

BOARD AGENDA ITEM

February 7, 2012

SUBJECT:

Policy Changes Related to Reorganization – Second Reading

BACKGROUND:

On first reading, the Board approved changes to numerous policies related to the implementation of the District's administrative reorganization. These changes primarily are striking references to *Area Assistant Superintendents* and inserting *appropriate Academic Officers* or *appropriate designated administrator in place thereof*. The attached list also includes Section D policies with changes submitted by the District Comptroller.

ADMINISTRATIVE CONSIDERATION:

The attached policies include the changes made for the reasons outlined above. The administration believes this will make all policies consistent with the recent reorganization.

RECOMMENDATION:

Adopt on second reading the attached amended policies (enumerated in the policy list) consistent with the administrative reorganization.

ATTACHMENT:

- 1) Addendum list of policies being amended;
- 2) Policies as changed

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AGENDA ADDENDUM FEBRUARY 7, 2012

<u>POLICY</u>	<u>TITLE</u>
DBG	Budget Adoption Process (included as actual policy on 1 st reading, not on addendum list)
DBJ	Budget Transfers
DFD	Gate Receipts
DG	Depository of Funds
DGD	Credit Cards
DIAA	Activity Funds Management
DIAA-R	Administrative Rule – Activity Funds Management
DK	Payment Procedures
DM	Cash in School Buildings
ECAC	Vandalism
ECB	Building and Grounds Maintenance
ED-R	Administrative Rule - Materials and Equipment Management
GBEBC	Gifts to and Solicitation by Staff
GCB	Professional Staff Contracts
GCD	Professional Staff Vacations
GCF-R	Administrative Rule - Professional Staff Hiring
GCK	Professional Staff Assignments and Transfers
GDD	Support Staff Vacations
GDF	Support Staff Hiring
IG-R	Administrative Rule - Curriculum Development
IHBH-R	Administrative Rule - Charter Schools
IHCA	Summer School
IJ	Instructional Resources and Materials
IJOA-R	Administrative Rule – Field Trips
IJOC	School Volunteers
IKF-R	Administrative Rule - Graduation Requirements
JC	Attendance Areas
JFABC	Admission of Transfer Students
JH	Student Absences
JI-R	Administrative Rule - Student Rights and Responsibilities
JICEA	Student Publications
JJE	Student Fundraising
JJIC	Disqualification of Students for Misconduct
JJIC-R	Administrative Rule - Disqualification of Students for Misconduct
JQ	Student Fees, Fines and Charges
KE	Public Concerns
KF	Community Use of Facilities
KHE	Political Solicitations in Schools

Policy DBG Budget Adoption Process

Issued 2/12

Purpose: To establish the basic structure for the adoption of the annual budget.

The board will adopt a budget calendar by November first of each year. The budget calendar will provide for the preparation and adoption of the operational budget of the school system between January first and June first of each year.

The superintendent has the overall responsibility for budget planning.

The administration will involve teachers, principals and department heads in the preparation of the proposed annual budget.

The superintendent will submit a tentative budget to the board on or before the second Tuesday of May of each year for the next fiscal year. As part of the financial plan of the school district as represented by the budget, the superintendent will include funds for projected capital needs.

The board will give careful consideration to the budget requests as presented by the superintendent and will review the allocations for fairness and consistency with the educational priorities of the school system.

Before taking final action on its annual budget, the board will hold a public hearing before the fifteenth day of June of each year or within 30 days of approval of the state appropriations bill.

Following the public hearing, the board will recommend to the county auditor the tax levy necessary for the operation of the schools.

Adopted 1974; Revised 6/10/75, 9/9/75, 8/20/85, 10/9/01, 2/7/12

Legal references:

S.C. Acts and Joint Resolutions:

1982 Act 504, p. 3396 Authorizes board to charge fees; levies an additional five mills for 1982-83 only; provides for an advisory referendum on taxing authority.

1988 Act 756, p. 6387 Authorizes board to levy 84 mills beginning 1988-89 and each year thereafter.

1994 Act 579, p. 6023 Authorizes board to levy an additional 10 mills for 1994.

1999 Act 173, p. 1431 Authorizes board to increase tax millage beginning in 1999.

Policy DBJ Budget Transfers

Issued 2/12

Purpose: To establish the basic structure for budget transfers.

Principals or district office department heads have the authority to transfer budgeted funds, up to \$1,500, from one account to another account within the school or department. District office budget transfers from \$1,501 to \$5,000 must have approval of the district superintendent, deputy superintendent, associate superintendent or comptroller.

School or area office budget transfers from \$1,501 to \$3,000 must have approval of the appropriate academic officer or other designated administrator. Budget transfers from \$3,001 to \$5,000 must have approval of the district superintendent. Net results of these transfers must not increase the total budget for the school or department and must be for accounts other than salaries, utilities and fringe benefits.

Budget transfers in excess of \$5,000 or those that require an increase in the total budget must have board approval.

Adopted 1974; Revised 12/11/84, 6/27/89, 1/10/95, 10/9/01, 2/7/12

The School District of Aiken County

Policy DFD Gate Receipts and Admissions

Issued 2/12

Purpose: To establish the basic structure for accounting for and use of revenues from gate receipts and admissions.

Money earned from admission to school athletic events will be used to pay for the school's athletic program.

Admission to athletic and other student activity events will be by pre-numbered tickets. An accounting of the total revenue for each event is to be made by a committee of three to be appointed by the principal. The appropriate academic officer must concur with the committee appointed by the principal to account for athletic event revenue.

The expenditure of athletic gate receipts is to be planned by the athletic director, principal and appropriate academic officer or other designated administrator, with the approval of the area advisory council.

Adopted 8/10/76; Revised 8/20/85, 1/10/95, 10/9/01, 2/7/12

The School District of Aiken County

Policy DG Depository of Funds

Issued 2/12

Purpose: To establish the basic structure for the depository of funds for the district.

All incoming funds for the schools are deposited with the county treasurer. Funds may be withdrawn by the district superintendent for the purpose of meeting district obligations or for investments.

The Aiken County Board of Education will periodically request proposals for banking services for the District's General Operating and Payroll Accounts and designate such depository institution as most favorably serves the District's interests.

The board further authorizes the establishment of school food service accounts and pupil activity fund accounts in any bank, savings and loan association, or credit union in Aiken County that is insured by the Federal Deposit Insurance Corporation, or similar agency of the federal government, and that provides customary banking services.

The choice of the depository for school food service will be left to the discretion of the school principal concerned with approval of the comptroller.

The choice of depository for pupil activity fund accounts in the respective attendance areas will be left to the discretion of the appropriate academic officer or other designated administrator with due notice to the comptroller and the district superintendent.

This action may be reviewed by the board as needed.

Adopted 1974; Revised 10/25/83, 7/23/91, 1/10/95, 10/9/01, 2/7/12

Legal references:

S.C. Acts and Joint Resolutions:

950 (46) 1973 Aiken County treasurer will pay out funds collected or otherwise received for school purposes.

The School District of Aiken County

Policy DIAA Student Activity Funds Management

Issued 2/12

Purpose: To establish the basic structure for the management of student activity funds.

The board requires that all student activity funds handled by area bookkeepers and individual schools be accurately accounted for and properly handled. The division of business services is responsible for recommending proper bookkeeping procedures to areas and schools. Appropriate academic officers, along with principals, will be responsible for seeing that proper bookkeeping procedures are established and that they are properly followed.

Adopted 6/10/75; Revised 8/20/85, 10/22/91, 1/10/95, 6/11/96, 12/10/96, 10/9/01, 2/7/12

The School District of Aiken County

AR DIAA-R Student Activity Funds Management

Issued 2/12

The following procedures will be followed in handling and accounting for all student activity funds.

Area Bookkeepers

The accounting system requires the maintenance of the following.

- cash receipts and disbursements journals
- receipts for all monies received
- completed deposit slips
- fund ledger
- supporting material
- bank reconciliation forms
- purchasing forms
- financial statements

Monthly financial statements showing cash balance, last month's receipts by account, expenditures by account and end of month cash balance will be furnished the comptroller for each month. The appropriate academic officers or other designated administrator will sign this statement.

The area bookkeepers will maintain all bank accounts. In no instance will a school maintain separate bank accounts.

Schools

The accounting system requires the maintenance of the following.

- receipts for all monies received
- completed deposit slips
- supporting material
- cash receipts and disbursement journals

Journals will be reconciled monthly with the area books.

Audits

The district's internal auditor will audit all activity funds periodically. The external auditor will review the internal audits annually as part of the district's audit. All financial records will be open for inspection by the district superintendent and the comptroller at all times.

Authorized expenditures

Disbursements may be made from school activity funds only for the purpose for which the money was collected. The principal and the appropriate academic officer must approve all disbursements.

Expenditures that exceed \$1,500 must be approved by the area advisory council and so recorded in the official minutes of council meetings with the following exception: expenditure requests from \$1500 to \$3000 which have prior budgetary approval need not be re-approved if in compliance with the procedures set forth in the Bookkeeping and Accounting Procedures Manual for Student Activity Funds. Additional approval is not required for class rings, pictures, workbooks, textbooks, annuals, field trips, fund raisers and concession payments. Profits generated are subject to additional approval according to the above guidelines.

Liquidation of funds

At the end of each school year, funds remaining in the account of a student, class or alumni organization are carried over as funds for that organization in the subsequent year. This will continue as long as that organization continues to function, hold regular meetings and elect officers. Any school organization that does not meet at least once annually and which does not duly elect officers will be considered inactive, and this fund will be liquidated and placed in the general school account.

Fund-raising projects

Fund-raising projects must have prior approval of both the principal and the appropriate academic officer. The principal will supervise the conduct of each approved activity.

Receipts

A system must be provided for personnel responsible for collecting monies from students to report to the principal. Pre-numbered receipts filled out in duplicate will accomplish this. The individual must turn in money collected each day and receive a receipt from the principal or his/her designee. A log will be maintained of receipt books issued to staff members. All receipt books must be turned in to the school office by the end of the school year for safekeeping. Receipt books must be maintained for five years.

The principal will see that receipts are issued for monies turned over to the office. Pre-numbered receipts will be used and will indicate the following.

- date
- where the money came from
- amount of the money
- purpose

Money will not be received without issuing a receipt. Monies collected will be deposited on a daily basis.

Disbursements

All monies except petty cash disbursements must be disbursed by check, and no check is to be issued without supporting invoices. When goods or services have been received, the principal will authorize in writing the payment of invoices.

Deposits

Duplicates of each deposit slip will be maintained and deposits will be made daily.

Files for supporting material

All documents relating to purchases or payments must be kept and filed as a permanent record to support the cash receipts and disbursements journals.

Financial records

All financial records such as ledgers, checkbooks, cancelled checks and other bookkeeping records will be kept for five years.

School events

Special attention should be paid to the collection, disbursement, receipting and appropriate accounting for monies collected at school events. Pre-numbered tickets will be used to account for admissions and gate receipts (see DFD).

School sales

Sales will be compared to purchases on a regular basis. When two or more people are involved in collections for a given period, each person will be responsible for turning cash into the employee designated by the principal.

Issued 6/10/75; Revised 8/20/85, 10/22/91, 1/10/95, 6/11/96, 12/10/96, 10/9/01, 2/7/12

The School District of Aiken County

Policy DK Payment Procedures

Issued 2/12

Purpose: To establish the basic structure for payment of district obligations.

The superintendent will receive, hold in custody and expend all funds as directed by the board of trustees.

The district will make all payment for goods and services only under these conditions.

- against invoices, properly supported by authorized purchase orders
- against properly submitted vouchers covering authorized expenses
- in accordance with salary schedules or salaries set by the board

Expenditure of area funds

All funds, revenues, fees and accrued interest originating within an administrative area will be expended for the exclusive use of the school operations and programs within the administrative area.

The area advisory council will approve expenditures that exceed \$1,500 and record such in the official minutes of council meetings with the following exception. Expenditure requests from \$1,500 to \$3,000 that have prior area council budgetary approval need not be reapproved if in compliance with procedures set forth in the Bookkeeping and Accounting Procedures Manual for Student Activity Funds. Additional approval is not required for class rings, pictures, workbooks, textbooks, annuals, field trips, fund raisers and concession payments. Profits generated are subject to these guidelines. The appropriate academic officer or other designated administrator must approve expenditures of less than \$1,500.

The area advisory councils will establish procedures in accordance with state law and state board of education policies to govern such expenditures.

Adopted 11/9/71; Revised 9/26/89, 1/10/95, 6/11/96, 12/12/96, 10/9/01 , 2/7/12

Legal references:

S.C. Code, 1976, as amended:

Section 11-1-40 Unlawful to contract in excess of appropriate amount and to divert current funds for payment of prior obligations.

Section 59-19-80 All employment and purchase contracts require board approval.

Section 59-19-290 All contracts in excess of apportioned funds are void.

Policy DM Cash in School Buildings

Issued 2/12

Purpose: To establish the basic structure for dealing with cash in school buildings.

No money may be left in school buildings overnight except in a locked depository that the principal has made available for that purpose. No more than \$200 may be kept in school buildings overnight. The appropriate academic officer or designated administrator may authorize schools and area bookkeepers to maintain petty cash accounts not to exceed \$200. The district office may maintain a petty cash account of \$300.

The board directs all principals to make deposits of school monies on a daily basis at the end of each school day or after a school event. The principal may make arrangements with local banks for night depository privileges and use these facilities when necessary.

Principals who do not abide by this policy will be responsible for any loss incurred as a result of their failure to make a timely deposit and may be subject to further disciplinary action.

Adopted 1974; Revised 8/20/85, 1/10/95, 10/9/01, 2/7/12

The School District of Aiken County

Policy ECAC Vandalism

Issued 2/12

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 damages 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 the cooperation and action of law enforcement authorities 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 appropriate academic officer. The principal will also report break-ins to the superintendent 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 will be responsible for the damage and may be required to pay for repairs and or replacement of the damaged property.

The board may enter into a contract with individuals or agencies to place mobile homes on school premises as a deterrent to vandalism and trespassing. The superintendent, the appropriate academic officer, the area advisory council and the district maintenance department must approve the location of the mobile home. (A copy of the contract for placing mobile homes on school premises is on file in area and district offices.)

Adopted 10/23/01, Revised 2/7/12

The School District of Aiken County

Policy ECB Buildings and Grounds Maintenance

Issued 2/12

Purpose: To establish the basic structure for maintaining and repairing district property.

The board is aware of the tremendous investment in school facilities. Therefore the district must establish a continuing program for the maintenance of all district property.

The superintendent is responsible for the overall maintenance of buildings and grounds. The school district will maintain plants and equipment in good working condition and in compliance with state safety regulations by a continuous program of repair, reconditioning and remodeling. Any unsafe conditions in the schools will receive first priority in the district maintenance program.

The board, acting on recommendations from the superintendent, must approve the remodeling, reconditioning and improvement of school buildings.

Each building principal is responsible for operation and maintenance of his/her plant and will supervise custodial staff members as they carry out regular operational and normal maintenance duties. Except in emergencies, the district will provide additional maintenance services only upon approval of the superintendent.

Teachers and other building staff will make repair requests through their principal.

Academic officers will make frequent inspections of buildings in their areas.

Each area advisory council will inspect each of the schools in its administrative area at least annually and will report its findings to the superintendent and the board.

Adopted 11/9/71; Revised 10/23/01, 2/7/12

The School District of Aiken County

AR ED-R Materials and Equipment Management

Issued 2/12

The district prohibits the use of district equipment for personal purposes. In addition, the district does not encourage employees to take district equipment home for professional use. However, district needs may make such use appropriate. In such instances, employees must receive prior written approval from the superintendent, appropriate principal, academic officer or other designated administrator, deputy superintendent, comptroller or district department head.

Occasionally employees will be required to use district equipment in presentations, etc., away from the district. For the employee's protection in these instances, the district will assume responsibility for loss, damage or theft only if prior written consent is given.

Definition of school equipment

For the purposes of this section, equipment is defined as instructional materials, tools and movable furniture which have a normal life of more than one year, and which are not used up in instruction or the operation of the schools. Materials have a life of less than one year and are consumed in instruction and operation.

Requisition of equipment

Employees must requisition equipment on purchase order forms supplied by the school.

Ownership of equipment

Legally, all equipment purchased automatically becomes the property of the board of trustees. Employees may transfer equipment from a building only after consulting with the principal and securing the consent of the deputy superintendent, comptroller or the appropriate area assistant superintendent.

Loaned equipment

The district will not loan any equipment without written authorization from the superintendent, deputy superintendent, comptroller, academic officer or other designated administrator, appropriate principal or district department head.

Equipment and materials may be used for PTA meetings.

They may also be used for public relations presentations in which an employee or board member of the district is so identified and is explaining a function of the curriculum to a segment of the lay public. If they are to be taken out of the district, the employee must comply with the procedures set out above.

School groups composed of students with a faculty sponsor may use audiovisual equipment.

Professional educational groups may use the audiovisual equipment.

The superintendent will make decisions for situations that do not fit the above conditions.

Borrowed equipment

The board will assume no responsibility for any equipment that is borrowed by sponsors, coaches or teachers in the conduct of their daily work or for any special project or use in the schools. This is also true of all equipment owned by teachers or left in the buildings during the summer months or during the year. Employees must return all borrowed property at the close of each school year. The responsibility for return rests definitely upon the employee and the principal involved.

Transferred equipment and property

Employees must not move furniture or equipment from one building to another without permission from the deputy superintendent, comptroller or appropriate academic officer or other designated administrator.

Summer storage of equipment

Employees must take special care when storing sensitive equipment during the summer months. Employees should store all such equipment in a locked, dry, safe place.

Care of equipment

Employees must take every precaution to maintain equipment at its full efficiency. Teachers and principals will encourage proper attitudes toward equipment and instructional supplies furnished by the school district. Only qualified people may use equipment that requires specialized knowledge.

Loss or damage of equipment

Parents of minor children are responsible for all loss or damage of equipment caused by such students. Principals are authorized to make a reasonable charge for any damage to school equipment because of the negligence or carelessness of the individual student.

Driver education car

The driver education car may only be used for driver training except as designated by the board.

Long distance telephone calls

Long distance telephone calls may only be made from the schools with the approval of the principal.

Issued 7/26/76; Revised 10/22/91, 10/23/01, 2/7/12

Policy GBEBG Gifts To and Solicitations By Staff

Issued 2/12

Purpose: To establish the basic structure regarding solicitation by staff members and the giving of gifts to staff members.

Selling items for personal profit

In the interest of preserving a completely professional relationship between district employees and those whom they serve, it is the policy of the board not to permit school employees to sell on school premises for personal profit products of any kind to students or patrons of the school in which they teach.

Soliciting of staff

No organization, with the exception of PTA/PTO and school booster organizations, may solicit funds from staff members within the schools nor may they distribute flyers or other materials related to fund drives through the schools without the approval of the superintendent's cabinet or the associate superintendent for administration or the appropriate academic officer. Staff members will not be made responsible or assume responsibility for the collection of any money or distribution of any fund drive literature within the schools without such activity having the approval of the superintendent's cabinet or the associate superintendent for administration or the appropriate academic officer. As a matter of policy, the board expects such activity to be kept to a minimum.

Gifts from staff members to staff members

The board discourages individual employees from giving gifts to staff members who exercise any administrative or supervisory jurisdiction over them, either directly or indirectly, except as acts of generosity in unusual situations or as simple remembrances expressive of affection or gratitude. Generally, the board discourages collection of money for group gifts except in special circumstances such as bereavement, serious illness or for mementos at retirement.

Gifts to staff members

Any good school system expects to employ staff members who are ethical in their relationships with students, parents, other school personnel and all companies with whom the district does business.

Staff members may accept no personal gifts, bonuses or gratuities -- consistent with guidelines issued by the State Ethics Commission -- from companies which do business with the district, whether or not companies give such gifts in the hope of increasing the sale of a product or to influence school personnel. Exceptions to this policy are the acceptance of minor items which are generally distributed by the company or organization through their public relations program.

Any gifts received as the result of the district's business, financial or operational affairs will accrue to the school system as a unit. "Gifts" include the "savings stamps" offered by various companies.

The board discourages the giving of gifts to staff members by students as well as the exchange of gifts at holiday parties.

Adopted 6/10/75; Revised 2/14/89, 11/27/01, 2/7/12

Legal references:

S.C. Code, 1976, as amended:

Section 8-13-100 et seq. - Ethics, government accountability and campaign reform.

Section 8-15-10 et seq. - Local or local and state officers and employees generally.

Section 16-17-420 - Prohibits activities that disturb school.

The School District of Aiken County

Policy GCB Professional Staff Contracts and Compensation

Issued 2/12

Purpose: To establish the basic structure for professional staff contracts and compensation.

Compensation

The board will attempt to pay its professional employees at a level that will attract and hold personnel dedicated to education.

The compensation of certificated personnel is based on the state salary schedule with local supplements as approved by the board. The schedule takes into consideration the levels of professional training and years of service in the district.

The effective date for all salary changes as determined by the salary schedule or by action of the board is July 1.

No teacher employed in the same position, over the same time period, will receive less total salary, including any normal incremental increase, than the teacher received for the previous fiscal year.

As a minimum requirement, certified applicants must have in their possession or must have completed before the assumption of professional duties all technical certification requirements for the position in question or be eligible for exceptions by the accrediting agencies by which the schools of the district are assessed.

Certified employees must maintain their certification and meet the requirements of applicable accrediting agencies in order to continue employment in the district.

At the option of the appropriate academic officer, newly employed personnel who assume coaching duties may be employed with provisions in their contracts which require continuing coaching duties as a condition of continued employment by the district.

Contracts

All personnel assigned to regular positions will be given contracts for the specific number of days or months of work.

The board will approve all contracts for the employment of teachers and other employees, and no contract will be binding upon the board or upon the district. Only the interim services account will be liable for payment for any services performed, until board action is taken on the recommendation in the event of an interim placement pending board approval. Interim utilization of services by a recommended employee who has otherwise completed and cleared all pre-hiring interview and screening requirements is authorized prior to board action on the superintendent's recommendation where the administration reasonably believes the best interests of students

and/or staff will most efficiently and continuously be served by such conditional authorization to commence work. Written acknowledgment of the conditional nature of such services, subject to board approval, will be obtained by the human resources department.

Contracts of certified personnel may be renewed annually with the exception of those persons under consideration for contract changes or termination.

All personnel will be notified of the status of their contracts (whether renewed or not renewed) by April 15 of each year. Employees must give written acceptance of their contracts to the superintendent on or before April 25th. Failure to give such notification constitutes contract rejection.

Summer employment

Personnel employed for summer school will be paid for the contracted period of time at the rate established for the position. Should the summer school contractual time overlap with the employee's annual work schedule and payment, only the regular salary will be paid for the overlap days in the contractual period.

Supervision of rental property

When a facility is rented by an outside group, the supervisor fee should be paid appropriately by the group renting the facility, provided the event requiring supervision is not school sponsored and is beyond the typical working hours of the supervisor. The supervisor does not have to be an administrator. The supervisor fee is to be included in the total contractual cost.

Adopted prior to 1974; Revised 2/28/78, 1/22/85, 9/13/88, 1/14/92, 11/27/01, 2/8/11, 2/7/12

Legal references:

S.C. Code, 1976, as amended:

Section 59-19-80 - Requirements as to purchases and teacher employment (teacher contracts to be awarded in public).

Section 59-19-290 - Contracts in excess of apportioned funds void.

Section 59-20-50 - Minimum salary schedule.

Section 59-21-20 - Teacher contracts to be based on school term of 190 days.

Section 59-25-410 - Notice to teacher of employment status.

Section 59-25-420 - Teacher required to notify board of acceptance; opportunity for hearing if not reemployed.

Section 59-25-710 - Salary complaints.

Section 9-1-2210 - Teacher and Employee Retention Incentive Program; operation.

Policy GCD Professional Staff Vacations and Holidays

Issued 2/12

Purpose: To establish the basic structure for professional staff vacations and holidays.

School-year personnel

The school calendar, as adopted by the board, establishes the school recess periods and holidays for instructional staff members employed on a school-year basis.

Administrators and year-round personnel

Regular full-time administrators employed on a full-year basis (12 months) and year-round instructional personnel will receive vacations and holidays as follows. Vacation time accrues on a monthly basis.

Vacations

- All 12-month employees with less than 12 years of service earn 10 vacation days per year.
- Twelve-month employees having 12 or more years of service earn 15 days of vacation annually.
- The district will give new employees credit for previous employment in computing time for experience levels. Such employees may count one year for every two years of educational work outside the district.
- Employees beginning work after July 1 will be allocated a prorated share of days rather than having a different anniversary date for the first year of employment.
- Employees may accumulate vacation days indefinitely.
- Upon retirement, resignation or dismissal for cause, 12-month employees may receive pay for their total days of accumulated vacation.
- While school is in session, vacation leave may not be used to extend holidays except for exceptional circumstances and only with approval of the principal and the appropriate academic officer (or other appropriate supervisory personnel for staff not located in a school).

Holidays

New Year's Day (January 1)

Martin Luther King Day

President's Day

Good Friday
Spring Holidays (two days)
Memorial Day
Independence Day (July 4)
Labor Day
General Election Day (even-numbered years) (1st Tuesday in November)
Thanksgiving Day (4th Thursday in November) and day after
Christmas (two days) (December 24th and 25th)

Administrative personnel and district office level personnel who are 12-month employees will observe the holidays as listed in this policy.

Vacation leave for retired employees rehired by the district on an at-will basis

Retired employees rehired to work with the district on an at-will basis in a position that is eligible for vacation leave will begin their employment with no vacation leave. A retired employee in such a position will earn vacation leave consistent with the leave for the position. However, the retired employee will not accumulate vacation leave beyond a school year.

A retiree may request for advancement of up to five days of vacation leave not to exceed the maximum number of days allowed for the year. This request must be submitted to the associate superintendent for administration prior to the requested leave.

Adopted 5/13/75; Revised 8/10/76, 2/8/83, 9/9/86, 4/12/88, 7/10/90, 8/13/91, 11/26/91, 9/28/93, 3/28/00, 11/27/01, 5/23/06, 2/27/07, 2/7/12

The School District of Aiken County

AR GCF-R Professional Staff Hiring

Issued 2/12

The superintendent or his/her designee, in consultation with the principal/director of the school involved, will review all employment applications and will identify and interview those persons selected for further consideration.

The application process

Each individual seeking employment in the district must apply in writing. The district will require each individual making application to submit the following documents to the district personnel office as part of the application process.

- application form
- South Carolina teaching credential
- college transcripts (undergraduate and graduate, if applicable)
- three professional references

The district does not consider the individual's application file complete until the district personnel office has received these documents.

In addition, the district requires that the employee submit, at the time of employment, all required personal information, data and documentation to the school district office.

Selection of professional personnel

The superintendent and/or his/her designee will receive all applications for professional job vacancies and will perform the initial screening.

The superintendent has the authority to decide when and/or how structured interview techniques may be used, who will conduct the interview, and who may assist/participate in the interview process. In making the decision, the superintendent may consider such factors as the level and/or impact of the position, areas of responsibility, and the relationship of the position to other positions on the organizational chart. The principal/director of the school involved should be part of this process.

The general procedures and requirements for recruiting and selecting individuals for district-level and school-level positions will be similar.

If so directed by the superintendent, the principal/director will continue the screening process. The steps will include verification and evaluation of references and credentials. (The applicant's "credentials" are defined as college or university transcripts, teaching credentials, professional experience, health certificates, or professional examination scores and the like.)

The principal/director is responsible for studying the references and credentials of the applicant, as well as other application data. Utilizing the information gained during this

phase of the selection process, he/she will make a determination as to who will be invited to participate in the interview process. The principal/director will schedule and conduct the interview.

Following the completion of the above, the principal/director will confer with the appropriate academic officer or designated administrator, and/or the superintendent to discuss, receive and evaluate application materials from the chosen applicant; the entire recruitment and selection process; and the application files for all persons who were given consideration. This phase of the selection process serves as a check system to ensure that the person selected is, in fact, the most qualified.

Upon the completion of this phase and the identification of the most qualified person for the position, the principal/director will submit a final recommendation to the superintendent. The superintendent may accept or reject the principal's/director's recommendation. The superintendent will recommend the applicant for employment to the board.

The superintendent will present such recommendations to the board at the regular monthly meeting.

The final decision regarding employment in the school district will be made by the board.

The superintendent or his/her designee will notify the remaining applicants that the position has been filled. The superintendent will take this step only after the candidate has accepted the offer of employment and the district has received the criminal record history.

Complaint procedure

Any applicant who feels that he/she has not received fair and equal treatment in regard to employment decisions may file a written complaint with the district civil rights coordinator within 30 days of the position being filled or within 10 days of receiving notification that the position has been filled, whichever occurs sooner.

The written complaint will specify the position for which the employee applied and how the employee was treated unequally. The person filing such complaint will then be notified by the civil rights coordinator of the procedures to be followed.

Issued 7/23/85; Revised 9/8/87, 10/27/87, 6/25/91, 2/11/92, 3/24/92, 11/27/01, 2/7/12

Policy GDD Support Staff Vacations and Holidays

Issued 2/12

Purpose: To establish the basic structure for support staff vacations and holidays.

School-year personnel

The school calendar, as adopted by the board, establishes the school recess periods and holidays for support staff members employed on a school-year basis.

Administrators and year-round personnel

Regular full-time administrators employed on a full-year basis (12 months) and year-round support personnel will receive vacations and holidays as follows. Vacation time accrues on a monthly basis.

Vacations

- All 12-month employees with less than 12 years of service earn 10 vacation days per year.
- Twelve-month employees having 12 or more years of service earn 15 days of vacation annually.
- Employees beginning work after July 1 will be allocated a prorated share of days rather than having a different anniversary date for the first year of employment.
- Employees may accumulate vacation days indefinitely.
- Upon retirement, resignation or dismissal for cause, 12-month employees may receive pay for their total days of accumulated vacation.
- While school is in session, vacation leave may not be used to extend holidays except for exceptional circumstances and only with approval of the principal and the appropriate academic officer (or other appropriate supervisory personnel for staff not located in a school).

Holidays

New Year's Day (January 1)

Martin Luther King Day

President's Day

Good Friday

Spring Holidays (two days)

Memorial Day

Independence Day (July 4)

Labor Day

General Election Day (even-numbered years) (1st Tuesday in November)

Thanksgiving Day (4th Thursday in November) and day after

Christmas (two days) (December 24th and 25th)

Personnel who are 12-month employees will observe the holidays as listed in this policy.

Vacation leave for retired employees rehired by the district on an at-will basis

Retired employees rehired to work with the district on an at-will basis in a position that is eligible for vacation leave will begin their employment with no vacation leave. A retired employee in such a position will earn vacation leave consistent with the leave for the position. However, the retired employee will not accumulate vacation leave beyond a school year.

A retiree may request for advancement of up to five days of vacation leave not to exceed the maximum number of days allowed for the year. This request must be submitted to the associate superintendent for administration prior to the requested leave.

Adopted 5/13/75; Revised 8/10/76, 2/8/83, 9/9/86, 4/12/88, 7/10/90, 8/13/91, 11/26/91, 9/28/93, 11/27/01, 5/23/06, 2/27/07, 2/7/12

The School District of Aiken County

Policy GDF Support Staff Hiring

Issued 2/12

Purpose: To establish the basis structure for the hiring of support staff.

It is the policy of the board to recruit and hire support personnel on the basis of qualifications and merit. The district will provide equal employment opportunities to all persons without regard to race, color, creed, sex, age, disability, religion or national origin. The district will make reasonable accommodations for an individual who is otherwise qualified for a position unless the accommodation would impose an undue hardship on the district.

The board employs all support personnel based on the recommendations of the superintendent.

It is the superintendent's responsibility to insure that all persons employed meet the qualifications established for the particular position. The superintendent will establish an interview and selection procedure which will allow the principal and appropriate academic officer or supervisor an opportunity to be actively involved in the selection of the employee.

The superintendent will consider all candidates based on the needs of the district as well as on their merits and qualifications. The district will not employ any candidate without a personal interview.

All offers of employment are contingent upon successful clearance and approval following a name-based criminal record history check through SLED, as well as national and state sex offender registry checks, as determined by the superintendent or his/her designee pursuant to state law, and as provided in policy GBEBDA*.

Teacher and Employee Retention Incentive (TERI) program employees

Consistent with South Carolina Code, Section 9-1-2210, an employee may retire and make the decision to continue working under the Teacher and Employee Retention Incentive (TERI) program for a period not to exceed five years. At the end of the TERI period, which cannot exceed five years, the employee must terminate employment with the district. Termination for employment requires at least a one-day break in service. Only upon separation of employment will an employee receive his/her TERI annuity funds and begin receiving a SCRS annuity.

During the last year of the five-year TERI period, the district will provide a contract that will expire on the date that the employee's TERI eligibility terminates. After termination and a break in service, the district may consider a retiree for reemployment.

Should a mid-year vacancy occur in a support position, the board authorizes the superintendent or his/her designee to fill such vacancies for the remainder of the school year in which the vacancy occurs pursuant to a letter of agreement, when appropriate. The superintendent or his/her designee may determine whether advertisement of the vacancy is necessary or whether

the position may be filled through some other means. Unless otherwise recommended by the superintendent, a person exiting TERA during the school year may be placed on a letter of agreement in order to complete the remainder of the contract year under the same terms and conditions as contained in the then-existing contract (except for continuation rights).

The superintendent is authorized, in accordance with district hiring procedures, to recommend that retired employees be hired to work in the district on an "as needed" basis, focused in particular on circumstances of unique qualification and/or critical technical expertise or geographic needs, when their employment would serve the best interests of the school system. In such cases, the superintendent will notify the employee of the at-will status of his/her employment and explain the general salary arrangements available under applicable state law. The continued employment of retired employees will be at the discretion of the superintendent, who will make such decisions in the best interests of the district. The decision to employ or not employ retired employees will not be subject to the district's grievance procedures.

The Immigration Reform and Control Act of 1986 (P.L. 99-603) prohibits employers from hiring aliens not legally eligible to work in the United States. The district will comply with the provisions of the Immigration and Naturalization Service (INS) regulations under the Act by requiring employees of the district to complete an INS Form I-9. It requires all new employees to present evidence of employment eligibility and requires employers to verify that eligibility.

Newly hired employees must complete the form no later than three days following their first working day. If unable to provide the required document or documents, the individual must present a receipt for the application for the document or documents within three business days of the hire and present the required document or documents within 21 calendar days of the hire.

The district will maintain completed Form I-9 in a file separate from other personnel records in order to prevent unauthorized review of personnel files.

The district will retain Form I-9 for three years after the date of hire or one year after the date the individual's employment is terminated, whichever is later.

The district participates in the federal E-Verify program and will verify the employment authorization of each new employee through this federal program.

See policy GBEBDA*, Criminal Record Checks.

Adopted 11/9/71; Revised 11/27/01, 4/26/05, 2/28/06, 5/12/09, 10/13/09, 9/28/10, 2/7/12

Legal references:

United States Code:

20 U.S.C. Sections 1681-86 - Prohibits discrimination on the basis of sex.

42 U.S.C. 2000e, et seq. - Prohibits discrimination in hiring based on race, color, national origin, religion or sex.

42 U.S.C. 12101, et seq. - Prohibits employment discrimination on the basis of disability.

Public Law 107-110 - No Child Left Behind, revised Elementary and Secondary Education Act (ESEA) of 2001, Title 1, Part A, Subpart 1, Section 1119 - Qualifications for teachers and paraprofessionals.

Public Law 99-603 - Immigration Reform and Control Act of 1986.

Public Law 104-208 - Illegal Immigration Reform and Immigrant Responsibility Act of 1996.

Code of Federal Regulations:

41 CFR 60-20 (1998) - Prohibits discrimination on the basis of sex.

S.C. Code, 1976, as amended:

Section 1-1-550 - School districts shall give preference to employment of honorably discharged veterans.

Section 59-18-1300 - District accountability system.

Section 9-1-2210 - Teacher and Employee Retention Incentive Program; operation.

Section 9-1-1790 - Amount which may be earned upon return to covered employment.

South Carolina Illegal Immigration Reform Act (Act 280 of 2008).

Section 16-1-60 - Violent crimes defined.

Section 23-3-115 - Fees for criminal record searches conducted for charitable organizations.

Section 23-3-130 - Determination of information to be supplied and methods of evaluation and dissemination; promulgation of rules and regulations.

Section 23-3-430 - Sex offender registry; convictions and not guilty by reason of insanity findings requiring registration.

Section 59-19-117 - Background checks.

State Board of Education Regulations:

R-43-209 - Support personnel/paraprofessional personnel positions, qualifications and duties.

The School District of Aiken County

AR IG-R Curriculum Development, Adoption and Review

Issued 2/12

Whenever the district or an individual school proposes to explore or develop new or unproven methods and techniques, or change existing instructional programs, the district superintendent, facilitated through the division of instructional services, will review all program proposals or initiatives and make a recommendation to the board for approval prior to implementation. All grant or program proposal opportunities offered through the state or community agencies will be coordinated through the division of instructional services.

The following procedures will be utilized.

The school principal will notify the district superintendent, through the division of instructional services in writing, of any program initiative that will constitute the development of a new program or a change in an existing program. This also includes programs that fall under the state department's "flexibility through deregulation" program. The written notification will be signed by the appropriate academic officer, indicating approval of the school initiative. All district and school-sponsored programs will be reviewed and preliminarily approved by the associate superintendent for instructional services in preparation for the district superintendent's approval.

State or community agencies seeking to engage schools in grant writing activities or seeking to award grants that may alter the philosophy or the curriculum goals of the instructional program will be referred by the school to the division of instructional services for processing. Committees, which may include an academic officer, a principal, a teacher and relevant others, may be formed to review what educational impact the grant or program may have on the overall instructional program. Grants and awards from outside agencies that do not influence a change, but enhance instruction and student learning, will be processed through already-existing procedures by the grants management department. These grants are usually not more than \$5,000 and are used to purchase books, computer hardware, software, training and other instructional materials and equipment.

The associate superintendent for instructional services will review all relevant research or data as it relates to student achievement or other expressed benefits and make a recommendation to the district superintendent for board action.

The district superintendent will prepare a recommendation to the board for approval prior to program development or implementation.

The school or district sponsor will outline a comprehensive plan to evaluate the program's success and report the results of such evaluation annually. The results of the evaluation will determine whether the program will be recommended for approval for the next academic school year.

Parents/legal guardians desiring to review the material to be used in experimental educational programs must make their request to the appropriate school official in charge of the program.

Parents/guardians of such children will have the right to inspect all instructional materials, including teacher's manuals, films, tapes or other supplementary instructional material which will be used in connection with such programs.

The school official will set a time and place for the inspection of such material and so notify the requestee. The time will be set within 45 days of receipt of the request.

The school district will be the principal administrator and fiscal or sub-fiscal agent for all educational program developments and initiatives.

Issued 6/10/75; Revised 1/28/97, 1/8/02, 2/7/12

The School District of Aiken County

AR IHBH-R Charter Schools

Issued 2/12

Procedures for applying for a charter school in Aiken County

A person, group or organization may apply for a charter school in Aiken County in accordance with the requirements in state law and the following district procedures.

Prepare an application containing the following provisions and submit 12 copies of it to the office of the associate superintendent for instructional services. (The associate superintendent for instructional services, after consultation in an application-review meeting with the district superintendent, the deputy superintendent, the associate superintendent for administration, the affected appropriate academic officer(s), the comptroller and the board attorney will prepare a recommendation to be submitted to the superintendent for board approval.)

- mission statement consistent with state and district purposes
- goals, objectives and pupil performance standards
- evidence of an adequate number of parents, teachers, pupils or combination thereof to form a school
- statement of need for a charter school within an area or the whole district
- description of education program, with pupil performance standards and curriculum, that meets or exceeds state and district standards
- plan for evaluating pupil performance with types of assessment, timeline and procedures for corrective action
- evidence of economical soundness, proposed budget, and annual financial and administrative operations audit
- description of governance and operation, including parental, educator and community involvement
- explanation of relationship between the school and its employees, including evidence of the terms and conditions of employment
- agreement between the parties regarding respective legal ability and applicable insurance coverage
- plans for pupil transportation and other general services

No person, group or organization may submit an application to convert a private school or non-public, home-based educational program into a charter school or create a non-public, home-based educational program.

The local board will receive and review applications using the following process.

During January, the local board will receive applications from organizations that plan to operate beginning in the fall of the upcoming school year.

The local board will immediately request additional information (within 10 days) if it finds that the application is incomplete.

After giving reasonable public notice, the local board will hold community meetings in the affected areas or the entire district within 30 days upon receiving a complete application to obtain information to assist in its decision to grant a charter school application.

Within 30 days after the public hearing, the board will rule on the application in a public hearing.

In reviewing the application, the local board will use the following criteria.

Does the application fully address the contents listed above and those in state law?

Have the schedule deadlines been met?

Would establishment or operation of the proposed charter school violate the Charter Schools Act or any federal or state laws concerning civil rights or any court order or threaten the health and safety of pupils in the school district?

If the local board grants the application, it will report such action to the state board.

A charter applicant or any other person who wishes to appeal the decision of the local board will use the following process.

Appeal process

Within 10 days, provide the state board and the local board with a notice of appeal of the local board's decision.

Appeal of decision to deny

Within 10 days, provide the state board and the local board with a notice of appeal of the local board's decision.

Within 30 days, the local board will conduct a hearing to review an appeal of a denial.

Within 30 days, if the state board remands the decision, the local board will reconsider its decision and make a final decision. No further administrative appeal may be made after this decision. However, any final decision of the local board, after a remand from the state board, may be appealed by any party to the circuit court for the county in which the proposed charter school is or was to have located.

A charter may be approved or renewed for a period not to exceed three school years.

An application for renewal will contain the following.

- report on the progress of the school in achieving the goals, objectives, pupil performance standards, content standards and other terms of the initial, approved charter application
- financial statement that discloses the cost of administration, instruction and other spending categories for the charter school that is understandable to the general public and that will allow comparison of such cost to other schools or other comparable organizations, in a format required by the state board of education

A charter may be revoked or not renewed by the local board if the board determines that the school did any of the following.

- committed a material violation of any of the conditions, standards or procedures set forth in the charter application
- failed to meet or make reasonable progress toward achievement of the content standards or pupil performance standards identified in the charter application
- failed to meet generally accepted standards of fiscal management
- violated any provision of law from which the charter school was not specifically exempted

A charter may not be renewed upon a determination by the local board that is not in the interest of the pupils residing within the school district to continue the operation of the charter school.

A decision to revoke or not to renew a charter may be appealed in the manner prescribed in the appeal process above.

The following employees' options will be provided.

During the first year that a teacher employed by the district is employed by a charter school, such teacher will be considered to be on a one-year leave of absence from the school district. Such leave will commence on the first day of services for the charter school. Upon the request of the teacher, the one-year leave of absence will be renewed for up to four additional one-year periods upon the mutual agreement of the teacher and the school district. At the end of three years, the relationship between the teacher and the school district will be determined by the school district and the district will provide notice to the teacher of the relationship.

The local board will determine by existing policy the employment status of school district employees employed by the charter school who seek to return to employment with the public schools in the district.

Pupils enrolled in a charter school will be included in the pupil enrollment of the district within which the pupil resides. The following financial guidelines will be followed.

The district of residence will report to the department of education the number of pupils enrolled in each charter school.

As part of the charter school contract, the school and the district will agree on funding and any services to be provided by the district to the school. The funding discussions will begin using 80 percent of the district per pupil operating revenues as defined in state statutes.

All services provided by the district including, but not limited to, food services, custodial services, maintenance, curriculum, media services, libraries and warehousing will be subject to negotiation between the school and the district and paid out of the revenues in the second sentence above.

In no event will the amount of funding negotiated be less than 80 percent of the district per pupil operating revenues multiplied by the number of pupils enrolled in the school.

Fees collected from students enrolled at a charter school will be retained by such charter schools.

The proportionate share of state and federal resources generated by students with disabilities or staff serving them will be directed to charter schools enrolling such students. The proportionate share of funds generated under other federal or state categorical aid programs will be directed to charter schools serving students eligible for such aid.

The governing body of a charter school is authorized to accept gifts, donations or grants of any kind made to the charter school and to expend or use said gifts, donations or grants according to the conditions prescribed by the donor, unless the gifts, donations or grants are subject to any condition contrary to law or the terms of the contract between the school and the board.

The local board will submit an evaluation report of each charter school to the state board of education annually.

Information about charter school development may be obtained from Aiken County Public Schools, the division of instructional services.

Issued 12/10/96; Revised 1/8/02, 2/7/12

The School District of Aiken County

Policy IHCA Summer School

Issued 2/12

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 the Southern Association of Colleges and Schools.

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.

Academic officers who plan to operate summer schools will meet with district staff to establish a tentative annual tuition fee for the area'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. Each academic officer will take the recommendation for tuition to the area advisory council in each area holding summer school for final approval of the fees.

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

Legal references:

State Board of Education Regulations:

R-43-240 - Summer programs.

The School District of Aiken County

Policy IJ Instructional Resources and Materials (Including Library Materials)

Issued 2/12

Purpose: to establish the board's direction for selection and use of instructional materials and the basic structure for parental examination of certain materials.

The school library media center is an extension of the classroom and serves to implement and to enrich the instructional program. The main purposes of the library media center include provision of a comprehensive collection of instructional materials and the provision of maximum accessibility to these materials.

Selection of materials

Responsibility

The responsibility for the selection of library media materials is delegated to the professionally trained library media personnel employed by the school system. Selection of materials should involve parents, students, teachers, administrators and staff. Purchases of materials must have prior approval of the principal and academic officer. Final approval of purchases and distribution of funds rests with the superintendent or his/her designee.

Criteria

Materials for purchase should be considered on the basis of the following.

- educational significance
- appropriateness for students in each school
- need and value to the collection
- reputation and significance of author and producer
- clarity, adequacy and scope of text or audiovisual presentation
- validity, accuracy, objectivity, up-to-dateness and appropriateness of text or audiovisual presentation
- organization and presentation of contents
- high degree of readability and/or comprehensibility
- high degree of potential user appeal
- high artistic quality and/or literary style
- quality format
- value commensurate with cost and/or need

Procedures

Selection of materials should be based upon consultation with reputable, unbiased, professionally prepared selection aids approved by the state department of education.

Decisions concerning gift material will be based on the same standards as for other materials.

Teachers are to advise the principal through a brief written statement of any required material that may be objectionable to students or parents/legal guardians and state how the material is to be handled or if optional materials will be made available.

Challenged materials

Parents/legal guardians have the right and the responsibility to restrict the access of their children to library resources or other instructional resources that they find offensive. Any parent/legal guardian may lodge a complaint against any materials being used in the system.

The parent/legal guardian who has a complaint against materials being used in a school should contact the principal of the school involved. If he/she contacts anyone else, the parent/legal guardian should be directed to the principal.

The principal should assure the parent/legal guardian that his/her opinion will be considered and that his/her interest is welcome. They should then discuss the complaint.

If after discussion, the parent/legal guardian would like to continue with the complaint, the principal should explain the procedure adopted by the district for handling such complaints. The parent/legal guardian should be given two copies of IJ-E, "Parent's Request for Review or Withdrawal of Instructional Material."

The parent/legal guardian will complete the form, sending one copy to the principal and retaining one copy for him/herself.

The principal will make copies of the complaint and distribute them to the assistant superintendent for the area and to the library media specialist or teacher whose material is under criticism.

The material will be reviewed again in light of objections raised. During the review period, it will be temporarily withdrawn pending a decision. The reviewing will be done at the earliest possible time after the material has been questioned. A definite routine will be followed to ensure that the incident is given due importance and treated objectively and unemotionally.

Review procedures

To re-evaluate the challenged material, the principal will appoint a review committee composed of the following (one member to be the recorder).

- the school library media specialist
- a teacher in the school who is familiar with the content area
- one parent representing a school family other than complainant
- the assistant superintendent for the area
- the superintendent's designee
- the principal as chairperson

Members of the committee will study all materials referred to them and will also read reviews of materials.

The committee will allow the teacher whose material has been challenged to appear before the committee or forward a written statement to provide the context in which the material will be used, and to explain how objectionable components will be addressed, if at all addressed. The complainant, as well, will be allowed to appear before the committee to explain concerns about objectionable components of the material.

The report of this review committee will be completed within 10 school days after receipt of the complaint, and copies in writing will be sent to the complainant and to the superintendent.

Appeal procedures

The decision of the review committee may be appealed to the superintendent by the complainant.

This appeal must be made in writing within 10 school days after receipt of the report.

The superintendent or his/her designee will preside over the appellate hearing.

A decision will be rendered within 10 school days after the hearing.

An appeal of the decision may be made to the board by giving a written request to the superintendent within 10 school days after receipt of his/her written decision.

This appeal will be heard at the next regular meeting of the board and the decision will be final.

Written notification will be sent to the complainant and the chairperson of the school review committee within one week of the board's decision.

See IJ-E for form to be used for this request entitled "Parent's Request for Review or Withdrawal of Instructional Material."

Adopted 6/10/75; Revised 4/12/83, 12/14/99, 1/8/02, 2/7/12

Legal references:

20 U.S.C. Code, Section 1232h, as amended:

Sec. 439.

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the children.

No student shall be required, as part of any applicable program, to submit to a survey, analysis or evaluation that reveals information concerning --

- political affiliations;
- mental and psychological problems potentially embarrassing to the student or his family;
- sex behavior or attitudes;
- legal, anti-social, self-incriminating and demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

Educational agencies and institutions shall give parents and students effective notice of their rights under this section.

The School District of Aiken County

AR IJOA-R Field Trips

Issued 2/12

The following administrative rule guides the implementation of policy IJOA, field trips.

The School District of Aiken County only sponsors field trips during the school year that are directly related to advancing a specific curriculum-related objective. A brief lesson plan is to be presented with the request showing the relationship to a certain objective and what follow-up activities will occur upon the students' return to class. Field trips that are not designed to advance the learning of a specific curriculum objective will not be considered for district approval.

Each school is to require departments and grade levels to coordinate plans for field trips at the beginning of each school year. An individual student can miss class no more than 10 days yearly as a result of field trips. Days selected for field trips need to be used wisely.

Field trips must not extend beyond three consecutive school days.

The principal must ensure that day-long field trips are not consumed mostly by travel time, leaving only an hour or so for activities that directly relate to curriculum objectives.

Overnight (and out-of-state) field trips must be submitted to the appropriate academic officer who will submit the request to the superintendent's cabinet. Area advisory councils will continue to receive field trip forms as information. The superintendent's cabinet will make its decision based on consistent, districtwide criteria and will be governed by whether the trip advances the school curriculum and by what is in the best interest and protection of the student.

Schools should carefully consider high-cost activities, as they may present a financial challenge to parents/legal guardians. Field trips of unusual cost must be approved by the appropriate academic officer. No student will be excluded from a field trip on the basis of an inability to pay for the trip.

Students are subject to all district policies including the discipline code. A student can be excluded from participation in school-sponsored field trips due to suspensions, excessive absences or habitual misbehavior.

If private companies are used to transport students, proper and adequate insurance information (containing complete coverage clauses) must be attached to request forms. Assurance must be documented that the company is able to operate in other states, especially those traveled. (The private carriers must be certified through the office of the ~~assistant~~ associate superintendent for administration.)

No field trips may be submitted for approval after May 1 of any given year.

Extracurricular activities

Extracurricular activities (such as athletic events, band competitions, camps, etc.) are not considered field trips, but as extensions to the school day as most occur after school hours. Such activities are exempt from the 10-day rule and must relate to the goals and objectives of the organization. All school rules regarding discipline, attendance, etc. are applicable.

Trips that themselves form the class curriculum (such as work programs and apprenticeship programs) and individualized student experiences (such as shadowing and mentoring) are not considered field trips.

Issued 10/13/98; Revised 1/8/02, 2/7/12

(Richmond County will be considered as "in-state" for purposes of this administrative rule.)

The School District of Aiken County

Policy IJOC School Volunteers

Issued 2/12

Purpose: to establish a basic structure for the use of volunteers in the district's programs.

The board supports volunteer programs which are professionally organized and promote better educational opportunities for students. The board believes in using resources in the community to increase the learning opportunities for students. The board also believes that the appropriate use of volunteers will allow teachers to function in their professional capacities.

The school volunteer program is decentralized. Each principal or teacher plans for volunteer help in areas that fulfill a different need in each school. At the district level, the superintendent or his/her designee serves as a consultant in areas of implementation, coordination, training, placement, evaluation and recognition. The school volunteers, though unpaid, have been and will continue to be professional and dependable in the donation of their time.

The board of education designates the academic officers to approve the volunteers to be used in the area schools. Volunteers must be made aware of the rules and regulations governing such programs in the schools prior to being assigned as a volunteer. Volunteers will be asked to sign the Acknowledgment of Volunteer Conduct Expectations as required of all staff and persons having contact with students. Additionally, as required by law, all volunteers having any contact with students must be screened in accord with Policy GBEBDA*. The district cannot permit individuals whose names appear on the national or state sex offenders registries to serve in any capacity resulting in interaction or contact with students.

See policy GBEBDA*, Criminal Record Checks.

Adopted 6/10/75; Revised 2/9/93, 1/8/02, 9/28/10

Legal references:

South Carolina Code of Laws, 1976, as amended:

Section 16-3-655 - Criminal sexual conduct with a minor; aggravating and mitigating circumstances; penalties; repeat offenders.

Section 16-1-60 - Violent crimes defined.

Section 23-3-115 - Fees for criminal record searches conducted for charitable organizations.

Section 23-3-130 - Determination of information to be supplied and methods of evaluation and dissemination; promulgation of rules and regulations.

Section 23-3-430 - Sex offender registry; convictions and not guilty by reason of insanity findings requiring registration.

Section 59-19-117 - Background checks.

AR IKF-R Graduation Requirements

Issued 2/12

All students in grades nine through 11 must be enrolled in at least five courses each semester unless extenuating circumstances are approved by the principal and the appropriate academic officer. Seniors must be enrolled in at least four courses. These four courses must include any and all core courses required for graduation. Students are required to take an English and/or math course unless waived by the administration. With the approval of the principal and appropriate academic officer, fifth year seniors may take only the courses required for graduation.

A student must earn 24 units of credit in state-approved courses for graduation.

The unit requirements are distributed as follows.

<u>Subject</u>	<u>Credit units</u>
English/language arts	4
Mathematics	4
Science	3
U.S. History and Constitution	1
Economics	1/2
US Government	1/2
Other social studies	1
PE or junior ROTC	1
Computer science	1
Foreign language or Career and technology education	1
Electives	7
Total	24

The student must complete a study of and pass a classroom test on the provisions and principles of the United States Constitution, the Declaration of Independence, the Federalist papers and American institutions and ideals. This instruction must be given for a period of at least one year or its equivalent, either within the required course U.S. History and Constitution or within another course.

Beginning with the graduating class of 2010, the student must pass a high school credit course in science in which an end-of-course examination is administered.

The student must be enrolled for a minimum of one semester immediately preceding his/her graduation except in case of a bona fide change of residence. Units earned in a summer school program do not satisfy this requirement.

The student must pass both parts of the South Carolina high school exit examination in addition to earning the required number of prescribed units.

Awarding of high school credit

A school also may award and accept credit towards a high school diploma for the following.

- a course that has been approved by the state department of education in a proficiency-based system
- those gateway courses that are a part of the end-of-course examination program only if the student takes the course approved by the school in which he/she is enrolled and meets all the stipulated requirements of the program
- courses in summer programs that meet all the regulatory requirements for courses offered for students in grades nine through 12
- a course that is approved by the district - whether the school offers the particular course or not - if the student receives prior approval
- a course that the student takes in an approved adult education program if the course is approved by the superintendent or his/her designee
- locally designed subject-area courses, elective courses and CATE courses under conditions as outlined in state board regulation
- the PE credit if the PE course meets all statutory requirements including the personal fitness and wellness component and the lifetime fitness component
- the American Sign Language course as the required unit in a foreign language
- a college course that a student in grades nine through 12 takes under the district's dual credit arrangement

Adult education

For adult education students receiving a diploma, the unit requirements are distributed as follows.

<u>Subject</u>	<u>Credit units</u>
English/language arts	4
Mathematics	4
Science	3
U.S. History and Constitution	1
Economics	1/2
US Government	1/2
Other social studies	1
Computer science (including keyboarding)	1
Electives	9
Total	24

Exit examination

For purposes of state testing requirements, students in their second year of high school enrollment beginning with grade nine are required to take an exit examination consisting of tests in English/language arts, mathematics, science and social studies based on state curriculum standards. Passage of the exit examination is a condition for the receipt of a state high school diploma. This requirement also applies to students in an adult education program who are seeking a diploma.

Students who do not pass the exit examination must receive academic assistance in the area(s) not passed.

Any student who fails to pass the exit examination and who is actively enrolled in school will have two opportunities per year (spring and fall) to pass an equivalent form of the failed part or parts of the examination by meeting the minimum performance standard in effect at the time of the test administration.

An administration of the exit examination may be available during the summer after the twelfth grade for students who have met all other requirements for graduation and who were actively enrolled in school.

The district will award an appropriate state certificate to those students who must pass the exit examination to receive a diploma, but fail to do so. The certificate will indicate the number of credits earned and grades completed. A student who has earned the required number of units but who fails to pass the exit exam may enroll in adult education to continue with academic assistance and to re-take the exit exam. If the student is under the age of 21, he/she may continue in school until he/she passes the exit exam and receives a diploma or until he/she reaches 21, whichever occurs first.

The district will do the following.

- Implement administration and security measures established by the state board of education for the purpose of the exit examination.
- Establish a procedure for written notification of students and parents/legal guardians by the seventh grade or upon entry into the district schools, whichever comes first.
- Publicize the exit examination schedules.
- Recommend for a South Carolina State High School Diploma only those students who pass all parts of the exit examination.
- Provide academic assistance related to the parts not passed.
- Advise students who have met all other requirements for graduation but have not passed the exit examination of other alternatives.

Districts will identify students who meet the participation criteria for alternative assessment. Students with an Individual Education Plan (IEP) may take the exit exam with accommodations and/or modifications determined to be appropriate by the IEP team and allowable by state and federal statutes and regulations.

High school credit for college work

Students in grades nine through 12 and/or adult education programs can earn credits for college course work that can be applied to the required number of units for a state high school diploma.

The following conditions apply.

- Courses may be offered through distance learning and cooperative agreements with institutions of higher education. One quality point will be added to the CP weighting for dual credit courses that are applicable.
- Only courses applicable to baccalaureate degrees or to associate degrees offered by institutions accredited by the board of education of that state or the appropriate regional accrediting agency [Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SCACS CASI)] qualify.
- Tuition and any other fees will be the responsibility of the student or his/her parent/legal guardian.

A three-hour college course will transfer one Carnegie unit.

Units earned for college courses may not be substituted for courses of similar content offered in the high school curriculum.

Issued 2/28/89; Revised 1/8/02, 3/10/09, 3/8/11, 2/7/12

The School District of Aiken County

Policy JC School Attendance Areas

Issued 2/12

Purpose: To establish the basic structure for school attendance areas.

Aiken County is divided into five attendance areas. The liaison administrator, who is appointed by the Aiken County Board of Education upon the recommendation of the district superintendent, provides administrative direction to the attendance area.

The five attendance areas are as follows.

Administrative Area No. 1

Administrative Area No. 1 shall be described as follows: Commencing at a point along the common Aiken County-Edgefield County line at joint corner with Area 3 where the Southern Railway intersects said county line, and running thence in a southerly direction and then in a southwesterly direction along the common line with Area 3 where said common boundary line intersects Boyd Pond Road (Road 246) at its junction with Town Creek; thence continuing in a southerly and in a southeasterly direction, along the joint line with Area 5 as hereinafter described, to the point where said joint line intersects with property of the United States (Savannah River Site) where Upper Three Runs Creek intersects with property of the United States; thence, continuing in a southeasterly and easterly direction along property of United States to the Barnwell County line; thence in an easterly direction with the Barnwell County line to the point where South Fork Edisto River intersects said county line; thence, in a northwesterly direction along the line of the said South Fork Edisto River and with said river past Interstate 20 to the point where Bridge Creek intersects with said river; thence, in a westerly direction with Bridge Creek and thence along the easterly headwater of said Bridge Creek in a westerly direction and along the straight line to the intersection of Bridge Creek Road (Road 578) and Willis Road (Road 518); thence, northerly along Willis Road (Road 518) for approximately 4,500 feet to the point where such road bends to the East; thence, along a straight line in a northwesterly direction, paralleling in part (Road 489), and extending along the line of a small branch which is the easternmost headwater of Bulls Branch, just west of Yonce Mills Pond, and extending along the line of such branch headwater of Bulls Branch to the point where the small branch intersects the Edgefield County line, such point being approximately 3,000 feet southwest of the intersection of Mile Bridge Way (Road 720) with said Edgefield County line; and thence in a southwesterly direction along the Aiken County-Edgefield County line to the point of beginning.

Administrative Area No. 2

Administrative Area No. 2 shall be described as follows: Beginning at a point on the northeastern side of the Savannah River at the Edgefield County-Aiken County line, running thence in a northeasterly direction with the Edgefield County-Aiken County line to the intersection of such line with Ridge Road (South Carolina Highway No. 253); thence following said Ridge Road (South Carolina Highway No. 253) to the point of its intersection with Ascauga Lake Road (South Carolina Highway No. 33); thence, following a line from this intersection to the northeastern tip of Sudlow Lake, where said lake is fed by Little Horse Creek; thence following the Sudlow Lake and Little Horse Creek to a point where the said Little Horse Creek intersects with Mims Branch from Mathis Lake; thence, following the Mims Branch from Mathis

Lake for approximately three-quarters of a mile to the point of its intersection with Old Sudlow Lake Road, said road being one running easterly from Belvedere-Clearwater Road (South Carolina Highway No. 126) to Sudlow Lake Road (South Carolina Highway No. 254), thence, following Old Sudlow Lake Road in a westerly direction to the point of its intersection with Belvedere-Clearwater Road (South Carolina Highway No.126); thence, across Belvedere-Clearwater Road and following Cherokee Drive to the point of its intersection with Powerhouse Road; thence with the said Powerhouse Road to the point of its intersection with Storm Branch; thence, in a generally southerly direction with Storm Branch to the point of its intersection with Horse Creek; thence, west with said Horse Creek to the Savannah River, thence, in a generally northerly direction with the Savannah River back to the point of beginning.

Administrative Area No. 3

Administrative Area No. 3 shall be described as follows: Commencing at a point on the common boundary of Edgefield County with Aiken County at the intersection of Ridge Road (South Carolina Highway No. 253) with said boundary line, and running thence in a southerly direction along a common line with the eastern and southeastern boundary of Area 2, as described in said Area 2, to the point at which said Area 2 intersects with Horse Creek; thence, continuing in a southerly direction with the common boundary of Area 5 along South Carolina Highway No. 145.

Begin the line at the intersection of Storm Branch Road (145) and Town Creek approximately 1.7 miles west of the intersection of Storm Branch Road (146) and Silver Bluff Road (SC 302). Proceed up the middle of Town Creek from Storm Branch Road in a north east direction approximately 5.1 miles to the junction of Town Creek North Tributary and Town Creek East Tributary (in middle of lake) approximately .2 mile west of Richardson's Lake Road. Proceed up the North Tributary of Town Creek from the lake to where the creek crosses Richardson's Lake Road at 1.3 miles from the intersection of Richardson's Lake Road and Silver Bluff Road. (Houses in the Wood Valley Subdivision are assigned to Area 1.) Proceed northwest along Richardson's Lake Road to Pine Log Road. (On this segment of Richardson's Lake Road, houses contiguous to having Richardson's Lake Road addresses are assigned to Area 3.) Proceed east on Pine Log Road .6 mile to the gate on Huber Clay Company property. (On this segment of Pine Log Road, all addresses are assigned to Area 1.) Proceed straight across to Hitchcock Parkway (SC 118) to the gate on Huber Clay Company property, which is .4 mile from the intersection of Huntsman Drive and Hitchcock Parkway. Proceed north across Hitchcock Woods to the intersection of Dibble Road and Burgundy Road. Proceed west on Dibble Road to Hitchcock Parkway (SC 118). Proceed north on Hitchcock Parkway (SC 118) to SC 421 (Old Augusta Road). Proceed east along SC 421 to where it merges into US 1. Continue up the center of US 1 east to the intersection of University Parkway and US 1. Turn left and proceed north on University Parkway to the intersection of University Parkway and Trolley Line Road (80). Turn right and proceed east on Trolley Line Road for 2,000 feet to the intersection of Hudson Road. Turn left and proceed north on Hudson Road to University Parkway (SC 118). Cross University Parkway (the road's name changes to Croft Mill Road at this intersection) and proceed north on Croft Mill (1303) approximately 2,100 feet to the intersection of Croft Mill (1303) and Vacluse Road (105). At this intersection, proceed northwest on Vacluse Road to Outing Club Road (1467) to Mayfield Road (138). From Mayfield Road north on Outing Club Road all addresses on Outing Club Road are assigned to Area 1. Proceed on Outing Club Road to Good Springs Road (503). Proceed in a straight line from the intersection of Outing Club Road and Good Springs Road (503), crossing I-20 to intersection of SC 191 and Springfield Church Road (1237). Proceed from the intersection of SC 191 and 1237 up 1237 to the nearest point to the railroad and

then follow the railroad to the Edgefield County line; thence, in a westerly direction back to the point of beginning.

Administrative Area No. 4

Administrative Area No. 4 shall be described as follows: Beginning at a joint corner with Area 1 at the point where the joint line of Area 1 and Area 4 intersect the Aiken County-Edgefield County line along a point where said line is crossed by the easternmost headwater of Bulls Branch, such point being approximately 3,000 feet west of the intersection of Road 720 with Edgefield County-Aiken County line; and running thence in an easterly direction along the Edgefield County-Aiken County line to the point where such line is intersected by the Saluda County line; thence running in a northwesterly direction with the Saluda County line to a point along state road S-19-21 (which constitutes the county line) approximately one-half mile west of the intersection of said S-19-21 with South Carolina Highway 121; thence in a northeasterly direction and crossing said Highway 121 just north of its intersection with an unnamed county road, and following then to line of Mine Creek to a point where it crosses County Road 466; thence, with Road 466 to its intersection with South Carolina Highway 193, just south of the intersection of road 119 with South Carolina Highway No. 193; thence, continuing in a northeasterly direction to the intersection of Little Mine Creek with a southerly flowing branch; thence, north along said branch about one-half mile; thence, in a northeasterly direction to the intersection of an unnamed road with Road 165 at Cedar Grove Church; thence, easterly to the northernmost curve of Road 259; thence, southeasterly along Road 259 to its intersection with Road 29; thence, northeasterly across Road 39 just south of its intersection with Road 29 and across Road 211 just north of its intersection with an unnamed county road to a point three-fourths mile south of Jones Crossroads; thence, southeasterly to a point one-half mile southwest of the intersection of U.S. Highway No. 178 with Road 25; thence, southeasterly along Road 25 to its intersection with an unnamed road one-half mile northeast of the intersection of Road 25 with Road 87; thence, along said unnamed road to its intersection with Road 25; thence southeasterly to the intersection of an unnamed road with Road 449 and across said Road 449 to Rosenwald Church at Road 57; thence, across Road 57 to the intersection of an unnamed county road with the eastern branch of Moores Creek; thence, along Moores Creek to an unnamed road intersecting Road 349 and leading to Hibernia; thence, in a southeasterly direction to an intersection of U. S. Highway No. 1 with an unnamed road which leads to Hibernia, all of which is shown on the official school maps of Aiken and Saluda Counties; and continuing thence in a northeasterly direction with the joint Aiken-Saluda County line to the point where such line intersects with Chinquapin Creek; thence, following a course of Chinquapin Creek in a southeasterly direction and into the North Fork Edisto River, and continuing with said river to the point of its intersection with the Orangeburg County line; thence, in a southwesterly direction with the Orangeburg County line to a point where said line is intersected by the South Fork Edisto River which forms a joint corner of Area 4 and Area 1; thence, continuing with the joint line of Area 1 back to the point of beginning.

Administrative Area No. 5

Administrative Area No. 5 shall be described as follows: Starting at the confluence of the Horse Creek with the Savannah River and running thence in a northeasterly direction with Horse Creek to its intersection with Storm Branch Road (South Carolina Road No. 145); thence, in a southeasterly direction with the said Storm Branch Road (South Carolina Road No. 145) to the point of intersection with Town Creek; thence continuing through the middle of Town Creek in an easterly direction to the junction of Town Creek and Boyd Pond Road following the center of

Boyd Pond in an easterly direction to its intersection with Silver Bluff Road (Highway No. 302); thence following the center of Silver Bluff Road in a southerly direction to the intersection with Gray Mare Hollow Road (South Carolina Road No. 146) and thence with the said South Carolina Road No. 146 to the point of its intersection with Hollow Creek, provided, however, that all persons residing on the southern side of the said Storm Branch Road (South Carolina Road No. 145), and Gray Mare Hollow Road (South Carolina Road No. 146), south of the point where Storm Branch Road (South Carolina Road No. 145) intersects with Pine Log Road (South Carolina Road No. 65) and north of the point where Gray Mare Hollow Road (South Carolina Road No. 146) intersects with Hollow Creek, if the land upon which such person resides shall be contiguous and bounding in part on the aforesaid segments of Storm Branch Road or Gray Mare Hollow Road (South Carolina Road No. 145 or 146) it shall be included in Area No. 5; thence with the said Hollow Creek in northeasterly direction to the point of its intersection with Anderson Pond Road; thence, following the said Anderson Pond Road to the point of its intersection with Chime Bell Church Road; thence following Chime Bell Church Road in an easterly direction to the point of intersection with South Carolina Highway No. 19; thence in a southeasterly direction along South Carolina Highway No. 19 to the point of its intersection with Crosby Road (South Carolina Road No. 1755); thence, in an easterly direction with Crosby Road (Road No. 1755) to the point of its intersection with Talatha Church Road; thence, along said Talatha Church Road in a southeasterly direction to the point of its intersection with Banks Mill Road (South Carolina Road No. 79), provided that persons residing on property along the south side of said Talatha Church Road, between the point of its intersection with Crosby Road (Road 1755) and Banks Mill Road (Road 79), wherein such property is contiguous and bounded in part along the said Talatha Church Road between such points, shall be included in Area 1 and not in Area 5; thence, along an imaginary survey line from the point of the intersection of Talatha Church Road with Banks Mill Road (South Carolina Road No. 79) in a northeasterly direction to a point on Jackson Branch at its intersection with Deer Run Road No. 422; thence, along the said Jackson Branch in a southerly direction to its intersection with Upper Three Runs Creek; thence, with the said Upper Three Runs Creek in a southerly direction to its intersection with property of the United States, known as the Savannah River Site; thence, along the northern boundary of the United States Savannah River Site in a westerly direction to its intersection with the Savannah River; thence, continuing in a generally northerly line along the course of the Savannah River to the point of beginning.

Adopted 11/22/83; Revised 9/13/88, 6/27/89, 9/8/92, 4/23/02, 7/16/02, 2/7/12

Legal references:

S.C. Code, 1976, as amended:

Section 59-19-90(9) - Board can determine school for pupil to attend.

S.C. Acts and Joint Resolutions:

1982 Act 503, p. 3384 - An act to establish the School District of Aiken County.

The School District of Aiken County

Policy JFABC Admission of Transfer Students

Issued 2/12

Purpose: To establish the basic structure for admission of transfer students to the district.

Students are assigned to schools according to the location of the residence of their parents/legal guardians, unless specifically authorized to attend a different school. The board has the authority to transfer and assign students within the district. Student transfers will comply with adopted board policy and state laws.

Disciplinary transfers

The board, or its designees, may make disciplinary transfers to another school in lieu of suspension or expulsion, but only after a conference or hearing with the parents/legal guardian.

Disciplinary transfers of students may be based on the commission of a crime, gross immorality, gross misbehavior, persistent disobedience or for violation of the written rules, policies, or regulations established by the Aiken County Board of Education or the South Carolina State Board of Education.

Intra-district transfers

Student transfers from one school to another within the school district will be considered if at least one of the following criteria is met:

Children or wards of persons who are employed by the School District of Aiken County will be permitted to attend school at the facility where the parent/guardian works or at the nearest school to the parent's work site on a space available basis. Transportation will be furnished by the parent/guardian.

Students who need special services may be transferred based on the recommendation of the executive director of special programs. Such recommendation will be based on psychological tests, evaluations by the district testing staff and written justification attached to the transfer request form.

Medical/psychological problems may be criteria for student transfers provided the request clearly identifies how the school assignment can, or will, have a material effect on the student's medical condition. Such a transfer request must be accompanied by a physician's or appropriate health care professional's statement supporting the transfer request.

Hardship may be considered as criteria for student transfer. Problems such as those related to parent's work schedule, availability of child care services near another school and transportation difficulties may be considered as hardships.

Rising seniors are excluded and may remain at their current school with due notification of their intent to the appropriate academic officer.

Requests for transfers will be submitted by the parent/guardian on the appropriate form to the area office serving the school to which the student is currently assigned. The form may be obtained at the area office or from any school in the district. The academic officers may make decisions regarding the transfer requests and, in so doing, will follow the criteria set forth above. Decisions within a given area may be appealed to the respective area advisory council for final determination of the issue.

For requests that involve a transfer between two administrative areas, the same procedures will be necessary for each area. All area council decisions involving requests between areas may be appealed to the Aiken County Board of Education. Students do not need to attend for these appeals.

Students must transfer from one school to another immediately upon change of the parent's residence unless the parent elects for the student to remain until the end of the current school year in the original school. In such cases, transportation will be furnished by the parent/guardian.

Except as stated above, students will not be allowed to transfer from their designated attendance areas.

Transfers into the district

Students who have been in attendance at a school in another district will be accepted automatically by this district on the following basis:

Students must be residing with a parent/legal guardian who is a legal resident of this district. The existence of a legal guardianship will be recognized upon the filing of an appropriate order or decree from a court of competent jurisdiction with the appropriate academic officer.

Students who have been expelled from their previous school district of residence may not be admitted to this district's schools immediately upon request. In such cases, the student and his/her parent/guardian must submit an admission request to the Aiken County Board of Education.

If not residing with parents/legal guardian, the student's admission will be governed by policy JFAB.

Transfers pending move of parents/guardians

Students may be enrolled for a new school year, or upon initial entry during the school year, at a school in an attendance zone into which the parent/guardian plans to move after the beginning of the school year, or after the date of the initial entry, subject to the following conditions.

The residence which the parent/guardian plans to occupy is under construction, being renovated/repared or is in the process of being purchased/obtained prior to the first day of attendance at a school in the attendance zone of such residence.

Notarized verification of the date construction or renovations/repairs began and the date the residence will be ready for full-time occupancy will be provided by the contractor or builder before the student is allowed to enroll.

If an existing residence is purchased, or in the process of being obtained, but occupancy cannot be gained prior to the student's first day of school in the new attendance zone, notarized verification of the date of availability for occupancy will be provided by the realtor, or previous owner, prior to such school attendance.

Transfers out of the district

Requests, not due to residential change, for students to transfer out of the district must be presented in written form with detailed justification to the director of administrative services who will submit the request along with appropriate recommendations for approval or denial to the board. If the student is released, the School District of Aiken County will assume no responsibility for tuition to the receiving district.

Transfers due to change of residence of parents/legal guardian, or change of legal guardian, will be granted provided the student has completed all payments due and returned textbooks and library books. No transcripts or records will be furnished to receiving schools until the above requirements are met.

Transfers in connection with juvenile authorities

The administration is authorized to make approvals at its discretion of temporary or permanent intra-district transfers in connection with requests from the department of social services or from juvenile authorities, provided that any intervention by such agency or authority on behalf of a student is appropriately authenticated and documented to the satisfaction of the administration.

Duration of approved transfers

Once a transfer has been approved, it may remain in effect through the terminal grade of the school to which the transfer is approved. That is through fifth grade in elementary schools, through eighth grade in middle schools and through graduation in the high schools. At the end of the terminal grade in elementary school and in middle school, the student will be assigned to the school serving the attendance area in which the student resides. Exceptions are temporary assignments of kindergarten classes for housing purposes only.

This policy does not apply to the assignment of preschool disabled children, all special education placements, four-year-old classes and kindergarten. Area advisory councils and/or the appropriate academic officers may make exceptions to student assignment as required to appropriately house students in the facilities available with due notification to the parents/guardians of the affected students.

Adopted 9/9/75; Revised 1/10/84, 7/26/88, 7/23/91, 11/24/92, 4/23/02, 2/7/12

Legal references:

S.C. Code, 1976 as amended:

59-19-90(9) - School trustees have power to transfer and assign pupils: (see 59-19-510 for right to appeal).

59-19-510 - Right to appeal to county board of education; petition.

59-63-30 - Qualifications for attendance.

59-63-40 - Discrimination on account of race, creed, color or national origin prohibited.

59-63-210 - Grounds for which trustees may expel, suspend or transfer pupils; petition for readmission.

59-63-250 - Transfer of pupils.

59-63-470 - Transfer of pupils when enrollment of such pupils threatens to disturb the peace.

59-63-480 - Attendance at schools in adjacent county.

59-63-490 - Transfer to adjoining school district.

59-63-500 - Transfer without consent of school district of residence

59-63-510 - County board of education authorized to order transfer.

59-63-520 - Consent required for transfer.

The School District of Aiken County

Policy JH Student Absences and Excuses

Issued 2/12

Purpose: To establish the basic structure for allowing and excusing student absences.

The board believes that attendance is a key factor in student achievement. Any absence from school represents an educational loss to the student. However, the board recognizes that some absences are unavoidable.

In order to receive credit for a high school course, a student must attend at least 85 days (for a 90-day semester course) or 170 days (for a 180-day year course). The board may grant approval of excessive absences in accordance with board policy.

Any student who misses school must present a written excuse, signed by his/her parent/legal guardian or an excuse written by a medical provider. The excuse will contain such other information as directed by the administration. Student excuses are considered to be a part of student records and such excuses will be processed by those school-based employees designated to administer attendance regulations and will be provided to other staff who have a need to know.

If a student fails to bring a valid excuse to school within five days, he/she will automatically receive an unexcused or unlawful absence. If a student brings a false (or forged) excuse, the school official receiving that note must refer the student to the school administration for appropriate action. If a student accumulates absences in excess of 10, a medical note may be required in order to assist the principal in making decisions regarding lawful absences and denial of credit.

A. Lawful and unlawful absences

1. The district will consider a student **lawfully** absent under the following circumstances.
 - The student is ill and attendance at school would endanger the student's health or the health of others.
 - There is a death in the student's immediate family. Absences of this nature should not exceed three per occurrence. Excessive absences as a result of death may be deemed unlawful.
 - There is a serious illness in the student's immediate family. A statement from a physician or healthcare provider may be required. Absences of this nature should not exceed three per year.
 - There is a recognized religious holiday of the student's faith.
 - The student is traveling or attending events that the principal approved in advance as an educational experience.
 - Emergencies and/or extreme hardships at the discretion of the principal.

Other lawful absences are explained in administrative rule JH-R.

Chronic or extended illness requires a certification of the illness from the physician or other healthcare provider. Parents/Legal guardians who anticipate a student's absence of more than five consecutive days due to an extended health problem should apply immediately for homebound instruction by calling the school guidance office. A child is not counted as absent if the homebound is approved and the student receives instruction for each day approved.

2. The district will consider a student **unlawfully** absent under the following circumstances.

- The student is willfully absent from school without the knowledge of his/her parents/legal guardians.
- The student is absent without acceptable cause with the knowledge of his/her parent/legal guardian.
- The student is absent and fails to turn in an acceptable note within five days of the student's return from an illness.
- The student is absent after the parent/legal guardian has received notice that a medical note is required but the medical note is not presented.

B. Truancy

1. Truant

A child from age five until age 17 years meets the definition of a truant when the child has three consecutive unlawful absences or a total of five unlawful absences.

2. Habitual truant

A "habitual" truant is a child, ages 12 to 17 years, who fails to comply with the intervention plan developed by the school, the child, and the parent(s)/legal guardian(s) and who accumulates two or more additional unlawful absences. This child may need court intervention and an initial truancy petition may be filed. The written intervention plan and documentation of non-compliance must be attached to the truancy petition asking for court intervention.

3. Chronic truant

A "chronic" truant is a child, ages 12 to 17 years, who has been through the school intervention process, has reached the level of habitual truant, has been referred to family court and placed on an order to attend school and continues to accumulate unlawful absences. Should other community alternatives and referrals fail to remedy the attendance problem, the "chronic" truant may be referred to the family court for violation of a previous court order. All school intervention plans existing to this point for this child and family must accompany the contempt of court petition as well as a written recommendation from the school and/or attendance supervisor to the court on action the court should take.

C. Intervention plans

1. Once a child is determined to be truant as defined in Section B(1) school officials must make every reasonable effort to meet with the parent(s)/legal guardian(s) to identify the reasons for the student's unlawful absences. These efforts should include telephone calls and home visits as well as written messages. The principal or his/her designee and the attendance clerk will coordinate communication between the parent/legal guardian, child, community resources and school personnel in an effort to develop a written intervention plan to address the student's unlawful absences. The attendance supervisor will meet monthly with those

designated school personnel to review the attendance intervention plans of those students who have been identified as truant, habitually truant and chronically truant.

2. The intervention plan must include the following.
 - a. Reasons for the unlawful absences.
 - b. Actions to be taken by the parent/legal guardian and student to resolve the cause of the unlawful absences.
 - c. Documentation of referrals to appropriate service providers and, if available, alternative school and community-based programs.
 - d. Action to be taken by school personnel.
 - e. Actions to be taken in the event unlawful absences continue.
 - f. Signature of the parent/legal guardian or evidence that attempts were made to involve the parent/legal guardian.
 - g. Results of actions taken by all the parties.
 - h. Revisions to plans as needed.

D. Referral to the attendance supervisor

1. Once school officials have completed an intervention plan with the parent/legal guardian (and the student if he/she is 12 years of age or older) and the student accumulates one additional unlawful absence, a referral must be made to the district attendance supervisor. Documentation of continued efforts by the school and/or attendance supervisor must be documented on the intervention plan form.
2. In addition, if attempts to involve the parents/legal guardians have been unsuccessful and the student has been identified as truant, a referral must be made to the district attendance office. Documentation of all attempts to involve the parent/legal guardian must be included in the referral packet.

E. Referrals and judicial intervention

At no time should a child or parent/legal guardian be referred to family court to be placed under an order to attend school prior to the written intervention planning being completed with the parent/legal guardian. Should the parent/legal guardian refuse to cooperate with the intervention planning to remedy the attendance problem, the school district has the authority to refer the student to family court in accordance with S.C. Code Ann. 59-65-50. In addition, schools must exhaust all reasonable alternatives to court action if a child or parent/legal guardian has already been placed on a school attendance order before a referral is made to family court for violation of that order.

F. Transfer of plans

If a student transfers to another public school in South Carolina, intervention plans will be forwarded to the receiving school. School officials will contact the parent/legal guardian to review the plan and revise as appropriate.

G. Approval of absences in excess of 10 days and approval of credit

1. Approval or disapproval of absences

The principal will approve or disapprove any student's absence in excess of 10 days for the purpose of awarding credit and to determine if these absences are lawful or unlawful. A medical note or other documentation will be required after a student accumulates 10 absences in order to assist the principal in making that decision. A principal may decide

not to include those absences that are medically excused as part of the 10 total absences provided the number of medical notes is not deemed excessive.

2. High school credit

In order to receive one Carnegie unit of credit, a student must be in attendance at least 120 hours, per unit, regardless of the number of days missed. Students whose absences are approved for the purpose of awarding credit should be allowed to make up any work missed in order to satisfy the 120-hour requirement. Principals should consider student absences giving appropriate consideration to unique situations that may arise within their districts when students do not meet the minimum attendance requirements. Therefore, principals should allow students whose excessive absences are approved, regardless of whether these absences are lawful, unlawful or a combination thereof, to make up work missed to satisfy the 120-hour requirement.

Appeals procedures for denial of promotion/credit

Appeals of the principal's decision will be processed through the district's administrative functions (academic officer, district superintendent, respectively) with the board of education being the final appeal step.

Adopted 9/9/75; Revised 8/29/79, 2/28/84, 11/13/90, 6/25/91, 4/23/02, 9/28/04, 2/7/12

Legal references:

S.C. Code, 1976, as amended:

Section 59-65-90 - State Board to establish rules and regulations defining lawful and unlawful absences.

State Board of Education Regulations:

R-43-274-Student attendance.

The School District of Aiken County

Policy JICEA School-Related Student Publications

Issued 2/12

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 academic officer, the district superintendent and legal counsel.

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

The School District of Aiken County

AR JI-R Student Rights and Responsibilities (Complaints and Grievances)

Issued 2/12

Resolution of student discrimination complaints

Discrimination

Students who believe that they have been discriminated against on the basis of race, religious creed, color, national origin, ancestry or sex (including Title IX complaints) have the right to appeal to their principals. If the student is not satisfied with the decision of the principal, he/she may appeal to the appropriate academic officer. Thereafter, an appeal may come to the associate superintendent for administration (serving as the district's civil rights coordinator). Appeals from this level will be to the district superintendent and then to the board of education.

Section 504 complaints

Students who believe that they have been discriminated against on the basis of a disability or handicapping condition have the right to appeal to their principals. If the student is not satisfied with the decision of the principal, he/she may appeal to the appropriate academic officer. Thereafter, an appeal may come to the district's Section 504 coordinator. Appeals from this level will be to the district superintendent and then to the board of education.

Sexual harassment complaints

Students who believe that they are the victims of sexual harassment will follow the procedures set forth in this administrative rule.

Procedures

Generally, complaints of alleged discrimination as set forth in board policy will be limited to alleged occurrences or omissions happening within 60 days prior to the initiation of such complaint. However, upon request by the complainant, the administration can waive such limitation if the complainant can show that the information he/she seeks to include in the record is reasonably related to the subject of the complaint.

Any complaint intended to be filed pursuant to this procedure (formal complaint) will be in writing to the principal.

The principal will, within five working days, exclusive of the day of receiving the complaint, conduct an appropriate investigation and/or hold a conference, with the complainant and other appropriate involved parties.

Within five working days after the investigation (or conference), the principal will notify the complainant in writing of his/her findings and action taken (where necessary).

A complainant may appeal in writing within 10 days of the date of the principal's written decision to the next level (by personal delivery, fax delivery or postmarked mail). Failing to appeal within such time constitutes waiver of further appeal rights.

Procedures for appeals made on a timely basis will be subject to the same time guidelines as proceedings at the level of the school principal. For appeals beyond the level of the civil rights coordinator or Section 504 coordinator, the complainant has no automatic right to a conference and such appeal will be based on written materials only (unless the superintendent and/or board grants a discretionary conference).

The principal may initially assign complaints involving Section 504 concerns to the designated building-level Section 504 coordinator, but this will not alter the time constraints for handling the complaint.

Sexual harassment

The Aiken County Board of Education recognizes that in order to maintain an environment in which the dignity and worth of all students of the district are respected, sexual harassment must be prohibited. The board has adopted policy to provide direction to this process. The following procedures have been developed and approved by the board of education to implement the policy.

Definition

Sexual harassment is defined in policy JJ.

Examples of prohibited behavior

Prohibited acts of sexual harassment may take a variety of forms ranging from subtle pressure for sexual activity to physical assault. Examples of the kinds of conduct included in the definition of sexual harassment include, but are not limited to, the following.

Threats or intimidation of sexual relations or sexual contact which is not freely or mutually agreeable to both parties.

Continual or repeated verbal abuses including graphic commentaries, innuendoes, comments, jokes or propositions of a sexual nature; unwelcome touching or interference with movement; the visual display of derogatory cartoons, drawings or posters; or suggestive or insulting sounds, leering, whistling or obscene gestures.

Threats or insinuations that the student's educational opportunities, grades, assignments or other educational conditions may be adversely affected by not submitting to sexual advances.

Complaint procedures

An aggrieved student is encouraged to inform the person engaging in sexually harassing conduct that such conduct is offensive and must stop. If the aggrieved student is not comfortable with direct communication, or if direct communication is unsuccessful, the aggrieved student should discuss the matter with a parent, teacher, counselor, or any other adult with whom he/she feels comfortable, and/or should initiate the complaint procedures described below.

Informal consultation

The purpose of informal consultation is to clarify what constitutes sexual harassment, to provide guidance and information on administrative procedures, and to resolve inadvertent cases of harassment. A request for informal consultation should be directed to either the student's principal, the associate superintendent for administration, or one of the district's sexual harassment consultants, appointed by the superintendent. The names of the sexual harassment

consultants will be available at each school and will be posted in the district personnel office. The individual who receives the request for informal consultation must inform the complainant about the options available under the policy. Anyone else receiving a complaint should encourage the complainant(s) to request an informal consultation or should notify one of the designated individuals directly.

Contact with any of the designated individuals may conclude in one or more of the following options.

Complainant decides that no sexual harassment has occurred. In this case, no further action will be taken, and the consultation will remain entirely confidential.

Complainant decides that sexual harassment has occurred and one of the following happens.

- Where the accused is a student, agrees to have the accused's principal investigate the matter and take disciplinary action, as warranted, pursuant to the student discipline code.
- Where the accused is an employee, requests that an informal resolution be pursued.

In either case, the complainant must be advised that, depending upon the circumstances of the complaint, it may be impossible to protect the complainant's identity from the accused.

Complainant decides that sexual harassment has occurred and chooses to file a formal complaint for investigation. Documentation that the informal consultation has taken place should be kept and should include a written statement from the complainant and/or notes taken by the consultant. If such notes are kept, the complainant should be so advised and the notes should be reviewed by the complainant for accuracy. If the name of an accused is revealed during the informal consultation, the accused should be advised of the allegations.

Formal complaint

Filing a complaint

After completing the informal consultation step, a complainant and/or the complainant's parent who wishes to file a formal complaint for investigation and possible action should do so with the individual who conducted the informal consultation. The consultant will complete a sexual harassment complaint form and refer the matter to the associate superintendent for administration who will conduct an investigation. Once a formal complaint has been filed, it must proceed through all the steps in this administrative rule.

Investigation

The purpose of the investigation is to establish whether there is a reasonable basis for believing that the alleged violation of this policy has occurred. In conducting the investigation, the associate superintendent for administration will interview the complainant and the accused, and will normally interview other persons believed to have pertinent factual knowledge. While it may be necessary at times to reveal the name of the accused or the complainants, confidentiality will be maintained by all persons involved. Failure to maintain the confidentiality of the investigation could result in disciplinary action. The investigation will afford the accused a full opportunity to respond to the allegations. Within a reasonable period of time (normally 40 calendar days from

the time the complaint was filed), the investigator will provide the complainant's parent and the accused, or the accused's parent if the accused is a student, with written notification that the investigation has been completed, that a written report has been sent to the accused's principal or immediate supervisor, and that they will be notified as to what further action, if any, will be taken.

Process of formal action

After receiving a written report of the findings of the investigation from the ~~assistant~~ associate superintendent for administration, the principal or immediate supervisor will initiate a consultation with the associate superintendent for administration. Based upon the report and the consultation, the principal or supervisor will decide upon one of three possible courses of action.

- judgment that the allegations are not warranted
- informal resolution as agreed upon by the parties
- corrective and disciplinary action as described below

Protection of complainant, witnesses and others

At the time that the formal complaint is filed, the complainant and/or the complainant's parent will be informed fully by the individual who conducted the informal consultation and/or the associate superintendent for administration, of steps which the investigation will follow, including the projected timetable for completion of the process.

All reasonable action will be taken to assure that the complainant and those testifying on behalf of the complainant, or supporting the complainant in other ways, will suffer no retaliation as a result of their activities in regard to the process. Steps to avoid retaliation may include the following.

- transfers of one or more of the parties to another class or setting
- arrangements that educational evaluations or decisions concerning the complainant and the student witnesses, or employment evaluations of employee witnesses, be made by an appropriate individual other than the accused

In cases where the accused is an employee and if in the judgment of the superintendent it is in the best interest of the district, the accused may be relieved of his/her duties during the investigation.

Protection of the accused

At the time the investigation commences, the accused, and the accused's parents if the accused is a student, will be informed in writing of the allegations, the identity of the complainant, and the facts surrounding the allegations.

In the event the allegations are not substantiated, all reasonable steps will be taken to so advise those involved in the investigation who had knowledge of the allegations and to generally restore the reputation of the accused if damaged by the proceeding.

A complainant found to have been intentionally dishonest in making the allegations or to have made them maliciously is subject to disciplinary action, pursuant to the student discipline code.

Disciplinary action

Any employee or student who is found to have engaged in sexual harassment of a student, and the student's parent if the accused is a student, will be notified of the outcome of the investigation and will be subject to appropriate disciplinary action, which may include, but is not limited to, oral or written warnings, demotion, transfer, dismissal, suspension or expulsion.

Remedial action

The complainant's parent will be notified of the outcome of the investigation. If applicable, the complainant's parent will also be notified of the specific remedy available and the general category of disciplinary action taken against the accused. Every reasonable effort will be made to insure that the complainant is free from any further harassment. The individual who conducted the informal consultation will be responsible for counseling the complainant to insure that he/she is comfortable with the resolution and for following up with the complainant at least once within three months of the resolution to insure that the complainant has not been subjected to any further harassment.

Education of the school district community

Following the adoption of policy, the policy will be referenced in the student handbook and a copy of the policy and this administrative rule will be available in each school media center and each area and district office. Principals and supervisors will also conduct a review of the policy and this administrative rule for all students and staff members to provide orientation on the nature of sexual harassment, how to identify it and the appropriate actions to follow should they encounter sexual harassment. With regard to students, such review and orientation will take into consideration and be appropriate to the age of the students.

Principals and supervisors will provide an appropriate orientation for new students and employees near the beginning of their association with the district.

Near the beginning of each subsequent school year, principals and supervisors will provide for their students and staff a review of the policy and administrative rule.

Issued 3/9/99; Revised 4/23/02, 2/7/12

The School District of Aiken County

Policy JJE Student Fund-Raising Activities

Issued 2/12

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 academic officer 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 academic officer.

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 associate superintendent for administration and/or the appropriate academic officer.

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

Legal references:

S.C. Code, 1976, as amended:

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

The School District of Aiken County

Policy JJIC Disqualification or Exclusion of Students from Participation in Athletic Teams or Extracurricular Organizations Due to Misconduct

Issued 2/12

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 academic officer.

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

The School District of Aiken County

AR JJIC-R Disqualification or Exclusion of Students from Participation in Athletic Teams or Extracurricular Organizations Due to Misconduct

Issued 2/12

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 academic officer 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 academic officer 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

Policy JQ Student Fees, Fines and Charges

Issued 2/12

Purpose: To establish the basic structure for the assessment of student fees, fines and charges.

Fees

The board recognizes that it may charge student fees to offset the cost of educational materials and supplies. The board finds that in view of the history of the level of state funding for the public schools, the imposition of school fees (matriculation fees), as authorized by state law, is essential to the success of the educational mission of the district. However, the district will not deny any student an education because of his/her failure to pay these supplementary charges.

Each area advisory council will annually establish the fee schedules for students in each of its attendance area's schools. No school will charge a fee that has not been approved.

School fees (matriculation charges) are those fees required of all students enrolled in a given school for a school year. Certain charges such as band instrument rentals or purchases or career and technology course equipment and supplies are not considered "school fees" or "matriculation charges".

The superintendent will work with the assigned academic officer or other designated administrator to formulate the necessary controls and records to assure that all fees are uniform within school levels and held to a minimum.

The board recognizes that some students are entitled to reduced fees or are exempt altogether by law. Further, the board realizes that some students - although not exempt or entitled to reduction by law - may nevertheless be unable to pay these fees in one installment. The principal is authorized to provide discretely for a schedule of payments, in such cases. The principal will notify the appropriate academic officer when alternative arrangements are made.

Fines and charges

No student is exempt from charges for books, lockers, materials, supplies and equipment that are lost or damaged.

Adopted 11/9/71; Revised 5/14/90, 8/15/91, 4/23/02, 10/13/09

Legal references:

S.C. Code of Laws:

Section 59-19-90(8) - General powers and duties of school trustees; charge matriculation and incidental fees.

Policy KE Public Concerns and Complaints

Issued 2/12

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 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

Legal references:

S.C. Acts and Joint Resolutions:

1982, Act 503 - Local enabling act for the Consolidated School District of Aiken County.

The School District of Aiken County

Policy KF Community Use of School Facilities

Issued 2/12

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 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.

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 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 child care 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 child care 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

The School District of Aiken County

Policy KHE Political Solicitations in Schools

Issued 2/12

Purpose: To establish the basic structure for all political solicitations, including board elections, as they relate to the school district.

School personnel and students are not to participate in out-of-school political campaign activities on school property during school hours and at official school functions. Campaign materials are not to be distributed within the school or in school buses, or on school property, by students, teachers or others, nor will campaign posters be displayed at or within the school or on other school property. No campaign literature is to be distributed through courier service or to be placed in staff mailboxes. School referendum issues are excluded.

School equipment is not to be used to aid any candidate by printing material, making videos or any other item that is political in nature or will serve to aide a political candidate's campaign.

Current campaign materials that a teacher would use as part of the instructional program, e.g., a teacher of civics, history or government, would be permitted at his/her discretion provided that such teacher does not advocate one candidate or one party.

Teachers or principals may invite candidates to visit classes or assemblies if equal opportunity is afforded all candidates for a particular position. Teachers must secure approval of their principals prior to inviting candidates to the school, and the invitation must meet an instructional objective of the teacher.

Informal visitations to the schools by candidates are not permitted.

Advertisements, including those of a political nature, may be accepted for school publications where paid advertisement is solicited from the public. A local decision will be made by the sponsoring organization, school principal and appropriate academic officer as to the appropriateness of the content of all advertisements appearing in school publications. Disagreements regarding appropriateness of content will be referred to the local area advisory council for a decision.

When a school is used as an official poll station, the rules and regulations of the election commission will prevail.

Adopted 7/26/76; Revised 9/9/86, 2/12/91, 2/26/02, 2/7/12

The School District of Aiken County