

**BOARD AGENDA ITEM**

**March 8, 2022**

***SUBJECT:***

Revision of the following policies, administrative rules, and files:

Policy KA School-Parent-Community Relations Goals/Priority Objectives, First Reading  
Policy KF Community Use of School Facilities, First Reading  
Policy KJI Relations with Senior Citizens  
Policy KLG Relations with Law Enforcement Authorities, First Reading  
Policy KLGA School Resource Officers, First Reading

Administrative Rule KJI-R  
File KF-E School Facility Rental Contract

***BACKGROUND INFORMATION:***

Aiken County Public School District cyclically reviews policies and administrative rules. Section K School-Community-Home Relations contain policies, administrative rules, and files that provide support in the development of a positive relationship between the district, community and parents/guardians.

***ADMINISTRATIVE CONSIDERATION:***

Administration has reviewed policies, administrative rules, and files in Section K School-Community-Home Relations. Administration recommends the revision of the policies, administrative rules, and files to reflect currently practice.

***RECOMMENDATION:***

Approve the following policies, administrative rule and files:

Policy KA School-Parent-Community Relations Goals/Priority Objectives  
Policy KF Community Use of School Facilities  
Policy KJI Relations with Senior Citizens  
Policy KLG Relations with Law Enforcement Authorities  
Policy KLGA School Resource Officers  
Administrative Rule KJI-R  
File KF-E School Facility Rental Contract

***ATTACHMENTS:***

Policy KA School-Parent-Community Relations Goals/Priority Objectives  
Policy KF Community Use of School Facilities  
Policy KJI Relations with Senior Citizens  
Policy KLG Relations with Law Enforcement Authorities  
Policy KLGA School Resource Officers  
Administrative Rule KJI-R  
File KF-E School Facility Rental Contract

***PREPARED BY:***

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# SCHOOL-PARENT-COMMUNITY RELATIONS GOALS/PRIORITY OBJECTIVES

Code **KA** Issued **2/023/22**

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

The district will involve all segments of our community in accomplishing our goals and mission.

The board believes the following.

- The public schools belong to the people who created them by consent and support them by taxation.
- The schools are only as strong as the support afforded them by an intelligent and informed community.
- The support of the people must be based upon their knowledge of, their understanding about and their participation in the aims and efforts of the schools.
- The education of students is best served through the cooperative efforts of students, parents, district staff and community members.
- Parents should be active participants in education by demonstrating interest in and support for their school and the district, by becoming informed about their role as partners in education and by becoming involved in the education of their children.
- Community members should assist in the development of responsible citizens through appropriate involvement in the education of children.

In support of these beliefs, the district will encourage support of effective partnerships among schools, parents, community and business. Such partnerships contribute to the education of students in our district.

Specifically, the district will strive to do the following.

- strengthen the involvement of parents in the education of their children
- increase the participation of business and industry in public schools
- broaden community involvement in our schools

To strengthen the involvement of parents in the education of their children, the district expects the following.

- regular parent-teacher conferences in each school
- parent opportunities to assist in developing educational programs for their children
- parenting classes and seminars which are readily available to parents
- opportunities for parents to serve on councils, to discuss academic achievement of the schools and to become involved in parent-teacher groups

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To increase participation of business and industry in our schools, the district encourages schools to do the following.

- School personnel will obtain advice and suggestions from the business community.
- Schools will have business organizations encourage their members to become involved in efforts to strengthen the schools.
- School personnel will work with businesses to establish adopt-a-school programs.
- Schools will establish partnerships with business and industry that are of mutual benefit.

To broaden community involvement in schools, the district expects the following.

- Schools are encouraged to establish volunteer programs.
- Schools will encourage civic and professional organizations to participate in local adopt-a-school programs.
- Schools will implement an effective public information program to inform citizens about schools and about the achievement of students.
- Schools are encouraged to establish awards programs to recognize individuals and firms that contribute to effective partnerships.

Adopted 6/10/75; Revised 10/9/84, 2/26/02, 3/22/22

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Legal references:

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

1. Section 59-5-65(11), (12), (13) - State board of education authorized to assist school districts in the creation of effective school/business/community partnerships.

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

- ~~1. R 43-280 - Creating more effective partnerships among the schools, parents, community and business.~~

## COMMUNITY USE OF SCHOOL FACILITIES

Code **KF** Issued **2/123/22**

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Purpose: To establish the basic structure for community use of school facilities.

As a service to the community, the board will allow responsible and properly organized community groups to use school facilities in keeping with the following general policies.

- The board provides public school facilities through the use of taxpayers' funds collected for educational purposes.
- Use of school facilities by the schools and by school related organizations takes precedence over all other uses.
- Requests by local agencies and by other agencies/organizations for the use of facilities for educational purposes take priority over other requests for the use of facilities.
- The use of a school building, facility or other school property for any non-school purpose must not interfere with the school program.
- Organizations using school facilities are responsible for the proper conduct of all persons attending the event, for providing police protection if needed, for immediate restoration of school property in the event of any damage and for all liabilities of all persons in attendance. The district will set forth all terms in a contract that an official representative of the organization must sign.
- Each ~~academic officer assistant superintendent~~ or other designated administrator with the advice of the area council exercises control of the respective area properties. He/She will have the authority to establish local rules for nonschool use of school property in his/her respective area except for countywide programs which are directly coordinated through appropriate fee schedules with the county board at the beginning of the school year. The councils will charge appropriate rental fees for all nonschool events except for elections as stated below and unless waived by the area advisory councils.
  - All funds in area building rental accounts in excess of actual labor costs or necessary cleaning supplies will be retained in the area accounts and used for capital outlay and/or self-help projects in the schools of the areas at the discretion of the area advisory councils except as indicated in this policy.
  - Where space permits without disruption of normal school activities, the schools may be used without charge for local, state and national elections including primaries.
- When school facilities are used by non-school persons, a school employee must be present while the facility is in use. The employee's services will be paid for by the group using the facility.
- Non-school groups wishing to use any school kitchen must have members of the school food service staff present. School food service staff members will be paid for their services by the organization using the facility.

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- The board will not allow groups to use school facilities if they advocate unconstitutional or illegal acts, or if their activities are contrary to the best interests of the public schools or to the educational welfare of its students.
- The board will not allow groups to use school facilities when the proposed function presents an obvious danger to the safety of persons and property.
- No alcoholic drinks or illegal drugs will be sold, distributed or used on school property at any time by anyone.
- If property is not needed for school purposes, the district may permit the operation of a school-age childcare program for children aged five through 14 years that operates before or after the school day, or both, and during periods when school is not in session. Under this section the board may enter into a long-term lease with a corporation, community service organization or other governmental entity if the organization, corporation or other governmental entity will use the property to be leased for civic or public purposes or for a school-age childcare program. However, if the property subject to a long-term lease is being paid for from money in the district's debt service fund, then all proceeds from the long-term lease must be deposited in that school's debt service fund so long as the property has not been paid for.

Adopted 11/9/71; Revised 6/10/75, 8/10/76, 3/24/87, 8/11/92, 1/26/93, 2/26/02, 2/7/12, 3/22/22

**THE CONSOLIDATED SCHOOL DISTRICT  
OF AIKEN COUNTY  
ADMINISTRATIVE AREA \_\_\_\_\_**

**SCHOOL FACILITY RENTAL CONTRACT**

**1. PARTIES:**

The AGREEMENT is made and entered into by and between Administrative Area \_\_\_\_\_ of The Consolidated School District of Aiken County (hereafter referred to as "District") and \_\_\_\_\_ (hereafter referred to as "Lessee").

**2. PREMISES RENTED:**

It is agreed that the \_\_\_\_\_ at \_\_\_\_\_ School (hereafter referred to as "Facility") is the subject of this Agreement and shall be reserved for use by the Lessee at the times set forth in the next paragraph.

**3. DATE (S) AND TIME (S):**

The parties agree that the dates and times intended for use of the Facility by the Lessee shall be specifically and inclusively as follows:

DATE: _____	HOUR: _____	TO: _____
DATE: _____	HOUR: _____	TO: _____
DATE: _____	HOUR: _____	TO: _____
DATE: _____	HOUR: _____	TO: _____

(For the purposes of planning it is necessary that the above dates for use include all anticipated times for rehearsals, practices, set-up, and take down.)

**4. ITEMS FURNISHED WITH FACILITY:**

The Lessee acknowledges and agrees that the Facility rental shall include the furnishing of normal heating, air conditioning, and ventilation systems for the specific Facility, and also lights and incidental water. The District ordinarily requires a staff member's presence under the terms of this Agreement. (The fee schedule will either include funds to reimburse for such staff member's presence, or this item shall be specifically itemized as part of the rental consideration, as set forth hereafter.)

Nothing in this provision, however, shall be construed to impose any responsibility or any liability, as a result of such staff member's presence, concerning the manner in which Lessee conducts its use of the Facility. The District requires janitorial services to be provided by its staff.

**5. AMOUNT OF RENTAL:**

The parties agree that in consideration for use of the Facility at the times and place above described, Lessee shall pay a rental amount in the sum of \$ \_\_\_\_\_. The terms for payment shall be as follows:

\_\_\_\_\_

If applicable, the parties agree that the rental fee is itemized as follows:

- a. ~~User Rental Fee~~ \_\_\_\_\_
- b. ~~SFS/Janitorial Services~~ \_\_\_\_\_
- c. ~~Staff Oversight~~ \_\_\_\_\_
- d. ~~Security Deposit (Refundable) Consumable/Energy Fee 25%~~ \_\_\_\_\_

TOTAL DUE \_\_\_\_\_

6. FIXTURES AND EQUIPMENT:

The rental of the Facility shall include the right to use chairs, speaker stands, public address systems (if so equipped and applicable) and similar fixtures and equipment normally kept in the Facility and intended for such usage. Any special arrangements for such things as additional chairs, gymnasium floor coverings, or utilization of food service facilities must be by specific request and prior arrangement, and such arrangements must be made an addendum to, and part of, this contract. In the event utilization of food service equipment is requested and approved, the District reserves the right to require one or more of its school food service staff members to be present and to oversee such utilization, and the rental fee will include reimbursement to such staff member.

7. CONDITION OF PROPERTY:

Lessee acknowledges that it has had sufficient opportunity to inspect the Facility for purposes of determining the appropriateness of the same for the specific needs of the Lessee. Lessee acknowledges that the Facility is rented AS IS and further acknowledges that the District has made no representation, either express or implied, as to the condition or fitness of the Facility for any specific use including that intended by Lessee.

Lessee agrees to return the Facility and any fixtures or equipment therein in the same condition as when turned over to Lessee, and Lessee agrees that the Facility shall be in good order and reasonably clean. It is understood that the District's janitorial staff shall be responsible for final cleaning as anticipated by this contract and covered in the rental fee.

Lessee shall be responsible for any damage or destruction to the Facility, or any fixtures or equipment therein, which may be incurred during Lessee's use and as a result of any act or omission of Lessee, Lessee's agents, servants, or employees, and/or any invitee or licensee of Lessee.

In order to better insure the protection of District property and maintain order, generally, during Lessee's utilization of the Facility, the Lessee agrees to enforce the following specific regulations in addition to otherwise carrying out the reasonable intent of this agreement:

- a. No smoking shall be allowed in the Facility.
- b. No alcoholic beverages or illegal drugs shall be brought into, or consumed upon, the Facility.
- c. Any applicable city and county ordinances including, but not limited to, fire codes shall be observed, and crowd attendance shall be limited to the seating capacity of the Facility.
- d. The beginning and ending times for this contract, as previously set forth, shall be strictly observed.
- e. Any practices or rehearsals shall be limited to, or supervised by, personnel of the Lessee, and no unauthorized persons shall be allowed in the Facility.
- f. There shall be no serving of food or beverages in any auditorium or gymnasium.

8. HOLD HARMLESS PROVISION:

Lessee acknowledges that the District assumes no liability whatsoever for Lessee's utilization of the Facility including, but not limited to, damage to the property of, or personal injury suffered by, third parties in or around the Facility during Lessee's utilization thereof. Lessee does hereby expressly hold harmless and indemnify the District from any and all claims or liability for property



damage or personal injury resulting from, or incidental to, Lessee's use of the Facility and/or any alleged act or omission of Lessee, Lessee's agents, servants, employees, invitees, or licensees.

9. CHANGES IN EQUIPMENT:

Lessee agrees to make no changes in existing equipment including electrical wiring and supply accommodations as presently exist, nor to attempt to use any existing fixture or equipment in any manner other than that for which it was intended.

10. CANCELLATION FOR NECESSITY OF SCHOOL USE:

The District reserves the right to cancel the within agreement in the event that an emergency or unanticipated school function specifically requires use by the District of the Facility which is the subject of this agreement. In such event, however, the District shall make good faith effort to adjust and accommodate the needs of the Lessee and to provide a reasonable similar Facility in as close proximity as practicable under the circumstances then existing.

11. ADDITIONAL PROVISIONS:

The following are additional conditions to this contract (if none, so state):

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IN WITNESS WHEREOF the parties have affixed their respective hands and seals.

Administrative Area # \_\_\_\_\_

Date: \_\_\_\_\_ by: \_\_\_\_\_  
Asst. Superintendent for Area

Date: \_\_\_\_\_ \_\_\_\_\_  
Principal

Date: \_\_\_\_\_ by: \_\_\_\_\_  
Lessee

## RELATIONS WITH SENIOR CITIZENS

Code **KJI**

Issued **2/023/22**

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Purpose: To establish the board's vision for its relations with senior citizens.

All citizens of the district who are 65 years or older or who are age 60 and retired may apply for a membership card to the Golden Circle Club. The membership card will entitle eligible senior citizens to eat in school lunchrooms at the adult meal rate and to attend, free of charge, all school-related activities such as ball games, plays, concerts, musical programs and other events sponsored by schools. State championship play-off games are excluded. The membership card is nontransferable.

Adopted 3/11/86; Revised 2/26/02; Reviewed 3/8/22

## **RELATIONS WITH SENIOR CITIZENS**

Code **KJI-R** Issued **2/023/22**

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All citizens who wish to join the Golden Circle Club in order to eat in school lunchrooms at the adult meal rate or to attend, free of charge, school-sponsored events must follow these procedures.

- Complete the Golden Circle application form that can be obtained from the district office.
- Provide a complete address, date of birth and phone number on the application form.
- Make prior arrangements with the principal to eat in the lunchrooms.

The Golden Circle Card must be shown at each event in order for the bearer to be admitted without an admission charge.

Issued 3/11/86; Revised 2/26/02; Reviewed 3/22/22

## RELATIONS WITH LAW ENFORCEMENT AUTHORITIES

Code **KLG** Issued **2/023/22**

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

~~The school administration may call law enforcement officers to the schools. If the officers wish to come to a school for official business, they must first contact the school administration.~~

~~When a law enforcement officer wishes to question a student on a criminal matter, the officer must present proper authorization for such questioning. The officer will not use schools for conducting routine interrogations. At the law officer's discretion and with the student's approval, the principal or his/her designee will be present during the questioning.~~

~~If custody and/or arrest is involved and an official warrant has been issued, the principal will cooperate with the law enforcement officer.~~

~~School officials must attempt to notify parents if their child is taken into custody by a law enforcement officer.~~

~~School administrators will contact law enforcement authorities immediately upon notice that a person is engaging in or has engaged in certain activities on school property or at a school sanctioned or sponsored activity. Those activities are ones that may result, or do in fact result, in injury or serious threat of injury to the person or to another person or his/her property.~~

~~Specifically, the actions which will result in the immediate contact of law enforcement include, but are not limited, to any violation of criminal law which may, or does in fact, have the above described consequences and any expulsion level violation of the code of student conduct which constitutes a criminal offense.~~

~~The board recognizes the importance of district cooperation with law enforcement agencies in the interest of the welfare of all students and the community at large. Such agencies work with the district to protect students, to maintain a safe educational environment, to minimize disruption, and to safeguard all school personnel and property.~~

~~School administrators will contact law enforcement authorities immediately upon notice that a person is engaging in or has engaged in certain activities on school property or at a school sanctioned or sponsored activity. Those activities are ones that may result, or do in fact result, in injury, or serious threat of injury to the person or to another person or his/her property.~~

### Interrogations by school personnel and school resource officers

~~Administrators and teachers, as well as school resource officers, may question students about any matter pertaining to the operation of a school and/or enforcement of its rules. The questioning will be conducted discreetly and under circumstances which will avoid, to the extent practical under the circumstances, unnecessary embarrassment to the person being questioned. School resource officers will act consistently with law enforcement guidelines should any routine questioning turn into a criminal investigation. Any student who answers falsely or evasively or who refuses to answer an appropriate question may be disciplined.~~

## Interrogations by law enforcement

When law enforcement officers find it necessary to question a student during the school day regarding matters not connected to the school, the principal or his/her designee will cooperate with law enforcement and will request to be present, so long as his/her presence does not impede the investigation. The principal or his/her designee should make a reasonable attempt to contact the student's parent/legal guardian and request his/her presence. Should this attempt fail, the principal or his/her designee will continue to make a reasonable attempt to notify the student's parent/legal guardian that law enforcement questioning took place on school grounds. However, school officials will not act in such a manner which will interfere with an ongoing law enforcement investigation. Additionally, normal visitor's protocol must be followed by law enforcement officials at all times. Interrogations of students by law enforcement officials should generally take place in a private area, whether or not the principal or his/her designee is present.

## Custody or arrest

Law enforcement authorities have the right to enter the school to take a student into custody or to make a lawful arrest of a student provided that they act pursuant to lawful procedure. If a student is arrested or taken into custody at school, school officials will make a reasonable effort to notify the parents/legal guardians immediately.

Adopted 6/10/75; Revised 9/27/94, 2/26/02; 3/22/22

### Legal references:

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

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

B. State Board of Education Regulations:

1. R43-210 – School resource officers.

C. United States Code of Laws, as amended:

1. Family Educational Rights and Privacy Act of 1974, 20 U.S.C.A. Section 1232(g).

# SCHOOL RESOURCE OFFICERS

Code **KLGA** Issued **03/22**

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In order to provide a safe learning environment for all students, the Board supports the use of school resource officers to expand school safety efforts and to conduct community policing services in and around the schools.

## Definition

A school resource officer is a sworn law enforcement officer who has completed the state-approved basic course of instruction and is assigned to the school district to act as a law enforcement officer.

## Jurisdiction

School administrators and staff will have the primary responsibility for maintaining proper order in schools and for disciplining students for violations of Board policies and school rules. A school resource officer is not a school disciplinarian and will not ordinarily be requested or permitted to intervene in school discipline matters unless authorized by the District code of conduct. School administrators shall notify law enforcement if a student engages in alleged conduct that would result in a Level III (Criminal Conduct) offense. The administrator or other school officials may refer a Level II (Disruptive Conduct) offense to the school resource officer or other local law enforcement authorities if the conduct rises to a level of criminality, or if the conduct presents an immediate safety risk.

School administrators must also contact law enforcement consistent with S.C. Code Ann. § 59-24-60, which requires that:

In addition to other provisions required by law or by regulation of the State Board of Education, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at a school sanctioned or sponsored activity which may result or results in injury or serious threat of injury to the person or to another person or his property as defined in local board policy.

If an administrator receives reliable information that a student has engaged in conduct described in the preceding two paragraphs, the administrator will immediately contact the school resource officer, or local law enforcement authorities if the school resource officer is unavailable, or circumstances warrant otherwise. When a referral to law enforcement is required, the school resource officer will be the first line of contact for local law enforcement to ensure that the matter is resolved promptly to decrease significant interruption to the learning process.

The school resource officer is granted statewide jurisdiction to arrest any persons committing crimes in connection with a school activity or school-sponsored event, and he/she will be called immediately to handle a disturbance or emergency regarding a visitor or employee who disrupts the learning environment or school activity.

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## Roles and Responsibilities

As law enforcement, a school resource officer's roles and responsibilities in the school setting will include, but not be limited to, the following:

- Establish and maintain a close partnership with the school administration and staff to maintain a safe and constructive learning environment.
- Enforce local, state, and federal laws.
- Serve as a resource to administrators and staff concerning law enforcement and child welfare issues.
- Serve as a liaison between the schools and the law enforcement agencies in Aiken County in addressing issues of concern to all entities.
- Develop educational programs and activities on topics such as crime prevention that will increase a student's knowledge of and respect for the law and the function of law enforcement agency programs.
- Assist in emergency crisis planning and building security matters including, but not limited to, conducting security inspections to deter criminal or delinquent activities.
- Provide consultation and support to improve school/law enforcement collaboration.

## Memorandum of Understanding

The roles and responsibilities listed above are in addition to any outlined in the requisite memorandum of understanding (MOU) executed between the District and the local law enforcement agencies that employ the school resource officers. Prior to the placement of a school resource officer in a school district, a MOU shall be executed which defines the role of the District, individual schools, local law enforcement agencies, school administration, and the school resource officer. At the beginning of each school year, the District administration shall provide the school administration with a copy of the Memorandum of Understanding, and review it with the school administration and with the school resource officer.

Adopted 3/22/22

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### Legal References:

- A. S.C. Code of Laws, 1976, as amended:
  1. Section 5-7-12 - School resource officer definition and jurisdiction.
  2. Section 16-17-420 - School disturbances by nonstudents; penalties.
  3. Section 59-24-60 - Requires administrators to contact law enforcement.
- B. S.C. State Board of Education Regulations:
  1. R43-210 - School resource officers.
  2. R43-243 - Special education discipline guidelines.
  3. R43-279 - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.