

**BOARD AGENDA ITEM**  
**April 18, 2017**

**SUBJECT:**

Policy Changes Related to Reorganization

**BACKGROUND:**

Beginning in fall 2015 the district has undergone a realignment of its organizational structure. Many current policies refer to positions and titles that no longer exist.

**ADMINISTRATIVE CONSIDERATION:**

Due to the district's administrative reorganization, numerous policies have been identified that need to have references to academic officers, director of administrative services, associate superintendents, comptroller, and deputy superintendent stricken and to have inserted the appropriate position or title.

**RECOMMENDATION:**

Adopt the proposed policy on final reading

**ATTACHMENT:**

Policy KE Public Concerns and Complaints  
Policy IHCA Summer School  
Policy GDJ Support Staff Assignments and Transfers  
Policy JJE Student Fund-Raising Activities  
Policy JJIC and Administrative Rule JJIC-R Disqualification or Exclusion of Students from Participation in Athletic Teams or Extracurricular Organizations Due to Misconduct  
Policy JICEA School-Related Student Publications  
Administrative Rule JJA-R Student Organizations

**PREPARED BY:**

King Laurence

## PUBLIC CONCERNS AND COMPLAINTS

Code **KE** Issued **4/17**

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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 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

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### Legal references:

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

## SUMMER SCHOOL

Code **IHCA** Issued **4/17**

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Purpose: To establish the basic structure for summer instruction of students.

The district will offer a summer school program whenever there is enough interest by students and parents for such a program. The district will operate the summer program in accordance with standards required by the state department of education and AdvancED.

Schools will charge students a fee to cover the expenses of staffing, providing instructional materials, textbooks and other expenses directly related to the instructional program of the summer school.

Executive directors who plan to operate summer schools will meet with district staff to establish a tentative annual tuition fee for the school's summer school program and to staff the schools for operation. Fees for the summer program within the district should be the same if at all possible.

Once the fee is established, the district will publicize it along with the conditions for non-payment before summer school begins.

Adopted 6/10/75; Revised 9/13/88, 1/8/02, 2/7/12

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Legal references:

- A. State Board of Education Regulations:
  - 1. R-43-240 - Summer programs.

## SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

Code **GDJ** Issued **4/17**

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**Purpose:** To establish the basic structure for the transfer and assignment of support staff in the district.

### **Assignment**

All personnel are employed by the district, not a particular school.

The superintendent will assign or reassign support staff members on the basis of their qualifications, the needs of the district and their expressed desires. When he/she cannot meet all three conditions, the superintendent will assign personnel in this order.

- first, in accordance with the needs of the district and its students
- second, where the administration believes the employee is most qualified to serve
- third, as to expressed preference of employees

### **Transfer**

The transfer of a support staff member from one school to another may be initiated by the staff member, by the principal of the school or by the executive director(s) for the level(s) involved. In the case of a transfer initiated by the staff member, the staff member must submit an application for transfer to the personnel office during the advertised period or during a period of time designated for transfer requests. A copy of the completed application for transfer will be forwarded to the current principal/supervisor and to the school or department to which the transfer is requested.

Applicants for transfer will be considered prior to other applicants.

Adopted 7/26/76; Revised 3/8/83, 2/9/88, 1/9/96, 11/27/01

## STUDENT FUND-RAISING ACTIVITIES

Code **JJE** Issued **4/17**

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Purpose: To establish the basic structure for the conduct of student fund-raising activities.

Any fund raising by students or faculty, or any funds requested from students or faculty, must have the approval of the principal and executive director or other designated administrator.

Students in grades kindergarten through grade eight are prohibited from door-to-door fund raising in activities sponsored by the school or by a school-related organization in which students would be selling items or soliciting contributions, pledges or orders.

Each year the district may sponsor picture taking for the students. However, the students and their parents may purchase only those pictures they desire.

No student or organization may sell, distribute or advertise services, written materials or items from private sources on school premises or in the school or school district without the permission of the principal of the school involved and the appropriate executive director.

Organizations or students seeking to distribute materials to students unrelated to the individual school or school district must have the permission of the superintendent or the chief officer of administration and/or the appropriate executive director.

Adopted 6/10/75; Revised 7/14/92, 4/23/02, 2/7/12

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Legal references:

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

1. Section 16-17-420 - Board can regulate any activity that would disturb school.

## **DISQUALIFICATION OR EXCLUSION OF STUDENTS FROM PARTICIPATION IN ATHLETIC TEAMS OR EXTRACURRICULAR ORGANIZATIONS DUE TO MISCONDUCT**

Code **JJIC** Issued **4/17**

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**Purpose:** To establish the basic structure for disqualification or exclusion of students from participation in athletic teams or extracurricular organizations due to misconduct.

The Aiken County Board of Education finds that participation on athletic teams within the public schools and on other extracurricular or cocurricular activities (those not involving academic credit) is a student privilege and not an educational entitlement or right. Such opportunities provide a variety of developmental and leadership experiences for students and should be encouraged. Participation frequently brings recognition, both to the individual student as well as to the school or team.

Student misconduct, whether or not occurring on school premises or at school-related events, can bring dishonor to a school or team merely by the association of the student so charged with the school or team itself. Such misconduct is considered unacceptable and may result in disciplinary action ranging from short-term disqualification to total exclusion from participation in the activity.

The administration will establish appropriate procedures for notification to the student participant and for prompt administrative determination of the student's culpability for the misconduct so charged and the justification for any disqualification or exclusion. Such procedure will include a right of review at least to the level of executive director.

Adopted 9/22/98; Revised 4/23/02, 2/7/12

## **DISQUALIFICATION OR EXCLUSION OF STUDENTS FROM PARTICIPATION IN ATHLETIC TEAMS OR EXTRACURRICULAR ORGANIZATIONS DUE TO MISCONDUCT**

Code **JJIC-R** Issued **4/17**

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Conduct not occurring on school premises or at school related events, but which can bring dishonor to a team (or extracurricular organization) merely by the association of the team member (or participant) so charged with the team (organization) itself, is considered unacceptable and will not be tolerated. Such unacceptable conduct includes, but is not limited to, crimes against the person, theft, vandalism, gross disrespect or immorality, and other serious or notorious violations of law or misconduct.

Accordingly, persons committing such conduct or charged with such criminal offenses will be subject to the following procedure.

- A student athlete (or extracurricular organization participant) committing conduct that would be an expellable offense under the code of student conduct (if committed at school or at school events) or a student athlete (or student organization participant) charged with any serious or notorious misconduct or violation of law will be subject to temporary suspension from the athletic team/endeavor (or organization) participation, pending a prompt administrative review and determination of culpability. Normally such review and determination will be made within three school days of the misconduct being brought to the administration's attention. An appropriate additional suspension or penalty relating to participation will be made by a committee consisting of the coach, athletic director and principal (with regard to athletic endeavors) or of the organization sponsor and the principal (with regard to other extracurricular organizations). Penalties and suspensions may range from a minimum of denial of participation in one game/event to dismissal from the team or organization. The committee's determination will be appealable to the executive director whose decision will be final.
- A student athlete or organization participant who is convicted of any serious or notorious violation of law will be dismissed from the athletic team or organization on which he/she is currently participating and will be ineligible for any other athletic team, event or extracurricular organization for the remainder of such school year during which the conviction occurs. Further, such student must apply for eligibility the following year. The request will be reviewed and acted upon by the committee as set forth above, and will be appealable to the executive director whose decision will be final.

District administration will provide legal assistance to the various schools in implementing the policy and this administrative rule in order to provide for consistency in its application throughout the areas.

Issued 9/22/98; Revised 4/23/02, 2/7/12

## SCHOOL-RELATED STUDENT PUBLICATIONS

Code **JICEA** Issued **4/17**

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Purpose: To establish the basic structure for student publications.

The board sanctions student publications as long as students are willing to accept the responsibilities of the freedoms of speech and of the press. The board or its designee will make rules as to time and place for distribution of such publications and any other regulations necessary to assure that student publications do not infringe on the rights of others.

The designated sponsor(s) of any officially recognized school-sanctioned and school-financed publication (e.g., newspaper, yearbook, literary magazine, et al.) will assume the initial responsibility of screening and editing all materials earmarked for publication. Although journalism students should be given meaningful editorial latitude, the sponsor(s) retains the inherent obligation to delete any article or comment likely to create substantial disruption of, or significant interference with, school activities.

Any student objecting to a sponsor's exercise of discretion in this regard should bring the objection to the attention of the sponsor in writing. The school principal will hold a conference to discuss the complaints with the complainant(s), the sponsor and the principal. It is the principal's responsibility to decide the matter in close consultation with the appropriate executive director, the district superintendent and legal counsel.

Adopted 6/10/75; Revised 4/23/02, 2/7/12



## STUDENT ORGANIZATIONS

Code **JJA-R** Issued **4/17**

Noncurriculum-related clubs and organizations in secondary schools will be of two kinds, those sponsored by the school and those not sponsored by the school.

Clubs and organizations not sponsored by the school will include all clubs and organizations of a religious or political nature. Such clubs and organizations must be student-initiated and voluntary, and will have equal access to meeting space, meeting times, school newspaper listings, bulletin boards, etc., as with all other noncurriculum-related clubs, provided that all announcements and other references to the club or organization carry a disclaimer of school sponsorship. All meetings or activities of such clubs or organizations, held on school property, must be attended by a faculty member as an official representative of the school administration. Such representatives must restrict their involvement, however, to keeping order and may not endorse, promote or otherwise participate in such clubs, their meetings or activities.

No faculty member should be compelled to attend such clubs' meetings or activities as an official representative if the content of the speech at the meeting or activity is contrary to the beliefs of the faculty member. On the other hand, nothing in this administrative rule is intended to abridge the First Amendment rights of any employee of the district. Additionally, no nonschool employees may direct, conduct, control, or regularly attend the meetings or activities of such clubs or organizations.

All noncurriculum-related clubs and organizations are subject to approval by the principal and must comply with guidelines developed by the principal and/or faculty, including the scheduling of meeting places and times. The principal may deny or withdraw approval of any noncurriculum-related club or organization if it is determined, in the principal's judgment, that allowing the club or organization to meet would violate state or federal law, would disrupt the orderly operation of the school or would pose a danger to the health, safety or welfare of students or employees. The principal's decision to deny or withdraw approval may be appealed to the chief officer of administration.

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Issued 6/10/75; Revised 9/8/92, 11/24/92, 4/23/02