

BOARD AGENDA ITEM

January 11, 2022

SUBJECT:

Reviewed or revision of the following policies:

Policy KBB Rights and Responsibilities, Second Reading
Policy KD Public Information and Communication, Second Reading
Policy KDB Public's Right to Know/Freedom of Information, Second Reading
Policy KE Public Concern and Complaints, Second Reading
Policy KI Visitors, Second Reading

BACKGROUND INFORMATION:

Aiken County Public School District cyclically reviews policies and administrative rules. Section K – School-Community-Home Relations are policies that provide guidance for the district in developing and maintaining positive relationships with parents and the community.

ADMINISTRATIVE CONSIDERATION:

Administration has reviewed all policies and the administrative rule in Section K School-Community-Home Relations. Administration recommends the revision of Policy KBB Rights and Responsibilities, Policy KD Public Information and Communication, Policy KDB Public's Right to Know/Freedom of Information, Policy KE Public Concern and Complaints and Policy KI Visitors to reflect current practice.

RECOMMENDATION:

Approve the following policies and administrative rule:

Policy KBB Rights and Responsibilities
Policy KD Public Information and Communication
Policy KDB Public's Right to Know/Freedom of Information
Policy KE Public Concern and Complaints
Policy KI Visitors

ATTACHMENTS:

Policy KBB Rights and Responsibilities
Policy KD Public Information and Communication
Policy KDB Public's Right to Know/Freedom of Information
Policy KE Public Concern and Complaints
Policy KI Visitors

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PARENT RIGHTS AND RESPONSIBILITIES

Code **KBB** Issued **2/021/22**

Purpose: To establish the board's vision for the rights and responsibilities of the parents of the district's students.

The board has adopted the following statement on the rights and responsibilities of parents/legal guardians to describe the role of the parent/legal guardian and the role of the school in supporting a successful school-educational experience for each child-student as well as establishing and maintaining a parent-friendly school setting.

For purposes of this policy, the term "parent" refers to custodial and noncustodial parents, ~~and the term "custodial parent" is the natural parent or legal guardian with whom the student resides.~~

~~Every parent has the following rights. Generally, it is the intent of the board to recognize all the rights, duties, powers, responsibilities, and authority that, by law, a parent/legal guardian has in relation to his/her child. For example, every parent/legal guardian has the following rights:~~

- to be treated with courtesy by all members of the school staff
- ~~to be respected as an individual regardless of race, creed, national origin, economic status, sex or age to be respected as an individual regardless of race, religion, sex, color, disability, age, national origin, immigration status, or any other applicable status protected by local, state, or federal law~~
- to secure as much help as is available from the school district to further the progress and improvement of his/her child
- to receive reasonable protection for his/her child from physical harm while under school authority
- to organize and participate in organizations for parents
- to participate in his/her child's school activities (unless prohibited by court order)

~~As a general rule, information about a student's education program will be shared with the custodial parent, but it is also available to the noncustodial parent upon request.~~

~~Custodial parents have the following rights:~~

Special education

- ~~to be informed of all programs in special education~~
- ~~to appeal the placement, in accordance with established guidelines, of his/her child in a special education class~~

Receiving information

- to be informed of academic requirements of any school program
- to be informed of school policies and administrative decisions as they affect his/her child
- to be informed of procedures for seeking changes in school policies and for appealing administrative decisions ~~as they affect his/her child~~
- to expect that school ~~personnel-staff~~ will make every-reasonable attempts to ensure that parents/legal guardians receive important school news and messages
- to be informed of education and cultural programs available to public-school children students in the district

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Conferences

- to participate in meaningful parent-teacher conferences to discuss his/her child's school progress and welfare

Records

- to inspect his/her child's ~~cumulative-education~~ record in conformity with current guidelines established by state and federal ~~governments law~~

Release of student to parents

- While both parents can visit the school, only the custodial parent has the right to remove the child from school property. Only a verified note from the custodial parent will be cause for exception to this provision. If school ~~personnel-staff~~ anticipate a possible student abduction (by the non-custodial parent or by any other person), law enforcement personnel are to be notified immediately.

Every parent/~~legal guardian~~ has the following **responsibilities**.

- to keep the school office informed as to the address of residence and how he/she may be contacted at all times (~~eustodial-parent~~)
- to provide a copy of any legal document which restricts the rights of the noncustodial parent (~~eustodial-parent~~)
- to inform the school office of the phone number and/or the address where he/she may be contacted regarding student progress/problems (~~noneustodial-parent~~)
- to make every effort to provide for the physical needs of the child
- to strive to prepare the child emotionally and socially to make the child receptive to learning and discipline
- to hold high expectations for academic achievement
- to expect and communicate expectations for success
- to recognize that parental involvement in middle and high school is equally as critical as in elementary school
- to ensure attendance and punctuality
- to attend parent-teacher conferences
- to monitor and check homework
- to communicate with the ~~school-teachers~~ child's teachers
- to build partnerships with teachers to promote successful school experiences
- to attend, when possible, school events
- to model desirable behaviors
- to use encouraging words
- to stimulate thought and curiosity
- to show support for school expectations and efforts to increase student learning
- to encourage appropriate behavior at school and during school-sponsored events

(Cf. KB)

Adopted 9/27/94; Revised 2/26/02, 1/11/22

Legal references:

~~A. United States Code, Annotated:~~

~~1. Section 438 of the General Education Provisions Act, as amended—The Family Education Rights and Privacy Act [20 U.S.C. 1232 (g)].~~

The School District of Aiken County

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A. United States Code of Laws, as amended:

1. The Family Education Rights and Privacy Act of 1974, 20 U.S.C.A. Section 1232g.

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

1. Section 63-5-30 - ~~Rights and duties of parents regarding minor children.~~ Parental right to participate in child's school activities unless prohibited by court order.
2. ~~Sections 59-28-100 through 59-28-220 — Parental Involvement in Their Children's Education Act.~~ Section 59-28-100, *et seq.* - Parental Involvement in Their Children's Education Act.
- 2.3. Section 59-59-160 - South Carolina Education and Economic Development Act; parenting counseling conferences.

PUBLIC INFORMATION AND COMMUNICATION

Code **KD** Issued **3/11/22**

Purpose: To establish the board's vision for the district's public information and communication program.

It will be the policy of the board to keep the community informed of the objectives, achievements, needs and conditions of the school system.

The board of trustees will seek to keep the citizens of the district regularly and thoroughly informed through all the channels of communication.

The people in this community are interested in their schools as an extension of their homes, an extension that exists to furnish a special form of aid in the development of their children.

Therefore, the board will make every attempt to do the following.

- Keep the public informed regarding the policies, administrative operation, objectives, educational program and successes or failures of the schools and the needs of the school system.
- Provide the means for furnishing full and accurate information, favorable and unfavorable, together with interpretation and explanation of the school plan and programs.
- Efficiently handle communications received at the district office but addressed to individual board members, or the board as a whole, as well as routing inquiries or concerns that are received by board members, individually or collectively, that should be referred to the superintendent by policy BBAA.

The superintendent or designee will supervise the public information program of the district. The district office will implement and coordinate the program.

Adopted 11/9/71; Revised 2/26/02, 3/8/11, 1/11/22

Legal references:

A. Court cases:

1. U.S. Fourth Circuit Court of Appeals: Randall S. Page v. Lexington County School District One, 531 F.3d 275 (4th Cir. 2008).

PUBLIC'S RIGHT TO KNOW/FREEDOM OF INFORMATION

Code **KDB** Issued **2/021/22**

Purpose: To establish the board's vision for the public's right to know about board and district operations.

The board and district staff have a responsibility to keep the public informed about district programs, services, finances, and policies.

The district is a public entity, and board meetings and district records are a matter of public information except as certain meetings are authorized to be closed and specified records are exempt from disclosure. As a public body, the board's meetings and records are a matter of public information, subject to such restrictions set by federal law or regulations, state law, or pertinent court rulings.

The official minutes of the board, its written policies, and its financial records will be open for inspection at the superintendent's office. Any citizen may examine these documents upon written request and as provided by law during the hours when the office of the superintendent is open. However, no district employee will release or provide for inspection any records pertaining to individual students or staff members for inspection by the public or any unauthorized persons. Protected from disclosure by law, including records pertaining to individual students or staff members.

Information Requests

When an individual makes an information request to the district as provided by the South Carolina Freedom of Information Act (FOIA), the district will adhere to established procedures for processing, responding to, and fulfilling the request. All such requests must be made in writing to the director of administration. Certain records will be exempted from disclosure and/or redacted as permitted under state and federal law.

The schedule of fees for fulfilling requests will be posted on the district's website. A deposit of up to 25 percent of the reasonably anticipated costs for reproduction of any associated records may be required prior to processing the request. The full and actual costs of the response to an information request must be paid at the time the records are produced.

Adopted 2/26/02; Revised 1/11/22

Legal references:

- A. S. C. Code, 1976, as amended:
- ~~1.—~~ Section 30-4-10, et seq. – South Carolina Freedom of Information Act. ~~(Note: Prior written request is not required to examine minutes of the board of education for the preceding six months.)~~
 - ~~2.—~~ 20 USC Section 1242(g) et seq. (and regulations pursuant thereto in 39 C.F.R., part 99) – The Family Education Rights and Privacy Act.
 - ~~3.1.~~ 20 USC Section 1415 – Individuals with Disability Education Act (Reauthorization).

PUBLIC CONCERNS AND COMPLAINTS

Code **KE** Issued **2/12/22**

Purpose: To establish the board's vision for receiving and handling complaints by members of the public.

Matters of local (within an administrative area) concern, excluding any personnel issues, are typically presented by the patrons within such area to their area advisory council through their ~~academic officer~~ assistant superintendent or other designated administrator. Appeals may be made to the county board.

Complaints coming directly to one or more board members against any action of any employee of the district or against any administrative rule or board policy, which in the judgment of the board members hearing the complaint requires investigation or action, will be referred to the superintendent for investigation, appropriate action or recommendations as the situation might justify.

If the matter cannot be resolved satisfactorily by the superintendent, the complainant will register the complaint in writing with the chairman of the board, setting forth the facts on which the complaint is based.

The board, at its next regular meeting or at a special meeting, will then consider the grievance of the complainant and dispose of the matter according to its best judgment.

Adopted 5/86; Revised 2/26/02, 2/7/12, 1/11/22

Legal references:

- A. S.C. Acts and Joint Resolutions:
 - 1. 1982, Act 503 – Local enabling act for the Consolidated School District of Aiken County.

VISITORS

Code **KI** Issued **2/021/22**

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

The board encourages parents/~~guardians of students enrolled in the district and other citizens of the district~~ to visit classrooms that their children are enrolled in, consistent with district and school-based procedures for doing so, provided that health and safety or other factors do not otherwise restrict visitors from being in the school, at any time to observe the work of the school.

The board requires that all visitors report to the school office to sign in/out and receive the principal's authorization before visiting elsewhere in the building. When parents/guardians have been invited to the school to attend an assembly program, the board does not require them to stop at the school office. Students may not bring sisters, brothers, cousins, etc. to school with them.

Principals will not permit unauthorized persons in school buildings or on school grounds. Both state law and the school board authorize principals to take appropriate action to prevent unauthorized persons from entering buildings and from loitering or trespassing on grounds. Persons entering a school building without following the procedures will be asked to do so. If they do not follow procedures, they will be declared to be trespassing and law enforcement personnel will be asked to remove the individuals from the school campus or district facility.

Further, state law allows school administrators to conduct reasonable searches of the person and property of visitors on school premises.

It is against the law for school administrators or officials 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 8/13/74; Revised 9/27/94, 2/26/02; 1/11/22

Legal references:

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

1. Section 16-17-420 - Disturbing school and penalties therefor.
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.