Board of Trustees shall take all necessary steps to safeguard all property in its area. To this end, the aid of police and other law enforcement agencies shall be enlisted. The board shall fully cooperate with these agencies in the discharge of their duties.

In order that burglary in school buildings might be discouraged, no teacher or other personnel shall leave money in classrooms or in the lounges of the buildings. The principal/director shall inform all pupils and school personnel of this policy at the beginning of each school year.

Non-authorized Persons On School Property

The principal/director is empowered to take appropriate action against non-students who invade the building, grounds or other school property. Such action shall include the right to call in police authorities and swear out warrants. The authority for such is [Section 16-17-420](#) of the South Carolina Code of Laws: "Disturbing school--It shall be unlawful: (1) For any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school in School District Five, (b) to loiter about such school premises or (c) to act in an obnoxious manner thereon; or (2) for any person to (a) enter upon any such premises or (b) loiter around the premises, except on business, without the permission of the principal (director) or person in charge. Any person violating any of the provisions of this section shall be guilty of a misdemeanor..."

Adopted 1/17/72; Revised 11/16/81, 5/7/90

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

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## VANDALISM

Code **ECAC** Issued **DRAFT/06**

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Purpose: To establish the basic structure for dealing with vandalism to district property.

The school district's buildings and grounds are built and maintained with taxes. All repairs must be paid for in the same way. The board urges every citizen of the district to cooperate in reporting any incidents of vandalism to district property and the name of the person(s) believed to be responsible.

The administration will take all necessary steps and seek police cooperation and action to protect school property from theft and vandalism.

The principal will report damage of any nature to school property, whether willful or otherwise, to the superintendent or his/her designee. The principal will also report break-ins to the superintendent or his/her designee and will report all suspected incidences of theft and vandalism to appropriate law enforcement authorities. Each employee of the district will report to the principal of the school every incident of vandalism known to the employee and, if known, the names of those responsible.

Any student of the district who enters or comes upon school grounds any time of the day or night and does damage to anyone's personal property on school grounds or property belonging to the school will be trespassing and subject to disciplinary action. The student(s) and parents/legal guardian will be responsible for the damage and may be required to pay for repairs and or replacement of the damaged property.

Adopted ^

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### Legal references:

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


1. Section 16-7-170 - Entering building for purpose of destroying records or other property.
2. Section 16-11-520 - Malicious injury to tree, house, outside fence or fixture; trespass upon real property.
3. Section 16-11-530 - Malicious injury to real property; school trustees deemed owner of school property.
4. Section 22-3-710 - Proceedings commenced on information.





**MEMORANDUM**

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

FROM: Christina Melton, Ed. D.   
Chief Instructional Officer

Date: September 17, 2013

Re: September 23, 2013 Board Meeting, Discussion Item  
Chinese Textbook Adoption Recommendation

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After a careful review of all state adopted textbooks, the textbook adoption committees, composed of parents, teachers, and subject area coordinators are bringing the attached Chinese textbook recommendation for School District Five to you for your approval.

Secondary World Languages Coordinator, Kathy Stafford, will be present to answer any questions you may have regarding this adoption.



# School District Five of Lexington & Richland Counties

## Recommendation Instructional Materials Adoption

Subject: Chinese Grade level/Cluster: 1 and 2  
Title: Zhen Bang Author: Margaret M. Wong; Tiffany Fang  
Publisher: EMC Publishing Copyright Date: 2012

Comments should reflect the criteria indicated on the appraisal form.

### I. Organization

- A. Text facilitates correlation with other disciplines.
- B. Text is adaptable to a variety of teaching techniques and individual needs.
- C. Skill development is sequential and clearly defined.
- D. Format is consistent and logical with titles, subheadings and appropriate cross referencing.
- E. Table of Contents, Indexes and Appendixes facilitate learning.

### II. Content

- A. Text correlates to objectives/standards.
- B. Content is current and accurate along with realistic and relevant problem-solving situations.
- C. Text facilitates the evaluation of student progress.
- D. Text is suitable for the interests and needs of the intended group.
- E. Text enhances awareness of political, social, and /or cultural differences/similarities.

### III. Style

- A. Reading level is appropriate for the designated group.
- B. Text is attractive in appearance and has a durable binding.
- C. Activities meet student interests and ability levels.
- D. Vocabulary, sentence structure, and paragraphs are appropriate.
- E. Student directions are concise and understandable.

IV. Illustrations

- A. Pictorial representations are properly labeled, attractive, and are easily interpreted.
- B. Pictorial representations extend and enrich the content.
- C. Charts, diagrams, maps, and other pictorial material are abundant and easily read.
- D. Representation of ethnic grouping are adequate and appropriate.
- E. Representation of gender groupings are adequate and appropriate.

V. Instructional Supplements

- A. Practice exercises and application activities for skill/concept mastery are sufficient.
- B. Activities for student needs and abilities are appropriate.
- C. Quality guides, handbooks, manuals and keys are provided.
- D. Materials/activities for subject area correlation are available.
- E. Technological resources are provided or suggested.

Committee Chairperson Jerry Stafford

Date 9-17-13

Adopted 4/28/86; Revised 6/3/96